

Panduan Pendaftaran Office 365

1. Layari laman berikut,

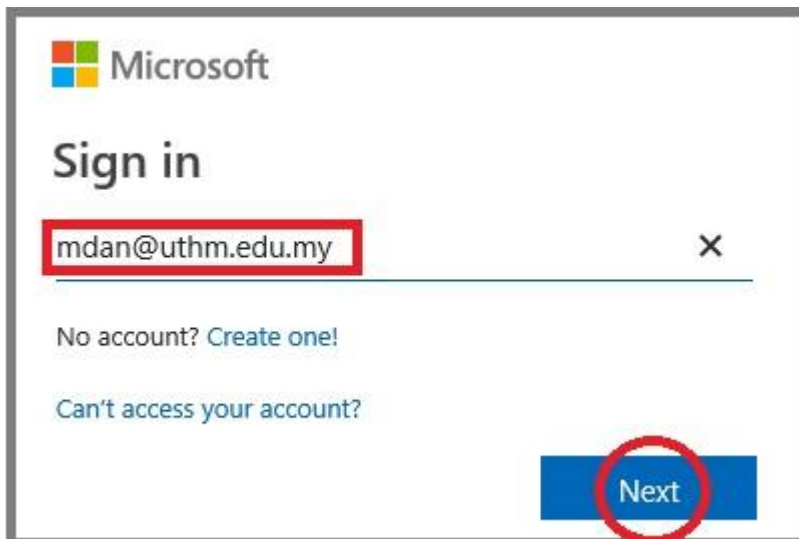
<https://office.com/>

- Klik <Sign in>

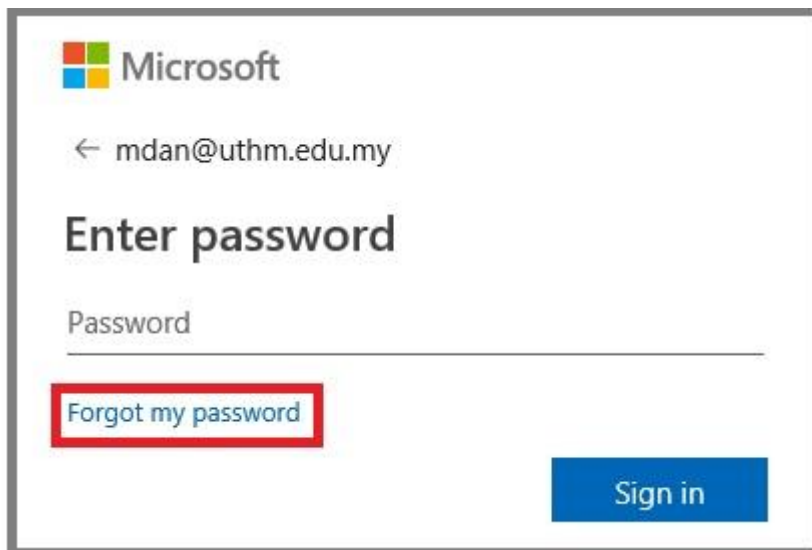


2. Masukkan alamat lengkap emel uthm

- Contoh: mdan@uthm.edu.my
- Kemudian klik <Next>



3. Klik <Forgot my password>



Microsoft

← mdan@uthm.edu.my

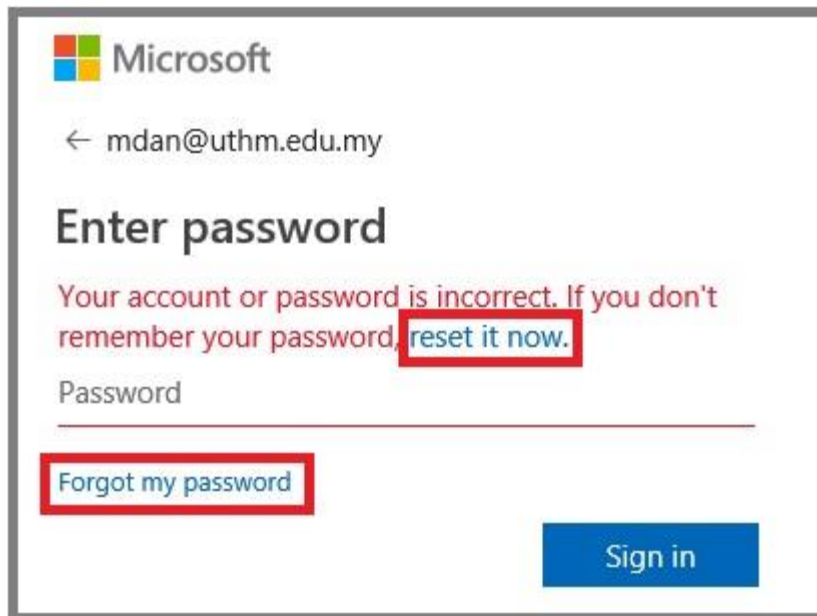
Enter password

Password

[Forgot my password](#)

[Sign in](#)

- Atau klik <reset it now>



Microsoft

← mdan@uthm.edu.my

Enter password

Your account or password is incorrect. If you don't remember your password, [reset it now.](#)

Password

[Forgot my password](#)

[Sign in](#)

4. Masukkan **kod** yang diberi oleh sistem dan pastikan alamat emel betul

- Klik **<Next>**

Microsoft


Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

5. Sila **hubungi PTM** jika dapat paparan berikut:-

Microsoft

Get back into your account


Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com

The user ID you entered does not exist. Please check that you have typed your user ID correctly.



Enter the characters in the picture or the words in the audio.

6. Klik <contact an administrator>

Microsoft

Get back into your account

We're sorry

You cannot reset your password at this time because your administrator has not configured password reset for your organization. There is no further action you can take to resolve this situation. Please [contact your admin](#) and ask them to configure password reset. To learn more about password reset configuration read the article [Quick Start: Azure AD self-service password reset](#).

If you'd like, we can [contact an administrator](#) in your organization to reset your password for you.

Additional details: SSPR_0011: Your organization has not defined a password reset policy. Please contact your admin and ask them to define a password reset policy.

7. Permohonan telah diterima.

Microsoft

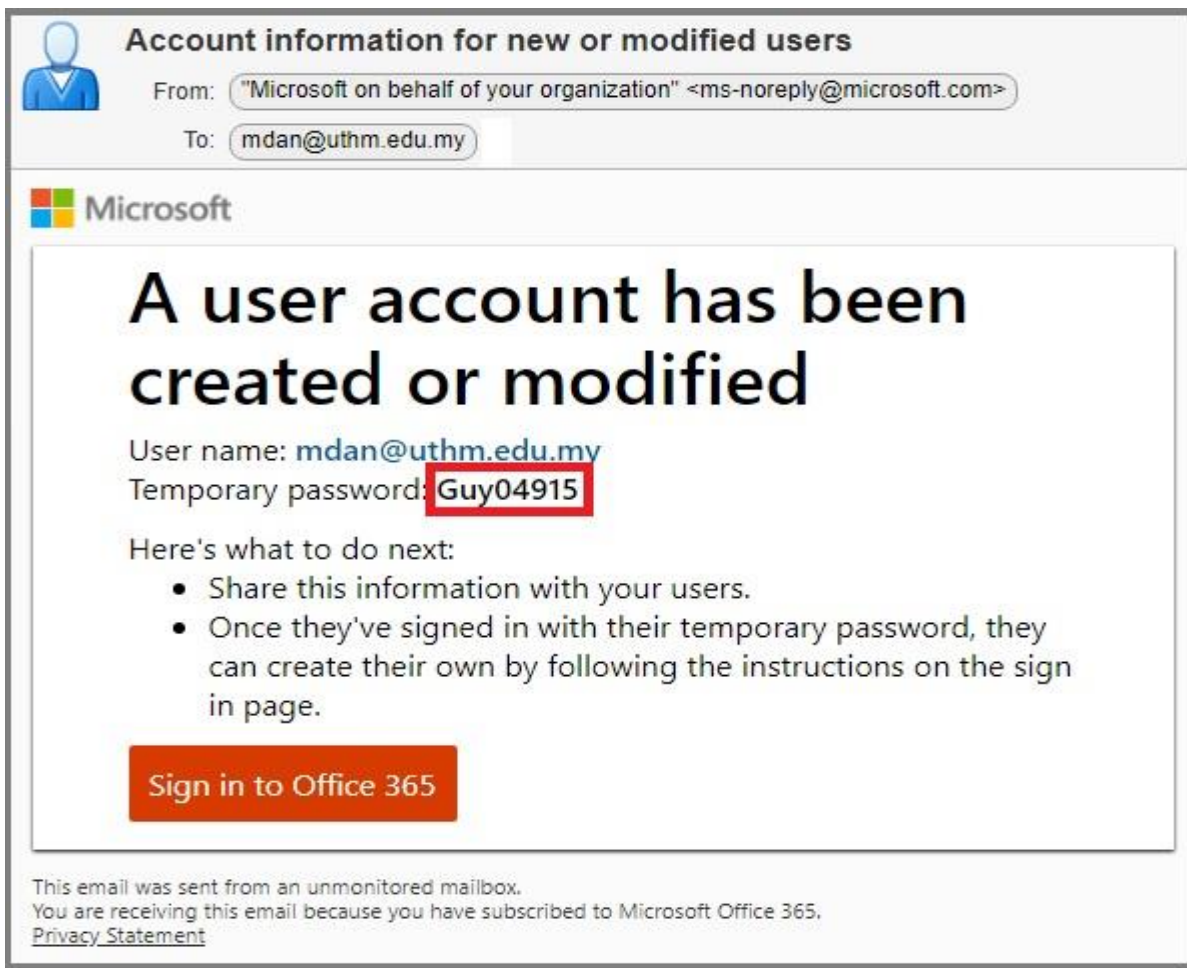
Get back into your account

Your admin has been notified

Only your admin can reset your password. To assist you, we've sent an email to your admin requesting a password reset.


Note that this request could take some time to complete, depending on your organization's support policies. Contact your admin or helpdesk for any further assistance.

8. Kata laluan yang akan diberikan **dalam email UTHM** dalam tempoh **3 hari** waktu bekerja, contoh seperti berikut:-



Account information for new or modified users

From: "Microsoft on behalf of your organization" <ms-noreply@microsoft.com>
To: mdan@uthm.edu.my

 Microsoft

A user account has been created or modified

User name: mdan@uthm.edu.my
Temporary password: **Guy04915**

Here's what to do next:

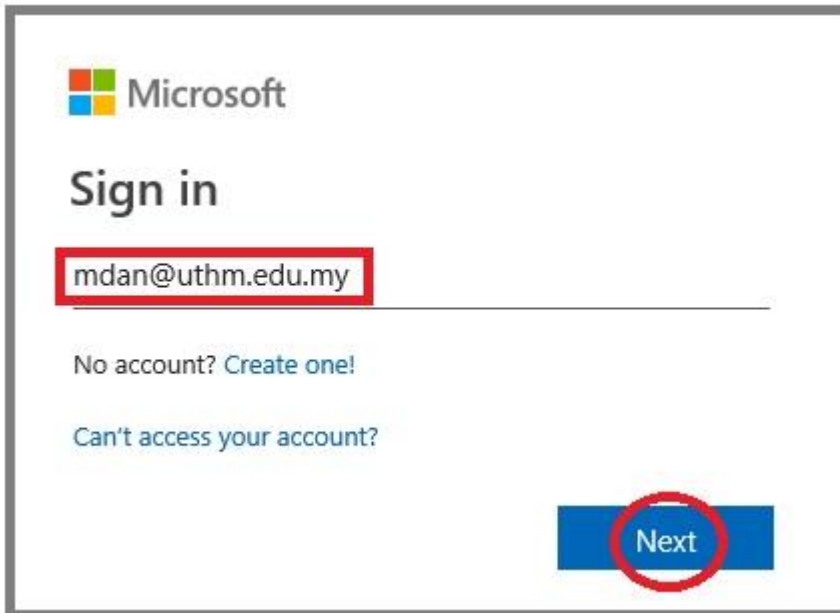
- Share this information with your users.
- Once they've signed in with their temporary password, they can create their own by following the instructions on the sign in page.

[Sign in to Office 365](#)

This email was sent from an unmonitored mailbox.
You are receiving this email because you have subscribed to Microsoft Office 365.
[Privacy Statement](#)

9. Untuk masuk Microsoft Online, layari laman <https://office.com/>

- Masukkan alamat lengkap emel uthm
- Klik <Next>



Microsoft

Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Next](#)

10. Masukkan Kata Laluan yang diberi



Microsoft

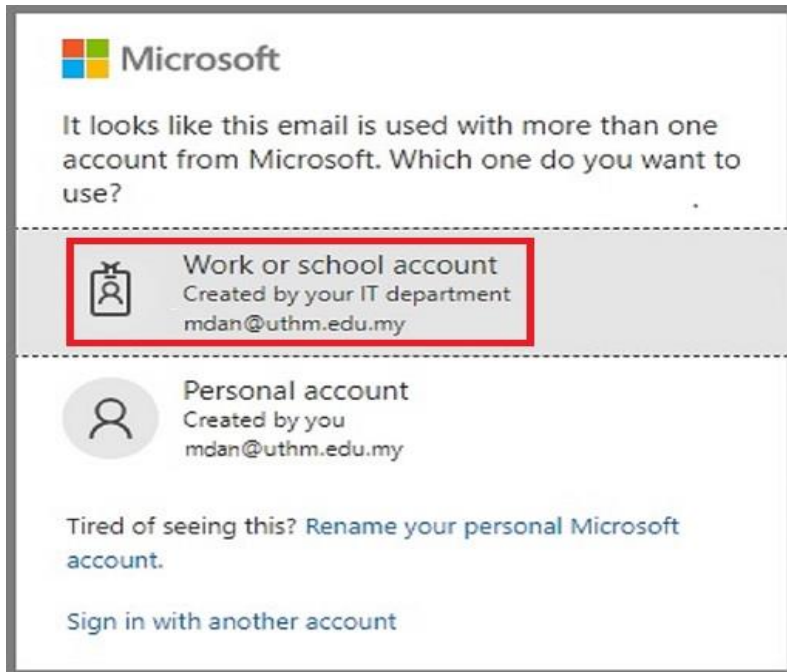
← mdan@uthm.edu.my

Enter password

[Forgot my password](#)

[Sign in](#)

11. Pilih <Work or school account> jika dapat maklumat berikut



12. Office on line telah boleh dicapai.



13. Selesai

14. Sila hubungi PTM ditalian [07-453 7297](tel:07-4537297) atau email it@uthm.edu.my untuk sebarang pertanyaan dan permasalahan berkaitan Office 365 dan OneDrive ini.