How CCSD Staff Access Microsoft Forms & Files from Home

These directions explain how CCSD staff can access a Microsoft Form survey or other Microsoft Files, such as Word documents, by logging into Microsoft 365 from home.

1. Click on the secure link provided to you via email or in a document. You will immediately be taken to the Microsoft sign-in page.

2. Enter your username and password on the sign-in page.

   Username = Entire CCSD email address
   Example: joseph.meeks@cobbk12.org

   Password = School computer password
   This is the same password you would use if signing into a computer terminal at a school.

3. Once you are logged in, you will be immediately taken to the Microsoft Form or document.