

What do Paul D. West students do on August 17, 2020? (The First Day of School)

1. Log in to Classlink.

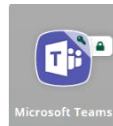


<https://myapps.classlink.com/home>

2. Click on the "Microsoft Office 365" Folder



3. Click on "Microsoft Teams"



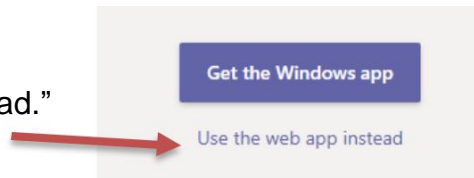
4. **Log in** using your email address and your password:

Email: 10digit#@fcstu.org ex: 2000062187@fcstu.org

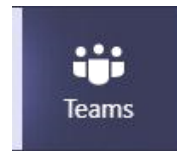
Password: 8 digit birthday ex: 02092012

(usual password - unless student had changed password)

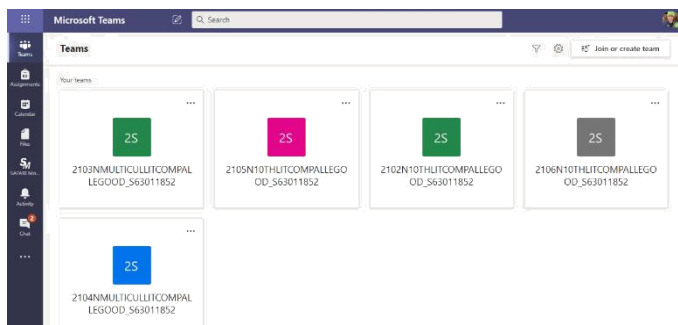
5. Select "use the web app instead."



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

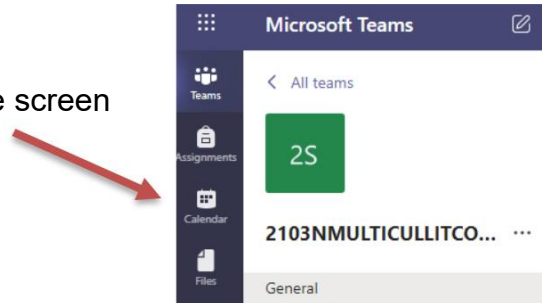


7. Click on Teacher's Class

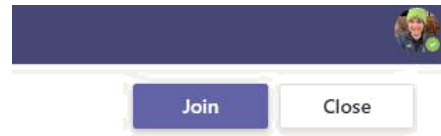


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8. Then, click on “Calendar” on the left side of the screen



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



When you log in, make sure of the following:

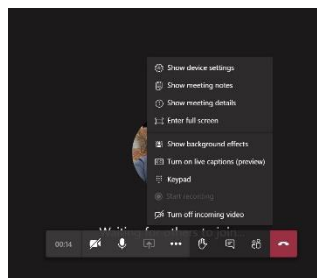
- Your microphone is turned off (mute) until your teacher directs you to turn it on



- Open up the “chat”



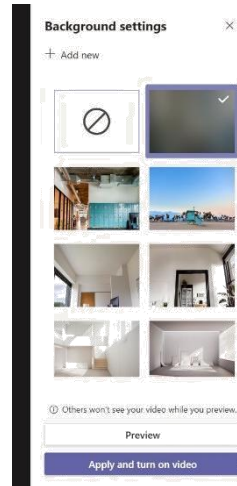
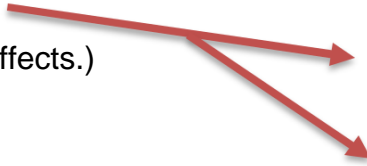
- Please make sure your camera is turned on
- You must Blur your background.



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(Select three dots
and Show
Background Effects.)



Please make sure your camera is turned on as well.

It is expected that you blur your background (per the direction above) to protect your privacy.