

O365 ACCESS & FILE SHARING HOW-TO

1 ACCESSING OFFICE 365

- **At school:** click on the Office 365 icon on your desktop
- **At home:** go to mceachernhigh.org > Students > Office 365 or [click here](#)
- **Enter the following information:**



Username: firstname.lastname@students.cobbk12.org*

Password: same as school computer password

* Don't know your username?

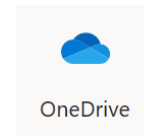
1. Log in to your StudentVUE account using a web browser (not the app).
2. From the navigation menu, click on Account Login Information.
3. Under your picture, click on Account Login Information again to view your

***NOTE: Students MUST access O365 through the link listed above to access their Cobb County account**

2 CREATING & SAVING A FILE IN OFFICE 365


1. Log in to O365
2. Open the app you want to use at the top of the screen
3. Click on "New blank document" in Word or "New blank presentation" in PowerPoint
4. Click on the title "Document" or "Presentation" @ top of page to change title

***NOTE: This document will automatically save to your OneDrive folder in Office 365**

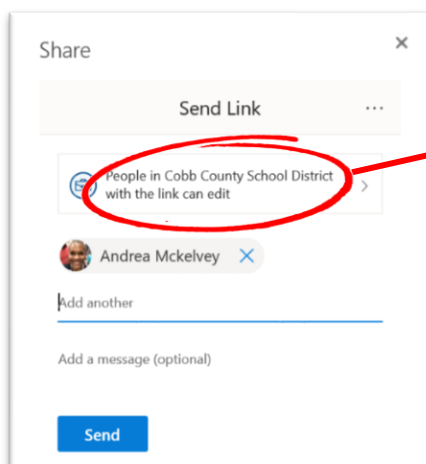


3 SHARING & SUBMITTING FILES IN O365

Using the share tool, you can collaborate on group work and submit files digitally to your teachers.

- In the upper right corner of the screen, click on the  **Share** icon
- On the file share menu, change "People you specify" to "People in Cobb County" (see below)
- Enter the name of the person you'd like to send the file to
- Click the "Send" button

***NOTE: Shared files will appear in your OneDrive folder under the "Shared with me" tab**



Change this option to "People in Cobb County School District"