

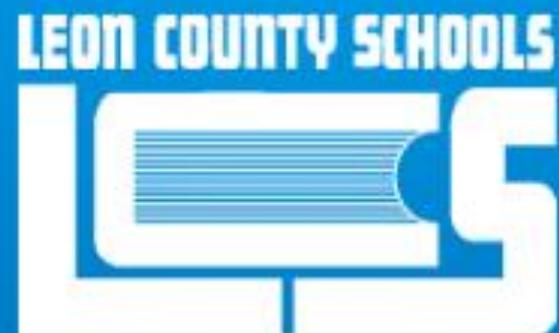
# How To Access Classlink and Microsoft Teams

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# Step 1

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- Go to leonschools.net and click the classlink icon in the top right corner of the screen
- You will see this blue screen
- Click the green button



## Welcome to ClassLink

➔ Login with Username & Password

📄 Sign in with QuickCard

[Help, I forgot my password](#)

## Step 2

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- This screen will pop up
- Type in your student's username and password (see attachment in email)
- Click sign in

# Leon County Schools

Sign in with your organizational account

Sign in

## Step 3

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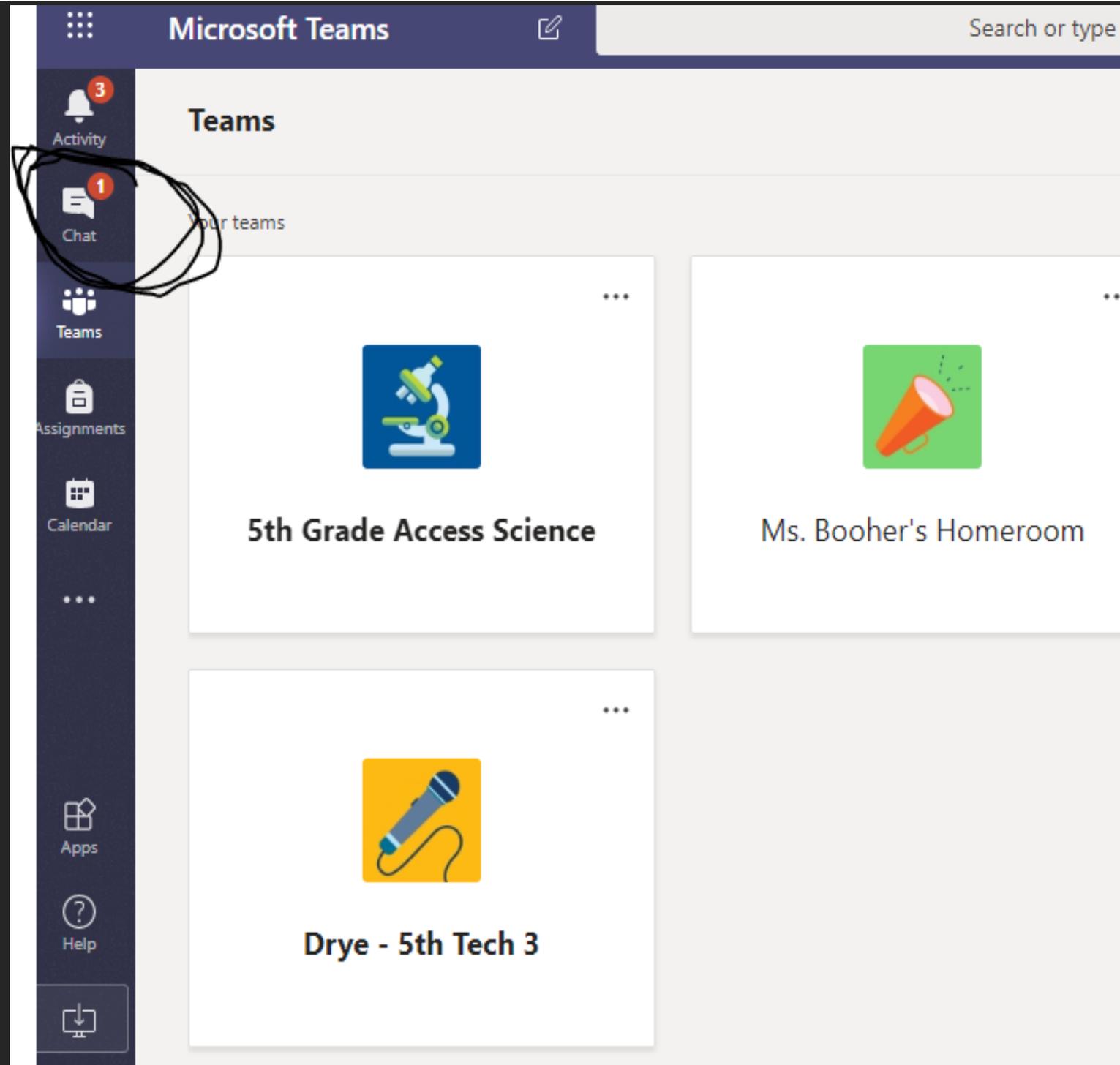
- Look through all the icons to find the "Learn at Home – Teams" icon that is circled.
- Each student's icons are organized differently so it may take a moment for you to find
- Click on this icon – This is Microsoft Teams!



# Step 4

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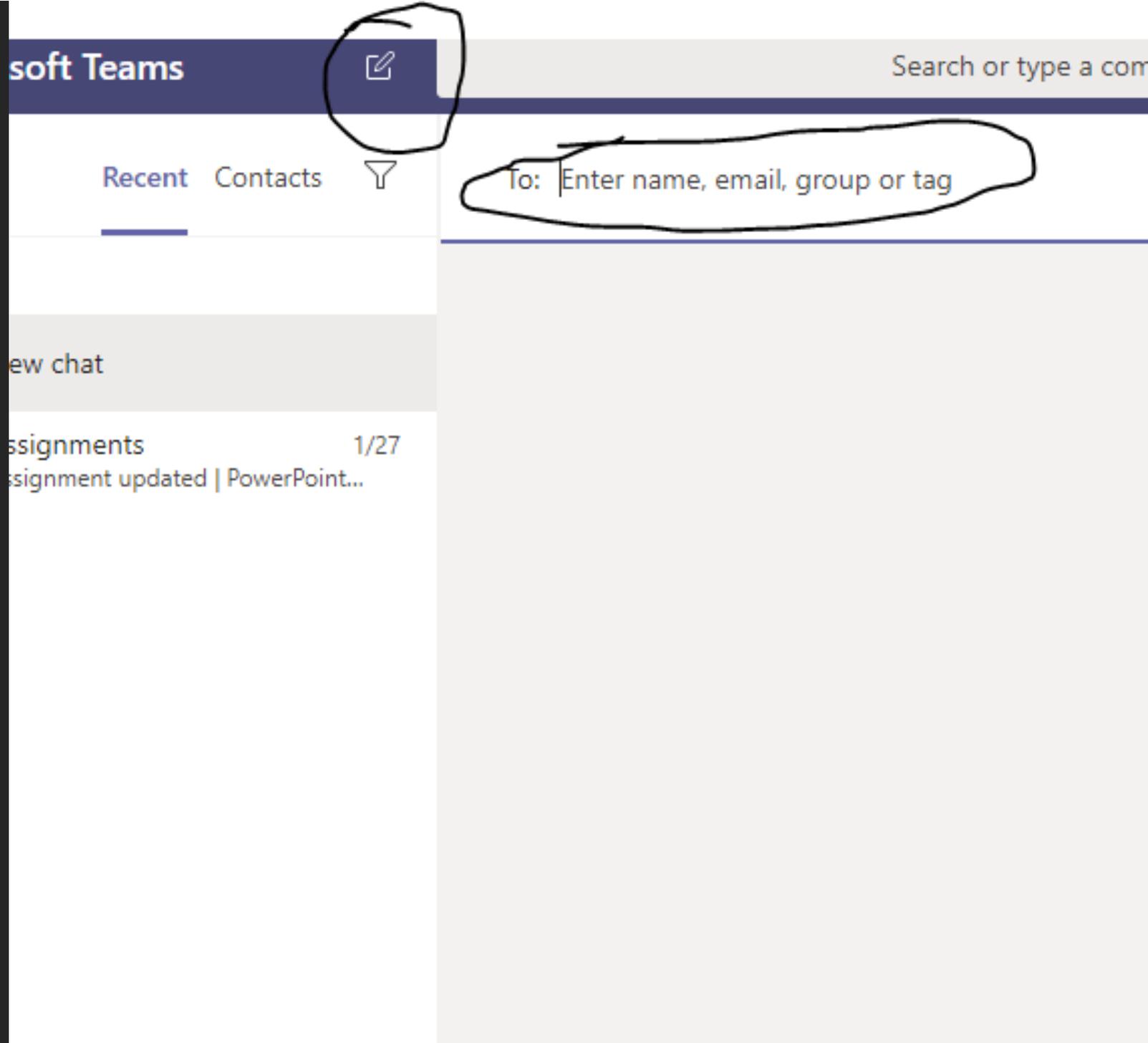
- Congratulations! You are now in Microsoft Teams!
- To access the chat in order to type conversations or video call, click on the circled icon that says "chat"



## Step 5

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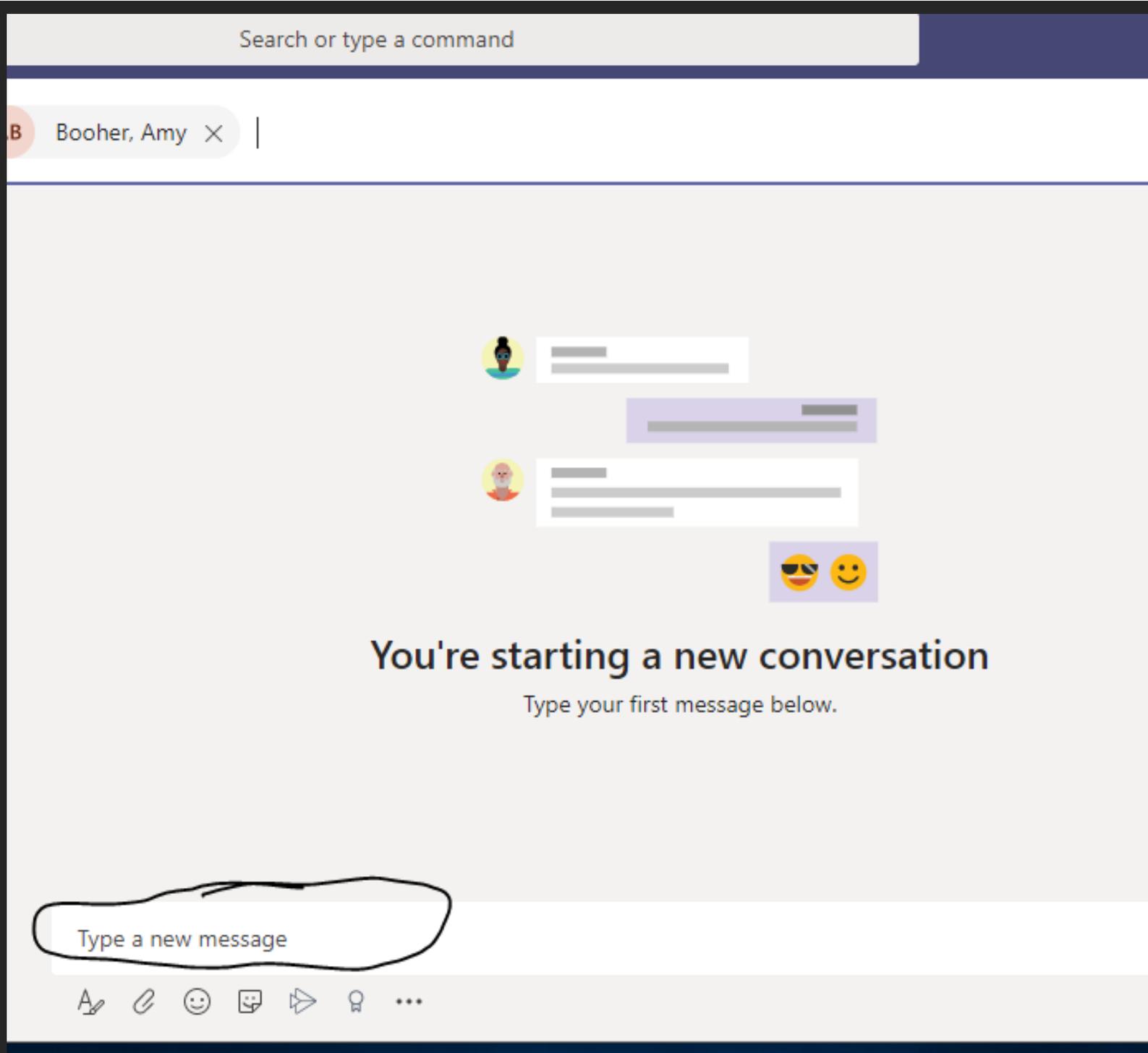
- Click on the square with the pencil to start a new chat
- Type in the email address (can only be an LCS email address)



# Step 6

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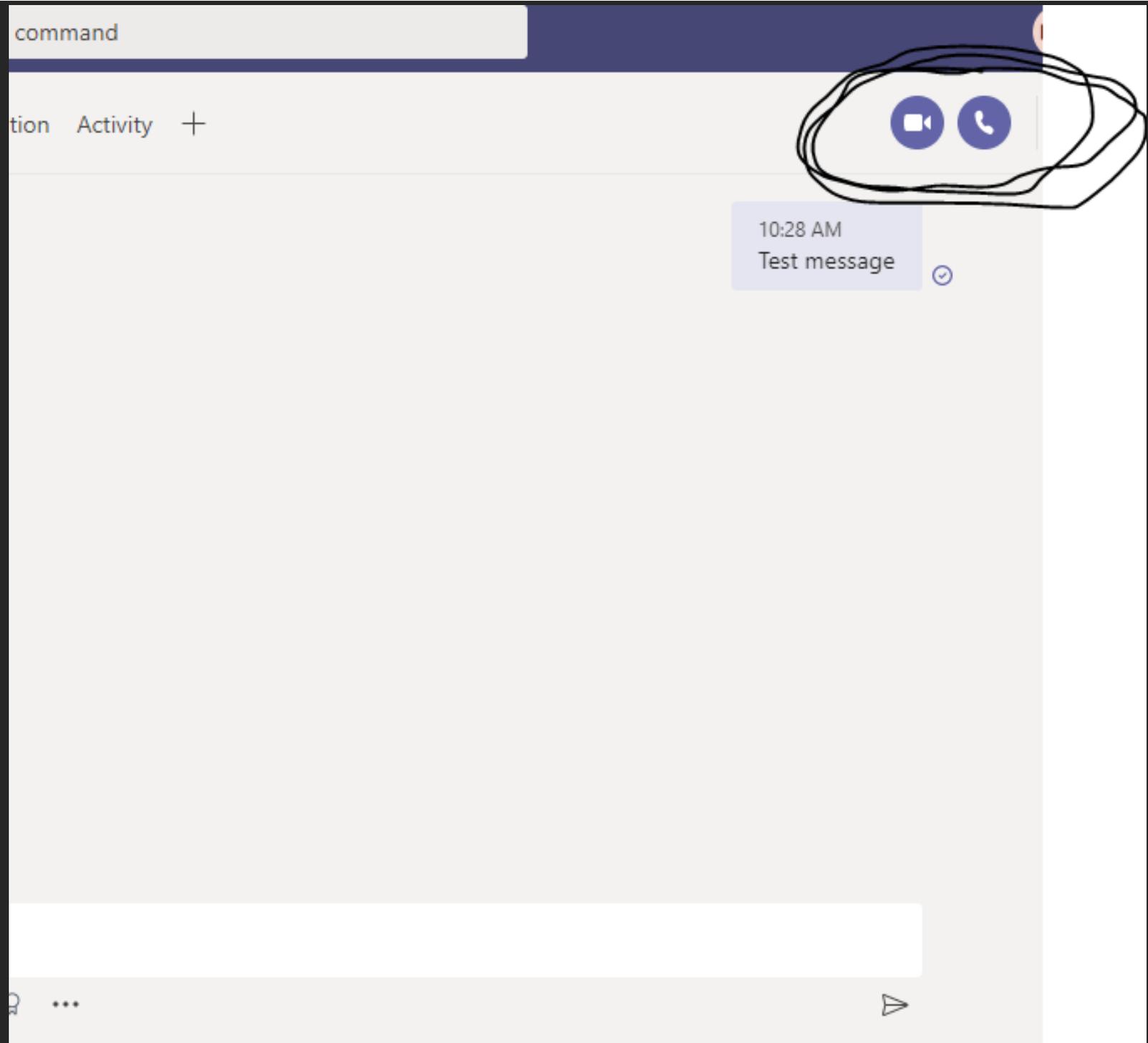
- Type in the circled section



# Step 7

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- Click this icon to make video or audio calls



# What do I do if my student is supposed to meet with the teacher on Teams?

Follow steps  
1-4

Wait for the  
call to come  
through and  
accept the call

# Confused?

Just go on and try it yourself. Click around and figure it out! You will learn better that way than just asking me a bunch of questions.