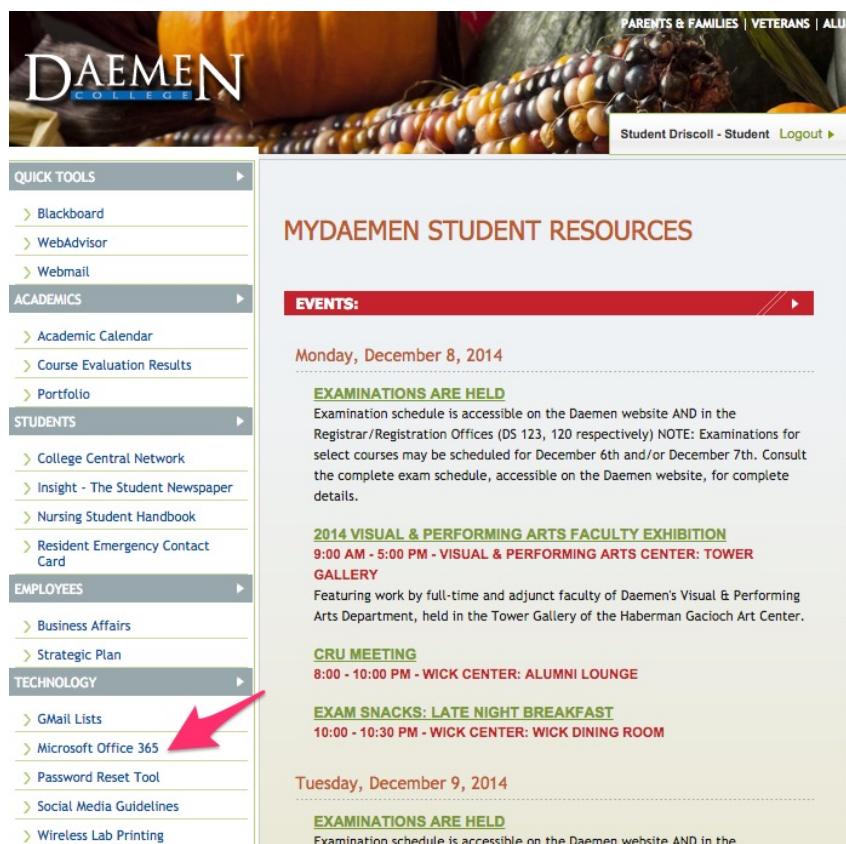


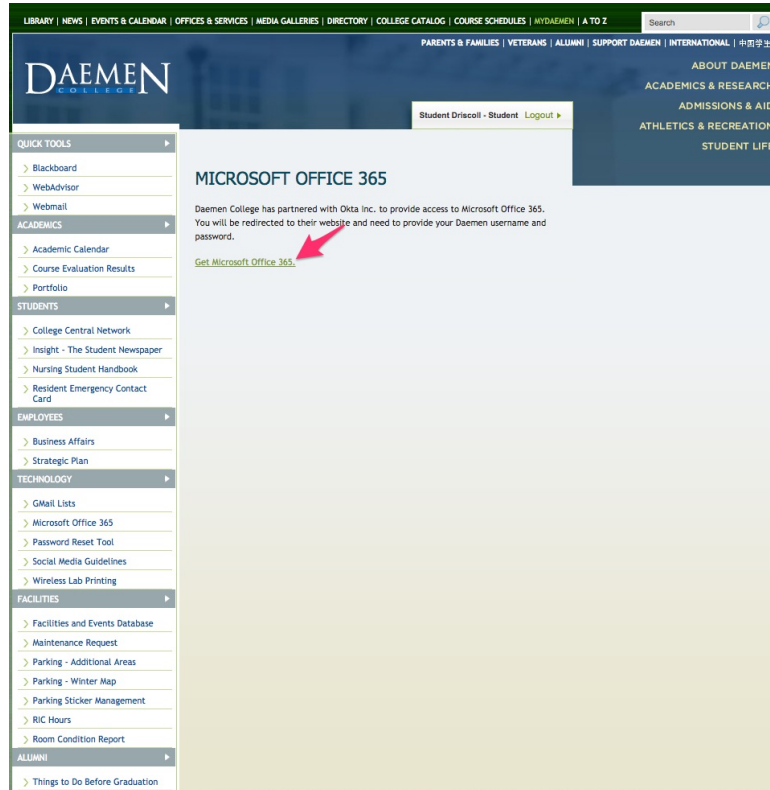
# Acquiring Microsoft Office 365 for your Tablet

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](http://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.

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, showing a large question mark. 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


Office 365













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Welcome to Daemen College, [User Name]

Create your Daemen College account to access Microsoft  
Office 365 Daemen

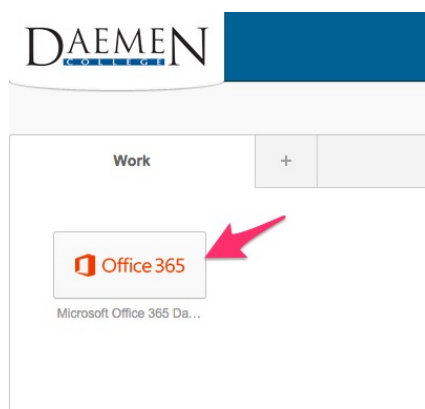
Office 365

**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

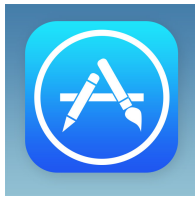
7. Once you are logged in, you will then be directed to a page where you see the Office 365 Logo. Click or tap on the picture to take you to the Office installation.



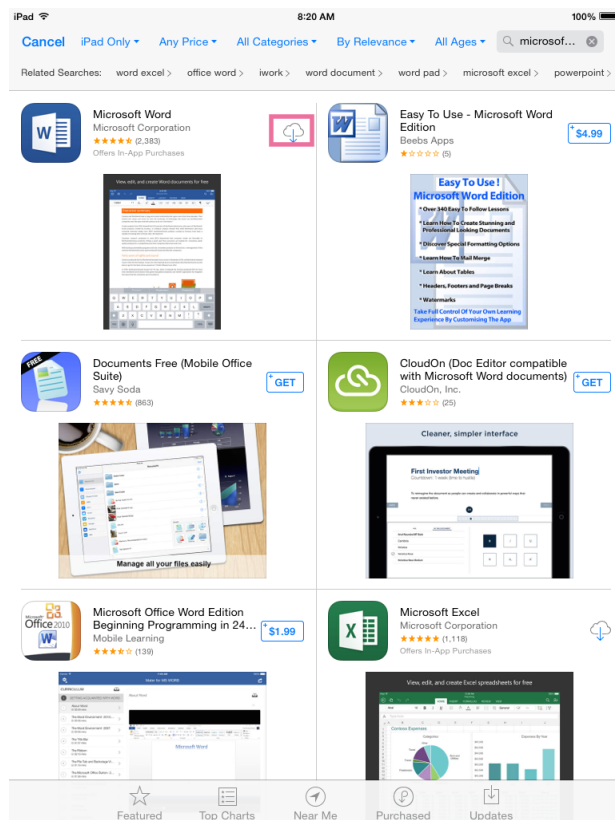
## Installing the app on your iPad

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.



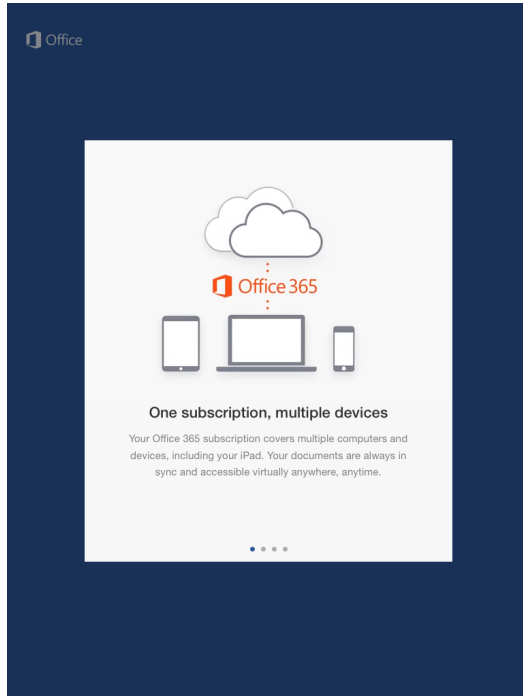
3. It will take a couple minutes to download and install based on your Internet speed. You can see the progress here.



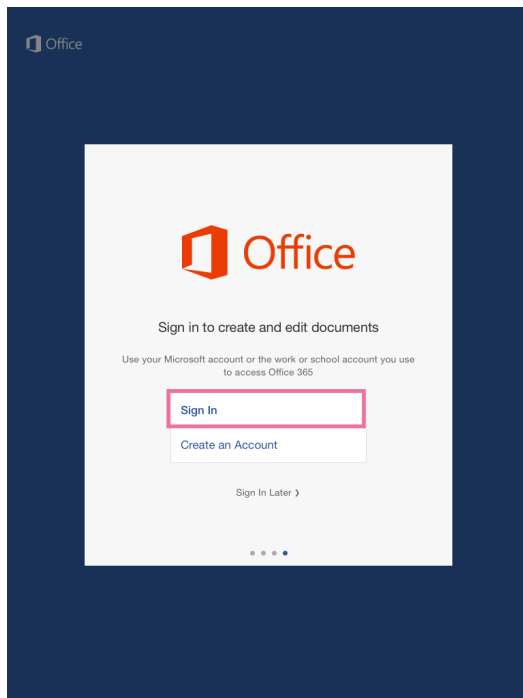
4. Once the installation has completed it will prompt you to open the application. Tap on “Open.”



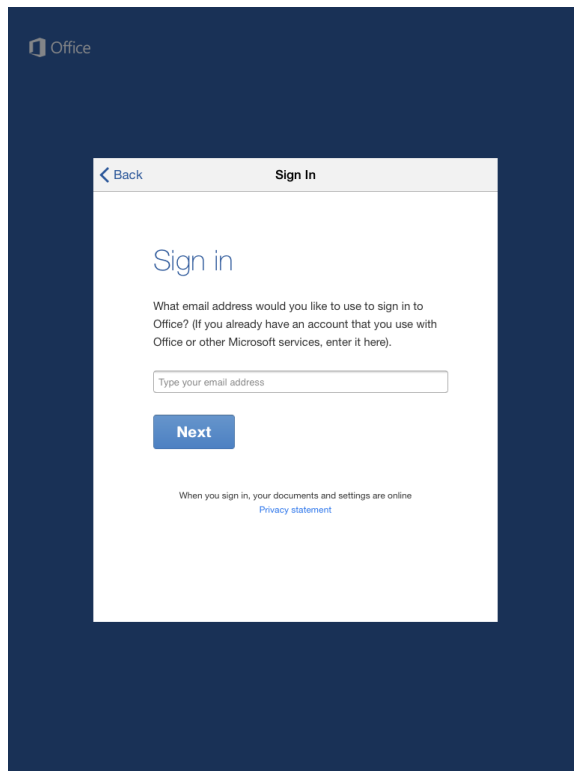
5. You will now be greeted with the welcome screen.



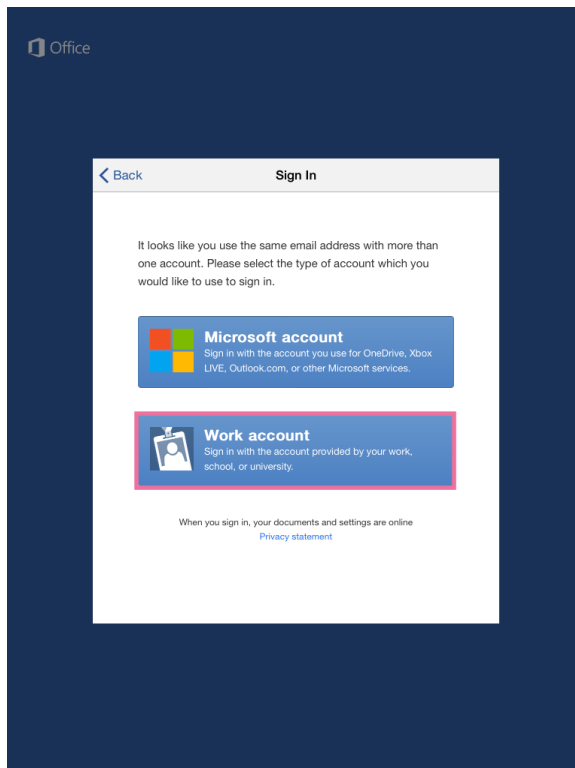
6. Swipe to the right until you are greeted with this screen and tap “Sign in.”



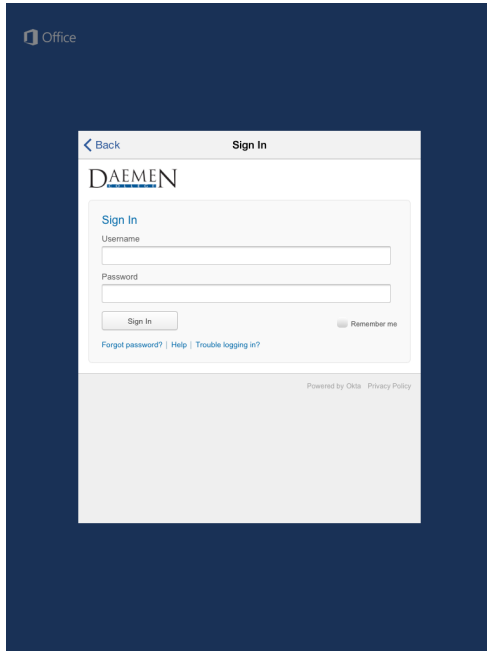
7. Sign in using your full Daemen email address including the @daemen.edu.



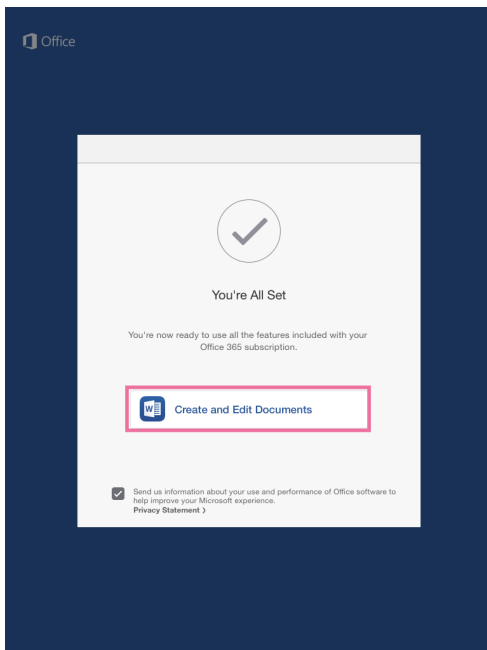
8. On the next screen select “Work Account.”



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.”

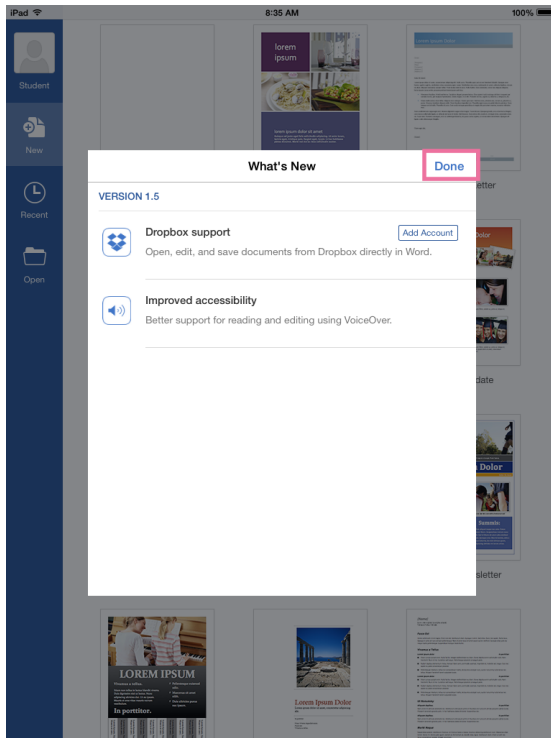


10. Once you are signed in, tap on “Create and edit with Office 365.”





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 Student Help Desk at 716-566-7865.