

# INTRO TO MICROSOFT OFFICE

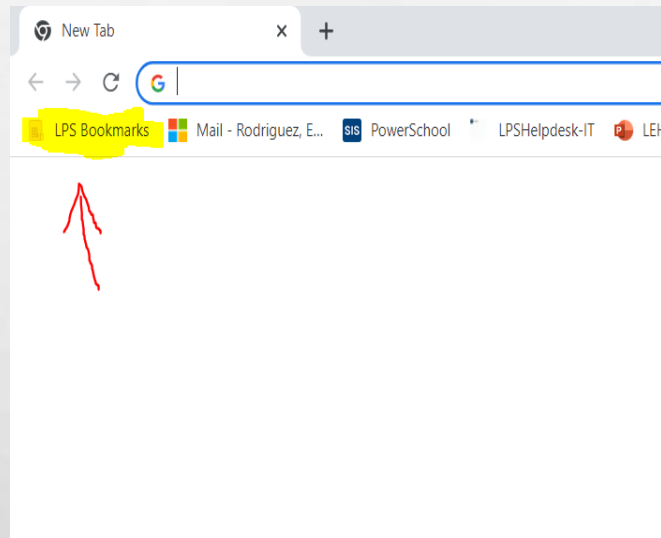


# LPS BOOKMARKS

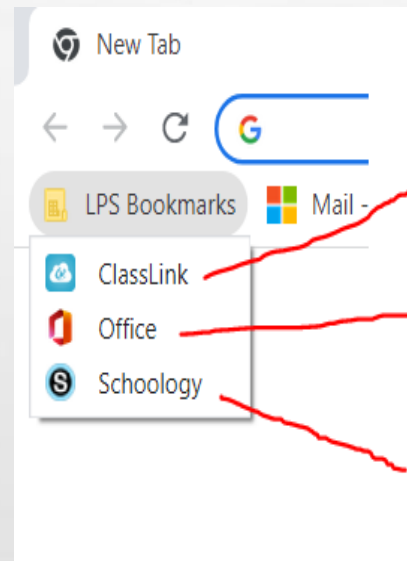


**How to access Apps, Email/Microsoft Suite and Grades/Schedules/Assignments:**

## 1. Click on LPS Bookmarks



## 2. Click on Classlink, Office, or Schoology



**Classlink: All Apps**

**Office: Email and Microsoft Suite (Word, Excel, PPT)**

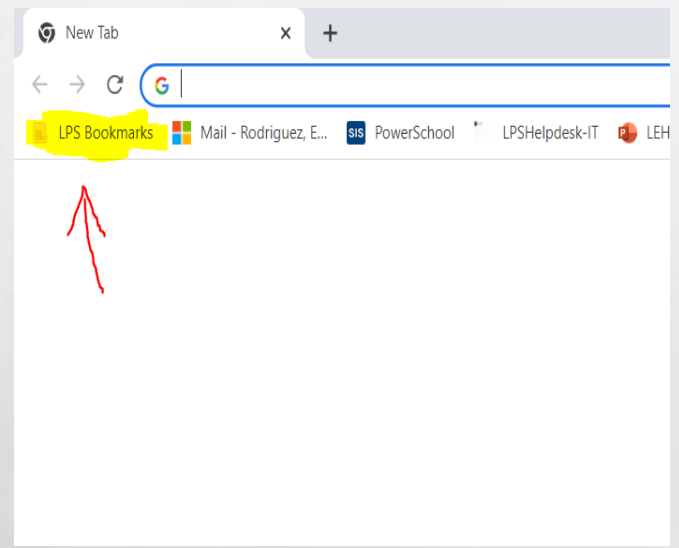
**Schoology: Grades, Schedule and Assignments**



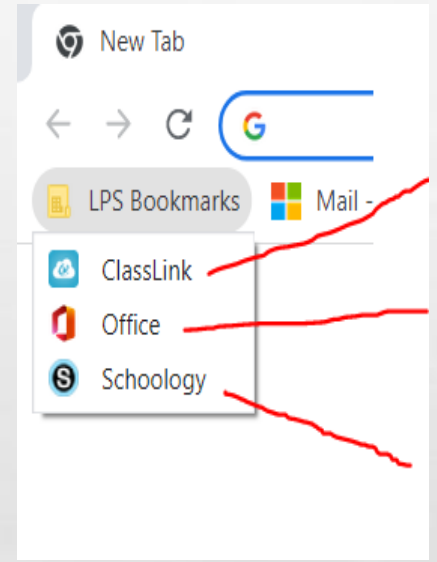
# MARCADORES de LPS

Cómo acceder a aplicaciones, correo electrónico/Microsoft Suite y calificaciones/horarios/tareas:

## 1. Haga clic en Marcadores LPS



## 2. Haga clic en Classlink, Office o Schoology



**Classlink:** Todas las aplicaciones

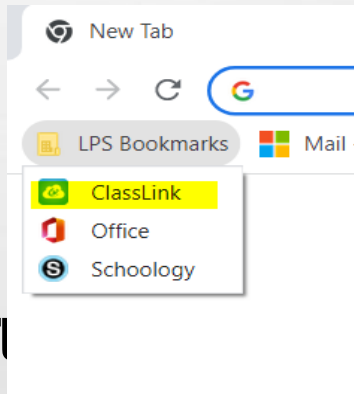
**Office:** Correo electrónico y Microsoft Suite (Word, Excel, PPT)

**Schoology:** Calificaciones, horario y tareas

# CLASSLINK

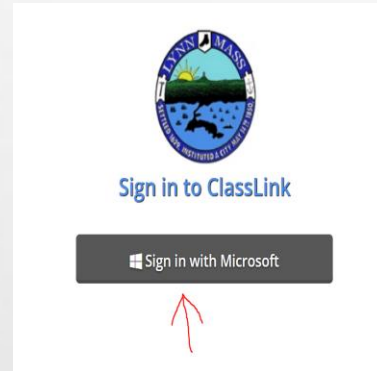


## A. Click on ClassLink

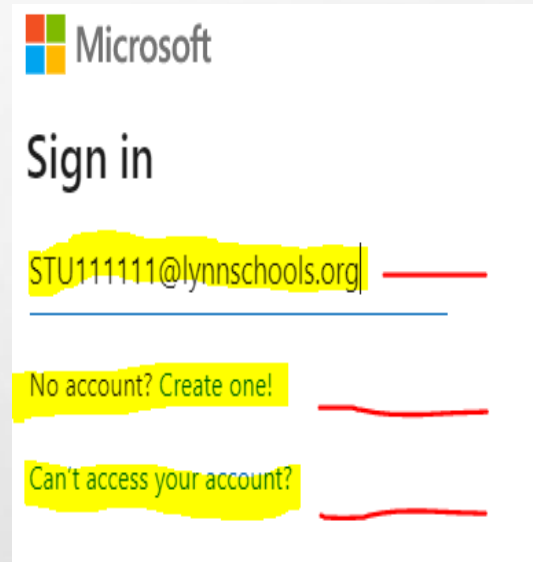


**ADD PCIT**

## B. Click on Microsoft Sign in



## C. 3-sign in options



**Email Address**

**No Account:  
New students**

**Forgot Password**

# CLASSLINK CONT.



The screenshot shows a web browser window with the following elements:

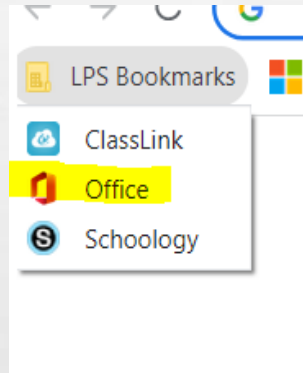
- Browser tab: My Apps
- Address bar: myapps.classlink.com/home
- Header: LaunchPad with a search icon and notification bell.
- App Grid (from left to right):
  - Canvas by Instructure (red and white icon)
  - E-School Plus Teacher Acc... (blue icon with PLUS 360)
  - i-Ready Admin (blue and yellow icon)
  - Nearpod SSO (blue icon)
  - Office 365 (orange icon with a lock)
  - ClassLink Webinars INSTRUCTORS (blue icon)
  - ClassLink Webinars STUDENTS (blue icon)



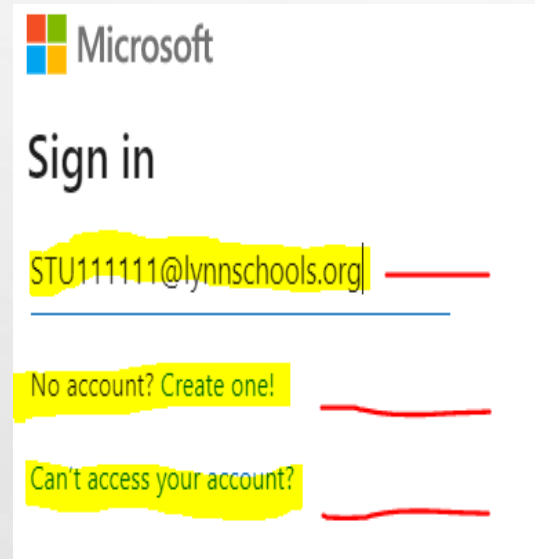
# OFFICE



## A. Click on Office



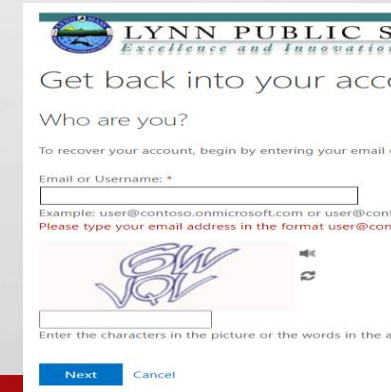
## B. 3-sign in options



**Email Address:**  
**STU11111@lynnschools.org**

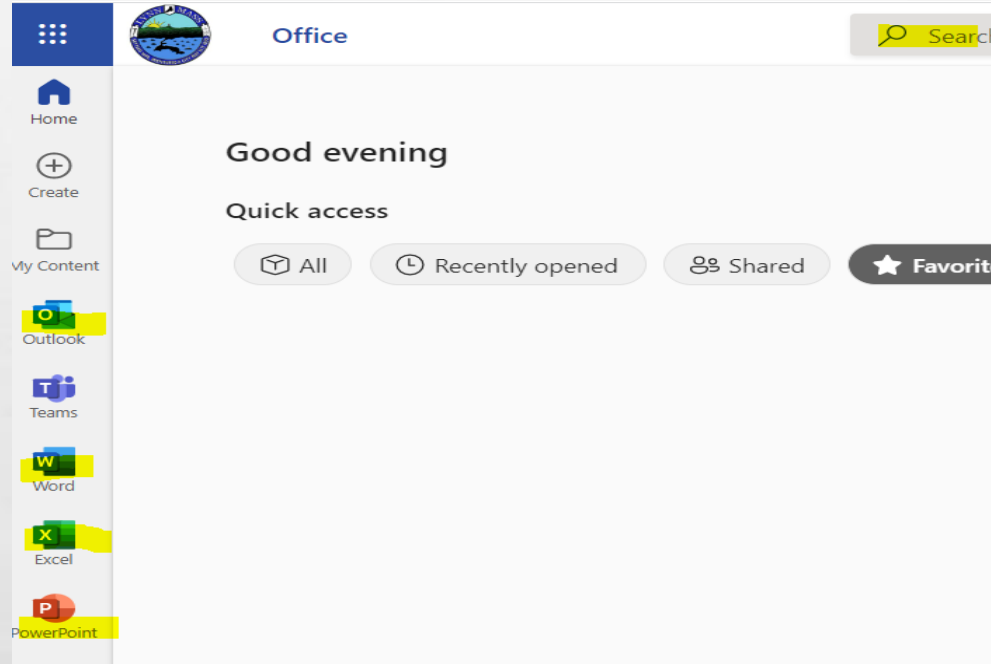
**No Account:**  
**New students**

**Forgot Password:**  
**Enter Username and  
Security Code**





# OFFICE CONT.



**Outlook**

**Word**

**Excel**

**Powerpoint**

**Search bar for Microsoft Documents (Word, Excel, PPT)**

# VIDEO TUTORIAL ON OUTLOOK

- [LINK TO MICROSOFT OUTLOOK](#)



# **MICROSOFT OFFICE TIPS FOR HIGH SCHOOL**

- **[LINK TO MICROSOFT OFFICE TUTORIAL FOR HIGH SCHOOL](#)**