

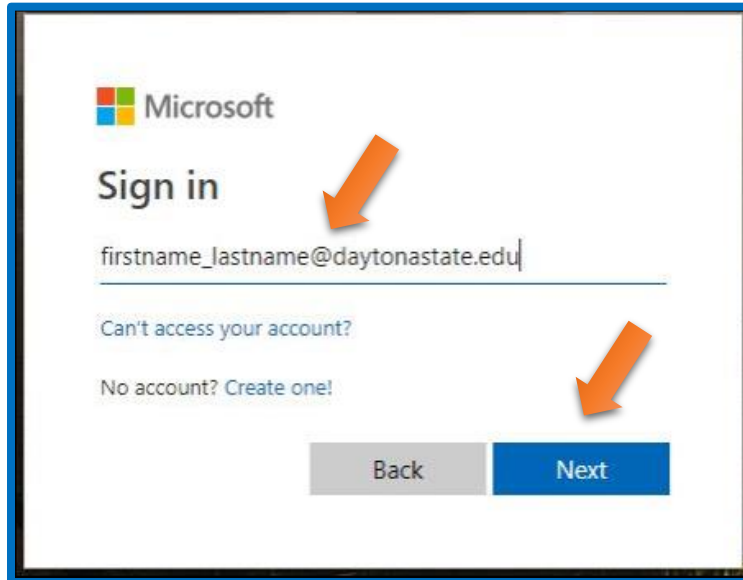
# Downloading Office Software

## How do I get Microsoft Office software for my computers or devices?

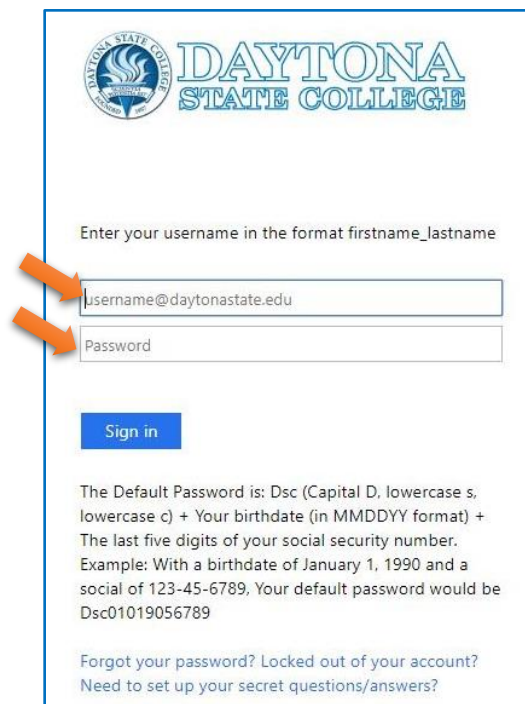
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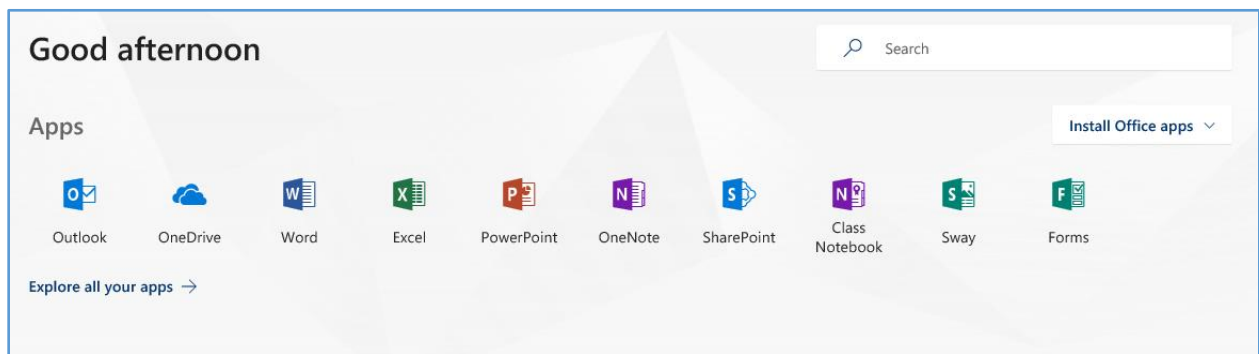
If you are a Daytona State College student, faculty or staff, you can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones by following these instructions:

1. Log in to Office 365 using [o365.daytonastate.edu](https://o365.daytonastate.edu) (type the address in your web browser)
2. Once there, type your college email address: **firstname\_lastname@daytonastate.edu**
3. Click “Next”

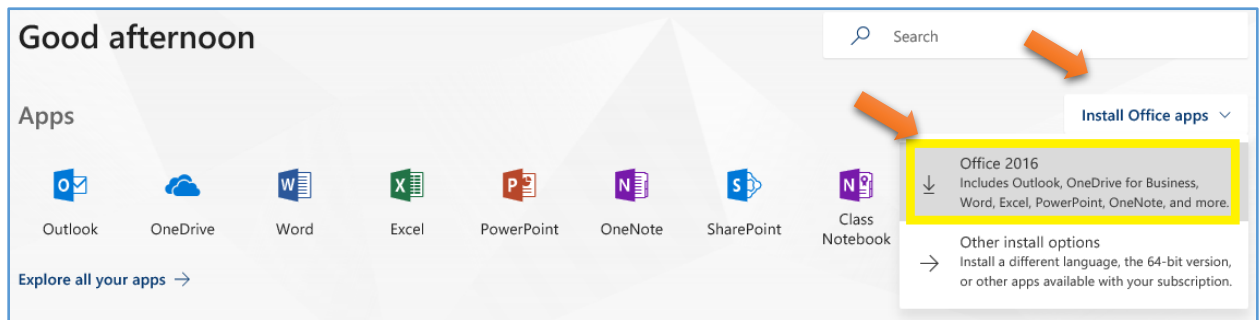


4. The Daytona State College student login screen will open
5. Type your student/employee email address i.e., **firstname\_lastname@daytonastate.edu**
6. Type your college password
7. Click “Sign in”

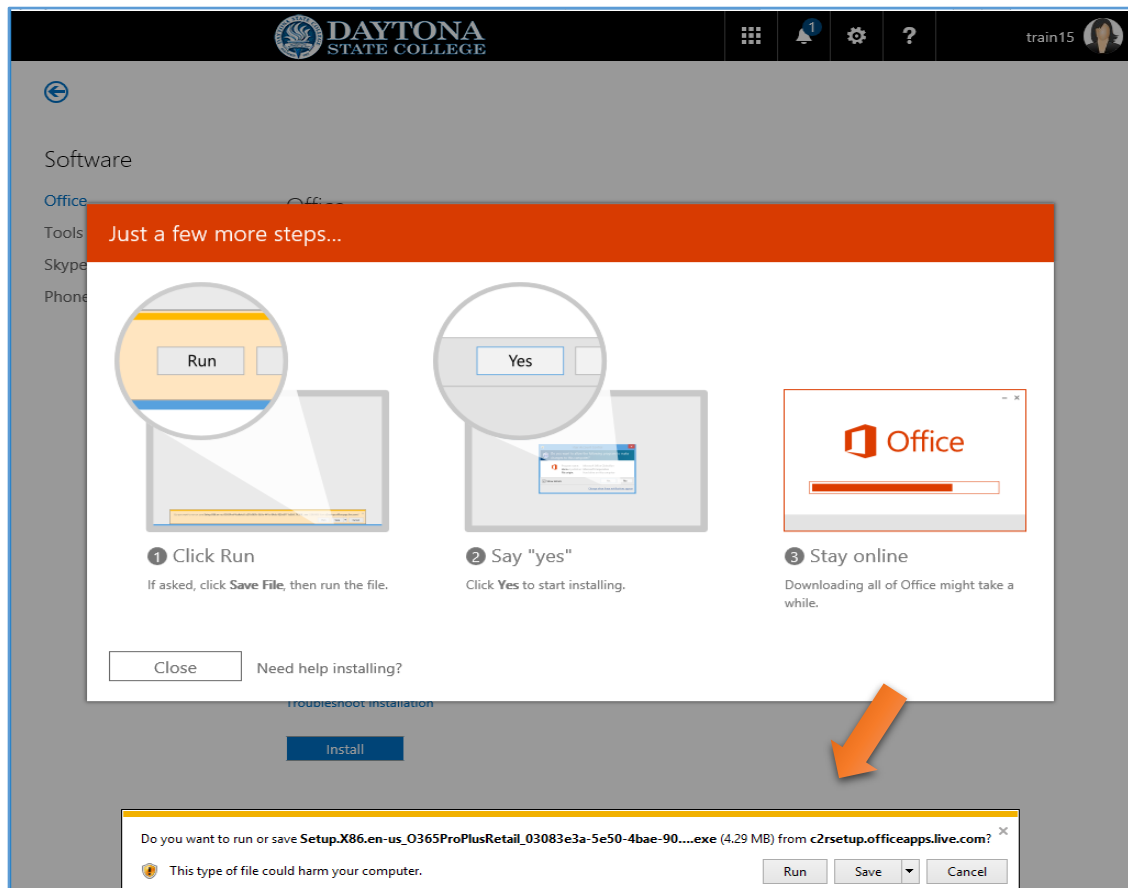




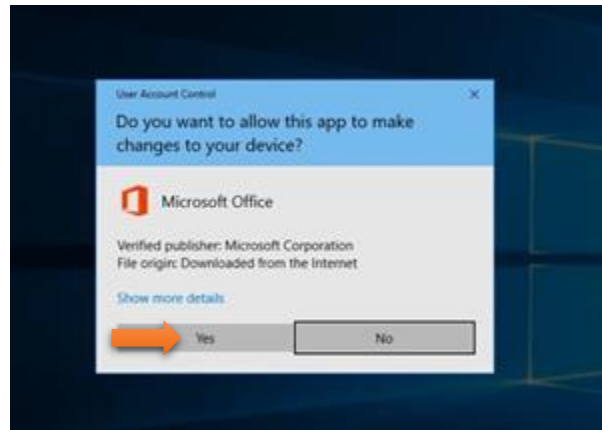
8. Under "Install Office apps"
9. Select Office 2016



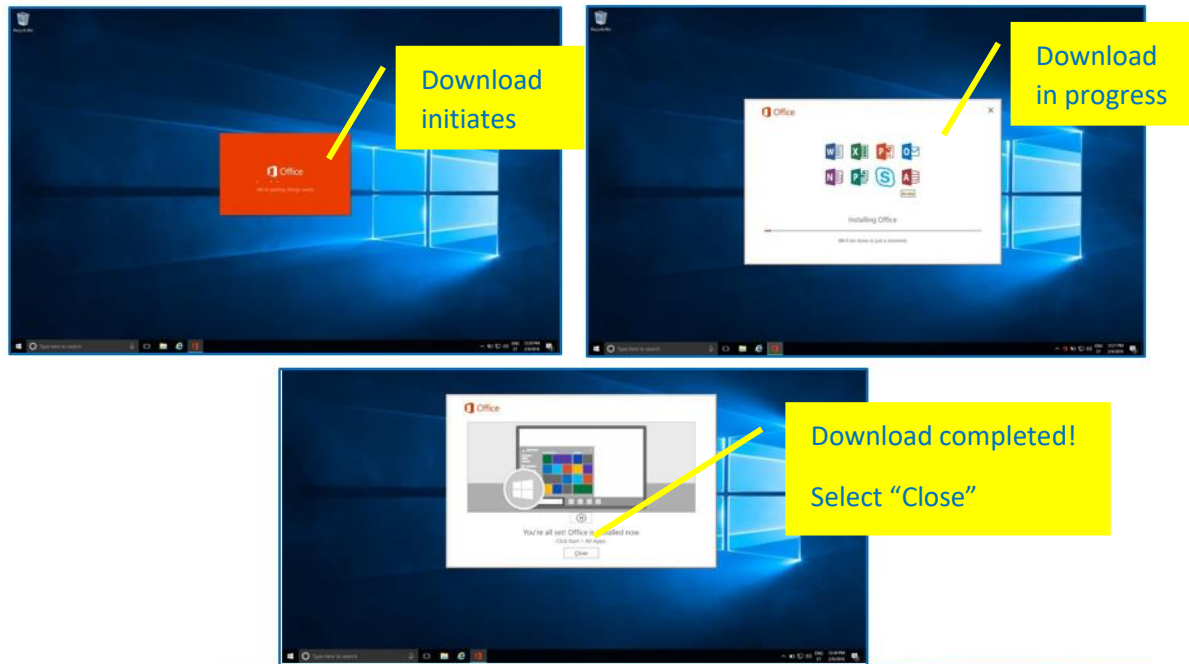
10. **Save and Run the installation file** and follow the prompts to complete the installation (installation takes up to 30 min, depending on internet speed or your devices capabilities)



11. Select "Yes"

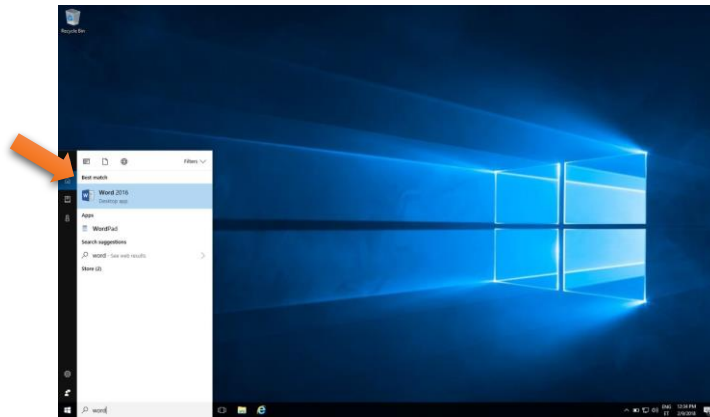



12. Install will begin (do not interrupt)  
Install takes approximately 30 min  
Download in progress will look as shown below:

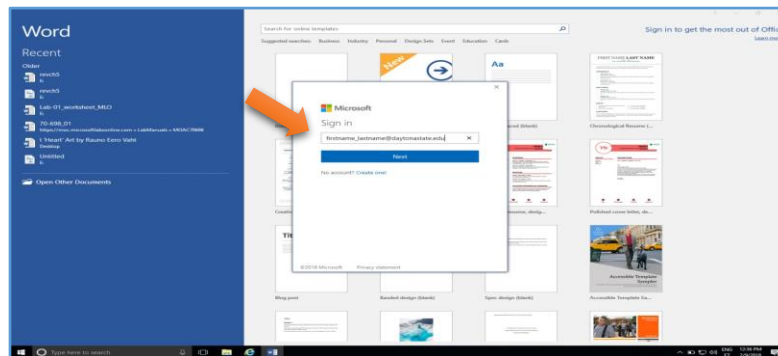


## To Activate Certificate

1. Open one of the installed apps i.e., Word, Excel or PowerPoint... (find using the search option)
2. Click on the selected app (this example shows Word)



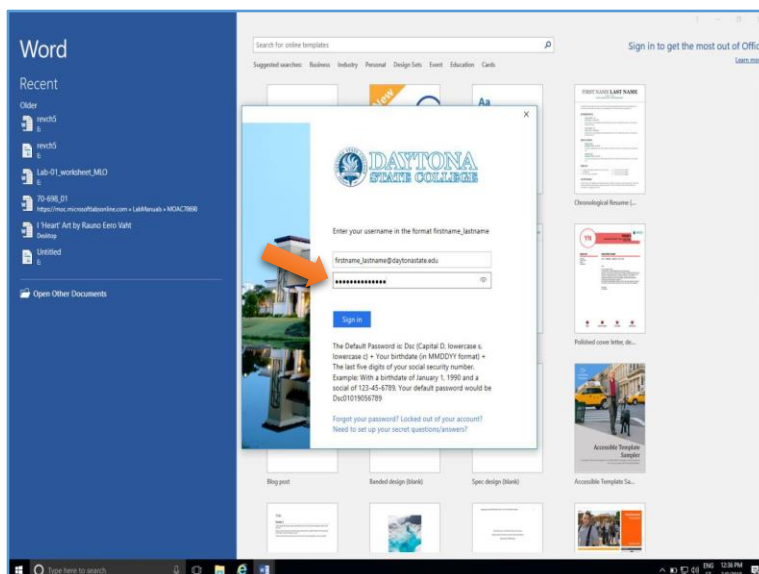
3. On the  Microsoft Sign in option  
Type your college full email address: `firstname_lastname@daytonastate.edu`
4. Click "Next"



The Daytona State College's sign-in page will appear

5. Enter your college password – Click Sign in

After successful login, your Microsoft Office certificate is now activated for all your MS Office 2016 applications





**Contact:**

*Support*

*Always remember,*

*If you have any technical questions or  
Need help accessing DSC\_Wireless, network account and/or  
MyDaytonaState Portal  
Contact the IT Helpdesk.*

*Our friendly staff members are always ready to assist.*

**IT Helpdesk**

**Ext. 3950 or (386) 506-3950**

**Email: [helpdesk@daytonastate.edu](mailto:helpdesk@daytonastate.edu)**

**Mon – Fri 8am to 8pm**

**In person: Mon – Fri 7:30am – 5pm (Bldg. 300 / R 109)**

**Saturday 8am – 4pm (Spring and Fall only @ Bldg. 210 / R103A)**