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## Office 365 Para Estudiantes - Gratis

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### Requisitos:

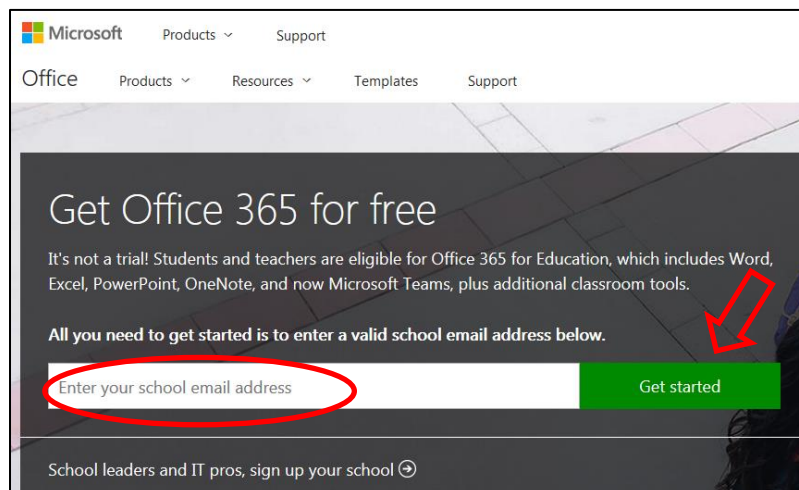
- Tener una cuenta de email y contraseña de la Universidad Adventista de las Antillas (@uaa.edu).
- Leer y seguir las instrucciones.
- Máximo de 5 instalaciones por cuenta.

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## Instrucciones

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1. Abre el siguiente enlace en cualquier navegador de internet (Chrome, Firefox, Safari, Internet Explorer, etc.):  
<https://products.office.com/en/student/office-in-education>
2. Entra tu dirección de correo electrónico de la universidad en donde dice “Enter your school email address”, y presiona “get started”.



Microsoft Products Support

Office Products Resources Templates Support

### Get Office 365 for free

It's not a trial! Students and teachers are eligible for Office 365 for Education, which includes Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools.

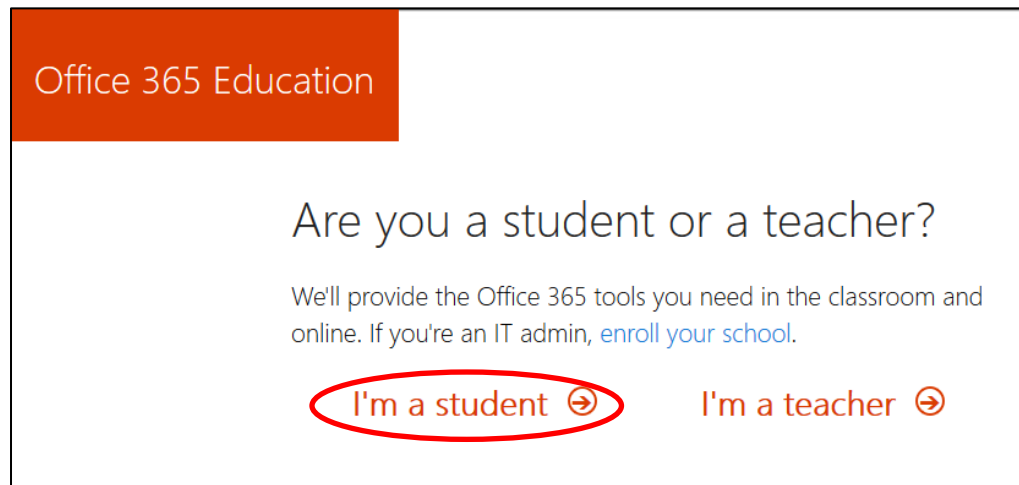
All you need to get started is to enter a valid school email address below.

Enter your school email address

Get started

School leaders and IT pros, sign up your school

3. Al preguntar si eres estudiante o maestro, selecciona "I'm a student".



Office 365 Education

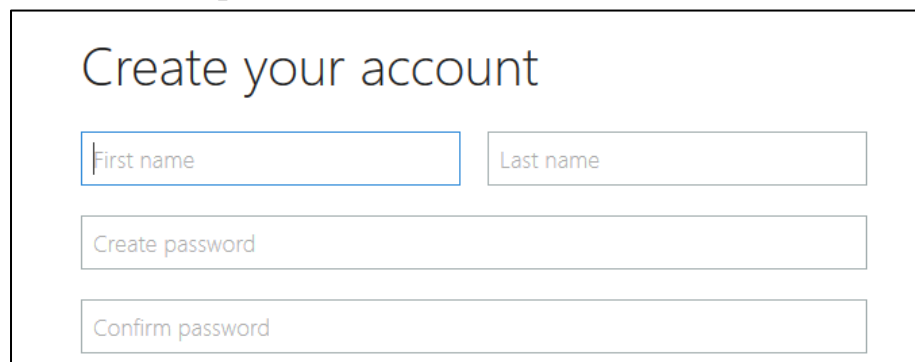
Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, [enroll your school](#).

**I'm a student** → I'm a teacher →

The image shows a registration page for Office 365 Education. At the top left is an orange header with the text "Office 365 Education". Below this is the main heading "Are you a student or a teacher?". Underneath is a paragraph of text: "We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, enroll your school." At the bottom, there are two buttons: "I'm a student" and "I'm a teacher", both with right-pointing arrows. The "I'm a student" button is circled in red.

4. Entra tu información para crear una cuenta con Office 365.



Create your account

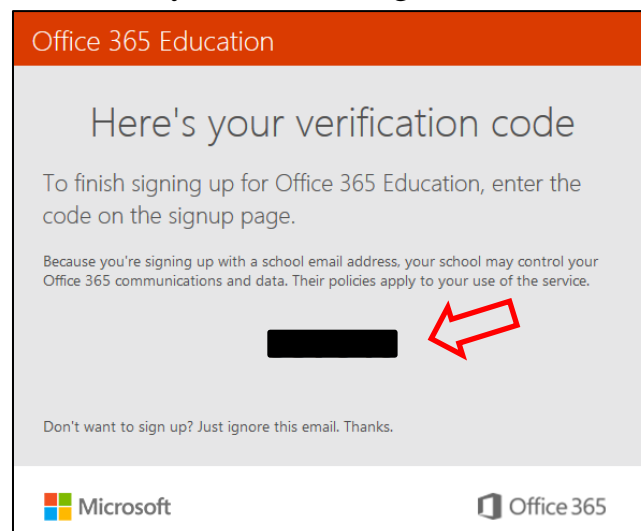
First name Last name

Create password

Confirm password

The image shows a "Create your account" form. It has a title "Create your account" at the top. Below the title are four input fields: "First name", "Last name", "Create password", and "Confirm password".

5. Office 365 envió un código de verificación al email. Accede tu email de la universidad (mail.uaa.edu) y busca el código de verificación.



Office 365 Education

Here's your verification code

To finish signing up for Office 365 Education, enter the code on the signup page.

Because you're signing up with a school email address, your school may control your Office 365 communications and data. Their policies apply to your use of the service.

██████████ →

Don't want to sign up? Just ignore this email. Thanks.

Microsoft Office 365

The image shows an email from Office 365 Education. The header is "Office 365 Education". The main heading is "Here's your verification code". Below this is a paragraph: "To finish signing up for Office 365 Education, enter the code on the signup page." Another paragraph follows: "Because you're signing up with a school email address, your school may control your Office 365 communications and data. Their policies apply to your use of the service." Below the paragraphs is a black rectangular box representing the verification code, with a red arrow pointing to it from the right. At the bottom, there is a link: "Don't want to sign up? Just ignore this email. Thanks." The footer contains the Microsoft logo and "Office 365".

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6. Introduce el código de verificación en el campo correspondiente, y presiona “Start”.

We sent a verification code to **its@uaa.edu**. Enter the code to complete signup.

Verification code [resend signup code](#)

Microsoft may send me promotions and offers about Microsoft products and services for businesses.

By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution. [Microsoft Privacy Policy](#)

**Start** →

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7. Escribe la dirección de correo electrónico de personas que quieras invitar a que descarguen Office 365 de gratis y presiona “Send Invitations”, o presiona “Skip” para saltar este paso.

Invite more people

Share the benefits of Office 365 and work together on school projects. It's free.  
Who would you like to invite?

User name @uaa.edu

User name @uaa.edu

User name @uaa.edu

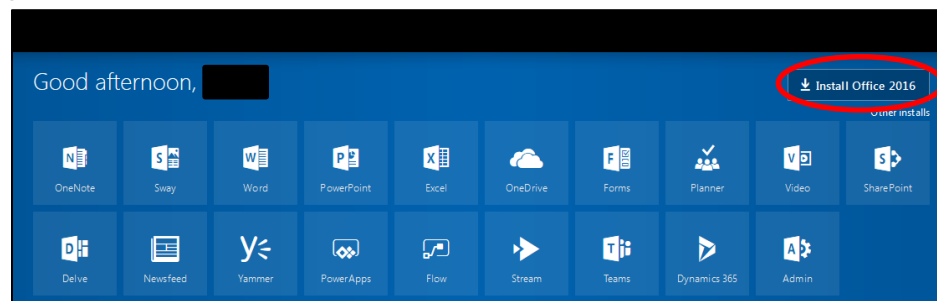
User name @uaa.edu

User name @uaa.edu

**Send invitations** →

[Skip](#) ←

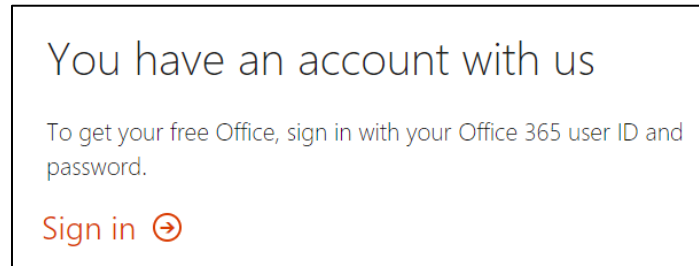
- 
8. Presiona el botón de “Install Office 2016”. Se procederá a realizar la descarga.



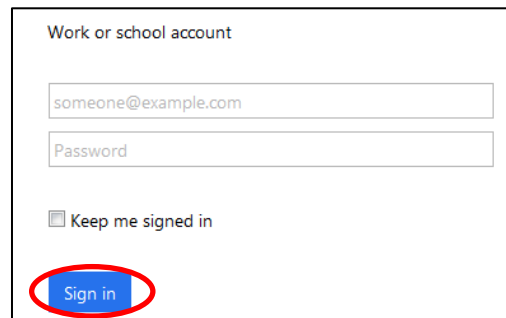
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# Si ya tienes cuenta Office 365

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1. Abre el siguiente enlace en cualquier navegador de internet (Chrome, Firefox, Safari, Internet Explorer, etc.): <https://portal.office.com> .
2. Introduce tu correo electrónico y contraseña, y presiona “Sign in”.

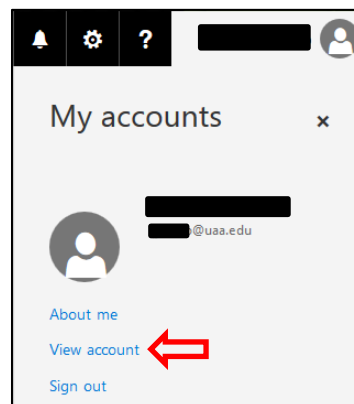


Work or school account

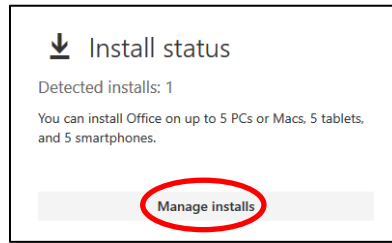
Keep me signed in

[Sign in](#)

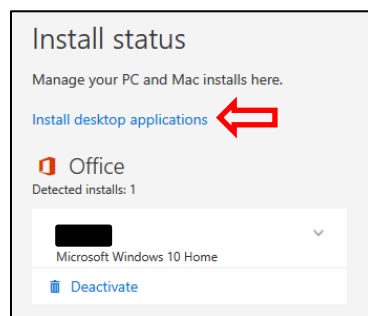
3. Presiona en el lado superior derecho, donde se encuentra tu nombre. Selecciona la opción “View Account”.



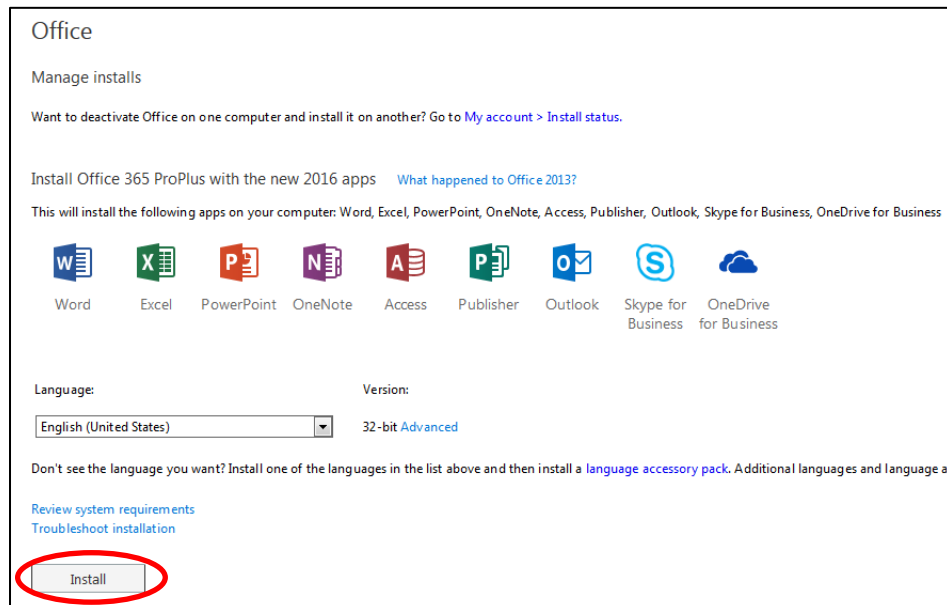
- 
4. Presiona en el área donde dice “Manage installs” para ver las instalaciones de Office que tienes disponibles. Son un máximo de cinco (5).



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5. Presiona en “Install desktop applications” para descargar una nueva copia de Office.



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6. Selecciona el lenguaje de la versión de Office y la versión (32-bit/64-bit) y presiona “Install”.



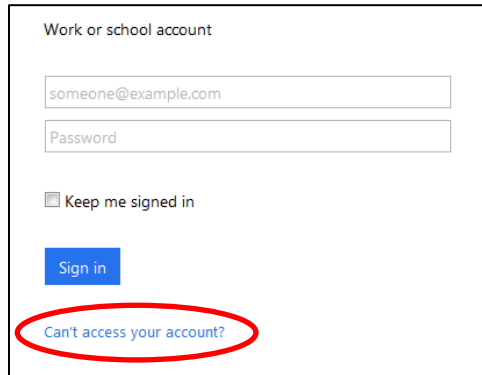
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# Olvidaste tu Contraseña

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1. Abre el siguiente enlace en cualquier navegador de internet (Chrome, Firefox, Safari, Internet Explorer, etc.): <https://portal.office.com>

2. Presiona “Can’t access your account?”



Work or school account

someone@example.com

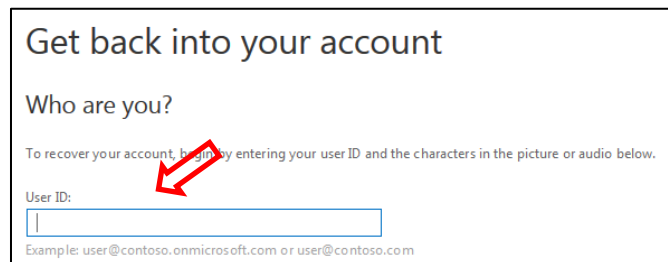
Password

Keep me signed in

Sign in

Can't access your account?

3. Introduce tu correo electrónico de la Universidad (@uaa.edu) en el campo “User ID”.



Get back into your account

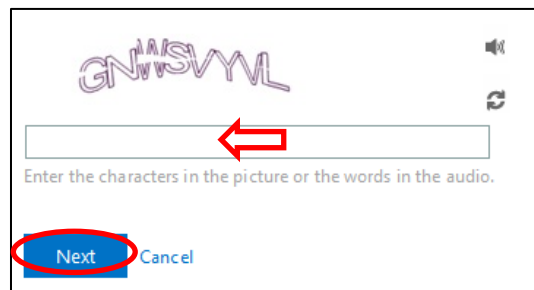
Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com

4. Introduce los caracteres en la imagen, y presiona “Next”.

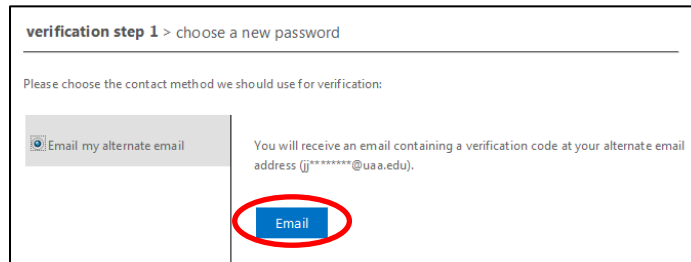


GNWISVYL

Enter the characters in the picture or the words in the audio.

Next Cancel

5. Presiona el botón de “Email” en la opción de método de contacto.



verification step 1 > choose a new password

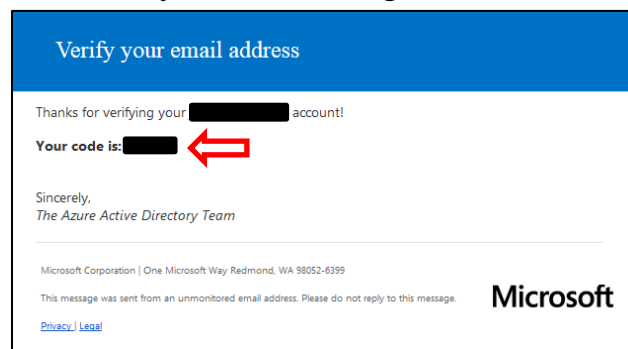
Please choose the contact method we should use for verification:

Email my alternate email

You will receive an email containing a verification code at your alternate email address (j\*\*\*\*\*@uaa.edu).

Email

6. Microsoft envió un código de verificación al email. Accede tu email de la universidad (mail.uaa.edu) y busca el código de verificación.



Verify your email address

Thanks for verifying your [redacted] account!

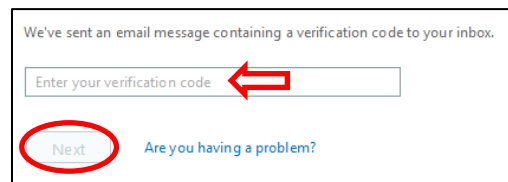
Your code is: [redacted]

Sincerely,  
The Azure Active Directory Team

Microsoft Corporation | One Microsoft Way Redmond, WA 98052-6399  
This message was sent from an unmonitored email address. Please do not reply to this message.  
[Privacy](#) | [Legal](#)

Microsoft

7. Entra el código de verificación, y presiona “Next”.

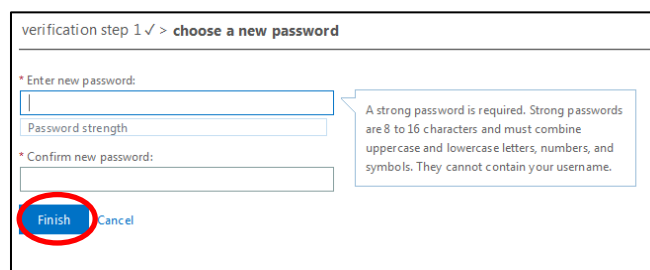


We've sent an email message containing a verification code to your inbox.

Enter your verification code

Next Are you having a problem?

8. Introduce tu nueva contraseña. Esta debe tener mínimo 8 caracteres, letras mayúsculas, minúsculas y números. No puede contener tu número de estudiante la contraseña. Presiona “Finish” para realizar el cambio de contraseña.



verification step 1 ✓ > choose a new password

\* Enter new password:

Password strength

\* Confirm new password:

A strong password is required. Strong passwords are 8 to 16 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

Finish Cancel

