ClassLink Quick Guide

1. Sign In from School or Home

SCHOOL – Log in to any district device with your **One Okaloosa ID** and click on the ClassLink icon on the desktop. On district iPads, launch the ClassLink icon first, then log in.

HOME – Visit Okaloosaschools.com or your school's webpage and click on the ClassLink icon. Enter your **One Okaloosa ID**. That's it!!
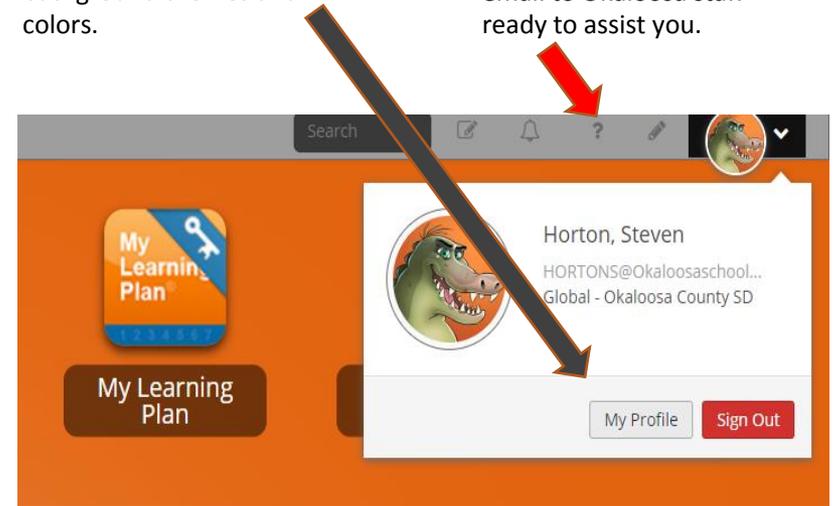

2. My Apps Screen

The My Apps Screen is where you can access district resources including online textbooks and web-based programs used by your classes.
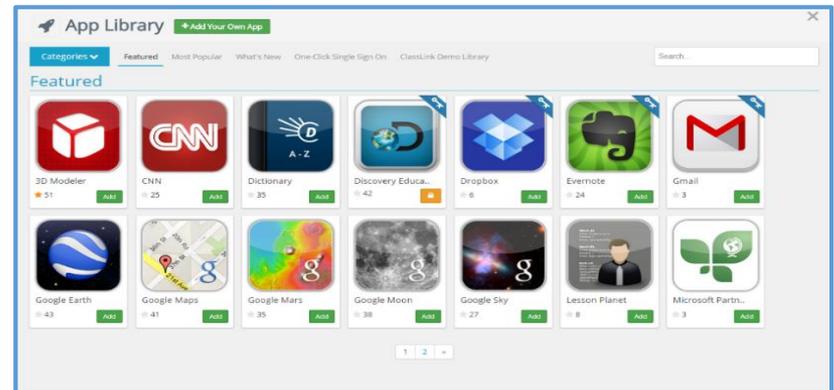

3. Profile Settings

Change your image or upload your own. Adjust background themes and colors.

Support

Need help? Click on the **?** on the toolbar to send an email to Okaloosa staff ready to assist you.

4. App Library

The library contains over one thousand educational resources. Click the Plus **(+)** on the top left of the My Apps screen. Click Add on any app to place it on the My Apps screen.

All students and staff have an Office 365 account connected to their district account. This allows access to the full suite of Microsoft products online and the ability to install Office 365 on personal devices.

- STAFF
    - Download up to five (5) licenses of Office to any *personal* device by opening ClassLink and selecting the Office 365 App (links to how-to videos below).
    - Do not download Office to district devices. Seat Management handles Microsoft Office updates on district devices.

- STUDENTS
    - Access their Office 365 account through ClassLink. Students may download Office on up to five (5) personal devices.
    - Students in Grades 6-12 now have a district email address to be used for educational purposes. The email address is username@student.okaloosaschools.com , and the password is the same district password used to login to any district device.
    - Access email through the Office 365 App in the ClassLink portal.

- These links provide videos on how to install Office 365 and email on your PC, Mac, or mobile device:
    - https://support.office.com/en-us/article/video-install-office-on-your-pc-or-mac-for-office-365-for-business-b7071ece-237d-4f84-a67d-d8cf1d1f2e60
    - https://support.office.com/en-us/article/set-up-office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f?ui=en-us&rs=en-us&ad=us