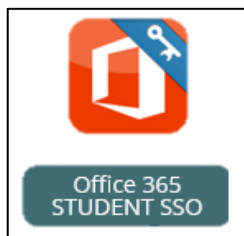


# Download Microsoft Teams Desktop App

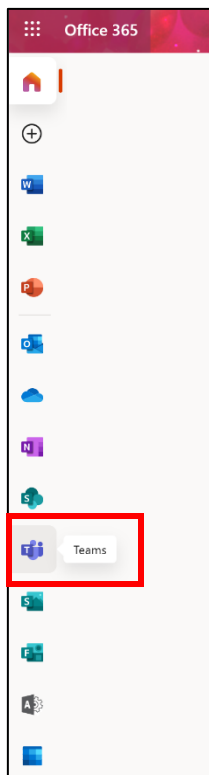
1. Sign into ClassLink (my.classlink.com/Walton)



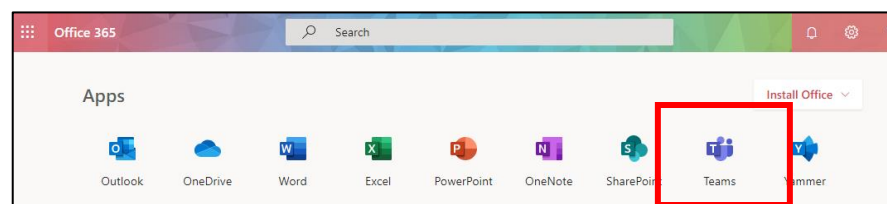
2. Click on the Office 365 Student SSO app.



3. Click on *Teams*

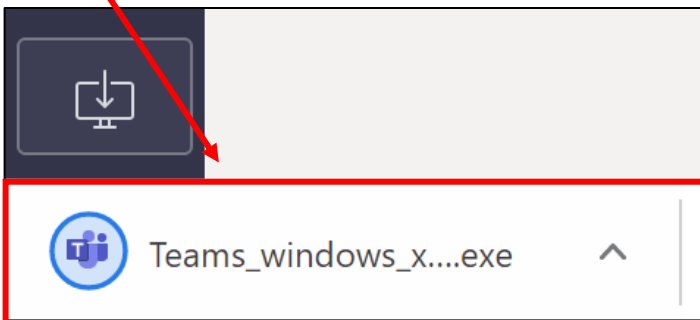
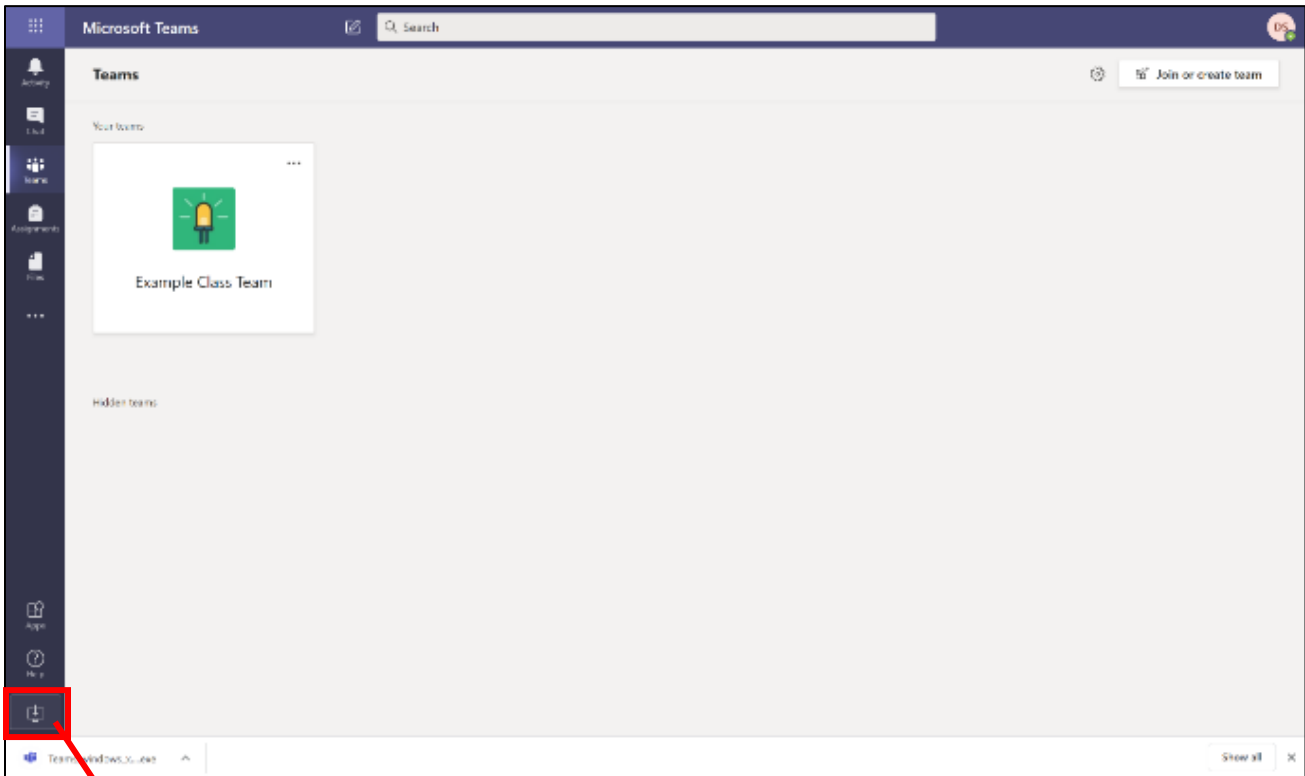


OR

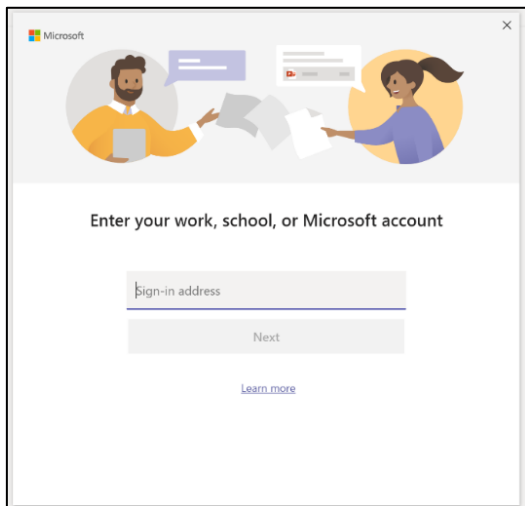


(Please note that Office 365 may change the format of the apps within the Office 365 Portal. While these differences are visual, functionality remains the same.)

- From the web version of Teams, click the **Download Desktop App** icon in the lower left-hand corner. This will automatically start the installation of the desktop Teams app. Once the file has finished downloading, click the title to load Teams.



- Once the Teams app loads, enter in your Microsoft username.



### Students Pre K-3

UN: [ClassLinkuserame@walton.k12.fl.us](mailto:ClassLinkuserame@walton.k12.fl.us)

(Example: [demostudent@walton.k12.fl.us](mailto:demostudent@walton.k12.fl.us))

### Students 4-12 & Post-Secondary

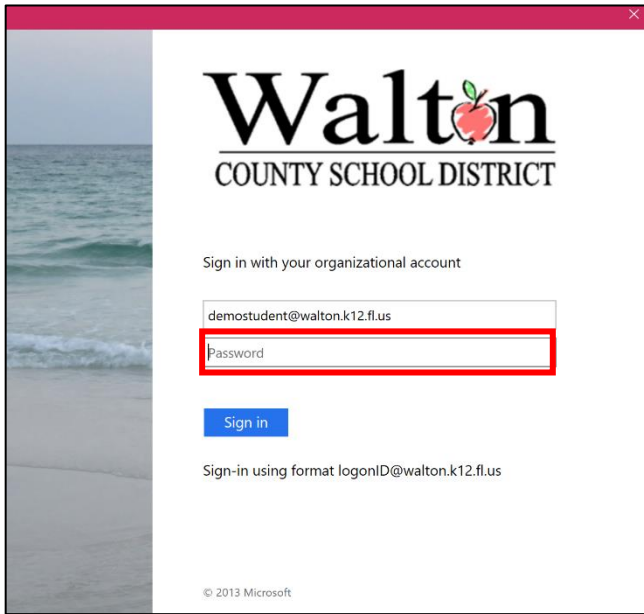
UN: [studentIDnumber@walton.k12.fl.us](mailto:studentIDnumber@walton.k12.fl.us)

(Example: 6600123456@walton.k12.fl.us)

### Teachers/Staff

UN: full email address

6. Enter in your Microsoft Password.



Students Pre K-12 & Post-Secondary

PW: ClassLink password

Teachers/Staff

PW: email password

7. Click **Sign In** to view your Teams within the desktop app.

