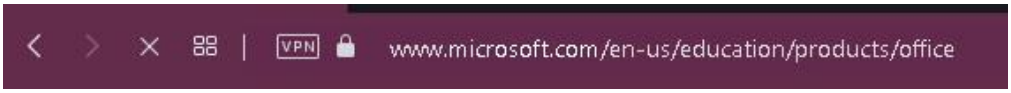
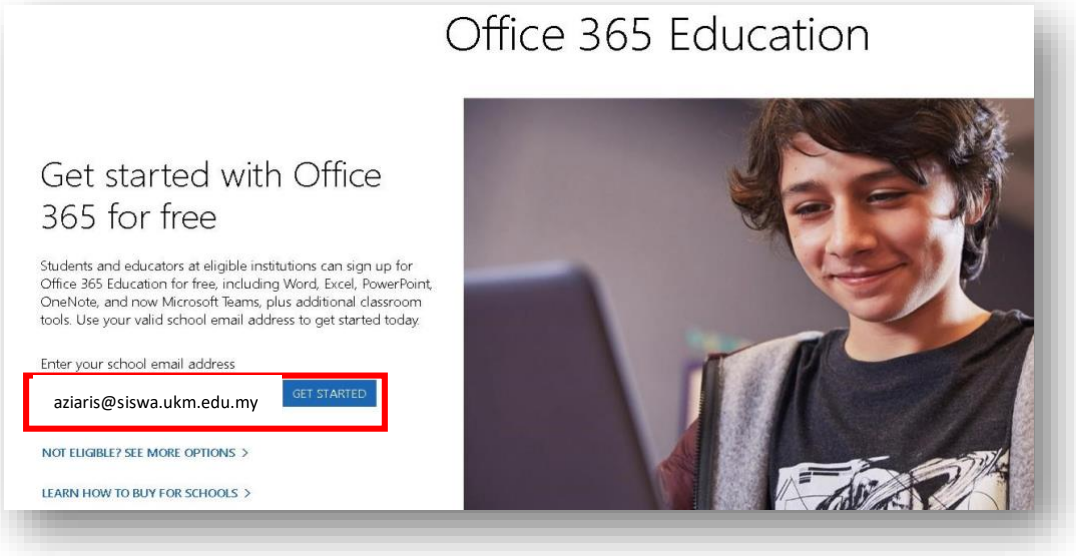
GUIDE TO REGISTER A MICROSOFT 365 ACCOUNT FOR UKM NEW STUDENTS AFTER RECEIVING UKM STUDENT E-MAILS

Microsoft 365 Account Registration

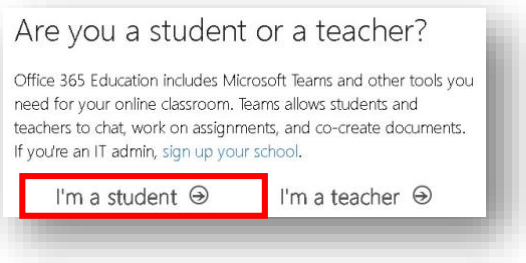
1. Go to https://www.microsoft.com/en-us/education/products/office



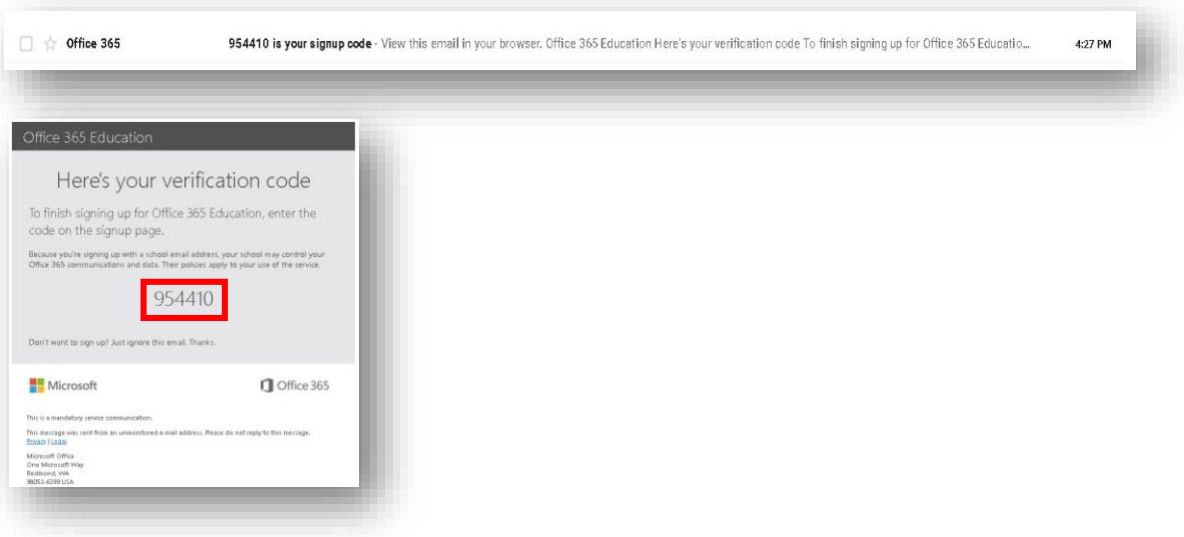
2. Enter your registered official UKM email (@siswa.ukm.edu.my) and click **"GET STARTED"**



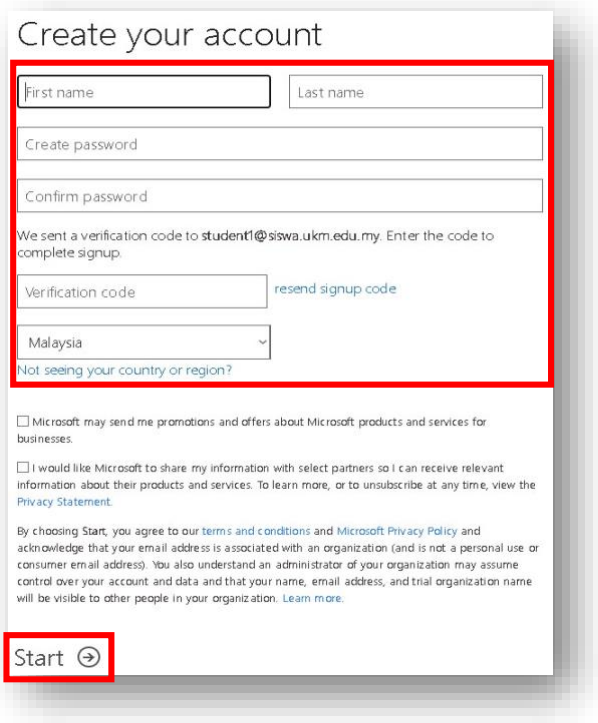
3. Choos**I'm a student"**



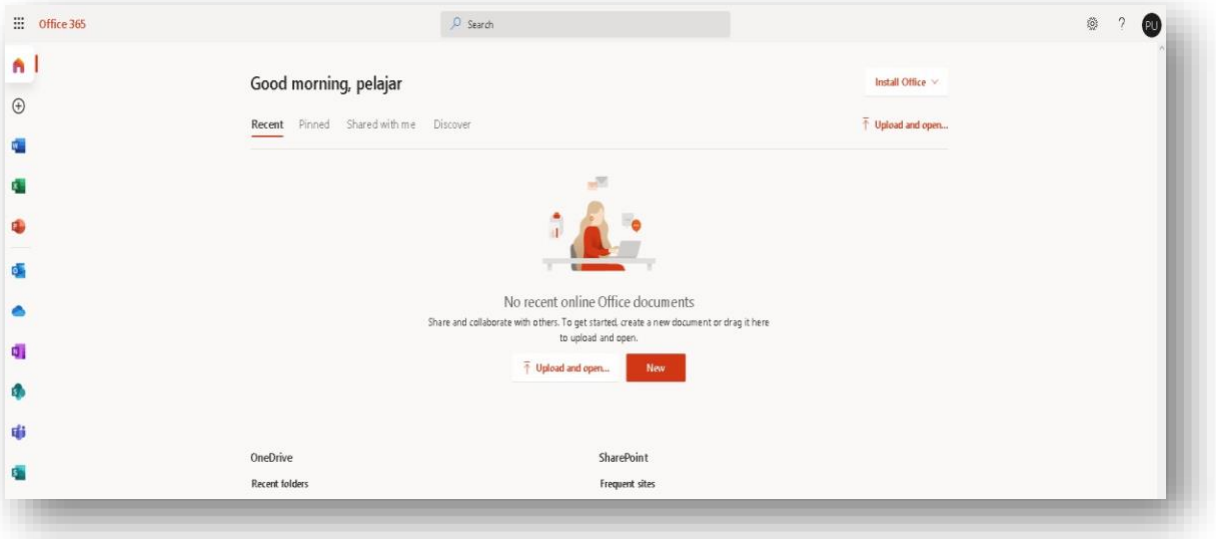
4. Please check your student email under the heading Office 365. Copy the code and enter the verification code in the "Verification code" field (Refer No. 5)



5. Fill in the required information such as Name, Password, Verification Code (Refer No. 4) and click the "Start" button.



6. The front page view of the Microsoft 365 Portal is displayed after successful registration



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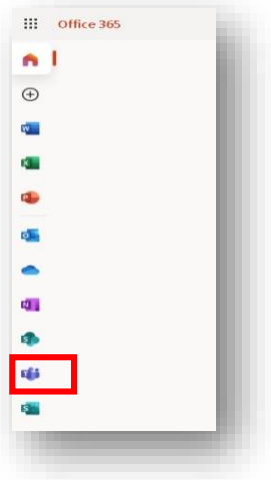
How to Access Microsoft Teams

Can be accessed using a Web Browser or Teams Apps

1. Web Browser

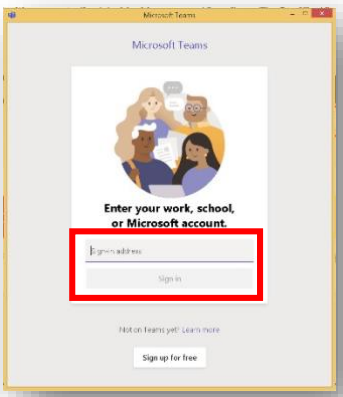
Login to **www.office.com** and click the **"Microsoft Teams"** icon



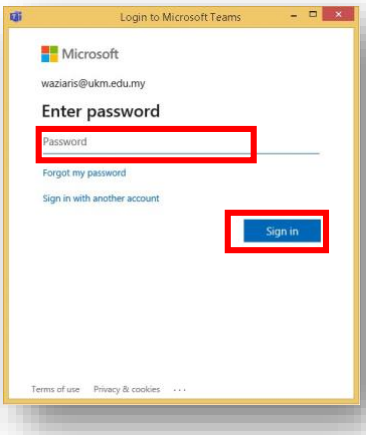
1. **Teams App**
   Go to https://www.microsoft.com/en-my/microsoft-365/microsoft-teams/downloadapp and click **“Download For Desktop”**

a. Once the Desktop Teams Application has been successfully uploaded, click the icon

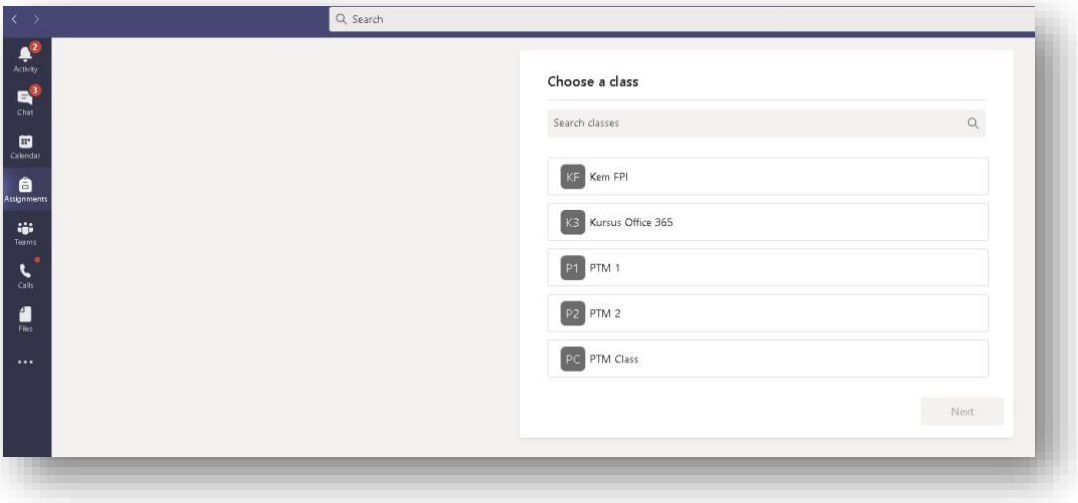
b. Enter your registered student email and click **"Sign in"**



c. Enter the created Password (Refer No. 5) and click "Sign **in"**

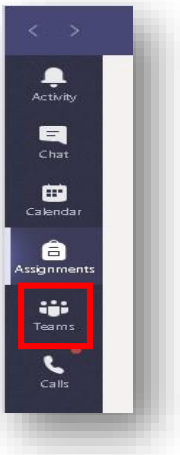


d. The display of Microsoft Teams after successful Sign in is as follows.

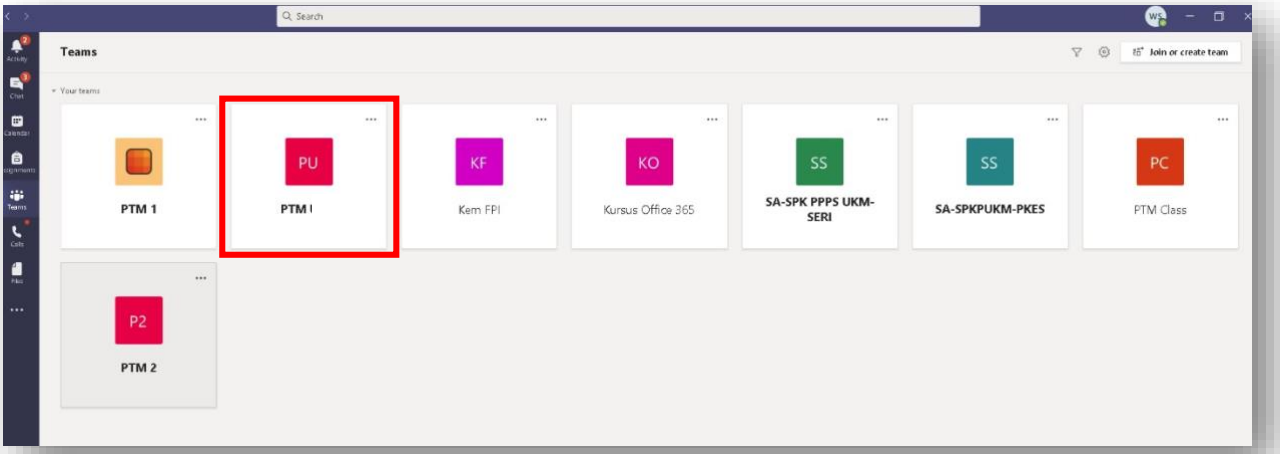
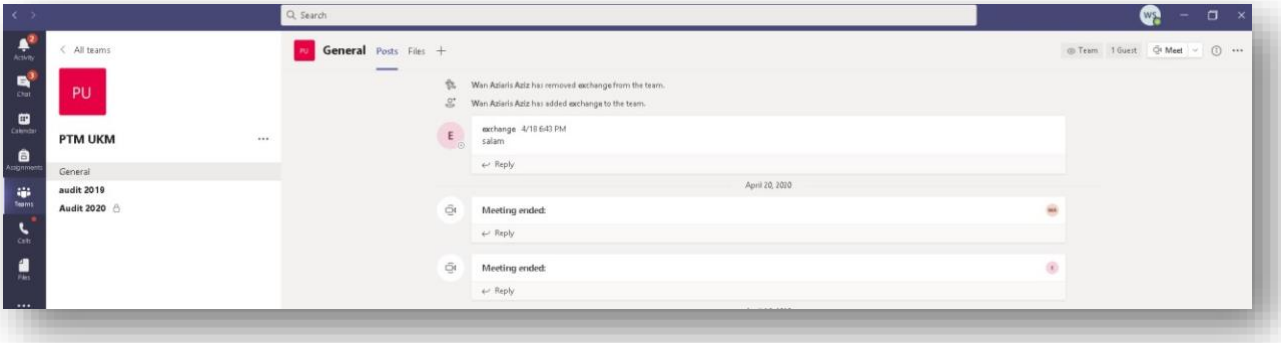


Microsoft Teams Class Access

1. To see the registered Classes, click **"Teams"** icon



2. Click at class



3. Classes are displayed