



OFFICE 365 STUDENT GUIDE



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WHAT IS OFFICE 365?

Office 365 is a suite of Microsoft productivity tools available online or through software applications. The productivity tools include Microsoft Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, Teams, Sway and more.

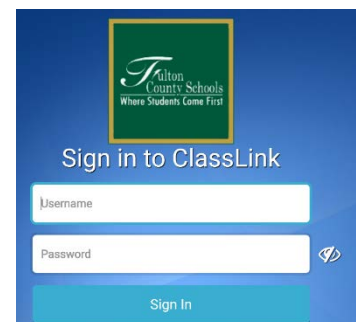
ACCESSING OFFICE 365 ON A COMPUTER

There are three methods for accessing Microsoft Teams:

1. ClassLink (the single sign on dashboard for Fulton County Schools)
2. Office 365 Online (www.office.com)
3. Microsoft Teams App (available for Windows, iOS and mobile devices)

METHOD 1: CLASSLINK

1. Go to <https://launchpad.classlink.com/fcs>
2. Enter your FCS username and password.
 - Username: Fulton Student ID #
 - Password: The default password is the student’s date of birth without any special characters (mmddyyyy).
 - **NOTE:** Students may change their own password. If you do not know your password, please contact the Fulton County Schools IT Service Desk.



3. Once logged into ClassLink click the Office 365 folder.



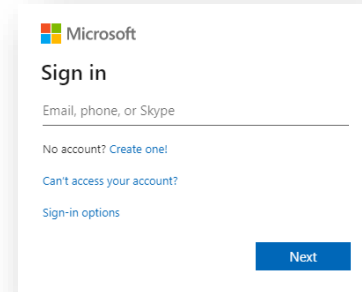
4. Select the desired Office 365 program.

5. If prompted with message "ClassLink Browser Extension not installed", click **Continue to website**.

6. Students may be prompted to **Sign into** Microsoft. The Sign in is your Fulton email address. Students' email addresses are in this format: **studentid#@fcstu.org**
(Ex: 12345678@fcstu.org)

7. Click **Next**.

8. On the next screen enter your Fulton password (see info above).



9. Select the desired Office 365 program.

METHOD 2: OFFICE 365 ONLINE

1. Go to www.office.com

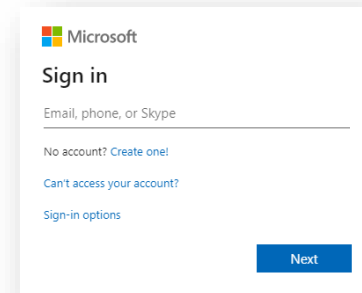
2. Click **Sign in**

3. Enter your Fulton Email address. Student email addresses are in this format: studentid#@fcstu.org (Ex: 12345678@fcstu.org)

4. Click **Next**

5. Enter your Fulton password.

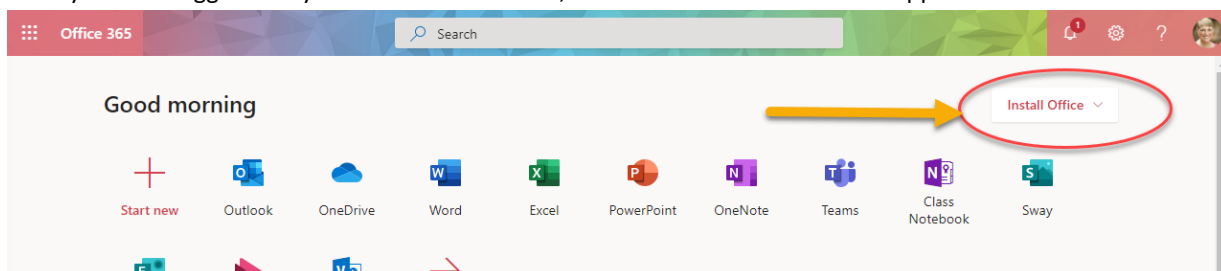
NOTE: The default password is the student's date of birth without any special characters (mmddyyyy). However, students may change their own password. If you do not know your password, please contact the Fulton County Schools IT Service Desk.



METHOD 3: MICROSOFT OFFICE DESKTOP APPS

DOWNLOADING OFFICE DESKTOP APPS

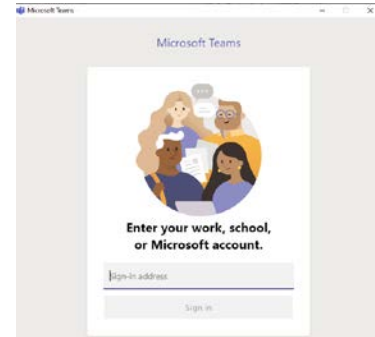
1. If you do not have the Microsoft Office desktop apps on your computer, they may be downloaded by logging into Office 365 online at www.office.com
2. Once you have logged into your Office 365 account, click on "Install Office" in the upper left corner of the screen.



- Once you have installed Office, you will be prompted to login with your Fulton Email address and password the first time you launch the application.

ACCESSING MICROSOFT OFFICE APPS ON A FULTON COUNTY SCHOOLS COMPUTER

- Click the Windows button in the bottom left corner of the taskbar.
- Scroll down on the list of apps and click on the desired **Microsoft Office Program**.
 - Excel
 - Microsoft Teams
 - OneNote
 - Outlook
 - PowerPoint
 - Word
- The first time you will need to sign in.
 - Sign-in address: studentid#@fcstu.org
 - Password is your Fulton password



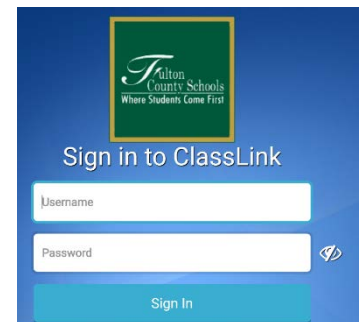
ACCESSING OFFICE 365 ON A MOBILE DEVICE

LOGGING IN USING CLASSLINK

- Download the ClassLink app
 - Fulton iPad:** Download the ClassLink app from the District Catalog on the iPad's desktop.
 - Personal Device:** Download the ClassLink app from the Google Play or Apple App Store.
- The first time you launch the ClassLink app it will ask you for the name of the school or district. Type **Fulton**.
- Enter your Fulton username (Student ID#) and password. Click Sign in.
- Once logged into ClassLink, click the Office 365 folder.



- Select the desired Office Application.

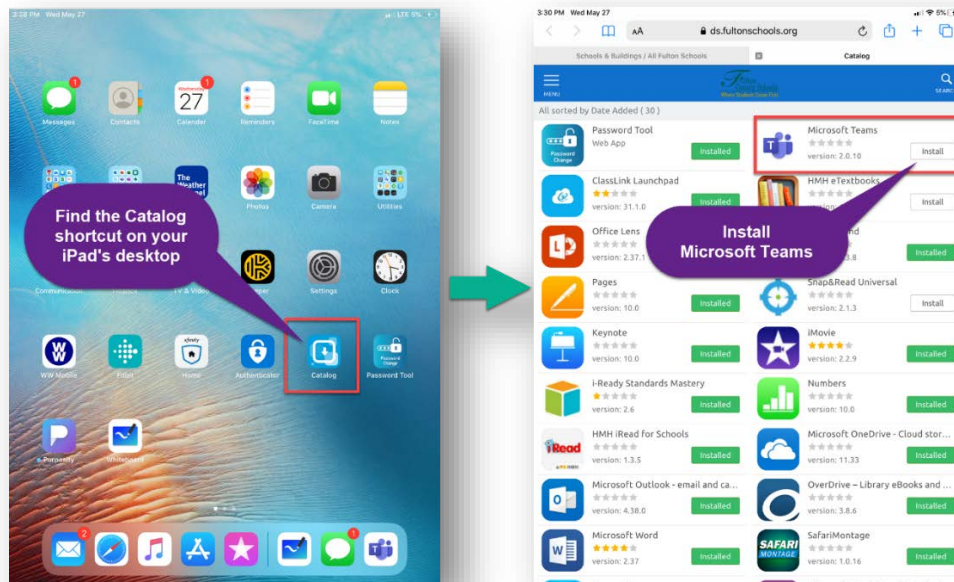


OFFICE 365 MOBILE APPS

Office 365 apps (Teams, Word, Excel, PowerPoint, OneNote, and OneDrive) are available for Android and iOS platforms.

1. Downloading Office 365 Mobile Apps:

- a. **Fulton iPad:** Download the desired Office Mobile app from the District Catalog on the iPad's desktop.



- b. **Personal Device:** Download the app from the Google Play or Apple App Store.

2. Launch the desired Office App
3. Login with your Fulton Email address and Fulton password.
 - Username: FCS email address (studentid#@fcstu.org) Example: 2000123456@fcstu.org
 - Password: The default password is the student's date of birth without any special characters (mmddyyyy).
 - **NOTE:** Students may have changed their own password to something other than the default password. If you do not know your password, please contact the Fulton County Schools IT Service Desk to request a password reset.