

MANUAL PENGGUNA / GARIS PANDUAN

PENGGUNAAN PORTAL MICROSOFT OFFICE 365 (Pelajar)



Sign in with your work or school account

Keep me signed in

Sign in

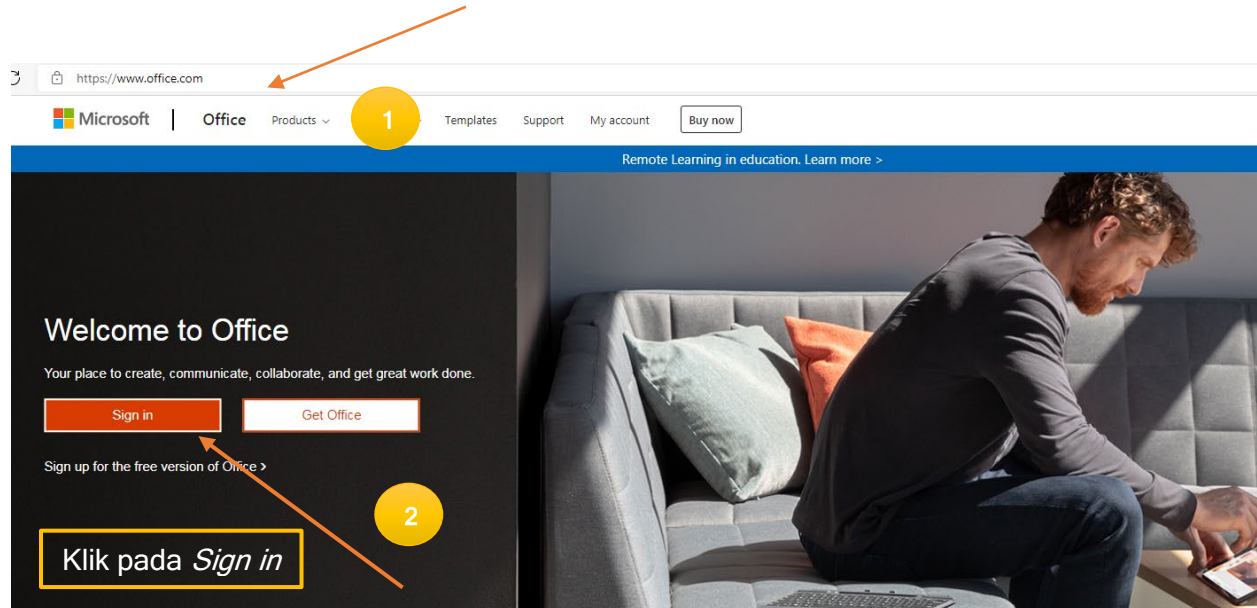
MAKLUMAT DOKUMEN

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 365v2.0 - student.docx	
01 Disember 2024	3.0	Panduan Penggunaan Microsoft Office 365 v3.0 - student.docx	

Panduan Penggunaan Portal Microsoft Office 365 (PELAJAR PIS)

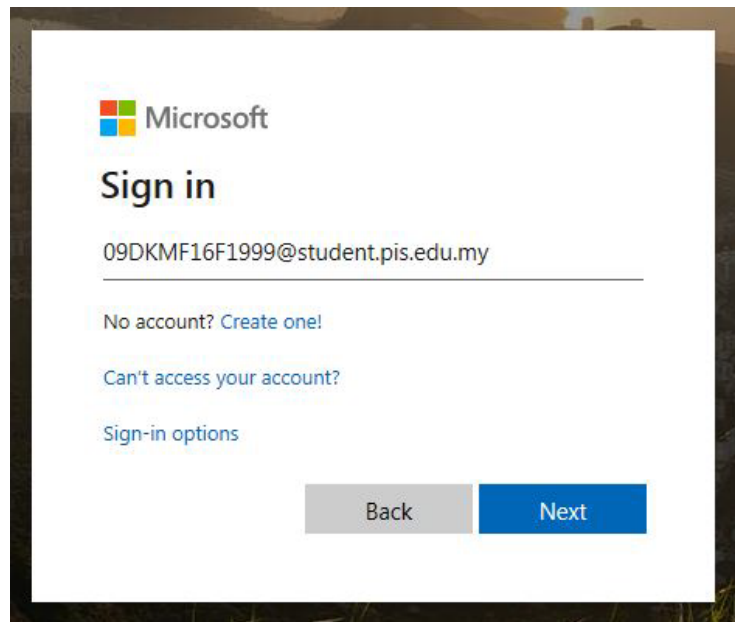
Langkah 1 : Sila layari portal <https://www.office.com/>



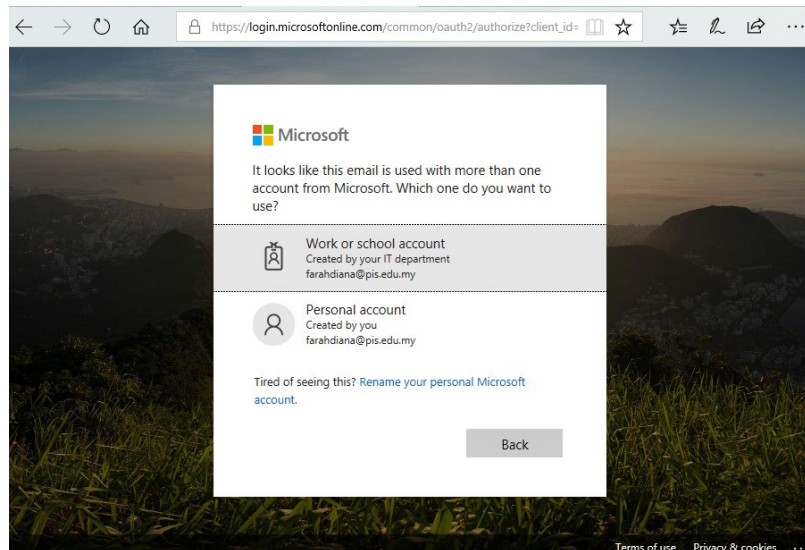
Langkah 2 : Sila masukkan login id anda

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

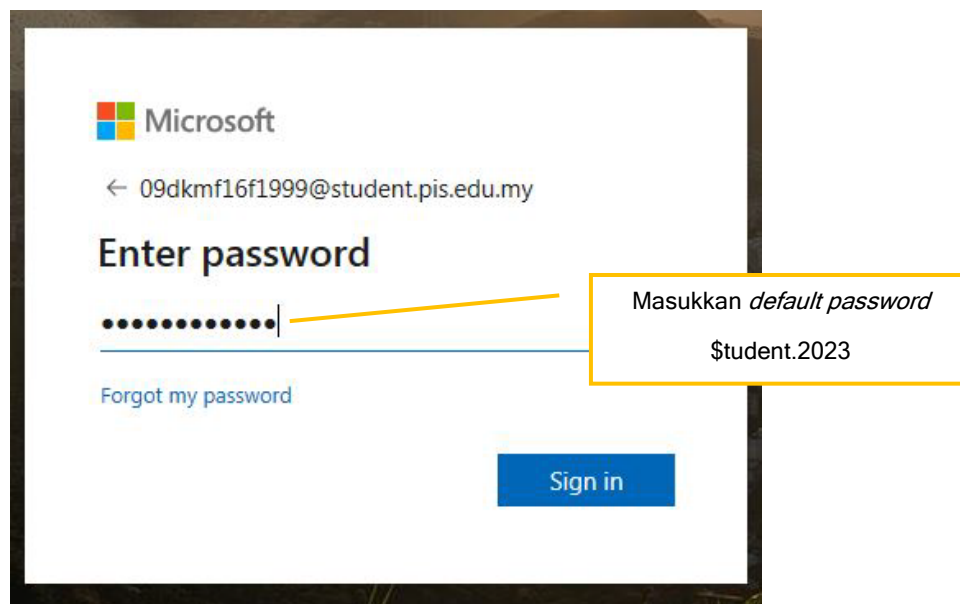
Cth : 09DKM16F1999@student.pis.edu.my



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



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



Langkah 5 : Sila tukar *password* anda kepada *password* yang baru

Microsoft

09dkmf16f1999@student.pis.edu.my

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

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 (!@#\$%^&*+~!)

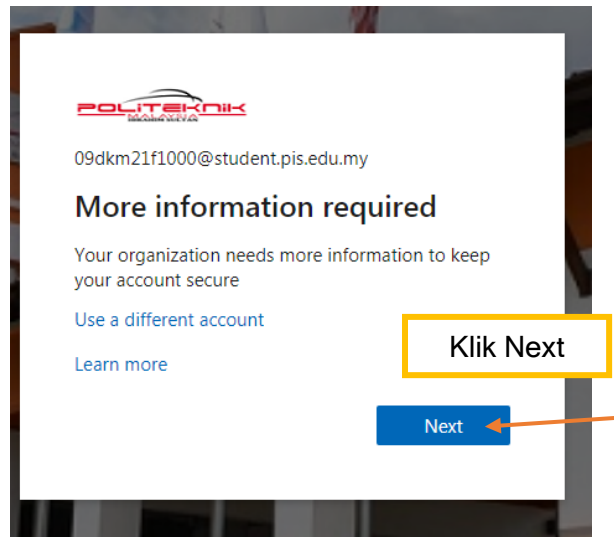
Cth format password:-

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

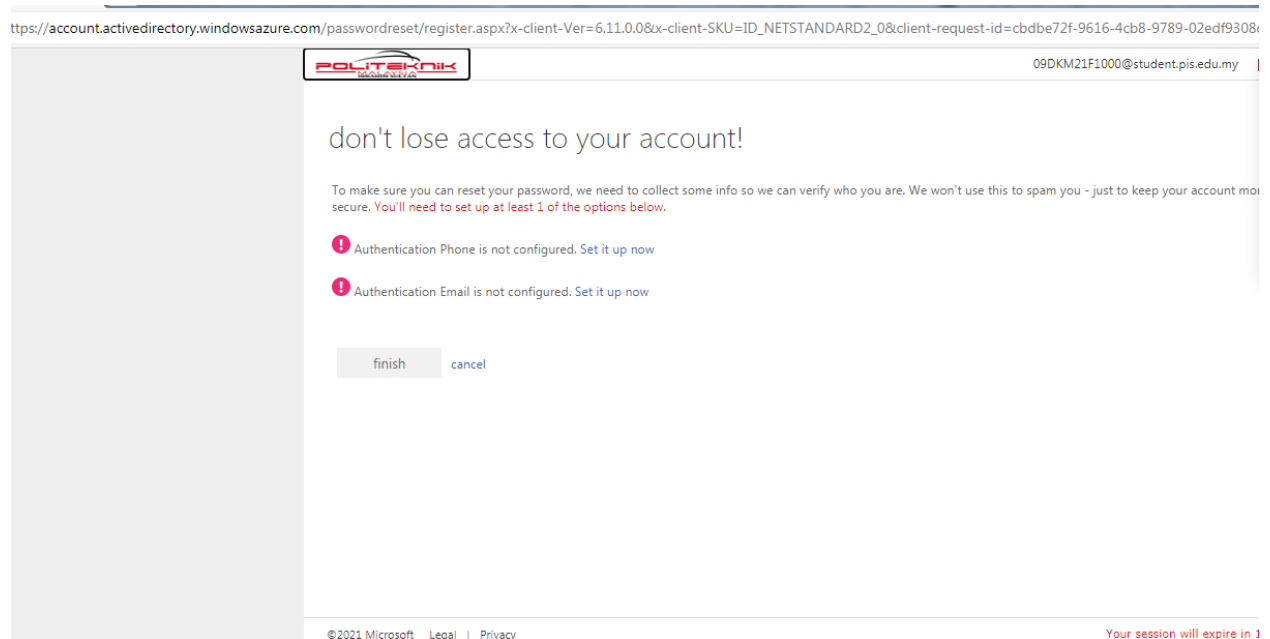
Format 2: Pw.NoIC (Contoh: Pw.1234567890)

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



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

The screenshot shows the Microsoft account password reset process. At the top, the URL is https://account.activedirectory.windowsazure.com/passwordreset/register.aspx?x-client-Ver=6.11.0.0&x-client-SKU=ID_NETSTANDARD2_0&client-request-id=cdbbe72f-9616-4cb8-9789-02edf9308. The page header includes the Politeknik Ibrahim Sultan logo and the email address 09DKM21F1000@student.pis.edu.my. The main heading is "don't lose access to your account!". Below this, a message states: "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 info to make your account more secure. You'll need to set up at least 1 of the options below." There are two red warning icons: "Authentication Phone is not configured" and "Authentication Email is not configured". Each has a "Set it up now" button. Below these are "finish" and "cancel" buttons. The word "ATAU" is written in the center. Three callout boxes are present: a blue box on the left titled "Masukkan Nombor Telefon Bimbit" pointing to the phone verification section; a green box on the right titled "Masukkan personal emel pelajar Cth : gmail / yahoo" pointing to the email verification section; and another green box on the right titled "Masukkan personal emel pelajar Cth : gmail / yahoo" pointing to the "Set it up now" button for email verification. The phone verification section includes a dropdown for "Authentication phone" (set to "Malaysia (+60)"), a text input for the number "0000000", and buttons for "text me", "call me", and "back". The email verification section includes a text input for "Authentication Email" (set to "[redacted]@gmail.com") and buttons for "email me" and "back". At the bottom, there is a copyright notice "©2021 Microsoft Legal | Privacy" and a session expiration warning "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.

Authentication Email

[redacted]@gmail.com

email me

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

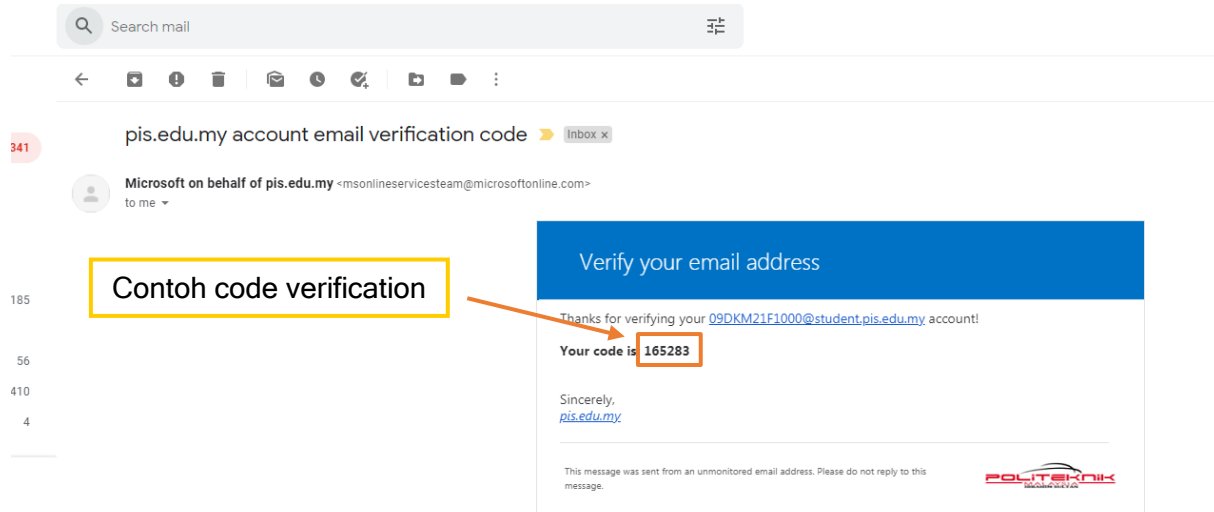
[input field]

verify

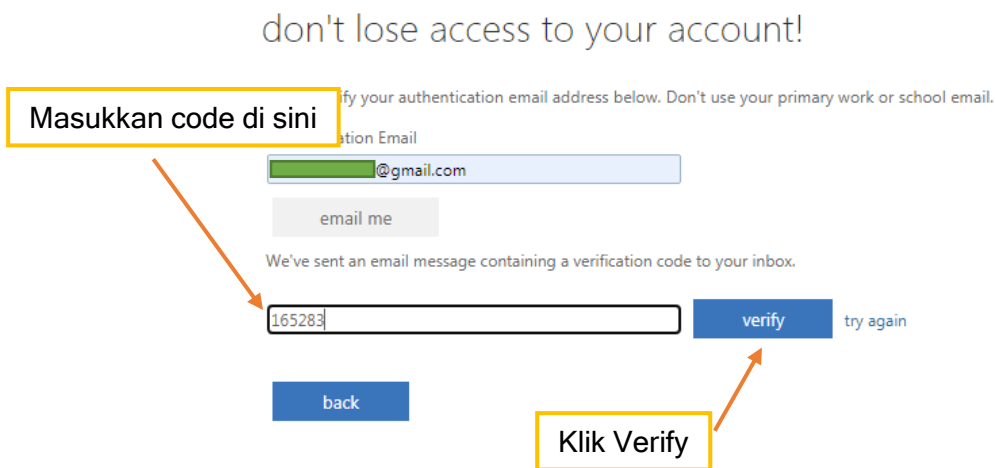
try again

back

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



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



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



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.

! Authentication Phone is not configured. Set it up now

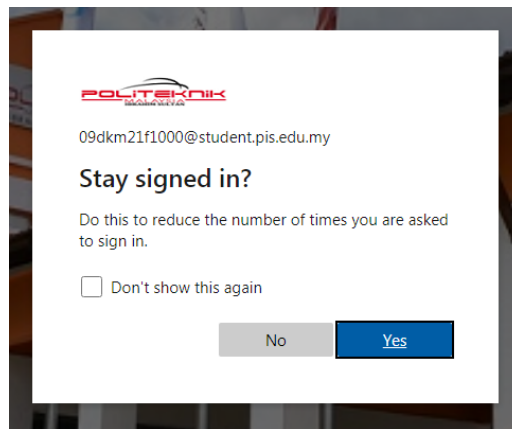
✓ Authentication Email is set to [redacted]@gmail.com. Change

finish

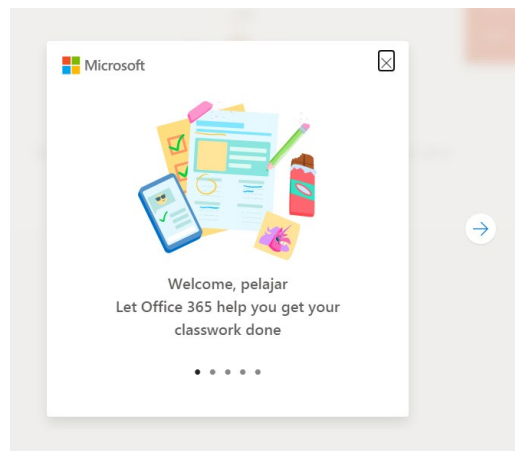
cancel

No telefon atau alternatif emel ini akan digunakan apabila pengguna lupa password

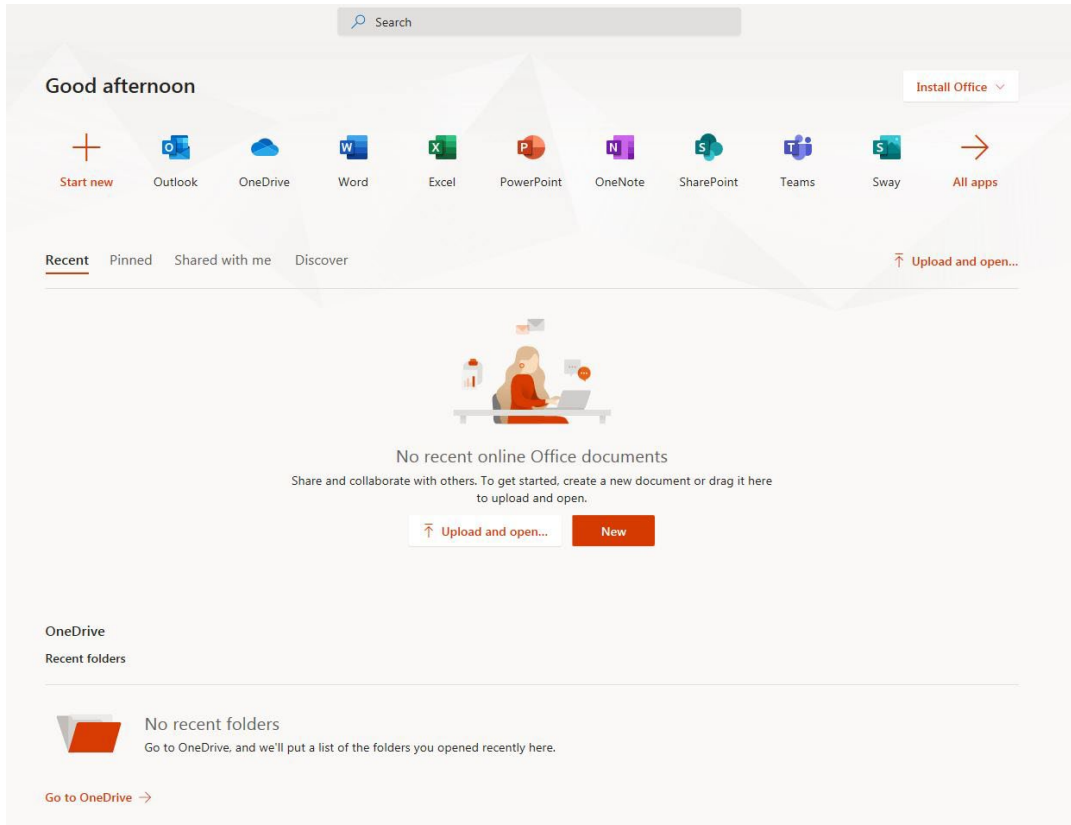
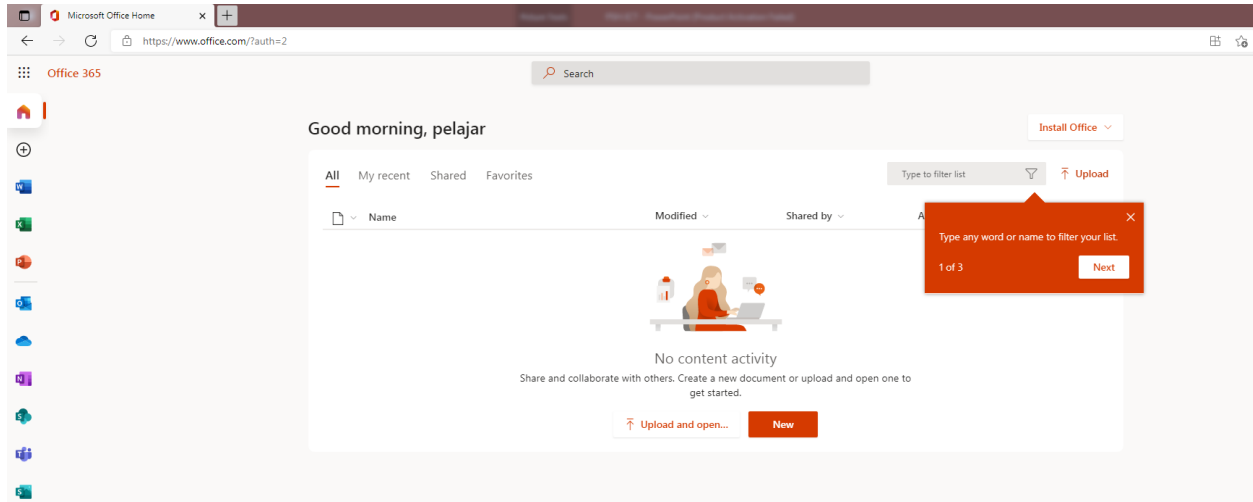
Langkah 12 : Pengguna boleh memilih No atau Yes. Ia bertujuan untuk web browser menyimpan maklumat akaun pengguna



Paparan seperti di bawah akan dikeluarkan bagi pengguna kali pertama



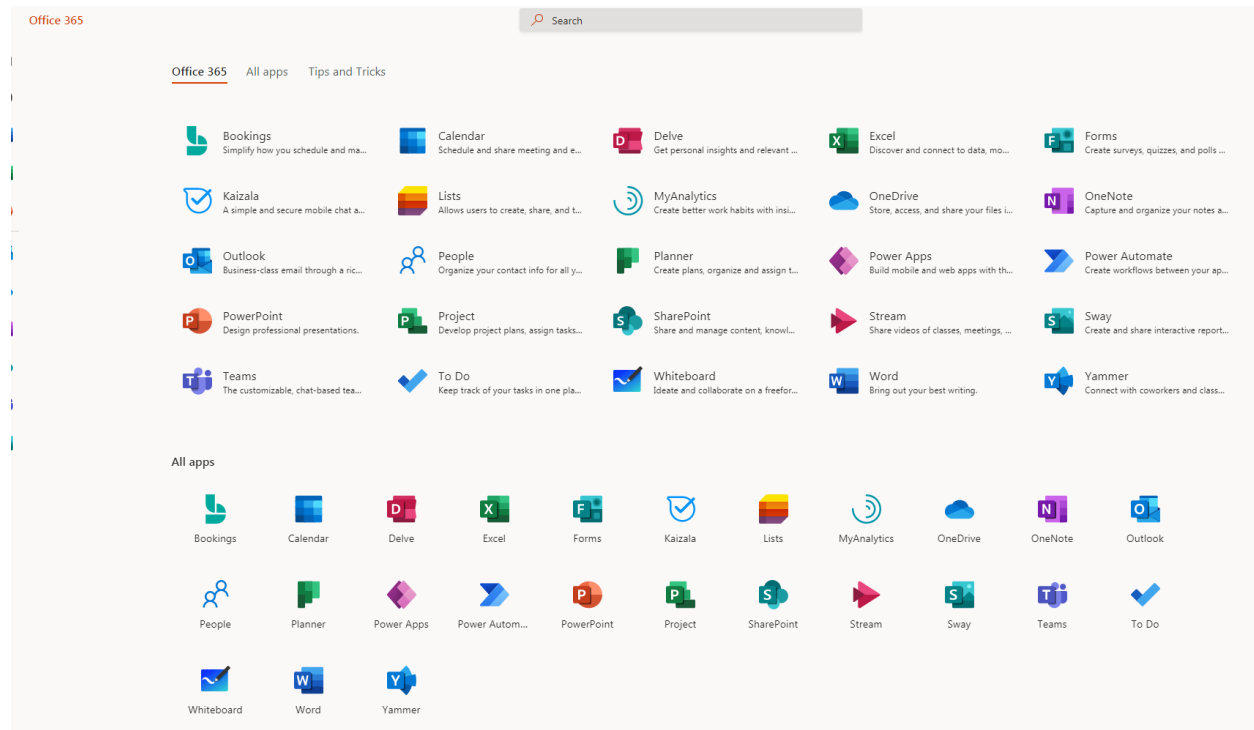
Contoh paparan utama Office 365



Pakej yang ditawarkan bagi pelajar PIS

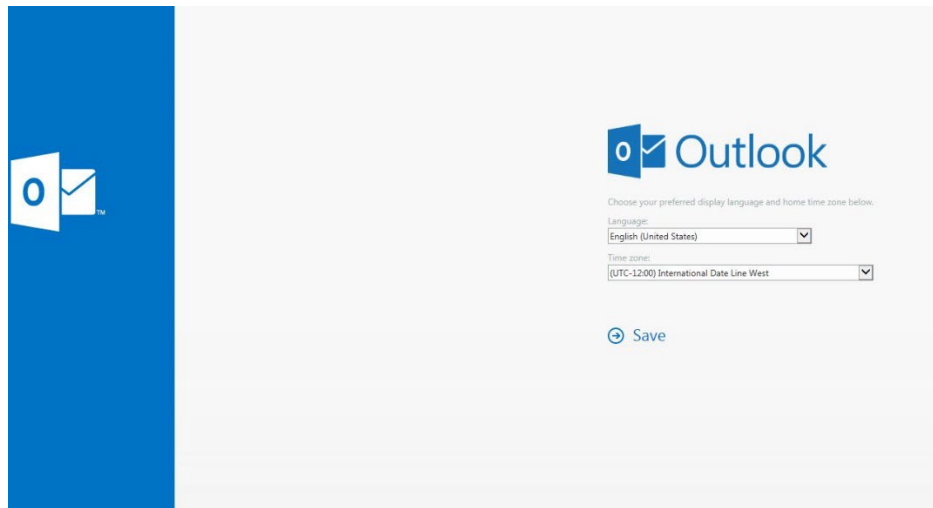
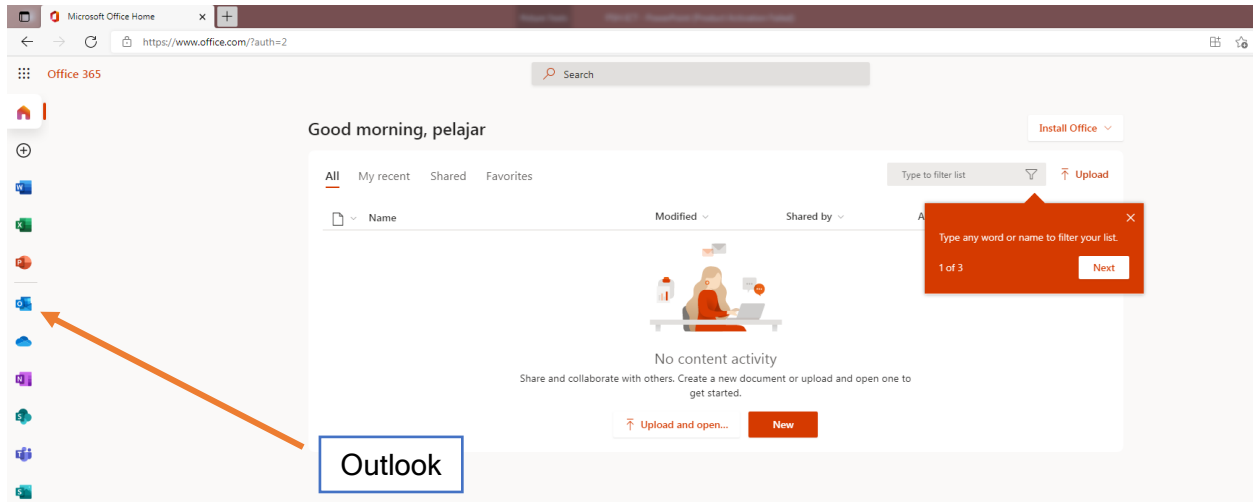
Antara pakej yang ditawarkan kepada pelajar :-

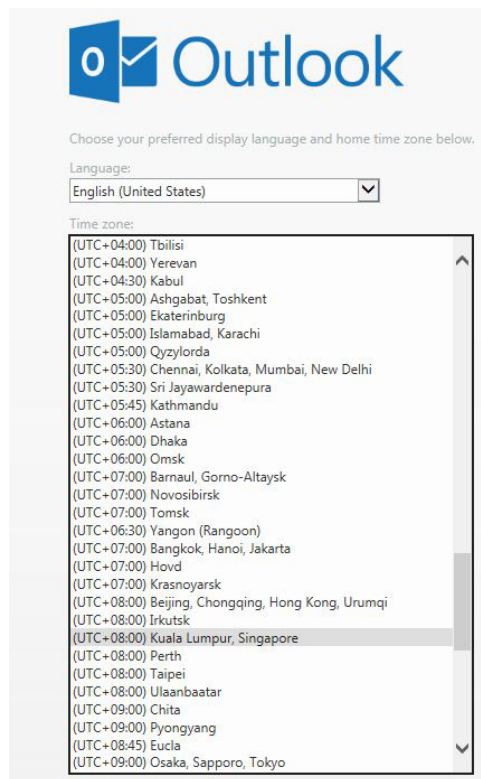
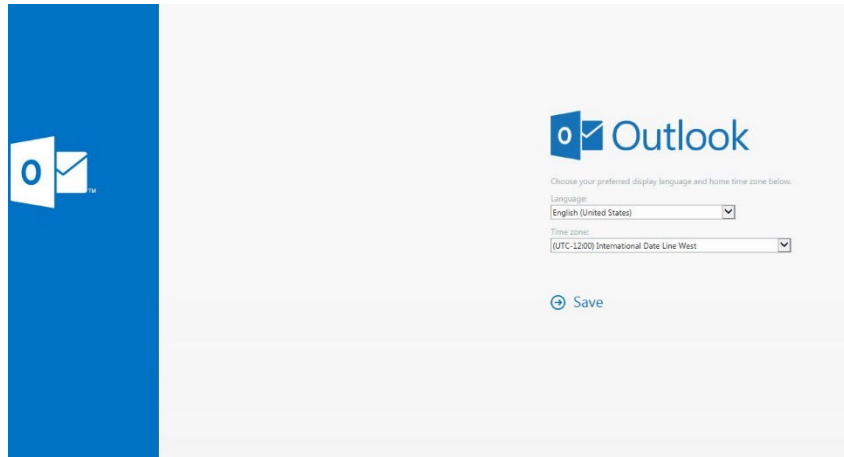
- i. Microsoft Office 365 / Windows 10 (Sila rujuk manual pemasangan desktop office 365)
- ii. Storage OneDrive (min 15 GB)
- iii. Outlook Account (akaun ini merupakan akaun email rasmi bagi pelajar PIS)
- iv. dan lain-lain aplikasi lagi

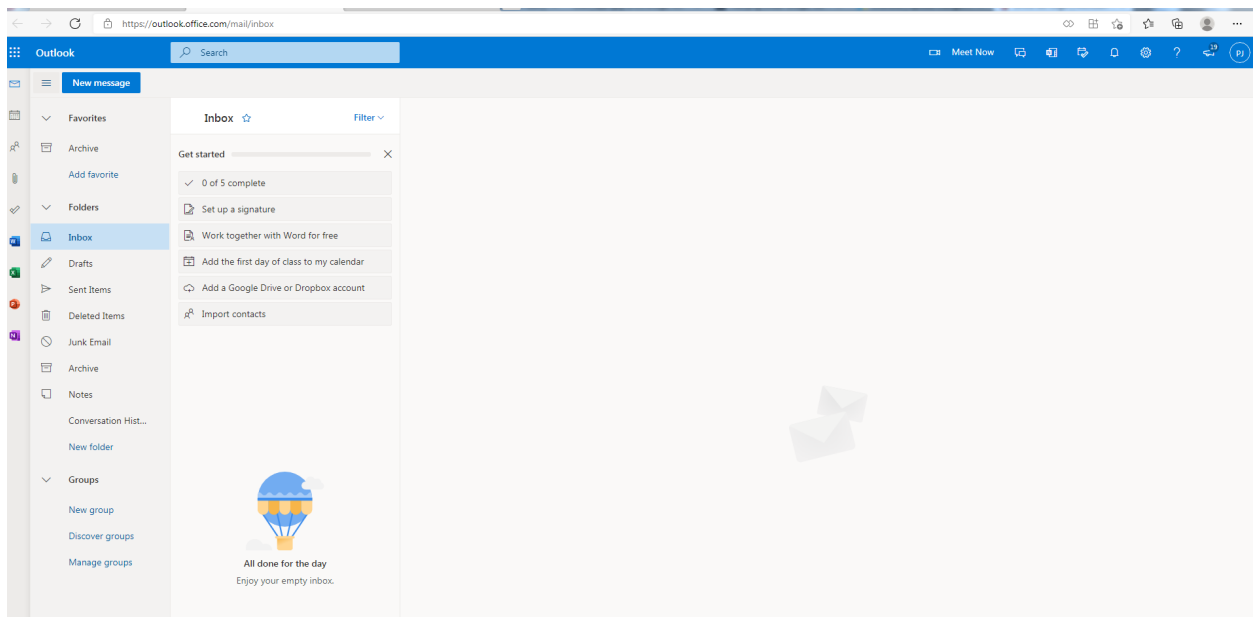
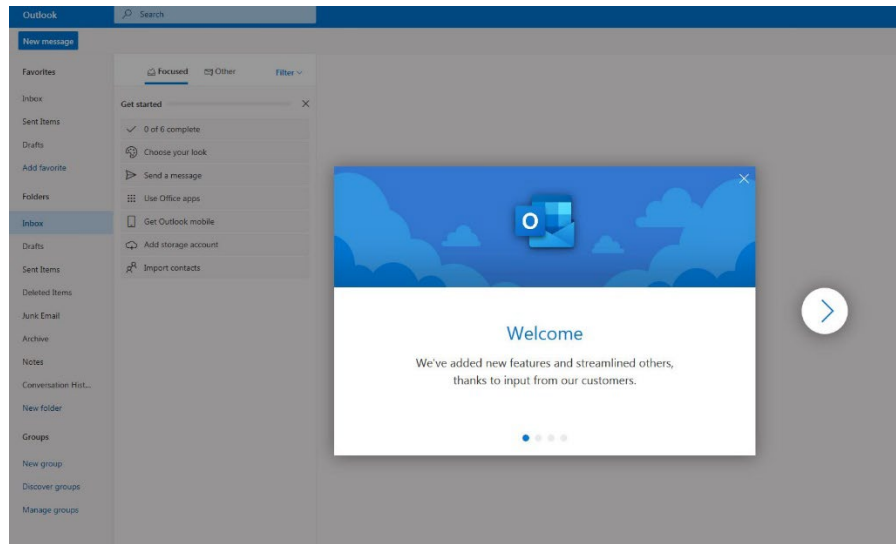


Contoh aplikasi yang ditawarkan : Outlook

- Akaun emel ini merupakan emel rasmi pelajar PIS
- Emel rasmi pelajar adalah sama dengan username Office 365 nomatrik@student.pis.edu.my
- Saiz Storan Emel : min 1GB

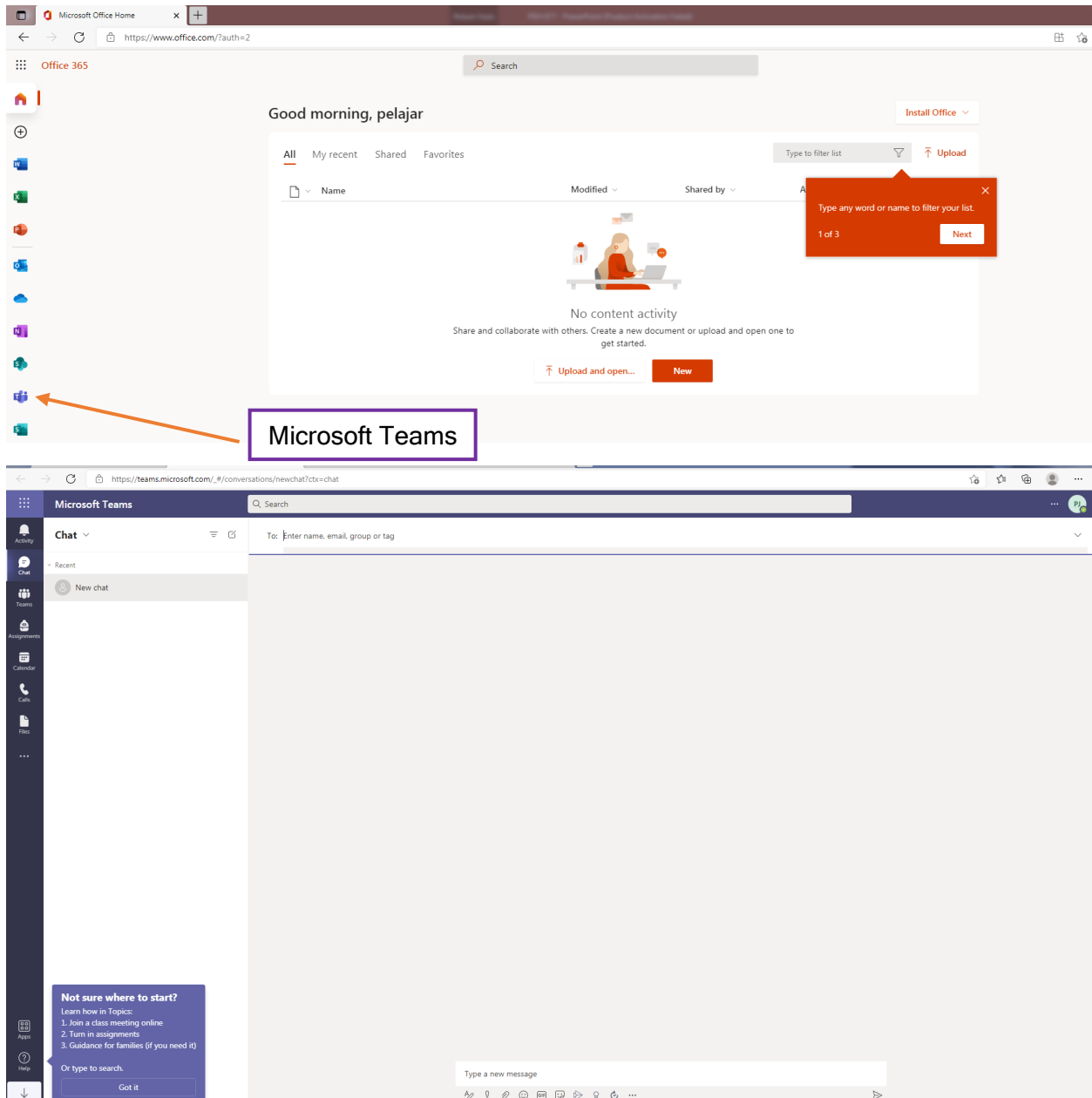






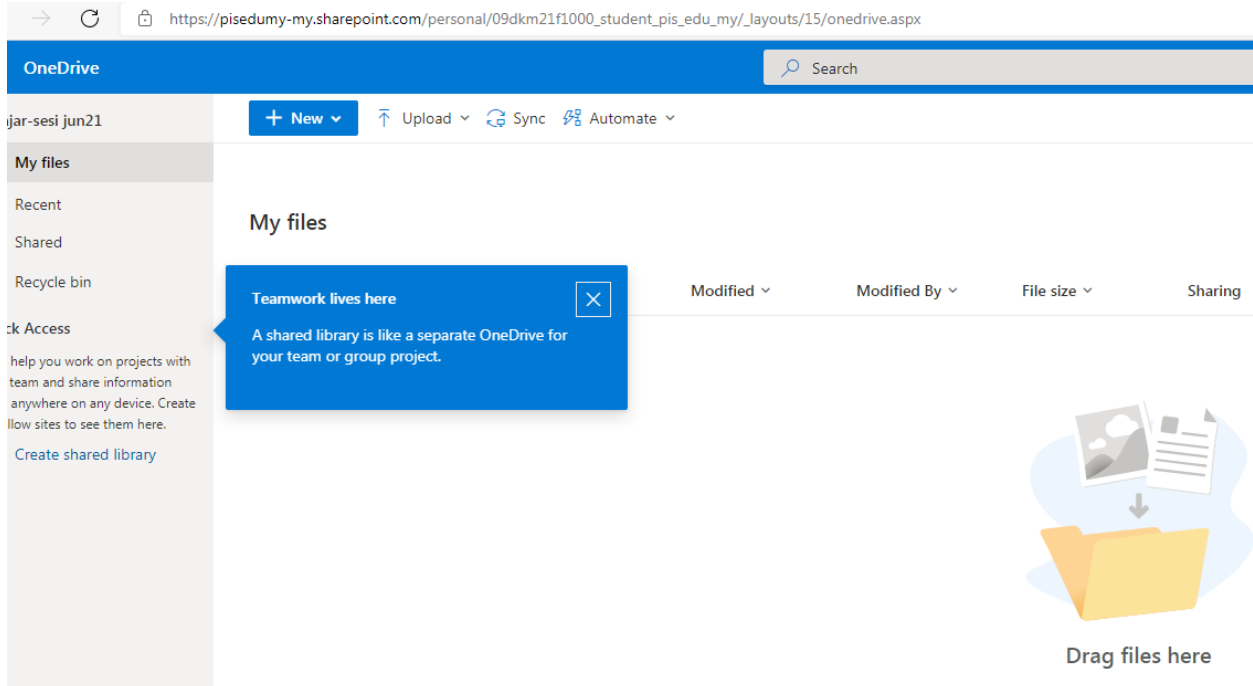
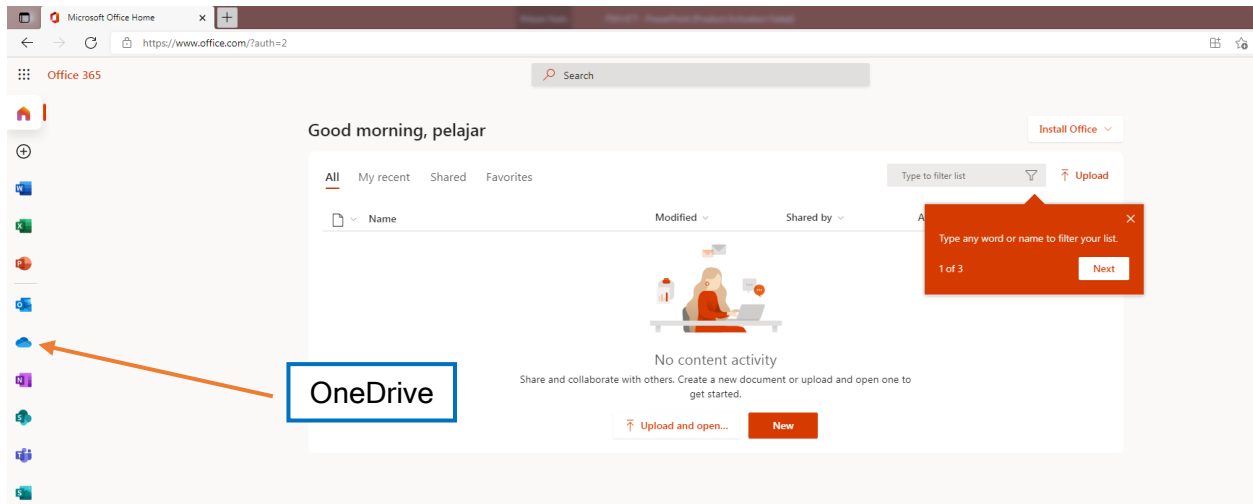
Contoh Aplikasi yang ditawarkan: Microsoft Teams

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



Contoh aplikasi yang ditawarkan:- OneDrive

- ✚ Storan Fail (Cloud) bagi kegunaan pelajar untuk menyimpan fail, dokumen, imej dan lain-lain lagi
- ✚ Size Storan : min 15 GB



Bantuan Teknikal :-

Helpdesk ICT (Sistem dan Aplikasi)

<https://bit.ly/3pXMAVR>



SEKIAN TERIMA KASIH