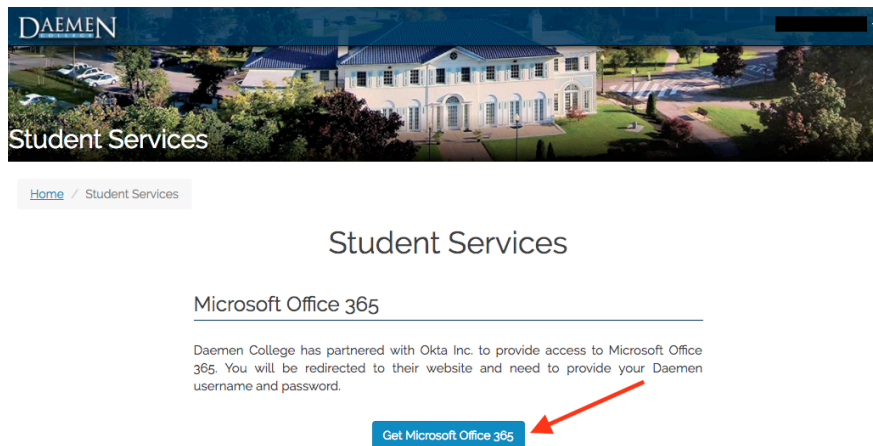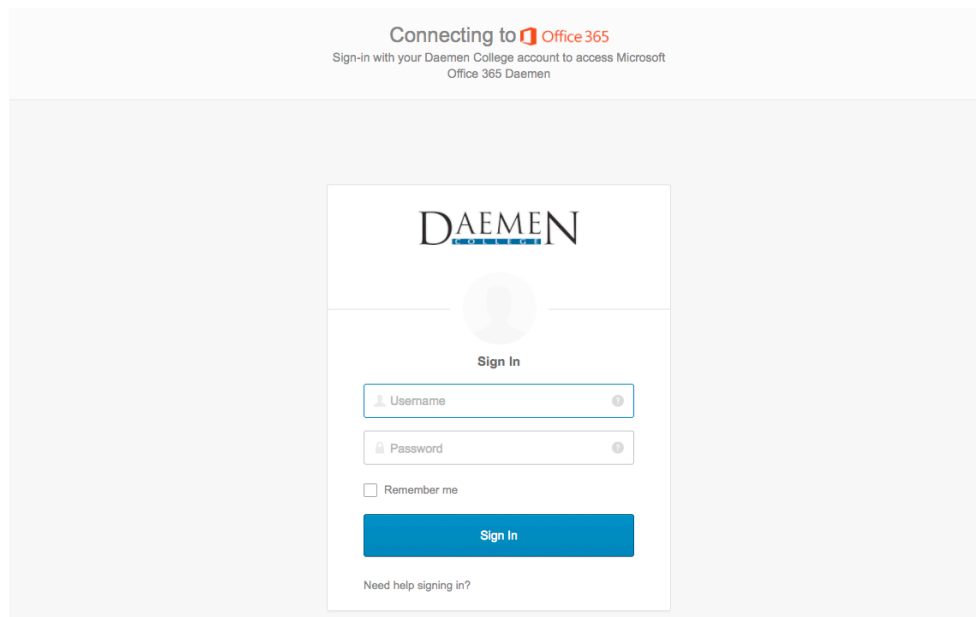# Acquiring Microsoft Office 365 for your computer
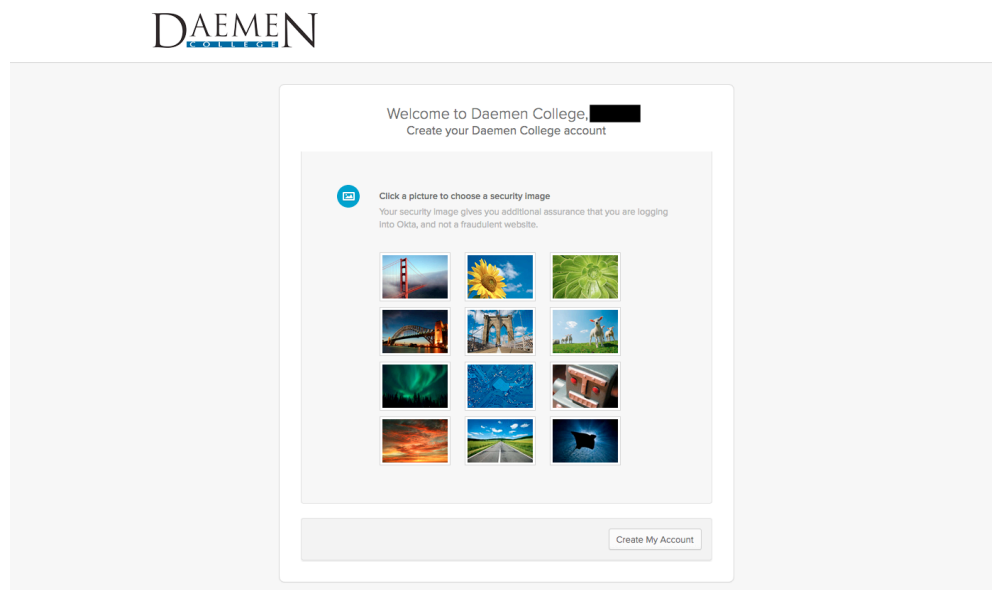
Mac:

1. Click on the "Get Microsoft Office 365" button in the Student Services tab.

2. You will be redirected to a website called Okta and asked to sign in with your Daemen username and password.

3. If you are visiting the website for the first time, you will be asked to set a security picture and create your account.
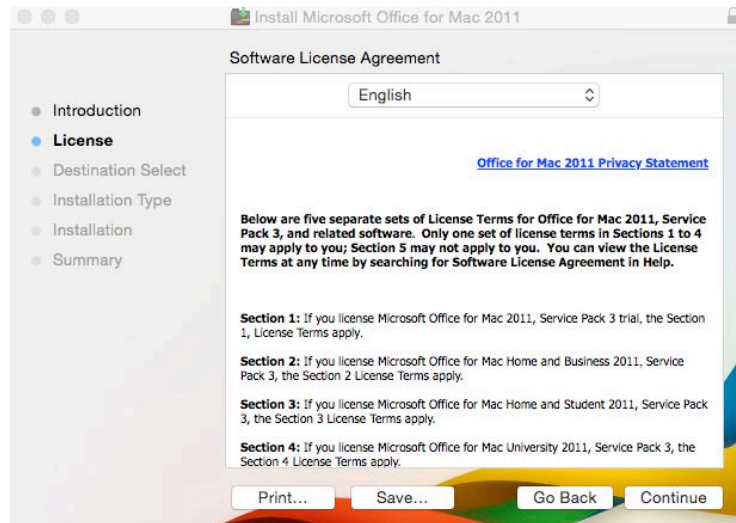

4. You will then be directed to the Office 365 homepage where you can install Office 2016 by clicking on the "Install Office 2016" button.
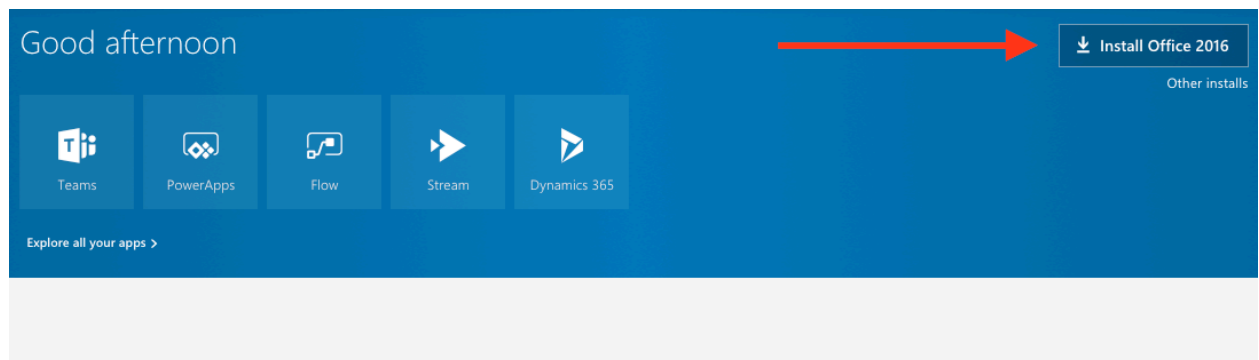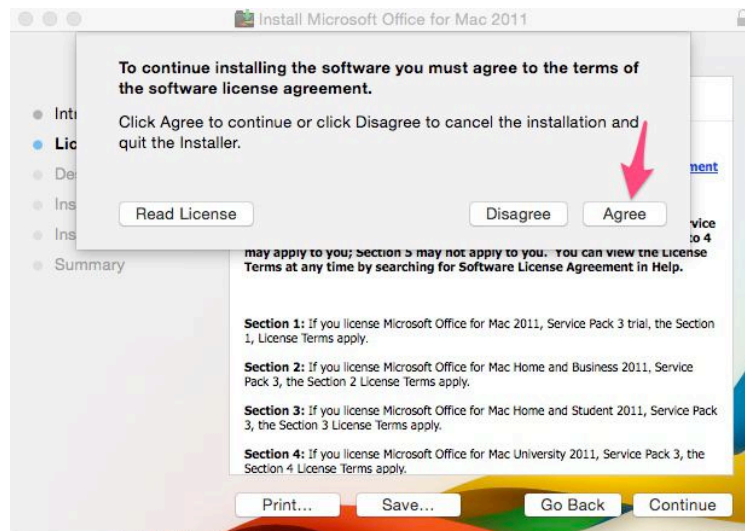

5. In your downloads folder, there will be an Office .pkg file. Double click on this file to start the installation process.
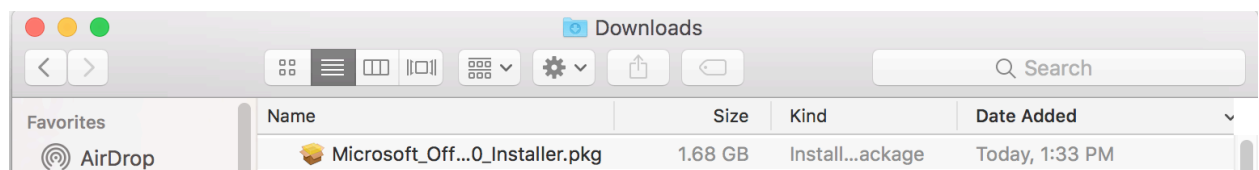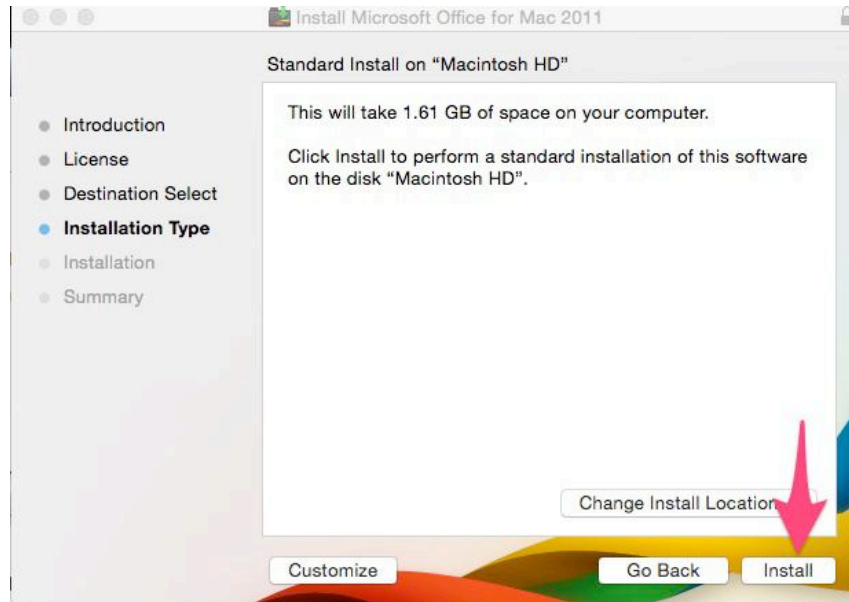
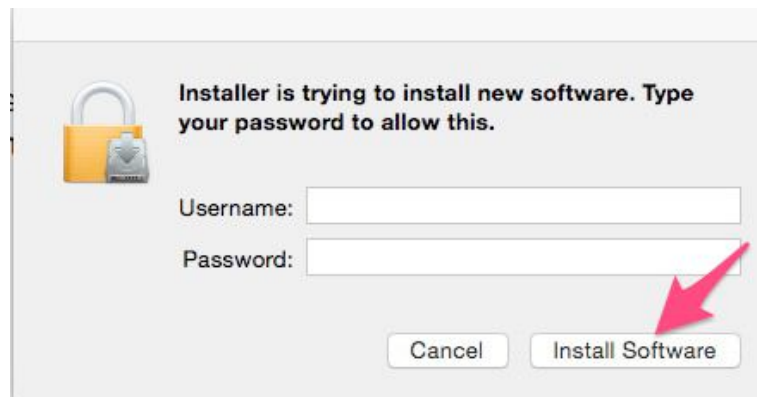## 6. After reading the License Agreement, click Continue.
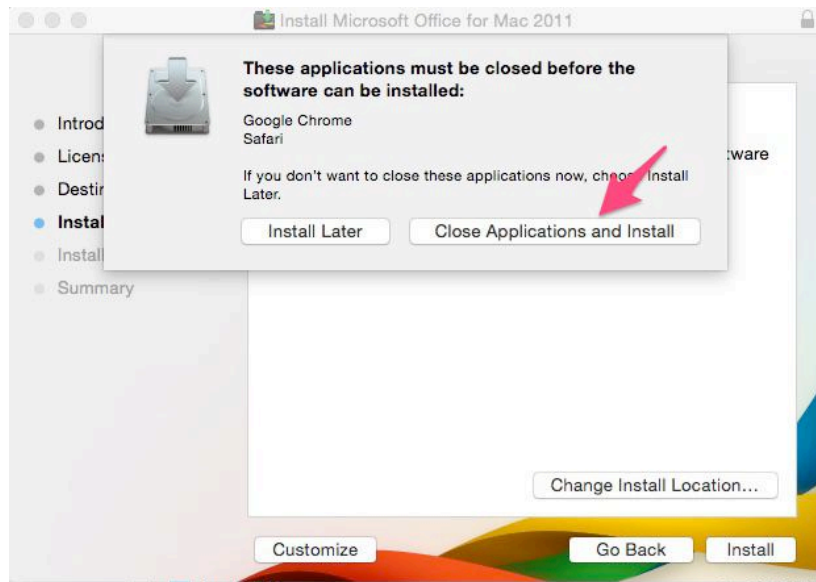

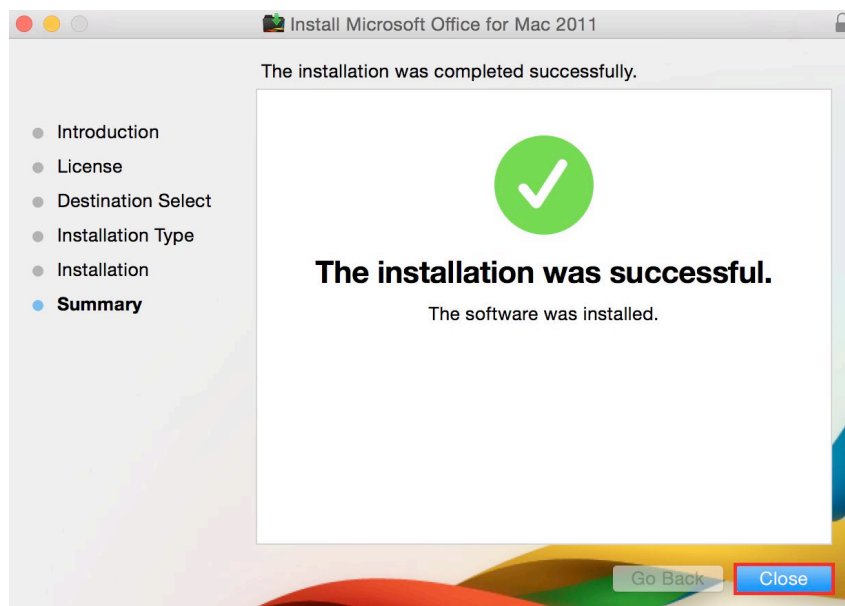## 7. Then click Agree.

8. Then click Install.

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

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

11. 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.