

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.



The screenshot shows the Microsoft sign-in page for Cobb County School District. At the top left is the Cobb County School District logo, which consists of a red circle with a white 'C' inside, followed by the text 'COBB COUNTY SCHOOL DISTRICT' in red. Below the logo, there are two links: 'Students, need help? [Click Here](#)' and 'Parents, need help? [Click Here](#)'. There are two input fields: the first is for the username, containing the placeholder text 'someone@example.com', and the second is for the password, with the label 'Password' to its left. At the bottom left of the form is a blue button with the text 'Sign in' in white.

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