

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**.

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

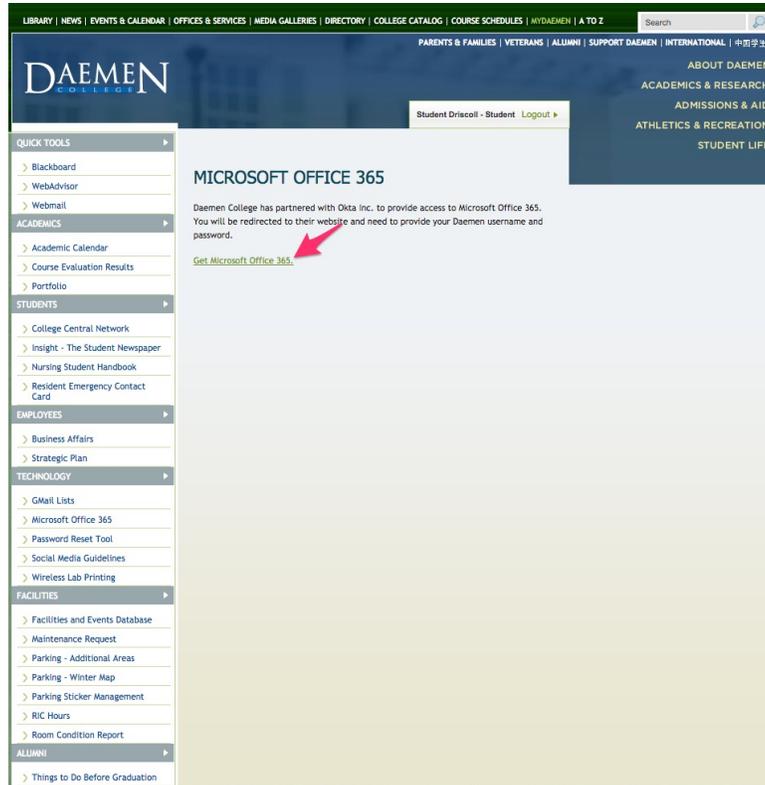
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EXPERIENCE DAEMEN
9:30 AM - 1:00 PM - WICK CENTER: ALUMNI LOUNGE
Experience Daemen is a unique opportunity for applied students to attend a Daemen class! During this event you will also receive a short welcome by the Dean of Admissions, attend a student 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.

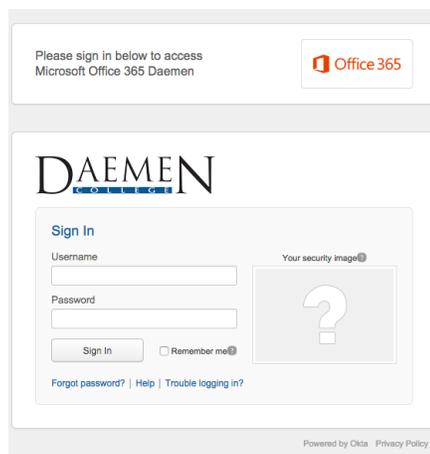
ADVENTURE OUTFITTERS INTEREST TABLE
10:00 AM - 2:00 PM - WICK CENTER: WICK LOBBY

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.



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, [redacted]

Create your Daemen College account to access Microsoft
Office 365 Daemen



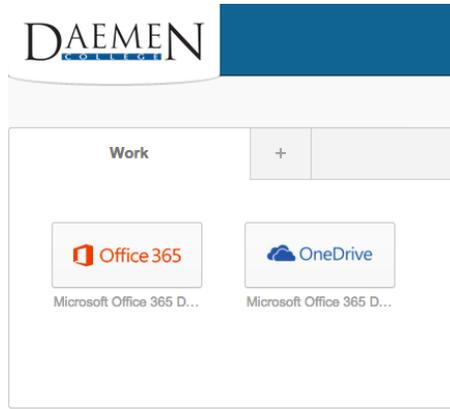
Click a picture to choose a security image

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

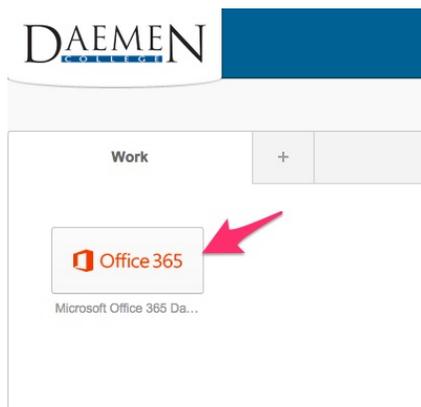
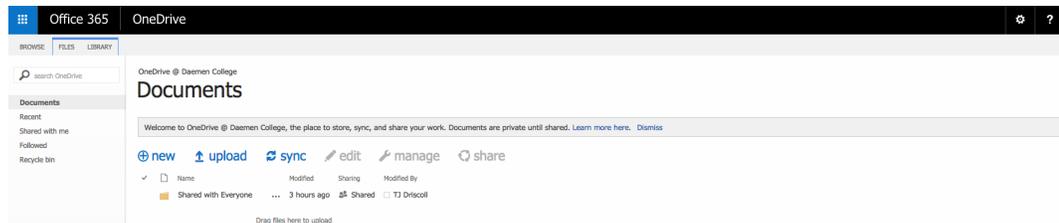


Create My Account

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.



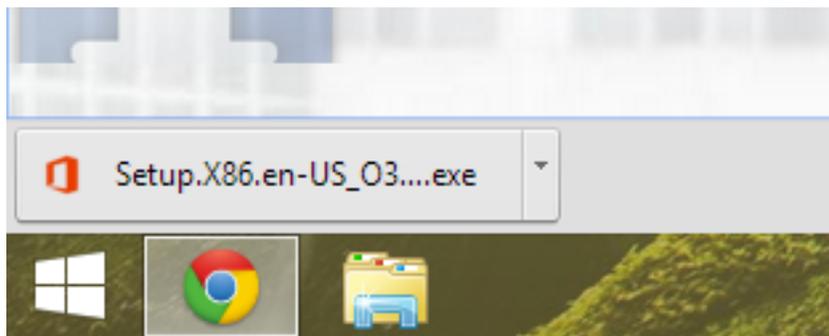
8. In order to use OneDrive on your device, you must click on that button to activate your OneDrive account. It uses your Daemen email account to authenticate.
9. Once you have activated your OneDrive account, you will see this page. At this point, you can use the back button to go back and click on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



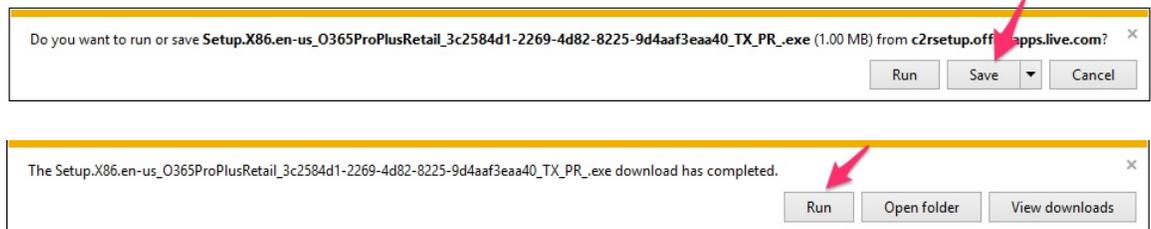
10. You will then be directed to a page where you can install Office.



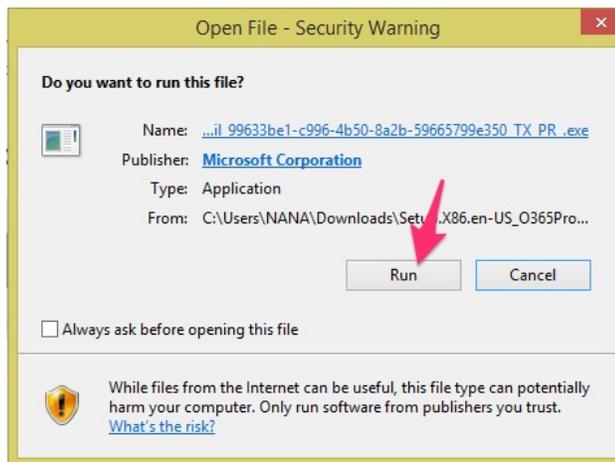
11.
 - a. If you are using Google Chrome, you will see the file download in the bottom left corner of your browser window. Click on the downloaded file and you will be prompted with the window you will see in step 10.



- 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.”



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



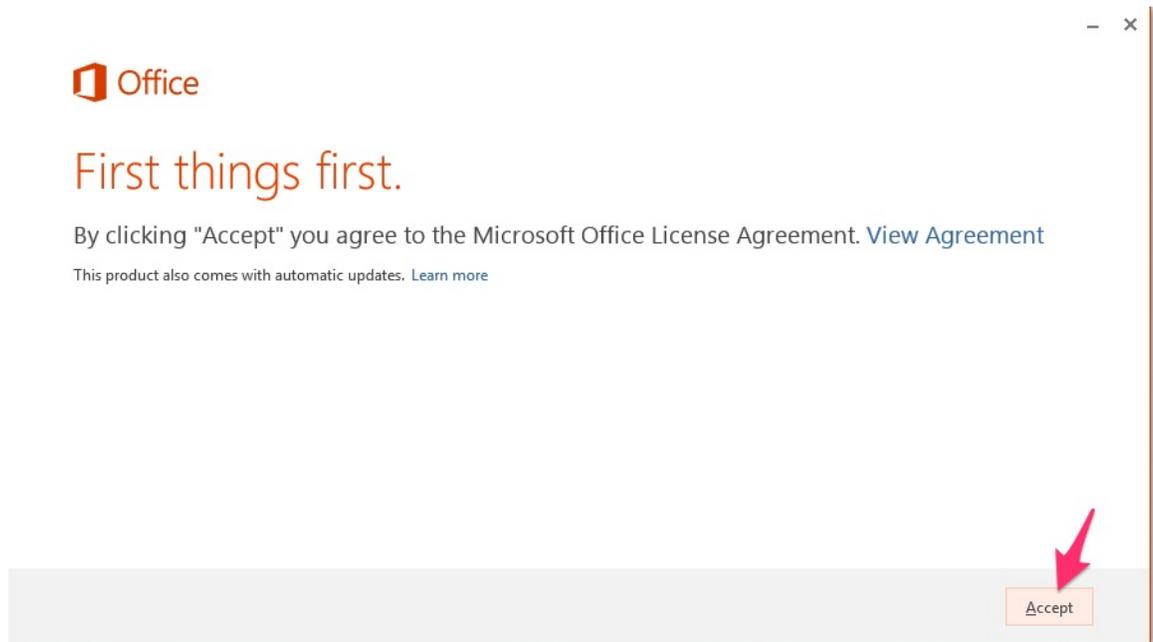
13. Click Yes to run the program on the next screen.



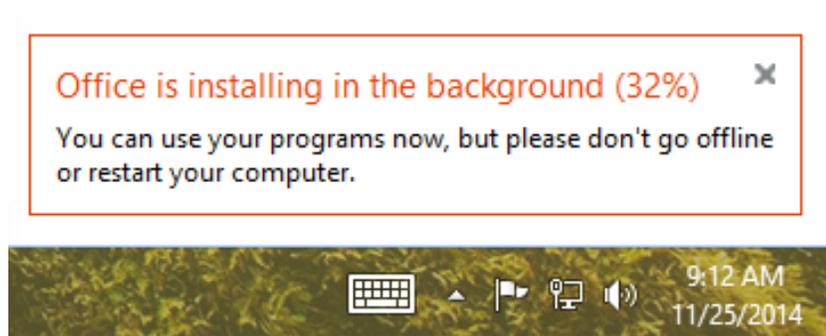
14. Click Next to proceed to the License Agreement.



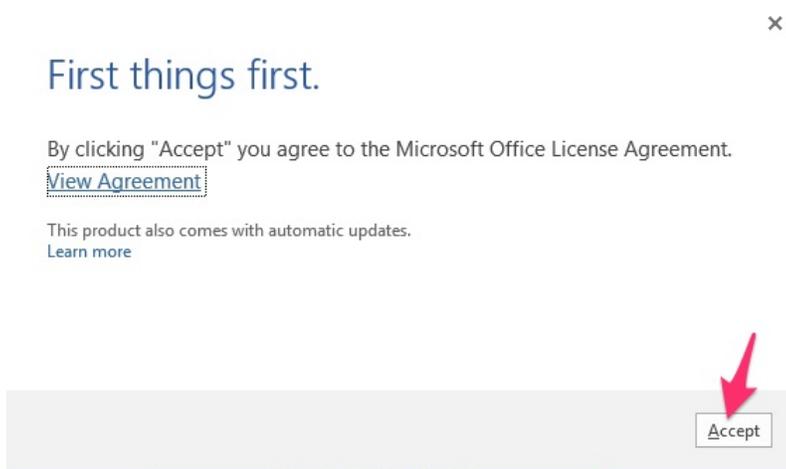
15. Click Accept once you have read over the License Agreement.



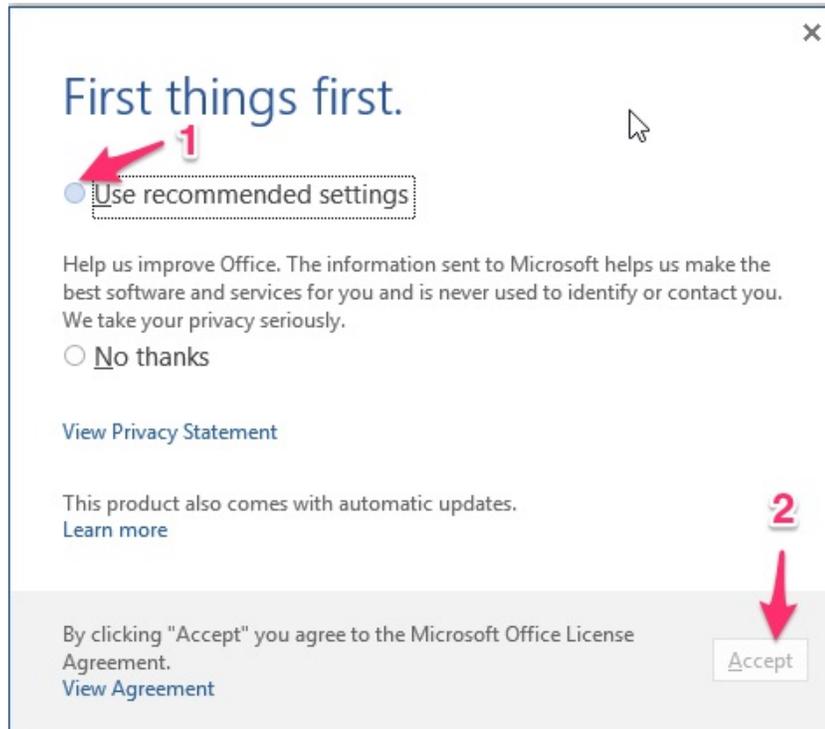
16. In the bottom right corner of your screen, you will see that Office is installing in the background. You can continue working on your computer while Office is installing.



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.



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.