# Acquiring Microsoft Office 365 for your computer

Windows:
1. Go to 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.**
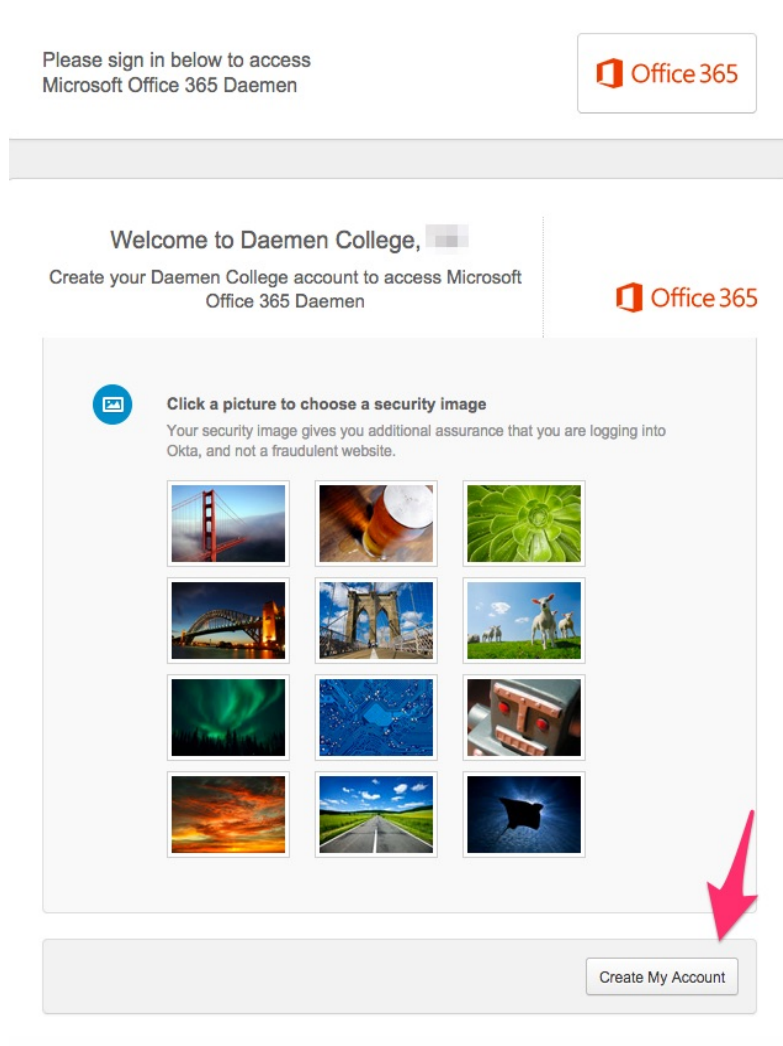
4. You will be redirected to a page with a link that says: "Get Microsoft Office 365." Follow the link and you will be directed to the website called Okta.
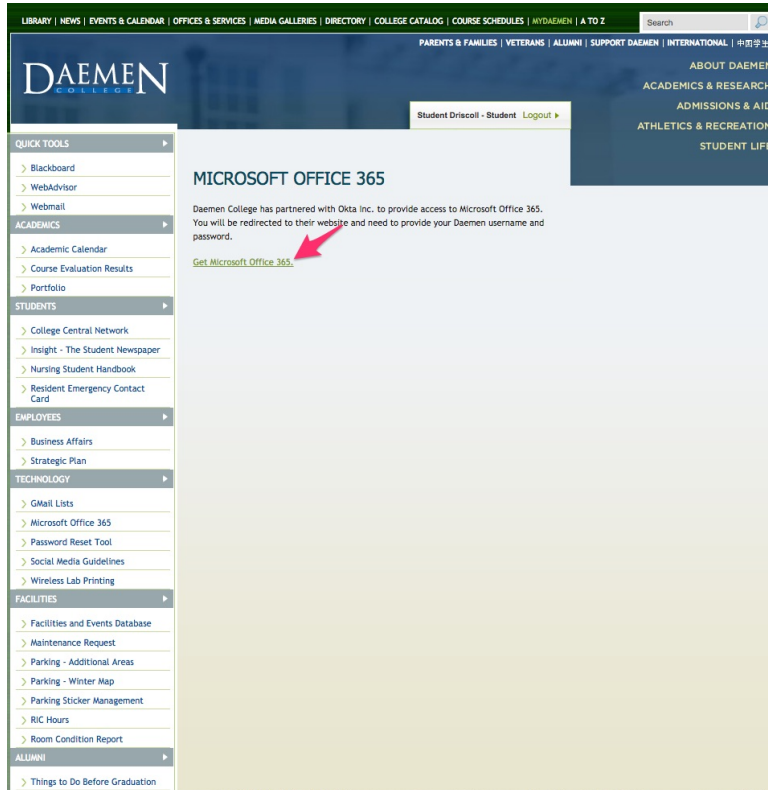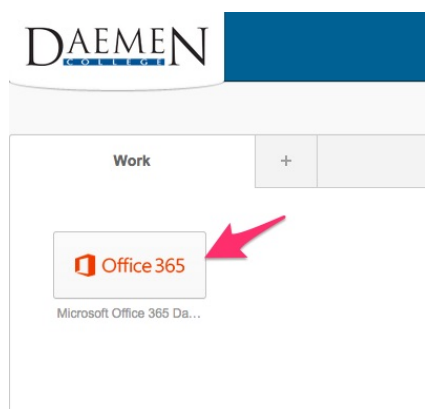

5. You will then be asked to sign into your Daemen account once again.
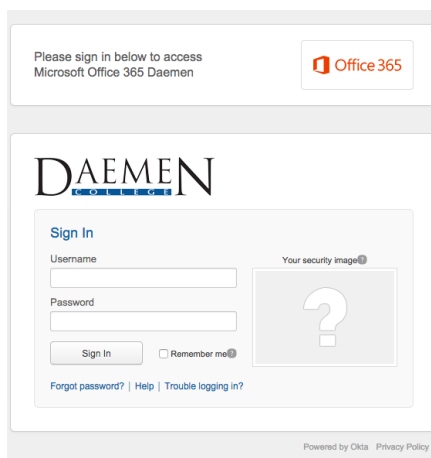
6. If you are visiting this website for the first time, you will be asked to set a security picture and create your account.


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.

8. You will then be directed to a page where you can install Office.


9.

    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.
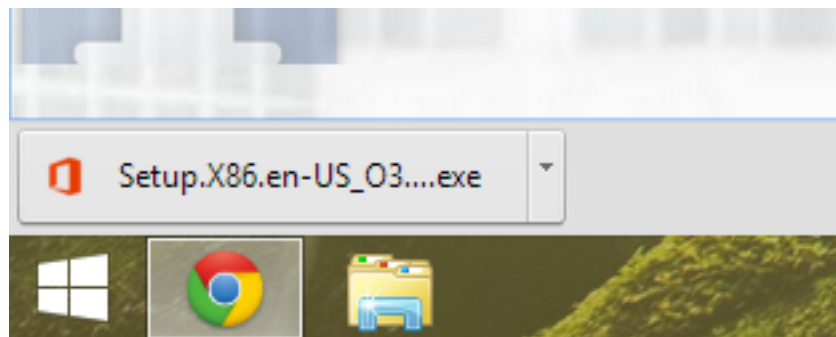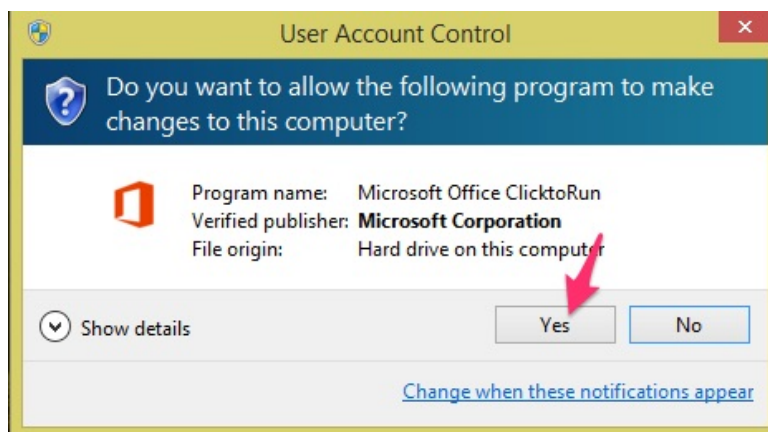
b. If you are using Internet Explorer, you will be prompted with a message at the bottom asking you to Run or Save File. Click Save File. Once it is done downloading, it will ask you if you would like to Run. Click "Run."
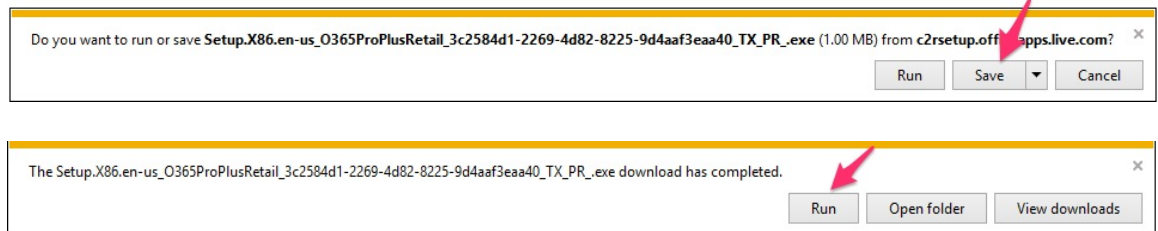
10. Next you will be prompted with a message asking if you want to run or cancel. Click "Run."
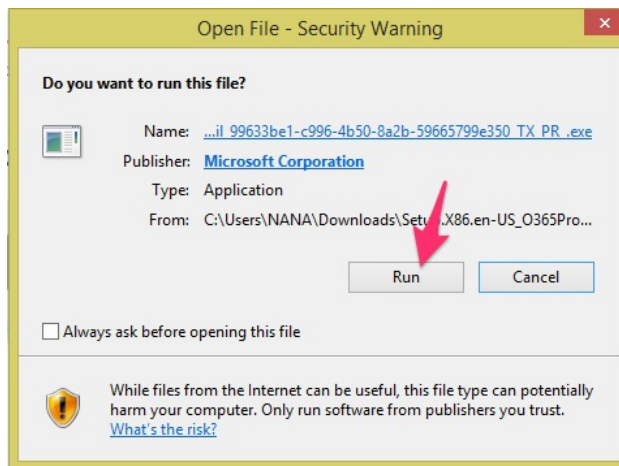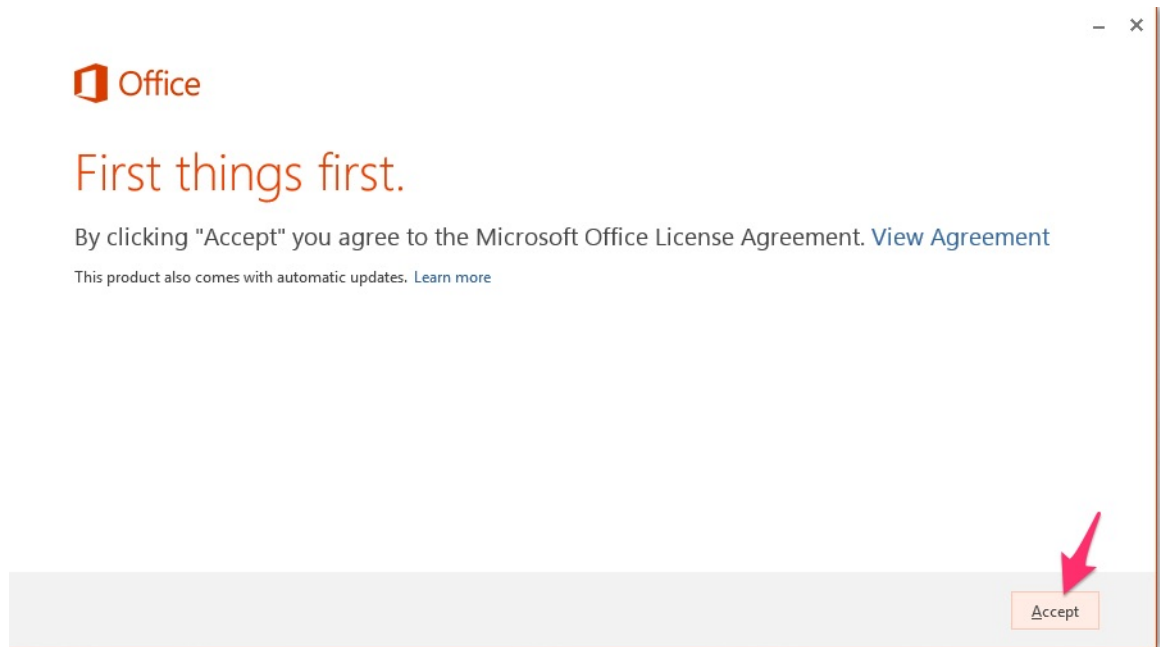

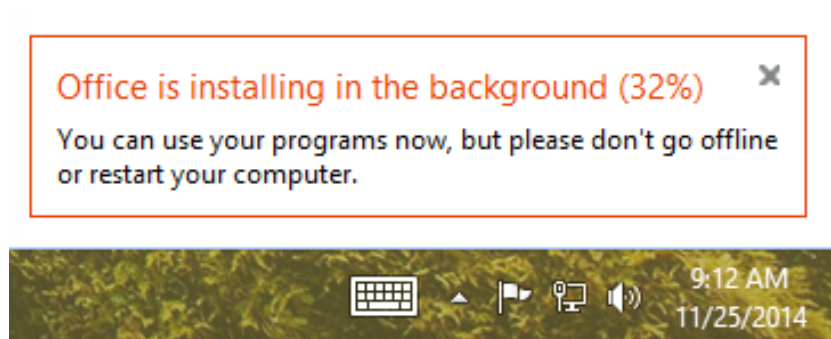11. Click Yes to run the program on the next screen.

12. Click Next to proceed to the License Agreement.

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

14. 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.

15. Once Office is completely installed, you will be prompted with another License Agreement. Click Agree once you have read over the license agreement.
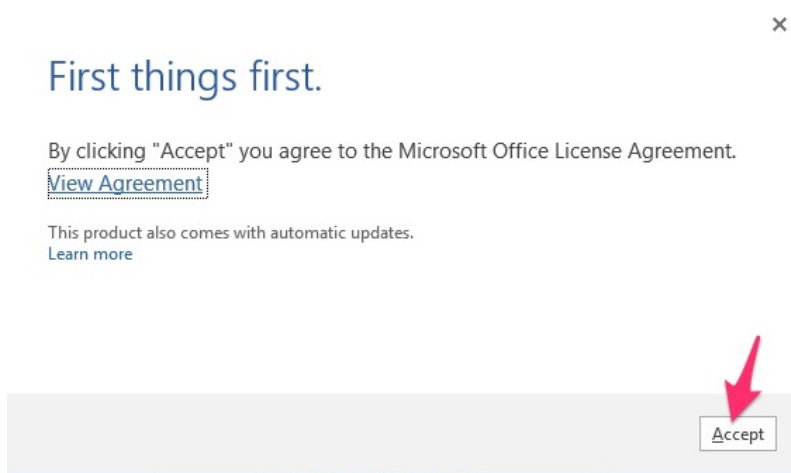
16. Click "Use Recommended Settings" and click "Accept" to begin using Office.
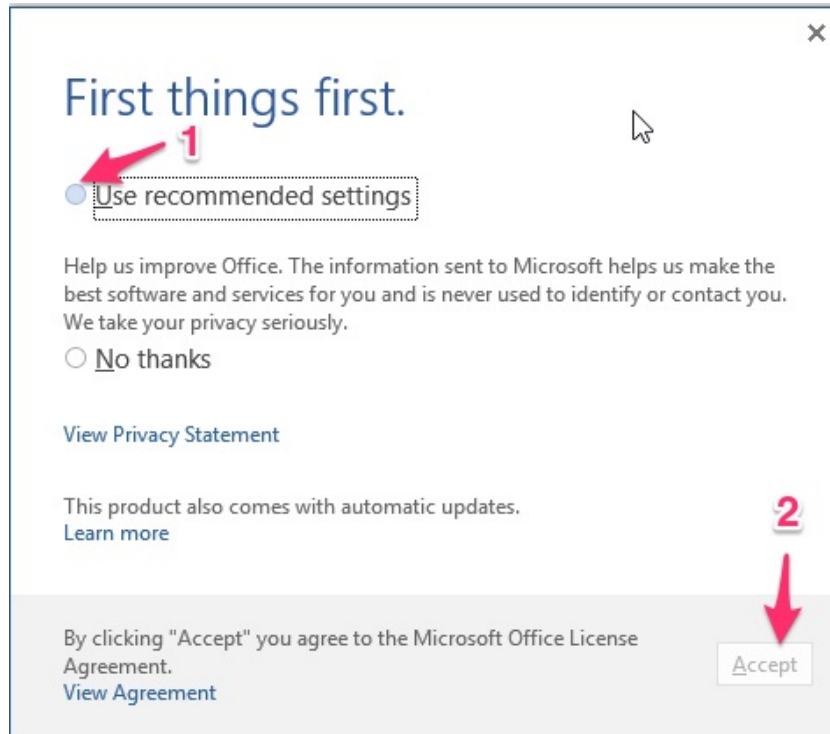
If you have any questions, or you experience problems with this process, please feel free to call the student Help Desk at 716-566-7865.