Panduan Akses M365 (Pelajar UPM)

M365 Access Guide (UPM Students)

Sesi penyelenggaraan portal Microsoft 365 (M365) pelajar telah berjaya dilaksanakan pada 30 Ogos 2020. Untuk makluman semua pelajar, anda dikehendaki menggunakan ID baharu iaitu nomatrik@**students**.upm.edu.my. ID ini hanya terpakai untuk mengakses portal Microsoft 365 (M365) sahaja.

Semua pelajar UPM perlu merujuk panduan seperti yang dilampirkan bagi membolehkan penggunaan semula M365.

Sekiranya terdapat permasalahan semasa proses mengaktifkan semula M365, maklumat seperti di bawah hendaklah diemelkan kepada **adminm365@upm.edu.my**.

Nama :
No. Matrik :
Program :
Fakulti :
No. Telefon Bimbit :
* No. telefon bimbit adalah nombor yang sama semasa pengaktifan UPM-ID

Kerjasama anda amat dihargai. Terima kasih.

Pusat Pembangunan Maklumat dan Komunikasi

*The maintenance of the Microsoft 365 (M365) student portal has been successfully completed on 30 August 2020. For your information, students are required to use a new ID which is the matricnumber@**students**.upm.edu.my. This ID is only applicable for access to the Microsoft 365 (M365) portal.*

All students of UPM are requested to refer to the access guide that is attached to enable the reuse of M365.

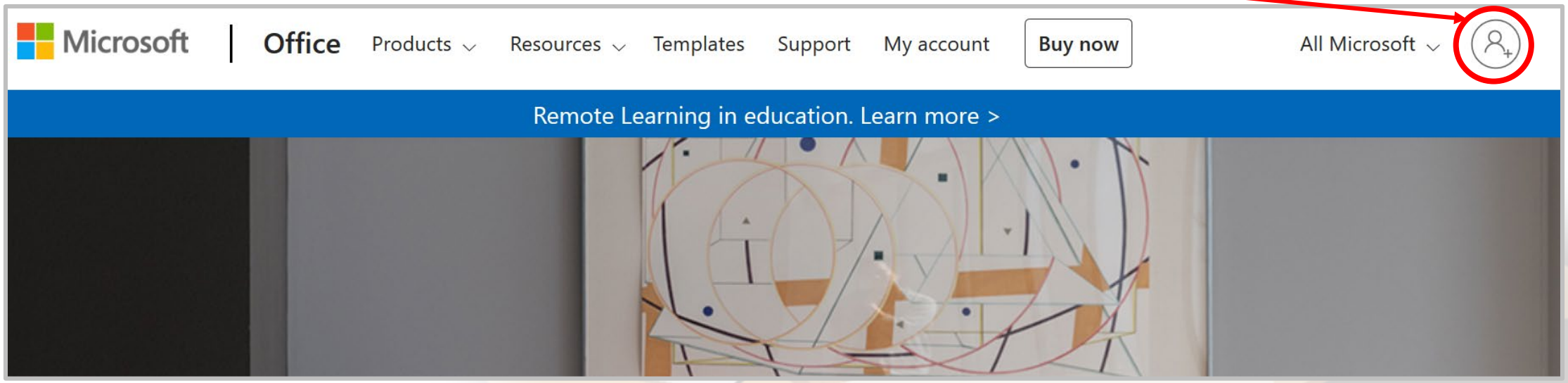
Should you encounter any problems during the process of reactivating M365, please email the following information to adminm365@upm.edu.my.

Name :
Matric Number :
Program :
Faculty :
Mobile Phone No :
** Mobile Phone No. is the same number during UPM-ID activation*

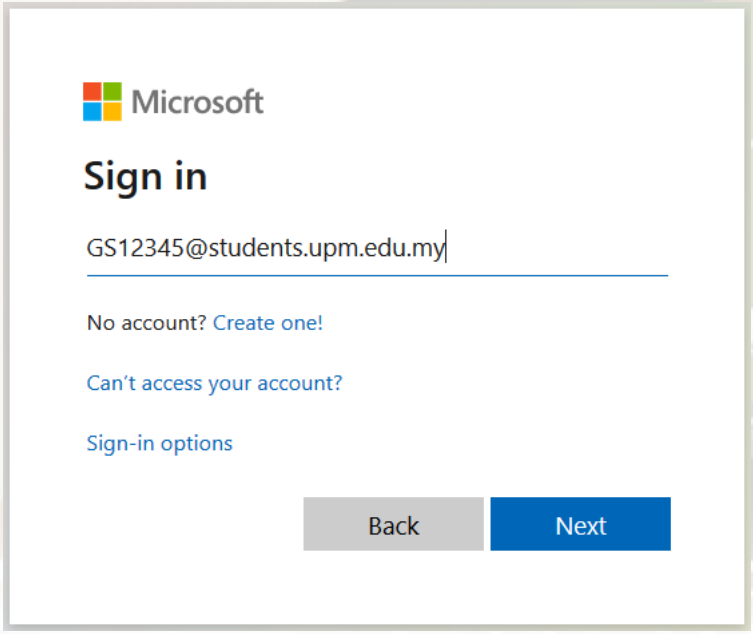
Your cooperation is very much appreciated.

Infocomm Development Centre (iDEC)

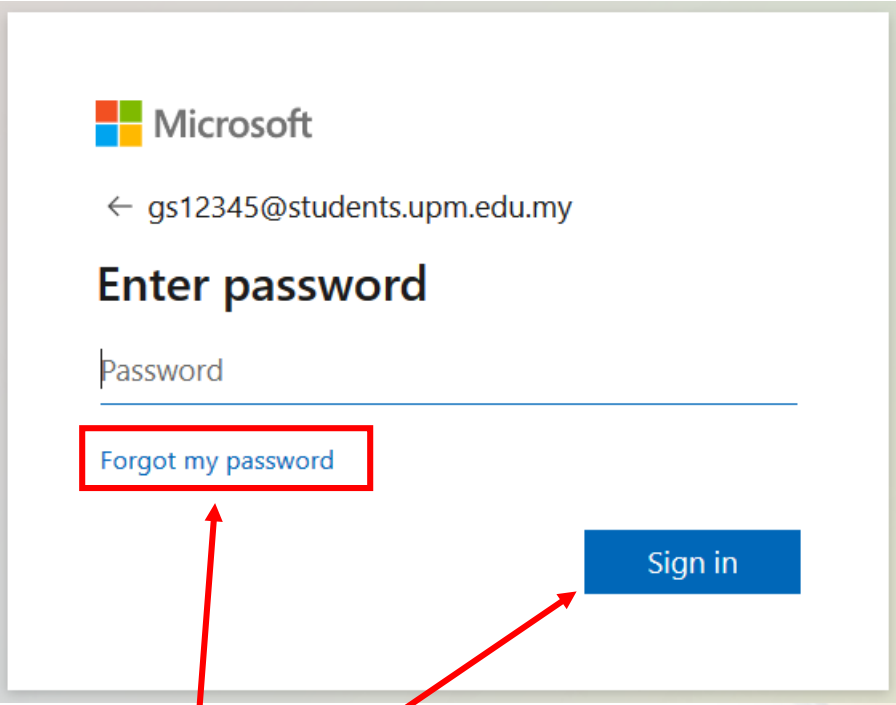
1. Akses URL http://www.office.com dan klik pada icon seperti di bawah.
   Please access http://www.office.com and click at the icon.



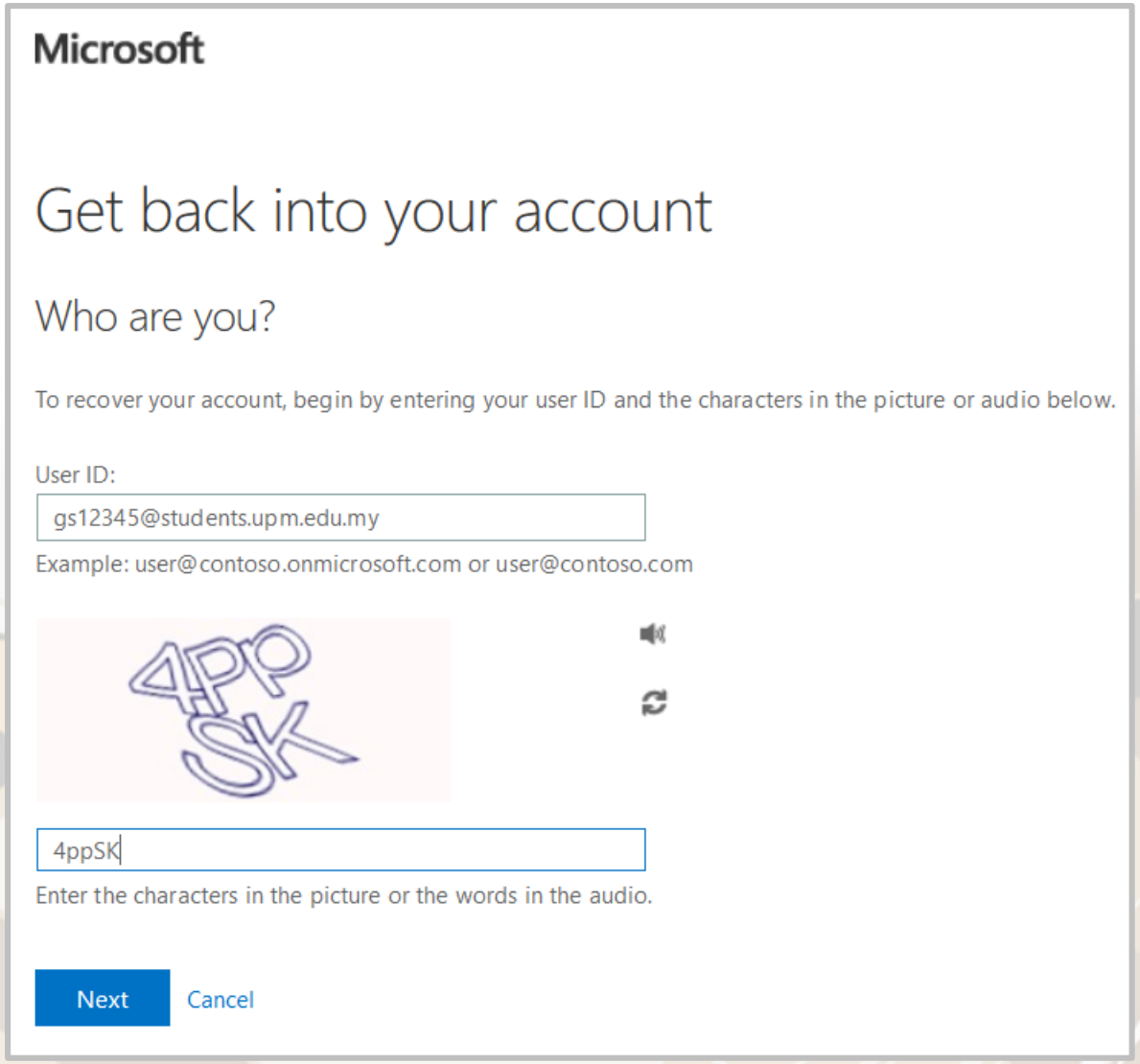
2. Masukkan ID anda (nomatrik@students.upm.edu.my) dan klik “Next”
   Please input your ID (matricnumber@students.upm.edu.my) and click “Next”.



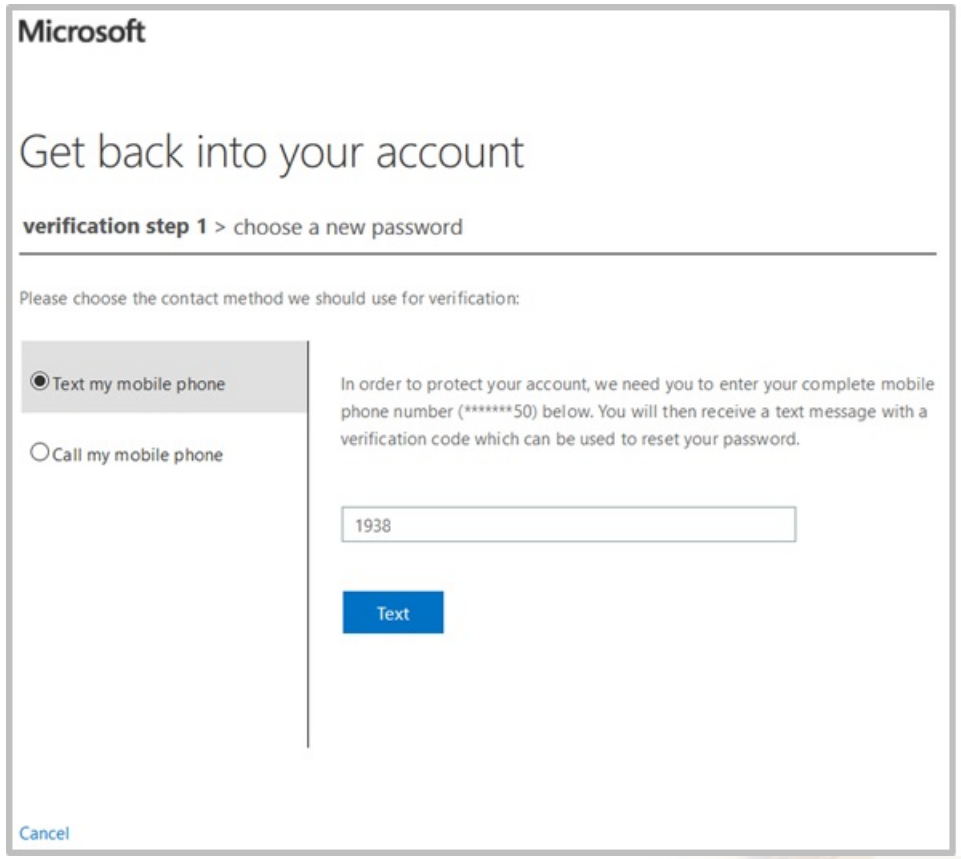
Pusat Pembangunan Maklumat dan Komunikasi (iDEC)
UPM



3. Klik pada “Forgot my password” dan klik pada butang “Sign In”.
Please click “Forgot my password” and click “Sign In” button.

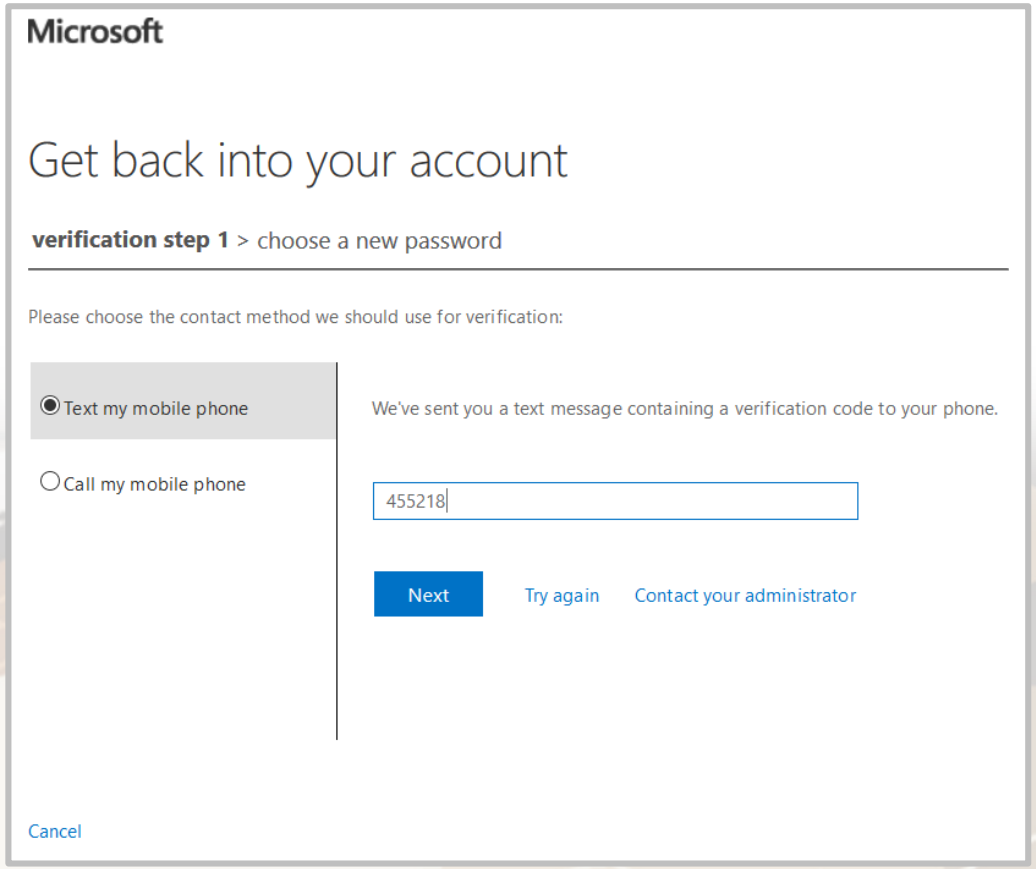


4. Masukkan aksara keselamatan seperti yang dipaparkan dan klik “Next”.
Please input the security character and click “Next”.



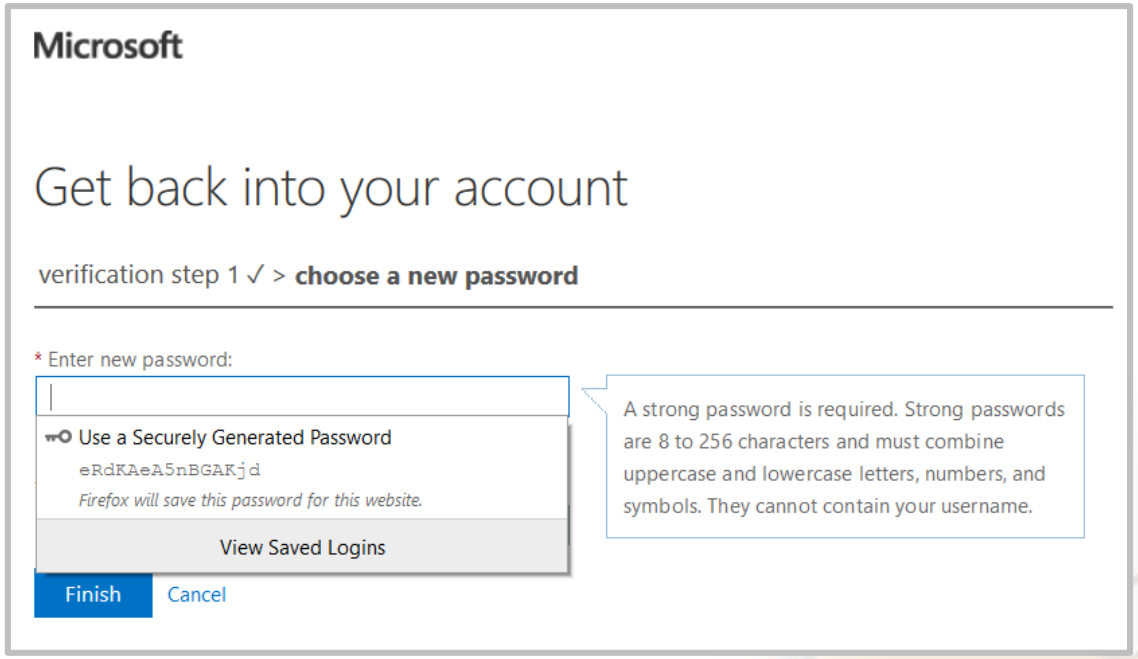
5. Masukkan nombor telefon bimbit anda (tidak perlu meletakkan digit “0” di hadapan).
   Please input your mobile phone number omitting the digit “0” at the beginning of the number.

6. Kod pengesahan akan dihantar ke telefon bimbit anda.
   The verification code will sent to your mobile phone.

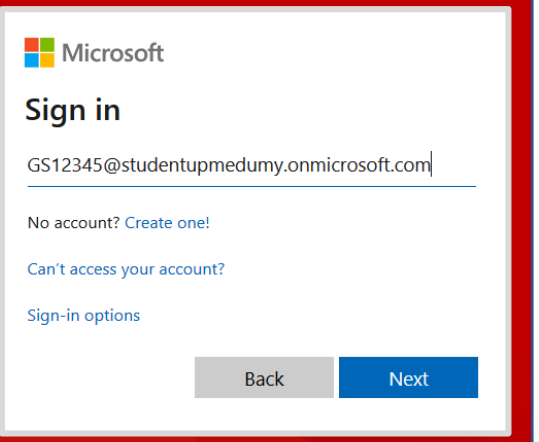


7. Masukkan kod pengesahan yang telah diterima dan klik “Next”.
   Please input the verification code and click “Next”.

Pusat Pembangunan Maklumat dan Komunikasi (iDEC)
UPM



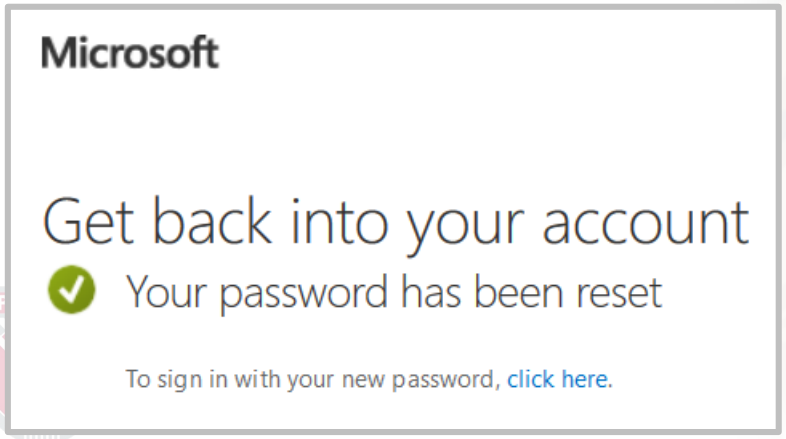
Sekiranya terdapat keperluan untuk mengakses dokumen lama, ikuti panduan berikut:
If there is a need to access your old documents, please follow these guidelines:



1. Akses URL http://www.office.com dan *Sign In*.
   Please access http://www.office.com and Sign In.

2. Masukkan ID anda (nomatrik@studentupmedumy.onmicrosoft.com) dan klik "Next". Kata laluan adalah sama seperti sebelum ini.
   Please input your ID (matricnumber@ studentupmedumy.onmicrosoft.com) and click "Next". The password is the same as before.

8. Masukkan kata laluan baharu anda (dua kali) dan klik "Finish".
   Please input your new password (two times) and click "Finish".



9. Anda telah berjaya dan klik "click here" untuk langkah seterusnya.
   Congratulation and please "click here" for the next step.

10. Ikut langkah selanjutnya bagi membolehkan anda menggunakan M365.
    Please follow the subsequent instruction in order to use M365.

TAHNIAH DAN TERIMA KASIH!
CONGRATULATION AND THANK YOU!