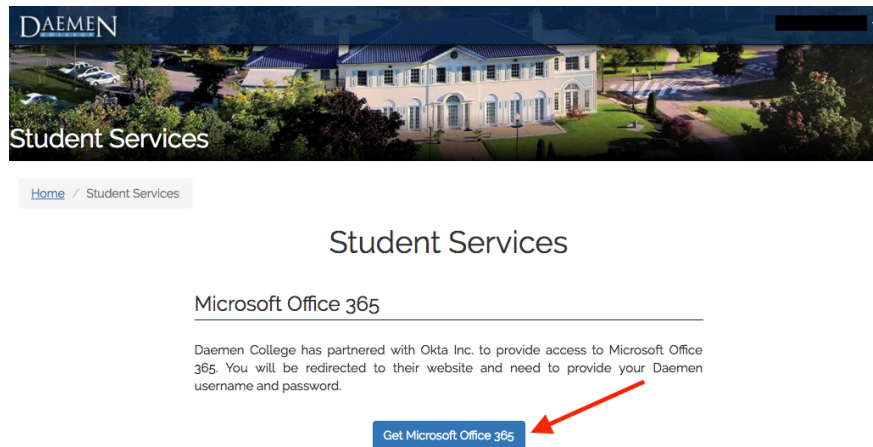


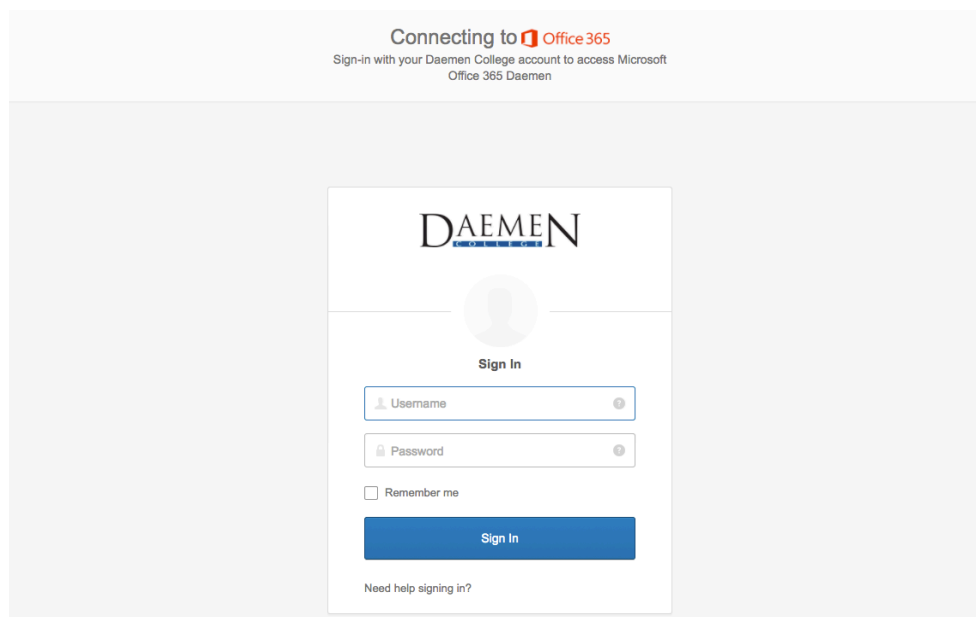
Acquiring Microsoft Office 365 for your computer

Windows:

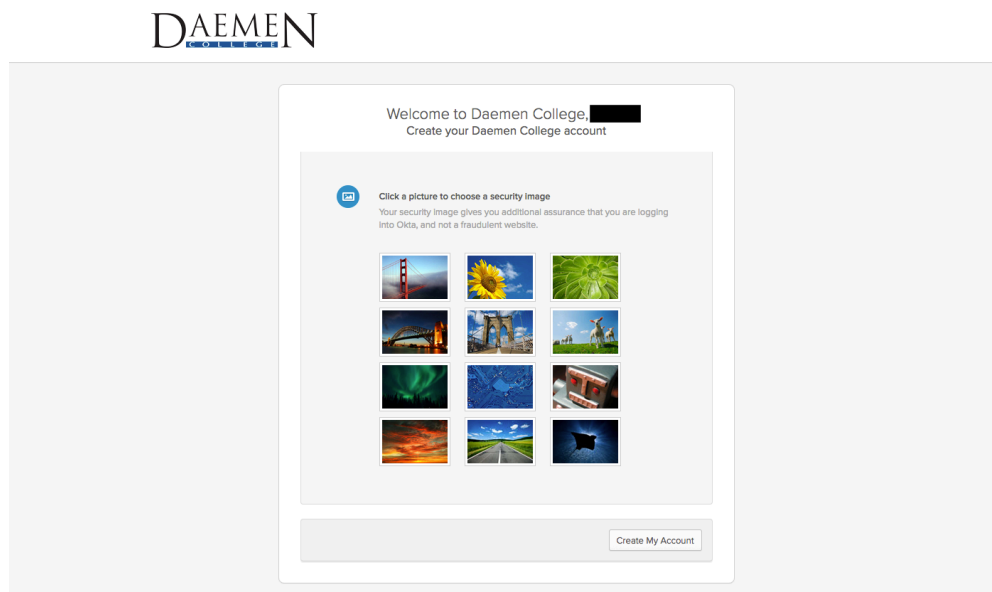
1. Click on the “Get Microsoft Office 365” button in the Student Services tab.



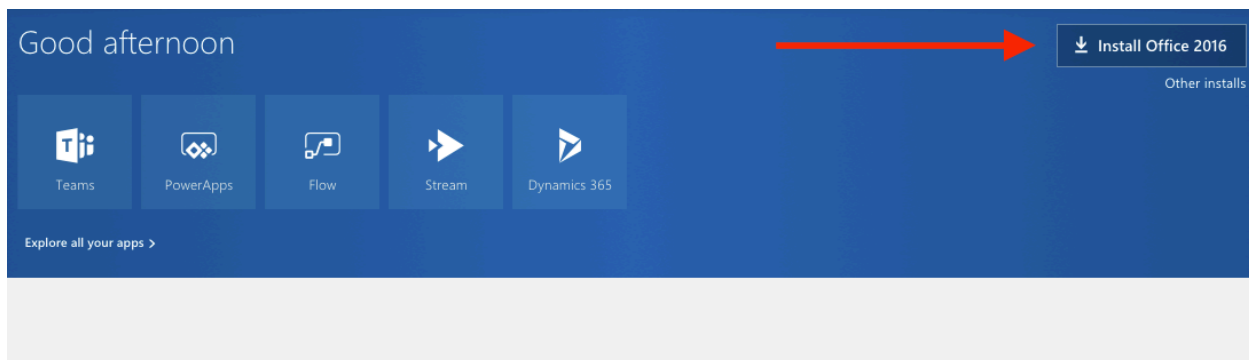
2. You will be redirected to a website called Okta and asked to sign in with your Daemen username and password.



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

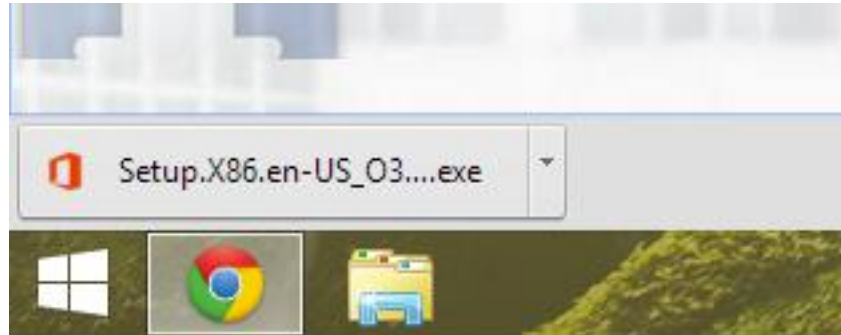


4. You will then be directed to the Office 365 homepage where you can install Office 2016 by clicking on the “Install Office 2016” button.

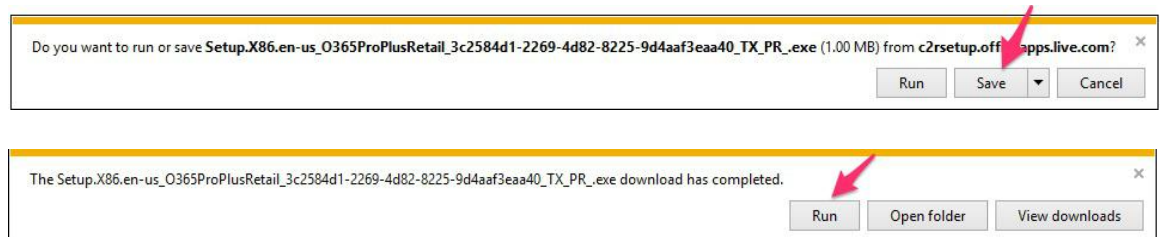


5.

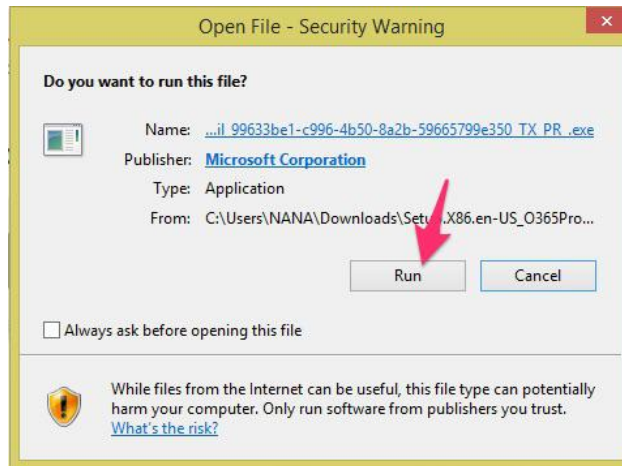
a) If you are using Google Chrome, you will see the file download in the bottom left corner of your browser window. Click on the downloaded file and you will be prompted with the window you will see in step 10.



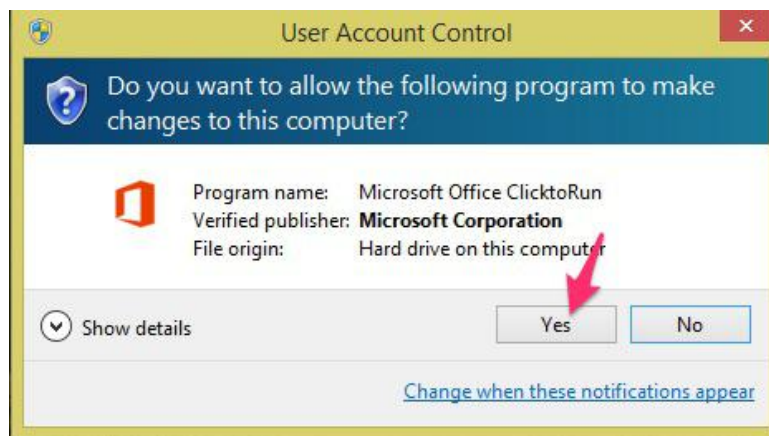
b) If you are using Internet Explorer, you will be prompted with a message at the bottom asking you to Run or Save File. Click Save File. Once it is done downloading, it will ask you if you would like to Run. Click “Run.”



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



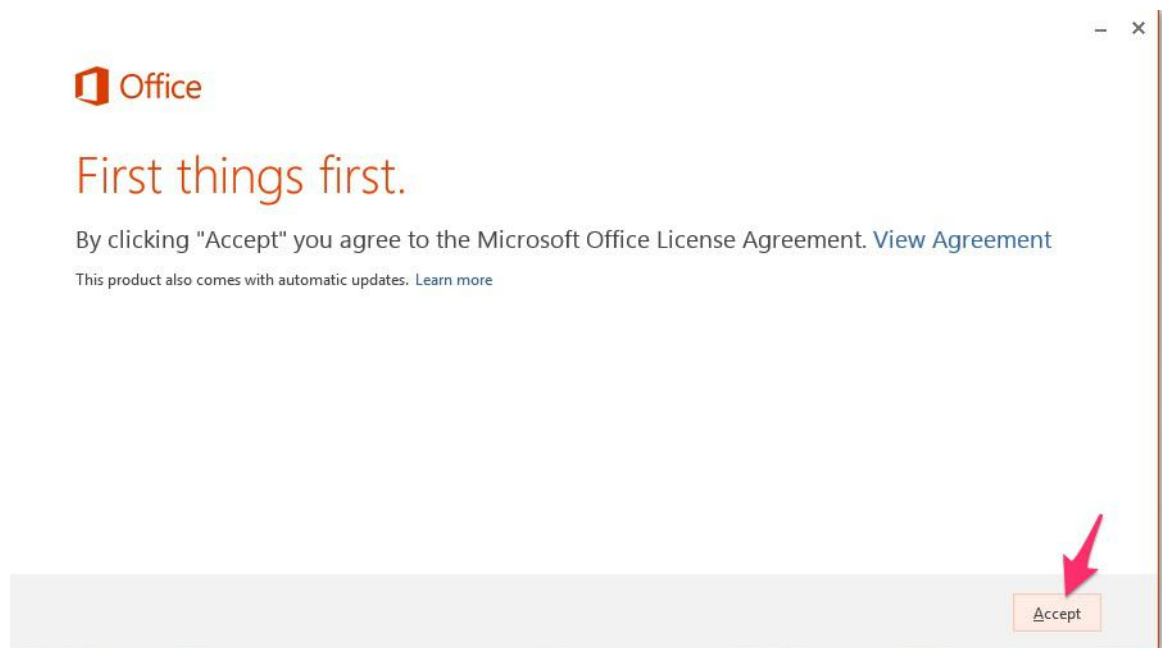
7. Click Yes to run the program on the next screen.



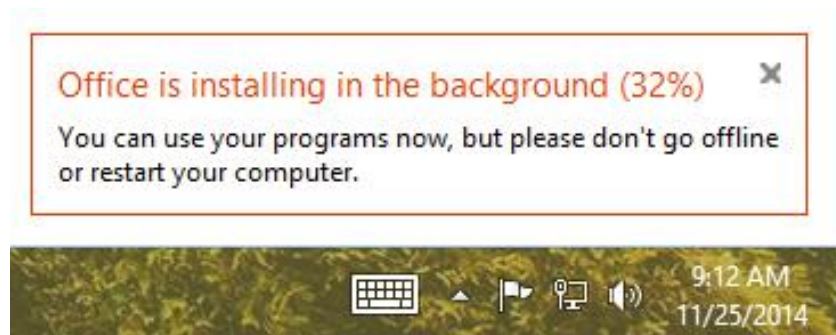
8. Click Next to proceed to the License Agreement.



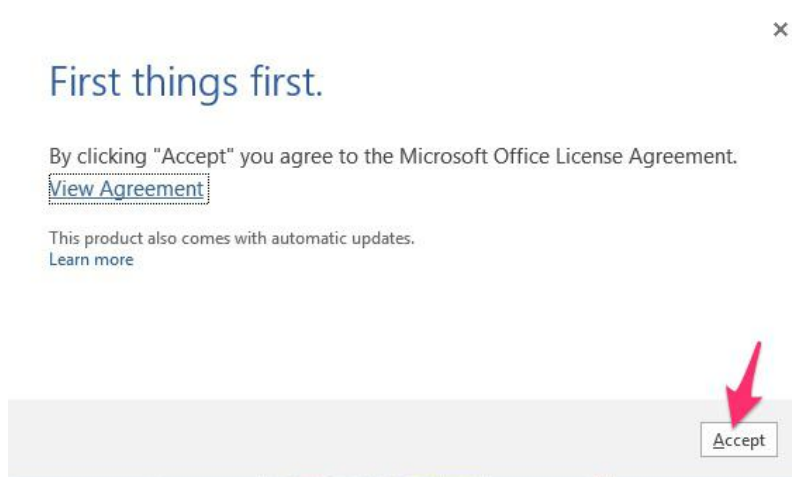
9. Click Accept once you have read over the License Agreement.



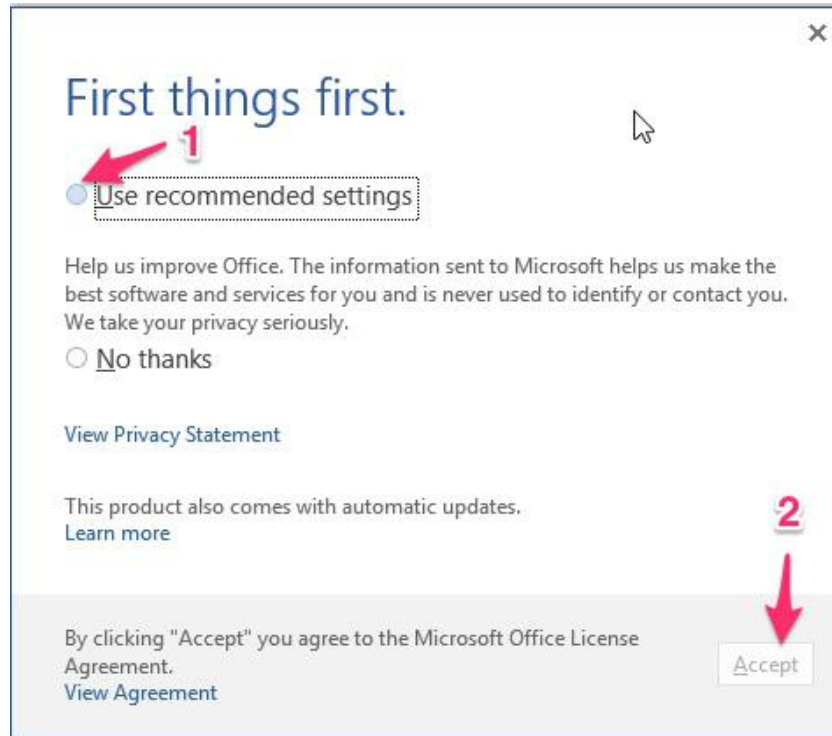
10. In the bottom right corner of your screen, you will see that Office is installing in the background. You can continue working on your computer while Office is installing.



11. Once Office is completely installed, you will be prompted with another License Agreement. Click Agree once you have read over the license agreement.



12. 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 student Help Desk at 716-566-7865.