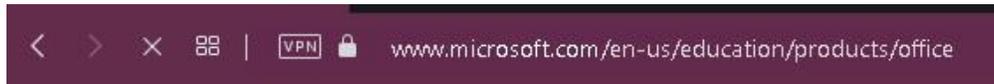




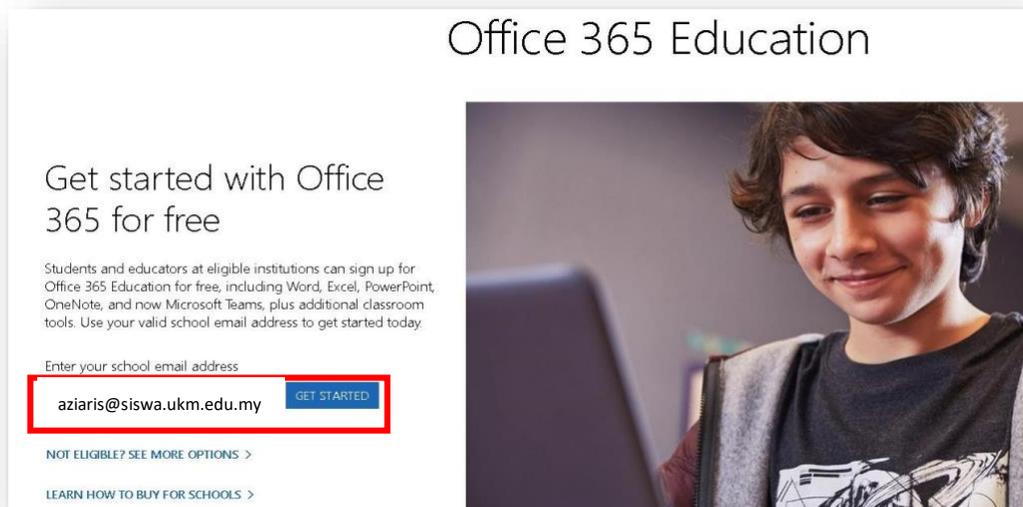
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Microsoft 365 Account Registration

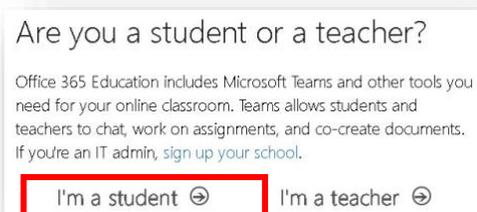
1. Go to <https://www.microsoft.com/en-us/education/products/office>



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



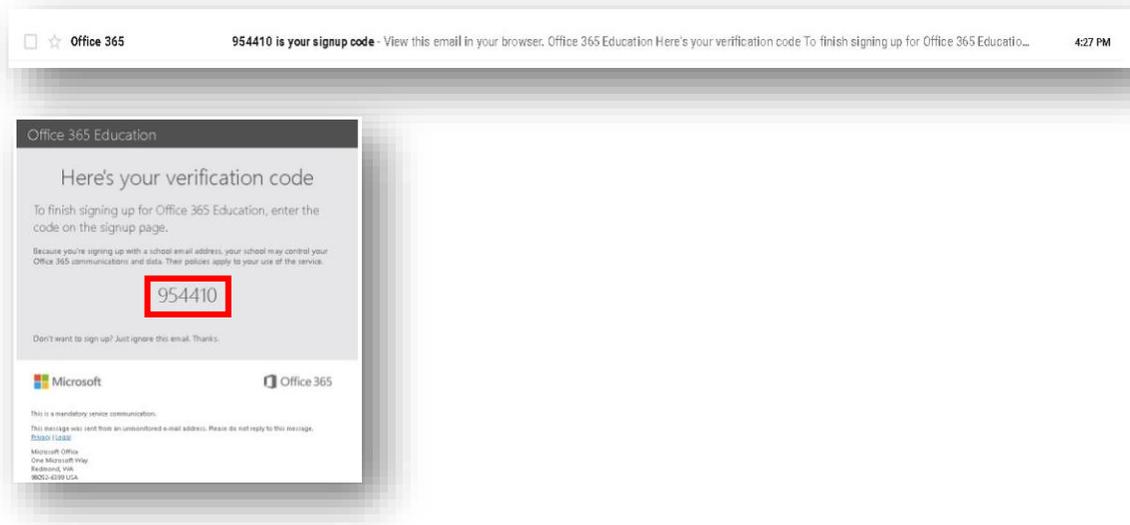
3. Choos’**m a student**”





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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.



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Create your account

First name Last name

Create password

Confirm password

We sent a verification code to **studentf@siswa.ukm.edu.my**. Enter the code to complete signup.

Verification code [resend signup code](#)

Malaysia

[Not seeing your country or region?](#)

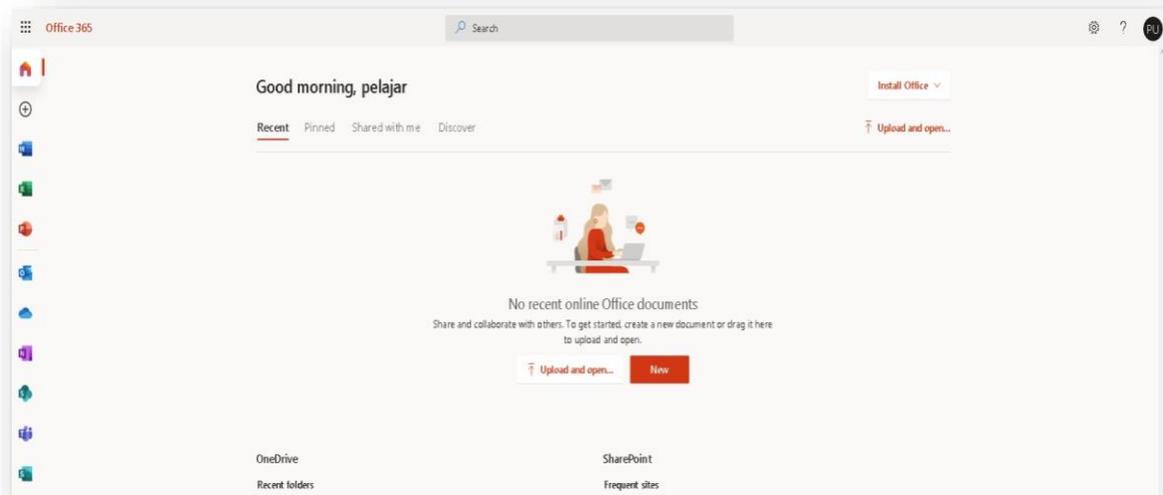
Microsoft may send me promotions and offers about Microsoft products and services for businesses.

I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

By choosing Start, you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and organization name will be visible to other people in your organization. [Learn more](#).

Start

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**"



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

the icon 

- b. Enter your registered student email and click **“Sign in”**



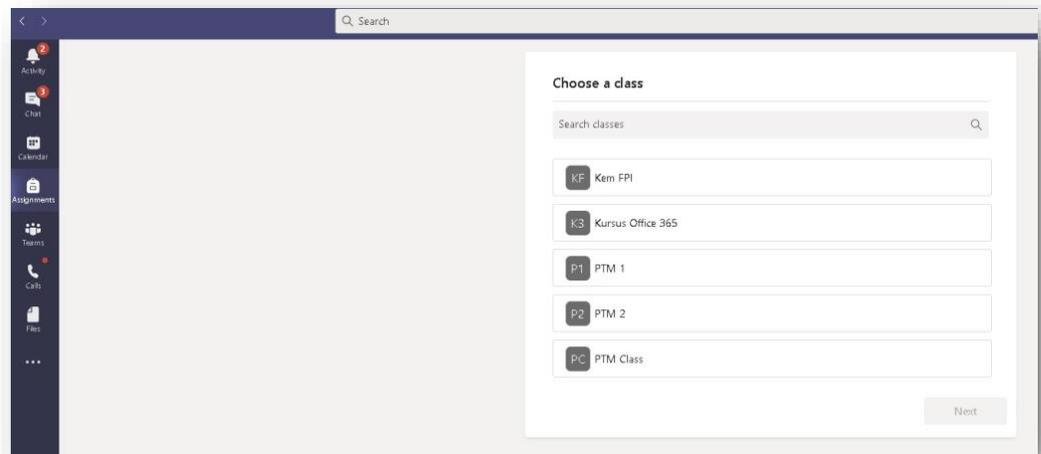
- c. Enter the created Password (Refer No. 5) and click **“Sign in”**





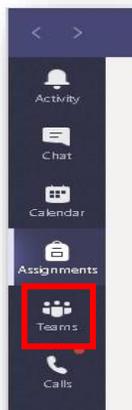
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d. The display of Microsoft Teams after successful Sign in is as follows.



Microsoft Teams Class Access

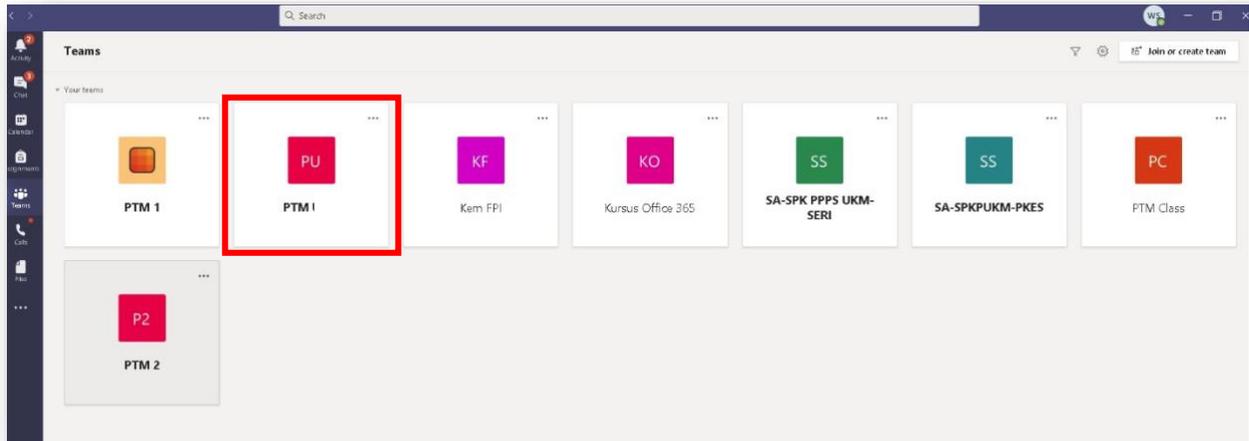
1. To see the registered Classes, click **“Teams”** icon





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2. Click at class



3. Classes are displayed

