These directions explain how CCSD staff can log into Microsoft 365 from home.


2. Click **Login**.

3. Click **Office 365 Log-in**.

4. Enter your username and password on the sign-in page.
   
   **Username** = Entire CCSD email address
   
   Example: [joseph.meeks@cobbk12.org](mailto: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.

5. Once you are logged in you will see your Office 365 Dashboard.