

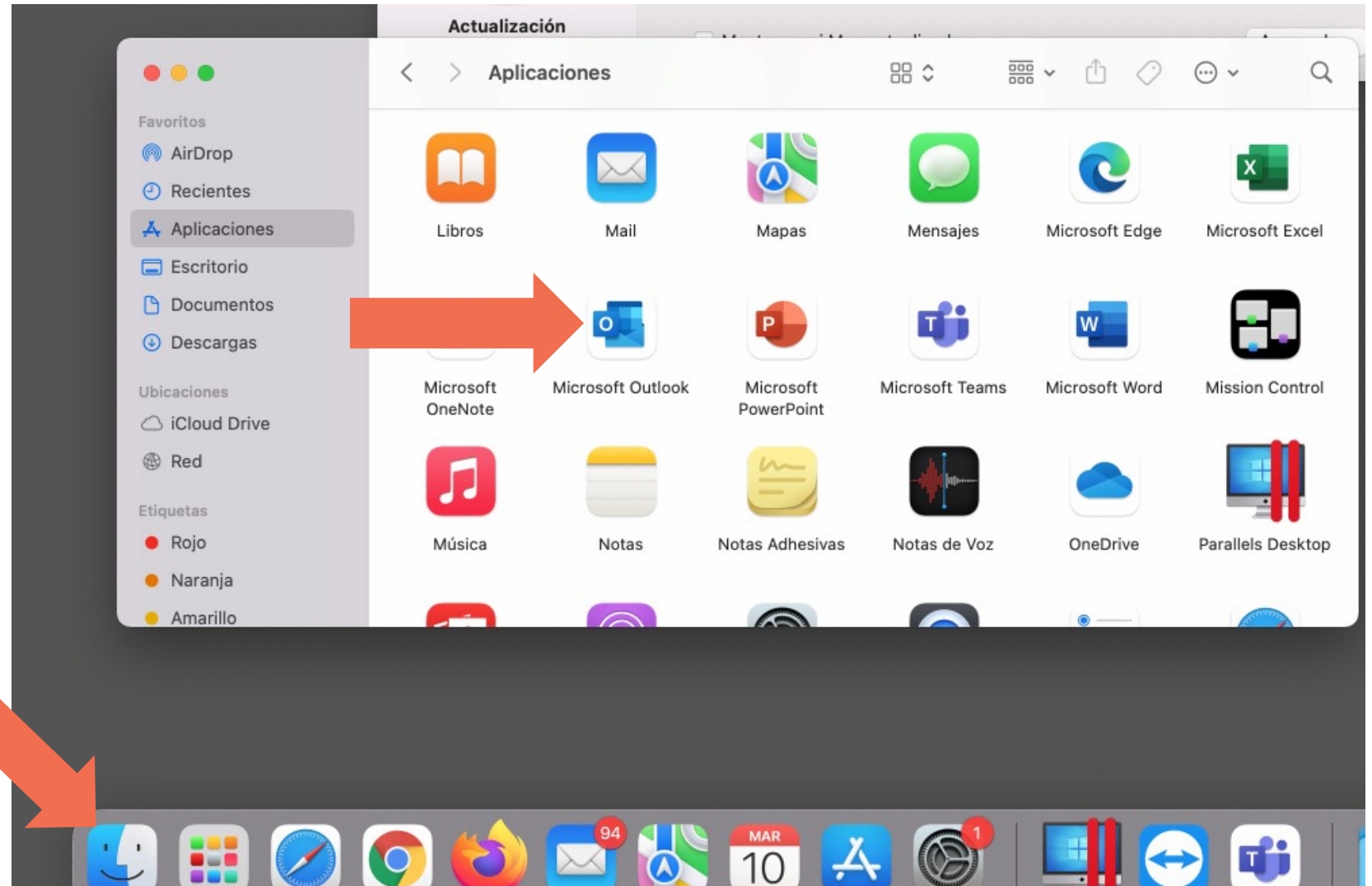


Manual de configuración nuevo dominio

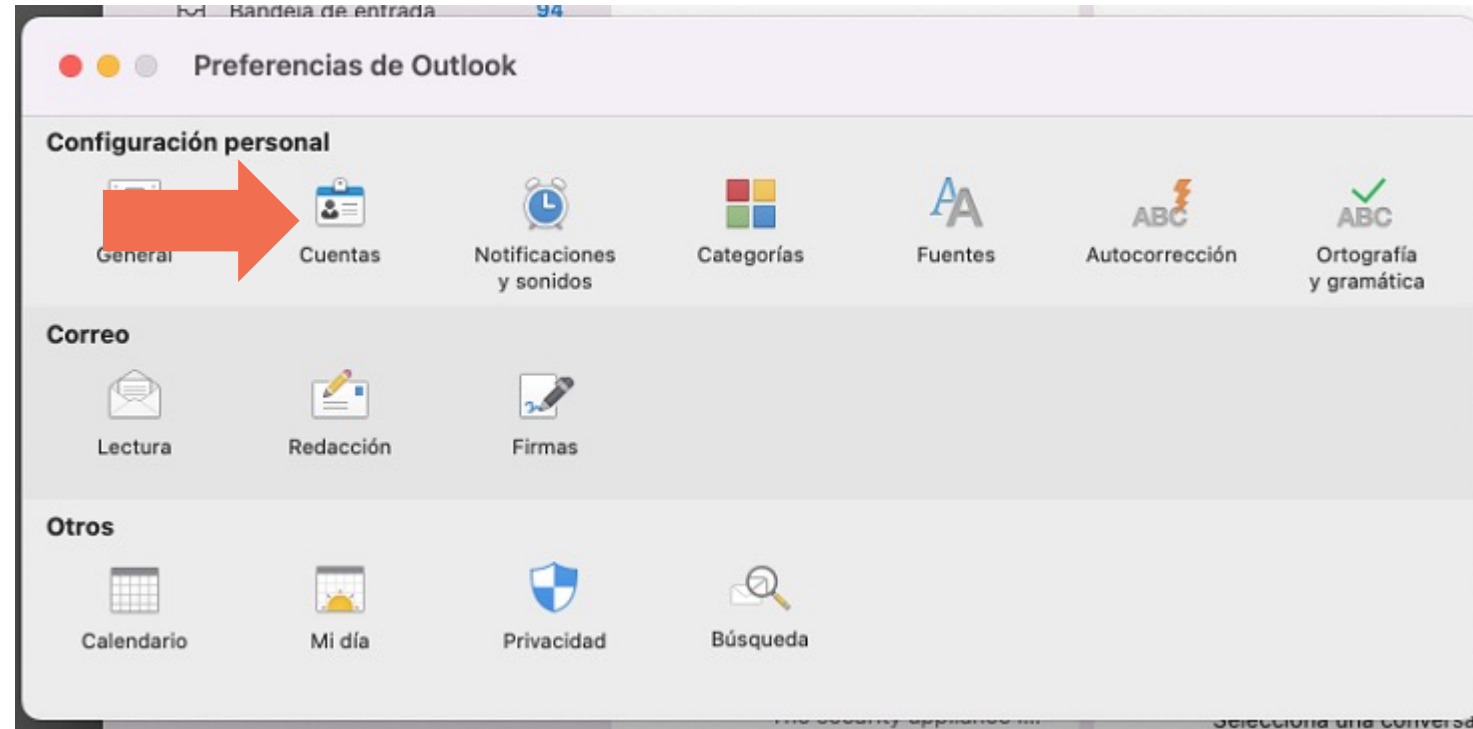
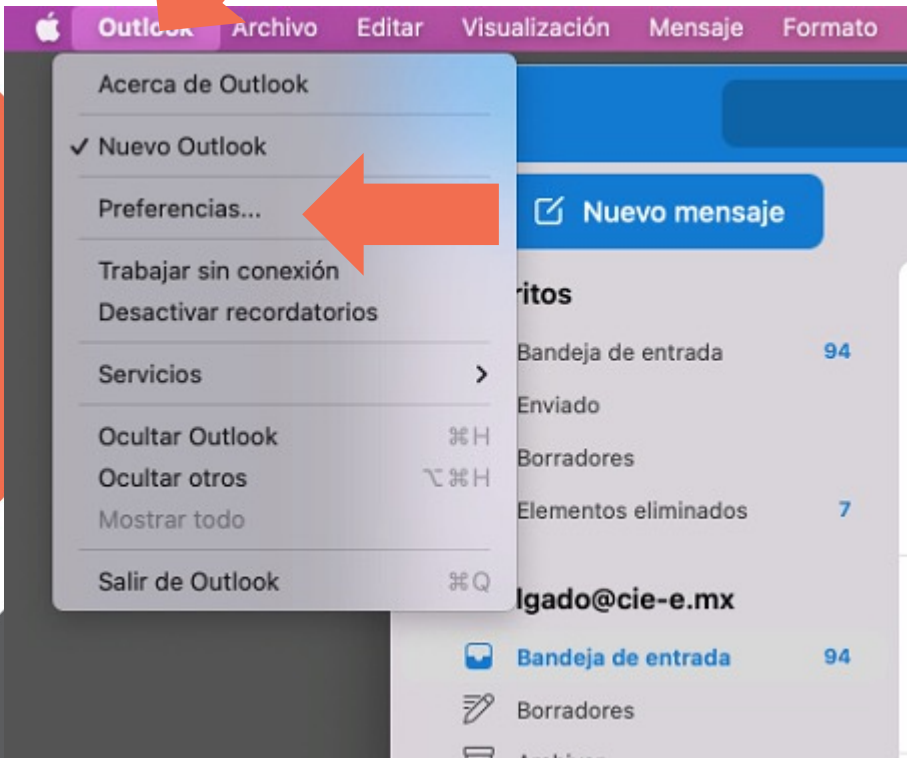
Versión para Mac

Con este manual aprenderás paso a paso, cómo configurar el cambio de tu cuenta de correo al nuevo dominio: @OCESA.co

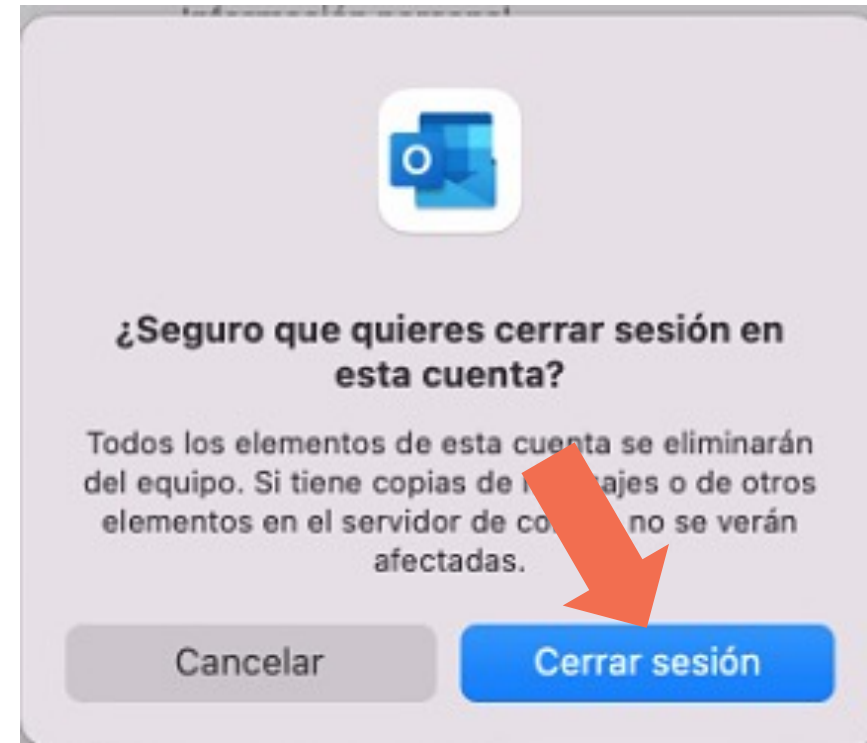
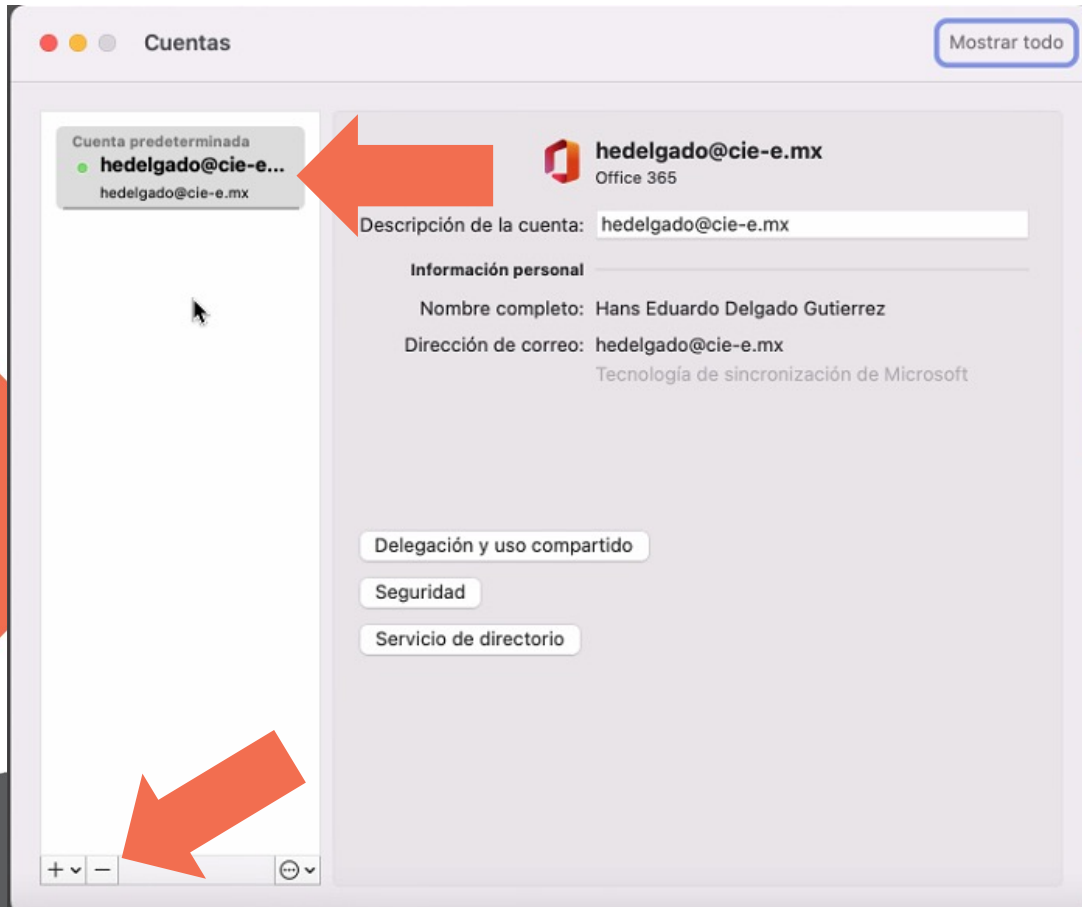
ABRE FINDER Y UBICA
MICROSOFT OUTLOOK
DENTRO DEL MENÚ DE
APLICACIONES

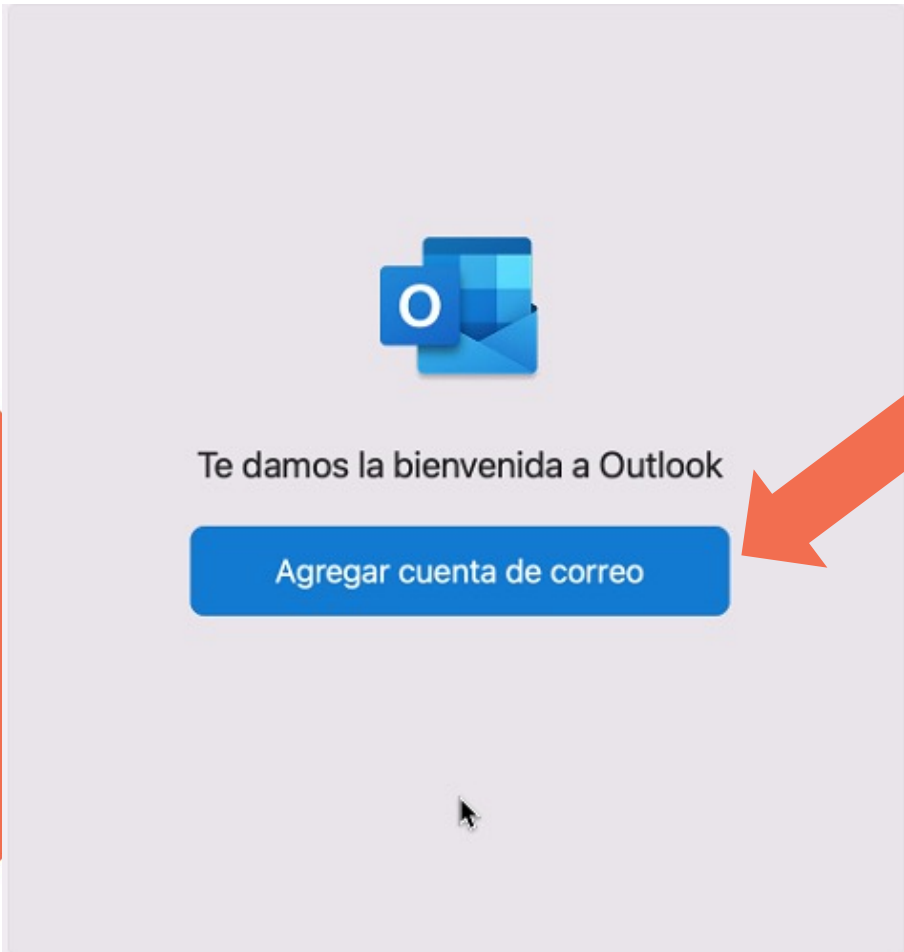


DA CLIC EN OUTLOOK,
LUEGO EN PREFERENCIAS,
Y FINALMENTE EN CUENTAS

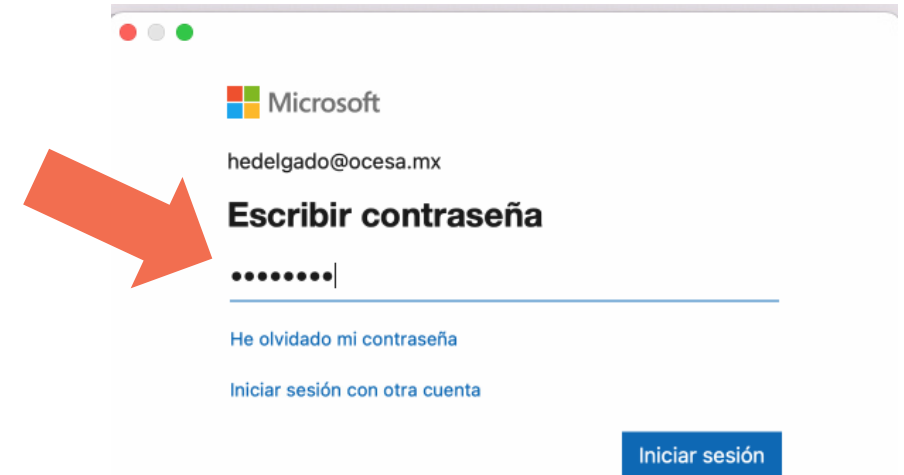
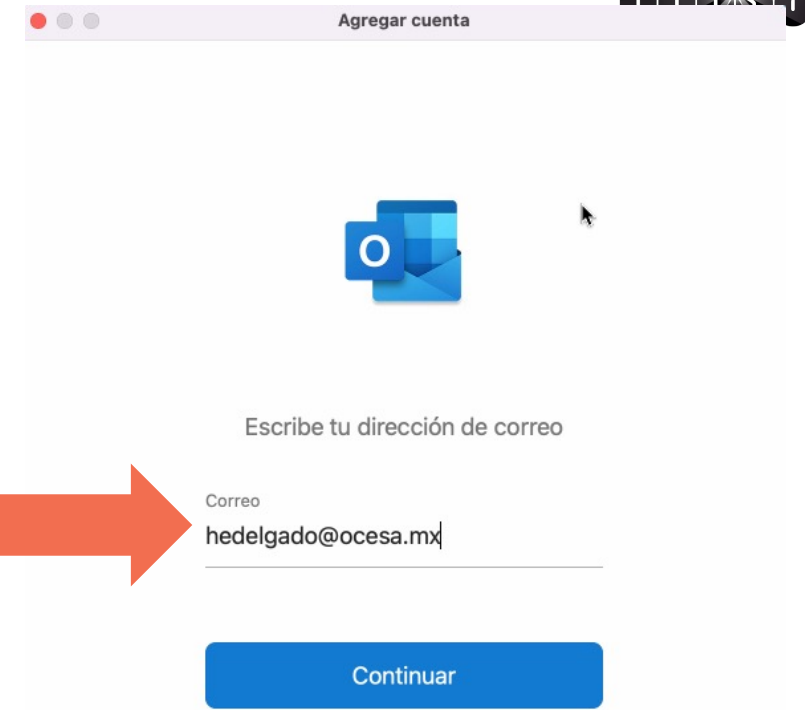


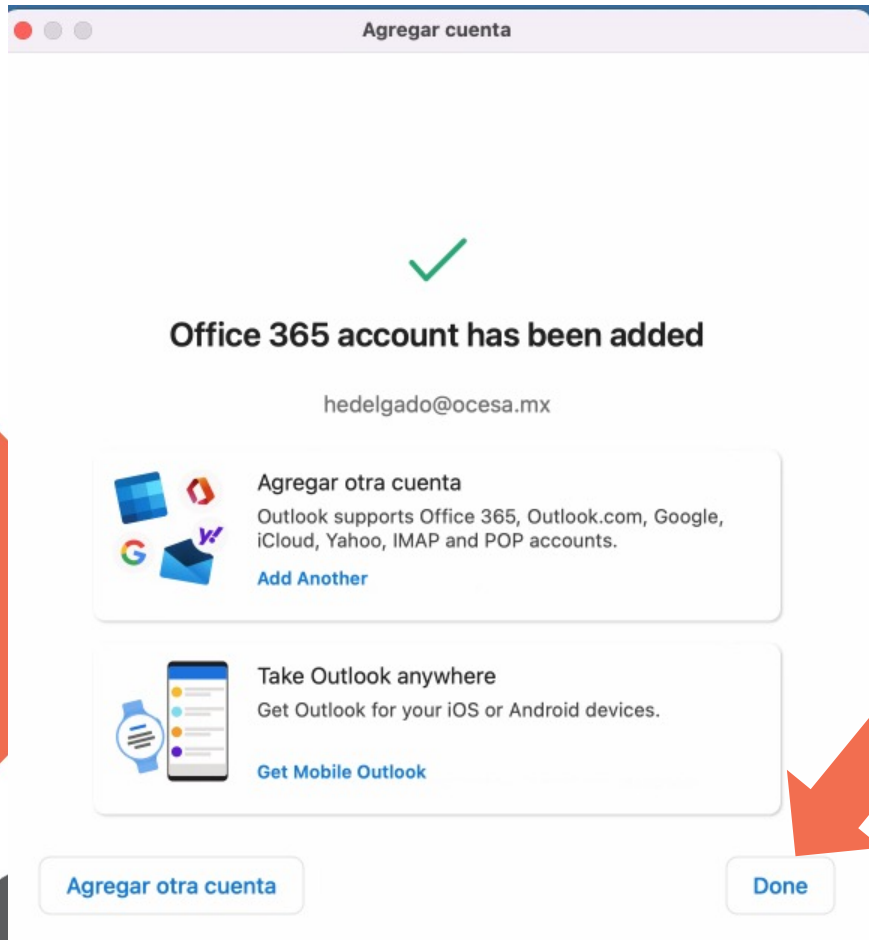
SELECCIONA TU CUENTA, DA CLIC EN EL BOTÓN “ - ” Y POSTERIORMENTE DA CLIC EN CERRAR SESIÓN.



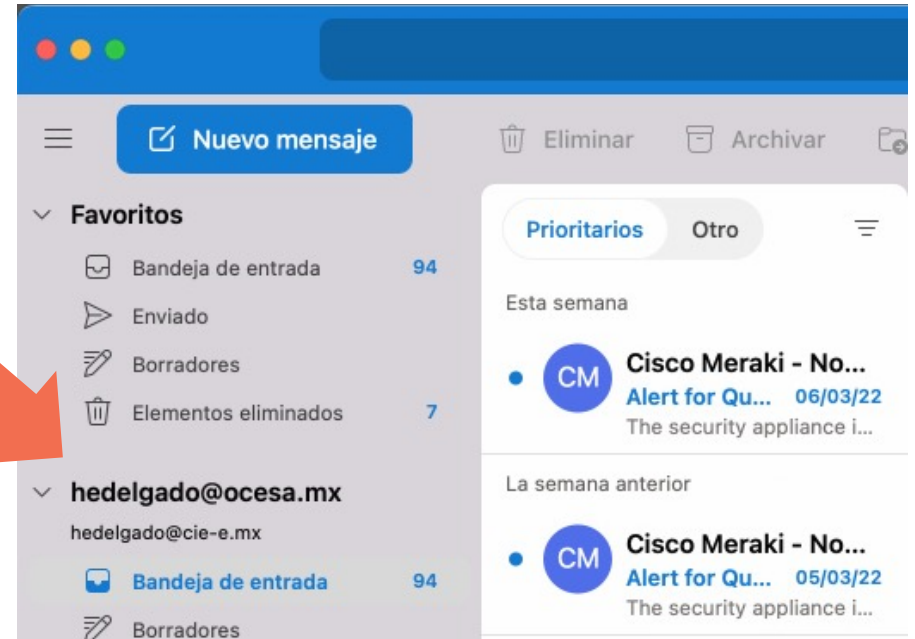
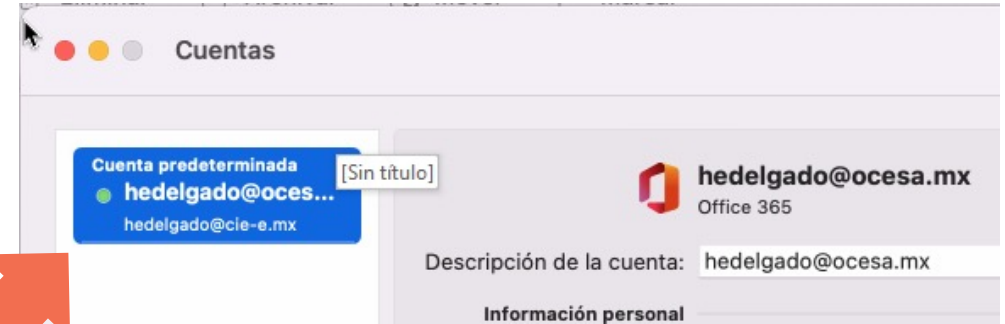


DA CLIC EN
AGREGAR CUENTA,
INGRESA TU
DIRECCIÓN DE
CORREO CON EL
NUEVO DOMINIO
@OCESA.CO Y
DIGITA TU
CONTRASEÑA





DA CLIC EN
DONE Y
VALIDA QUE TU
CUENTA
CAMBIÓ AL
NUEVO
DOMINIO



CONFIGURACIÓN DE TEAMS

DA CLIC EN TUS INICIALES Y CIERRA SESIÓN



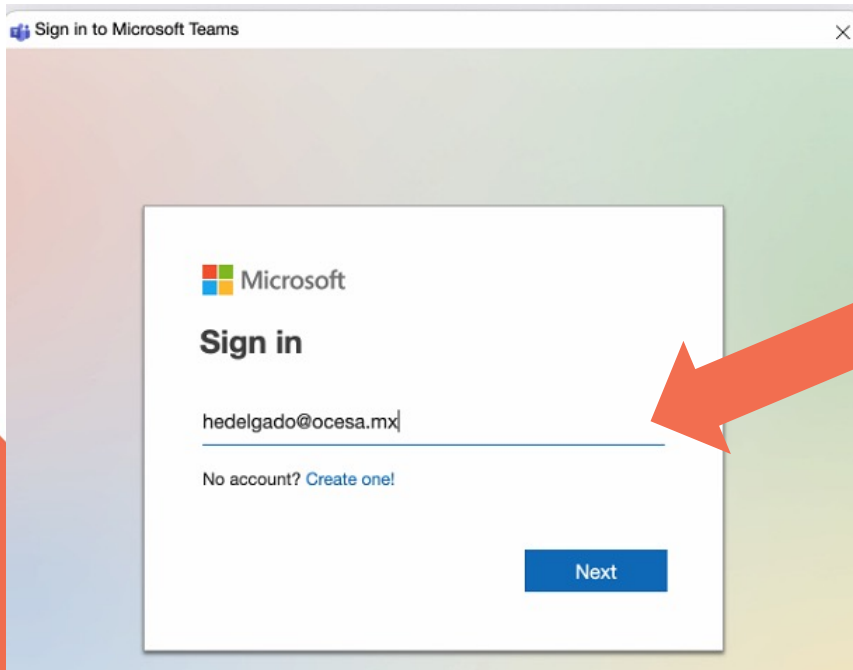
The screenshot shows the profile menu in Microsoft Teams. At the top right, there is a small circular profile picture with the initials 'HG'. Below it, the name 'Hans Eduardo Delgado Gutierrez' and email 'hedelgado@cie-e.mx' are displayed. The status is 'Available' with a green checkmark and a 'Set status message' link. Below this are options: 'Saved', 'Manage account', and 'Add personal account'. At the bottom, the 'Sign out' option is highlighted with a red arrow pointing to it from the left.

The screenshot shows the Microsoft Teams welcome screen. At the top left is the Microsoft logo. Below it is an illustration of two people, a man and a woman, interacting with documents and a calendar. The text reads: 'Welcome to Microsoft Teams!', 'Collaborate with your coworkers or coordinate with your social groups in one app.', and 'Continue as'. Below this is a box containing the user's name 'Hans Eduardo Delgado Gutierrez' and email 'hedelgado@cie-e.mx'. At the bottom, there is a red instruction box that says 'DA CLIC EN USAR OTRA CUENTA O USE ANOTHER ACCOUNT OR SIGN UP'. A red arrow points from this box to the 'Use another account or sign up' link at the bottom of the screen.

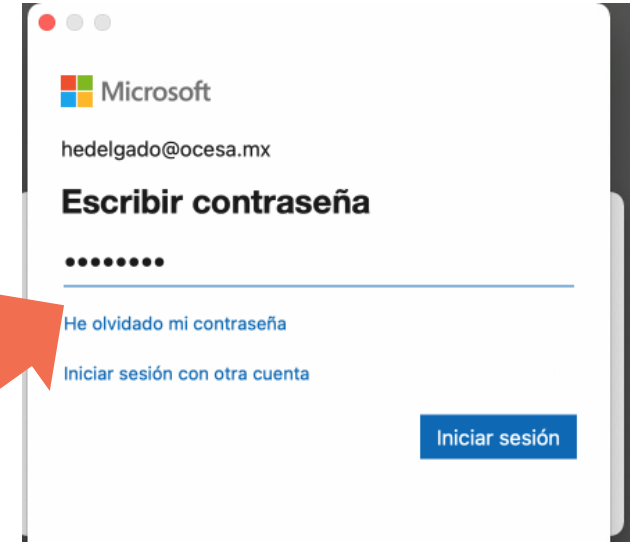
DA CLIC EN USAR OTRA CUENTA O USE ANOTHER ACCOUNT OR SIGN UP



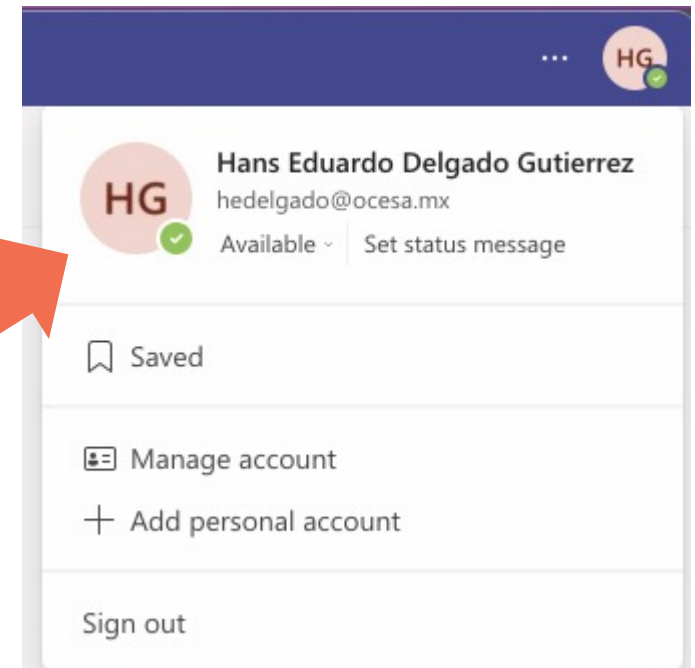
[Use another account or sign up](#)



INGRESA TU DIRECCIÓN DE CORREO CON EL DOMINIO @OCESA.CO Y DA CLIC EN SIGUIENTE, POSTERIORMENTE DIGITA TU CONTRASEÑA

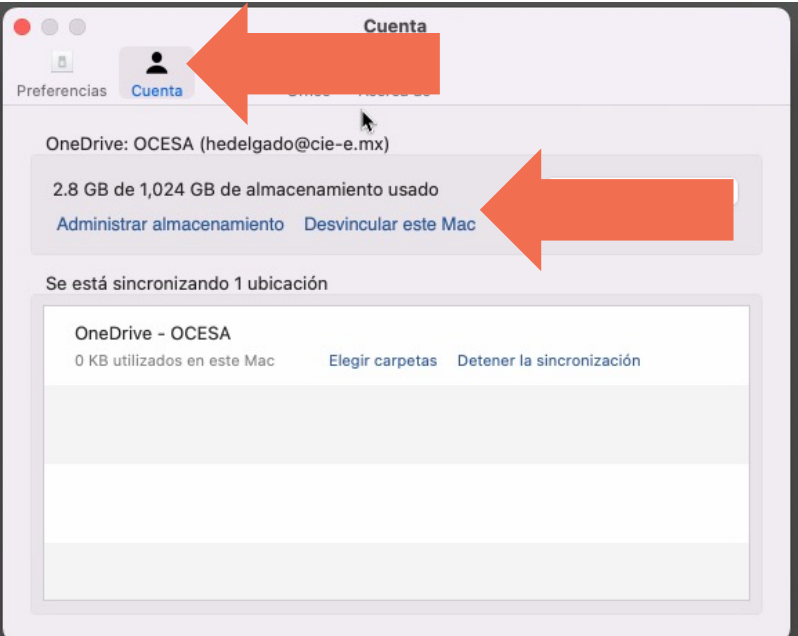
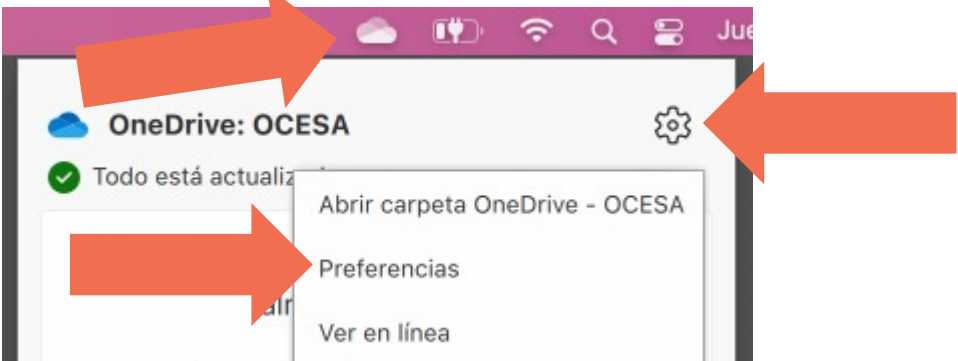


DA CLIC EN LAS INICIALES DE TU CUENTA Y VALIDA QUE EL DOMINIO CAMBIÓ

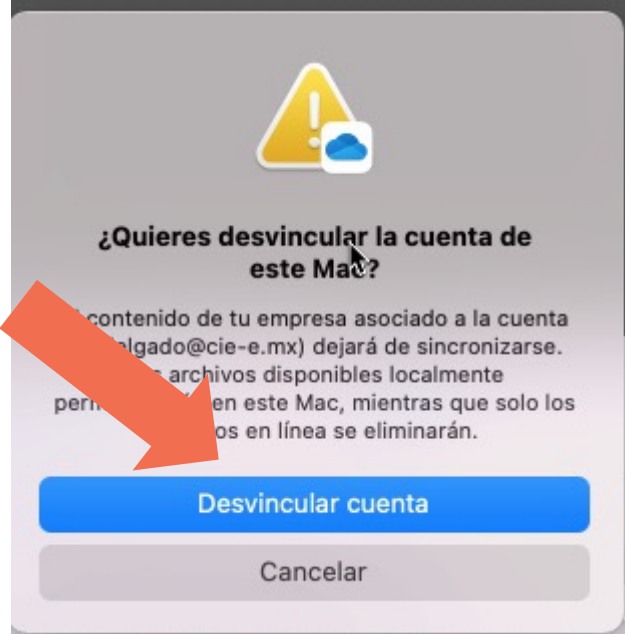


CONFIGURACIÓN DE ONEDRIVE

DA CLIC EN EL ÍCONO DE ONEDRIVE, UBICA EL ENGRANE Y DA CLIC EN PREFERENCIAS



DA CLIC EN CUENTA, DESVINCULAR CUENTA Y CONFIRMA



INGRESA TU DIRECCIÓN DE
CORREO ELECTRÓNICO
CON EL NUEVO DOMINIO
@OCESA.CO Y DA CLIC EN
INICIAR SESIÓN

