**Communication With Email**

Microsoft Outlook

***Microsoft Outlook*** is part of the Office 365 suite for education. We will use Outlook as the primary communication tool between teachers, students, and parents.

***How to access Outlook on an iPad***

* Outlook is automatically installed on your school-issued iPad. (If it is not, go to the catalog and install the Outlook app.)
* Click on the Outlook app.
* Click on add work account.
	+ Username --> studentnumber@fcstu.org (example: 200001234@fcstu.org)
	+ Password --> for all rising 6th graders and new students to FCS, this is their birth date in the mmddyyyy format (example: August 1, 2009 would be 08012009)
	+ If a student has forgotten their password, they may reset it using the “Reset” app on their iPad or visiting <https://www.fultonschools.org/passwords>

***How to access Outlook on a laptop***

* Go to www.fultonschools.org
* Click on the “Students & Families” Tab at the top of the screen
* Select with “ClassLink” or “Office 365” from the menu on the left side
* Sign in using student school email
	+ Username --> studentnumber@fcstu.org (example: 200001234@fcstu.org)
	+ Password --> for all rising 6th graders and new students FCS, this is their birth date in the mmddyyyy format (example: August 1, 2009 would be 08012009)
	+ If a student has forgotten their password, they may reset it using the “Reset” app on their iPad or visiting <https://www.fultonschools.org/passwords>