



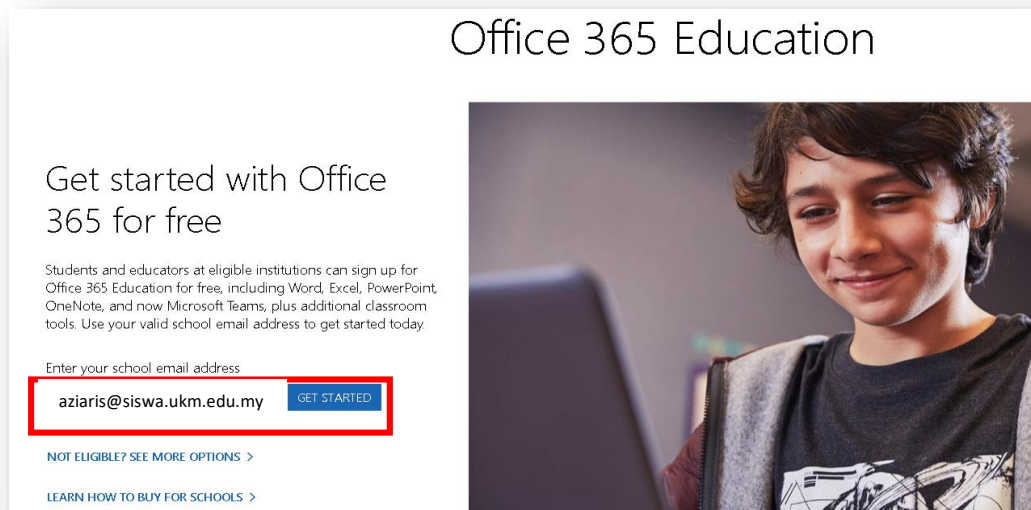
PANDUAN MENDAFTAR AKAUN MICROSOFT 365 UNTUK PELAJAR BAHARU UKM SELEPAS MENERIMA e-MEL SISWA UKM

Pendaftaran Akaun Microsoft 365

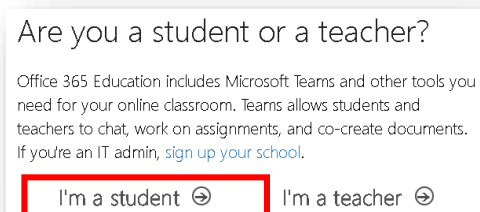
1. Sila ke <https://www.microsoft.com/en-us/education/products/office>



2. Masukkan alamat e-mel rasmi UKM yang didaftarkan (@siswa.ukm.edu.my) dan klik **“GET STARTED”**



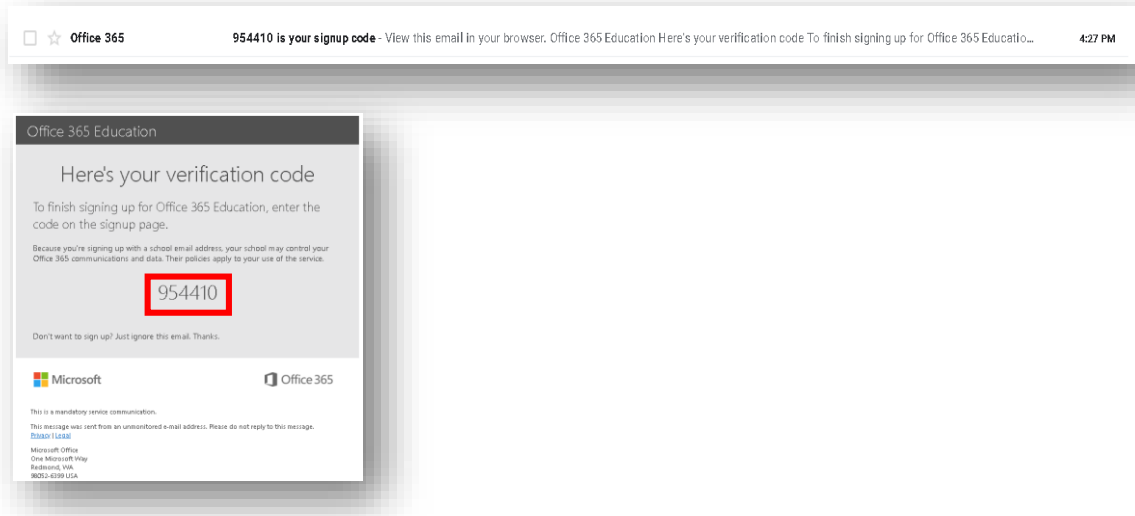
3. Pilih **“I’m a student”**





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4. Sila periksa e-mel siswa anda di bawah tajuk Office 365. Salin kod dan masukkan kod pengesahan di ruang “Verification code” (Rujuk No. 5)



5. Isi maklumat yang diperlukan seperti Nama, Kata laluan, Kod Pengesahan (Rujuk No. 4) dan klik butang “Start”

Create your account

First name Last name

Create password

Confirm password

We sent a verification code to student1@siswa.ukm.edu.my. Enter the code to complete signup.

Verification code [resend signup code](#)

Malaysia

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

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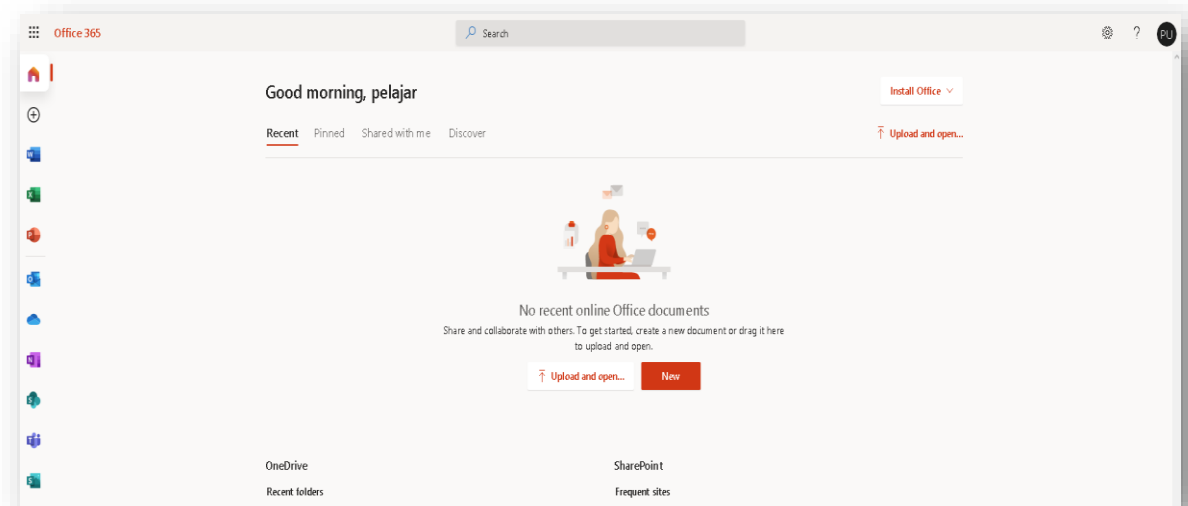
By choosing Start, you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control 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 →



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6. Paparan muka hadapan Portal Microsoft 365 dipaparkan setelah pendaftaran berjaya





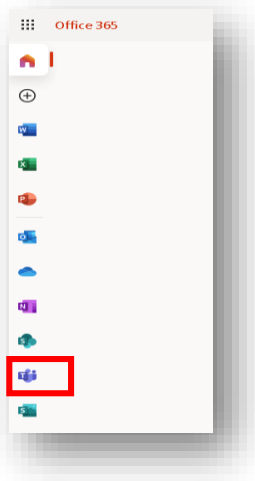
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Cara Mengakses Microsoft Teams

Boleh diakses dengan menggunakan Pelayar Web atau Teams Apps

1. Pelayar Web

Login di **www.office.com** dan klik icon “Microsoft Teams”




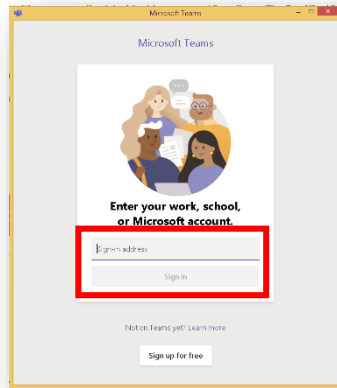
2. Teams App

Sila ke <https://www.microsoft.com/en-my/microsoft-365/microsoft-teams/download-app> dan klik “Download For Desktop”

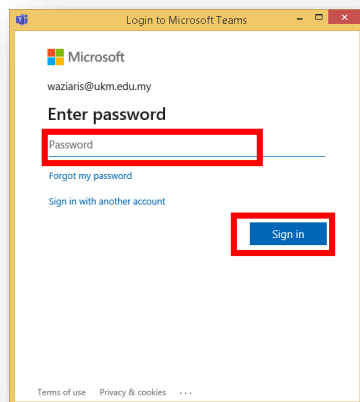


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- a. Setelah Aplikasi Desktop Teams berjaya dimuat naik, Klik ikon 
- b. Masukkan alamat e-mel Siswa UKM dan klik **“Sign in”**



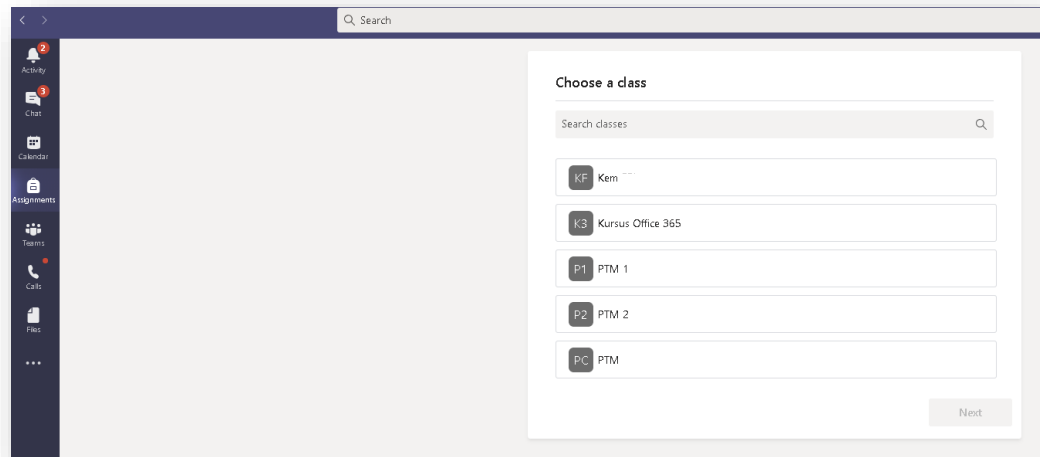
- c. Masukkan Kata laluan seperti yang telah dicipta (Rujuk No. 5) dan klik **“Sign in”**





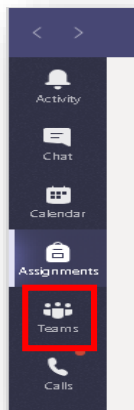
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d. Paparan Microsoft Teams setelah berjaya Sign in adalah seperti berikut.



Akses Kelas Microsoft Teams

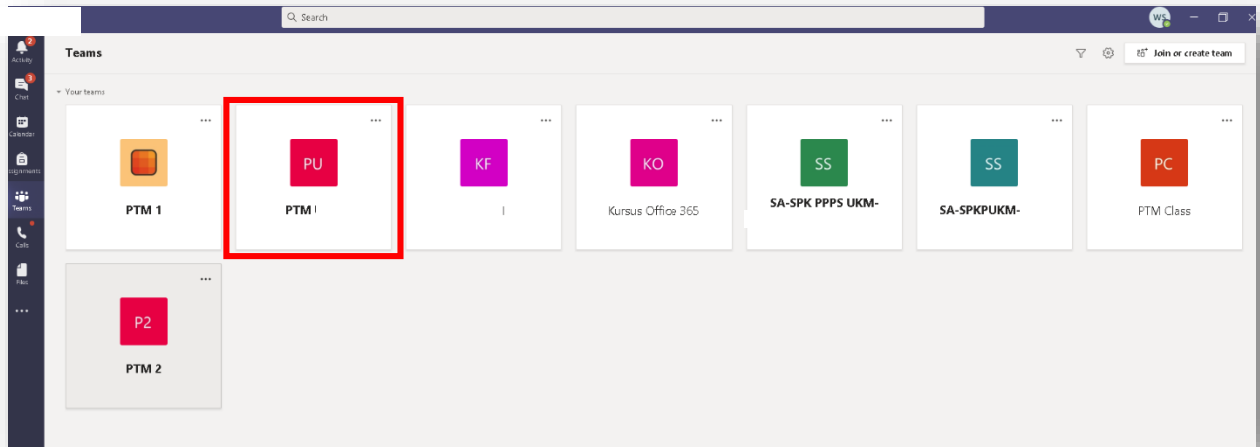
1. Untuk melihat Kelas yang telah didaftarkan, sila klik ikon **“Teams”**





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2. Klik pada kelas



3. Kelas dipaparkan

