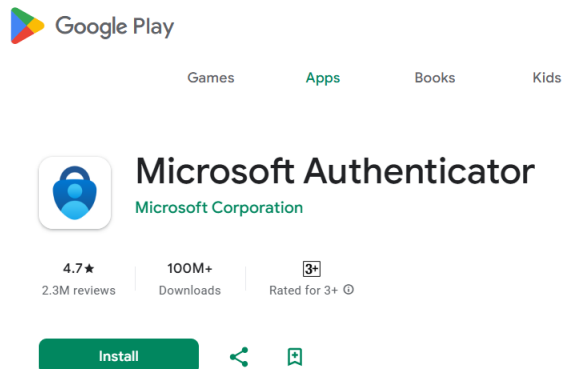


TATACARA PENGAKTIFAN AKAUN E-MEL MICROSOFT 365

1. Pengguna **diwajibkan** untuk muat turun aplikasi **Microsoft Authenticator** di telefon bimbit anda melalui Google Play atau App Store.



Google Play

[Get the app](#)



App Store

[Get the app](#)

2. Untuk pengaktifan sila layari laman sesawang **<https://mail.upnm.edu.my>** menggunakan pelayar (*browser*) di komputer atau telefon.
3. Disaran ***clear cache*** pelayar untuk mengelakkan ralat semasa log masuk.
4. Masukkan alamat akaun e-mel dan kata laluan sementara.

 Microsoft

Sign in

No account? [Create one!](#)

[Can't access your account?](#)

Next

 **UPNM**
Universiti Pendidikan Nasional Malaysia

← 9324232@alfateh.upnm.edu.my

Enter password

[Forgot my password](#)

Sign in

5. Kemaskini kata laluan baharu yang selamat, iaitu gabungan huruf besar, huruf kecil, nombor dan simbol. Klik **Sign In**.



9324232@alfateh.upnm.edu.my

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

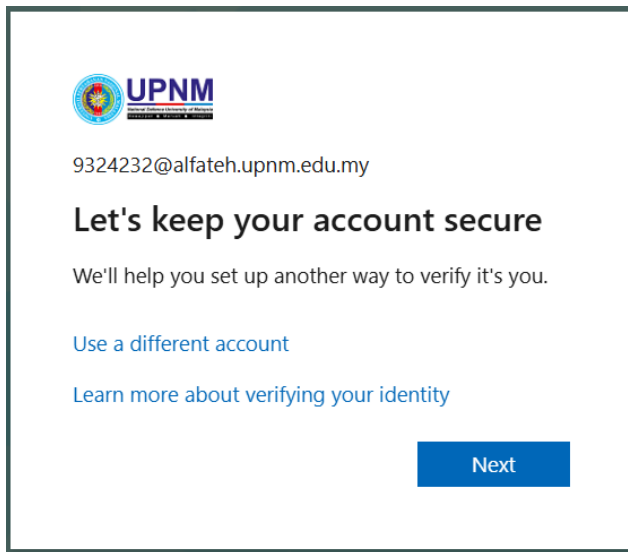
Current password

New password

Confirm password

Sign in

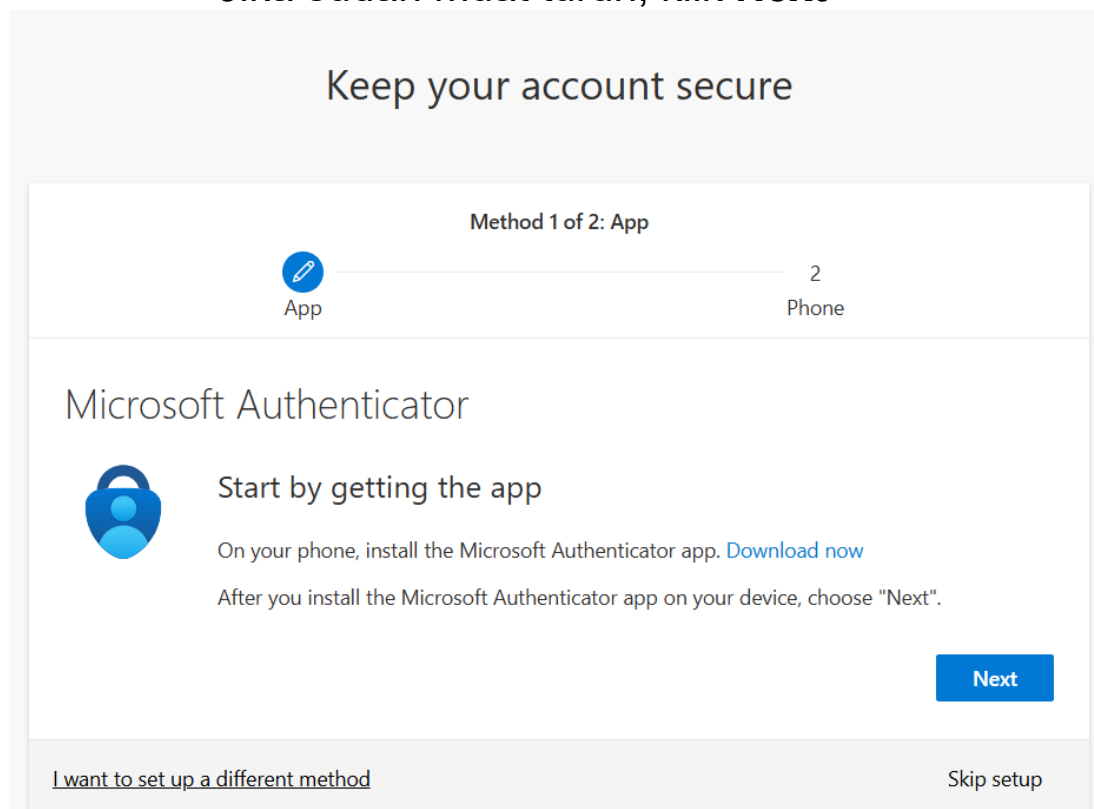
6. Seterusnya, pengguna akan melakukan verifikasi akaun e-mel. Klik **Next**.



7. Pengguna diminta membuat pengesahan akaun melalui dua kaedah.

a. **Method 1 of 2 : App (Microsoft Authenticator)**

- Sekiranya pengguna belum muat turun aplikasi tersebut, pengguna boleh klik **Download Now**.
- Jika sudah muat turun, klik **Next**



- Sila buka aplikasi Microsoft Authenticator pada telefon bimbit.
- Seterusnya, pergi ke skrin di bawah, dan klik **Next**.

Keep your account secure

Method 1 of 2: App

App

2

Phone

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

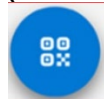
Back

Next

[I want to set up a different method](#)

Skip setup

- Pada telefon bimbit, buka aplikasi Microsoft Authenticator dan pilih butang QR (bewarna biru).



Method 1 of 2: App

App

2

Phone

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

- Imbas QR Code yang dipaparkan pada skrin pengesahan.

Method 1 of 2: App

App 2 Phone

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

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Back Next

- Masukkan nombor yang terpapar pada skrin ke ruang kod yang terpapar di Microsoft Authenticator.
- Apabila kod telah disahkan, klik **Next**

Method 1 of 2: App

App 2 Phone

Microsoft Authenticator



✔ Notification approved

Next

[I want to set up a different method](#) Skip setup

8. Pengguna diminta membuat pengesahan akaun melalui kaedah kedua.

b. **Method 2 of 2 : Email**

- Pengguna disarankan membuat pengesahan menggunakan **e-mel alternatif / e-mel sosial**.
- Oleh itu, pengguna perlu memilih “***I want to setup a different method***” seperti anak panah di bawah.

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

Country code Phone number

United States (+1) Enter phone number

Choose how to verify

☒ Receive a code

☐ Call me

Message and data rates may apply. Choosing next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#) Skip setup

- Satu paparan “*Choose a different method*”, dan pilih **Email**.

Method 2 of 2: Email

App Email

Email

What email would you like to use?

Next

[I want to set up a different method](#) Skip setup

- Masukkan alamat e-mel alternatif yang aktif untuk mendapatkan kod verifikasi. Klik **Next**.
- Buka e-mel alternatif yang berdaftar di atas, dan dapatkan kod tersebut.

Method 2 of 2: Email

App Email

Email

We just sent a code to k[REDACTED]te@gmail.com

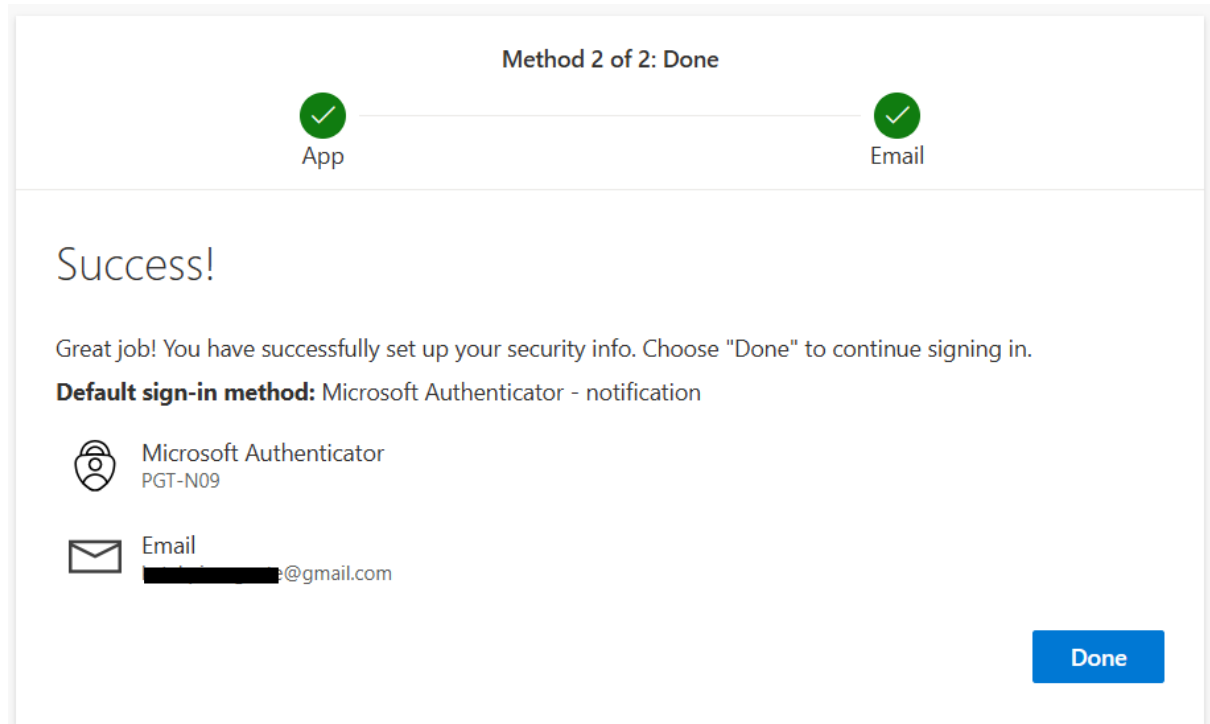
051690

[Resend code](#)

Back Next

[I want to set up a different method](#) Skip setup

- Masukkan kod verifikasi ke paparan seperti di atas dan klik **Next**.



9. Verifikasi akaun e-mel anda **berjaya!**

10. Berikut adalah pautan bermanfaat untuk pengguna.

- a. Panduan video ringkas **Microsoft Authenticator**
<https://www.youtube.com/watch?v=JCFAoMPFq-Q>
- b. **Kemaskini** maklumat verifikasi akaun e-mel.
<https://mysignins.microsoft.com/security-info>
- c. Muat turun perisian **Microsoft Office 365** secara percuma. <https://portal.office.com/account>
- d. Pelbagai **aplikasi** yang ditawarkan oleh M365 boleh diakses melalui <https://m365.cloud.microsoft/>