



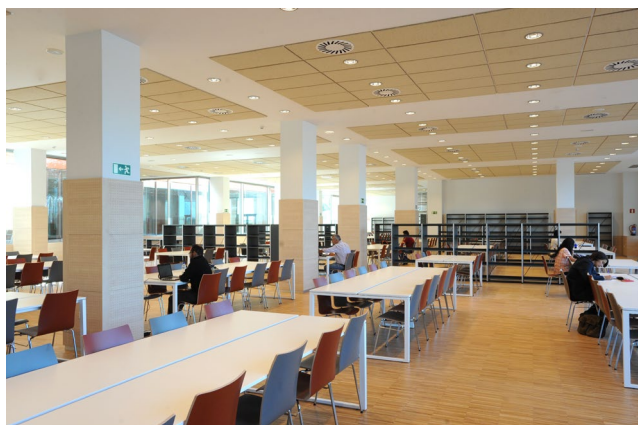
EXCHANGE STUDENT GUIDE

2025-2026

Faculty of Humanities and Social Sciences

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GENERAL INFORMATION

Since opening over one hundred years ago, the Faculty of Humanities and Social Sciences has been committed to diverse and humanist vocation, combined with our dedication to educating talented men and women, able to join those whose intentions are to cultivate the thoughts and skills necessary to improve well-being/humanity.

Degrees offered by the faculty:

- Philosophy
- Psychology
- Criminology
- Social Work
- Translation and Interpreting
- International Relations
- Education
- Global Communication

Useful Contacts for your time at Comillas:

Vice Dean of International and Institutional Relations:

Rafael Jódar Anchía

Email: internacional.chs@comillas.edu

Tel.: +34 91 734 39 50

International Relations Coordinator:

Patricia Vázquez Rodríguez

Email: internacional.chs@comillas.edu

Phone: +34 91 542 61 27

Tutor:

Ana Trujillo

Email: ana.trujillo@comillas.edu

Phone: +34 91 542 28 00

LOCATION

The Faculty of Human and Social Sciences is located in the Cantoblanco campus, just north of central Madrid.


Cantoblanco Campus Address: <https://goo.gl/maps/ThDmrGacACF2>

3-5, Universidad de Comillas St.

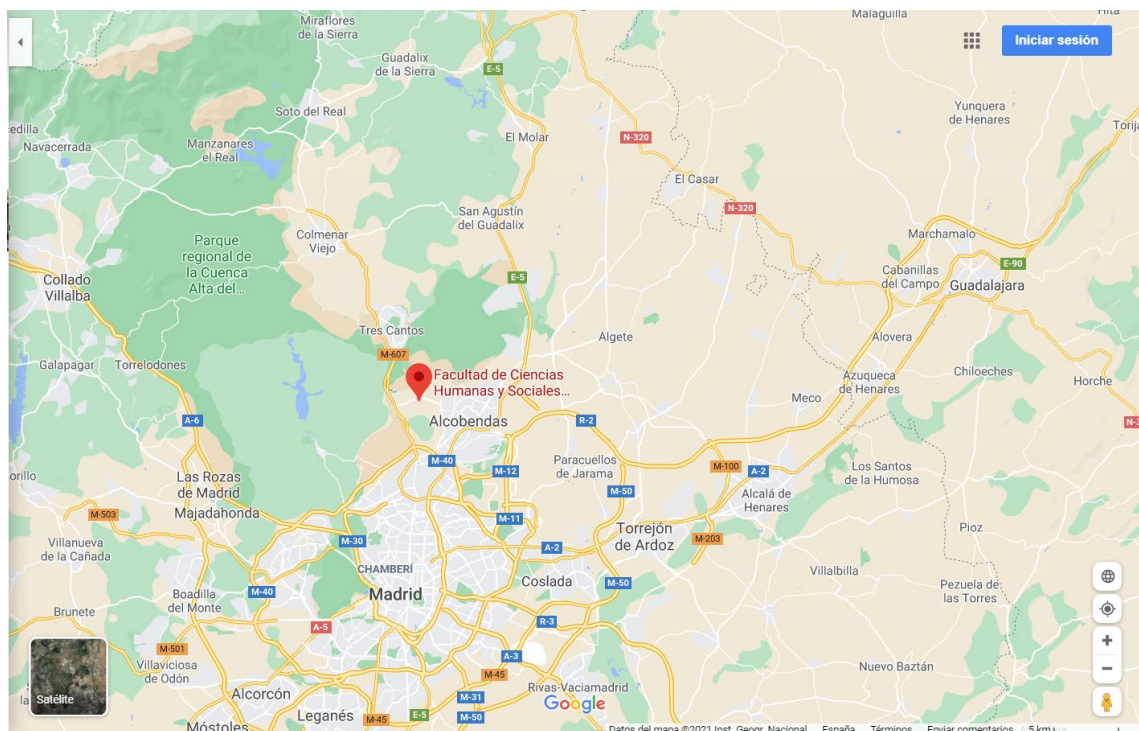
28049, Madrid

Phone: +34 91 734 39 50 Telefax: +34 91 734 45 70

HOW TO GET TO THE CANTOBLANCO CAMPUS:

You have to get the commuter train  – from one of the main stations (Atocha, Sol, Nuevos Ministerios, Chamartín). You can take the suburban train from Chamartín (this is the last stop the train makes in central Madrid before heading north towards Alcobendas). First, you need to get to Chamartín via the Metro, using line 10 or line 1. If you are travelling from another main station, get a metro and then make your way to the Cercanías platforms within the stations. Take a line C-4 train towards “Alcobendas –San Sebastián de los Reyes”. You must get off at “UNIVERSIDAD PONTIFICIA COMILLAS” train station, NOT Cantoblanco as this is for another university. Then, you will cross a bridge over a highway that takes you directly to our campus. My office is in the orange building (Building B) in room 103.

Location: <https://goo.gl/maps/ThDmrGacACF2>



CAMPUS TOUR

ACCESSIBILITY

- Access ramp to buildings
- Reserved parking
- Adapted toilets in the teaching buildings
- Access ramp to the classrooms
- Stair lifts to the IT room

THINGS YOU SHOULD BEAR IN MIND WHEN MOVING TO MADRID

- Never carry your actual ID or Passport with you, a copy is sufficient.
- Take care of your purse or wallet when you're in the metro and walking through crowded areas.
- Don't carry too much money on you, just what you need for the day.
- If your ID or Passport is stolen, the first thing you have to do is go to the nearest police station and report it. You'll need to take a copy of the incident report to your country's embassy in Madrid, in order to re-apply for the ID/Passport that was stolen.
- If your credit/debit card has been stolen, you should call your card company as soon as possible to cancel your card.

Numbers you should call when your credit/debit card is lost or stolen:

- American Express: **+34 91 572 03 03**
- Dinner's: **+34 91 547 40 00**
- Caja Madrid: **+34 91 519 38 00**
- Sistema 6000: **+34 91 355 30 00**
- 4B: **+34 91 726 00 00**
- Visa: **+34 91 519 21 00**
- Eurocard-MasterCard: **+34 91 519 21 00**

VISA AND MEDICAL INSURANCE

All students with passports from countries outside the EU must be in possession of the appropriate visa for their period of stay, as well as health insurance covering both health care and civil liability.

Once the student has been nominated, we will send your coordinator a letter of acceptance (students with passports from NON-EU countries) so that they can apply for a VISA at your nearest consulate. It is important that you inform yourself about the documentation that you will have to present through the web pages. The documentation that is usually requested is the following:

- Valid passport
- Recent photography

- Health insurance for the period
- Completion of the visa application form and payment of fees
- Proof of accommodation (the university in the acceptance letter indicates that it will help students find accommodation)
- Documentation to verify that you have enough income to live on.
- And the letter of acceptance from the University

More information about the Visa can be found in English in the following link at Comillas web page:

<https://www.citylifemadrid.com/apply-for-spanish-student-visa/>

Health insurance is essential to officially be register at the University. Comillas does not oblige students to have specific medical insurance, we will only verify that the student's insurance covers him/her for the period of his/her stay in Spain, in terms of health, civil responsibility and repatriation.

Here there are some links to Health insurance companies that cover the student's health, repatriation, etc. needs.

<https://swisscare.com/es/country/espana>

<https://www.seguroenlinea.es/seguro-medico-para-estudiantes-extranjeros/>

<https://www.sanitasexpat.com/sanitas-international-students/>

<https://www.allianzcare.com/en/personal-international-health-insurance/who-we-help/students.html>

<https://universitasmundi.com/en/>

<https://www.nuevamuas sanitaria.es/universidad-comillas/>

FalkenhagenA@agente.segurcaixaadeslas.es; Miseguro.en.espana@gmail.com

Students with passports from countries from the EU they will only need their official ID or passport and the Card of the European Health insurance. Due that this health insurance doesn't cover civil liability and repatriation the students must have it and present it before they are officially register at Comillas.

HOW TO OPEN A BANK ACCOUNT

You should go to: **Oficina Universitaria - BANCO SANTANDER**

35, Alberto Aguilera St., next to the Alberto Aguilera Campus.

You need your Passport or Identification Card and your acceptance letter from Comillas that has been sent to you.

HOUSING/ACCOMODATION

Since the University does not have its own Halls of Residence, Comillas attempts to help the students in their search for accommodation through the following options that you can see in this webpage:

<https://www.comillas.edu/en/alojamiento/>

1. The following companies collaborate with Universidad Pontificia Comillas to provide all services associated with accommodations:

- **Students Global Relocation (SGR), Lodgerin**

Calle Justiniano 12, 28004 Madrid

Teléfono: +34919912371

info@lodgerin.com

www.lodgerin.com

For Comillas students, a discount of 50%, of the service requested, will be given using the code UPCOMILLAS

- **Aluni.Net**

<https://www.aluni.net/es/>

E-mail: info@aluni.net

Telephone number: (+34) 91 543 20 31

Postal Address: calle Hilarión Eslava nº 12

For Comillas students will be given a discount of 20% of the service requested, using the code provided by the company.

- **MadridEasy**

<https://www.madrideasy.com>

E-mail: info@madrideasy.com

Telephone number: (+34) 609448304

Postal Address: Cuesta de Santo Domingo, 4 – Local derecho

For Comillas students, a discount of 50%, of the service requested, will be given using the code COMILLAS50

- **Innfamily.com**

<https://www.innfamily.com>

E-mail: info@innfamily.com

Telephone number: (+34) 629 730 993

Postal Address: Calle General Oraá 29, 1º dcha.

For Comillas students will be given a discount of 30% of the service requested, using the code provided by the company.

- **Inn MICAMPUS Living**
<https://micampusresidencias.com>
 E-mail: oa@micampusliving.com
- **Sdf Spotahome**
www.spotahome.com
 E-mail: mariaordovas@spotahome.com

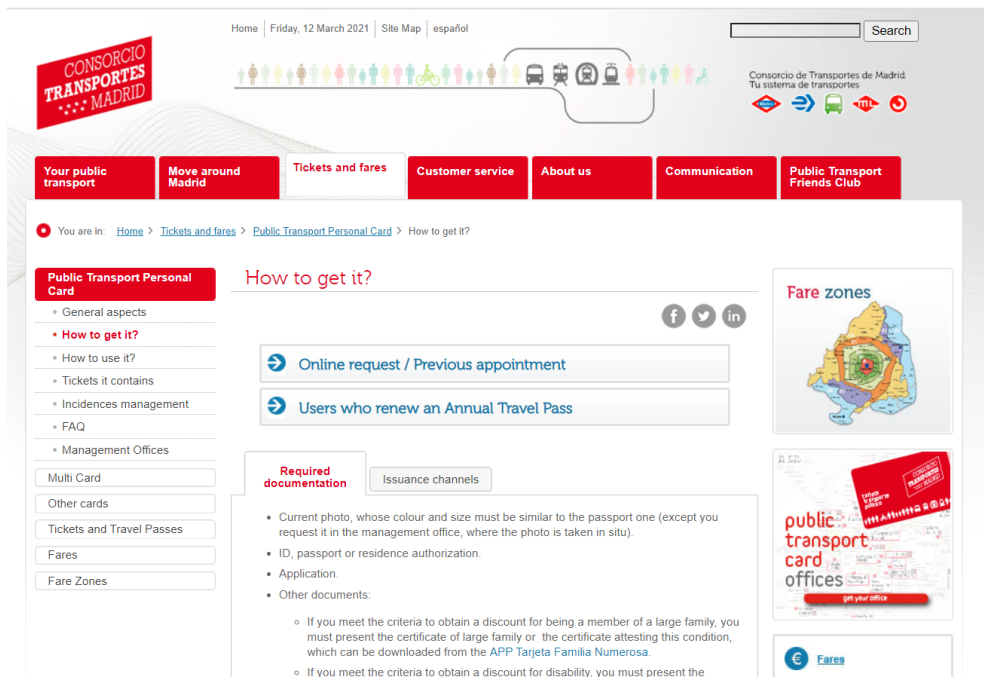
- Through **ERASMUSPLAY**, an online accommodation comparator for students, which brings together in a single website a wide range of rooms, apartments and shares apartments.

<https://erasmusplay.com/es/>
 E-mail: communication@erasmusplay.com

TRANSPORTATION IN MADRID

The best way to move around Madrid is by public transportation (metro, bus or suburban train). Useful information can be found at the following link: <https://www.crtm.es/>.

You can request online an appointment to get your monthly transportation pass - this pass costs € 20 per month and you can travel on all public transport (bus, metro and train) in Madrid for a full month. It is important that you do so as soon as possible so you can start using your pass as soon as possible <https://www.crtm.es/billetes-y-tarifas/tarjeta-transporte-publico/como-obtenerla.aspx?lang=en>



The screenshot shows the website of the Consorcio de Transportes de Madrid. The main navigation bar includes links for 'Your public transport', 'Move around Madrid', 'Tickets and fares', 'Customer service', 'About us', 'Communication', and 'Public Transport Friends Club'. The 'Tickets and fares' section is active, showing a breadcrumb trail: 'Home > Tickets and fares > Public Transport Personal Card > How to get it?'. The 'Public Transport Personal Card' section has a sidebar with links: 'General aspects', 'How to get it?' (highlighted), 'How to use it?', 'Tickets it contains', 'Incidents management', 'FAQ', 'Management Offices', 'Multi Card', 'Other cards', 'Tickets and Travel Passes', 'Fares', and 'Fare Zones'. The main content area, titled 'How to get it?', lists two options: 'Online request / Previous appointment' and 'Users who renew an Annual Travel Pass'. Below this, a 'Required documentation' section lists: 'Current photo, whose colour and size must be similar to the passport one (except you request it in the management office, where the photo is taken in situ)', 'ID, passport or residence authorization', 'Application', and 'Other documents:'. The 'Other documents' list includes: 'If you meet the criteria to obtain a discount for being a member of a large family, you must present the certificate of large family or the certificate attesting this condition, which can be downloaded from the APP Tarjeta Familia Numerosa', and 'If you meet the criteria to obtain a discount for disability, you must present the...'. On the right, there is a 'Fare zones' map and a 'public transport card offices' map.

The best way to get to our Cantoblanco campus, where your classes will take place, is to take the suburban train. These are called “Cercanías Trains”. In Madrid there are cheap monthly tickets. The price depends on the zone. For example, central Madrid is all in the A-zone. Cantoblanco is in the B1-zone. You first need to get your transportation card issued, which costs 4 euros. Next you can choose the monthly rate you want and pay accordingly. It is valid for 30 days only, so remember to top it up every 30 days since you first used it.

Map of the suburban trains <https://www.redtransporte.com/madrid/cercanias-renfe/plano.html>- The Comillas’ stop is UNIVERSIDAD P. COMILLAS.

You can find useful information on topics of general interest in this portal for the international community in Madrid

<https://www.citylifemadrid.com/>





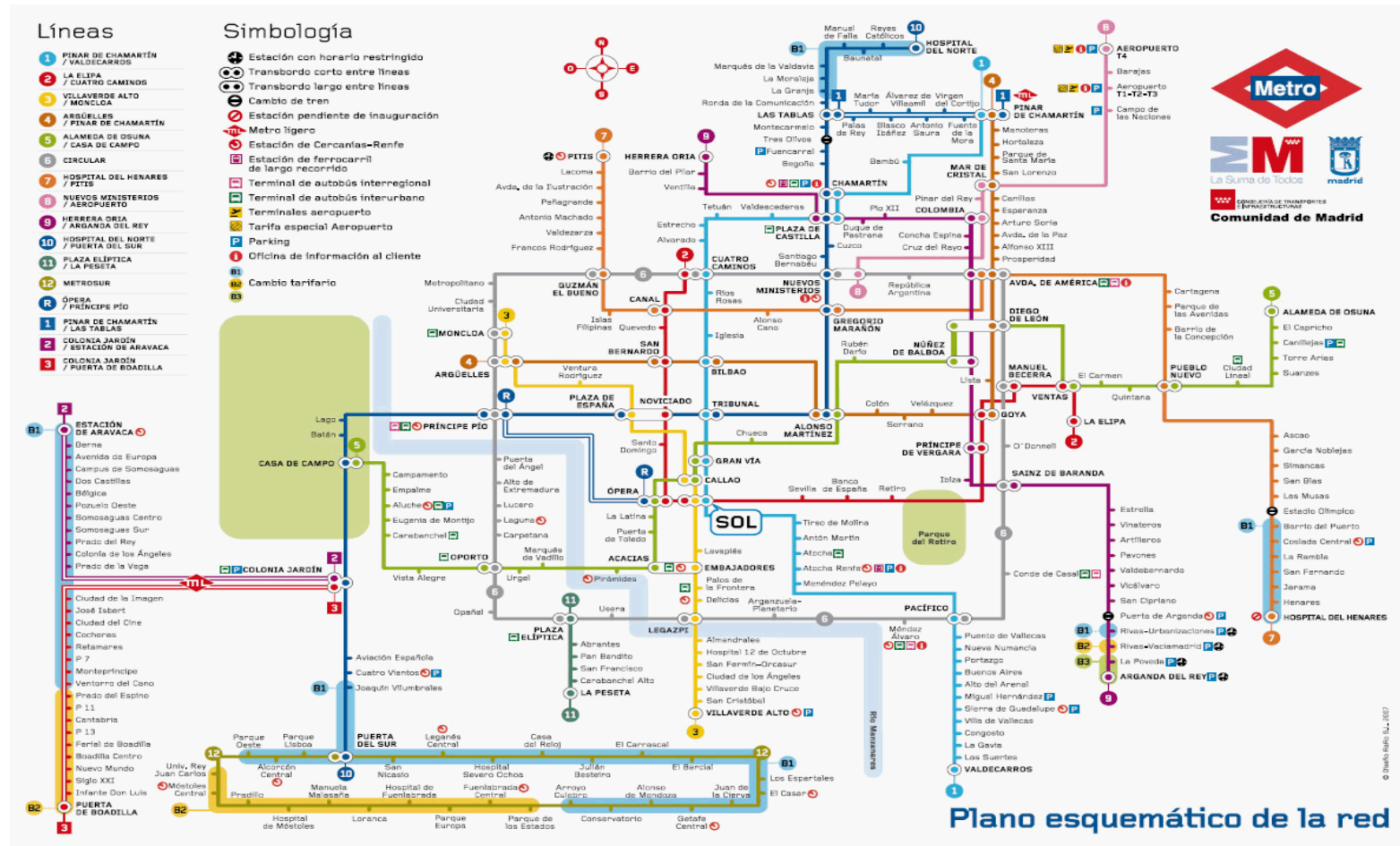
Líneas de Cercanías de Madrid

- C-2** Guadalajara - Alcalá
Atocha - Chamartín
- C-3** Aranjuez - Atocha - Chamartín
- C-3a** S. Martín de la Vega - Pinto
- C-4** Parla - Atocha - Chamartín
Cantoblanco - Alcobendas
Cantoblanco - Colmenar Viejo

- C-5** Móstoles El Soto - Atocha
Fuenlabrada - Humanes
- C-7** Alcalá de Henares - Atocha
Chamartín - P. Pío - Atocha
Chamartín
- C-8** Atocha - Chamartín
Villalba - El Escorial
Villalba - Cercedilla
- C-9** Cercedilla - Cotos
- C-10** Villalba - P. Pío
Atocha - Chamartín - Pitis

- Correspondencia
- Conexión con Metro
- Aparcamiento libre
- Aparcamiento de pago
- Estación de Autobuses
- Conexión con Metroligero

Map of the metro <https://www.metromadrid.es/es/viaja-en-metro/plano-de-metro-de-madrid>



ACADEMIC CALENDAR 25 26

2025

August						
L	M	X	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
L	M	X	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2026

December						
L	M	X	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
L	M	X	J	V	S	D
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
L	M	X	J	V	S	D
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
L	M	X	J	V	S	D
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
L	M	X	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
L	M	X	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Días festivos nacionales, autonómicos o locales			
01-nov	Todos los Santos	02-abr	Jueves Santo
10-nov	Traslado La Almudena	03-abr	Viernes Santo
06-dic	Constitución Española	01-may	Día del Trabajo
08-dic	Inmaculada Concepción	02-may	Día de la Comunidad de
25-dic	Natividad del Señor	15-may	San Isidro
01-ene	Año Nuevo	15-ago	Asunción de la Virgen
08-ene	Epifanía del Señor		

2025

28, 29 Aug.	Welcome days (detailed information will be sent by email)
29 Aug.	Guided walking tour of Madrid
1 Sept.	Classes begin. Semester-long "Spanish as a foreign Language" Course begins
1 Nov.	Holiday: All Saint's Day
10 Nov.	Regional holiday: "Nuestra Sra. de la Almudena"
6 Dec.	National holiday: Spanish Constitution Day
8 Dec.	National holiday: "Inmaculada Concepción"
9 - 22 Dec.	1st semester official exams period (contact with the Faculty for definitive shedule)
23 Dec.	Christmas holidays begin

2026

8, 9 Jan.	Welcome days (detailed information will be sent by email)
9 Jan.	Guided walking tour of Madrid
12 Jan.	2nd semester classes begin. Semester-long "Spanish as a foreign Language" Course begins
28 March	Easter holidays begin
7 April	Classes begin
27 April	2nd semester official exams period (until May 20th)
01-may	Holiday: Labour Day
02-may	Regional holiday. Community Day of the Madrid Autonomous Region
8 June	Extra exam session begins (until June 26th)

Orientation Days and Welcome Sessions for Exchange Students– 2024-2025 Academic Year

Every academic year we set up two orientation weeks, one in August for the students coming for the 1st semester and another one in January, for those arriving for the 2nd semester. These days are designed to provide you with general information about the University and the services that it offers. ATTENDANCE TO ORIENTATION IS COMPULSORY. We will inform the students about how the orientation sessions will unfold as the date approaches.

Fall semester – Orientation days and Welcome Sessions: August 28th and 29th

Spring semester – January 8th and 9th

UNIVERSITY SERVICES

- **Library**– We have libraries in all of our buildings – You can ask where they are located at the Information Desk. (At Cantoblanco, the library is on the ground floor of Building B)
- **International Relations Office**– <https://www.comillas.edu/servicio-de-relaciones-internacionales/>

The central office of International Relations is located in the main campus at 32 Alberto Aguilera St.

- **Sports / Comillas Bienestar** <https://www.comillas.edu/deportes/>

Alberto Aguilera Campus (next to the gym) Monday – Thursday: 8:45am to 14:00pm and 15:00h to 17:30pm Friday: 8:45am to 14:00pm +34 91 542 28 00 Ext: 2133	Cantoblanco Campus (Services office: Main building, across information desk) Thursday: 10:30am to 14:00pm and 15:00pm to 15:50pm +34 91 542 28 00 Ext: 2619
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- **Cultural Activities: Actividades Culturales/Comillas Arte**
<https://www.comillas.edu/comillas-arte/>

Alberto Aguilera Campus, 23. Offices OD-417, OD-418, OD-419 y OD-420 Phone: +34 91 542 28 00 Ext.: 2459, 2460, and 2910 Monday - Thursday: 9:00am to 13:30pm and 16:00pm to 18:00om Friday: 9:00am to 14:00pm	Cantoblanco Campus , Faculties building. Services Office, Ground floor Phone: +34 91 734 39 50 Ext.: 2619 Monday: 9:00am to 14:00pm and 15:30ppm to 17:30pm
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- Pastoral Care/ Comillas Espiritualidad <https://www.comillas.edu/espiritualidad/>

Alberto Aguilera Campus, 25. Office 115, 1st Floor. Phone: +34 91 542 28 00. Ext: 2389. Student services: Monday: 16:30pm to 18:30pm Wednesday: 8:00am to 10:00am	Campus Cantoblanco Pastoral room. (across from the Information desk) Phone: +34 91 734 39 50. Ext: 2524. Student services: Tuesday: 9:00am to 13:00pm
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- **WIFI**

The University of Comillas has its own WIFI network in all buildings. You can find more information about how to install it and set it up on your device at the following link:

<http://www.stic.upcomillas.es/es/guias-y-manuales>

If you need further assistance, you can go to the IT department at each faculty.

SPANISH COURSES

It would be advisable for all students with a Spanish level below B1 to take the course 'Spanish for Exchange Students'. Non-Spanish speaking university students who wish to take this course will undergo a proficiency test (an email will be sent to all students to take the online test before arriving in Spain)

MEDICAL INFORMATION

Medical Coverage and Insurance in general

AS A GENERAL RULE, it is compulsory that exchange students that are not covered by the Spanish public health system have insurance from their countries. It should cover illness, hospital stay, accidents, civil responsibility and repatriation, according to individual students but it always needs to cover the entire period you are studying at Comillas.

Without adequate insurance, a student cannot register or take classes

The exchange students that are covered by the Spanish public health system need to have extra insurance to cover civil responsibility and repatriation.

SOCIAL SECURITY. For *students from the EU*: To have access to the Spanish Social Security services, you need to come with your European Health Card.

<http://ec.europa.eu/social/main.jsp?catId=559&langId=es>

This document is valid from the 1st of June, 2004 and you do not need to change it for another one. You can go to your nearest INSALUD outpatient clinic to be seen to using your EHIC card.

Exchange students that aren't covered by civil responsibility or repatriation need to get the equivalent required insurance from their home country before coming to Spain.

The University has several medical services:

COMILLAS EMERGENCY TELEPHONE NUMBER +34 654 349 436 (24 HORAS)

An emergency includes the following:

- Medical emergency involving hospital admission
- Medical emergency when the student cannot move from the location where he/she is
- Accident involving injured people or a Police emergency

CANTOBLANCO	<i>Psychological Support:</i> D ^a Marina Engeldo	Ext.: 2592 Ext.: 2619	mengeldo@comillas.edu
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There are Pharmacies open 24/7

Public hospitals:

Hospitales públicos- EU STUDENTS

- Fundación Jiménez Díaz Av. de los Reyes Católicos, 2, 28040 Madrid (Metro Islas Filipinas o Metro Moncloa) –Phone - +34 618071556 Email: international.fjd2@quironasalud.es (various languages)
- *Hospital 12 de Octubre*: Avda. de Córdoba s/n - Madrid 28041. Metro estación: Doce de Octubre – Línea 3
- *Hospital Universitario La Paz*: Plaza de la Castellana, 261 - Madrid 28046. Metro Estación: Begoña - Línea 10
- *Hospital Clínico San Carlos*: Profesor Martín Lagos, S/N - Madrid 28040. Metro Estación: Moncloa - Líneas 3 y 6; o Islas Filipinas - Línea 7; o Metropolitano - Línea 6.
- *Hospital General Universitario Gregorio Marañón*: C/ Doctor Esquerdo, 46 - Madrid 28007. Metro Estación: O'Donnell o Sainz de Baranda - Línea 6

English-speaking Medical Groups (Clinics)- NON-EU STUDENTS

- *HOSPITAL DE MADRID* Address: Plza. del conde del Valle Suchil, 16 (Metro San Bernardo) Phone 9H -21H: + 34 629823493 & Phone 21H – 9H: + 34 629824020 (various languages)
- Fundación Jiménez Díaz Av. de los Reyes Católicos, 2, 28040 Madrid (Metro Islas Filipinas o Metro Moncloa) –Phone - +34 618071556 Email: international.fjd2@quironasalud.es (various languages)

Emergency Phone numbers

Emergency services in Madrid: **112**

Information Madrid City Hall: **010**

Information for the Community of Madrid: **012**

On call Pharmacies: **098**

Social Security:

- SAMUR (Accidents in Public Places): **092**

- INSALUD (Emergency room): **061**

- Cruz Roja:

Emergency: **+34 91 522 22 22**

Intoxications: **+34 91 562 04 20**

Ambulances: **+34 91 473 93 61**

**** If you're a member of the EU, check where's your nearest (public) medical center:**

<https://www.comunidad.madrid/servicios/salud/buscador-centros-sanitarios>

THE GRADING SYSTEM IN SPAIN

The Academic Grading System in Spanish universities consists of a scale from 0 to 10, normally listed in six different classifications:

Matrícula de Honor

The highest grade. It is only given to exceptional students, and implies gratuity for a course for the next academic year.

Sobresaliente

9. This grade is given to very good students who have fully responded to the requirements of the course.

Notable

7 to 8. This grade is given to good students who have responded favorably to the course requirements.

Aprobado (Pass)

5 to 6. This grade shows the student has responded sufficiently to the course requirements.

Suspenso (Fail)

0 to 4. This grade shows that the student hasn't accomplished the course requirements and has to re-take it.

N.P. - No Presentado (Withdrawn)

The student has not taken part in classes, has not done the exam or has not taken the evaluation test established by the professor; therefore, he/she has not passed the course nor gets the credits assigned.

CLASS ATTENDANCE IS COMPULSORY. If you don't go to class and don't justify your absence, the professor can refuse to let you sit the exam, or may grade you as NO

PRESENTADO, meaning you fail the course. Students will be assessed on daily assignments, exams, or using any other method mentioned in the syllabus. In order to pass the course, you have to pass the final exam.

SEMESTER START DATES and EXAMS

As you can see in the academic calendar, the first semester starts on **September 1st until December 22nd** (including Finals' Period). The second semester starts on **January 12th and ends on May 20th** (including Finals' Period). It is the student's responsibility to stay in Comillas throughout the exam period. Examination dates will not be changed, unless two or more exams overlap on the same day, and at the same time.

IT IS THE STUDENTS' RESPONSIBILITY TO STAY IN SPAIN FOR THE WHOLE DURATION OF THE EXCHANGE PROGRAM. WE WILL NOT CHANGE THE DATES OF FINALS, UNLESS YOU HAVE TWO ON THE SAME DAY **AND** AT THE SAME TIME. When, due to reasons of force majeure duly **justified**, a student is unable to attend the exam on the scheduled date, the corresponding professor must arrange for the exam to be taken on a new date, preferably within the same examination period, and must report this in writing to the appropriate academic authority.

EXAMS

What happens if I fail a course?

Appeals for review of grades and assessment must be made during **before January 23rd (first semester) and May 28th (second semester)** you must get in touch with the teacher as soon as possible via email if you are not in Spain. In the event that you are in Spain, please check the exam schedule on the Comillas website, next to the exam date there is a column with the date of the review.

Students who fail a course have the chance to resit the exam in June – **from June 8th to June 26th**. If this is your case, you must email me the course you want to resit before **June 5th**. These exams will take place here in Comillas, Madrid. It's not possible to take it online or at your home University.

CLASS TIMETABLES

ATTENDANCE to class is compulsory. If you do not attend classes and do not justify your absence the teacher may refuse to let you sit the exam, so your transcript will show "not submitted" as you have failed the class.

Note: For some subjects, there are two or more groups, and some courses are taught over several days. Students will have to choose a group for that course and stick to it for the full exchange period. You do not need to pick all courses within the same group.

COMILLAS EMAIL

Once you have completed Step I of your application, your Comillas email account will be activated. You will receive an email with the information about how to activate this account. **From this point onwards, WE WILL NEVER CONTACT YOU AGAIN THROUGH YOUR PERSONAL EMAIL.**

Please find below the login details and how to set up this email account.

Login details:

- Email: usernumber@alu.comillas.edu
- Password: the same one you use to log in to your exchange application
- Login: www.comillas.edu/o365

This page contains information on how to set up your email account, create an alias or redirect emails to another personal email account: www.stic.comillas.edu/es/guias-y-manuales/exchange-online

These are three ways to access you Comillas email:

Method 1: **Redirecting Comillas email to another personal email account.**

With this method you can receive messages in your personal account, but you will always respond using your personal email address.

*Go to <https://outlook.office365.com/> then to Options/Accounts/Forwarding and put in your personal email address.

Use the email in the format user number@alu.comillas.edu and your Comillas password

Method 2: **Configuring your phone to access your email account.**

You can manage your Comillas emails separated from your personal account emails.

You will be able to send messages as xxxx@alu.comillas.edu

*Create a new email account, type Exchange. Use the email in the format

user number@alu.comillas.edu and your Comillas password

*If your phone requires manual configuration, use the server name: outlook.office365.com

*You usually only want to synchronize your email because your contacts, calendar, notes, etc. should be already in sync with Google or iCloud.

Method 3: **Configure GMAIL** (or others, like Yahoo, Hotmail etc.) to manage your Comillas account.

You will be able to see Comillas emails along with those from your personal email, or in a separate folder.

You will be able to send messages as xxxx@alu.comillas.edu

*Log in Gmail, then go to settings

*Select "Accounts and import".

*Select "Add a POP3 mail account you own".

*Use the email in the format user number@alu.comillas.edu and your Comillas password

*The POP server is outlook.office365.com, port 995, protocol SSL.