

Microsoft Office 365 Student E-mail Distribution List

These directions will show how instructors access the Office 365 Parental Consent report through the CCSD Portal to access student and parent email addresses. The document will also demonstrate how to create a new contact group in Outlook where student email addresses can be added to a distribution list.

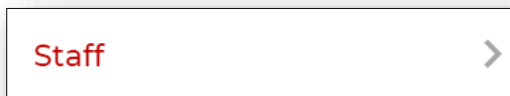
Access CCSD Portal

1. Navigate to the CCSD Portal via the Internet from the Cobb County Schools homepage by going to www.cobbk12.org

2. Click the **Menu**.

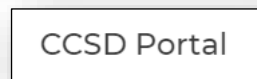


3. Chose **Staff**.



4. Choose **CCSD Portal**.

Note: If you are off campus, you must connect to the VPN.

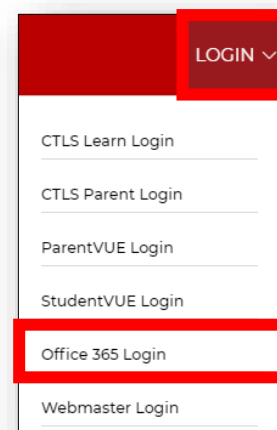
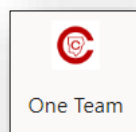


OR

1. Log into **Office 365**.

2. Click on **One Team icon**.

Note: If icon does not appear on dashboard, click on All Apps to find icon.

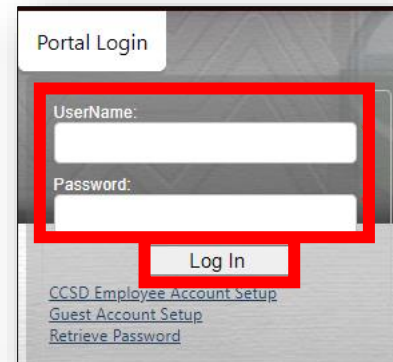


3. Choose **CCSD Portal**.



Access Student/Parent E-mails in CSIS

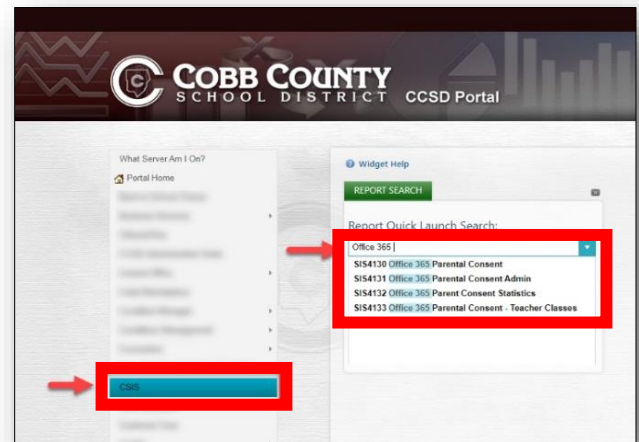
1. Enter your **Badge ID** for the Username and your school computer password for the **Network Password**.



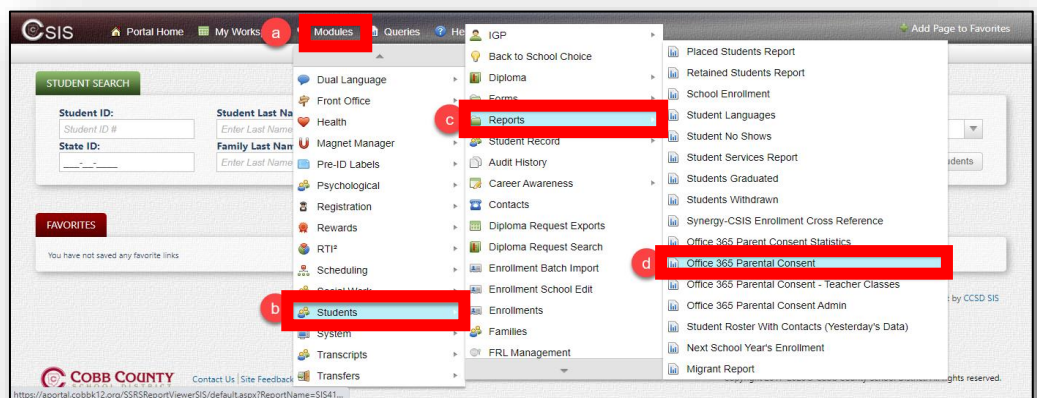
2. Click **Log In**.

3. Click on **CSIS**.

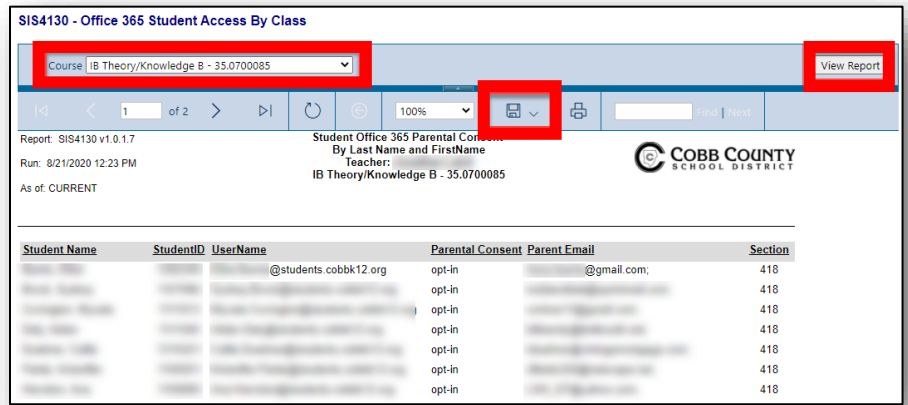
Note: This report can also be accessed via the dashboard using Report Quick Launch Search and entering "Office 365 Parental Consent."



4. Click on **Modules** → **Students** → **Reports** → **Office 365 Parental Consent**.

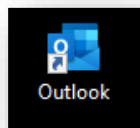
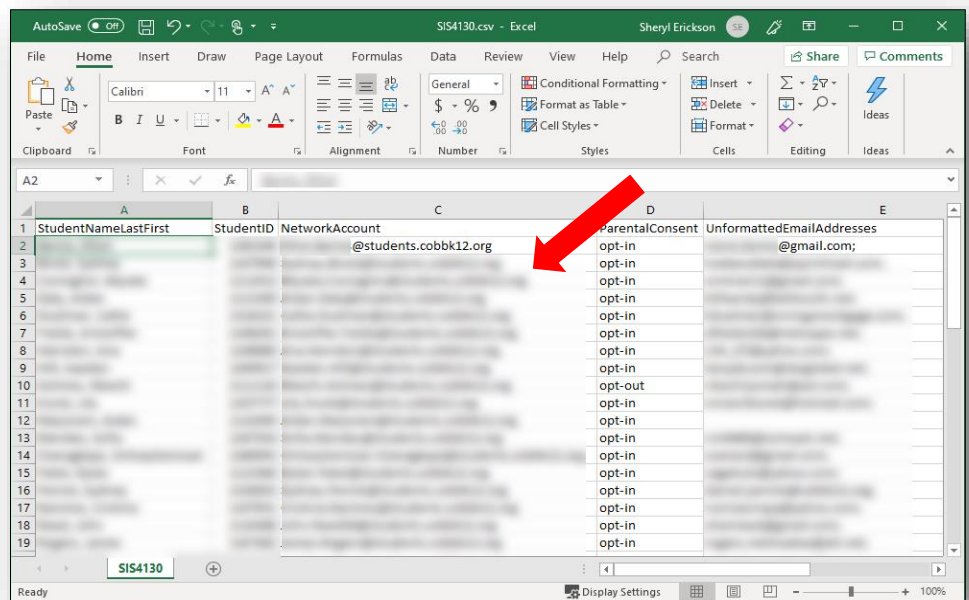


5. Select **Course** from the drop-down.
6. Click **View Report**.
7. Report can be **exported to Excel** by clicking on the **Save** icon and selecting **CSV (comma delimited)**.

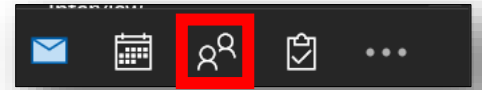


Create E-mail Distribution List in Outlook

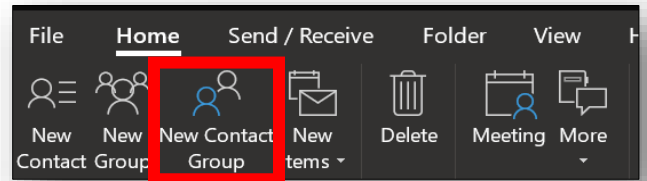
1. To create an e-mail distribution list, **highlight the cells** containing the desired e-mail addresses. For student Microsoft Office 365 e-mail addresses, this is the **NetworkAccount** column.
2. Click **Ctrl+C** to copy.
3. Use the desktop app to open **Outlook**.



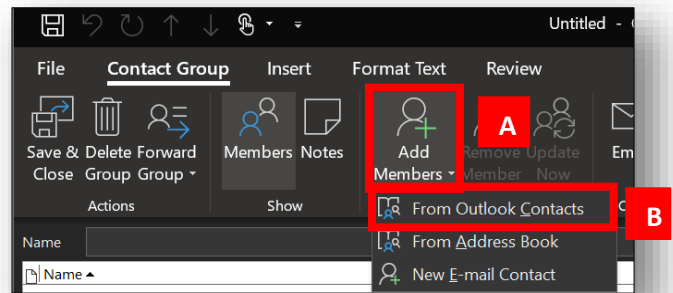
4. Click on **Contacts** at the bottom of the Outlook window.



5. Click **New Contact Group** at the top of the Outlook window.

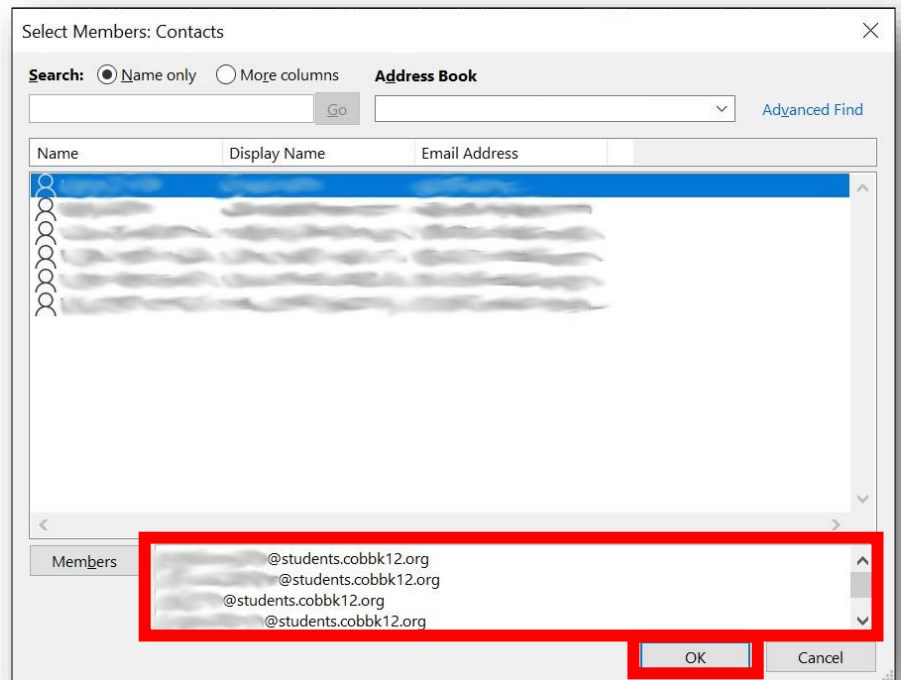


6. Click **Add Members** and choose **From Outlook Contacts**.



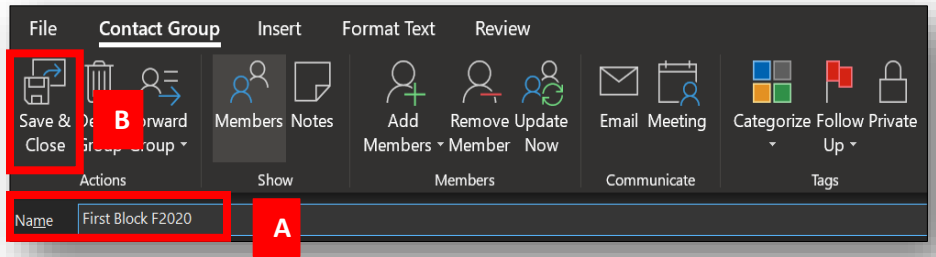
7. In the **Members** section at the bottom, click **Ctrl+V**. Selected e-mail addresses will populate.

8. Click **OK**.
*Note: Users can also **right click** with the mouse and select **Copy** and **Paste** to select and fill in the required fields.*



9. Give the group a **Name**.

10. Click **Save and Close**.



11. When you create a new e-mail message, you should now be able to type the name of your group and it will automatically add the student names.

Note: The Outlook contact group will not automatically update as rosters change. You may consider recreating your contact group after all schedule changes are complete. As you have students enroll or withdraw from your class, you will need to update the contact group.

