

Acquiring Microsoft Office 365 for your Tablet

If you have not already done so, you will need to create your Office 365 account on your computer before you install the app on your tablet. Follow these steps to do so.

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
- > WebAdvisor
- > Webmail

ACADEMICS

- > Academic Calendar
- > Blackboard Course Requests
- > Core Curriculum
- > Course Evaluation Results
- > Portfolio
- > Rubrics

STUDENTS

- > Insight - The Student Newspaper
- > Nursing Student Handbook

EMPLOYEES

- > Administrative Attendance Report
- > Business Affairs
- > Committees
- > Employee of the Year Nomination Form
- > Faculty Affairs
- > Human Resources
- > Self Study 2006
- > Sexual Harassment Video
- > Strategic Plan

TECHNOLOGY

- > Classroom Equipment Request Form
- > Gmail Lists
- > Information Technology Workshops
- > Microsoft Office 365**
- > Password Reset Tool
- > Random Name Generator
- > Social Media Guidelines
- > Wireless Lab Printing

MYDAEMEN FACULTY & STAFF RESOURCES

EVENTS:

Tuesday, February 10, 2015

46TH ANNUAL ALL HIGH EXHIBIT
9:00 AM - 5:00 PM - VISUAL & PERFORMING ARTS CENTER: TOWER GALLERY
Juried exhibit featuring the artwork of high school juniors and seniors throughout the region.

DC BOOK SALE TABLE
11:30 AM - 1:00 PM - WICK CENTER: WICK LOBBY

SOCIAL WORK CANDY SALE!
11:30 AM - 1:00 PM - WICK CENTER: WICK LOBBY

VALENTINE'S DAY CANDY-GRAMS!
11:30 AM - 4:00 PM - WICK CENTER: WICK LOBBY

ALUMNI BOOK SIGNING
4:00 - 7:00 PM - WICK CENTER: WICK LOBBY

PSI XI OMICRON INTEREST MEETING
6:00 - 8:00 PM - WICK CENTER: WICK 113, 114, 115

Wednesday, February 11, 2015

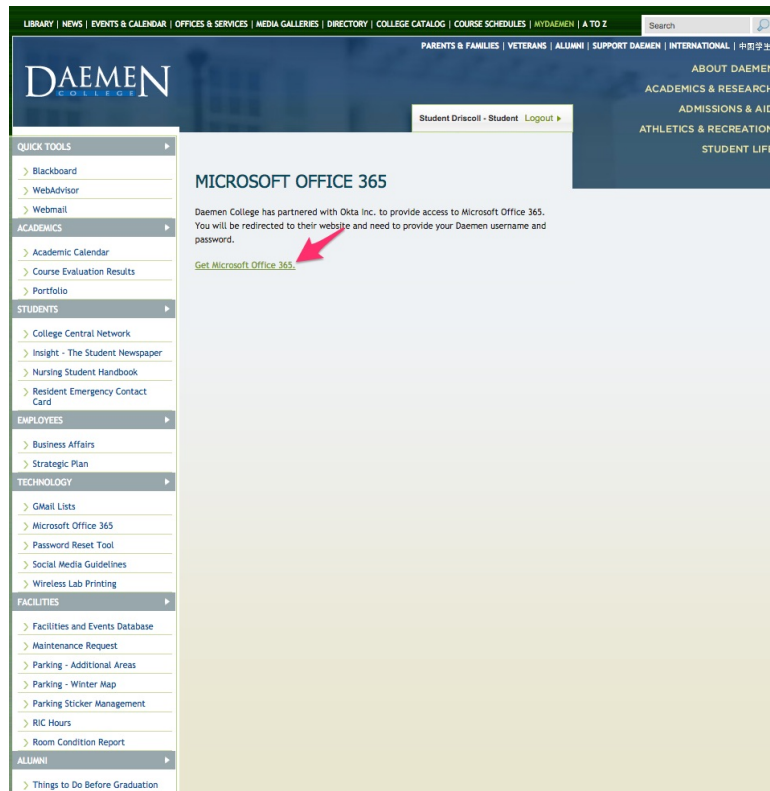
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EXPERIENCE DAEMEN
9:30 AM - 1:00 PM - WICK CENTER: ALUMNI LOUNGE
Experience Daemen is a unique opportunity for applied students to attend a Daemen class! During this event you will also receive a short welcome by the Dean of Admissions, attend a student panel, meet your Admissions Counselor, join us for lunch, and go on a campus tour! While Experience Daemen is a student-centered event, we gladly welcome parents to stay on campus during the day. For more information or to sign up for one of these events visit <http://www.daemen.edu/experiencedaemen> or call 716.839.8225.

ADVENTURE OUTFITTERS INTEREST TABLE
10:00 AM - 2:00 PM - WICK CENTER: WICK LOBBY

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.

A screenshot of the Microsoft Office 365 sign-in page for Daemen College. The page has a light gray background. At the top, it says "Please sign in below to access Microsoft Office 365 Daemen" next to the Office 365 logo. Below this is the Daemen College logo. The main section is titled "Sign In" and contains a form with fields for "Username" and "Password". There is a "Sign In" button and a "Remember me" checkbox. To the right of the form is a placeholder for a security image, indicated by a question mark icon. At the bottom of the form, there are links for "Forgot password?", "Help", and "Trouble logging in?". The footer of the page says "Powered by Okta Privacy Policy".

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

Please sign in below to access
Microsoft Office 365 Daemen



Welcome to Daemen College, 

Create your Daemen College account to access Microsoft
Office 365 Daemen



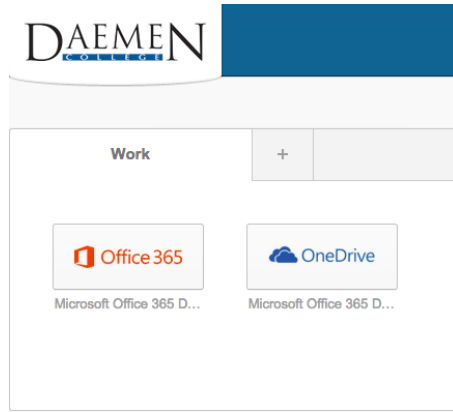
Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into
Okta, and not a fraudulent website.

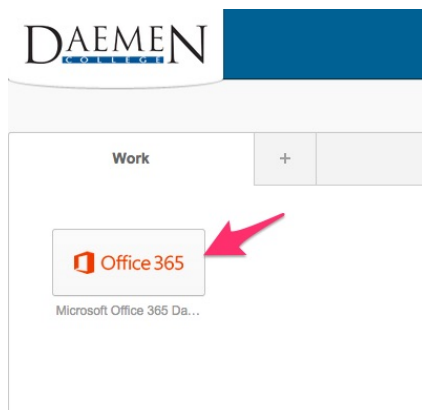
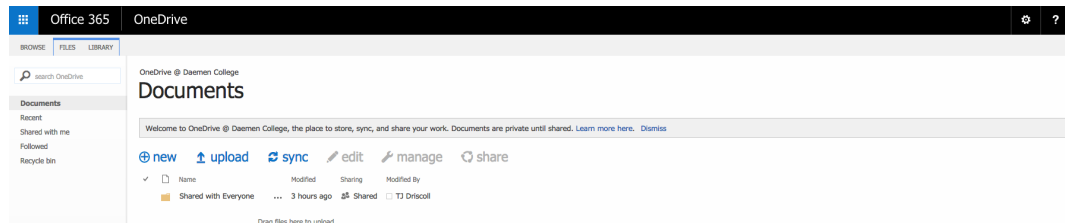


Create My Account

7. 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.



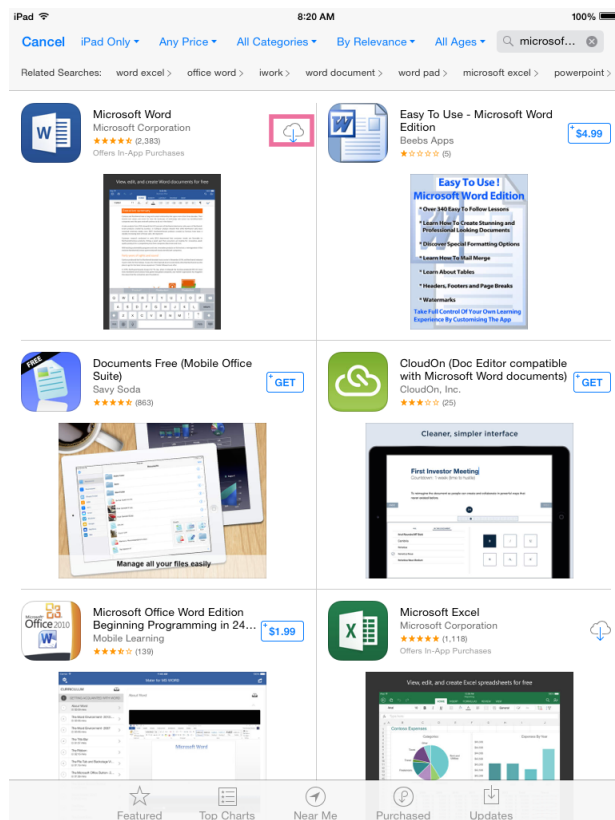
Installing the app on your iPad

You may now proceed to installing the application on your iPad following these instructions.

1. Open up the iOS App Store. You will find it via this icon:



2. Once you are in the App Store, search for Microsoft Word. You will see a list of app results. Tap on the “Get” button, or you may see a cloud icon with an arrow as in the picture.



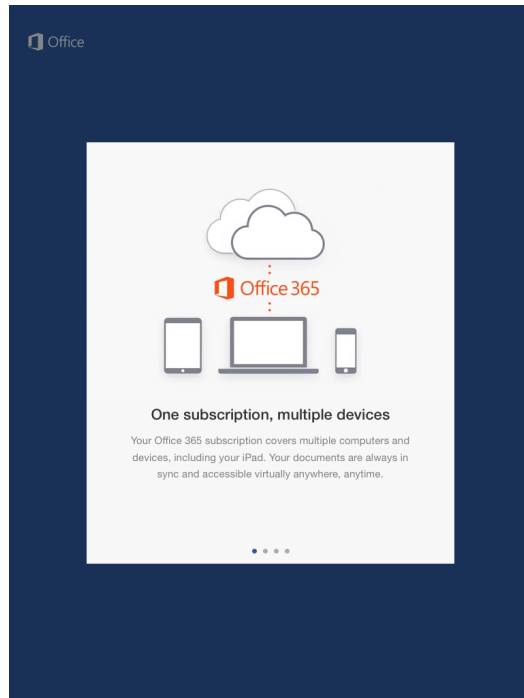
3. It will take a couple minutes to download and install based on your Internet speed. You can see the progress [here](#).



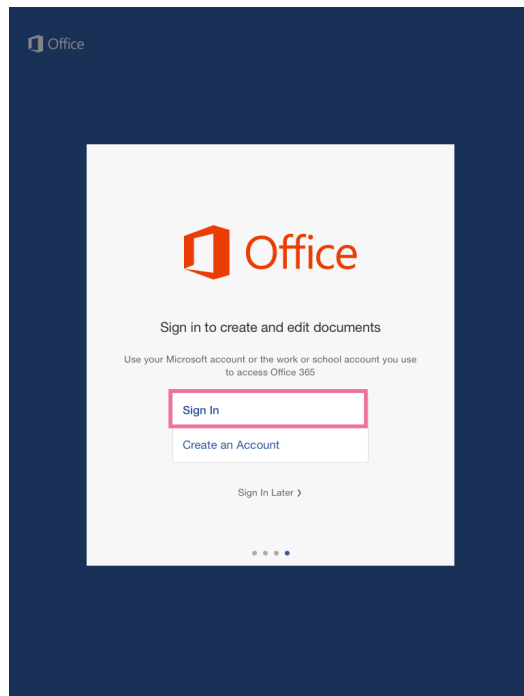
4. Once the installation has completed it will prompt you to open the application. Tap on “Open.”



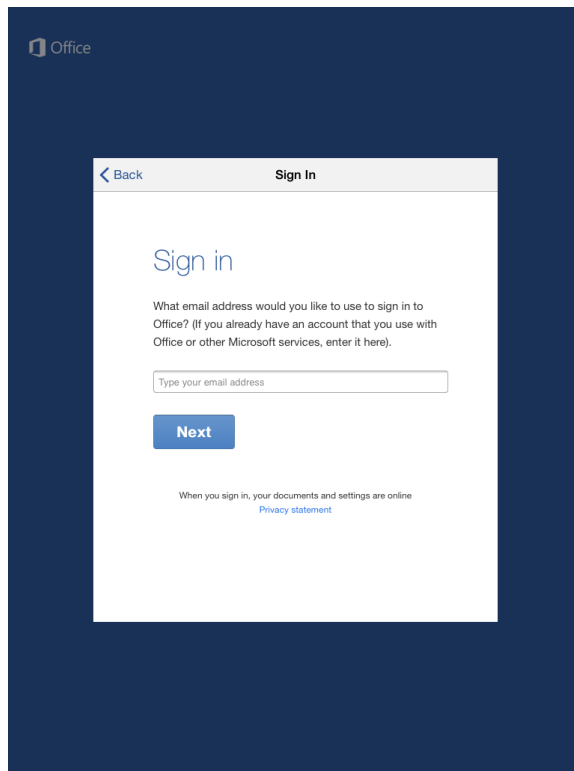
5. You will now be greeted with the welcome screen.



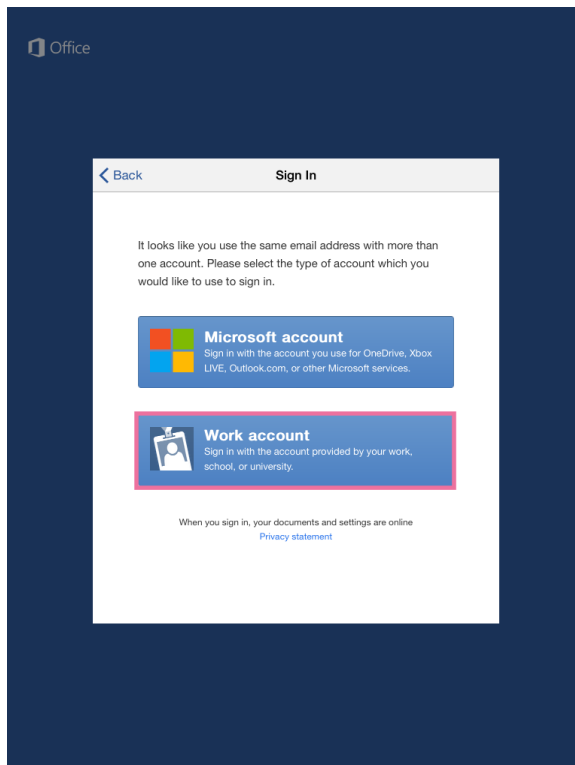
6. Swipe to the right until you are greeted with this screen and tap “Sign in.”



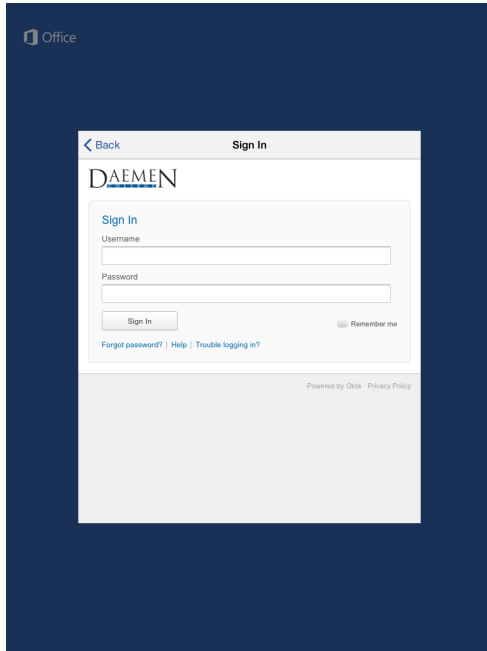
7. Sign in using your full Daemen email address including the @daemen.edu.



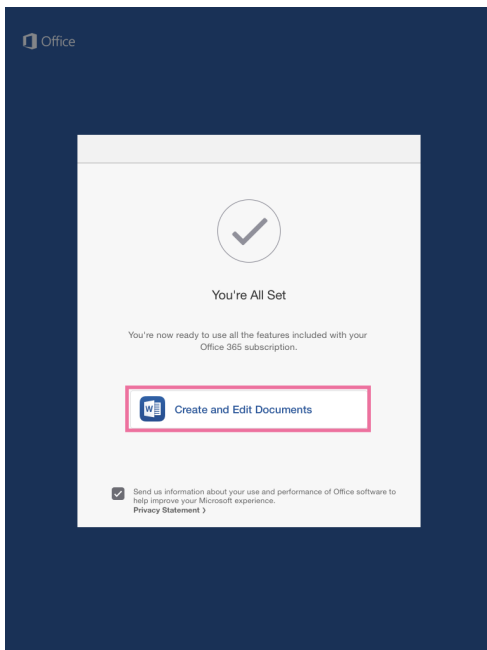
8. On the next screen select “Work Account.”



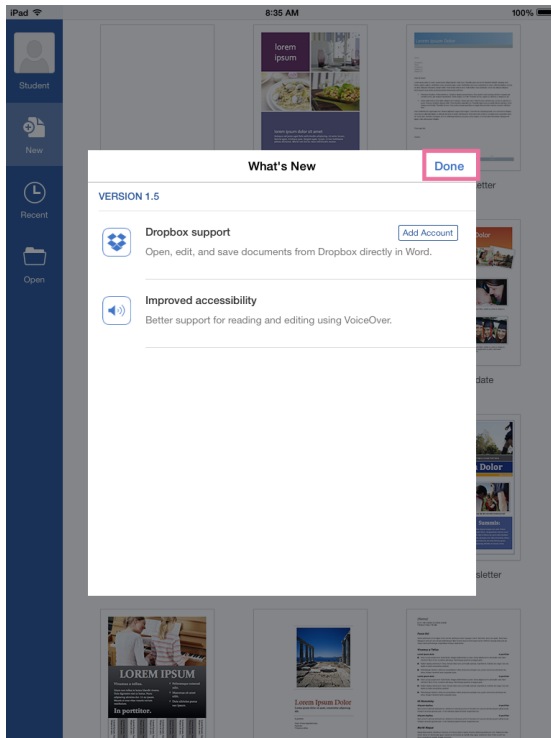
9. You will then be prompted to enter your Daemen username as well as your password. Do not enter your full email address, just the part before @daemen.edu. Once you have entered your information, tap on “Sign in.”



10. Once you are signed in, tap on “Create and edit with Office 365.”



Congratulations! You are now ready to use Microsoft Word with your Office 365 subscription. If you would like to connect a Dropbox account to Word you may do so now. Otherwise, you can tap “Done” to start using Word.



If you need assistance with installing Word or if you are having problems with your Office 365 account, please feel free to contact the Faculty Support Hotline at 716-839-8430.