# Microsoft Teams Student Guide

Microsoft Teams is an online classroom area. Students may use Microsoft Teams to access documents, assignments, class discussions, and/or video meetings with a teacher.
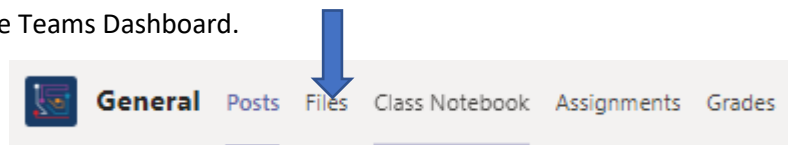
**Access Teams**

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. To access Microsoft Teams on a **mobile device**, download the Teams icon from the Google Play or Apple App Store. Students will login with their FCS email address (studentid#@fcstu.org) and their Fulton password.
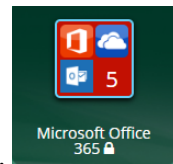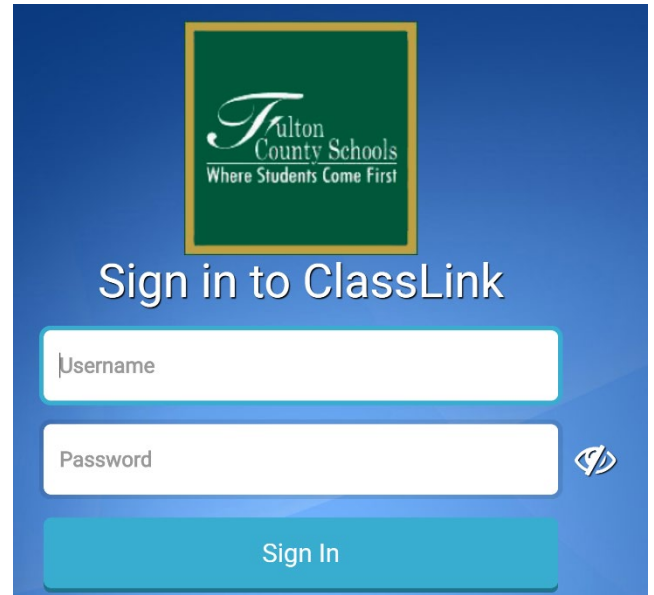
4. Once logged into Classlink click the Office 365 folder.
5. Select Teams
6. If prompted with message *"ClassLink Browser Extension not installed"*, click Continue to website.
7. Students may be prompted to enter another username and password.
   - username is their Fulton email address which is studentid#@fcstu.org This will look something like this: 12345678@fcstu.org
   - password is their Fulton password (see info above)

**How to Access Files Posted by Teacher**
1. Select the name of your class from the Teams Dashboard.
2. Click **Files** at the top of the screen.

**How to Access and Complete Assignments**

1. Select the name of your class from the Teams Dashboard.
2. Click **Assignments** at the top of the screen

General  Posts  Files  Class Notebook  Assignments  Grades
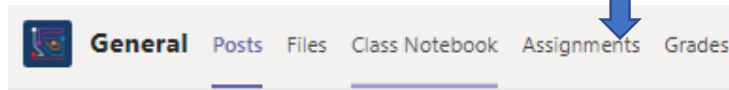
3. Select the assignment.
4. Follow the teacher instructions shown for the assignment. If applicable, click the Add Work link to submit a file or link to your teacher.
5. Click the blue **Turn in** button at the top right corer.