

# MANUAL PENGGUNA / GARIS PANDUAN

## PENGGUNAAN PORTAL MICROSOFT OFFICE 365 (Staff)



Sign in with your work or school account

Keep me signed in

Sign in

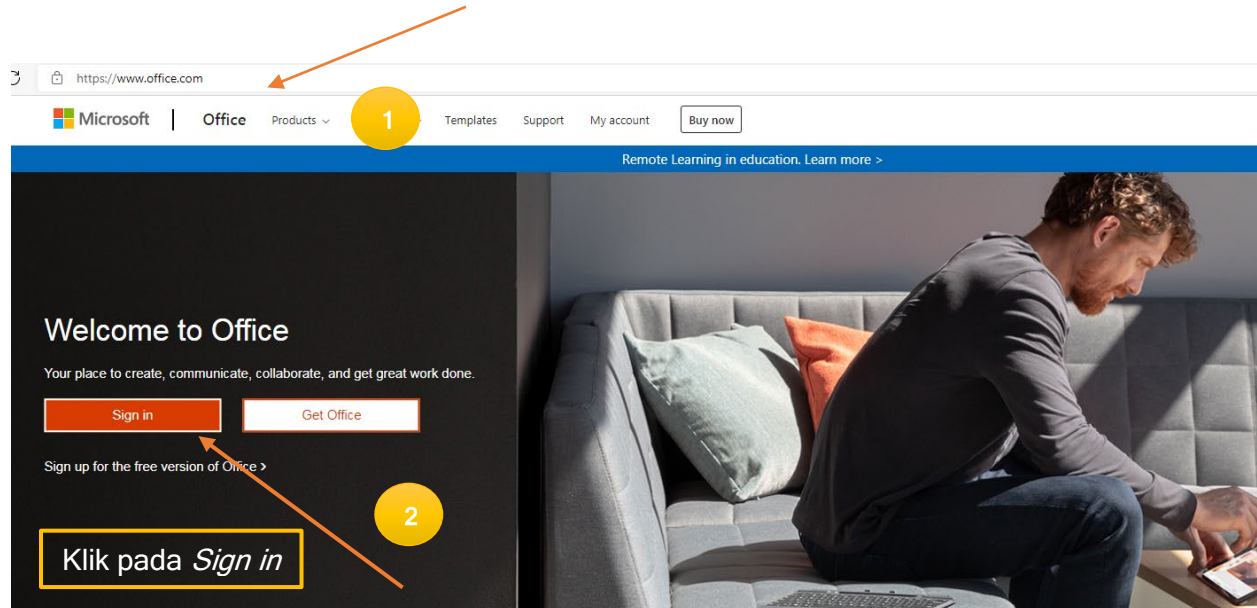
## MAKLUMAT DOKUMEN

<b>Disediakan Oleh</b>	: Nurul Farahdiana Bt Jaafar	<b>Tarikh</b>	: 23 September 2021
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Tarikh	Versi	Nama Fail	Catatan
12 Mei 2020	1.0	Panduan Penggunaan Microsoft Office 365 v1.0 - staff.docx	
01 Disember 2024	2.0	Panduan Penggunaan Microsoft Office 365 v2.1 - staff.docx	

## Panduan Penggunaan Portal Microsoft Office 365 (STAFF PIS)

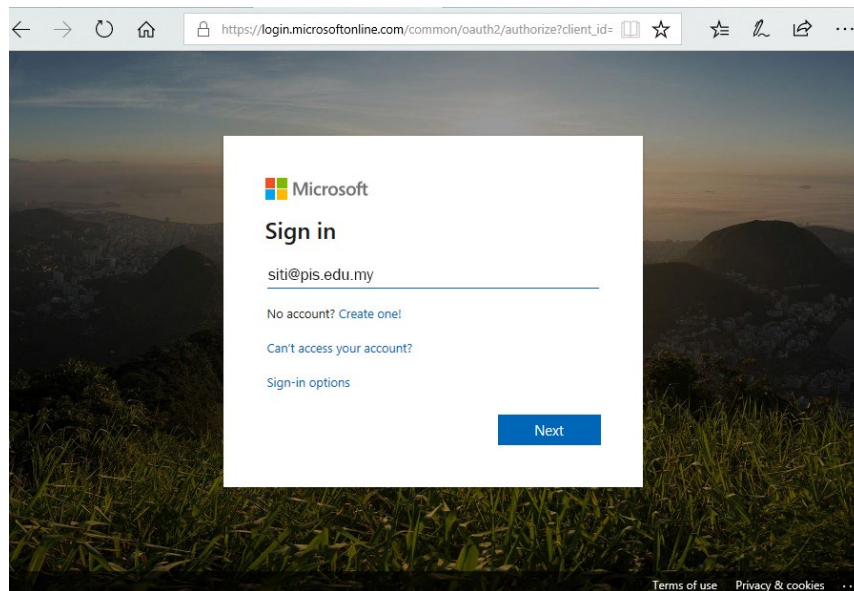
Langkah 1 : Sila layari portal <https://www.office.com/>



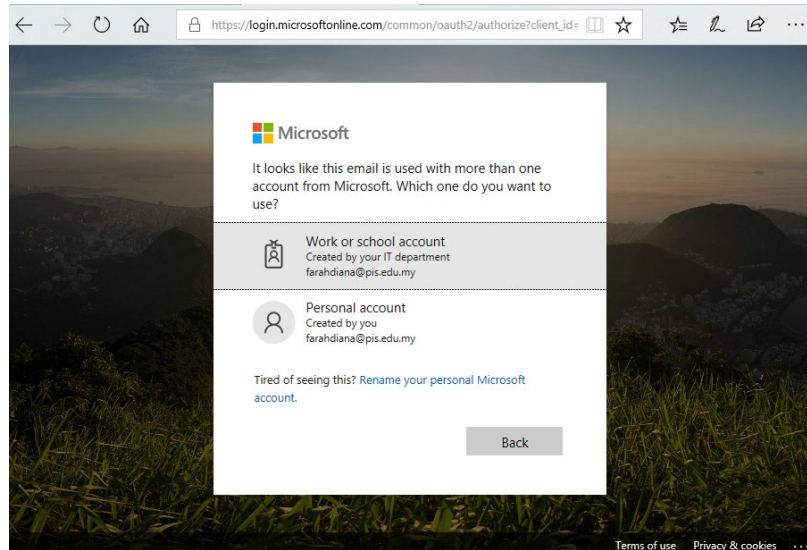
Langkah 2 : Sila masukkan login id anda

Username : <idemail>@pis.edu.my

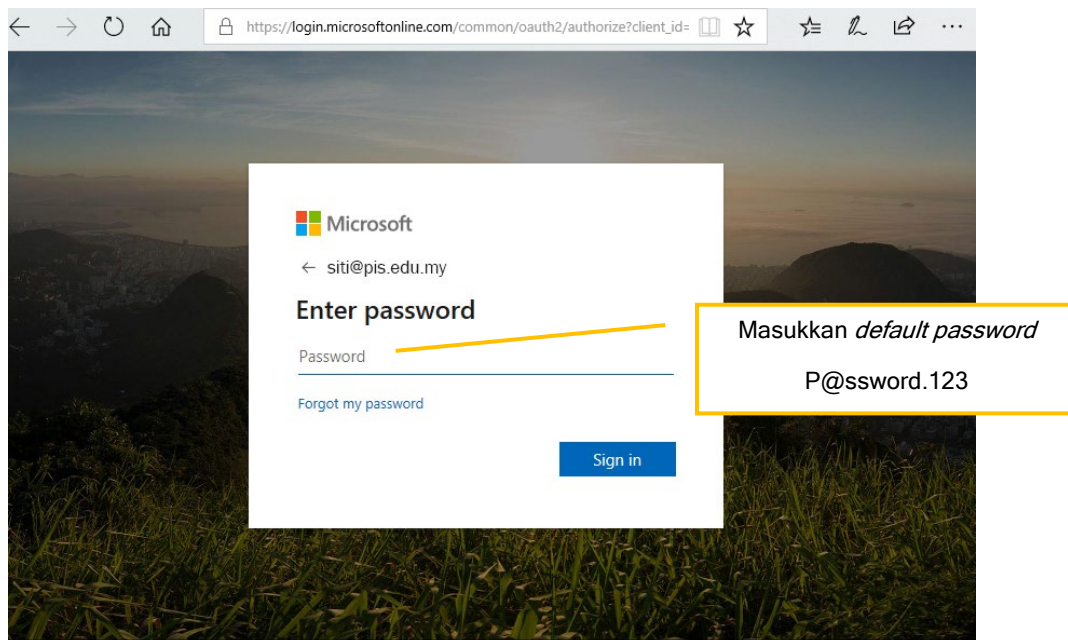
Cth : [siti@pis.edu.my](mailto:siti@pis.edu.my)



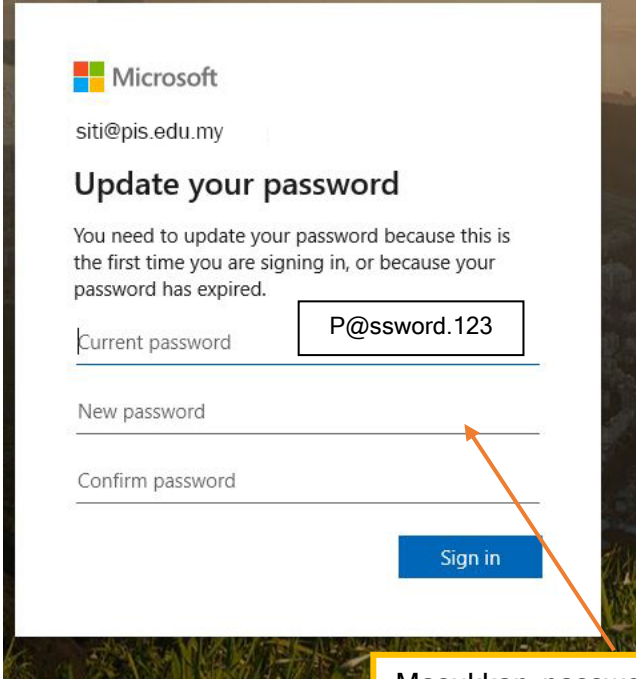
Langkah 3 : Sekiranya paparan ini dikeluarkan, pilih *work or school account*



**Langkah 4 :** Masukkan *default password* pelajar iaitu [P@ssword.123](#) Selepas itu pengguna akan diminta untuk membuat penukaran *password* bagi login kali pertama



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



Masukkan *password* baru

Polisi password :-

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

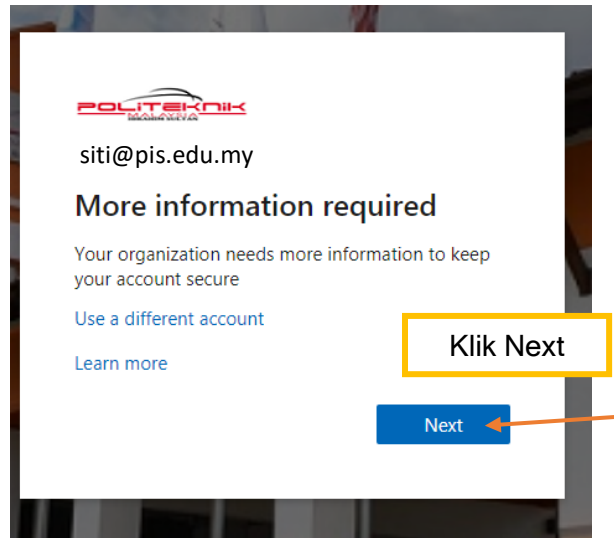
Cth format password:-

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

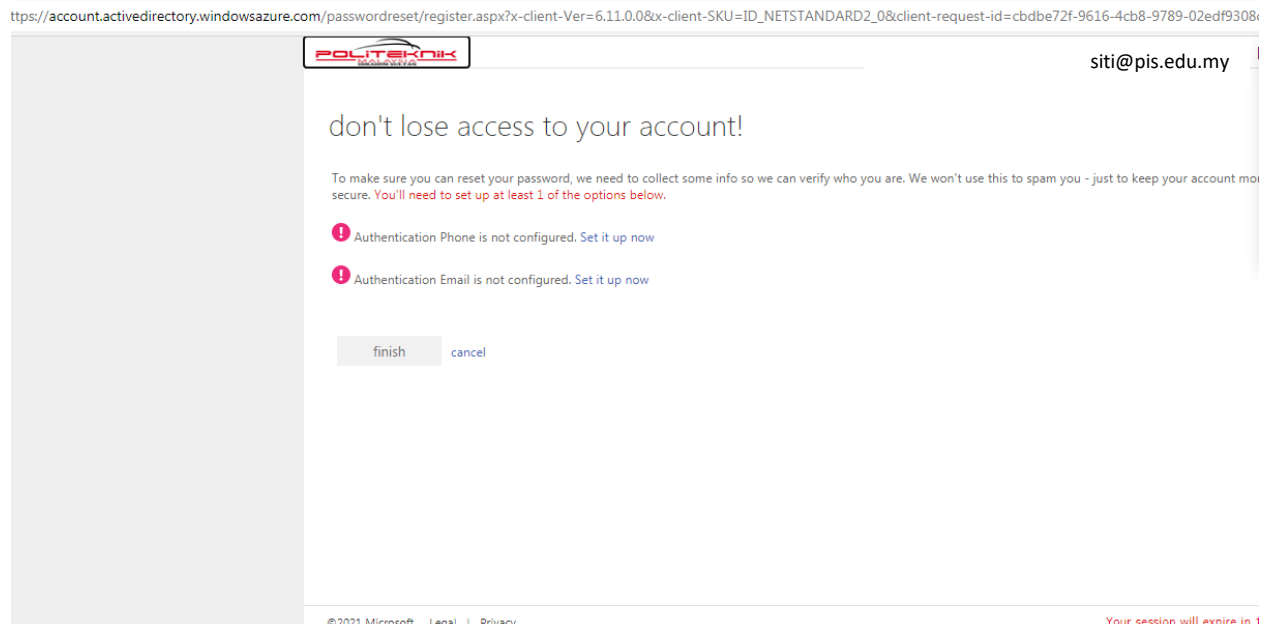
Format 2: Pw.NoIC (Contoh: Pw.1234567890)

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](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 `siti@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 identify you. 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. A blue box on the left highlights the "Set it up now" button for the phone option, with a callout: "Masukkan Nombor Telefon Bimbit". A green box on the right highlights the "Set it up now" button for the email option, with a callout: "Masukkan personal emel staff Cth : gmail / yahoo". The word "ATAU" is written in the center. Below the "Set it up now" buttons are "finish" and "cancel" buttons. 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

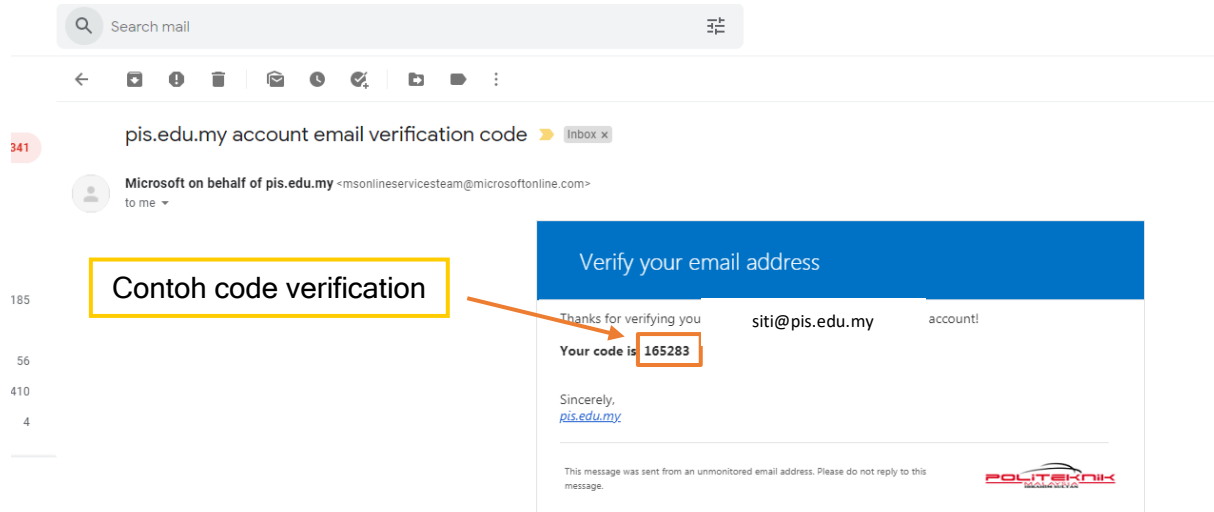
[email me](#)

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

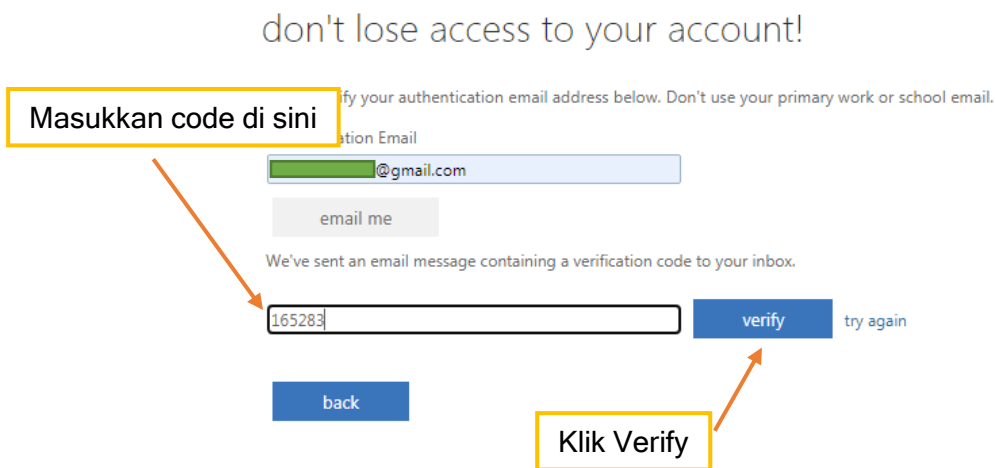
[verify](#) [try again](#)

[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](#)

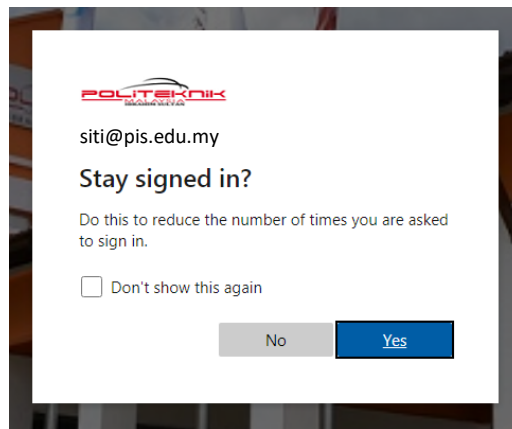
✓ Authentication Email is set to [redacted]@gmail.com. [Change](#)

finish

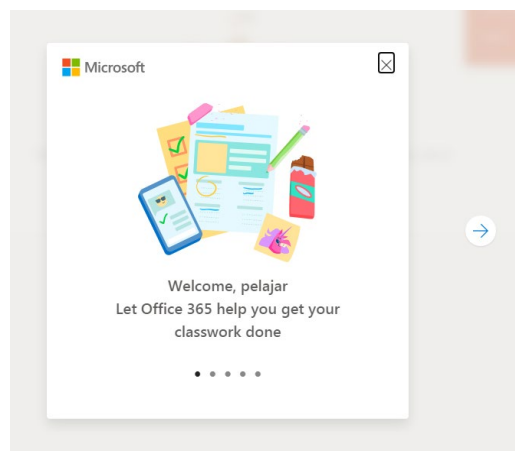
cancel

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

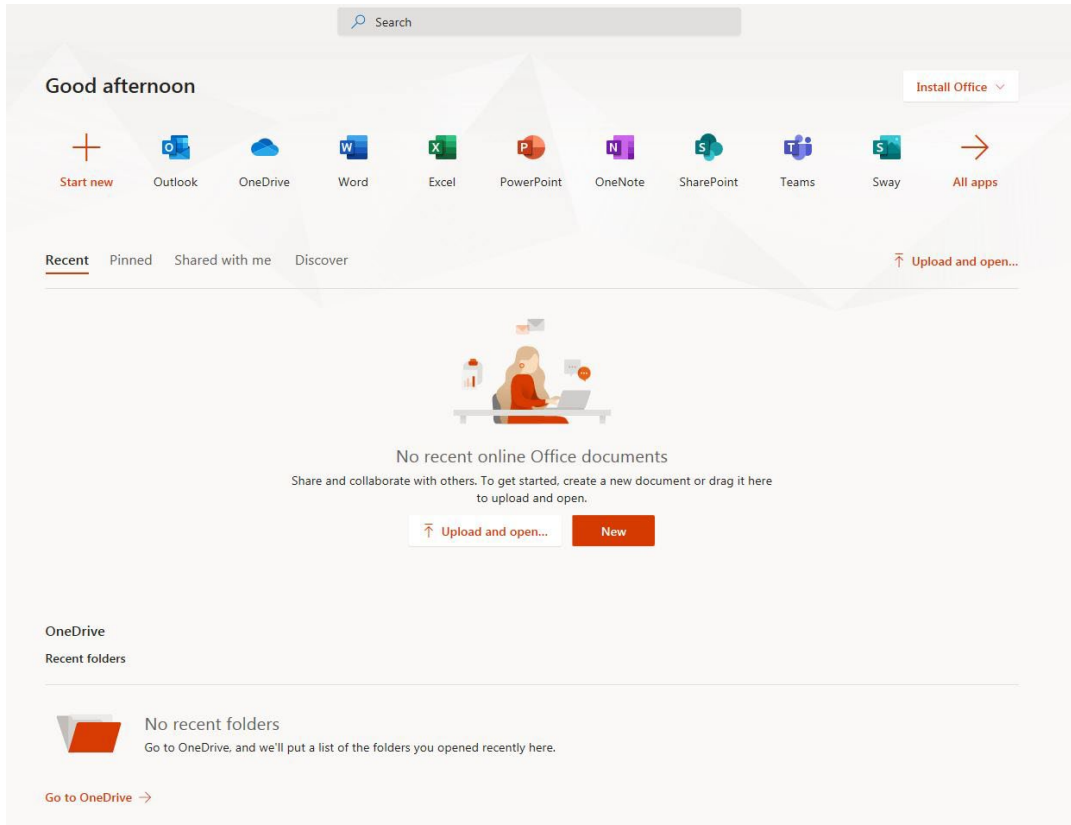
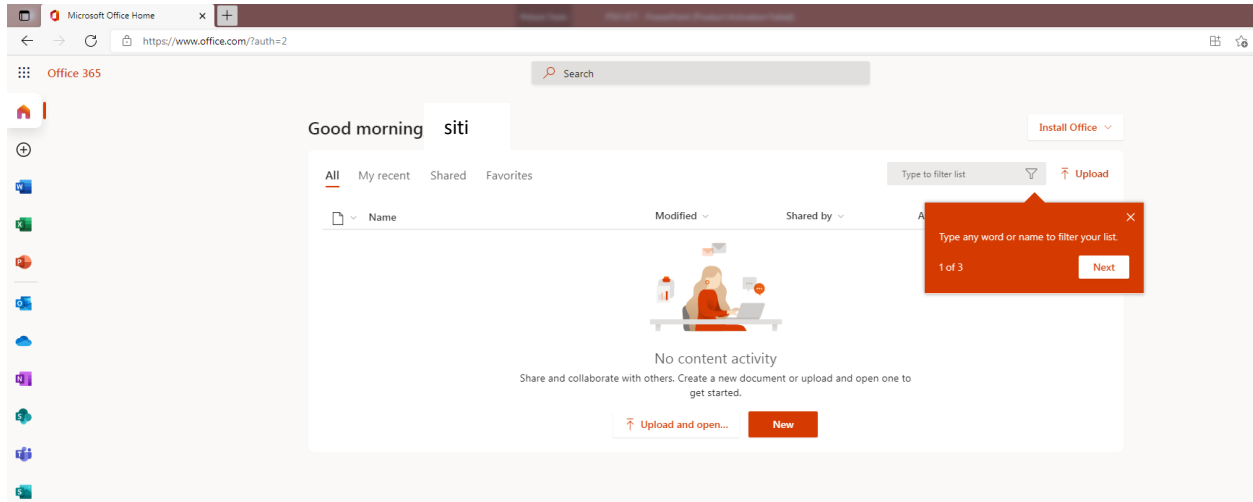
**Langkah 12 :** Pengguna boleh memilih No atau Yes. Ia bertujuan untuk web browser menyimpan maklumat akaun pengguna



Paparan seperti di bawah akan dikeluarkan bagi pengguna kali pertama



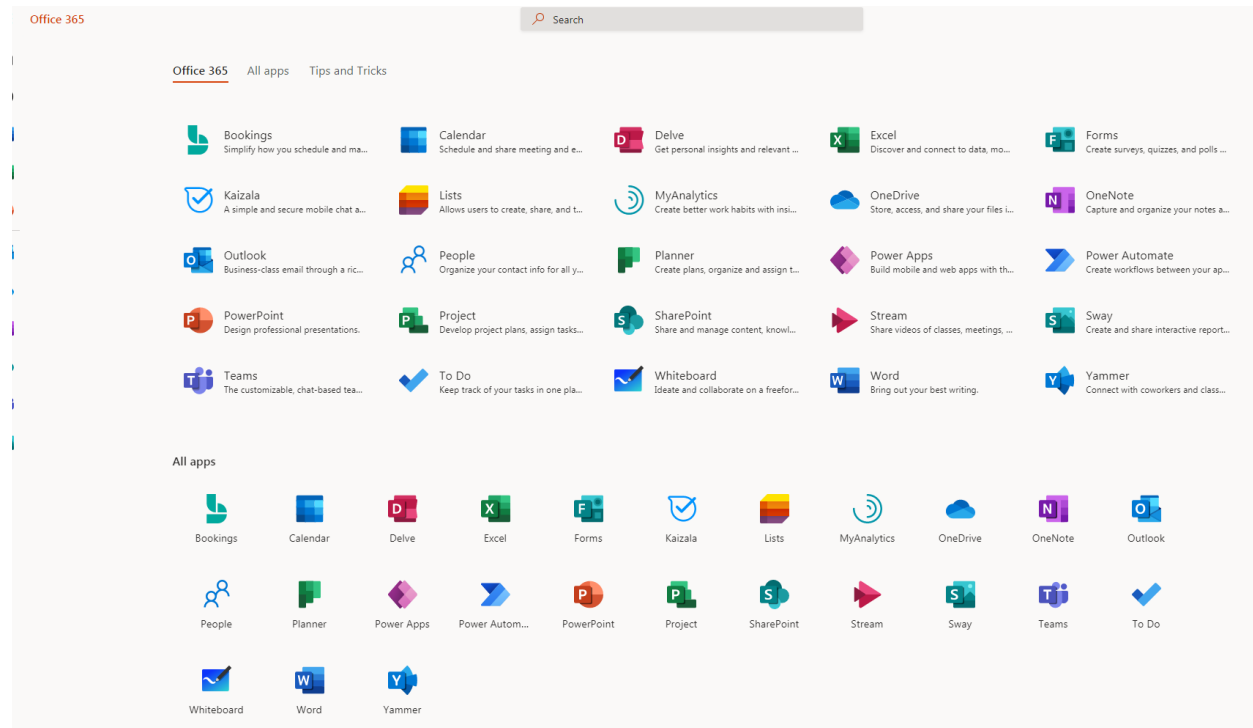
## Contoh paparan utama Office 365



## Pakej yang ditawarkan bagi Staff PIS

Antara pakej yang ditawarkan kepada pelajar :-

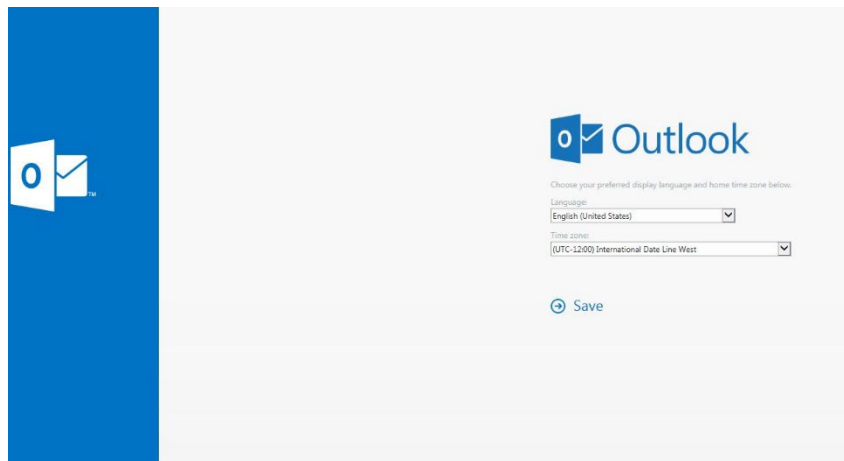
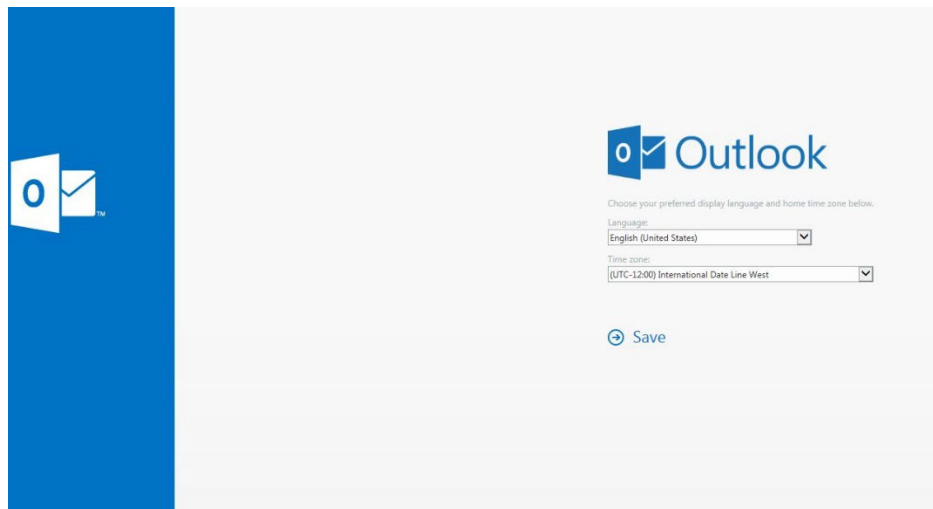
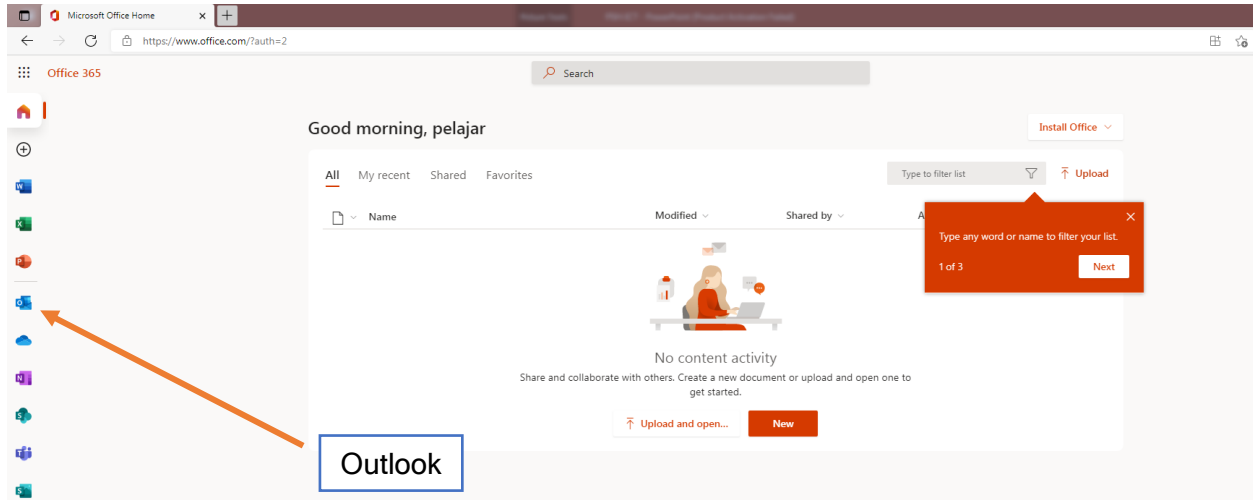
- i. Microsoft Office 365 / Windows 10 (Sila rujuk manual pemasangan desktop office 365)
- ii. Storage OneDrive (min 15GB)
- iii. dan lain-lain aplikasi lagi

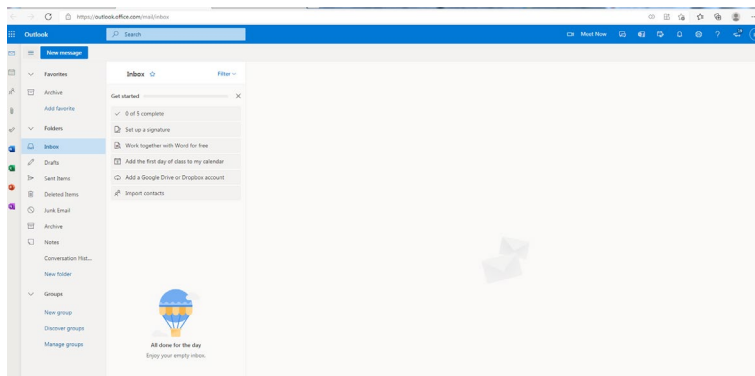
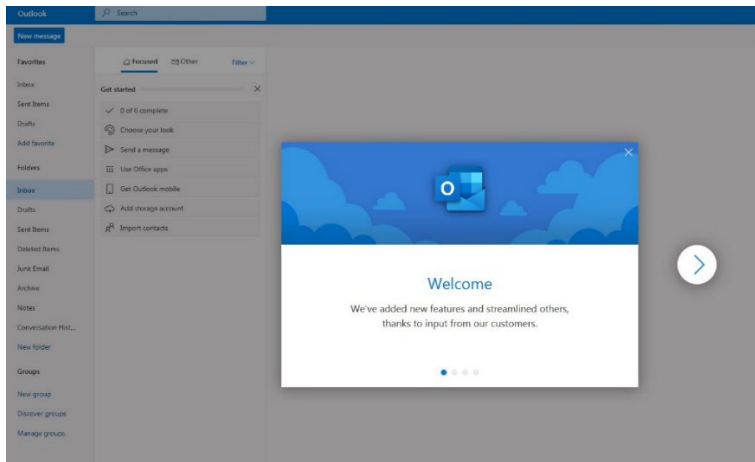
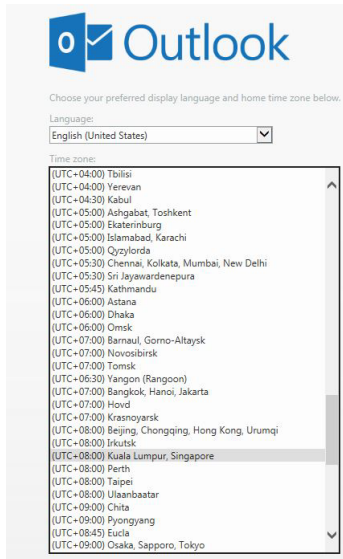


## Contoh aplikasi yang ditawarkan : Outlook

Emel outlook adalah sama dengan username Office 365 [siti@pis.edu.my](mailto:siti@pis.edu.my)

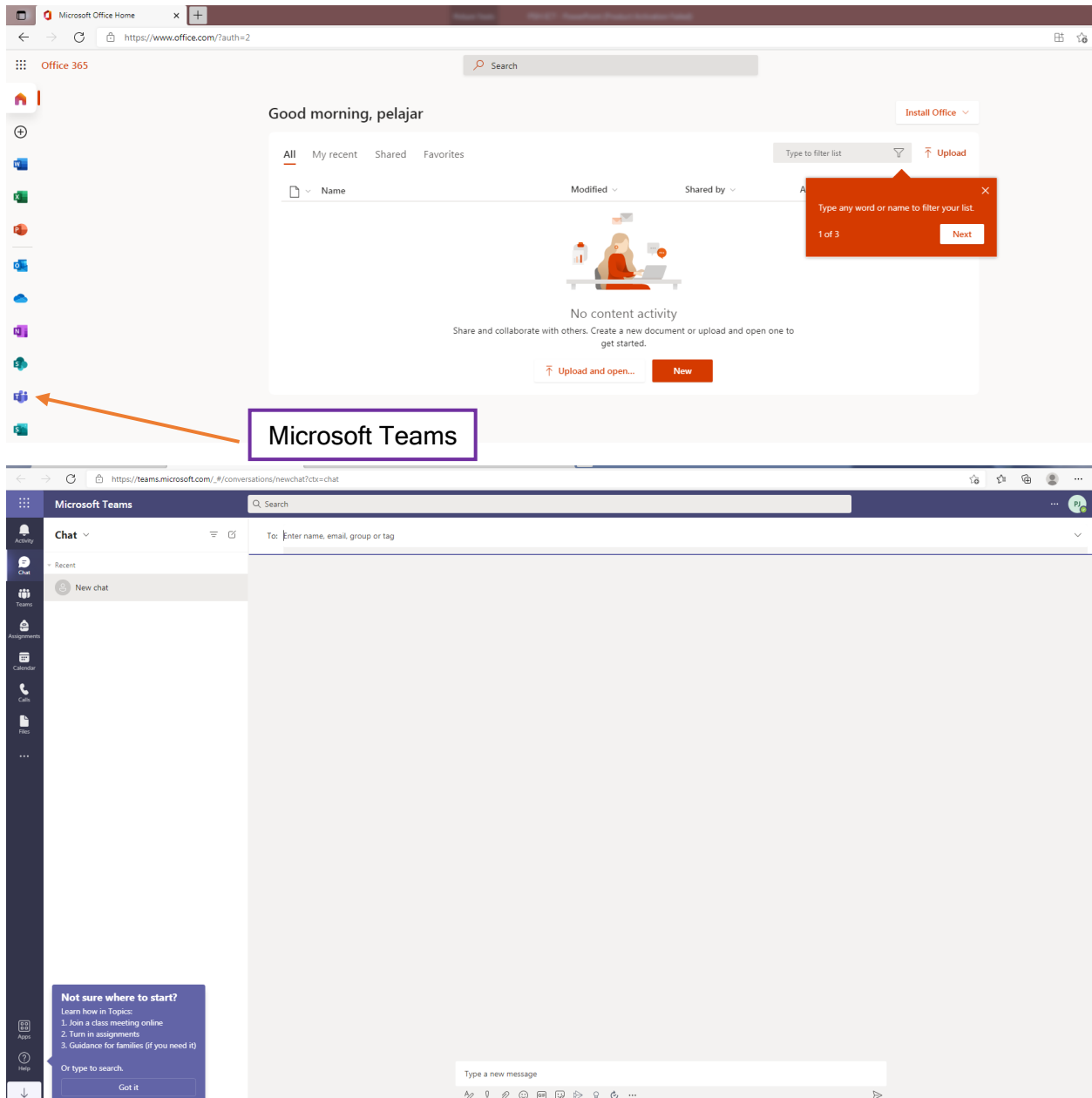
Saiz Storan Emel : min 5GB





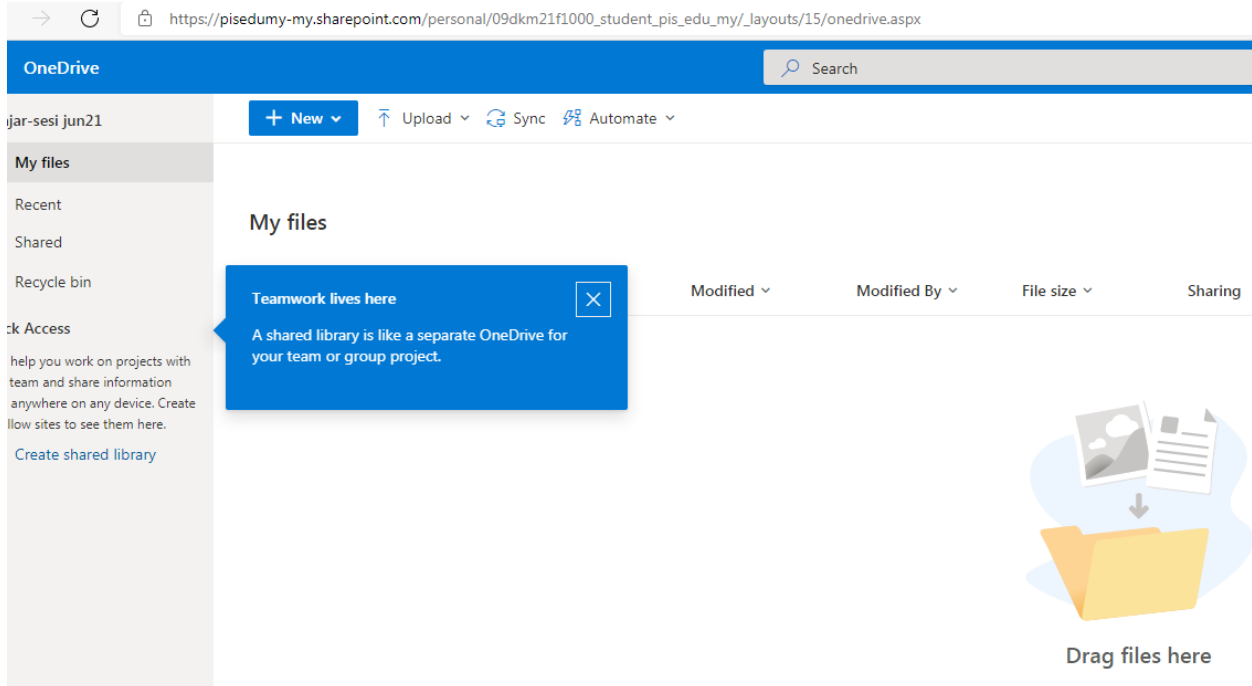
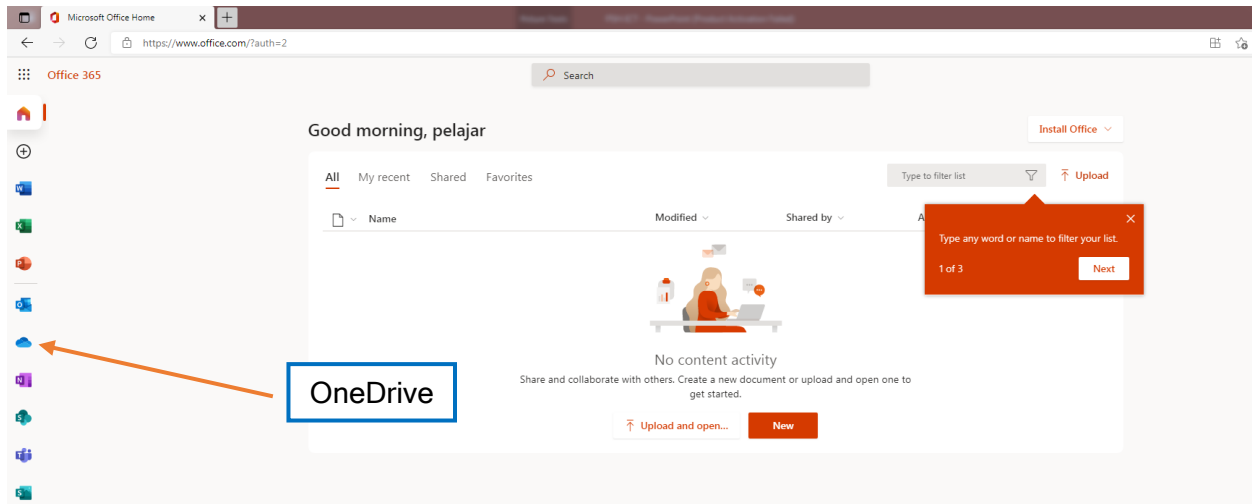
## Contoh Aplikasi yang ditawarkan: Microsoft Teams

- 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 15GB



**Bantuan Teknikal :-**

Helpdesk ICT (Sistem dan Aplikasi)

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



**SEKIAN TERIMA KASIH**