

Obtener Microsoft Office 365

Paso 1

Visitar el siguiente enlace.

<https://products.office.com/en-us/student/office-in-education?rtc=1>

Entre su correo electrónico institucional en el encasillado. Luego oprima **GET STARTED**. El sistema de Microsoft le enviará un correo electrónico con un código el cual necesitará para el próximo paso.

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Press **F11** to exit full screen mode

Get Office 365 for free

It's not a trial! Students and teachers are eligible for Office 365 Education, which includes Word, Excel, PowerPoint, 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 >

Entre su email institucional

Meet Microsoft Teams

Teams is a digital hub that brings conversations, content, and apps together in one place. Educators can create collaborative classrooms, connect in professional learning communities, and communicate with school staff all from a single experience in Office 365 Education.

LEARN MORE >

Paso 2

Seleccione **I'm student** si usted es estudiante.

Si es facultad o administrativo seleccione **I'm a teacher**.

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](#) →



Paso 3

Llene la información que le pide el sistema: su nombre, apellidos y su contraseña de acceso. El **Verification code** debe haberle llegado por medio de correo electrónico. Verifique su correo electrónico institucional y escriba el código en el encasillado correspondiente. Luego oprima **Start**.



Create your account

First name Last name

Create password

Confirm password

We sent a verification code to **jaime_almodovar@pucpr.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.

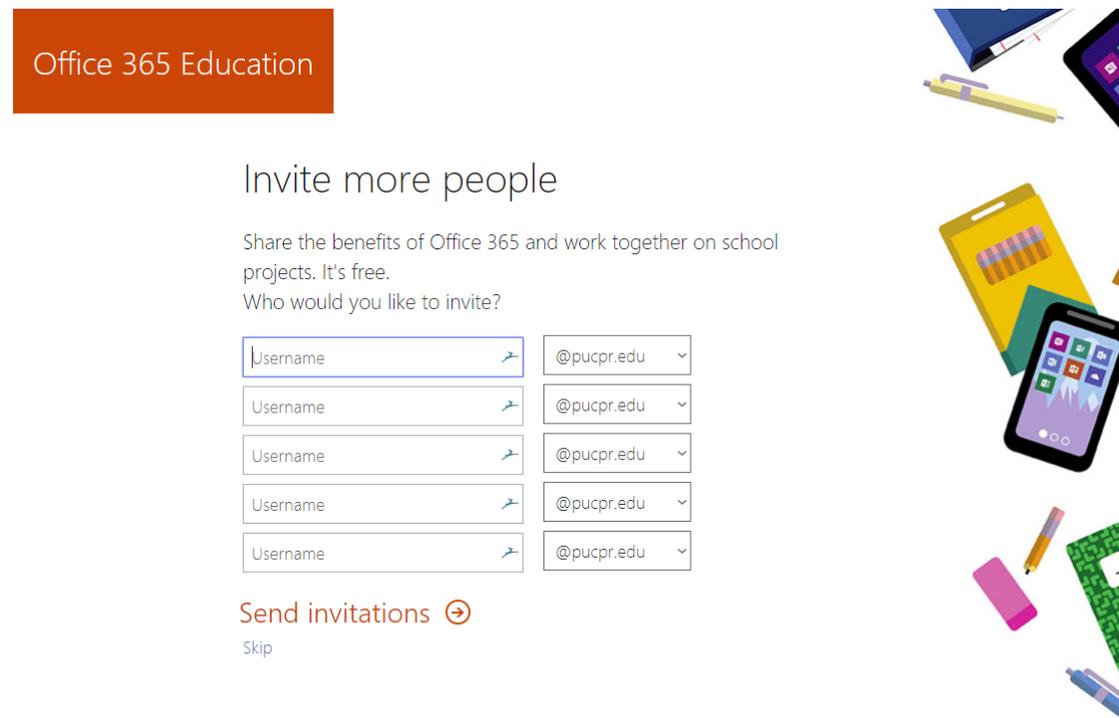
When using an organization email address (e.g. an employer or school), the administrator of your organization may assume control over your account and data. [Learn more.](#)

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

Start →

Paso 4

Puede invitar a otros estudiantes o empleados a que adquieran gratuitamente el office 365. Si no desea invitar a nadie, simplemente oprima **SKIP**.



The image shows a screenshot of the Office 365 Education invitation interface. At the top left, there is an orange header with the text "Office 365 Education". Below this, the main heading is "Invite more people". Underneath, there is a sub-heading: "Share the benefits of Office 365 and work together on school projects. It's free. Who would you like to invite?". The interface features five rows of input fields. Each row consists of a text box labeled "Username" with a blue arrow icon to its right, and a dropdown menu to its right, all containing the text "@pucpr.edu". Below the input fields, there are two buttons: "Send invitations" with a right-pointing arrow icon, and "Skip" in a smaller font. To the right of the interface, there is a vertical collage of colorful school supplies including a blue folder, a yellow pencil, a yellow highlighter, a smartphone displaying a grid of app icons, a pink eraser, a green ruler, and a blue pen.

Una vez completado el proceso ya debe tener acceso para poder bajar el Microsoft office 365.

De tener problemas con su cuenta o si necesita cambiar su contraseña, puede llenar la forma que se encuentra en <https://www.pucpr.edu/office365/> y seleccione [Solicitar Ayuda](#)