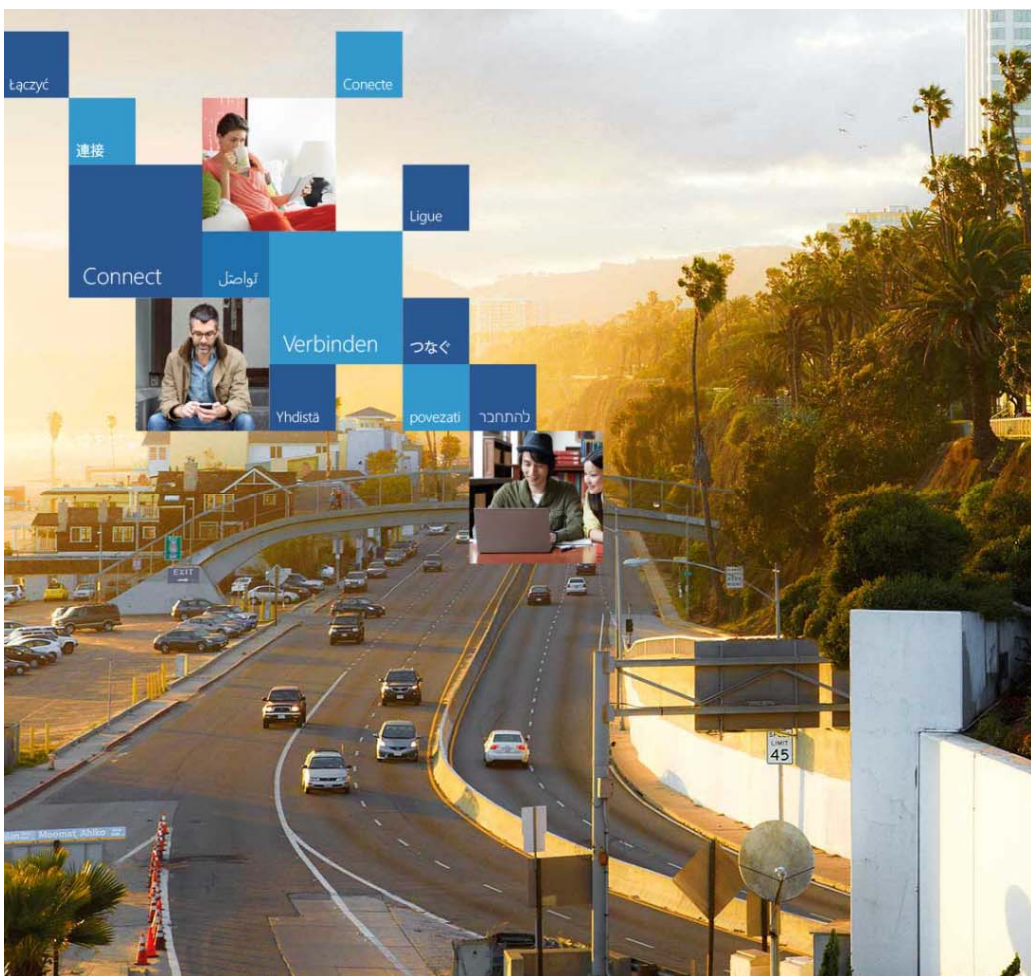


# MICROSOFT OFFICE 2013 PARA USO EN CASA/COMPUTADORA

Para acceder a su cuenta de correo web haga clic en “Email” en la esquina superior derecha.

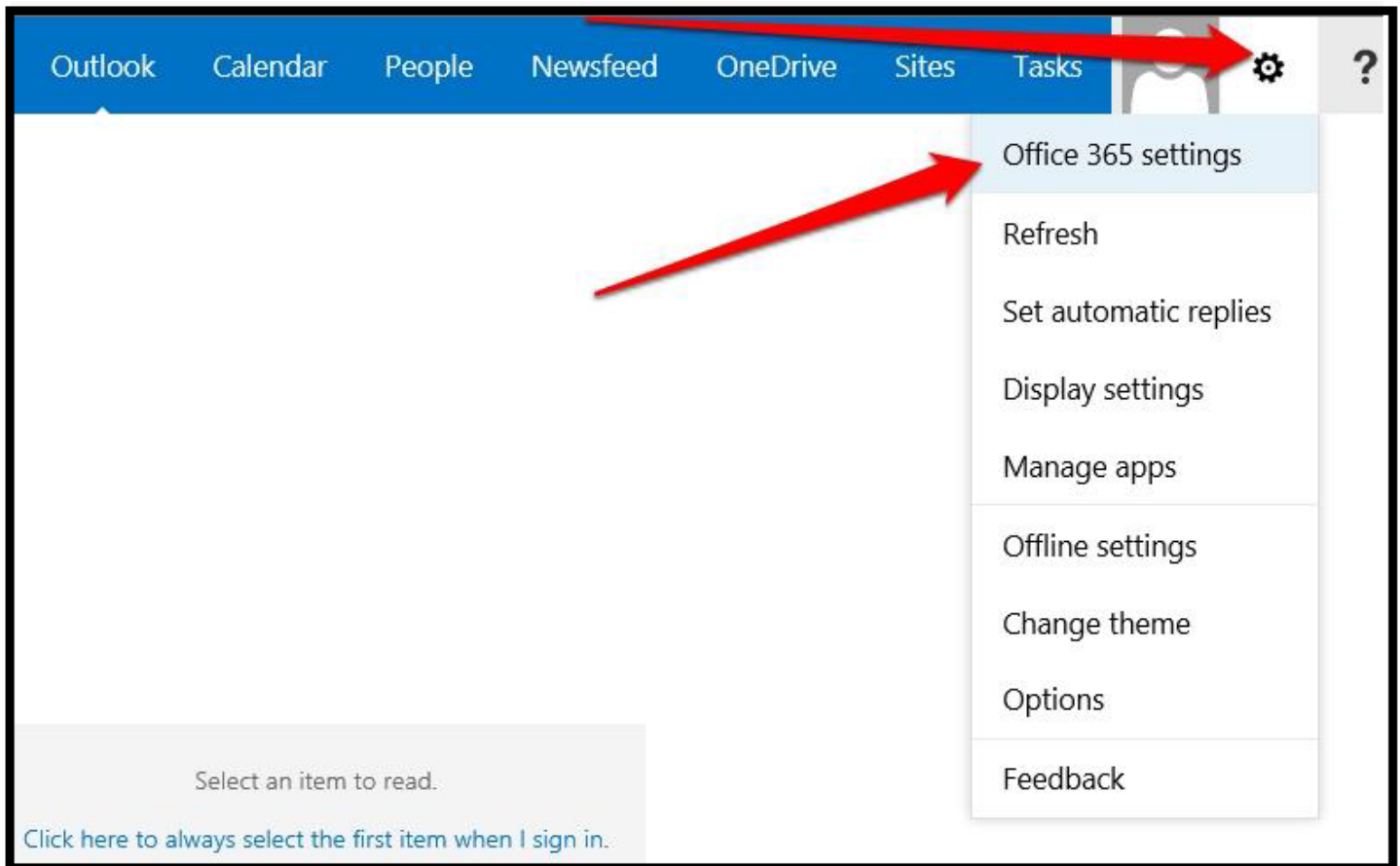


Ingrese la información del estudiante como lo muestra el ejemplo.



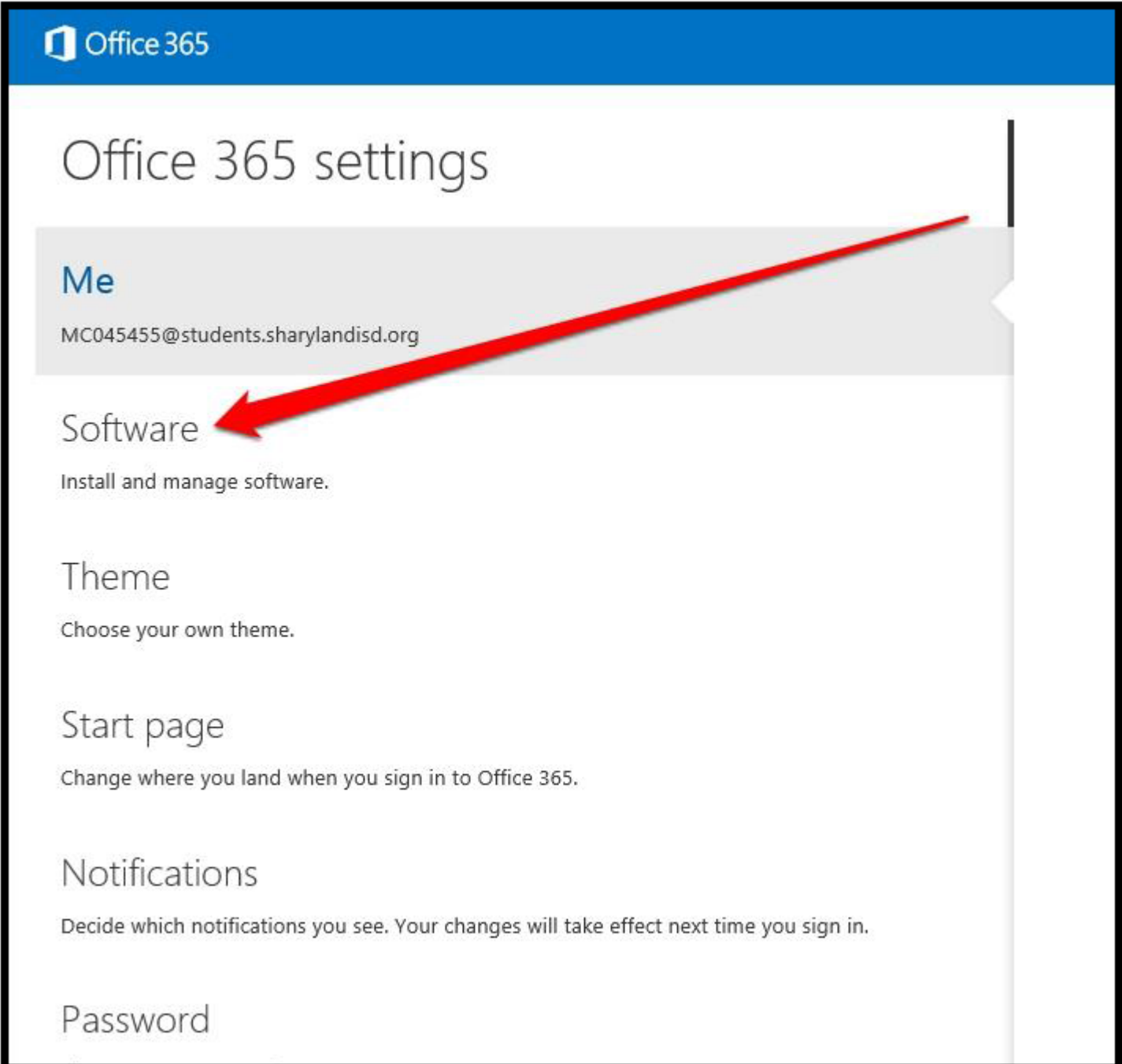
## MICROSOFT OFFICE 2013 PARA USO EN CASA/COMPUTADORA

Acceda a su cuenta de correo web a continuación, haga clic en el “engrane” en la esquina superior derecha. Haga clic en “Office 365 Settings”



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Una vez allí, haga clic en “Software” a su izquierda.



The image shows a screenshot of the Office 365 settings interface. At the top, there is a blue header with the Office 365 logo and the text "Office 365". Below the header, the main heading is "Office 365 settings". Underneath, there is a grey bar with the text "Me" and the email address "MC045455@students.sharylandisd.org". Below this bar, there are several settings options: "Software" (with a red arrow pointing to it), "Theme", "Start page", "Notifications", and "Password". Each option has a brief description below it.

Office 365

## Office 365 settings

**Me**  
MC045455@students.sharylandisd.org

**Software**  
Install and manage software.

**Theme**  
Choose your own theme.

**Start page**  
Change where you land when you sign in to Office 365.

**Notifications**  
Decide which notifications you see. Your changes will take effect next time you sign in.

**Password**

# MICROSOFT OFFICE 2013 PARA USO EN CASA/COMPUTADORA

Asegúrese de que usted está haciendo esto en su computadora en casa. En este punto, simplemente haga clic en "Install" para instalar las aplicaciones de Office para su computadora. NOTA: Haga clic en "Advanced" para cambiar a la versión de 64Bit, si es necesario.

a

Office 365 Outlook

Software

Office Office

OneDrive Install the latest version of Office

Tools & add-ins This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Desktop setup

Phone & tablet

Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath

Language: English (United States) Version: 32-bit (Recommended) **Advanced**

**Note:** Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)  
[Learn how to troubleshoot your Office installation](#)

Install