

What Cambridge Students Do on August 17th (First Day of School)

If you are using a personal device...

1. Open a Web browser & Log in to Classlink.

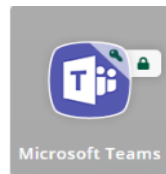
<https://launchpad.classlink.com/fcs>



2. Click on the "Microsoft Office 365" Folder



3. Click on "Microsoft Teams"



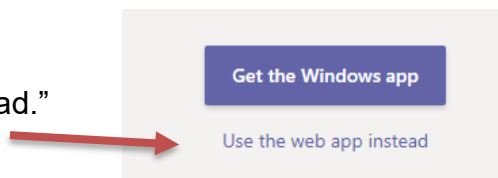
4. **Log in** using your **SCHOOL** Microsoft email address and your password:

Email: studentID@fcstu.org example: 2000062187@fcstu.org

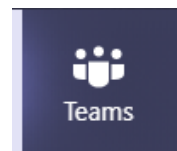
Password: 8 digit birthday format mmddyyyy example: 02092012

OR unique password student created last year

5. Select "use the web app instead."

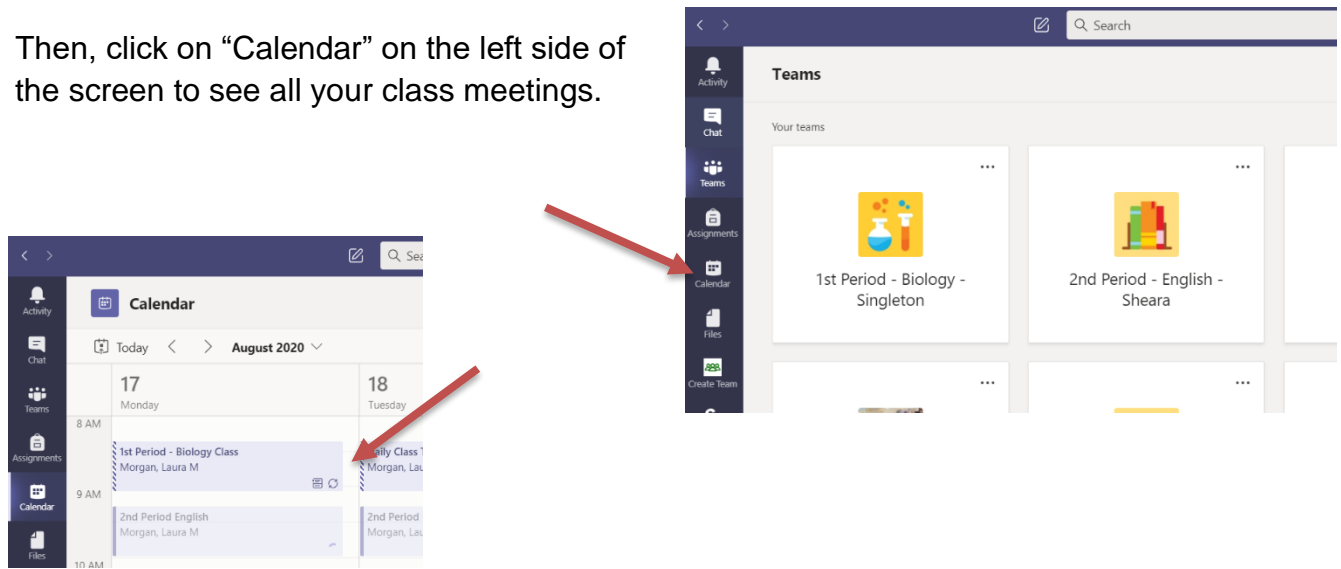


6. Click on "Teams" on the left side of the screen.

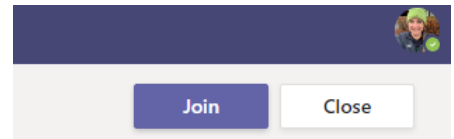


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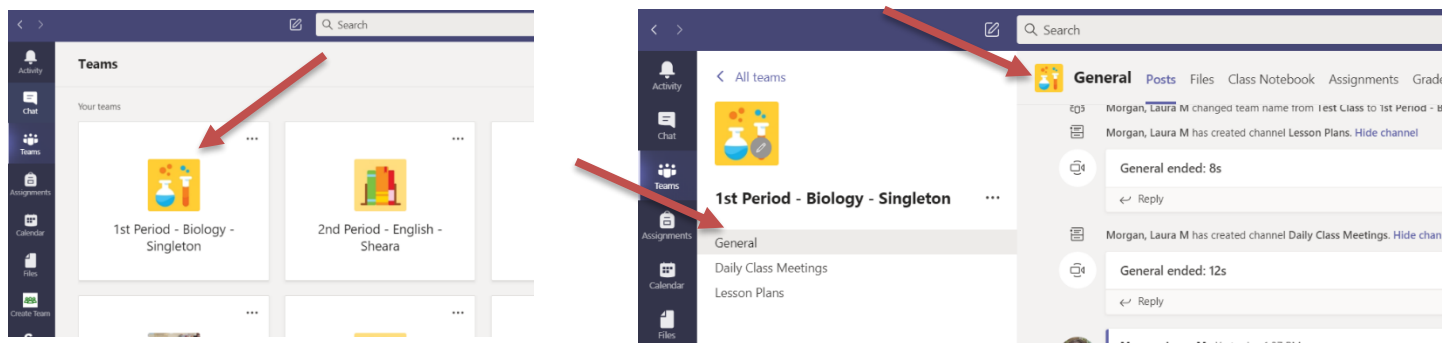
7. Then, click on “Calendar” on the left side of the screen to see all your class meetings.



8. Next, you will want to “join” the meeting (upper right corner)



9. Open your Class Team to view announcements from your teacher (on the Channels on the left) and to access Files & Assignments (on the Tabs across the top).



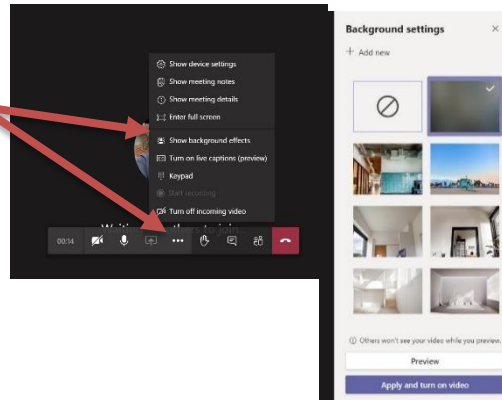
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When you join a class meeting, make sure to do the following:

- Your microphone is turned **OFF** (mute) until your teacher directs you to turn it on.
- Your camera is turned **ON!!**



- Blur background.
(Select three dots and Show Background Effects.)



- Open up the “chat”

