Acquiring Microsoft Office 365 for your computer

Windows:

- 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**.

	N-1/
QUICK TOOLS	
> Blackboard	
> Datatel Colleague	MYDAEMEN FACULTY & STAFF RESOURCES
> WebAdvisor	
> Webmail	EVENTS
ACADEMICS •	
> Academic Calendar	Tuesday, February 10, 2015
> Blackboard Course Requests	46TH ANNUAL ALL HIGH EXHIBIT
> Core Curriculum	9:00 AM - 5:00 PM - VISUAL & PERFORMING ARTS CENTER: TOWER
> Course Evaluation Results	GALLERY Juried exhibit featuring the artwork of high school juniors and seniors throughout
> Portfolio	the region.
> Rubrics	DC BOOK SALE TABLE
STUDENTS	11:30 AM - 1:00 PM - WICK CENTER: WICK LOBBY
Insight - The Student Newspaper	SOCIAL WORK CANDY SALEL
Nursing Student Handbook	11:30 AM - 1:00 PM - WICK CENTER: WICK LOBBY
	VALENTINE'S DAY CANDY-GRAMSI
	11:30 AM - 4:00 PM - WICK CENTER: WICK LOBBY
> Administrative Attendance Report	ALUMNI 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	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 the region.
TECHNOLOGY	
Classroom Equipment Request Form	EXPERIENCE DAEMEN 9:30 AM - 1:00 PM - WICK CENTER: ALUMNI LOUNGE Experience Daemen is a unique expertinuity for applied students to attend a
> GMail Lists	Daemen class! During this event you will also receive a short welcome by the Dean
> Information Technology	of .: dmissions, 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- centered event, we gladly welcome parents to stay on campus during the day. For
> 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
	V D Nume Hotfied Sharing Hotfield By
	Shared with Everyone 3 hours ago 24 Shared 🗆 TJ Driscoll
	Drag files here to upload
Daem	EN
Wo	ik +
Microsoft Office	e 365 9 365 Da

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



11.

a. If you are using Google Chrome, you will see the file download in the bottom left corner of your browser window. Click on the downloaded file and you will be prompted with the window you will see in step 10.



b. If you are using Internet Explorer, you will be prompted with a message at the bottom asking you to Run or Save File. Click Save File. Once it is done downloading, it will ask you if you would like to Run. Click "Run."

Do you want to run or save Setup.X86.en-us_O365ProPlusRetail_3c2584d1-2269-4d82-8225-9d4aaf3eaa40_TX_PRe	exe (1.00 MB)) from c2rsetup.o Run Sa	ff apps.live.com? ×
The Setup.X86.en-us_O365ProPlusRetail_3c2584d1-2269-4d82-8225-9d4aaf3eaa40_TX_PRexe download has completed.	Run	Open folder	X View downloads

12. Next you will be prompted with a message asking if you want to run or cancel. Click "Run."

Do you v	want to run th	is file?
	Name: Publisher: Type: From:	<u>il 99633be1-c996-4b50-8a2b-59665799e350 TX PR .exe</u> <u>Microsoft Corporation</u> Application C:\Users\NANA\Downloads\Setu IX86.en-US_O365Pro Run Cancel
Alway	vs ask before o	pening this file
While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?		

13. Click Yes to run the program on the next screen.



14. Click Next to proceed to the License Agreement.



15. Click Accept once you have read over the License Agreement.



16. In the bottom right corner of your screen, you will see that Office is installing in the background. You can continue working on your computer while Office is installing.



17. Once Office is completely installed, you will be prompted with another License Agreement. Click Agree once you have read over the license agreement.



18. Click "Use Recommended Settings" and click "Accept" to begin using Office.

	;
First things first.	\square
Help us improve Office. The information sen best software and services for you and is nev We take your privacy seriously. ○ <u>N</u> o thanks	t to Microsoft helps us make the er used to identify or contact you.
View Privacy Statement	
This product also comes with automatic upo Learn more	lates.
By clicking "Accept" you agree to the Micros Agreement. View Agreement	oft Office License

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.