

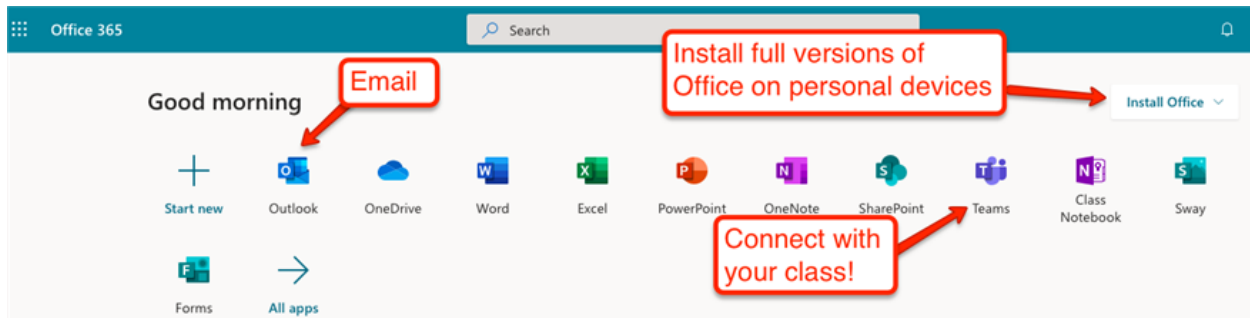
Student Email from Home and Distance Learning Resource Guide

Office 365

*Email

- Your school email is through Microsoft Office 365
- Your email address is your school user name followed by @cabarrus.k12.nc.us
- Your password is your student ID
- Click Office 365 under Resources on our home page, go directly to portal.office.com, or if you are signed in to a school device on Chrome click on the Student Bookmarks Folder!
- Your username is your entire email address, ie, for Bart Simpson 123456789,
 - Username bsimpson6789@cabarrus.k12.nc.us
 - Password: 123456789
- If you are unable to login, please ask your teacher to enter a work order that includes your name and student ID.
- When logging into Office 365 at home, you will be asked for your password.
- Want to setup email on your phone? [Here's how.](#)

Dashboard



OneDrive

- OneDrive is online storage for your files
- Each CCS user has 1 Terabyte of storage space
- You are able to share any file in your OneDrive with other users
- You cannot upload folders or empty files to OneDrive

Microsoft Office

- Each student gets 5 FREE licenses of the full version of Microsoft Office to install on personal devices
- Login to Office 365 on your personal computer and click to Install Office
- A full version of Microsoft Office is already available on every **Macbook or Dell** computer

Learn More

- [Office Training Center](#) - Learn by app or service
- [Microsoft Education Student Resources](#) - includes quick start guides, tutorials, tools, templates, and blogs.
- CCS Office 365 Notes - <https://www.smore.com/qw461>

Canvas

Your teacher may have a course housed within Canvas, a learning management system. You can access Canvas from our home page - just click the logo.



At home, you will be prompted to login to your Office 365 account before proceeding to Canvas. Remember, your login is your email address, and your password is your student ID.

Download the App

The Canvas App is available on the Android and Apple platform.

- [Apple](#) - designed for iPad and iPhone
- [Android/Google Play](#)

Find your District

You will not be able to search for Cabarrus County Schools or for Hickory Ridge High School. Instead, you will need to type in cabarrus.instructure.com in the "Find your District" box.

Parents as Observers

You can sign-up as an observer(see course content but cannot participate) for your student's course(s) by knowing your student's Canvas username and password and using this URL: <https://cabarrus.instructure.com/login/canvas>.

[Canvas Account Instructions for Parents](#)

Google Suite

Students have a Google Suite account where all of the services are available *except* Mail.

At school, follow these [Chromebook Login instructions](#).

Away from school, follow these instructions to login to Google Suite.

- Your username is your Active Directory user name followed by [@st.cabarrus.k12.nc.us](#)
- Your password is your student ID