

Para descargar la licencia de Office 365 (Word, Excel, Power Point, Access y Publisher) a tu computadora o tablet.

Como estudiante, facultad o colaborador de la administración, puedes descargar la aplicación Office 365.

Debes tener tu cuenta de correo electrónico oficial del Recinto

1. Accede al portal del correo electrónico a través de la página web del Recinto ó en la dirección mail.intersg.edu
2. En la pantalla de Outlook, marca el botón de settings (esquina superior derecha) y luego escoje Office 365 (bajo Your App settings). Ver ilustraciones.

The image shows a screenshot of the Outlook application's settings window. The window is titled "Settings" and has a search bar at the top. The left sidebar contains navigation options: "Undo", "Filter", "Agenda", and a date "31". Below these are several email messages with their send times and sender names. The main content area lists various settings categories: "Automatic replies", "Display settings", "Offline settings", "Manage add-ins", "Manage connectors", "Theme" (set to "Blueprint"), and "Notifications" (set to "On"). At the bottom, under "Your app settings", there are three options: "Office 365", "Mail", and "Calendar".

Annotations in the image include:

- A yellow highlight on the gear icon in the top navigation bar, with an arrow pointing to it from the right.
- A yellow highlight on the "Your app settings" section header, with an arrow pointing to it from the right.
- A yellow highlight on the "Office 365" option, with an arrow pointing to it from the right.

Settings

Search all settings

Automatic replies

Create an automatic reply (Out of office) message.

Display settings

Choose how your Inbox should be organized.

Offline settings

Use this computer when you're not connected to a network.

Manage add-ins

Turn add-ins from your favorite app vendors on and off.

Manage connectors

Connect Outlook to your favorite services.

Theme

Blueprint

Notifications

On

Your app settings

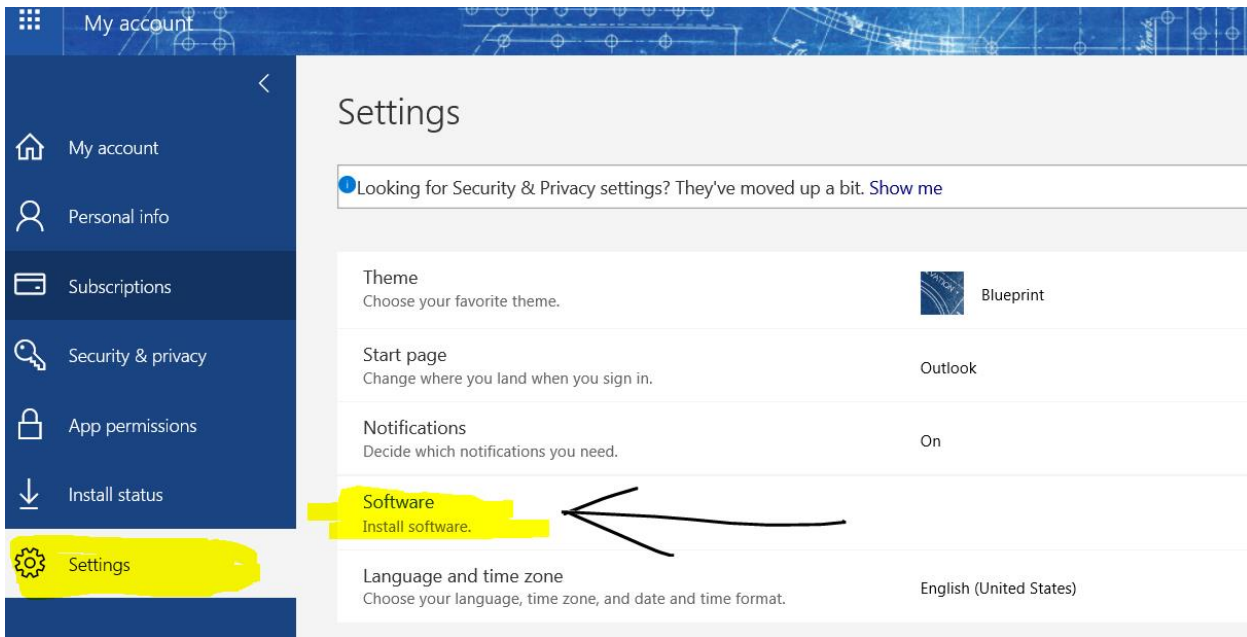
Office 365

Mail

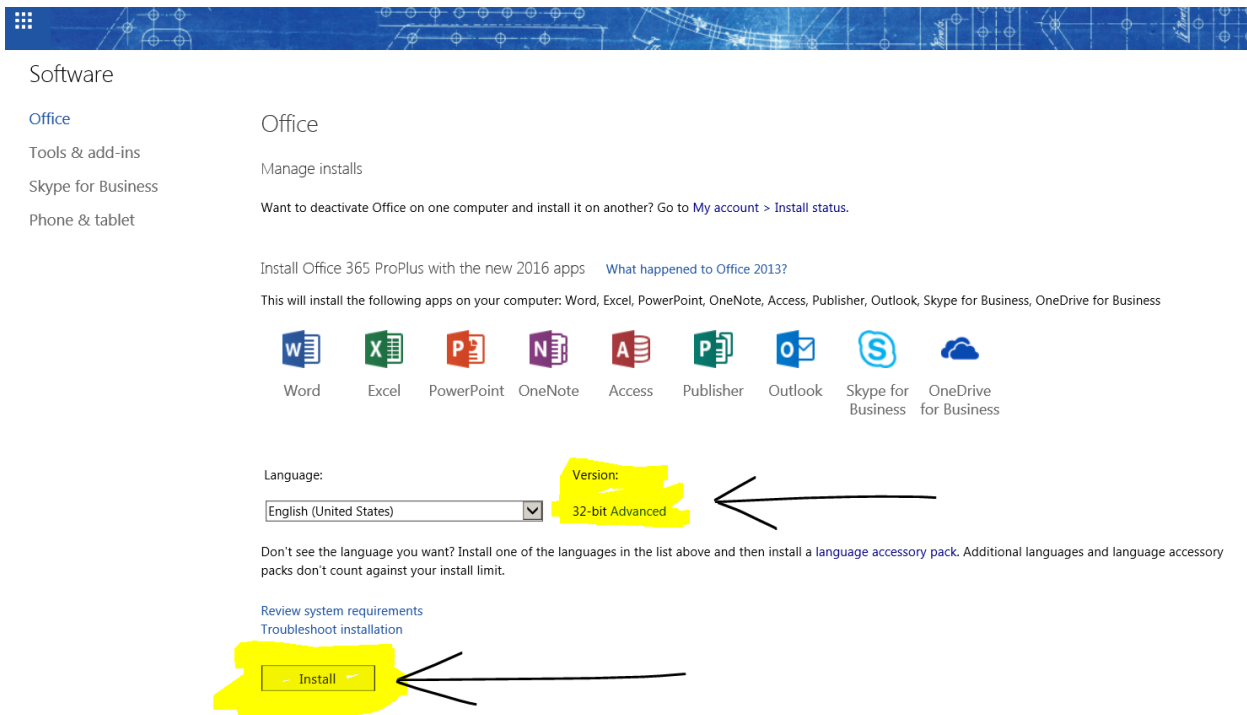
Calendar

People

3. En el Tab de Settings, marca el tab de Software.



4. Selecciona la versión de tu sistema operativo Windows (32 ó 64 bits) y luego marca install...



La instalación tomará de 20 a 30 minutos dependiendo de la velocidad de tu conexión de Internet.

El instalador te pedirá que registres la licencia con tus credenciales de correo electrónico.