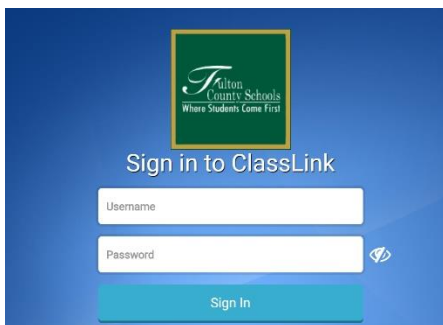


How to Log Into Microsoft Teams

1. Go to www.fultonschools.org
2. Scroll down and click on Classlink



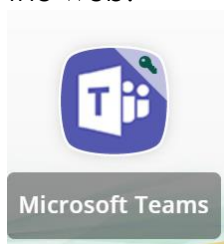
3. Sign in using your username and password



4. Find the Microsoft Office 365 Icon



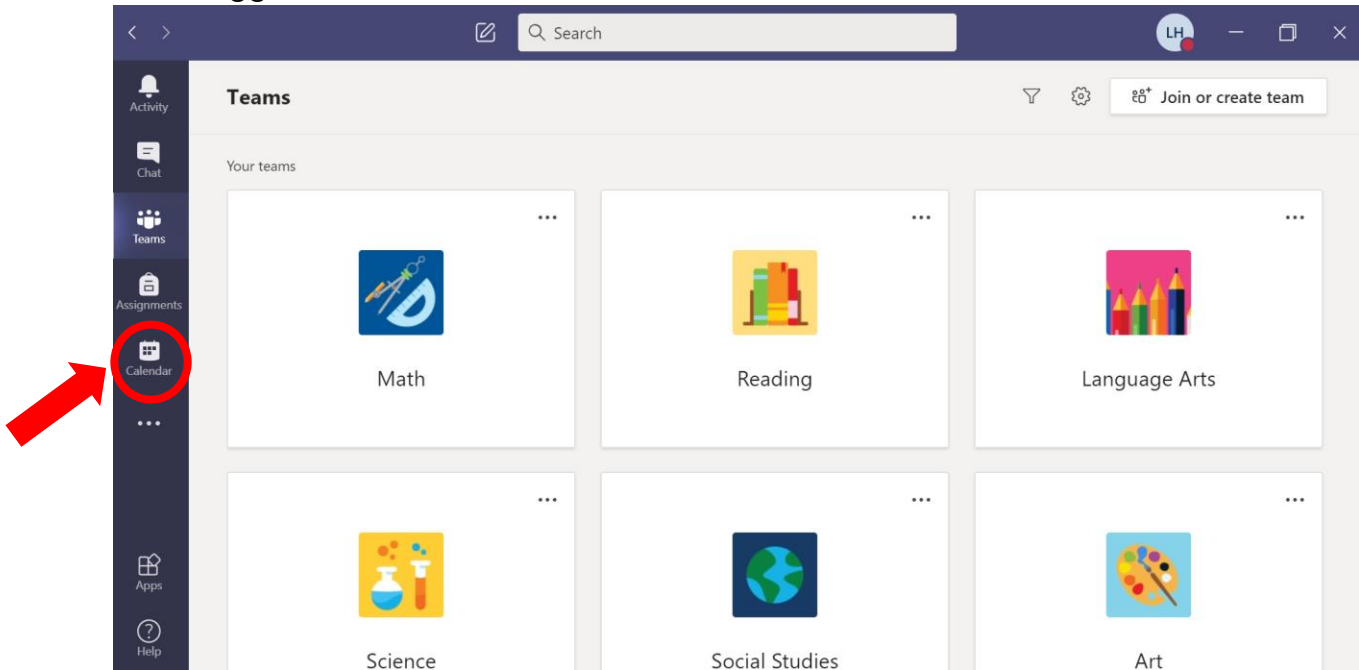
5. Click on the Microsoft Teams icon. You may choose to download the desktop app or join from the web.



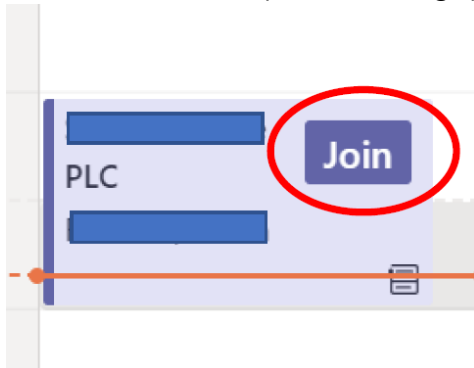
6. If the computer prompts you to enter an email, you will type in your username followed by @fcstu.org (example: 2000xxxx@fcstu.org). Your password is your birthday MMDDYYYY.

How to Log Into Microsoft Teams

7. Once logged into Teams, find the Calendar on the left-hand side.

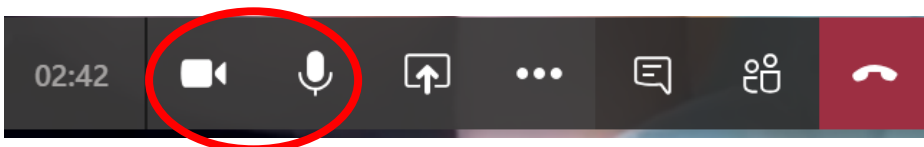


8. When it is time for your meeting, you will click the Join button in your calendar.



How to Mute Your Microphone or Turn off the camera:

When you roll over your video chat, the box below will pop up. You can click on the video or microphone button to turn each one off. A slash will appear through it if it is turned off.



How to Log Into Microsoft Teams

Make sure you ENABLE your microphone and video. Here is how you do it on Google Chrome:

1. In Google Chrome, click on the video camera or microphone (circled in red).
2. Select allow _____ to access your camera and microphone.

