

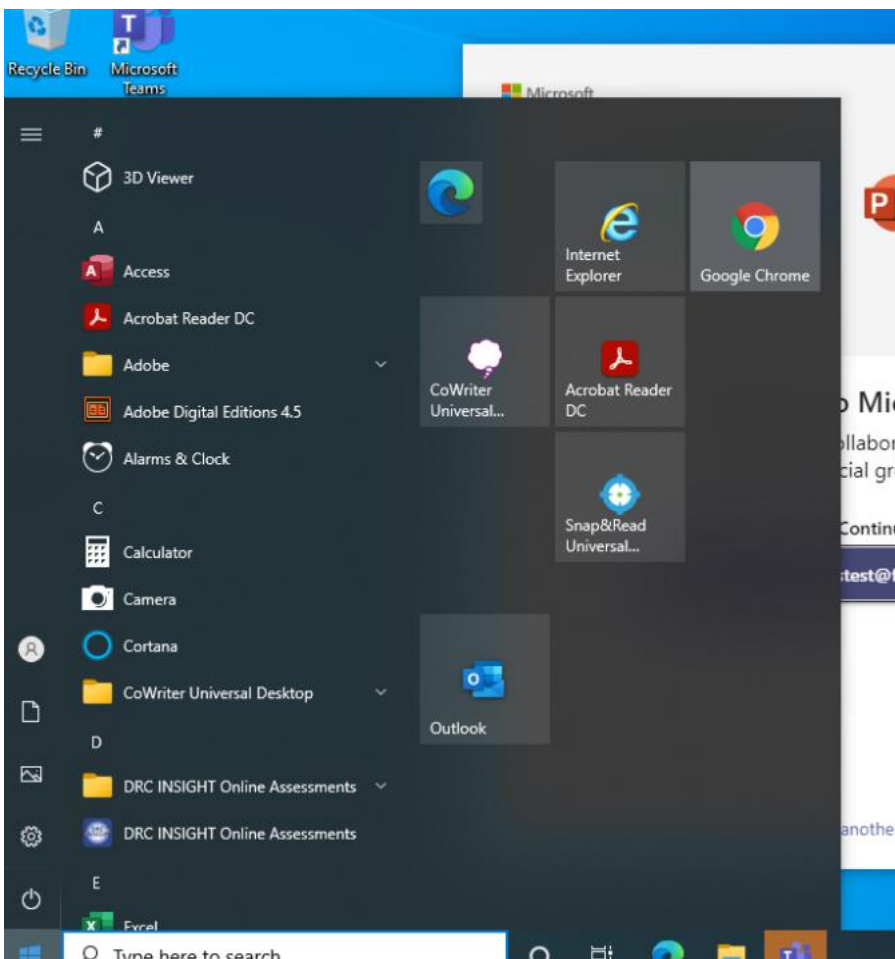


Getting Started with your school laptop

Power on the laptop

Log on using your Student ID number and your default password which is your birthdate in this format--xxyyzzzz. You can change your password when you are within the FCS wifi (in school).

If you need to find something that's not on your desktop, click the Windows icon in the bottom left:



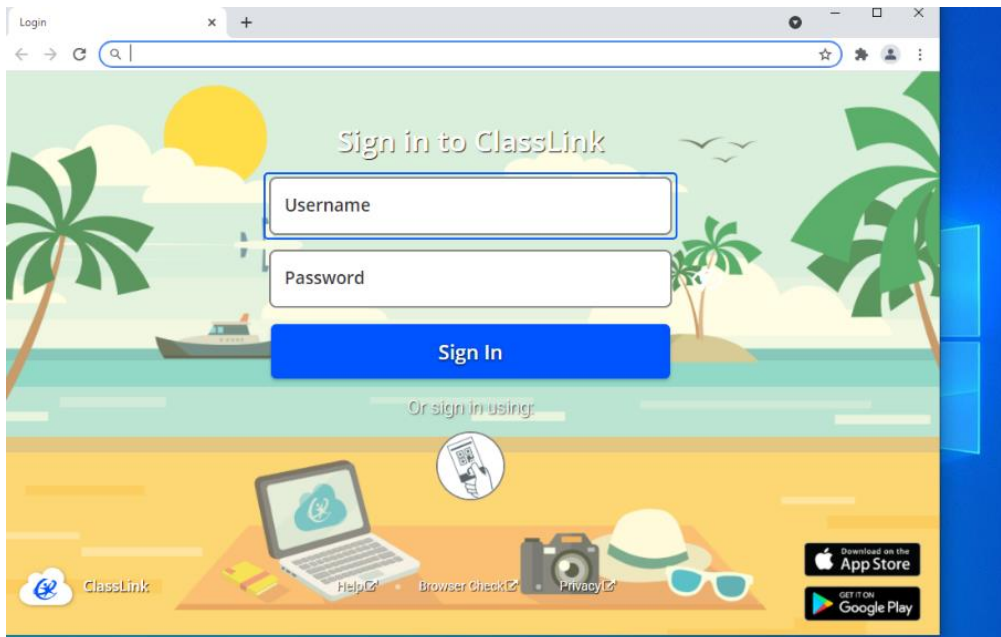
Set up your Outlook mailbox:

- Open **Outlook 2016** by clicking on the icon in your list of applications or by searching for it in the search bar.
- Tap **Next** on the Welcome screen.
- Tap **Yes** to connect to an email account. Tap **Next**.
- Your email address should show: `username@fcstu.org` Tap **Next**.
- Once it has finished configuring, enter your Fulton password. Check the box **Remember My Credentials**. Click **OK**.
- Tap **Finish**
- It will take a couple minutes for Outlook to finish preparing.
- Tap **Accept**.

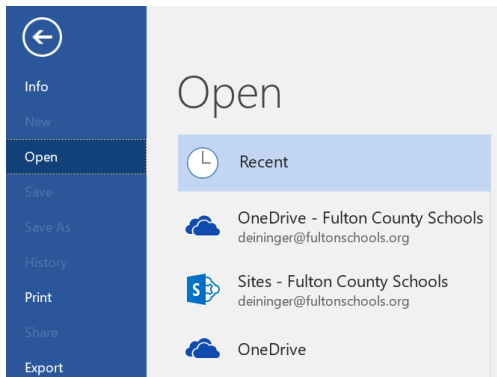
Your school email address is: studentid@fcstu.org. Password is your regular password.



ClassLink is the way you access many of your school resources. There is a ClassLink icon on your desktop. Also, when you click on Chrome on your school laptop, the ClassLink homepage comes up. **Log in with studentid and your regular password.:**



Save all your work in your Fulton County OneDrive account. When you click Save as, you will see your OneDrive account.



If you save everything in OneDrive, you can access it from any device or computer. If you are not on your regular device and you want to see your files, go to portal.office.com. Your Microsoft 365 username is your school email: studentnumber@fcstu.org. Your password is the same.



Always shut your laptop down properly. Touch the Windows icon in the lower left corner and choose “shut down”. You should shut down properly at least once a day so all your updates run.

Charge your laptop every night and bring it to school every day. There are no loaner devices, so it's very important that you bring it every day.