



Microsoft Surface Cheat Sheet

Expectations

Always bring your device to school FULLY CHARGED

BE RESPONSIBLE with your accessories, passwords, and device

DO NOT switch devices or accessories with anyone else

Student should have

Microsoft Surface 3 Tablet and detachable keyboard w/ Case

Microsoft Surface Charging Block

Microsoft Surface USB Charging Cable

Case & Kickstand

Pull out the kickstand with TWO HANDS

Be careful with the kickstand, it can break very easily.

DO NOT put stickers on the case

Charging the Device

The Microsoft Surface takes 2-4 hours to fully charge.

If the battery is fully drained, the device can take up to 10 minutes to turn back on.

NEVER charge your device with another power block (such as an iPhone block)

Updating Device

If you see a message to update Java or OneDrive, click close or cancel. Windows Updates will be automatically pushed to your device. These updates take a long time, so update your device at home.

Using the Device

Use the button on the top left side of the device

Log into the device using username: **fcboestu\studentid**

password: **(birthdate in format mmddyyyy)**

Soon all Fulton County Students will be asked to change their passwords to something more secure than their birthdate

Wifi

All students should be connected to FCS-WiFi automatically, if not, connect to FCS-WiFi

If the wifi is not working, restart your device



In General:

Your Username is: **studentid**

Your Password is: your birthdate in format **mmddyyyy**

Your Microsoft Email is: **studentid@fcstu.org**

Your Google Email is: **studentid@fcsgaonline.org**

Your WiFi Login Username is: **fcboestu\studentid**

Outlook 2016:

Search for "Outlook 2016" in the bottom left search bar.

Press Next,

Tap Yes, and

Press Yes.

Your **Microsoft Email Address** should appear automatically,

Press Next,

Enter your **password**

Check Remember my Credentials,

Press Use Recommended Settings,

Press Accept.

This process takes a very long time so be patient.

Office 365:

Go to portal.office.com.

Enter Your **Microsoft Email Address**

Enter your **password**

You can access your Microsoft Email and files saved to the OneDrive at this website

OneNote 2016:

Search for "OneNote 2016" in the bottom left search bar

Open OneNote and press Sign In

DO NOT fill out the Sign In information, close the window

Your Name should appear at the top right when Outlook opens

If not, press Sign In and enter your **Microsoft Email Address** and **password**

OneDrive:

Double click on the Media folder on the desktop screen

On the left sidebar, click on OneDrive

Enter your **Microsoft Email Address** and **password**

Click Next

At this step, you can save any files or folders on your device to the OneDrive

Click Open my OneDrive - Fulton County Schools Folder