

How to download Dalikoo from Office 365- step by step instructions

Pre-requisite: a valid Microsoft account where you will need to know/remember your the password. If you don't have one, please create here: <https://signup.live.com/signup> * this is usually "name"@hotmail.com, or "name"@outlook.com. Skype and live.com accounts can be used too.

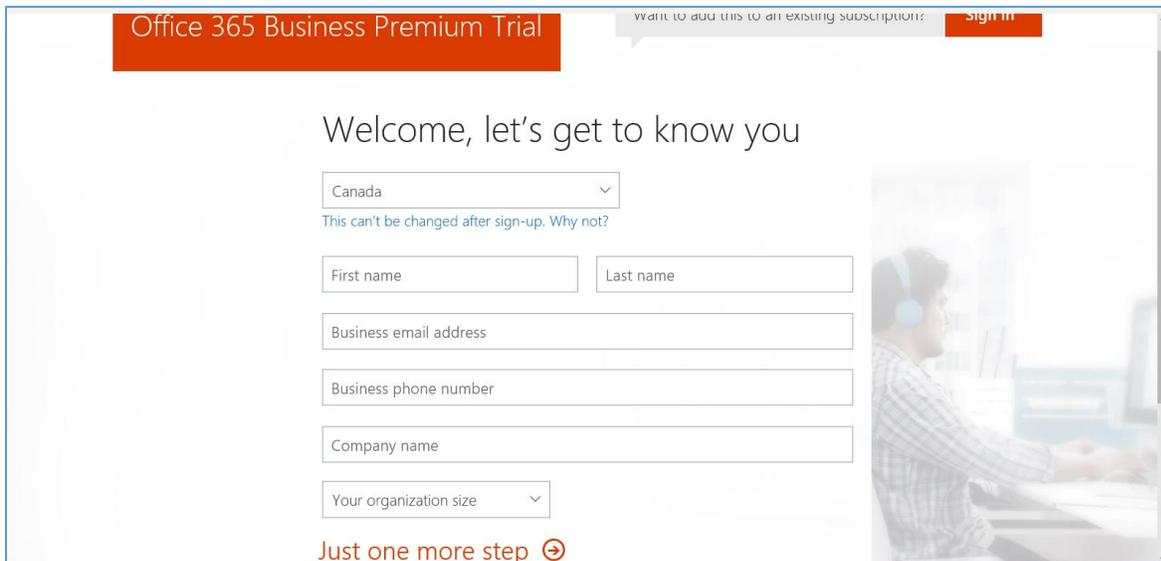
How to download Dalikoo?

* If you are already using Office 365, go to step 2.

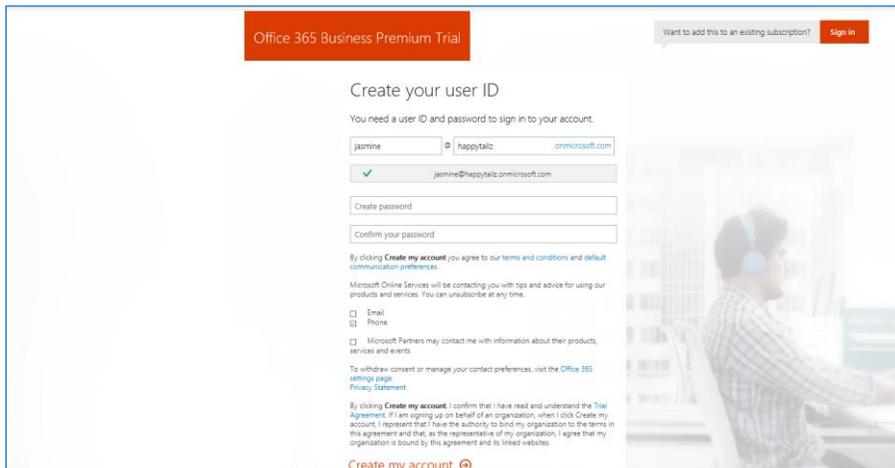
Step 1: First get an Office 365 account (free trial is available for 30 days) here: <https://www.office.com/>.

On the menu in the middle click the "for business" button and a new page will open with log in info.

*** It is important to choose the correct country right away as it cannot be changed later***



Enter the information (e.g. company name, etc.) as you want it to appear.



You will be prompted to give your cell phone # and an access code will be texted to your phone, you will need to enter the code and verify that you are not a robot.

Office 365 Business Premium Trial

Want to add this to an existing subscription? [Sign in](#)

Prove. You're. Not. A. Robot.

Text me Call me

(+1) Phone number

[Text me](#)

Office 365 Business Premium Trial

Want to add this to an existing subscription? [Sign in](#)

Prove. You're. Not. A. Robot.

Enter your verification code

Didn't get it or need a new code? Try again

[Next](#)

Office 365 Business Premium Trial

Save this info. You'll need it later.

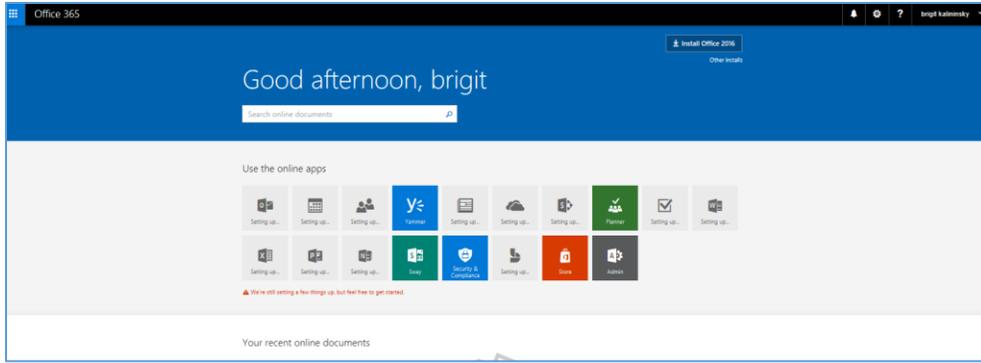
Sign-in page
<https://portal.office.com/>

Your user ID
brigit@happytailz.onmicrosoft.com

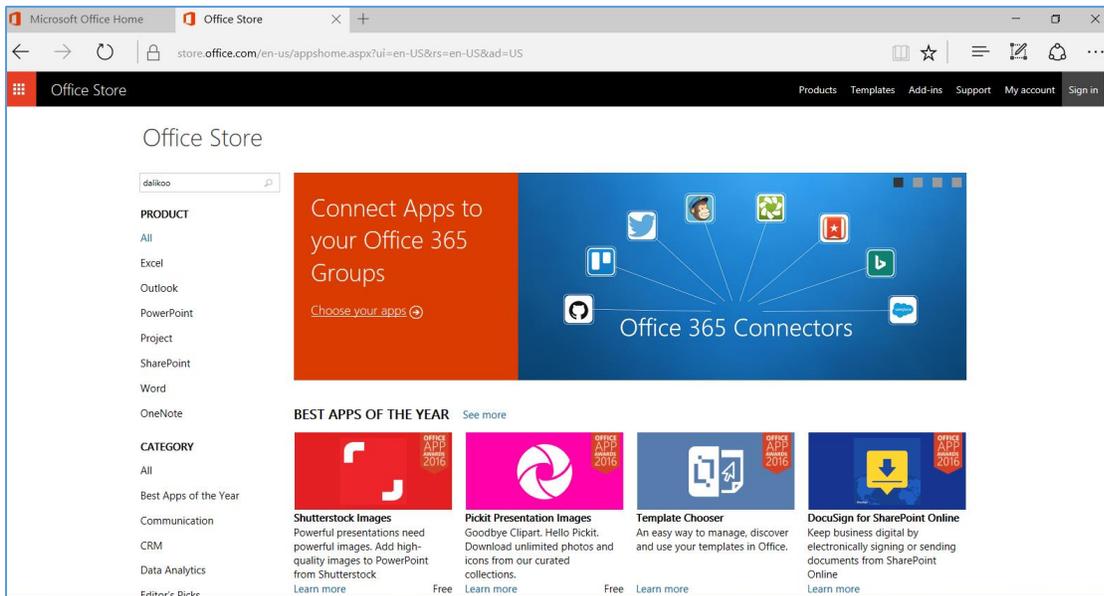
[You're ready to go...](#)

*** Keep your login info confirmation handy, so you can use it again when prompted. ***

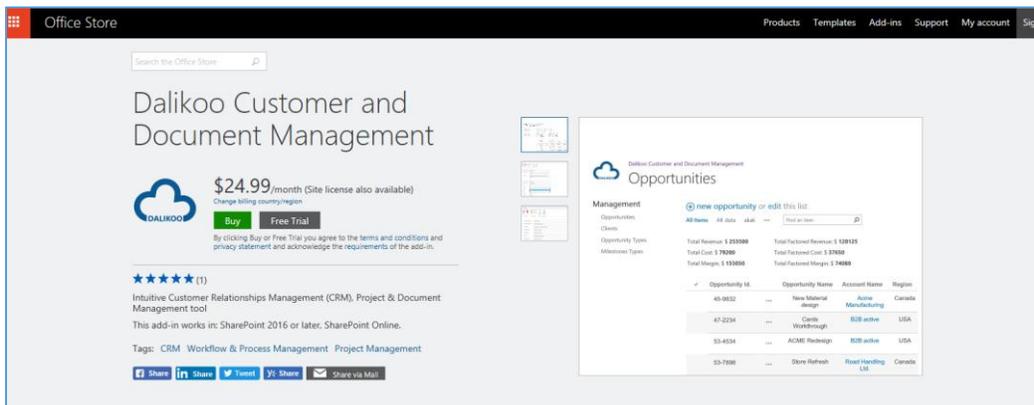
Once you are in Microsoft Office 365 will be have access to all the programs listed in the middle. For the free trial of Dalikoo you will only need SharePoint. (You can use all other programs as well if you choose). **Important note:** 1. DO NOT click on the Install now button. (You can do it later), 2. If you do not see programs in the middle and one is sharepoint, refresh the page.



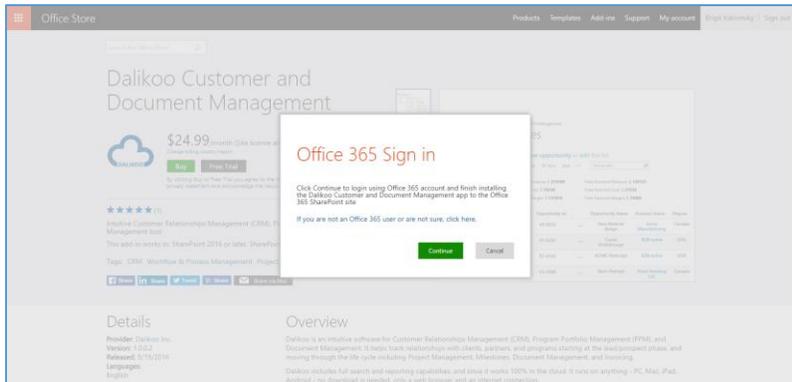
Step 2. Make sure that you are logged in as the user who signed up to Office 365, and click on this link: [dalikoo](https://dalikoo.com)



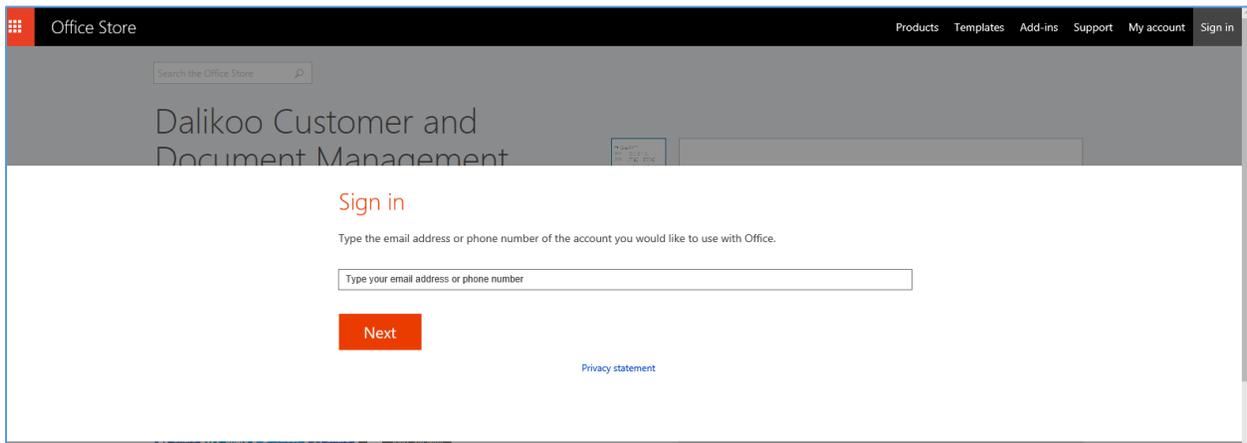
and click the free trial.



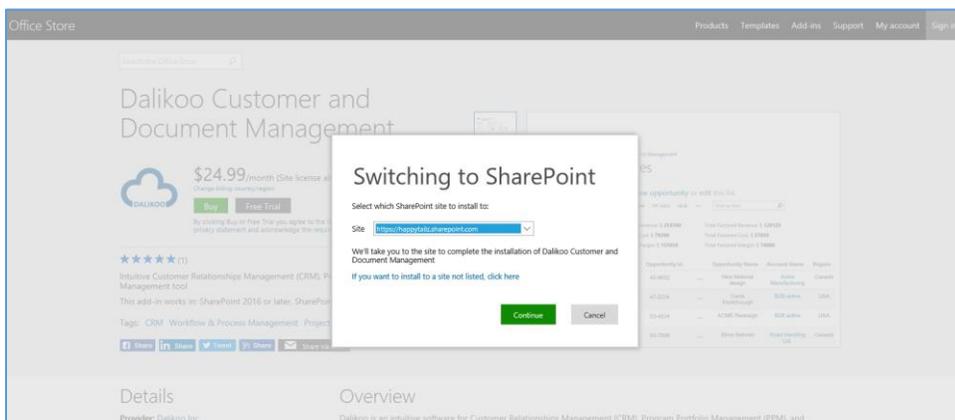
This window will open



Once you click continue you will be asked to log in with your Office 365 login info, it should look like this: yourname@yourcompany.onmicrosoft.com



A small window will open on the screen where you will see your company name (first link), click continue



Now you will be re-directed to a new area where you click “Try it “

The screenshot shows the app page for "Dalikoo Customer and Document Mana..." from Dalikoo Inc. The page includes a search bar, a "BUY IT" button for \$24.99 per month, and a "TRY IT" button for a 15-day free trial. A table of opportunities is displayed, and a sidebar shows management options.

Opportunity ID	Opportunity Name	Account Name	Region
45-9832	New Material Design	Acme Manufacturing	Canada
47-2214	Carla Workthrough	EDS active	USA
53-4534	ACME Hardware	EDS active	USA
53-7688	Steve Refresh	Road Handling Ltd.	Canada

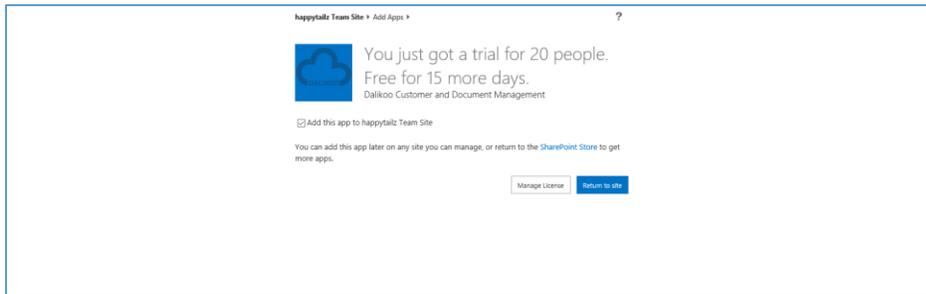
You will be asked to sign in to Microsoft. Use the credentials of your Hotmail/Outlook.com/Skype/live e-mail account (See Prerequisite above)

The screenshot shows the Microsoft sign-in page with fields for "Email or phone" and "Password", a "Keep me signed in" checkbox, and a "Sign in" button. There are also links for "No account? Create one!", "Forgot my password", and "Sign in with a single-use code".

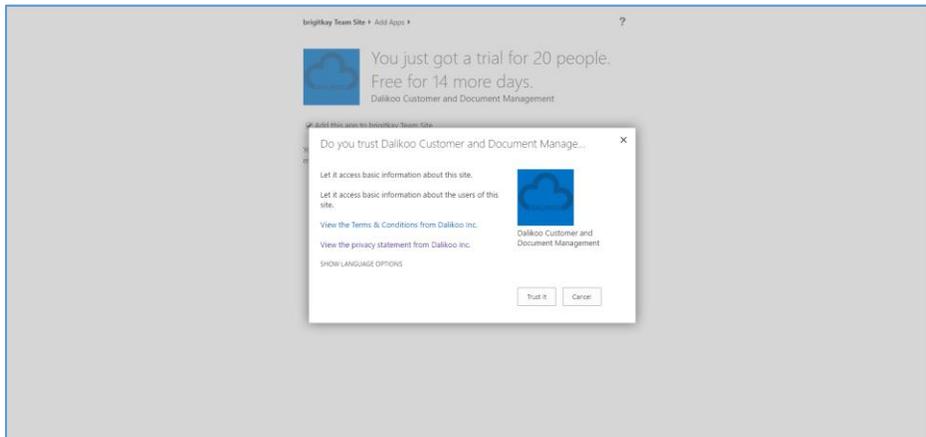
Once you enter your email you will see this to confirm click continue

The screenshot shows the Office Store confirmation page for adding the Dalikoo Customer and Document Management app. It includes the app logo, name, license count (20), and a "Continue" button.

Almost there... click return to site

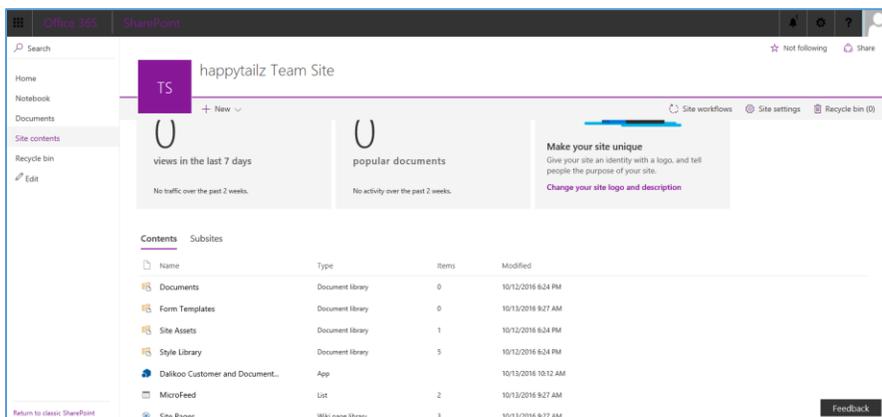


A small window will open, you need to click "trust it"



Finally, you see the page with content- refresh your browser once and click on Dalikoo in the content tab (it may take a few seconds for this to appear).

You can also click on "Home" in the left menu, you will see "Dalikoo Customer and Document Management" automatically added to the menu



Now you are ready to work...