

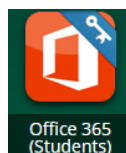
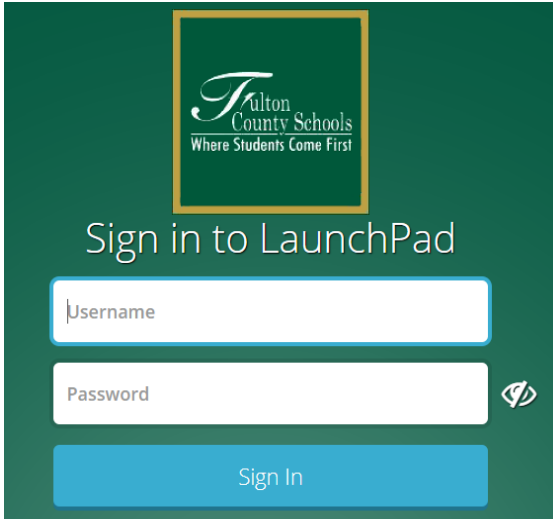
Office 365 Student Guide

Office 365 is a suite of productivity tools available online including Word, Excel, PowerPoint, OneNote, Outlook, Teams, Sway and more.

Students can access Office 365 on a variety of devices via a web browser. For more information about technical specifications, please visit: <https://tinyurl.com/fcsdigitalresourcetechspects>

Login to Office 365

1. On a computer go to <https://launchpad.classlink.com/fcs>
On a mobile device download the **ClassLink** app from the store. The first time you launch the app it will ask you for the name of the school district. Type **Fulton**.
2. In the username box enter student ID#. Elementary students' password is their birthday in this format: MMDDYY
MS/HS students were encouraged to change their password. Their Launchpad password is the same password they use to login to a computer.



3. Once logged into Launchpad, click the Office 365 icon. If using the ClassLink/LaunchPad app, this icon may be on Page 2 of apps. Swipe to the right to see the next page of apps.
4. Students may be prompted to enter another username and password.
 - username is their Fulton email address which is studentid@fcstu.org This will look something like this: 12345678@fcstu.org
 - password is their Fulton password (see info above)