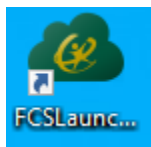


# What To Do on August 17<sup>th</sup> Accessing Microsoft TEAMS

1. Log in to Classlink.

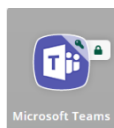


<https://myapps.classlink.com/home>

2. Click on the "Microsoft Office 365" Folder



3. Click on "Microsoft Teams"



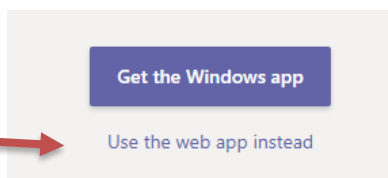
4. **Log in** using your **SCHOOL** email address and your password:

Email: 10digitstudentnumber@fcstu.org ex: [2000062187@fcstu.org](mailto:2000062187@fcstu.org)

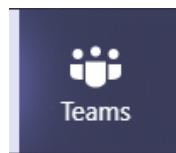
Password: 8 digit birthday ex: 02092012

(usual password - unless student had changed password)

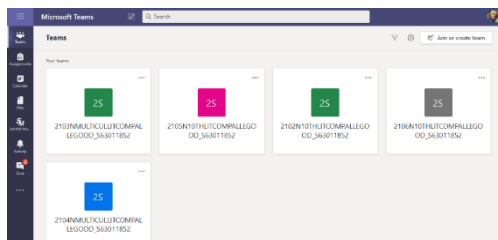
5. Select "use the web app instead."



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

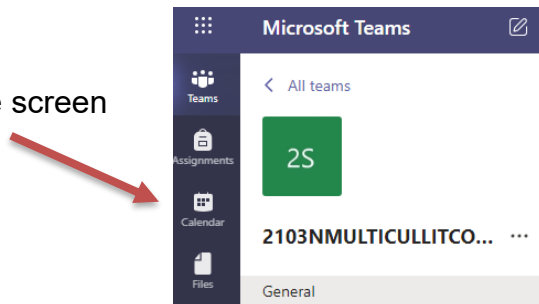


7. Click on Teacher's Class

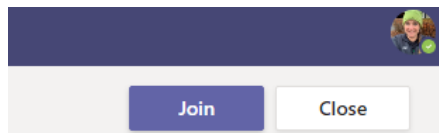


# What To Do on August 17<sup>th</sup> Accessing Microsoft TEAMS

8. Then, click on “Calendar” on the left side of the screen

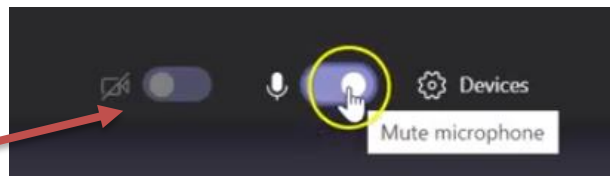


9. Next, you will want to “join” the meeting (upper right corner).

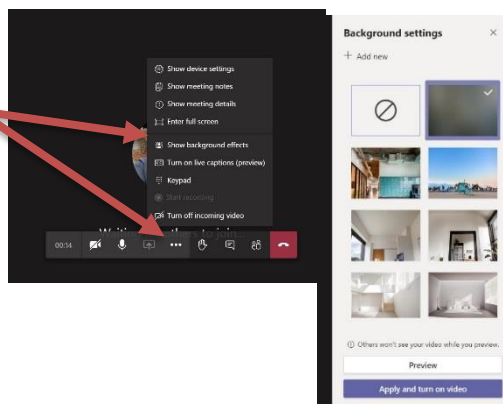


***When you log in, make sure of the following:***

- 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”

