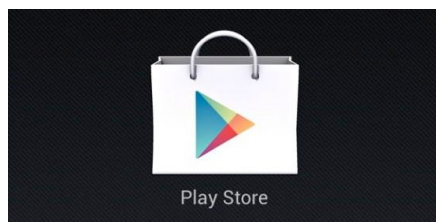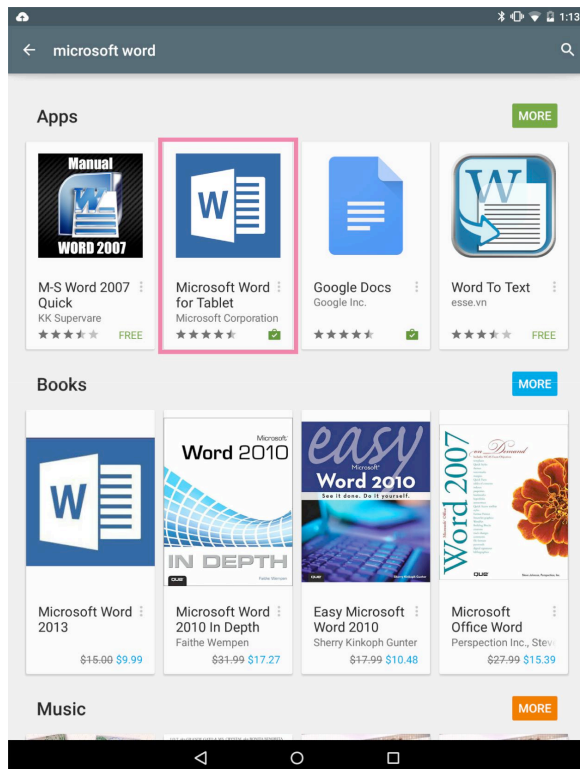# Acquiring Microsoft Office 365 for your Tablet

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.

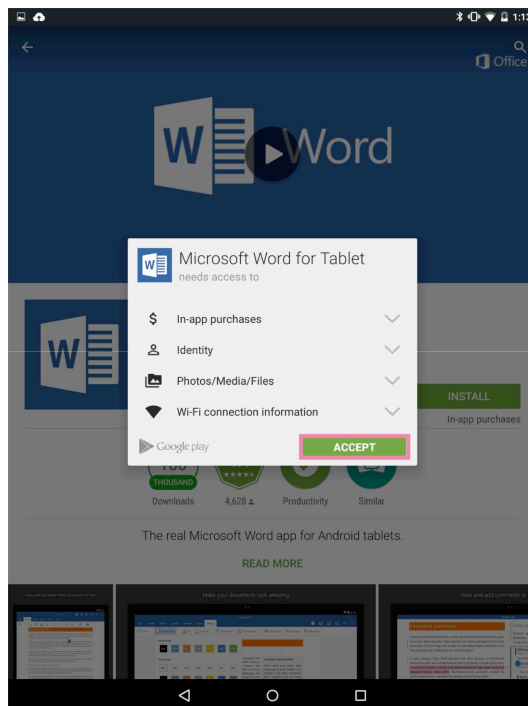1. Open up the Google Play Store. You will find it via this icon:

2. Once you are in the Google Play Store, search for Microsoft Word. You will see a list of app results. Tap on the icon under Apps that says Microsoft Word for Tablet. Underneath you will see the publisher: Microsoft Corporation.
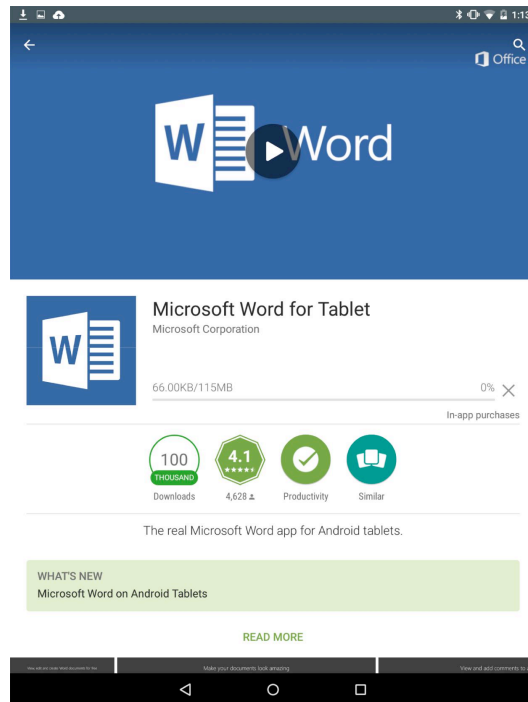
3. Once you tap on that it will prompt you to install. Tap on "Install."

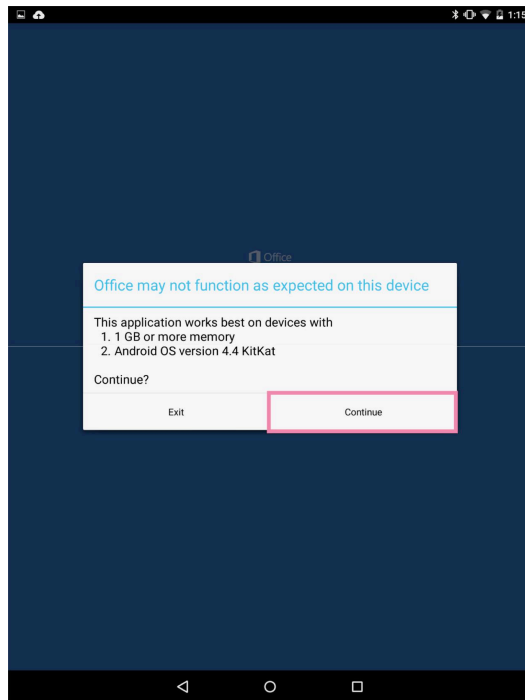4. Tap "Accept" to begin the installation.

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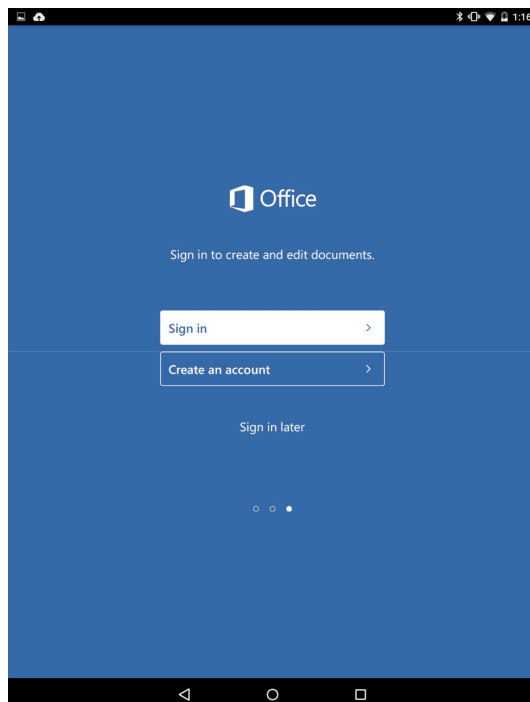

6. Once the installation has completed it will prompt you to open the application. Tap on "Open."
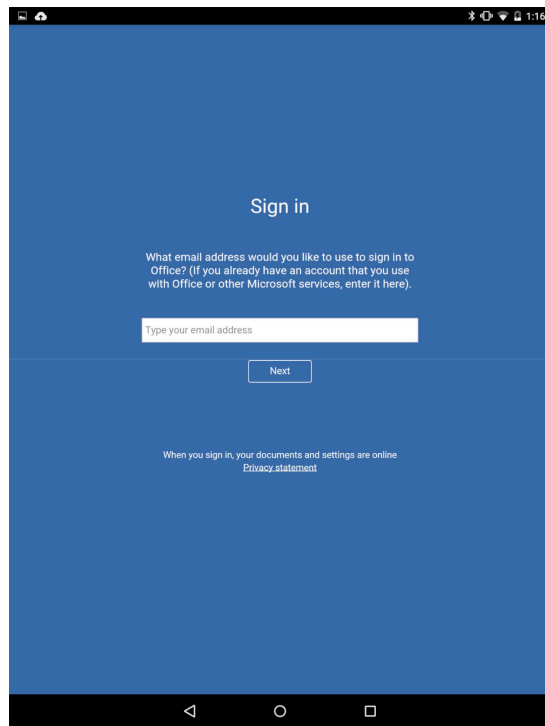
7. The next screen is just a notification alerting you that the application will only work on newer version of the Android operating system. Tap on "Continue."
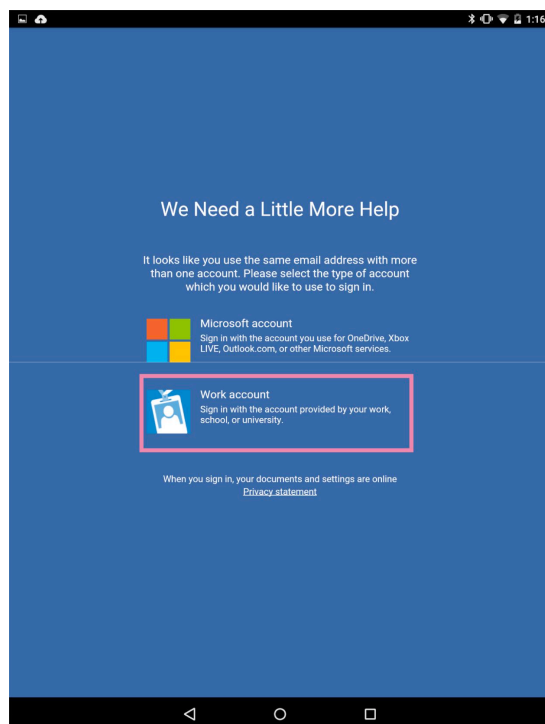

8. After tapping continue, swipe to the right until you are greeted with this screen and tap "Sign in."
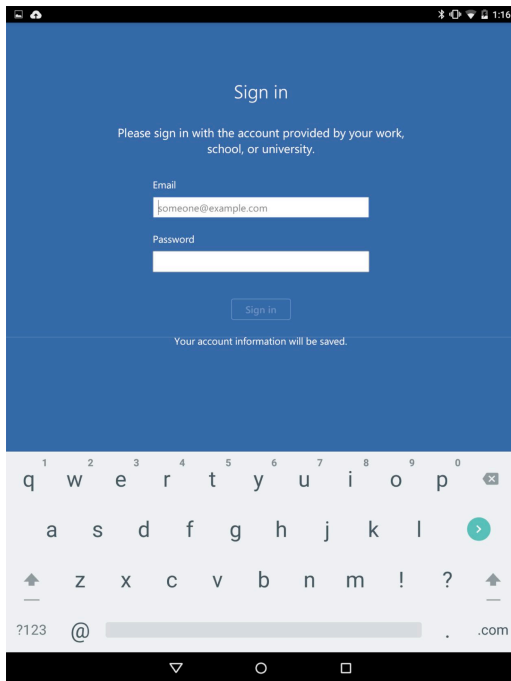
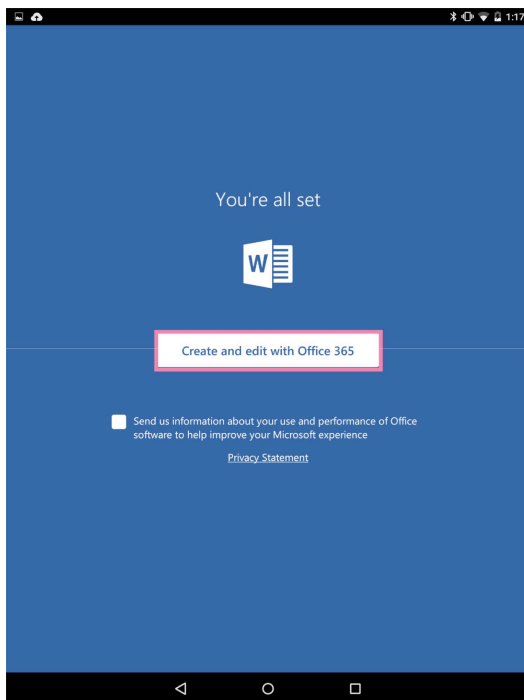9. Sign in using your full Daemen email address including the @daemen.edu.

10. On the next screen select "Work Account."

11. You will then be prompted to enter your full Daemenemail address again as well as your password. Once you have entered your information, tap on "Sign in."

12. 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 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.