

Cara Memasang Tetapan *Microsoft Authenticator*

1. Muat turun dan pasang aplikasi *Microsoft Authenticator* untuk Android (play store) dan iOS (apps store)
2. Pergi ke halaman <https://myaccount.microsoft.com/>
3. Kemudian, pilih Maklumat Keselamatan > Tambah kaedah
4. Kemudian, pilih aplikasi Pengesahan
5. Pada halaman "Mulakan dengan mendapatkan aplikasi", teruskan dengan memilih butang Seterusnya
6. Kemudian terdapat halaman yang mengatakan "Sediakan akaun anda", klik butang Seterusnya sekali lagi
7. Buka aplikasi *Microsoft Authenticator* dan benarkan notifikasi muncul pada skrin. Kemudian pilih Tambah akaun lanjutan dengan memilih akaun kerja atau sekolah.
8. Kembali ke halaman "Sediakan akaun anda" pada komputer/komputer riba. Kemudian, pilih Seterusnya
9. Langkah terakhir ialah melakukan Imbasan Kod Bar melalui Android atau iOS



**Microsoft
Authenticator**
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Install and Setup Microsoft Authenticator

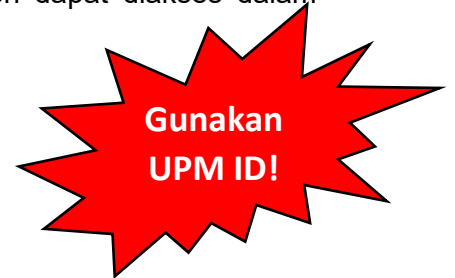
1. *Download and install the Microsoft Authenticator app for Android (play store) and iOS (apps store)*
2. *Go to the <https://myaccount.microsoft.com/page>*
3. *Then, select Security Information > Add method*
4. *Then, select the Authenticator app*
5. *On the "Start by getting the app" page, proceed by selecting the Next button*
6. *Then there is a page that says "Set up your account", click the Next button again*
7. *Open the Microsoft Authenticator app and allow notifications to appear on the screen. Then select Add an extended account by selecting Work or school account.*
8. *Return to the "Set up your account" page on the computer / laptop. Then, select Next*
9. *The last step is to perform a Barcode Scan via Android or iOS*



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Panduan mengakses atau muat turun perisian Microsoft 365:

Perisian Microsoft 365 (lesen A1 dan A3) disediakan untuk semua pelajar UPM dan boleh diakses melalui <https://www.office.com/>. Aplikasi yang terdapat dalam Microsoft 365 adalah Word, Excel, Powerpoint, Microsoft Teams dan lain-lain (boleh diketahui setelah sign in portal M365). Untuk maklumat pelajar baharu, Portal M365 hanya boleh dapat diakses dalam tempoh 10 hari bekerja selepas sesi pendaftaran UPM-ID selesai.



Panduan mengakses atau muat turun perisian Microsoft 365:

1. Akses URL <https://www.office.com/>
2. Masukkan alamat e-mel M365 di ruangan Email Address (upm-id@upm.edu.my - staf; upm-id@student.upm.edu.my - pelajar)
3. Klik pada Sign In
4. Masukkan kata laluan UPM ID
5. Klik pada button Install Office untuk muat turun perisian Microsoft 365 (Word, Excel, Powerpoint)

Panduan muat turun Microsoft Teams:

Cara 1:

1. Akses URL <https://www.office.com/>
2. Masukkan alamat e-mel M365 di ruangan Email Address (upm-id@upm.edu.my - staf; upm-id@student.upm.edu.my - pelajar)
3. Klik pada Sign In
4. Masukkan kata laluan (sama seperti Microsoft 365)
5. Klik pada menu App Launcher (sebelah atas kiri)
6. Klik pada menu Teams
 - a. Sekiranya ingin menggunakan Microsoft Teams, boleh klik pada menu yang ada di sebelah kiri
 - b. Sekiranya ingin muat turun aplikasi Microsoft Teams, boleh klik pada (sebelah atas kanan bersebelahan nama Universiti Putra Malaysia)
 - c. Boleh pilih untuk muat turun sama ada untuk Desktop App atau Mobile App

Atau Cara 2:

Akses URL <https://www.microsoft.com/en-my/microsoft-teams/log-in>

1. Klik pada button Sign In (masukkan ID dan kata laluan yang sama seperti Microsoft 365) atau Download Now (untuk muat turun aplikasi Microsoft Teams)
2. Pilih aplikasi yang ingin dimuat turun (Desktop atau Mobile)
3. Untuk perisian selain Microsoft 365, mohon rujuk laman web iDEC :
 - a. <http://www.idec.upm.edu.my/>
 - b. Menu >> Perkhidmatan/Services
 - c. Menu >> Perisian Berlesen/Licensed Software di bawah tajuk Sokongan Pengguna/User Support

Referring to your inquiries as stated, Microsoft 365 software (A1 and A3 licenses) is available for all UPM students and can be accessed through <https://www.office.com/>. Applications available in Microsoft 365 are Word, Excel, PowerPoint, Microsoft Teams and others (can be found after signing in to the M365 portal). For the information of new students, Portal M365 can only be accessed within 10 working days after the UPM-ID registration session is completed.

GUIDE TO ACCESSING OR DOWNLOADING MICROSOFT 365 SOFTWARE:

1. Access the URL <https://www.office.com/>
2. Enter the M365 e-mail address in the Email Address field (*upm-id@upm.edu.my* - staff; *upm-id@student.upm.edu.my* - student)
3. Click on Sign In
4. Enter the UPM ID password
5. Click on the Install Office button to download Microsoft 365 software (Word, Excel, PowerPoint)



Microsoft Teams download guide:

Method 1:

1. Access the URL <https://www.office.com/>
2. Enter the M365 e-mail address in the Email Address field (upm-id@upm.edu.my - staff; upm-id@student.upm.edu.my - student)
3. Click on Sign In
4. Enter the password (same as Microsoft 365)
5. Click on the App Launcher menu (top left)
6. Click on the Team's menu
 - a. If you want to use Microsoft Teams, you can click on the menu on the left
 - b. If you want to download the Microsoft Teams application, you can click on (top right next to the name of University Putra Malaysia)
 - c. Can choose to download either for Desktop App or Mobile App

Or Method 2:

Access the URL <https://www.microsoft.com/en-my/microsoft-teams/log-in>

1. Click on the Sign In button (enter the same ID and password as Microsoft 365) or Download Now (to download the Microsoft Teams app)
2. Select the application you want to download (Desktop or Mobile)
3. For software other than Microsoft 365, please refer to the iDEC website:
 - a. <http://www.idec.upm.edu.my/>
 - b. Menu >> Services
 - c. Menu >> Licensed Software under the heading User Support