Creation of the personal account

Before we can install Office 365 and have access to all the applications that compose it, we have to create a personal account on the Microsoft website.

Everything starts from the web software.uv.es, by clicking on the link “Microsoft Office 365”:

(the username Microsoft.com, will be from now on our login to access Office 365 and its services such as OneDrive)
Password recovery

Microsoft offers a simple method of recovering the password that should be configured correctly. This recovery procedure requires that we have registered an external email address and / or a mobile phone, since when we request the regeneration of the password, a message will be sent to one of those means, which will validate this change.

The establishment of that email address and mobile phone is done in the following screen, which is the continuation of the last capture shown:
(at the bottom of this form there is a timer, so if we do not interact with the page, after **15 minutes** close the session) Recovery email account configuration

(At this point Microsoft sends us an email that contains a verification code that is requested below, on this same screen) **IMPORTANT**: This verification code has a very short validity time, so it has to be used at the moment, otherwise we would have to perform the whole procedure again.

Mobile phone recovery settings
**IMPORTANT**: This verification code has a very short validity time, so it has to be used at the moment, otherwise we would have to perform the whole procedure again.

With this we have already configured the two methods of password recovery that will allow us to establish a new password to access Office 365 and other associated applications:
Now we can install the application on our computer.

**Installing Office 365**

Once the password recovery methods are established, we go to the next screen that is also accessible from portal.office.com or software.uv.es:

If we display the menu on the right we see the link that allows us to download the application:
Now we will simply double click on the file that was downloaded in the lower part of **Setup.X86** (we can also find it in the Downloads folder and execute it from there), which will start the installation:

Now the installation of Office 365 will begin.

If there is no setback it will end without requiring our intervention.

**Office for Mac OS X**

The Microsoft web page from which we can download the installer detects the operating system of our machine so at all times it shows the installer that we need, if we log in from a Mac therefore we will supply the corresponding installer.