

ALL papers will be submitted through 365 for World Lit.
(essays)

Microsoft 365- The Basics


1. **How to get to it:** At school- On the desktop press the orange Square labeled "Office 365"

At Home: Go to cobbk12.org, look under the "Parents" tab at the top, the click "Office 365 Sign in". Sign in using your User ID and Password.

2. **There are two different versions of the program-** the web-based Office 365 and your computer-based Microsoft Office. You have 5 free downloads of the computer-based program you can use anywhere. *- Phone or computer*

Big difference- There are more options on the computer-based program and you can control auto-save better. The web-based programs will auto-save your work! You will lose the version!

3. **One Drive-** This is your new student folder in "The Cloud". It is where you can save all your schoolwork. You can upload it from your desktop or save it from the web-based program. You can save any type of file. **Please make a file folder for each subject and remember to name your files!**

4. **Sharing your work in OneDrive (Draw Symbol)** →  means "share"

With Teachers: Kimberly.shires, Tasia.Kilgore

click this box next to the file

With Students- The first time you have to type in
Firstname.Lastname@ students .cobbk12.org

This allows you to work together on the same thing at the same time!

5. **Create a link to your work in OneDrive:**

A. Look for the three dots next to the share link, left click your mouse on the dots and then choose "~~Make~~ Link". Copy Link

B. Click the box that says People with existing access can use the link and change it to People in the Cobb County School District with the link can edit.

C. Above this is a link you can copy and paste in an email, etc. that will let people look at your work.

- Blue suitcase
"Apply"

Mr. Ragsdale is always willing to help in the Media Center!

has digital textbooks

Open Web Version - Press "install office"

(save google docs as pdf.)

