

PANDUAN MICROSOFT 365

Disediakan Oleh: -

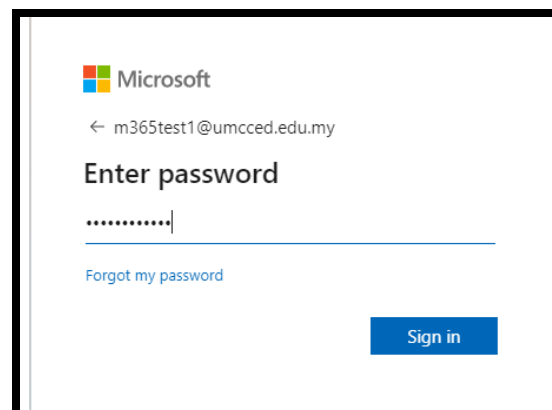
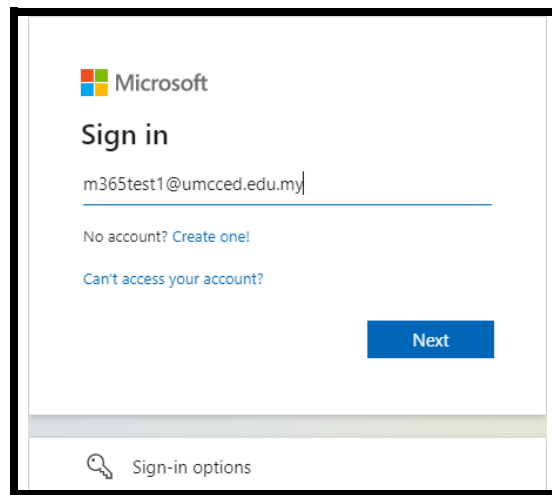
Pusat Pendidikan Berterusan Universiti Malaya (UMCCed)

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Panduan Sign-in Microsoft 365 Kali Pertama

1. Layari URL login.microsoftonline.com
2. Isikan maklumat akaun Microsoft 365 seperti yang berikut:
 - a) Email: <UMCCed Mail> (contoh: uba210001@umcced.edu.my)
 - b) Password: <XXXXXX> (rujuk emel makluman daripada Koordinator Program)

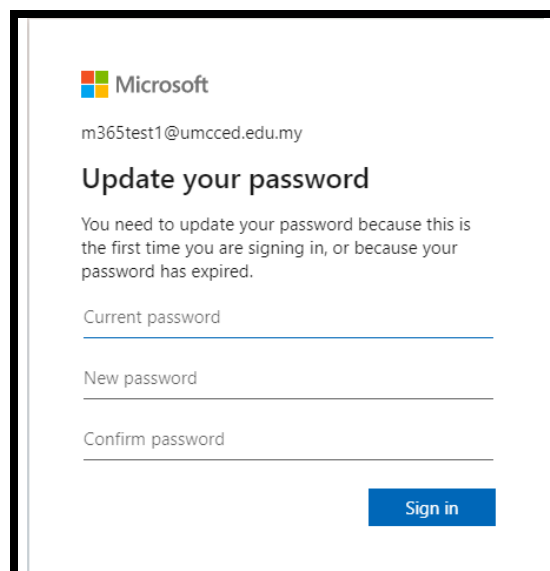


3. Kemaskini kata laluan baharu dengan mengisi ruangan:
 - a) Current Password (diperolehi daripada Koordinator Program)
 - b) New Password (cipta kata laluan baharu)
 - c) Confirm Password (isikan sekali lagi kata laluan baharu), kemudian klik butang Sign in

NOTES

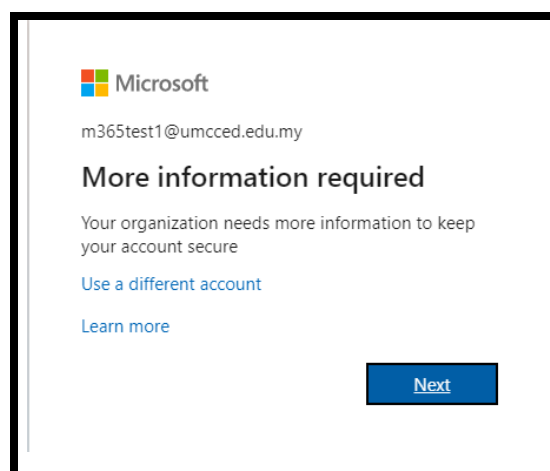
Passwords chosen must:

- Be a minimum of eight (8) characters in length
- Be memorized; if a password is written down it must be secure
- Contain at least one (1) character from three (3) of the following categories:
 - Uppercase letter (A-Z)
 - Lowercase letter (a-z)
 - Digit (0-9)
 - Special character (~`!@#\$%^&*()+=_{}[]\|;:''?/<>.,)
- Be private



The screenshot shows a Microsoft login page for the user m365test1@umccd.edu.my. The main heading is "Update your password". Below the heading, there is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". A blue "Sign in" button is located at the bottom right of the form.

4. Klik butang Next untuk langkah seterusnya.

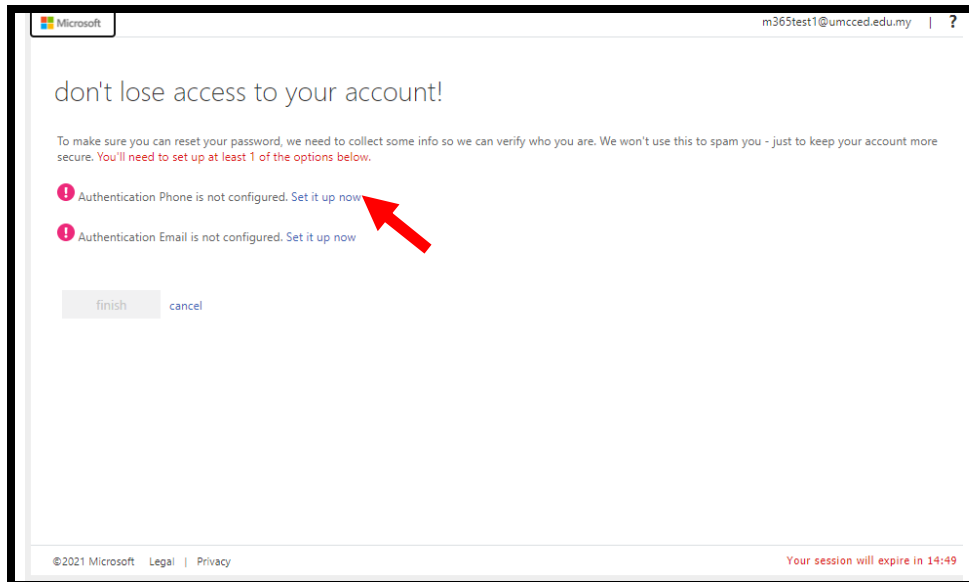


The screenshot shows a Microsoft login page for the user m365test1@umccd.edu.my. The main heading is "More information required". Below the heading, there is a message: "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". A blue "Next" button is located at the bottom right of the form.

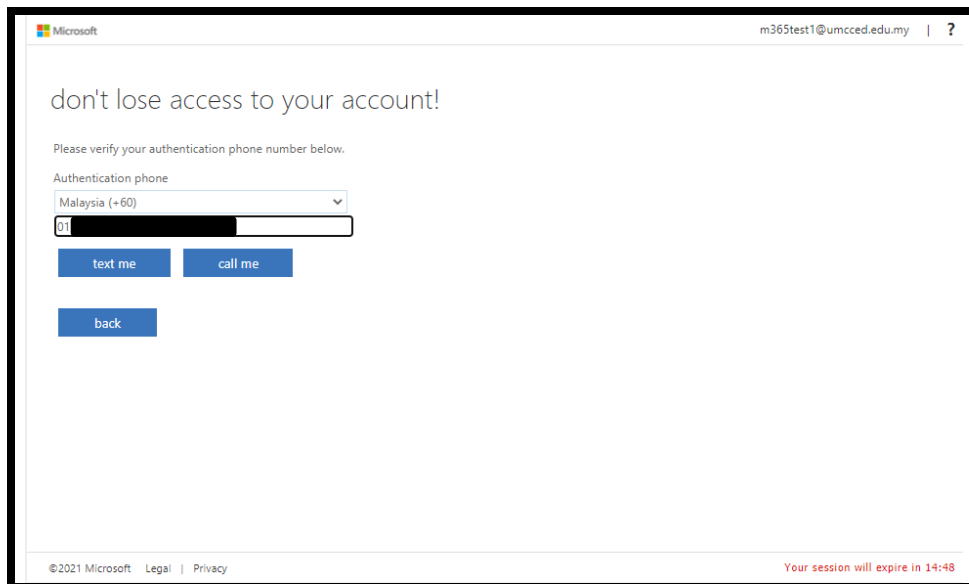
5. Langkah untuk set up kemudahan reset kata laluan sendiri.

Terbahagi kepada dua (2) menggunakan telefon bimbit ATAU emel. Boleh set up salah satu ATAU kedua-duanya sekali.

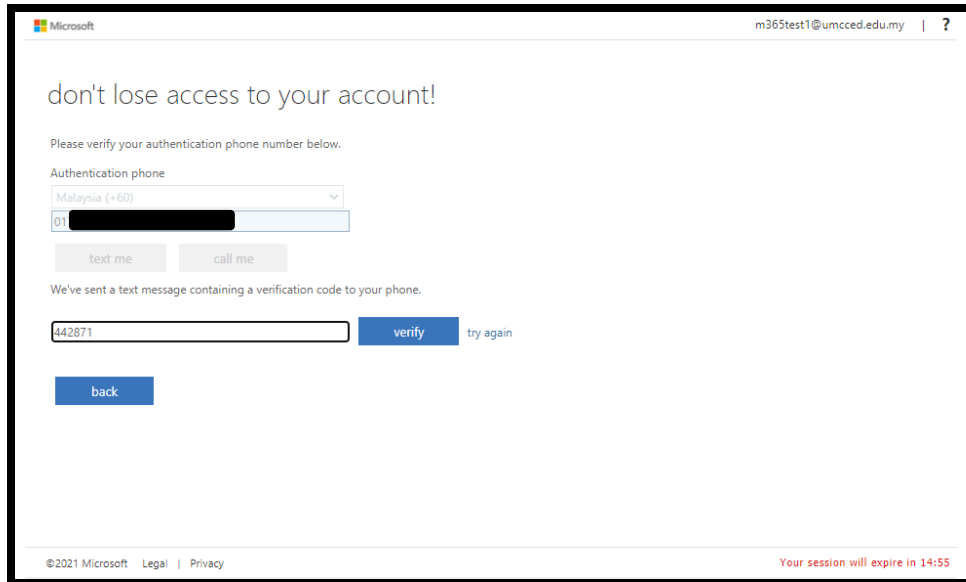
a) Klik pada pautan *Set it up now (Authentication by Phone)*



i. Isikan maklumat nombor telefon bimbit dan klik butang *text me*

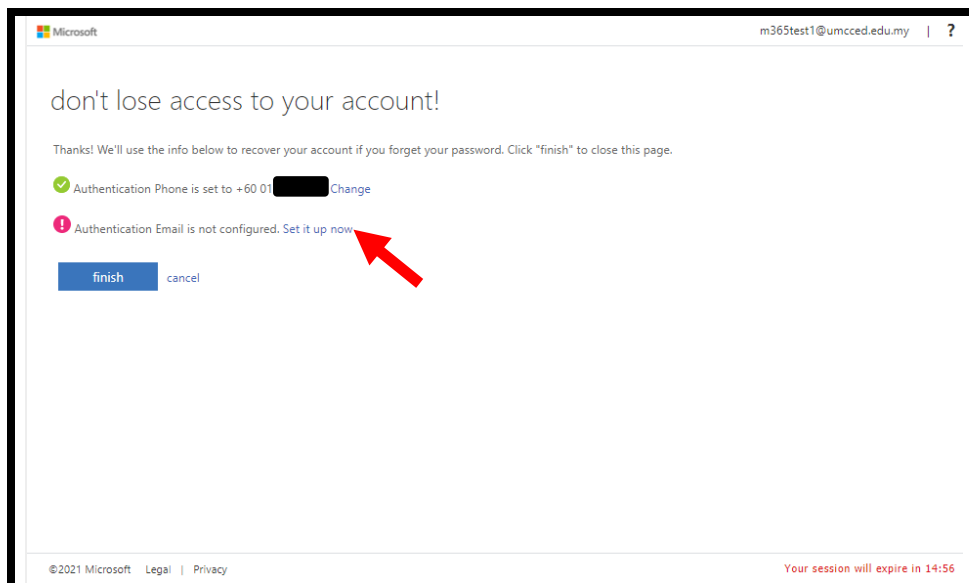


- ii. Isikan kod pengesahan yang dihantar melalui SMS ke telefon bimbit yang telah didaftarkan sebelum ini dan klik butang *verify*.



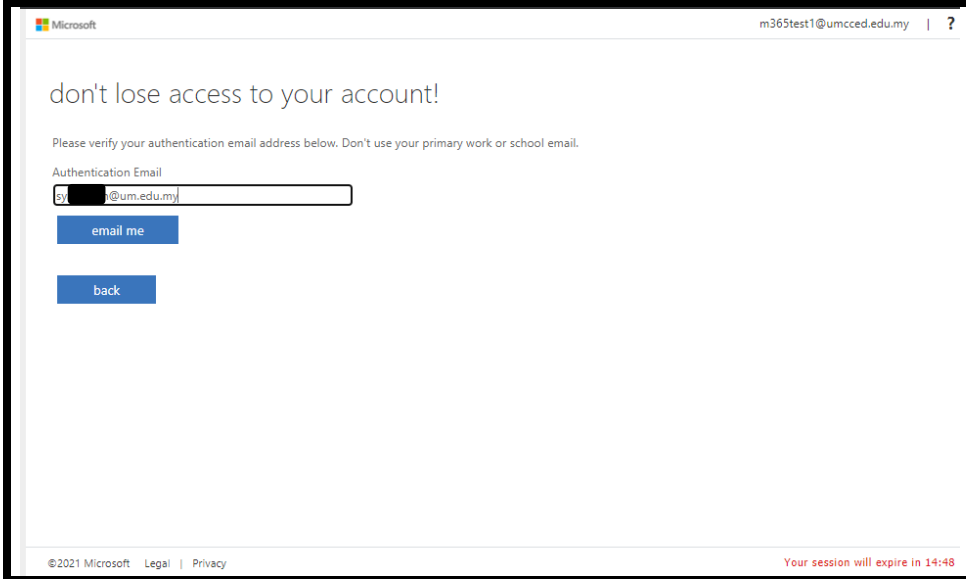
The screenshot shows a Microsoft account verification page. At the top, it says "don't lose access to your account!". Below this, it asks the user to verify their authentication phone number. There is a dropdown menu for the country, currently set to "Malaysia (+60)". A text input field contains the phone number "01 [REDACTED]". There are two buttons: "text me" and "call me". Below this, it states "We've sent a text message containing a verification code to your phone." A text input field contains the verification code "442871". There are two buttons: "verify" and "try again". A "back" button is also present. At the bottom, there is a copyright notice "©2021 Microsoft" and a link to "Legal | Privacy". A red text at the bottom right says "Your session will expire in 14:55".

- b) Klik pada pautan *Set it up now (Authentication by email)*



The screenshot shows a Microsoft account setup page. At the top, it says "don't lose access to your account!". Below this, it says "Thanks! We'll use the info below to recover your account if you forget your password. Click 'finish' to close this page." There are two status messages: a green checkmark indicating "Authentication Phone is set to +60 01 [REDACTED] Change" and a red exclamation mark indicating "Authentication Email is not configured. Set it up now". A red arrow points to the "Set it up now" link. There are two buttons: "finish" and "cancel". At the bottom, there is a copyright notice "©2021 Microsoft" and a link to "Legal | Privacy". A red text at the bottom right says "Your session will expire in 14:56".

i. Isikan maklumat emel (UMCCed Mail) dan klik butang *email me*.



Microsoft m365test1@umcced.edu.my | ?

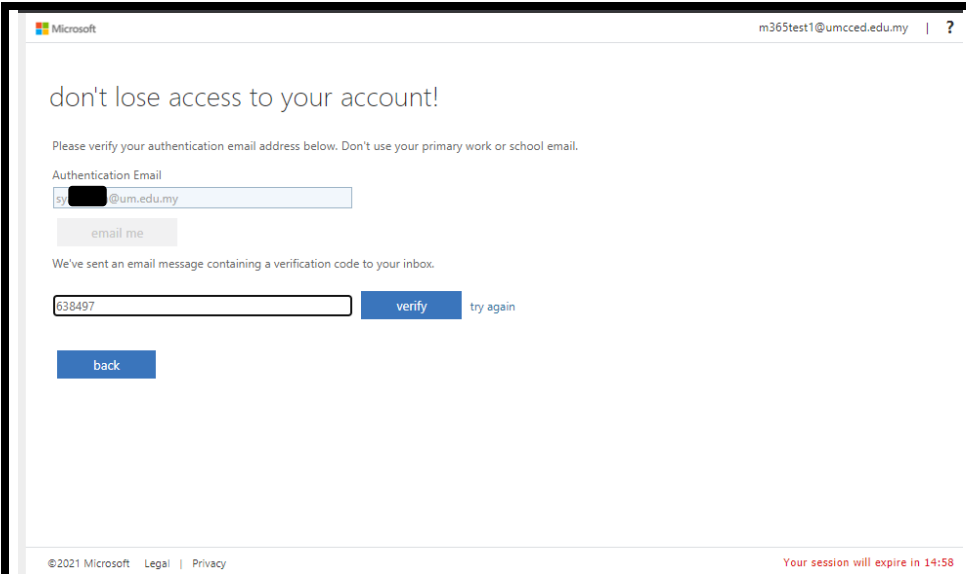
don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

© 2021 Microsoft Legal | Privacy Your session will expire in 14:48

ii. Isikan kod pengesahan yang dihantar ke emel (UMCCed Mail) yang didaftarkan sebelum ini dan klik butang *verify*.



Microsoft m365test1@umcced.edu.my | ?

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

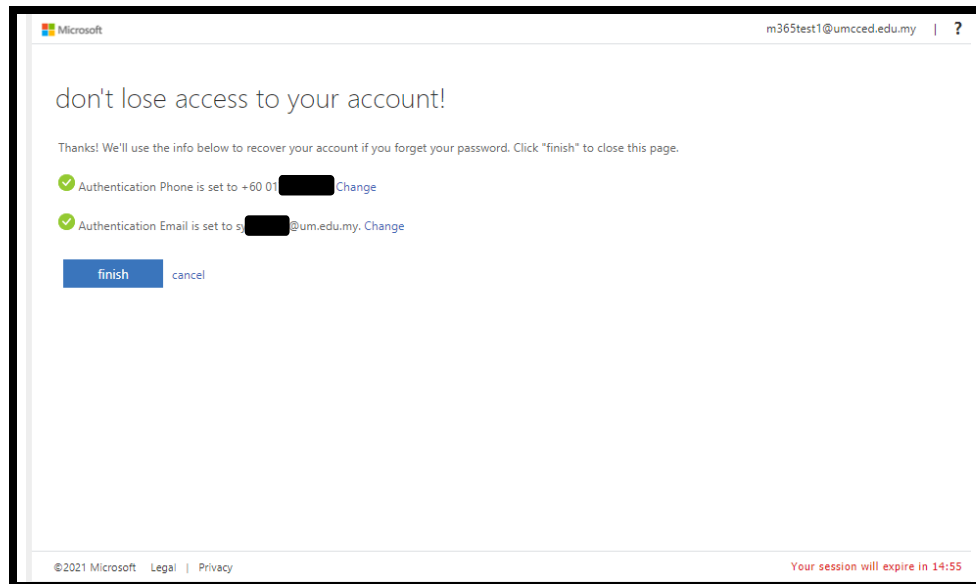
We've sent an email message containing a verification code to your inbox.

[try again](#)

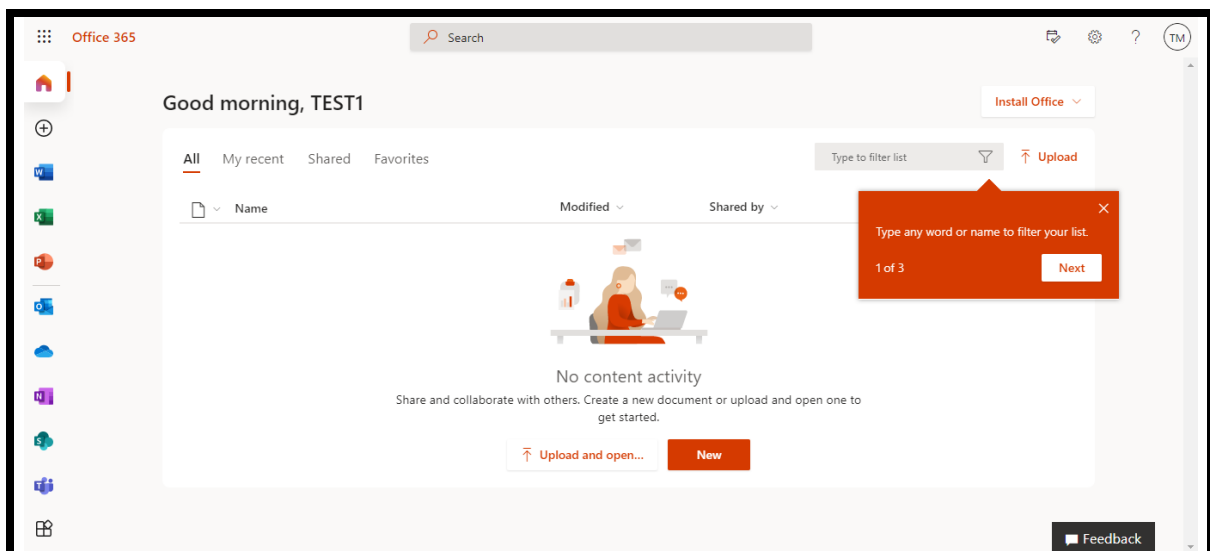
© 2021 Microsoft Legal | Privacy Your session will expire in 14:58

c) Proses set up tukar kata laluan sendiri telah selesai. Klik butang *finish*.

Pengguna yang terlupa password boleh menukar password sendiri menerusi telefon bimbit atau emel menggunakan fungsi *Forgot Password*.

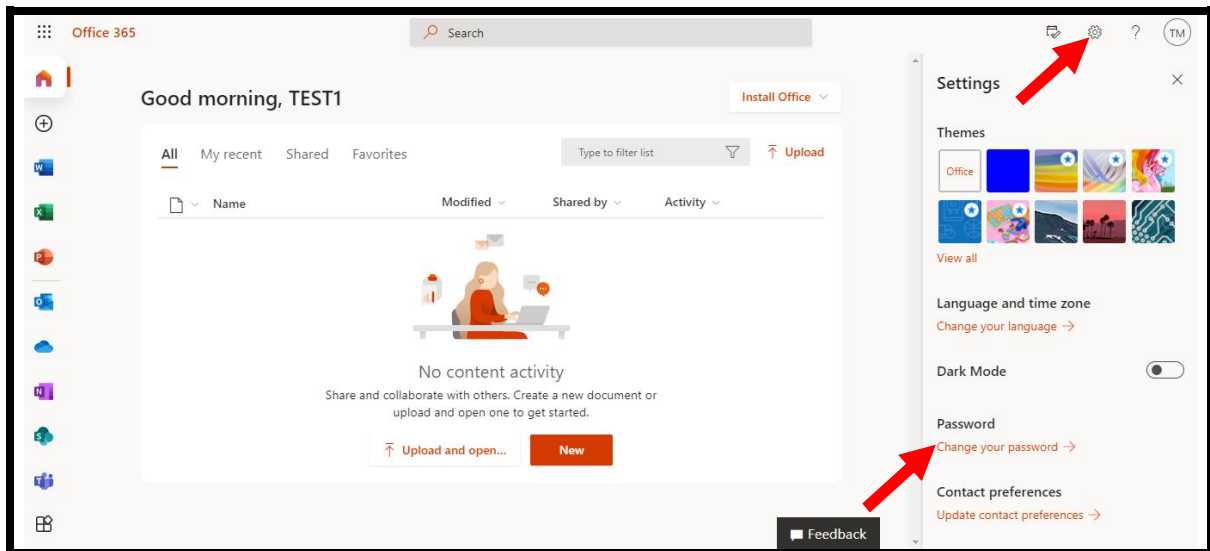


6. Halaman utama Office 365 akan terpapar.



Menukar Password

1. klik ikon setting dan *Change your password*.



2. Isikan maklumat;
 - i. Old Password (password lama)
 - ii. Create new password (cipta password yang baharu)
 - iii. Confirm new password (sahkan dengan memasukkan sekali lagi password baharu)
3. Klik butang submit.

Change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID
m365test1@umccd.edu.my

Old password

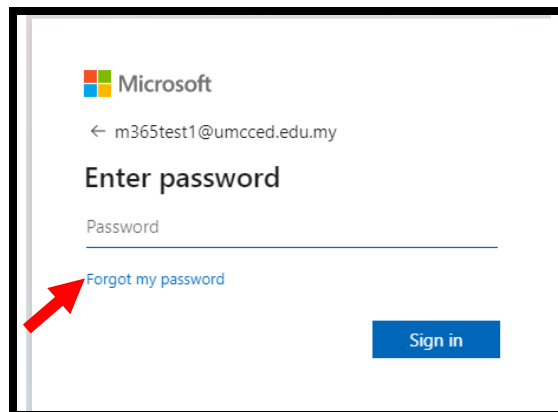
Create new password

Password strength

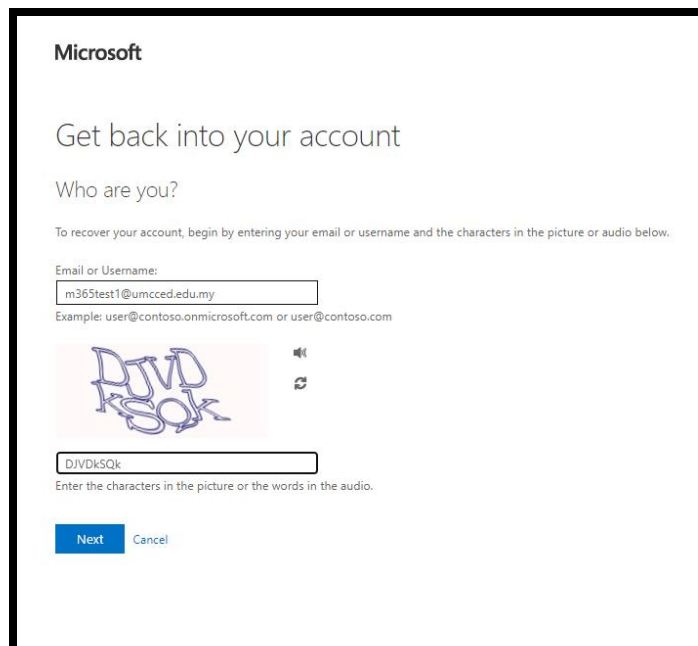
Confirm new password

Terlupa Password

1. Akses URL login.microsoftonline.com
2. Klik pada *Forgot my password*



3. Isikan aksara seperti yang terpapar dan klik butang Next.



4. Tiga pilihan untuk kod pengesahan dihantar; emel, telefon bimbit SMS atau dihubungi.

Pilihan 1 emel:

- i. Pilih *Email my alternate email*. Kemudian, klik butang Email dan kod pengesahan akan dihantar ke emel.

The screenshot shows the Microsoft account recovery interface. At the top, it says "Microsoft" and "Get back into your account". Below that, it indicates "verification step 1 > choose a new password". The main instruction is "Please choose the contact method we should use for verification:". There are three radio button options: "Email my alternate email" (which is selected), "Text my mobile phone", and "Call my mobile phone". To the right of these options, a message states: "You will receive an email containing a verification code at your alternate email address (sy*****@um.edu.my)". Below the options is a blue "Email" button. At the bottom left, there is a "Cancel" link.

- ii. Isikan kod pengesahan yang diterima menerusi emel dan klik butang Next.

This screenshot shows the same Microsoft account recovery interface as the previous one, but at a later stage. The "Email my alternate email" option remains selected. The message on the right now says: "We've sent an email message containing a verification code to your inbox." Below this message is a text input field containing the code "39009d". Below the input field is a blue "Next" button and a link that says "Are you having a problem?". The "Cancel" link is still present at the bottom left.

Pilihan 2 telefon bimbit (SMS):

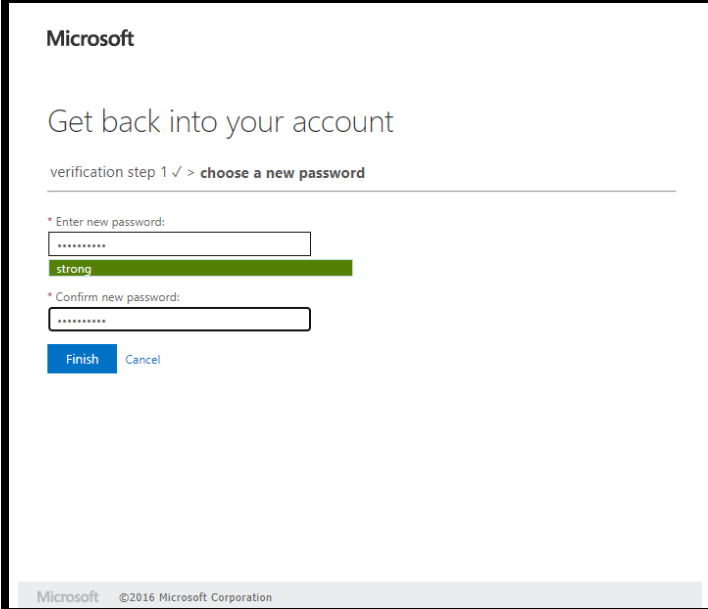
- i. Pilih *Text my mobile phone*. Kemudian, isikan nombor telefon bimbit dan klik butang Text. Kod pengesahan akan di SMS ke telefon bimbit.

The screenshot shows the Microsoft account recovery interface. At the top, it says "Microsoft" and "Get back into your account". Below that, it indicates "verification step 1 > choose a new password". A prompt asks the user to "Please choose the contact method we should use for verification:". Three radio button options are listed: "Email my alternate email", "Text my mobile phone" (which is selected), and "Call my mobile phone". To the right of these options, there is explanatory text: "In order to protect your account, we need you to enter your complete mobile phone number (*****00) below. You will then receive a text message with a verification code which can be used to reset your password." Below this text is a text input field containing "01" followed by a blacked-out area. A blue "Text" button is positioned below the input field. A "Cancel" link is visible at the bottom left of the screen.

- ii. Isikan kod pengesahan yang diterima menerusi SMS dan klik butang Next.

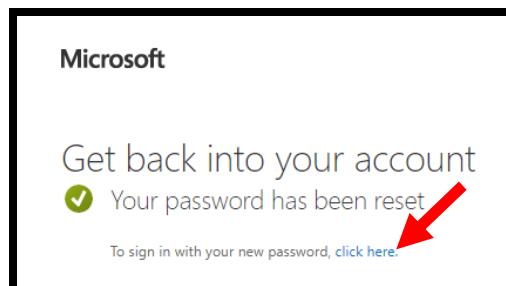
This screenshot shows the same Microsoft account recovery interface as the previous one. The "Text my mobile phone" option remains selected. The explanatory text now reads: "We've sent you a text message containing a verification code to your phone." The text input field now contains the verification code "442871". Below the input field, there are three buttons: a blue "Next" button, a "Try again" link, and a "Contact your administrator" link. The "Cancel" link remains at the bottom left.

5. Cipta password baharu dan isikan sekali lagi diruangan pengesahan dan klik butang Finish.



The screenshot shows the Microsoft account recovery interface. At the top, it says "Microsoft" and "Get back into your account". Below that, it indicates "verification step 1 ✓ > choose a new password". There are two input fields: "Enter new password:" and "Confirm new password:". The first field has a green bar below it labeled "strong". At the bottom, there are two buttons: "Finish" (in blue) and "Cancel". The footer contains "Microsoft ©2016 Microsoft Corporation".

6. Klik pada pautan *click here* untuk mengakses semula Microsoft 365 dengan menggunakan password baru.



--= TAMAT =--