

MANUAL PENGGUNA / GARIS PANDUAN

PENGGUNAAN PORTAL MICROSOFT OFFICE 365 (Pelajar)



Office 365

Sign in with your work or school account

Email
Password

E Keep me signed in



UNIT TEKNOLOGI MAKLUMAT POLITEKNIK IBRAHIM SULTAN

MAKLUMAT DOKUMEN

Disediakan Oleh	: Nurul Farahdiana Bt Jaafar	Tarikh	: 23 September 2021
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Tarikh	Versi	Nama Fail	Catatan
12 Mei 2020	1.0	Panduan Penggunaan Microsoft Office 365v1.0 - student.docx	
23 September 2021	2.0	Panduan Penggunaan Microsoft Office 365v1.0 - student.docx	

Panduan Penggunaan Portal Microsoft Office 365 (PELAJAR PIS)

C https://www.office.com Microsoft Office Products → 1 Template	is Support My account Buy now
	Remote Learning in education. Learn more >
Welcome to Office Your place to create, communicate, collaborate, and get great work done. Sign in Get Office Sign up for the free version of Office > Klik pada Sign in	

Langkah 1 : Sila layari portal https://www.office.com/

Langkah 2 : Sila masukkan login id anda

Username : <nomatrik>@student.pis.edu.my

Cth : 09DKM16F1999@student.pis.edu.my



Langkah 3 : Sekiranya paparan ini dikeluarkan, pilih work or school account



Langkah 4 : Masukkan *default password* pelajar iaitu <u>\$tudent.2023</u> Selepas itu pengguna akan diminta untuk membuat penukaran *password* bagi login kali pertama

Masukkan <i>default password</i>
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Langkah 5 : Sila tukar *password* anda kepada *password* yang baru

09dkmf16f1999@stude	nt.pis.edu.my	
Update your p	bassword	
You need to update you the first time you are sig password has expired.	ur password because this is gning in, or because your	
1	\$ludent.2023	
Current password		
Current password		
Current password New password Confirm password		

Polisi password :-

Masukkan password baru

- 1. Passwords can't contain your user ID
- 2. Password must be complex and hard to guess
- 3. Password need to be at least 8-12 characters long
- 4. Password must at least 3 of the following:
 - i. Upper letter (ABCDEFGHIJKLMNOPQRSTUVWXYZ)
 - ii. Lower letters (abcdefghijklmnopqrstuvwxyz)
 - iii. Numbers (0123456789)
 - iv. Symbols (!@#\$%^&*+-*/)

Cth format password:-

Format 1: P.NoIC (Contoh: P.1234567890)

Format 2: Pw.NoIC (Contoh: Pw.1234567890)

Format 3: Pwd.NoIC (Contoh: Pwd.1234567890)

Langkah 6 : Paparan seperti dibawah akan dikeluarkan sekiranya berjaya mengemaskini password



Langkah 7 : Paparan bagi pengesahan (*authentication*) akaun. Ia adalah bertujuan untuk pengguna mendaftarkan nombor telefon bimbit atau emel alternatif bagi pengesahan akaun

s://account.activedirectory.windowsazure.com/passwordreset/register.aspx?x-client-Ver=6.11.0.0&x-client-SKU=ID_NETSTANDARD2_0&client-request-id=cbdbe72f-961	L6-4cb8-9789-02edf9308
	.000@student.pis.edu.my
don't lose access to your account!	
To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - ju secure. You'll need to set up at least 1 of the options below.	ust to keep your account mor
O Authentication Phone is not configured. Set it up now	
Authentication Email is not configured. Set it up now	
finish cancel	
@2021 Mirroroft Lanal L Privacy	Your session will evoire in 1

Langkah 8 : Pilih salah satu kaedah pengesahan sama ada melalui nombor telefon bimbit atau alternative emel seperti di bawah

ttps://account.activedirectory.windowsazure.co	m/passwordreset/register.aspx?x-client-Ver=6.11.0.0&x-client-SKU=ID_NETSTANDARD2_08	&client-request-id	=cbdbe72f-9616-4cb8-9789-02edf9308
[09DKM21F1000@student.pis.edu.my
Masukkan Nombor Telefon Bimbit	don't lose access to your account!		
don't lose access to your account! Plesse verify your authentication phone number below.	To make sure you can reset your password, we need to collect some info so we can verify who you a recure. You'll need to set up at least 1 of the options below. Authentication Phone is not configured. Set it up now Authentication Email is not configured. Set it up now	re. We won't use th	Masukkan personal emel pelajar Cth : gmail / yahoo
Authentication phone Malaysia (+60) text me call me back	finish cancel ATAU	don't lose Please verify your aut Authentication Email	ACCESS to YOUR ACCOUNT! hentication email address below. Don't use your primary work or school em ill.com
	©2021 Microsoft Legal Privacy	back	Your session will expire in 1

don't lose access to your account!

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

@gmai	.com		
email me			
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'e've sent an email m	essage containing a verification code	to your inbox. verify	try again
'e've sent an email m	essage containing a verification code	to your inbox. verify	try again

Langkah 9 : Contoh emel kod pengesahan yang akan diterima oleh pengguna melalui emel yang dimasukkan tadi

Unit Teknologi Maklumat Politeknik Ibrahim Sultan Q Search mail ← 0 $\widehat{\sim}$ C Ø **D** pis.edu.my account email verification code > Inbox × 341 Microsoft on behalf of pis.edu.my <msonlineservicesteam@microsoftonline.com> • to me 👻 Verify your email address Contoh code verification 185 Thanks for verifying your <u>09DKM21F1000@student.pis.edu.my</u> account! Your code is 165283 56 410 Sincerely, <u>pis.edu.my</u> 4 This mes message ed email address. Please do not reply to this

Manual Pengguna : Pengunaan Portal Office 365 (Pelajar) v2.0

Langkah 10 : masukkan kod pengesahan tadi pada papran yang dikeluarkan pada langkah 8 di atas

don't lose access to your account!

Masukkan code di sini	n't use your prima	ry work or school email.
@gmail.com		
We've sent an email message containing a verification code	to your inbox. verify	try again
back Klik Verify	1	

Langkah 11 : Sekiranya proses pengesahan Berjaya dilakukan, paparan seperti di bawah akan dikeluarkan

	09DKM21F
don't lose access to your account!	
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.	
I Authentication Phone is not configured. Set it up now	
Authentication Email is set to @gmail.com. Change	
No telefon atau alternatif emel ini akan digunakan apabila pengguna lupa password	

Langkah 12 : Pengguna boleh memilih No atau Yes. Ia bertujuan untuk web browser menyimpan maklumat akaun pengguna



Paparan seperti di bawah akan dikeluarkan bagi pengguna kali pertama

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Welcome, pelajar Let Office 365 help you get your classwork done		
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OneDrive Recent folders				
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Go to OneD	rive, and we'll put a list of the folders you opened re	ecently here.		
Go to OneDrive $ ightarrow$				

Contoh paparan utama Office 365

Pakej yang ditawarkan bagi pelajar PIS

Antara pakej yang ditawarkan kepada pelajar :-

- i. Microsoft Office 365 / Windows 10 (Sila rujuk manual pemasangan desktop office 365)
- ii. Storage OneDrive (1TB)
- iii. Outlook Account (akaun ini merupakan akaun email rasmi bagi pelajar PIS)
- iv. dan lain-lain aplikasi lagi

Office 365				م	Search							
1	Office 365 All ap	ops Tips and Tri	cks									
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)	Kaizala A simple and	secure mobile chat a		Lists Allows users to create, sha	re, and t	MyAnalytic: Create better w	S rork habits with insi		OneDrive Store, access, a	and share your files i	N	OneNote Capture and organize your notes a
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Contoh aplikasi yang ditawarkan : Outlook

- 4 Akaun emel ini merupakan emel rasmi pelajar PIS
- Emel rasmi pelajar adalah sama dengan username Office 365 <u>nomatrik@student.pis.edu.my</u>
- Saiz Storan Emel : 50GB

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	(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi (UTC+05:30) Sri Jayawardenepura (UTC+05:45) Kathmandu (UTC+06:00) Astana (UTC+06:00) Dhaka
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Outlook	A Search
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Drafts	Choose your look .
Add favorite	Send a message
Folders	III Use Office apps
Inbox	Get Outlook mobile
Drafts	Add storage account
Sent Items	gR Import contacts
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Junk Email	
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New folder	
Groups	
New group	
Discover groups	
Manage groups	



Contoh Aplikasi yang ditawarkan: Microsoft Teams

- Microsoft Teams adalah hab digital yang menyatukan perbualan, kandungan, tugasan, dan aplikasi di satu tempat.
- 🜲 Platform rasmi bagi pembelajaran atas talian

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Contoh aplikasi yang ditawarkan:- OneDrive

- Storan Fail (Cloud) bagi kegunaan pelajar untuk menyimpan fail, dokumen, imej dan lainlain lagi
- 🜲 Size Storan : 1 TB

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Bantuan Teknikal :-

Helpdesk ICT (Sistem dan Aplikasi)

https://bit.ly/3pXMAVR



SEKIAN TERIMA KASIH

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