## Acquiring Microsoft Office 365 for your computer

#### Mac:

- 1. Go to my.daemen.edu
- 2. Login to My Daemen at the top of the page using your Daemen username.
- 3. Scroll down the page slightly. On the left hand side, follow the link under the heading: **Technology**, called **Microsoft Office 365**.

QUICK TOOLS	
Blackboard	
> Datatel Colleague	MYDAEMEN FACULTY & STAFF RESOURCES
) Wehádvisor	
> Webmail	
	EVENTS:
> Academic Calendar	Tuesday, February 10, 2015
> Blackboard Course Requests	
> Core Curriculum	9:00 AM - 5:00 PM - VISUAL & PERFORMING ARTS CENTER: TOWER
Course Evaluation Results	GALLERY
> Portfolio	the region.
> Rubrics	
STUDENTS	11:30 AM - 1:00 PM - WICK CENTER: WICK LOBBY
> Insight - The Student Newspaper	SUCIAL WORK CANDY SALE! 11:30 AM - 1:00 PM - WICK CENTER: WICK LOBBY
> Nursing Student Handbook	
EMPLOYEES •	VALENTINE'S DAY CANDY-GRAMSI 11:30 AM - 4:00 PM - WICK CENTER: WICK LOBBY
> Administrative Attendance Report	ALLINNI BOOK SIGNING
> Business Affairs	4:00 - 7:00 PM - WICK CENTER: WICK LOBBY
> Committees	PSI XI OMICRON INTEREST MEETING
> Employee of the Year Nomination Form	6:00 - 8:00 PM - WICK CENTER: WICK 113, 114, 115
> Faculty Affairs	Wednesday, February 11, 2015
> Human Resources	
> Self Study 2006	46TH ANNUAL ALL HIGH EXHIBIT 9:00 AM - 5:00 PM - VISUAL & PERFORMING ARTS CENTER: TOWER
> Sexual Harassment Video	GALLERY
> Strategic Plan	Juried exhibit featuring the artwork of high school juniors and seniors throughout
TECHNOLOGY	tie region.
> Classroom Equipment Request	EXPERIENCE DAEMEN 9:30 AM - 1:00 PM - WICK CENTER: ALUMNI LOUNGE
CHail Liete	Experience Daemen is a unique opportunity for applied students to attend a Daemen class! During this event you will also receive a short welcome by the Dean
> Information Technology	ofdmissions, attend a student panel, meet your Admissions Counselor, join us
Workshops	for lunch, and go on a campus tour! While Experience Daemen is a student-
> Microsoft Office 365	more information or to sign up for one of these events visit
> Password Reset Tool	http://www.daemen.edu/experiencedaemen or call 716.839.8225.
> Random Name Generator	ADVENTURE OUTFITTERS INTEREST TABLE
> Social Media Guidelines	10:00 AM - 2:00 PM - WICK CENTER: WICK LOBBY
> Wireless Lab Printing	MR. DAEMEN PAGEANT SIGN UP

4. You will be redirected to a page with a link that says: "Get Microsoft Office 365." Follow the link and you will be directed to the website called Okta.



5. You will then be asked to sign into your Daemen account once again.

Please sign in below to access Microsoft Office 365 Daemen	1 Office 365
Daemen	
Sign In Username Password	Your security image
Sign In Remember me	

6. If you are visiting this website for the first time, you will be asked to set a security picture and create your account.



 Once you are logged in, you will then be directed to a page where you see the Office 365 Logo and a Microsoft OneDrive logo.



- 8. In order to use OneDrive on your device, you must click on that button to activate your OneDrive account. It uses your Daemen email account to authenticate.
- 9. Once you have activated your OneDrive account, you will see this page. At this point, you can use the back button to go back and click on the Office 365 Button and activate your Office account.

III Office 365	OneDrive Ø
BROWSE FILES LIBRARY	
Search OneDrive	Onderine @ Davemen College Documents
Recent	
Shared with me Followed	Welcome to OneDrive @ Deemen Collego, the place to store, symc, and share your work. Documents are private until shared. Learn more here. Domiss
Recycle bin	⊕ new ↑ upload S sync / edit / manage ○ share
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	Shared with Everyone 3 hours ago 24 Shared 🗆 TJ Driscoll
	Drag files here to upload
Daem	EN
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Microsoft Office	e 365 9 365 Da

# 10. You will then be directed to a page where you can install Office.

Ins	tall Off	ice on yo	ur Mac		1
Word Got a Or a s	PC? Sign in the martphone or	PowerPoint ere to install the lat iPad? Set up mobi	Outlook est version of Office le apps	Language: e. Change la	now : English nguage
	DneNote for It's your of Download	Mac wn digital noteboo d from the app stor te with C	)ffice Onli	ine	
Sett	ing up	Setting up	Setting up	Setting up	Setting up

11. The file will now download to your computer. Open Finder and go to your Downloads folder. The name of the file will be MicrosoftOffice2011.dmg. Double click the file and it will open up a new window.

Applications	venhere-client	Nov 17, 2014, 3:11 PM
y-{ Applications	vaphere-cirent	Nov 17, 2014, 0.11 PM
Desktop	download	Nov 17, 2014, 3:11 PM
De surrente	MicrosoftOffice2011.dmg	Nov 11, 2014, 5:40 PM
Documents	kubuntu-plasma5-14.10-desktop-amd64.iso	Nov 6, 2014, 9:43 AM
Downloads	ubuntu-14.04.1-desktop-amd64.iso	Nov 5, 2014, 10:37 AM
Devices	AutoCAD_2015_English_Win_64bit_R1_dlm.sfx.exe	Oct 7, 2014, 2:16 PM
	WindowsTechnicalPreview-x64-EN-US.iso	Oct 2, 2014, 12:03 PM

12. Double Click the icon that says "Office Installer."



## 13. Click "Continue."

0	💼 Install Microsoft Office for Mac 2011	
	Welcome to the Microsoft Office for Mac 2011 Installer	
Introduction	You will be guided through the steps necessary to install this software.	
License		
Destination Select		
Installation Type		
Installation		
Summary		
	Go Back Continue	

#### 14. After reading the License Agreement, click Continue.



## 15. Then click Agree.

000		install Microsoft C	Office for Mac 2011	
	To continue in the software li	stalling the software cense agreement.	you must agree to the	terms of
<ul><li>Inti</li><li>Lic</li></ul>	Click Agree to a quit the Installe	continue or click Disa r.	gree to cancel the install	ation and
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		Section 1: If you license N 1, License Terms apply.	licrosoft Office for Mac 2011, Serv	rice Pack 3 trial, the Section
		Section 2: If you license M Pack 3, the Section 2 License	licrosoft Office for Mac Home and se Terms apply.	Business 2011, Service
		Section 3: If you license M 3, the Section 3 License Ter	licrosoft Office for Mac Home and rms apply.	Student 2011, Service Pack
		Section 4: If you license N Section 4 License Terms ap	licrosoft Office for Mac University ply.	2011, Service Pack 3, the
		Drint C		

### 16. Then click Install.



17. Type in your **computer** Username and Password and click Install Software.

18. If you have any applications open, Office will ask you to close those programs. Click Close Applications and Install.

	install Microsoft Office for Mac 2011	
<ul> <li>Introd</li> <li>Licen:</li> <li>Destir</li> <li>Instal</li> </ul>	These applications must be closed before the software can be installed:         Google Chrome Safari         If you don't want to close these applications now, cheore install Later.         Install Later       Close Applications and Install	ware
<ul> <li>Instail</li> <li>Summary</li> </ul>		
	Change Install Locatio	'n
	Customize Go Back	nstall

19. Once the installation is complete, click Close and begin using Office.



If you have any questions, or you experience problems with this process, please feel free to call the Faculty Support Hotline at 716-839-8430.