

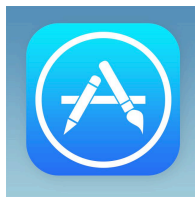
# Acquiring Microsoft Office 365 for your Tablet

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.

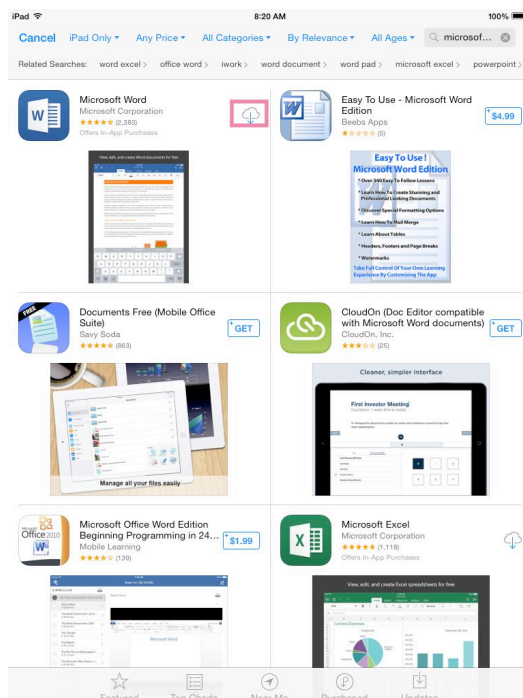
## Installing the app on your iPad

You may now proceed to installing the application on your iPad following these instructions.

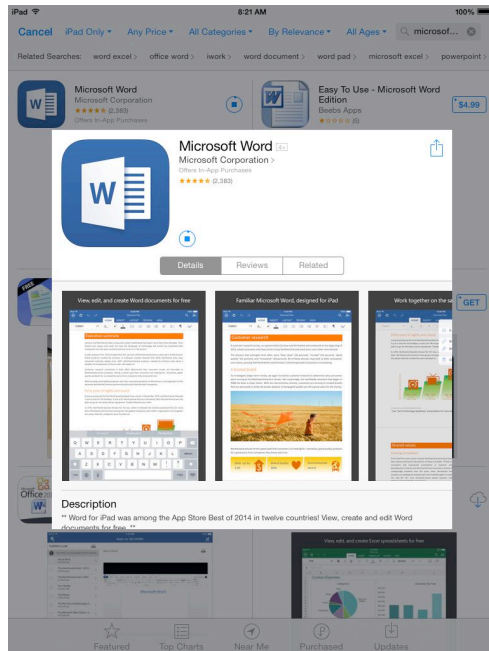
1. Open up the iOS App Store. You will find it via this icon:



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.



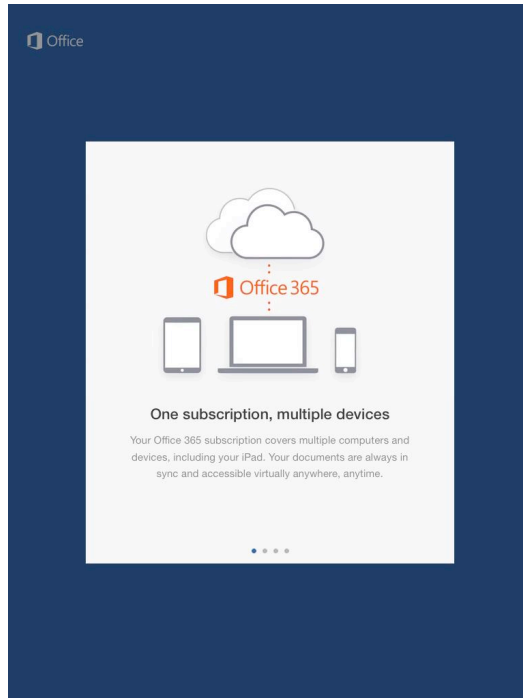
3. It will take a couple minutes to download and install based on your Internet speed. You can see the progress here.



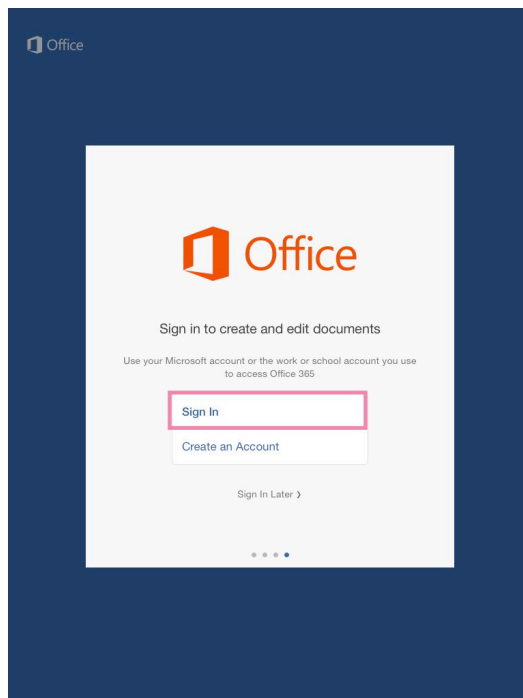
4. Once the installation has completed it will prompt you to open the application. Tap on “Open.”



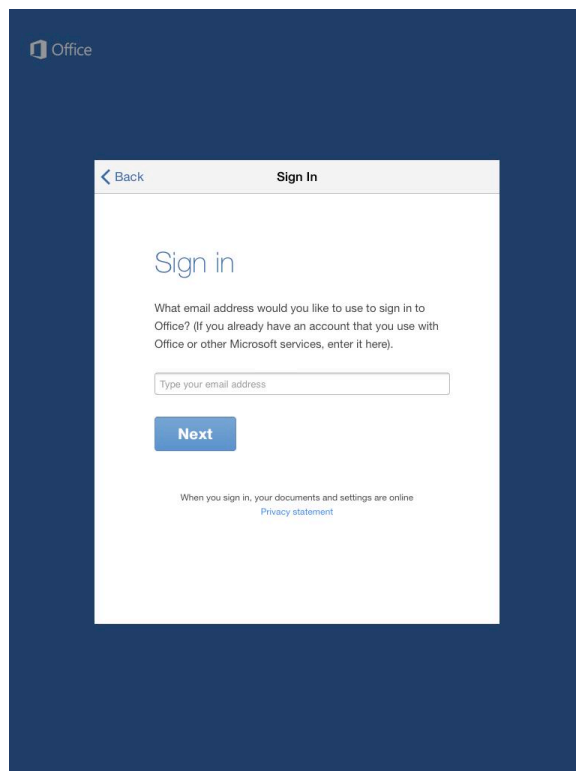
5. You will now be greeted with the welcome screen.



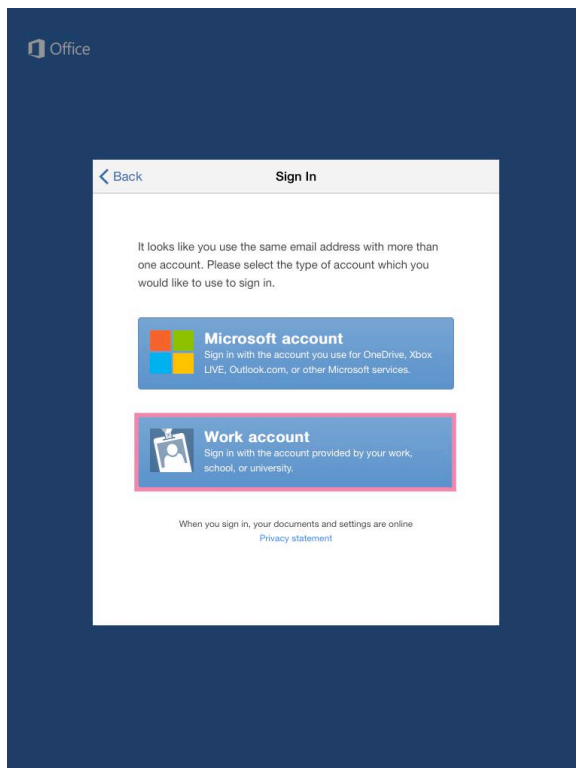
6. Swipe to the right until you are greeted with this screen and tap “Sign in.”



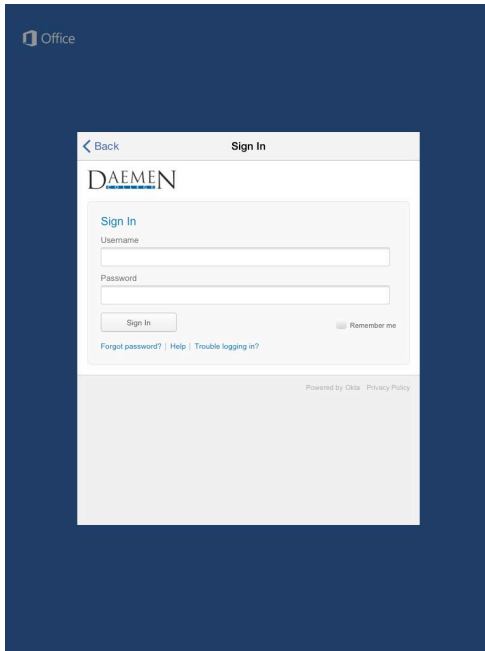
7. Sign in using your full Daemen email address including the @daemen.edu.



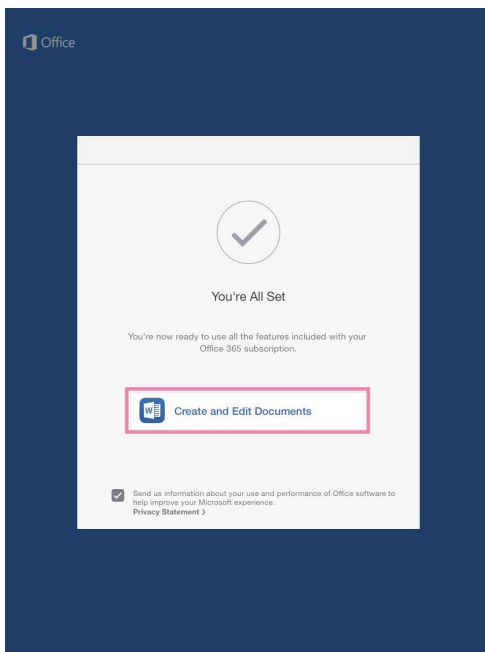
8. On the next screen select “Work Account.”



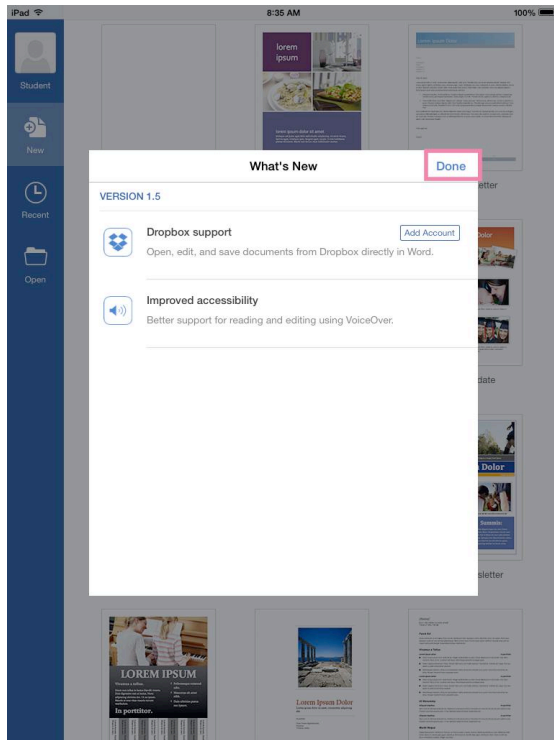
9. You will then be prompted to enter your Daemen username as well as your password. Do not enter your full email address, just the part before @daemen.edu. Once you have entered your information, tap on “Sign in.”



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.