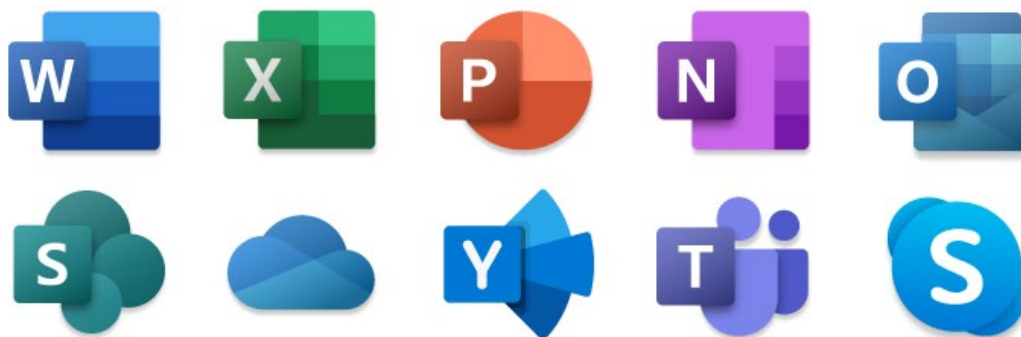


## MANUAL PENGGUNA / GARIS PANDUAN

PENGGUNAAN PORTAL MICROSOFT OFFICE 365 (Pelajar)



## MAKLUMAT DOKUMEN

<b>Disediakan Oleh</b>	: Mohd Suhaimi bin Yahya	<b>Tarikh</b>	: 23 September 2021
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Tarikh	Versi	Nama Fail	Catatan
23 September 2021	1.0	Panduan Penggunaan Microsoft Office 365v1.0 - student.docx	

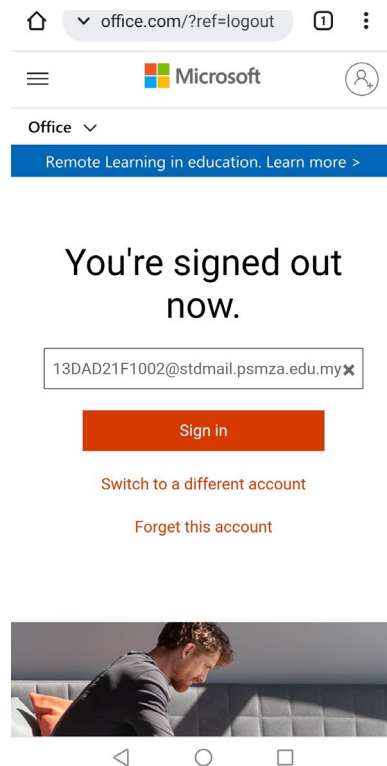
## Panduan Penggunaan Portal Microsoft Office 365 (PELAJAR PSMZA)

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

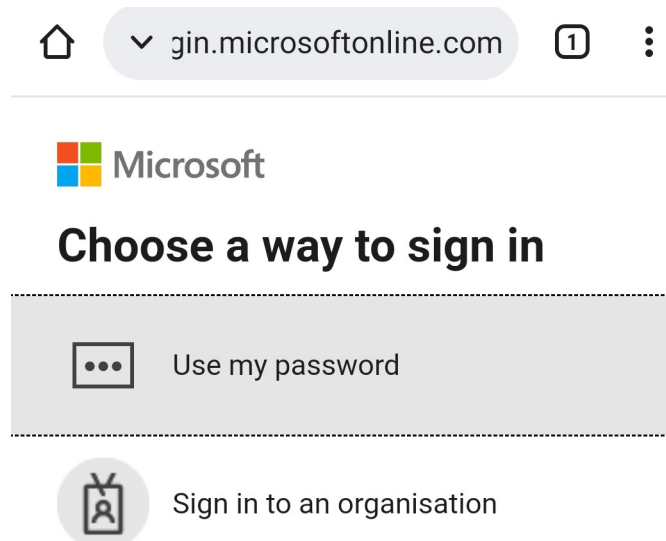
Sila masukkan login id anda

Username : <nomatrik>@stdmail.psmza.edu.my

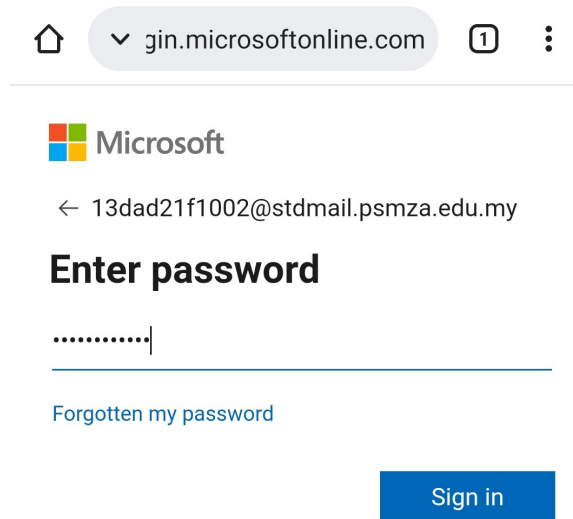
Contoh : 13DAD21F1002@stdmail.psmza.edu.my



**Langkah 2 :** Sekiranya paparan ini dikeluarkan, pilih *use my password*

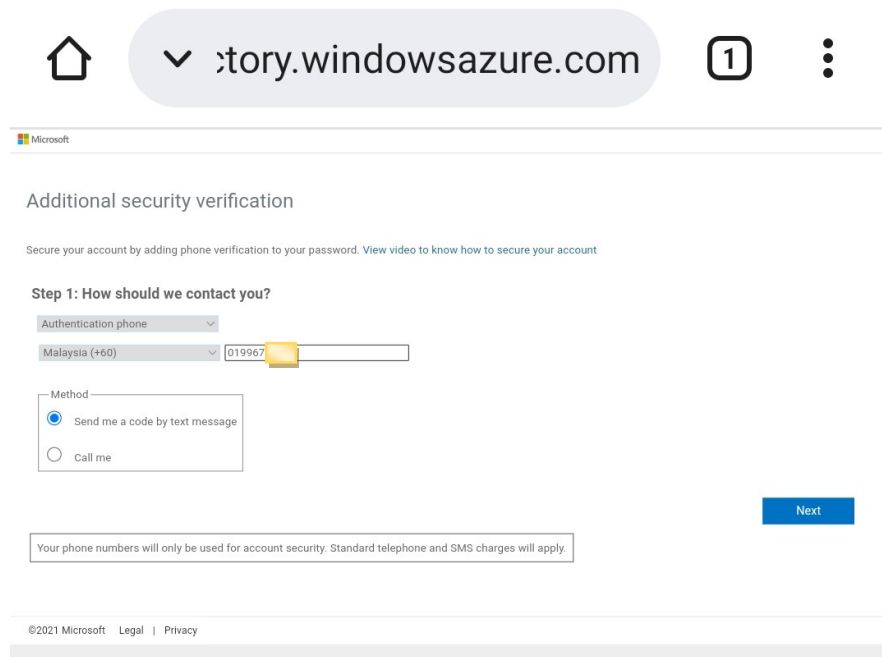


**Langkah 3 :** Masukkan *default password* pelajar iaitu [P@ssword.1234](#) dan klik butang *Sign In*



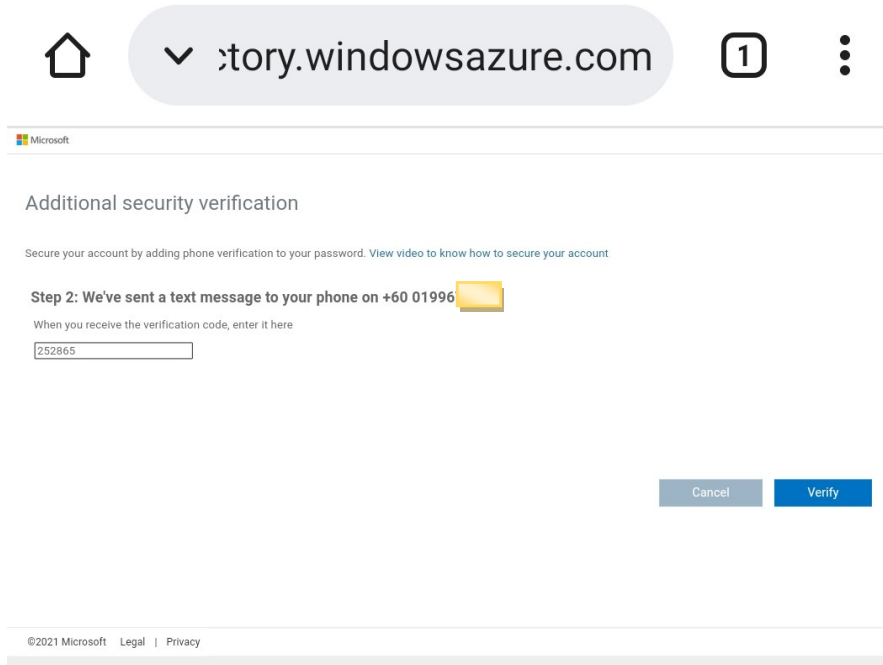
The screenshot shows a web browser address bar with the URL 'gin.microsoftonline.com'. Below the address bar is the Microsoft logo and the text 'Microsoft'. The email address '13dad21f1002@stdmail.psmza.edu.my' is displayed. The main heading is 'Enter password', followed by a password input field containing a series of dots. Below the input field is a link for 'Forgotten my password'. At the bottom right, there is a blue 'Sign in' button.

**Langkah 4 :** Maklumat keselamatan tambahan diperlukan. Sila masukkan no telegon bimbit yang aktif untuk pengesahan. Sila pilih *send me a code by text message*. Kemudian klik butang *Next*



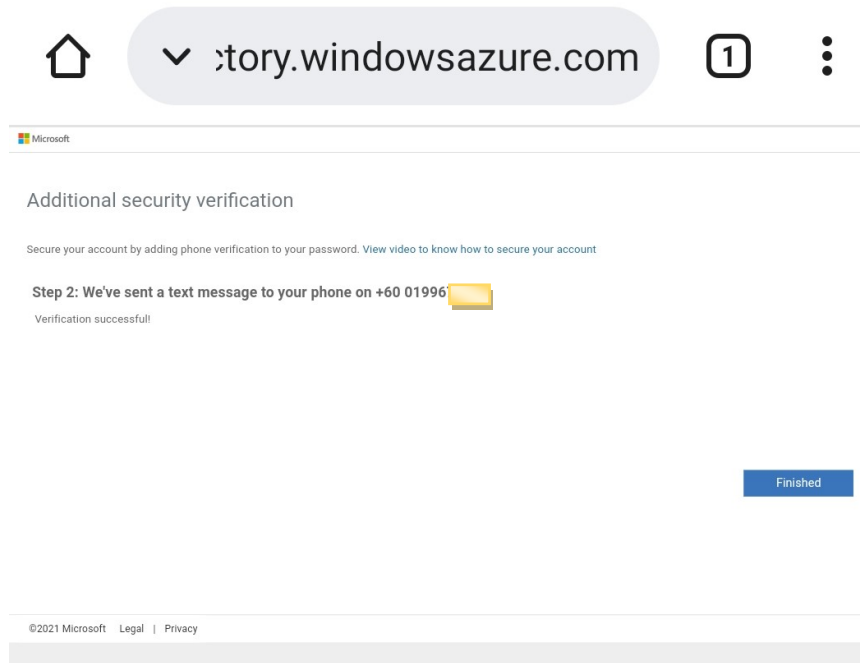
The screenshot shows the 'Additional security verification' page. It prompts the user to secure their account by adding phone verification. The page is titled 'Step 1: How should we contact you?'. There are two dropdown menus: 'Authentication phone' and 'Country/Region'. The 'Country/Region' dropdown is set to 'Malaysia (+60)'. The phone number input field contains '019967'. Below the input field is a 'Method' section with two radio buttons: 'Send me a code by text message' (which is selected) and 'Call me'. A blue 'Next' button is located at the bottom right. At the bottom of the page, there is a footer with the text '©2021 Microsoft Legal | Privacy'.

**Langkah 5** : Masukkan kod 6 angka yang dihantar melalui sms ke no telefon bimbit yang dimasukkan sebelum ini. Kemudian klik butang *Verify*



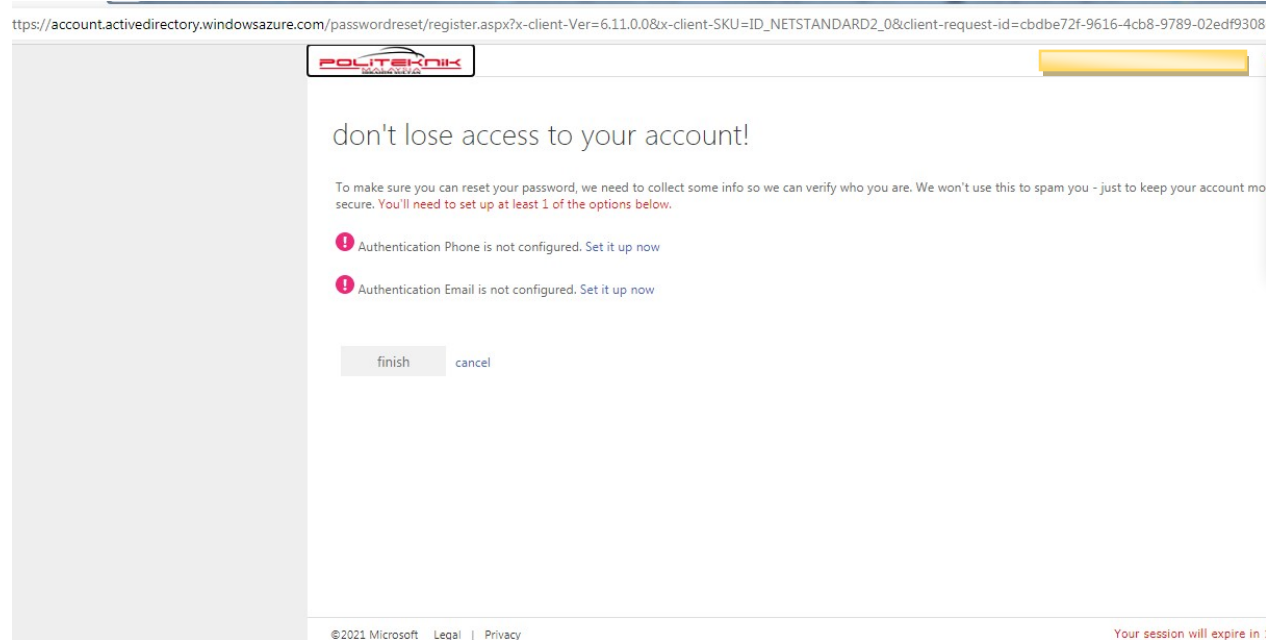
The screenshot shows a mobile browser interface for a Microsoft account verification step. At the top, there is a home icon, a dropdown menu with a checkmark, the URL 'tory.windowsazure.com', a tab indicator with the number '1', and a three-dot menu icon. Below the browser header is the Microsoft logo. The main heading is 'Additional security verification'. A sub-heading reads 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The current step is 'Step 2: We've sent a text message to your phone on +60 01996'. Below this, it says 'When you receive the verification code, enter it here'. A text input field contains the number '252865'. At the bottom right, there are two buttons: 'Cancel' and 'Verify'. The footer contains the text '©2021 Microsoft Legal | Privacy'.

**Langkah 6** : Maklumat keselamatan tambahan telah berjaya dikemaskini. Seterusnya klik butang *Finished*

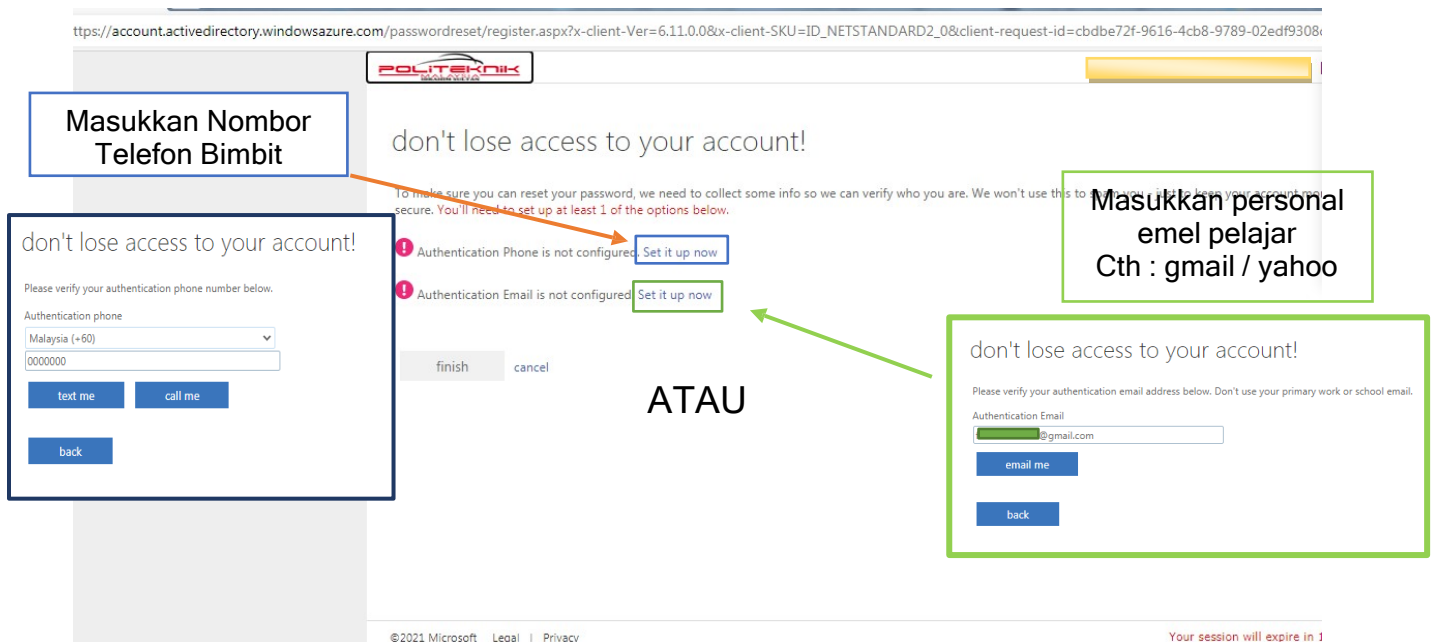


The screenshot shows the same mobile browser interface as in the previous step, but the verification is complete. The heading 'Additional security verification' is still present. The sub-heading now reads 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The current step is 'Step 2: We've sent a text message to your phone on +60 01996'. Below this, it says 'Verification successful!'. At the bottom right, there is a single blue button labeled 'Finished'. The footer contains the text '©2021 Microsoft Legal | Privacy'.

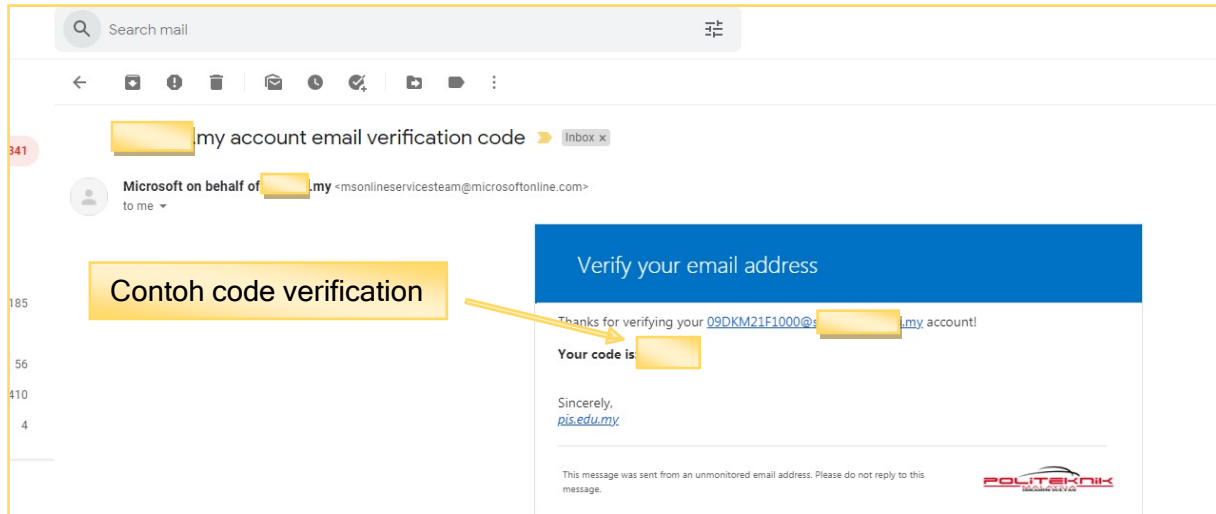
### Langkah 7 : Paparan bagi pengesahan (*authentication*) akaun. Ia adalah bertujuan untuk pengguna mendaftarkan nombor telefon bimbit atau emel alternatif bagi pengesahan akaun



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

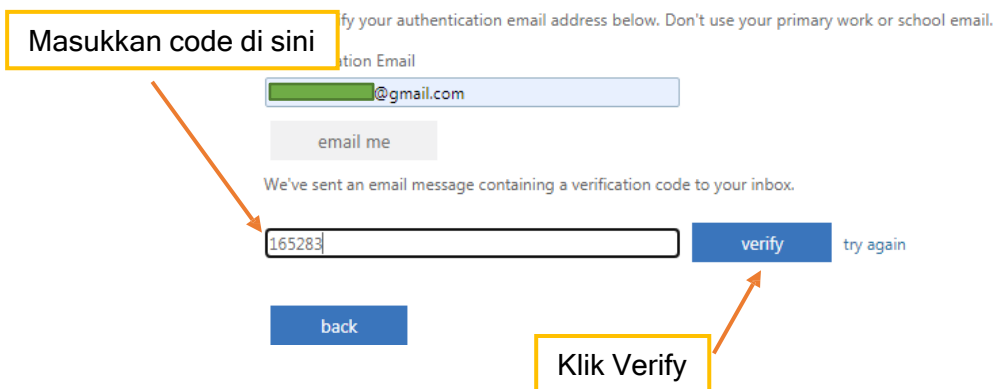


**Langkah 9 :** Contoh emel kod pengesahan yang akan diterima oleh pelajar melalui emel yang dimasukkan tadi

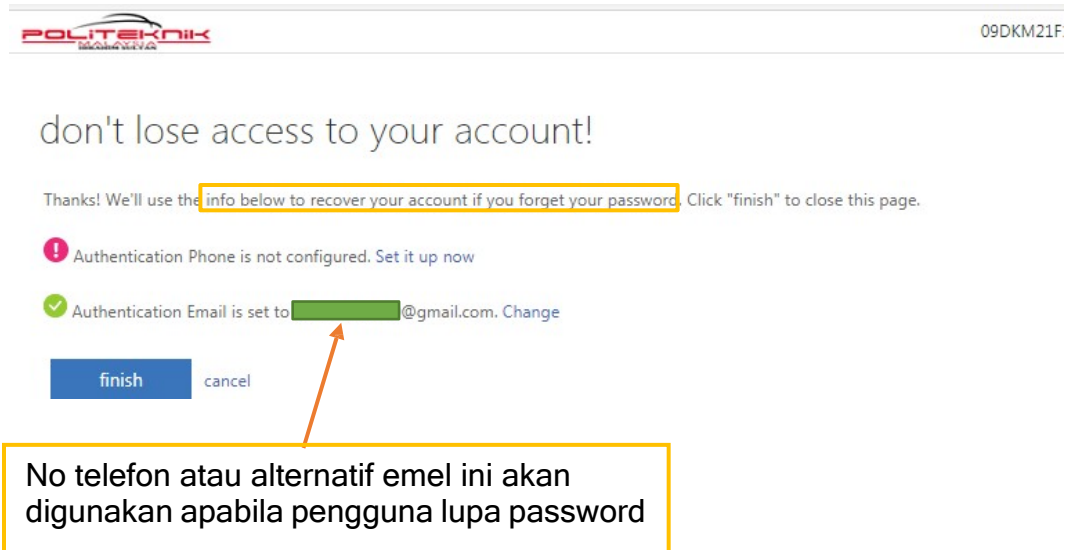


**Langkah 10 :** masukkan kod pengesahan tadi pada paparan yang dikeluarkan

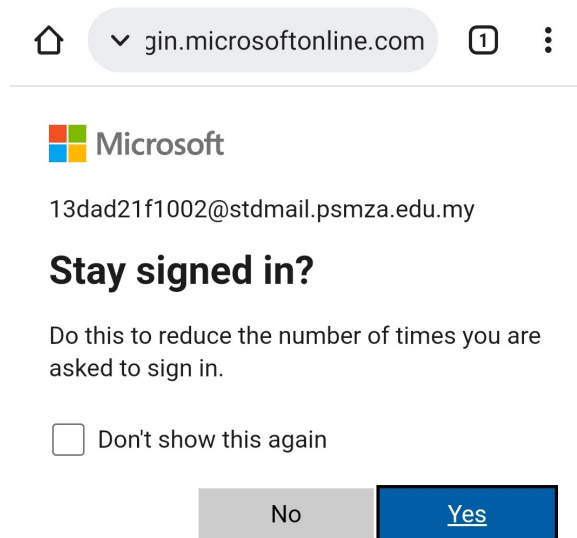
don't lose access to your account!



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

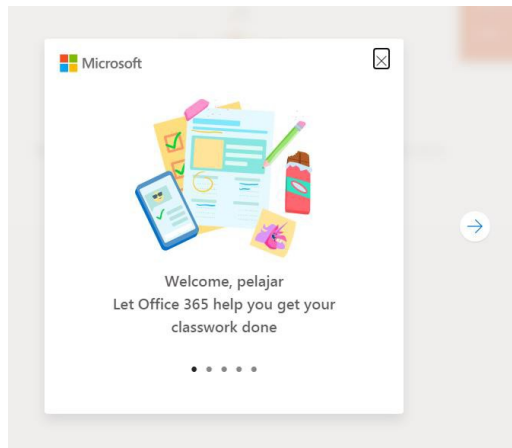


**Langkah 12** : Pengguna boleh memilih No atau Yes. Ia bertujuan untuk web browser menyimpan maklumat akaun pengguna

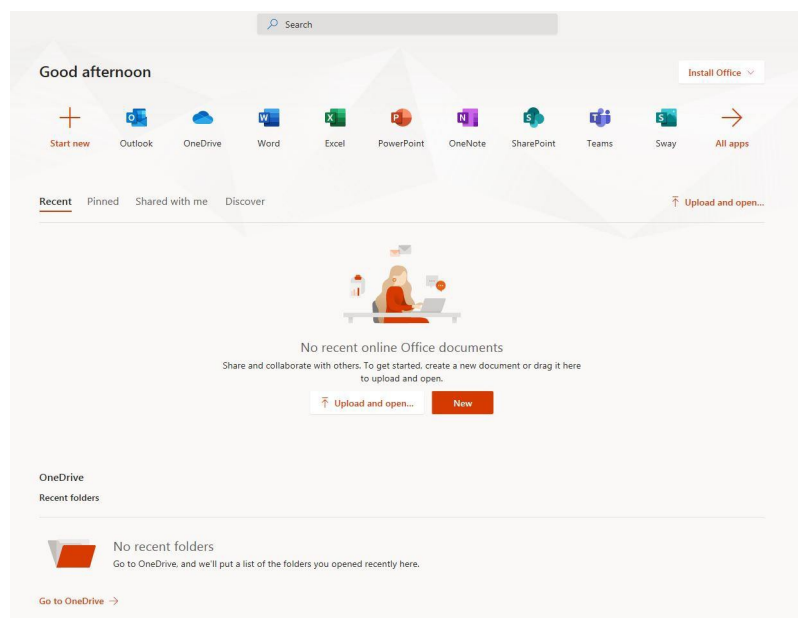
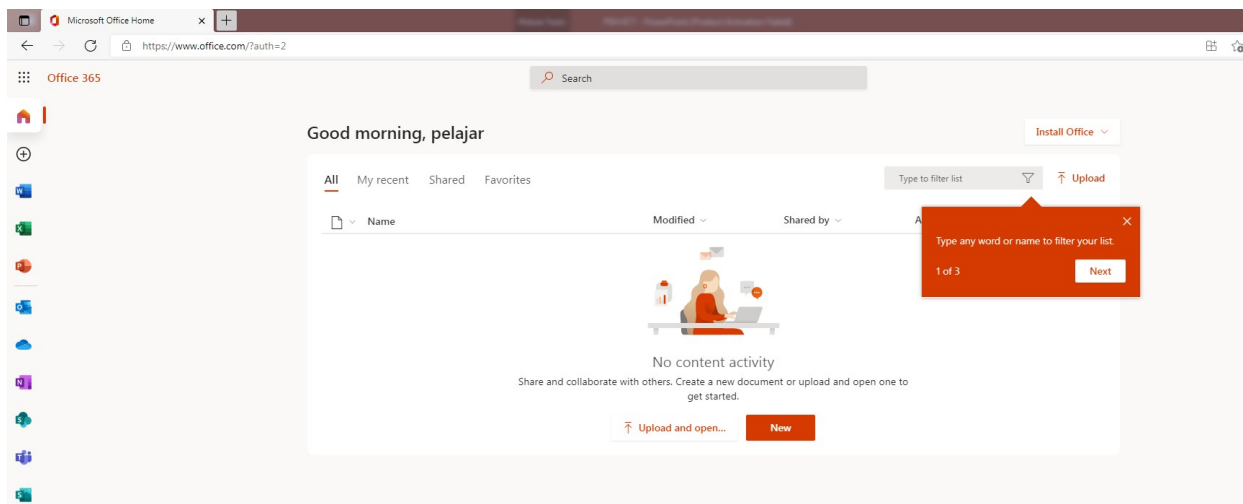




Paparan seperti di bawah akan dikeluarkan bagi pengguna kali pertama



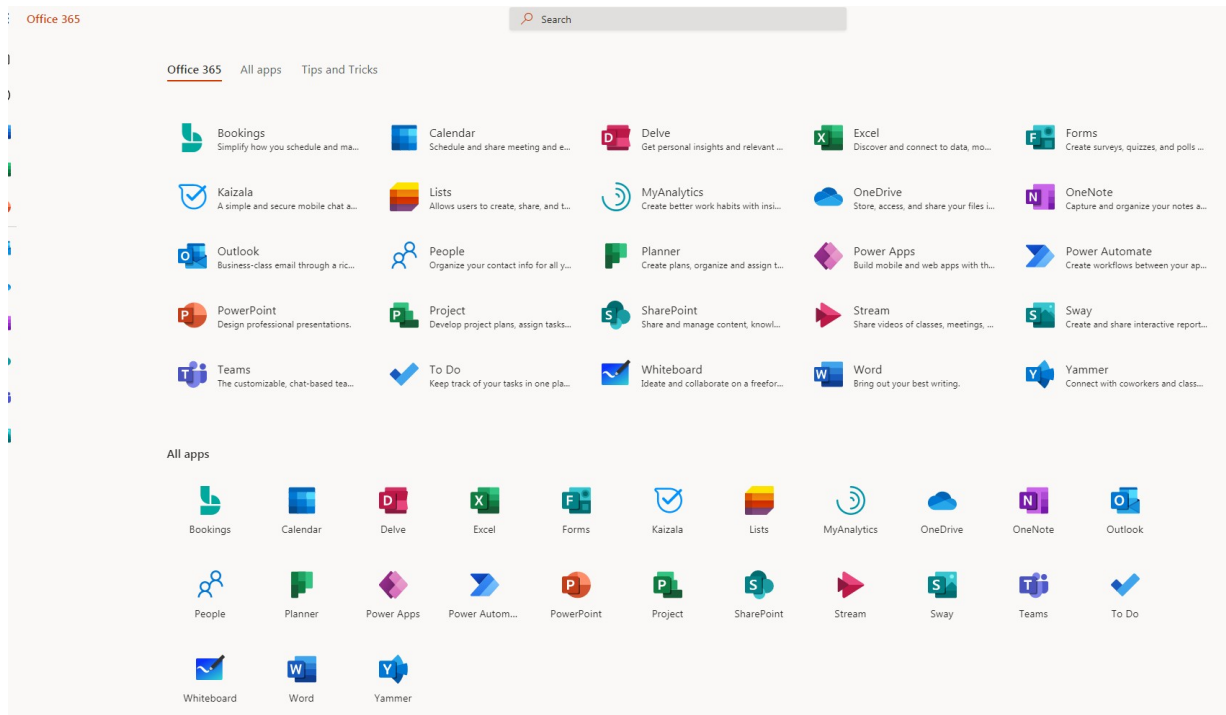
Contoh paparan utama Office 365



## Pakej yang ditawarkan bagi pelajar PSMZA

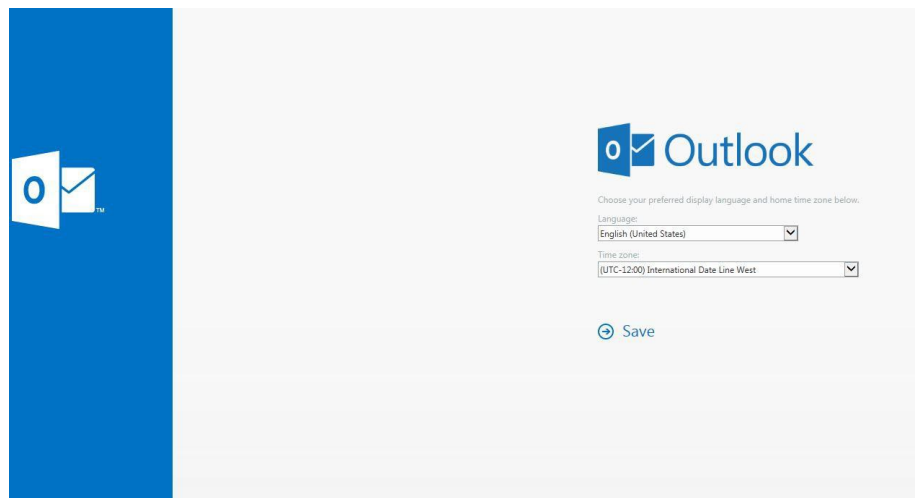
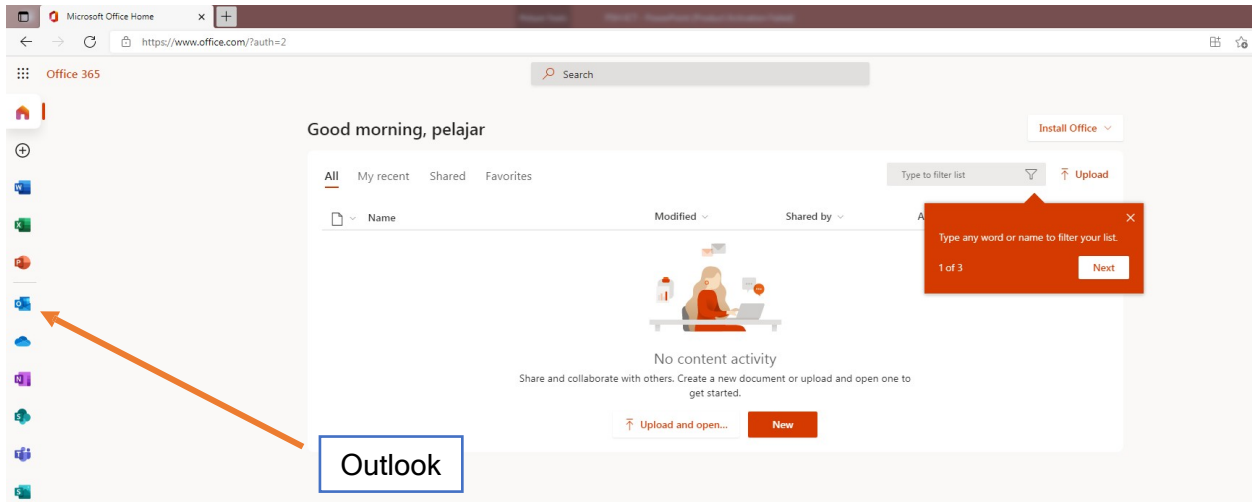
Antara pakej yang ditawarkan kepada pelajar :-

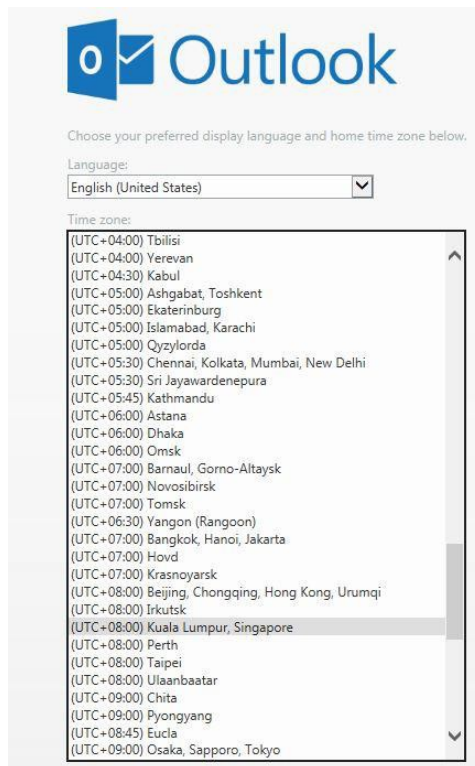
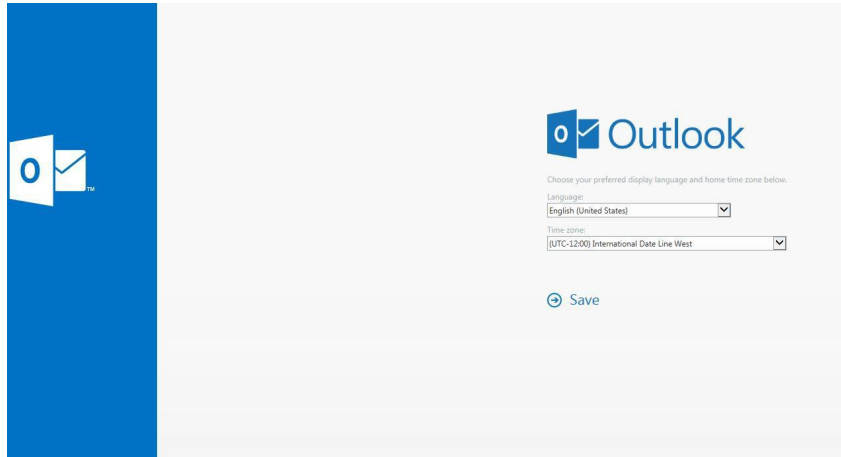
- i. Microsoft Office 365 / Windows 10 (Sila rujuk manual pemasangan desktop office 365)
- ii. Storage OneDrive (1TB)
- iii. Outlook Account (akaun ini merupakan akaun email rasmi bagi pelajar PSMZA)
- iv. dan lain-lain aplikasi lagi

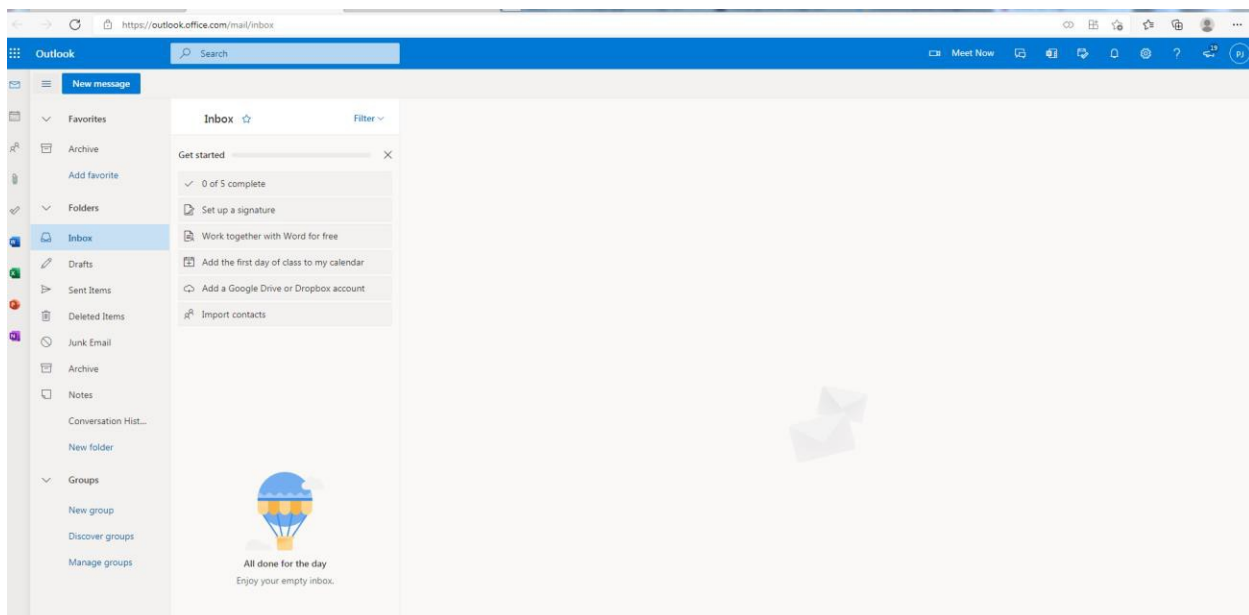
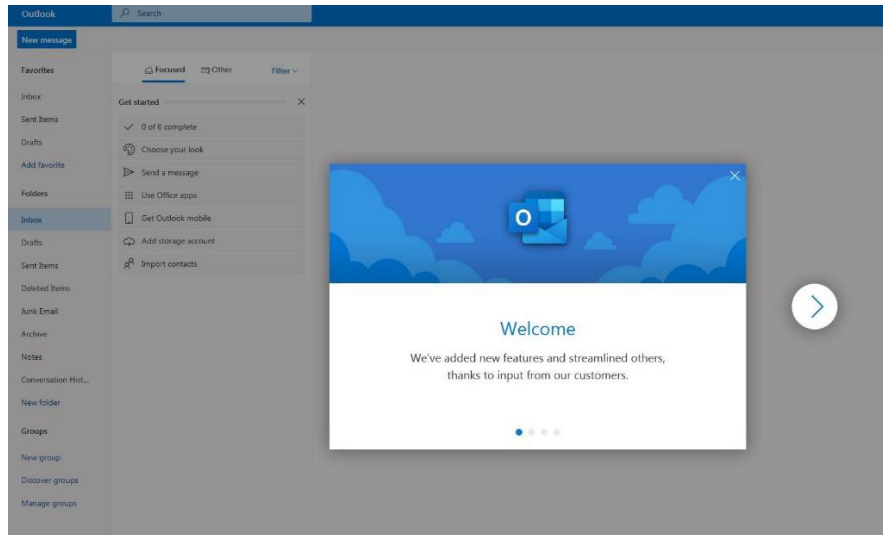


## Contoh aplikasi yang ditawarkan : Outlook

- Akaun emel ini merupakan emel rasmi pelajar PSMZA
- Emel rasmi pelajar adalah sama dengan username Office 365 [nomatrik@stdmail.psmza.edu.my](mailto:nomatrik@stdmail.psmza.edu.my)
- Saiz Storan Emel : 50GB

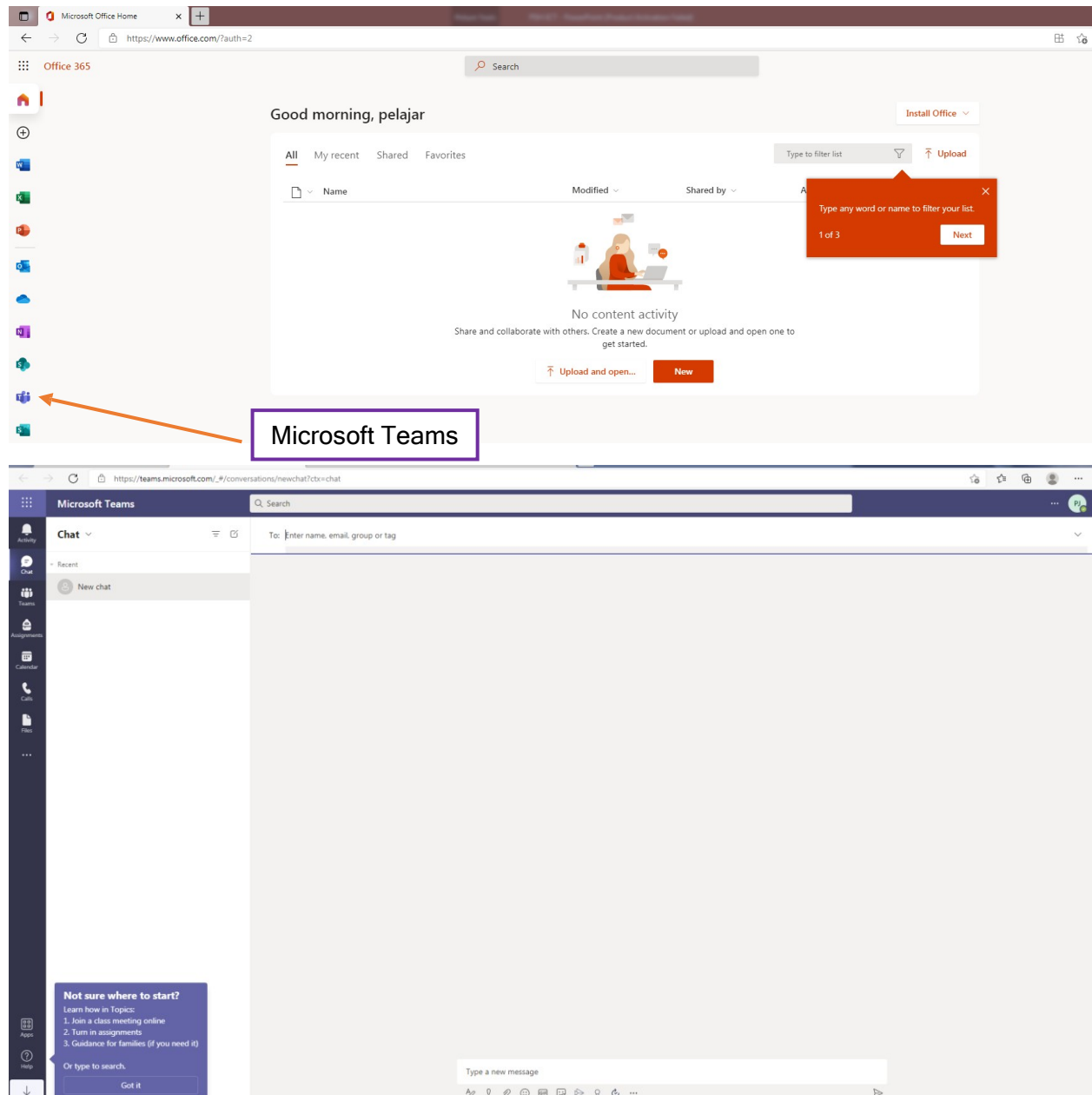






## Contoh Aplikasi yang ditawarkan: Microsoft Teams

- Microsoft Teams adalah hab digital yang menyatukan perbualan, kandungan, tugas, 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 : 1 TB

