

Panduan Akses M365 (Pelajar UPM)

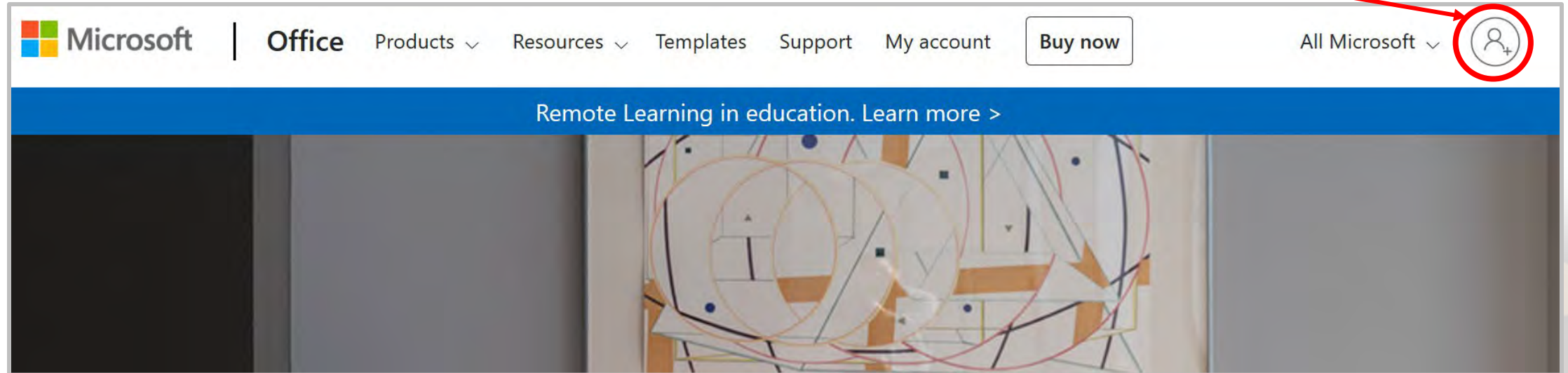
Untuk menggunakan perisian M365, semua pelajar UPM perlu merujuk panduan seperti yang dilampirkan.

To use M365 software, all UPM students need to refer to the guide that is attached.

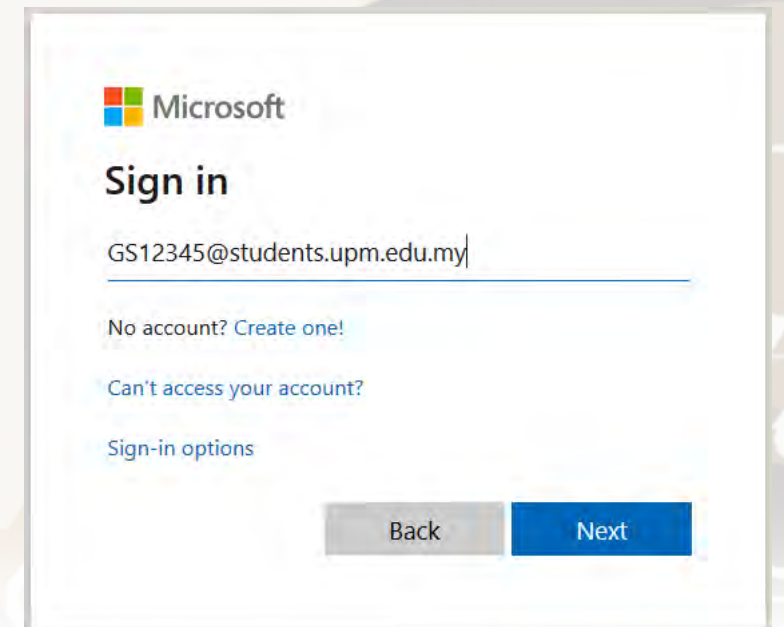
Ingat! Gunakan ID : nomatrik@student**s**.upm.edu.my

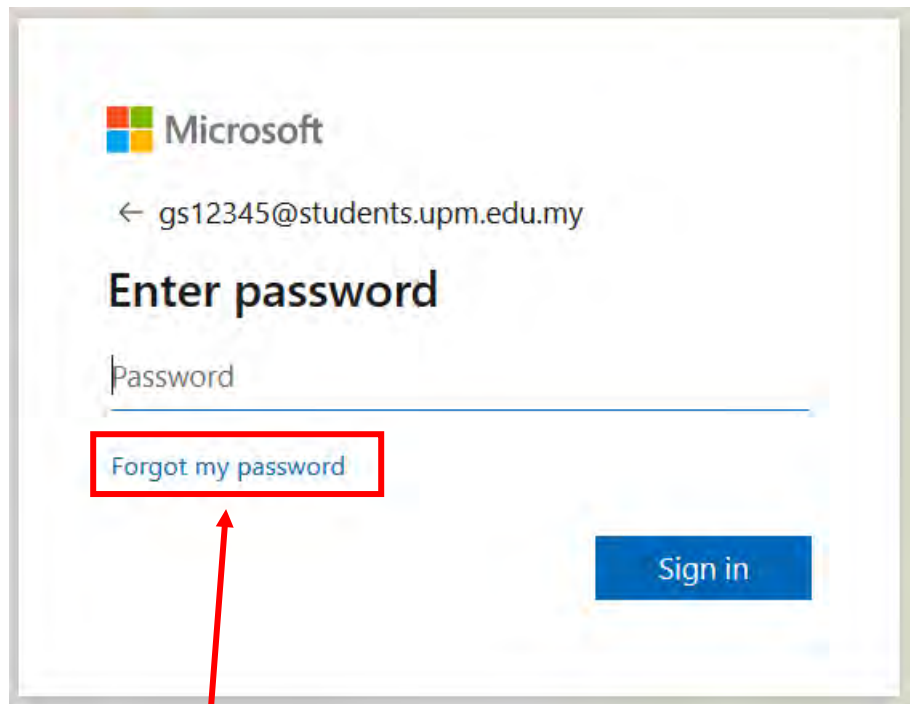
*Remember ! Use ID : nomatrik@student**s**.upm.edu.my*

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.

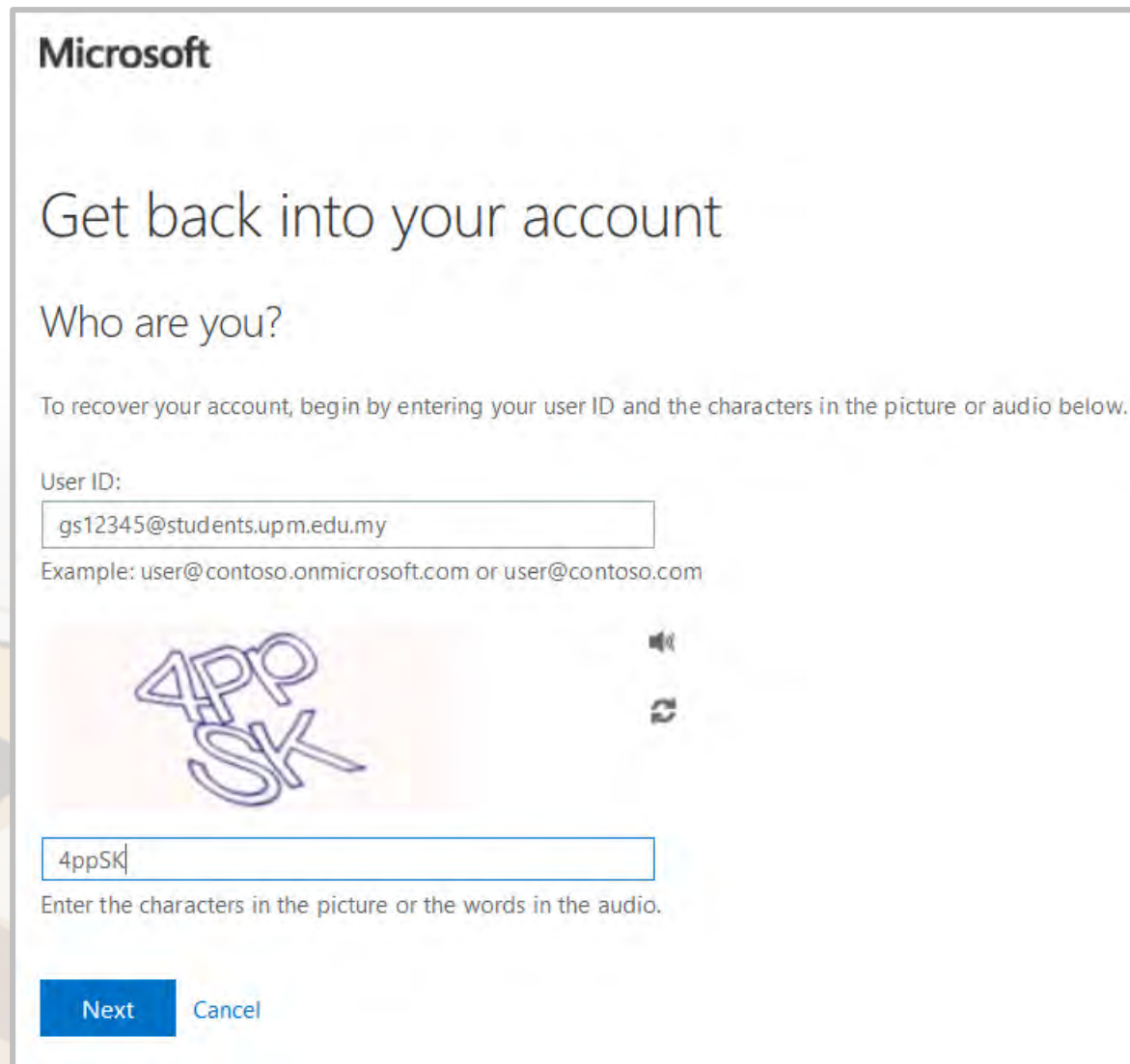


2. Masukkan ID anda (nomatrik@students.upm.edu.my) dan klik “Next”
Please input your ID (matricnumber@students.upm.edu.my) and click “Next”.





3. Klik pada "Forgot my password."
Please click "Forgot my password".



4. Masukkan karakter keselamatan seperti yang dipaparkan dan klik "Next".
Please input the security character and click "Next".

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****50) below. You will then receive a text message with a verification code which can be used to reset your password.

1938

Text

Cancel

5. Masukkan *nombor telefon bimbit anda.

Contoh : 0123456789

- sekiranya ralat diterima "Incorrect phone number specified",
sila abaikan nombor "0" dan hanya letakkan 123456789

*No. telefon bimbit adalah nombor yang sama semasa pengaktifan UPM-ID

Please enter your mobile phone number.

Example : 0123456789

- if the error is displayed "Incorrect phone number specified",
please ignore the number "0" and just enter 123456789

* Mobile phone number is the same number used during UPM-ID activation

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

We've sent you a text message containing a verification code to your phone.

455218

Next Try again Contact your administrator

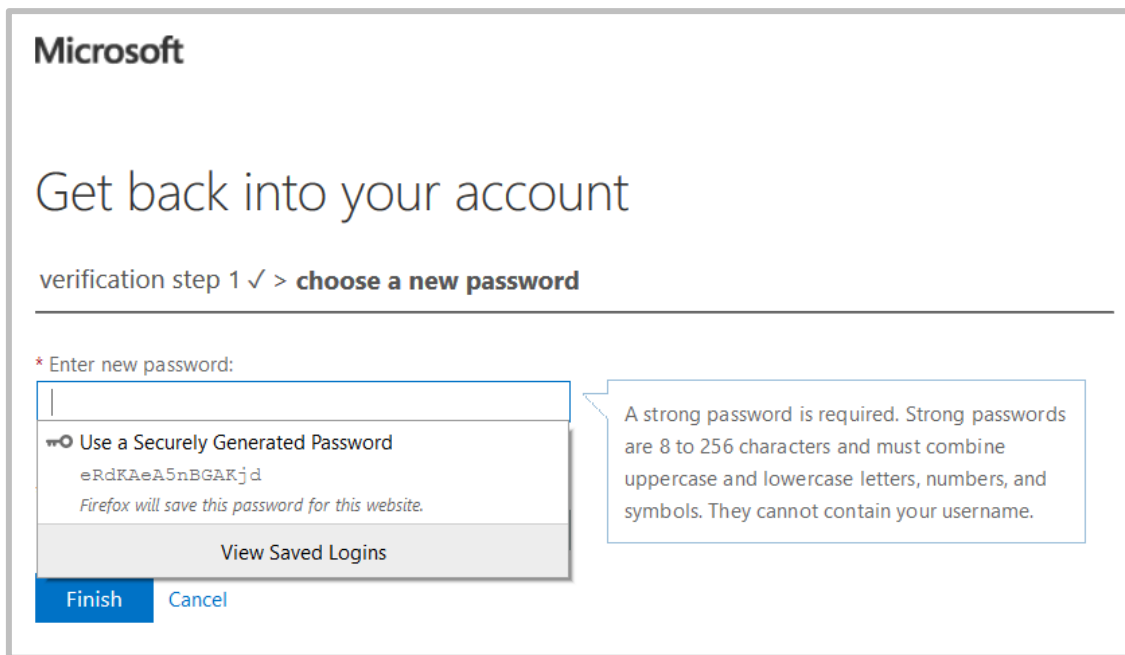
Cancel

6. Kod pengesahan akan dihantar ke telefon bimbit .

The verification code will be sent to your mobile phone.

7. Masukkan kod pengesahan yang telah diterima dan klik "Next".

Please enter the verification code and click "Next".



Microsoft

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

Use a Securely Generated Password

eRdKAeA5nBGAKjd

Firefox will save this password for this website.

View Saved Logins

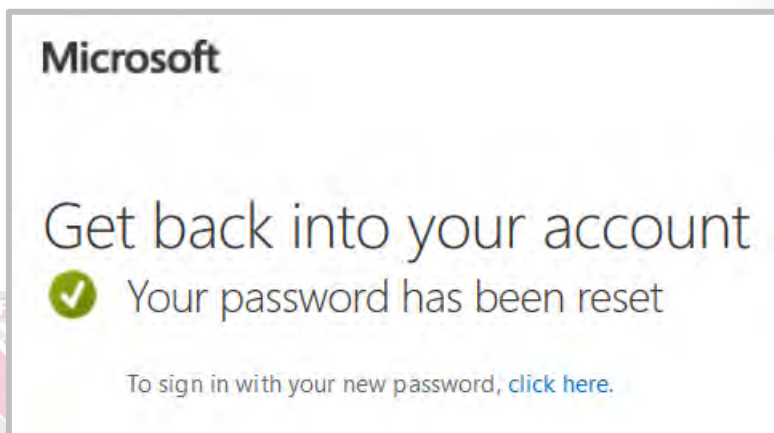
Finish Cancel

Sekiranya terdapat permasalahan, emelkan maklumat seperti di bawah kepada adminm365@upm.edu.my.

Should you encounter any problem, please email the following information to adminm365@upm.edu.my.

Nama (<i>Name</i>)	:
No. Matrik (<i>Matric Nu.</i>)	:
Program (<i>Programme</i>)	:
Fakulti (<i>Faculty</i>)	:
No. Telefon Bimbit (<i>Mobile Phone Number</i>)	:

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



Microsoft

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).

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.

BAGAIMANA MUAT TURUN MICROSOFT 365 (M365)?

HOW TO INSTALL M365?

Good morning

Klik button Install Office untuk muat turun perisian Microsoft 365 (Word, Excel, Power Point)

[Install Office](#) ▾

All My recent Shared Favorites

Type to filter list



 Upload

 ▾	Name	Modified ▾	Activity ▾
	Assalamualaikum dan Salam Sejahtera Nor Azlina Zainal Abidin's Files	Tue at 1:59 AM	
	Presentation1 Nor Azlina Zainal Abidin's Files	Jul 8	 You edited this Jul 8
	nur khalisha wafiah Nor Azlina Zainal Abidin's Files	Jun 19	
	MANTAN AJK KRiDEC 2019 Nor Azlina Zainal Abidin's Files	May 20	
	SWOT ANALYSIS WITH SUMMARY TE...	Apr 2	

 Feedback

 Need help?

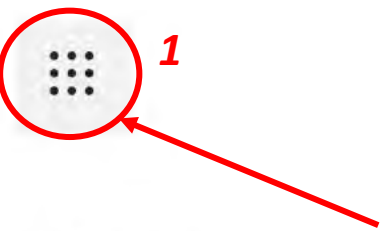
BAGAIMANA MUAT TURUN APLIKASI

Cara 1



Microsoft Teams

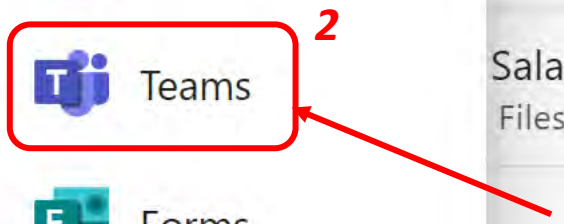
HOW TO INSTALL MICROSOFT TEAMS?



Office 365 →

Apps

- | | |
|--|--|
|  Outlook |  OneDrive |
|  Word |  Excel |
|  PowerPoint |  OneNote |
|  SharePoint |  Teams |
|  Sway |  Forms |
|  Yammer |  Power Autom... |





Install Office ▾

Favorites

Type to filter list  

Activity ▾

Salam Sejahtera

Files

Files

 You edited this
Jul 8

Feedback

 Need help?



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Universiti Putra Malaysia



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What's new



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Vtiger

Vtiger CRM empowers Sales, Marketing, Customer Service, and Implementation team members with the power of one view on deal...



Powtoon
Powtoon

Powtoon is a visual communication platform that enables teams to create engaging, professional-looking videos and presentation...

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About

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BAGAIMANA MUAT TURUN APLIKASI

Cara 2



Microsoft Teams

HOW TO INSTALL MICROSOFT TEAMS?



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More Microsoft 365

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The Together Mode and Large Gallery View features are rolling out to customers now. [Learn how to turn on these new features >](#)

Welcome to Microsoft Teams

Sign in now to chat, meet, call, and collaborate all in one place.



Serena Davis



Sign in

Download now

Sign in menggunakan ID dan kata laluan yang sama seperti Microsoft 365

Sekiranya ingin muat turun aplikasi Microsoft Teams

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