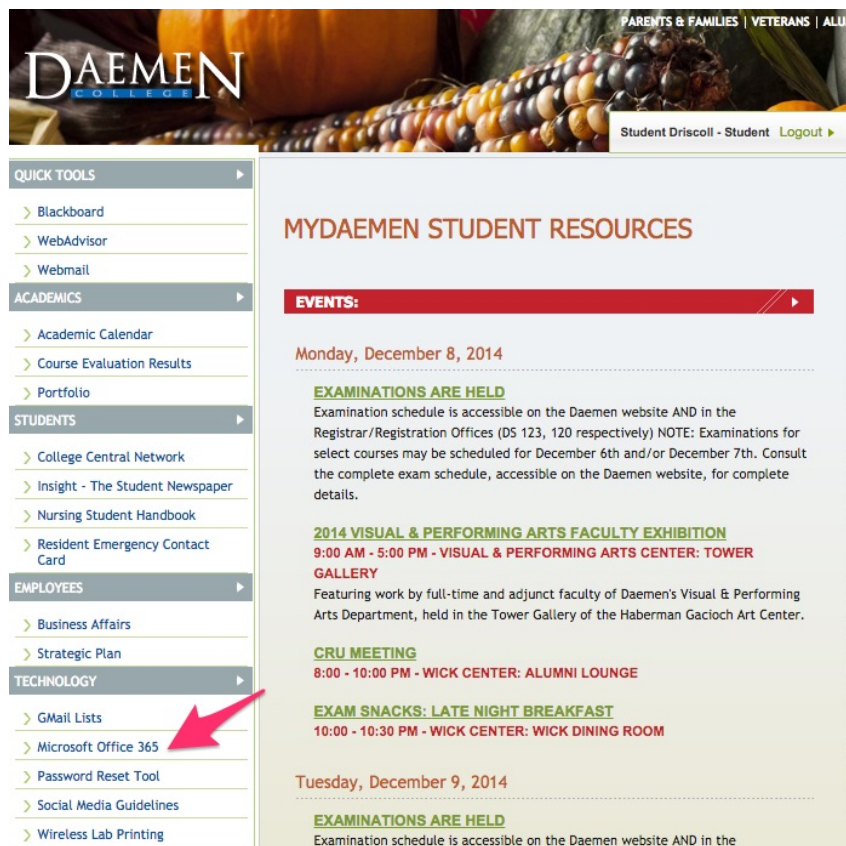


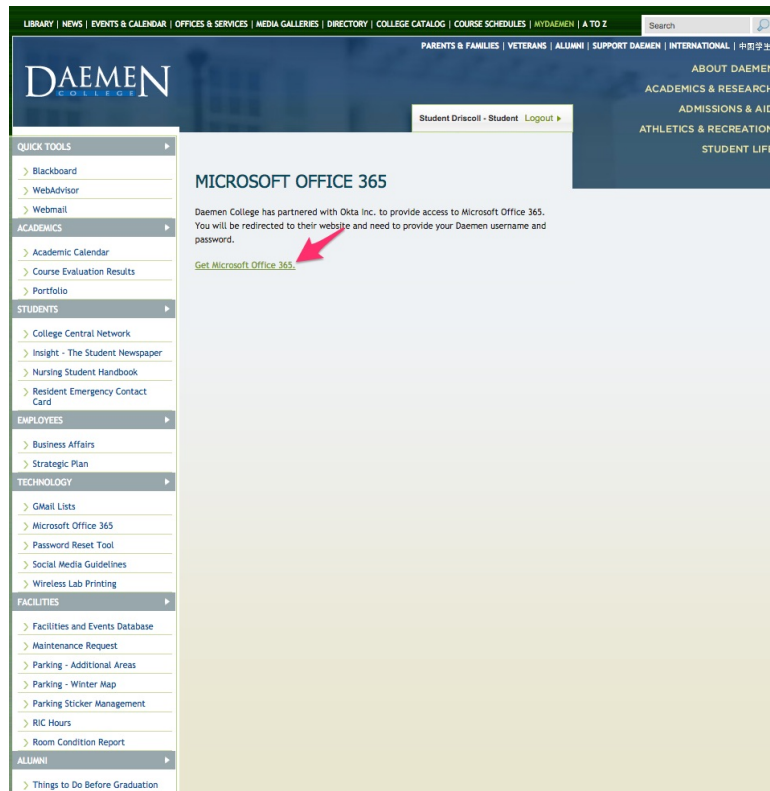
Acquiring Microsoft Office 365 for your computer

Mac:

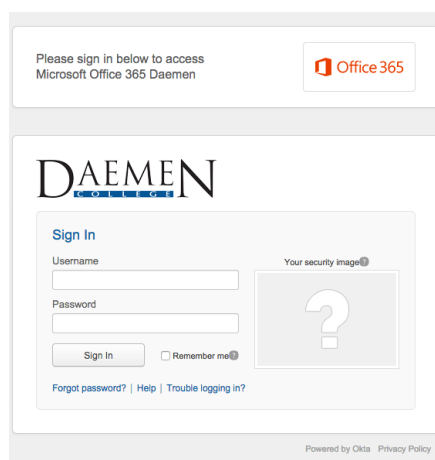
1. Go to my.daemen.edu
2. Login to My Daemen at the top of the page using your Daemen username.
 - a. Your username will be your first name then your last name separated by a period (firstname.lastname).
3. Scroll down the page slightly. On the left hand side, follow the link under the heading: **Technology**, called **Microsoft Office 365**.



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













Office 365

Welcome to Daemen College, [User Name]

Create your Daemen College account to access Microsoft
Office 365 Daemen

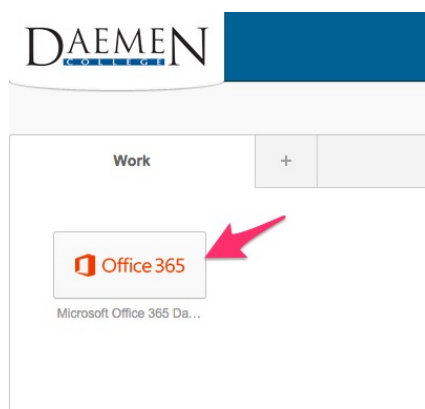
Office 365

**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. Click or tap on the picture to take you to the Office installation.



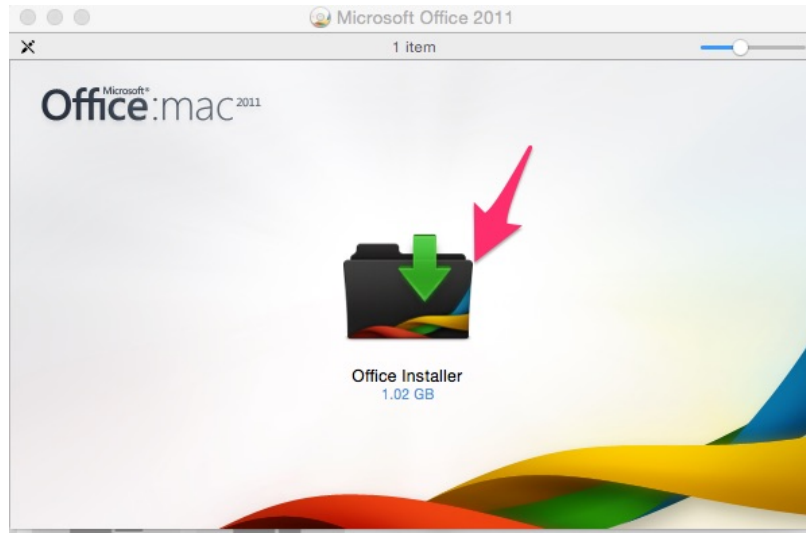
8. You will then be directed to a page where you can install Office.



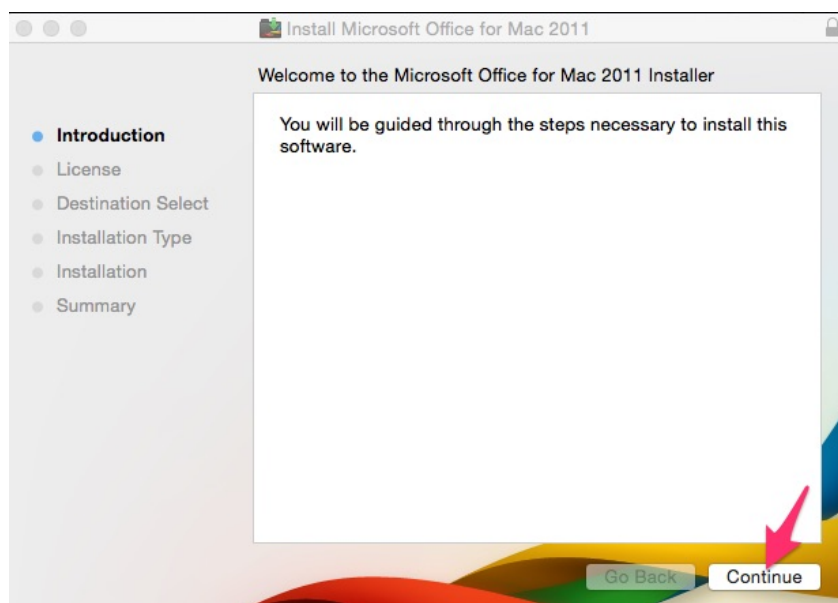
9. The file will now download to your computer. Open Finder and go to your Downloads folder. The name of the file will be MicrosoftOffice2011.dmg. Double click the file and it will open up a new window.

Applications	vsphere-client	Nov 17, 2014, 3:11 PM
Desktop	download	Nov 17, 2014, 3:11 PM
Documents	MicrosoftOffice2011.dmg	Nov 11, 2014, 5:40 PM
Downloads	kubuntu-plasma5-14.10-desktop-amd64.iso	Nov 6, 2014, 9:43 AM
Devices	ubuntu-14.04.1-desktop-amd64.iso	Nov 5, 2014, 10:37 AM
	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

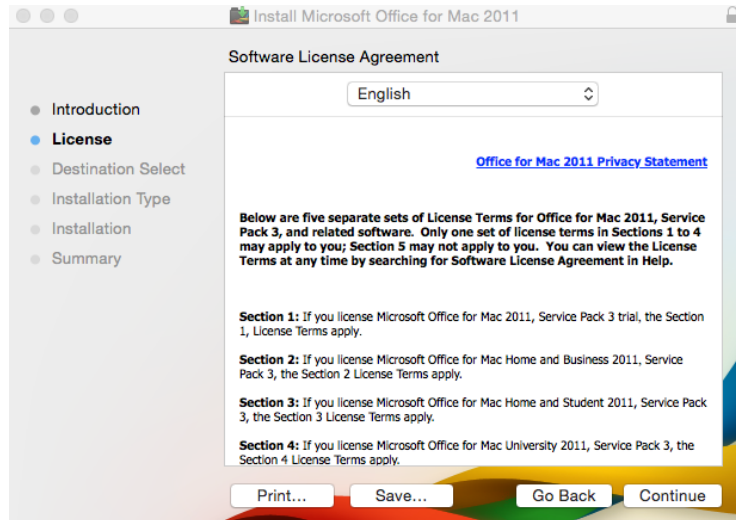
10. Double Click the icon that says “Office Installer.”



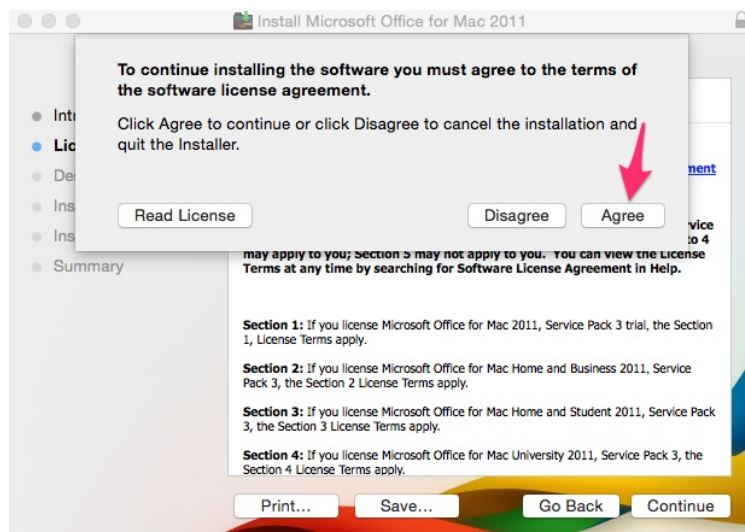
11. Click “Continue.”



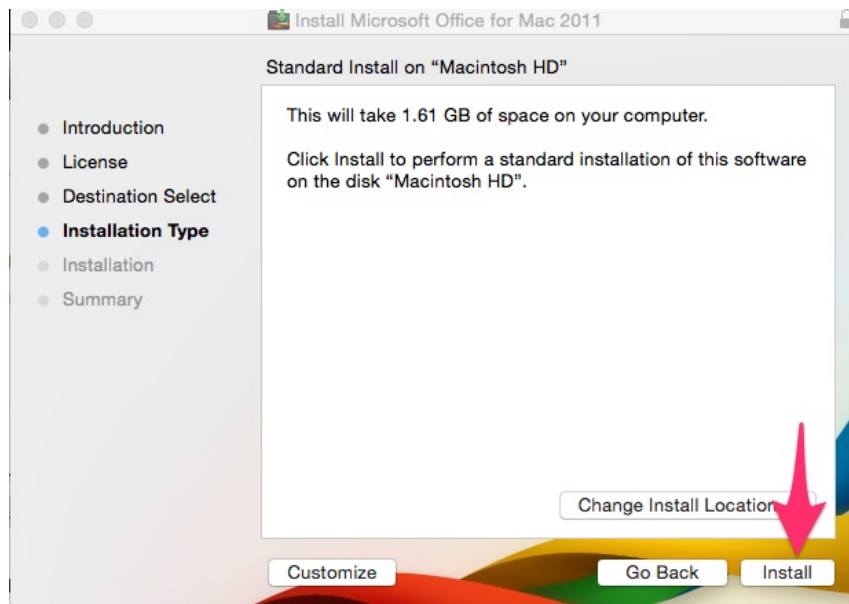
12. After reading the License Agreement, click Continue.



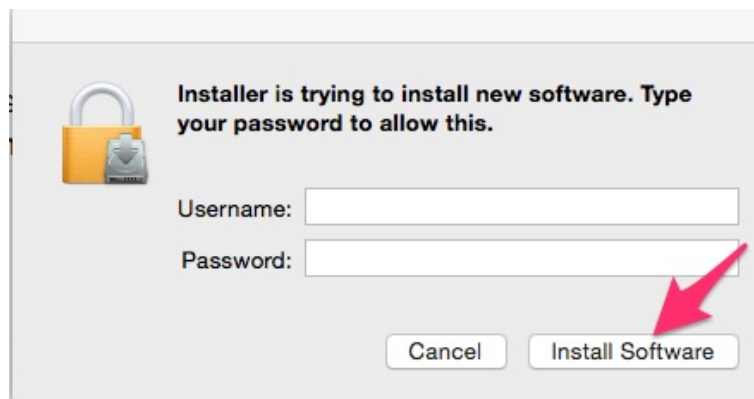
13. Then click Agree.



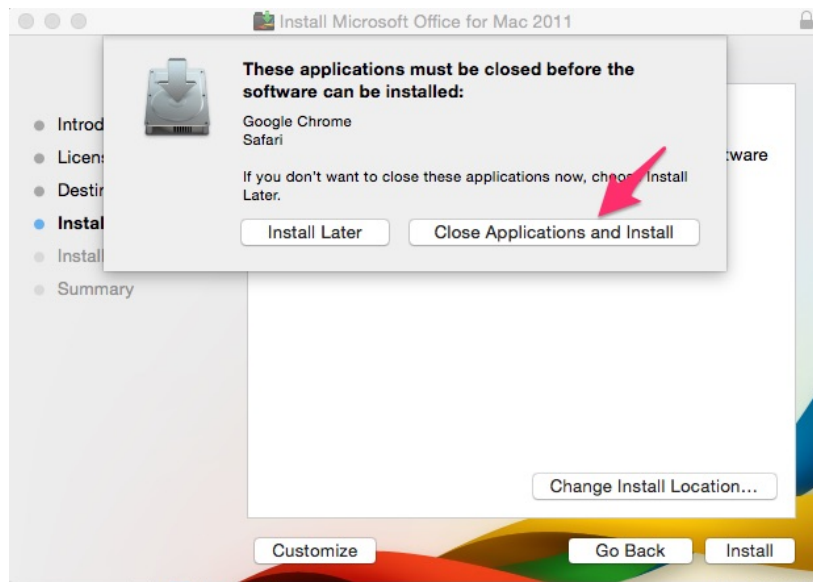
14. Then click Install.



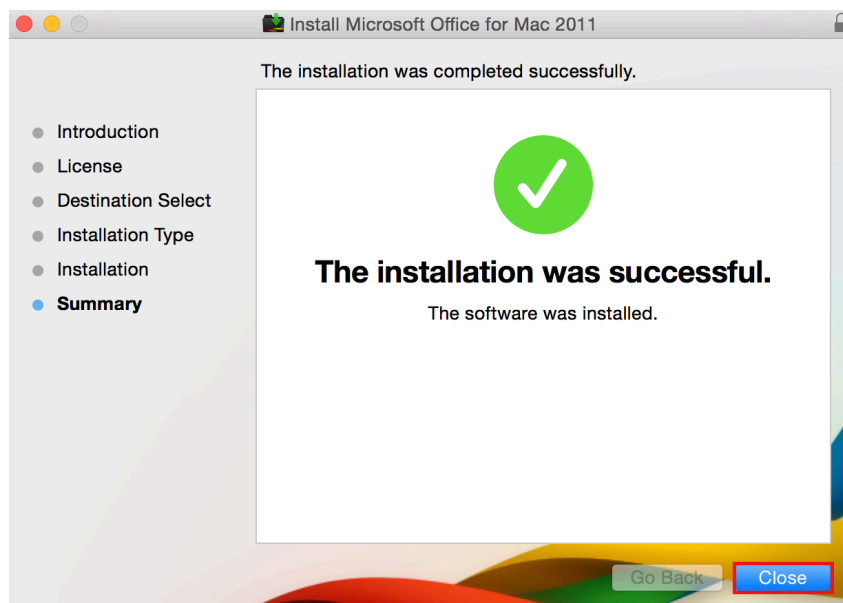
15. Type in your **computer** Username and Password and click Install Software.



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



17. 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.