



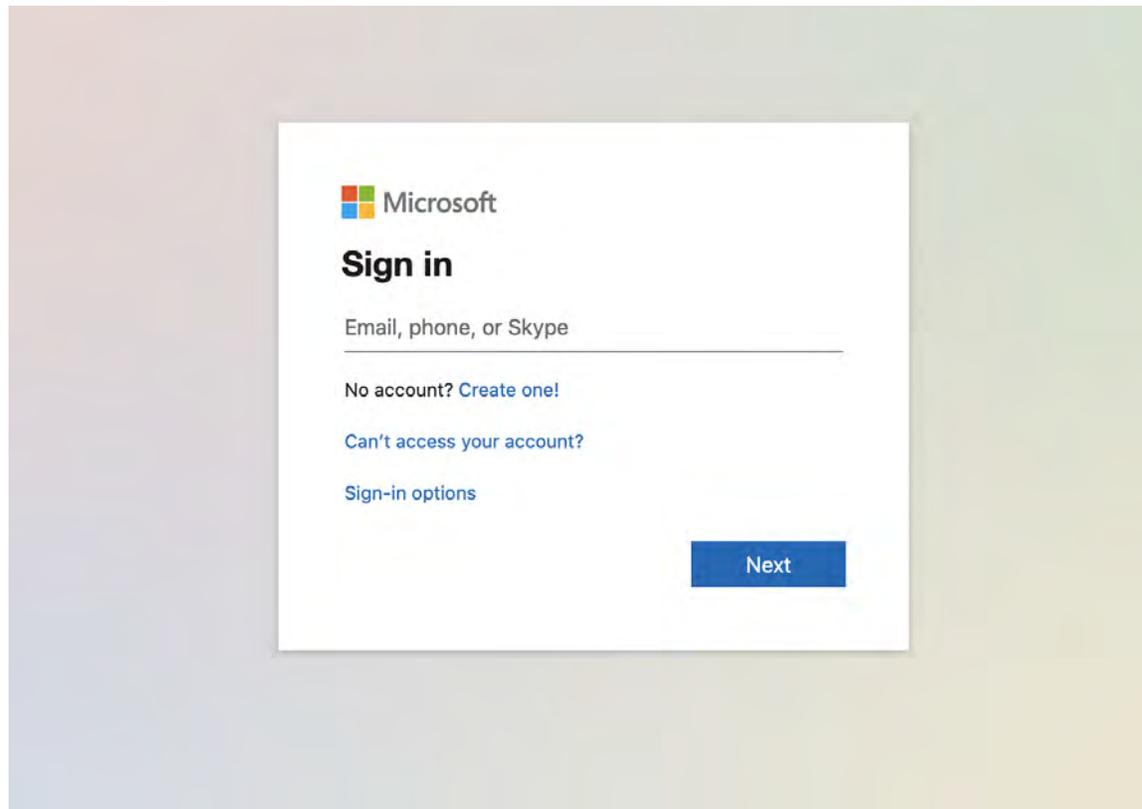
# Microsoft 365

Asignación de licencias a los usuarios finales.

https://portal.office.com

## Añadiendo usuarios

Inicie sesión en el portal de Office 365 usando las credenciales del correo



# Añadiendo usuarios

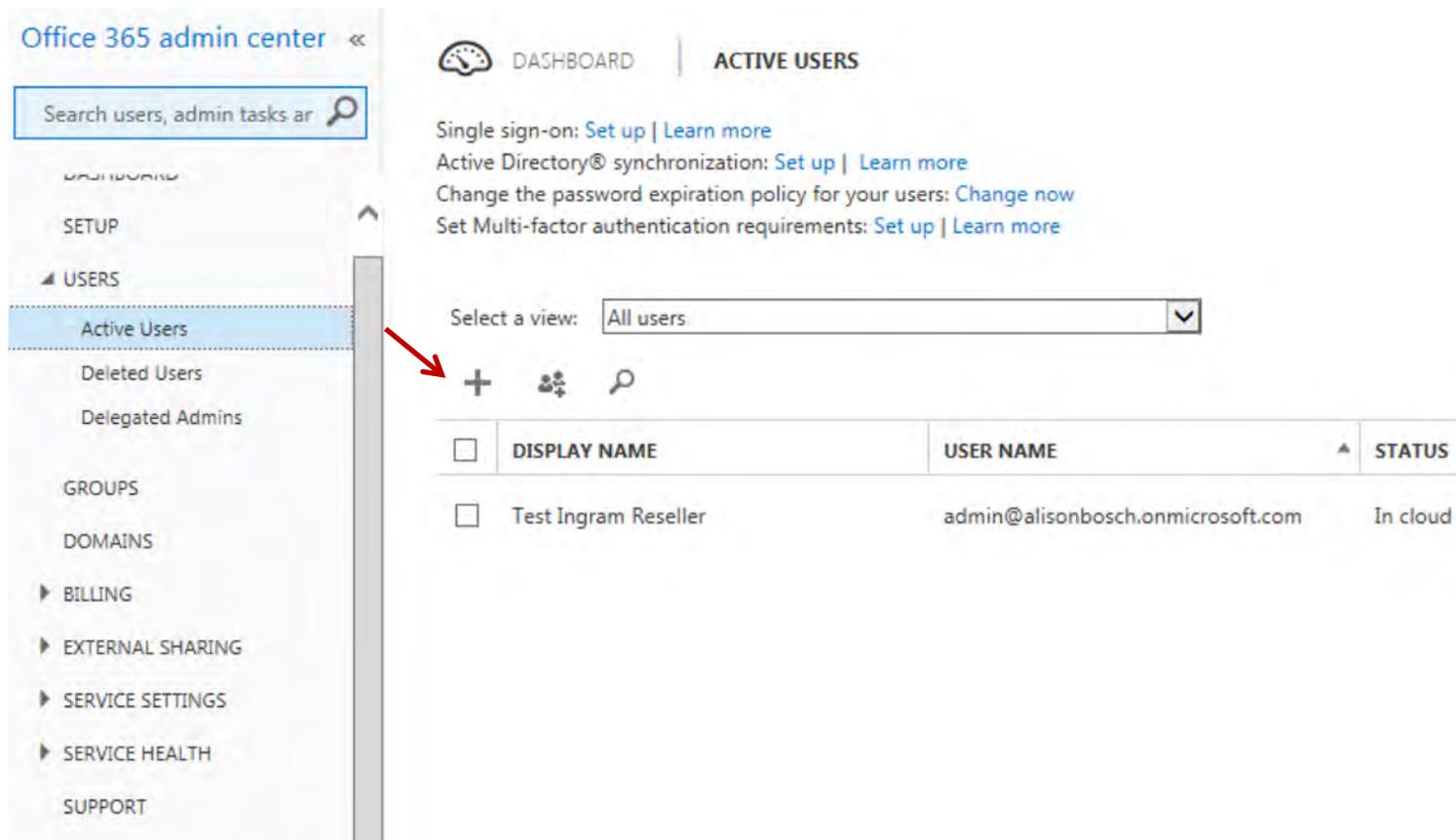
## Seleccione Usuarios Activos

The screenshot shows the Office 365 Admin Center interface. On the left, the navigation pane is open, and 'Active Users' is selected under the 'USERS' category, indicated by a red arrow. The main content area shows the 'ACTIVE USERS' dashboard. At the top, there are links for 'Single sign-on: Set up | Learn more', 'Active Directory® synchronization: Set up | Learn more', 'Change the password expiration policy for your users: Change now', and 'Set Multi-factor authentication requirements: Set up | Learn more'. Below these links is a 'Select a view:' dropdown menu set to 'All users'. There are also icons for adding (+), deleting (trash), and searching (magnifying glass). A table below displays the list of active users.

<input type="checkbox"/>	DISPLAY NAME	USER NAME	STATUS
<input type="checkbox"/>	Test Ingram Reseller	admin@alisonbosch.onmicrosoft.com	In cloud

# Añadiendo usuarios

Seleccione el signo de mas para asignar una licencia a un nuevo usuario



Office 365 admin center <<

SEARCH users, admin tasks ar

SETUP

USERS

- Active Users
- Deleted Users
- Delegated Admins

GROUPS

DOMAINS

BILLING

EXTERNAL SHARING

SERVICE SETTINGS

SERVICE HEALTH

SUPPORT

DASHBOARD | ACTIVE USERS

Single sign-on: [Set up](#) | [Learn more](#)  
Active Directory® synchronization: [Set up](#) | [Learn more](#)  
Change the password expiration policy for your users: [Change now](#)  
Set Multi-factor authentication requirements: [Set up](#) | [Learn more](#)

Select a view: All users

+ 👤 🔍

<input type="checkbox"/>	DISPLAY NAME	USER NAME	STATUS
<input type="checkbox"/>	Test Ingram Reseller	admin@alisonbosch.onmicrosoft.com	In cloud

# Añadiendo usuarios

## Crear una nueva cuenta de usuario

Añadir el nombre del usuario que utilizará el servicio

Un mail será enviado de manera automática a la dirección de correo especificada

create new user account

First name:  Last name:

\* Display name:

\* User name:  @ alisonbosch.onmicro

**Auto-generated password** | [Type password](#)

Temporary password will be displayed in the next page

\* Email password to the following recipients

Select license(s) for this user:  
Office 365 Business license will be assigned to this user.

Email password to up to five recipients. Enter the email addresses separated by semicolons.

# El usuario recibirá un mail de notificación con el nombre de usuario y contraseña temporal para acceder al portal

## Microsoft

A user account has been created or modified

You can now distribute this information to your user

The following list contains temporary passwords for newly created or modified user accounts.

Please note:

- When distributing IDs and passwords to individual users, be sure to do so in a safe and secure manner.
- Temporary passwords are valid for 90 days

**User Name:** johnsmithJM@alisonbosch.onmicrosoft.com

**Temporary Password:** Doco0579

Once your end users have successfully signed in with their temporary passwords, they can create new passwords by following the instructions on the sign in page.

Go to the sign-in page, <https://portal.office.com>

Prohibida su reproducción total o parcial sin previa autorización de InterHAND S. A.

# Se le pedirá al usuario que cree una nueva contraseña

Office 365

Update password

You must update your password because this is the first time that you've signed in or your password has expired.

User ID:  
johnsmithIM@alisonbosch.onmicrosoft.com

\* Old password:

\* New password:

\* Confirm new password:

Save

# Se le dará el acceso a la instalación

Let's make a difference today.

## Install Office on your PC



Word



Excel



PowerPoint



Outlook



OneNote

Install now

Language: English

[Change language](#)

Got a Mac? Sign in there to install the latest version of Office for Mac.  
Or a smartphone or iPad? [Set up mobile apps](#)

## Collaborate with Office Online



OneDrive



Word Online



Excel Online



PowerPoint Online



OneNote Online

www. **ih** .cr

