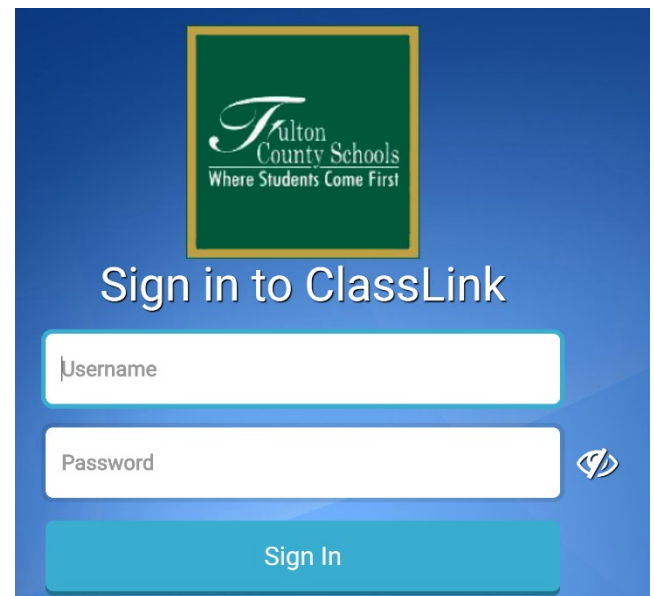


Office 365 Student Guide

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

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: MMDDYYYY
MS/HS students were encouraged to change their password. Their Classlink password is the same password they use to login to a computer.



3. Once logged into Classlink click the Office 365 folder.
4. Select the Office 365 app you would like to use.
5. If prompted with message "ClassLink Browser Extension not installed", click Continue to website.
6. 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)

Office 365 apps (Teams, Word, Excel, PowerPoint, OneNote, and OneDrive) can be downloaded to mobile devices from the Google Play or Apple App store. To login to the app

- 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