

1. Go to the My Backpack Apps Page
2. Select the app, Office 365(student)


The screenshot shows a web browser window with the URL <https://launchpad.classlink.com/home/myapps>. The page displays a grid of application icons for 'myBackpack'. A yellow arrow points from the top right towards the 'Office 365 (Student)' icon in the third row, eighth column.


Row	Column	App Name
1	1	ABCya!
1	2	Atlanta Fulton Public Lib...
1	3	Atlanta Public Schools
1	4	BrainPOP (APS K-8)
1	5	CK12 - (Clever)
1	6	Coach Digital (Mary Lin)
1	7	Discovery Education
1	8	eBooks
2	1	eResources
2	2	Flocabulary (APS)
2	3	Galileo
2	4	GoPar
2	5	GCFAR
2	6	Google
2	7	Google Classroom
2	8	Google Drive
2	9	HMH Think Central
3	1	Hour of Code
3	2	Infinite Campus (Students)
3	3	Keyboarding Without Tears
3	4	Library Solution
3	5	Mary Lin Technology
3	6	myON (Clever)
3	7	Nearpod
3	8	Office 365 (Student)
4	1	Pearson Realize
4	2	Phoenix   Students
4	3	PowerMyLearning Connect (...)
4	4	Renaissance
4	5	SchoolPace
4	6	Science A-Z
4	7	Scratch
4	8	STEMscopes
5	1	Study Weekly
5	2	1010
5	3	WORLD ALMAGAL

myBackpack

3. If you receive this message, select the box beside Don't Ask Again and Choose Continue to Website

ClassLink Browser Extension not installed or enabled

 Office 365 (Student)  
This application requires the ClassLink Browser Extension for Single Sign-On. It is either not installed, or not enabled.

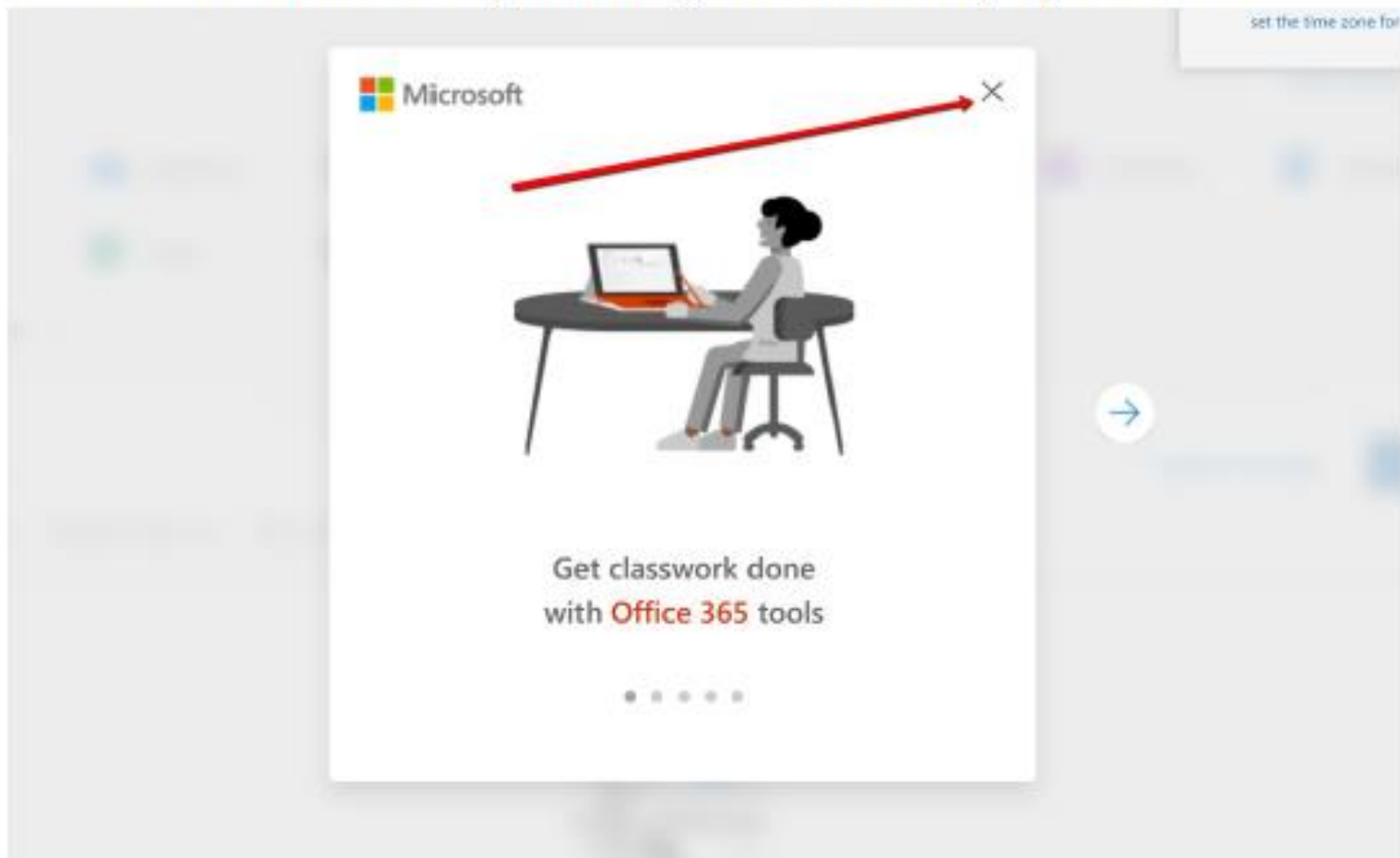
 Mozilla Firefox detected

Don't ask me again

Continue to website   Check again   Install Extension

Check the box Don't Ask Me Again and choose Continue to Website

4. Close out this screen by selecting the X in the top right corner



The image shows a screenshot of a Microsoft advertisement displayed on a device. The advertisement is a white rectangular card with a drop shadow. In the top left corner of the card is the Microsoft logo and the word "Microsoft". In the center is an illustration of a person sitting at a desk with a laptop. A red arrow points from the top left towards the top right corner of the card, where a small "X" icon is located, indicating the close button. Below the illustration, the text reads "Get classwork done with Office 365 tools". At the bottom of the card are five small grey dots, with the first one being slightly larger, indicating the current slide in a sequence. The background is a blurred view of a desktop environment. In the top right corner of the background, there is a small grey box with the text "set the time zone for". To the right of the advertisement card, there is a circular button with a right-pointing arrow.

Microsoft

Get classwork done  
with Office 365 tools

set the time zone for

## 5. Select OUTLOOK and double click to Open

The screenshot shows the Microsoft Office 365 home page. At the top, the header includes the Office 365 logo, the user name "Radtke, Ellison L.", and various system icons. The main content area features a personalized greeting "Good afternoon, Ellison" and a section titled "Apps". A red arrow points to the Outlook icon in the "Apps" section. Other visible apps include OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, and Forms. A "Documents" section is also visible at the bottom, with options for "Recent", "Pinned", "Shared with me", and "Discover". A notification bubble in the top right corner prompts the user to "Set your time zone".

Office 365

Radtk, Ellison L.

Good afternoon, Ellison

Search online doc

Set your time zone  
To set your profile photo and receive reminders, go to Mail and set the time zone for your calendar.

Install Office apps

Apps

Outlook OneDrive Word Excel PowerPoint OneNote SharePoint

Teams Sway Forms

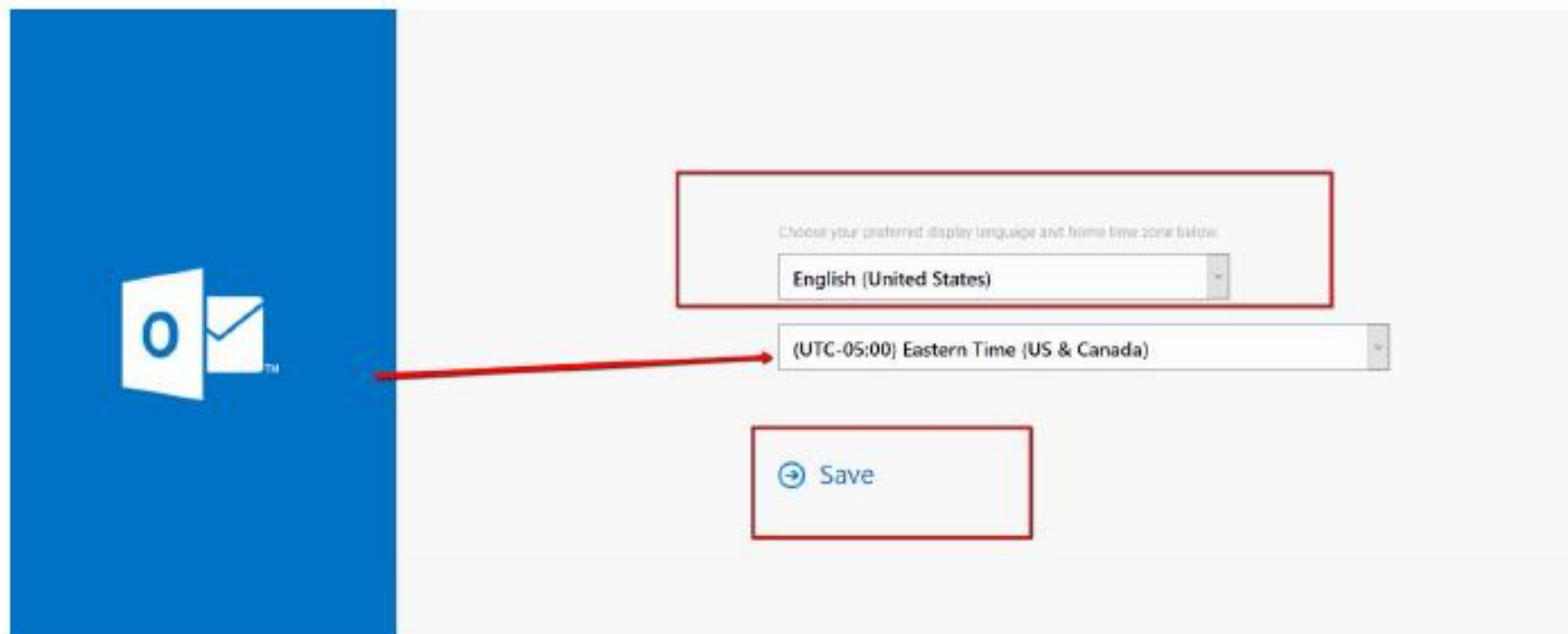
Explore all your apps →

Documents

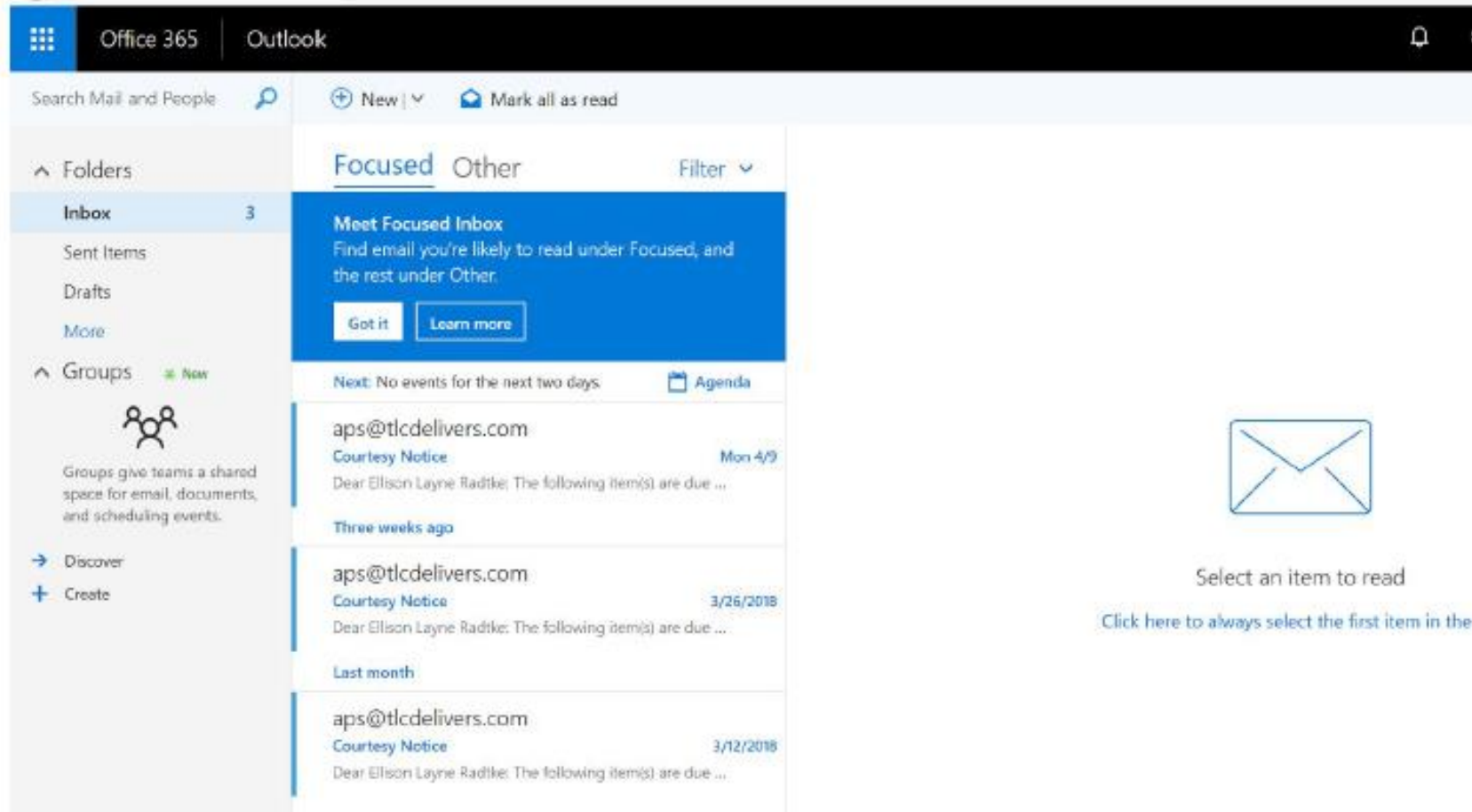
Upload and Open New

Recent Pinned Shared with me Discover

6. Change your language to English. Set the Time Zone to Eastern Time (US & Canada). Be sure to SAVE



## 7. Select Got It and Access your email



Office 365 Outlook

Search Mail and People

New | Mark all as read

Folders

- Inbox 3
- Sent Items
- Drafts
- More

Groups New

Groups give teams a shared space for email, documents, and scheduling events.

Discover

Create

Focused Other Filter

Meet Focused Inbox  
Find email you're likely to read under Focused, and the rest under Other.

Got it Learn more

Next: No events for the next two days [Agenda](#)


aps@tlcdelivers.com  
Courtesy Notice Mon 4/9  
Dear Ellison Layne Radtke: The following item(s) are due ...

Three weeks ago

aps@tlcdelivers.com  
Courtesy Notice 3/26/2018  
Dear Ellison Layne Radtke: The following item(s) are due ...

Last month

aps@tlcdelivers.com  
Courtesy Notice 3/12/2018  
Dear Ellison Layne Radtke: The following item(s) are due ...



Select an item to read

[Click here to always select the first item in the](#)

EMAIL ADDRESS:

apsusername@student.apsk12.org