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MANUAL PENGGUNA UNTUK MS OFFICE 365

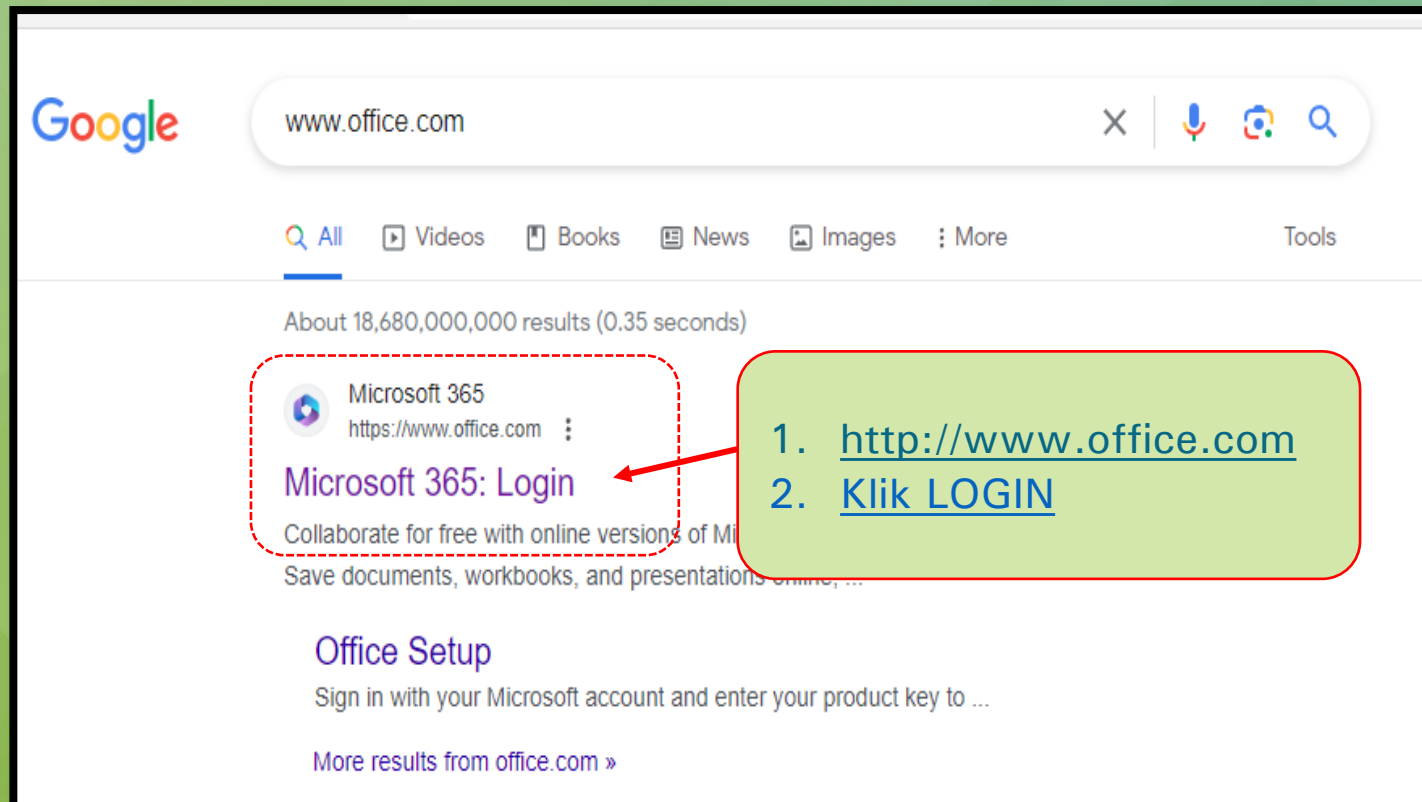
Disediakan Oleh :

Unit Sistem Teknologi Maklumat
PKB

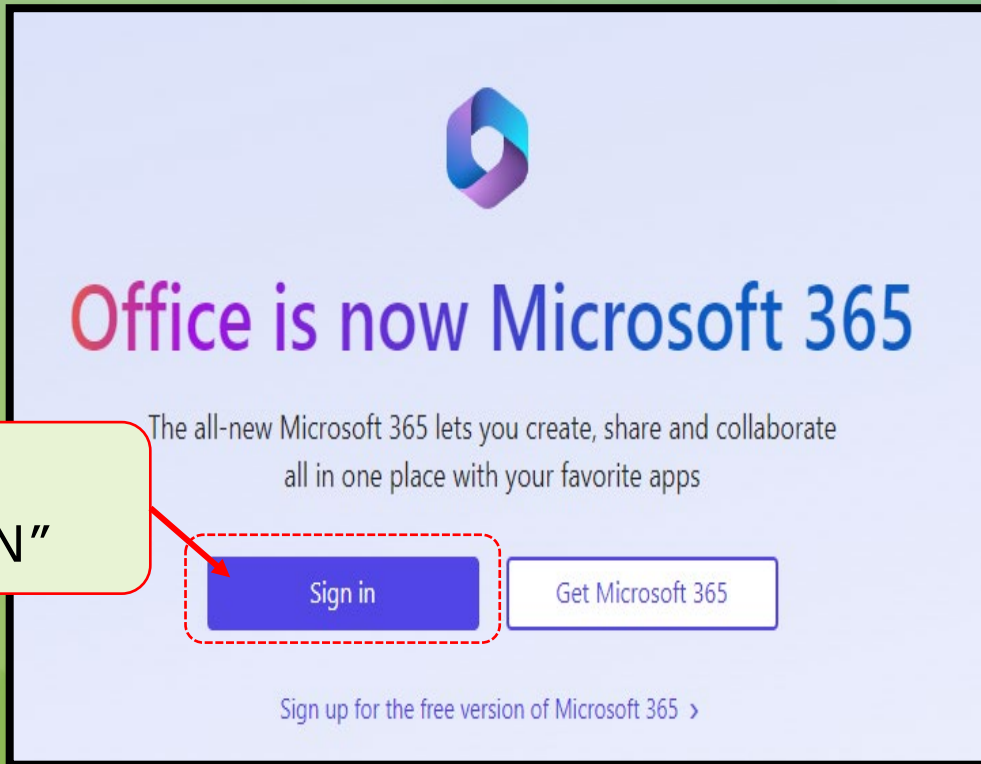
A. MENGAKTIFKAN AKAUN OFFICE 365

1. Permulaan, pergi ke portal Office 365 melalui pelayar sesawang (seperti Internet Explorer, Google Chrome dan lain-lain) dan masukkan pautan tersebut:

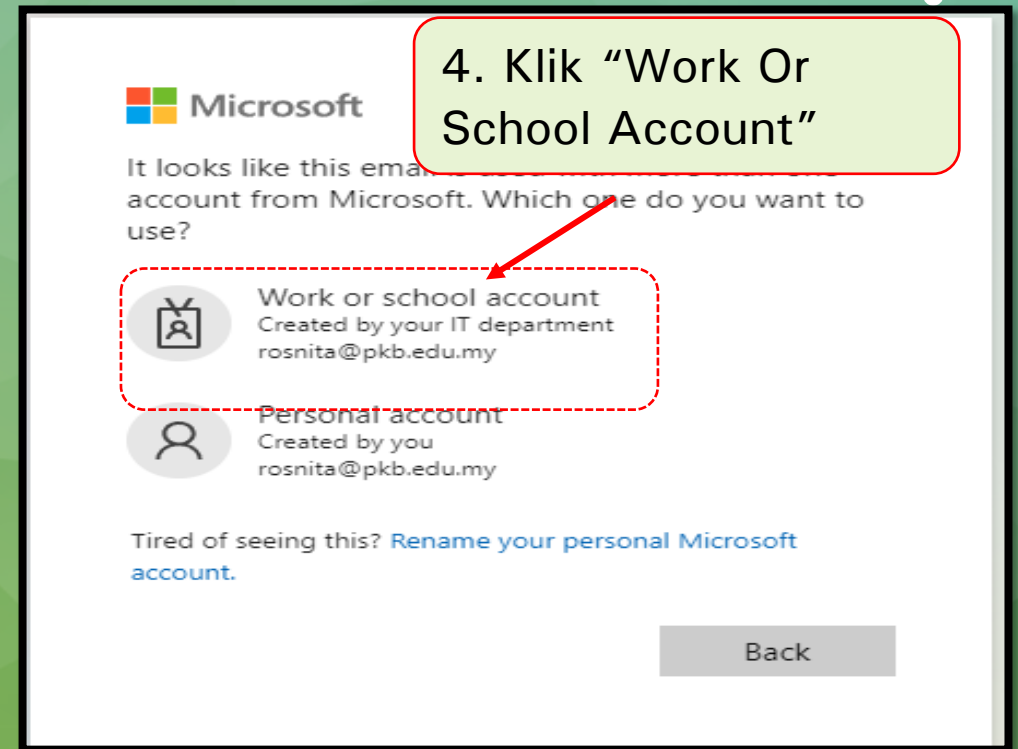
<https://www.office.com>



A. MENGAKTIFKAN AKAUN OFFICE 365



3. Klik "Sign IN"



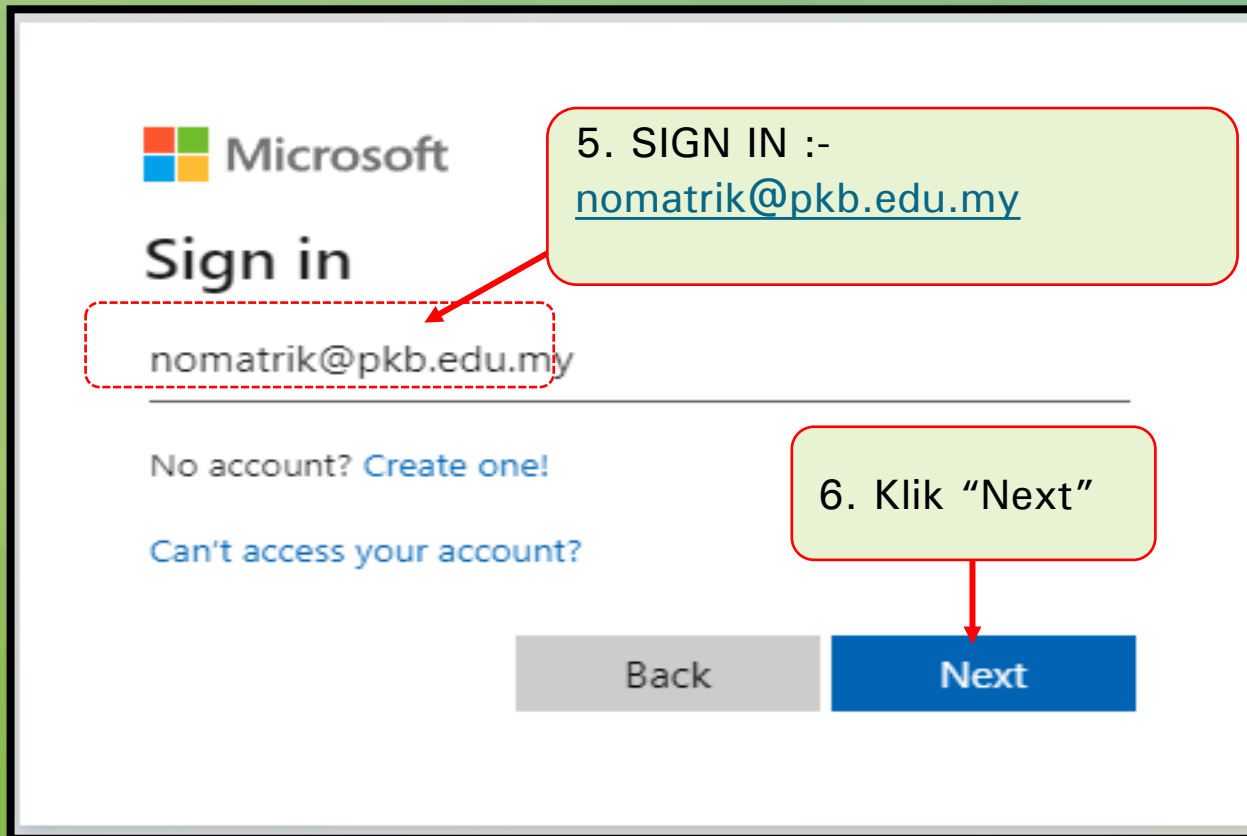
4. Klik "Work Or School Account"

A. MENGAKTIFKAN AKAUN OFFICE 365

Login bagi akaun Pelajar adalah :

Emel : nomatrik@pkb.edu.my

Password :: (yang telah diberi oleh Pentadbir ICT)



5. SIGN IN :-
nomatrik@pkb.edu.my

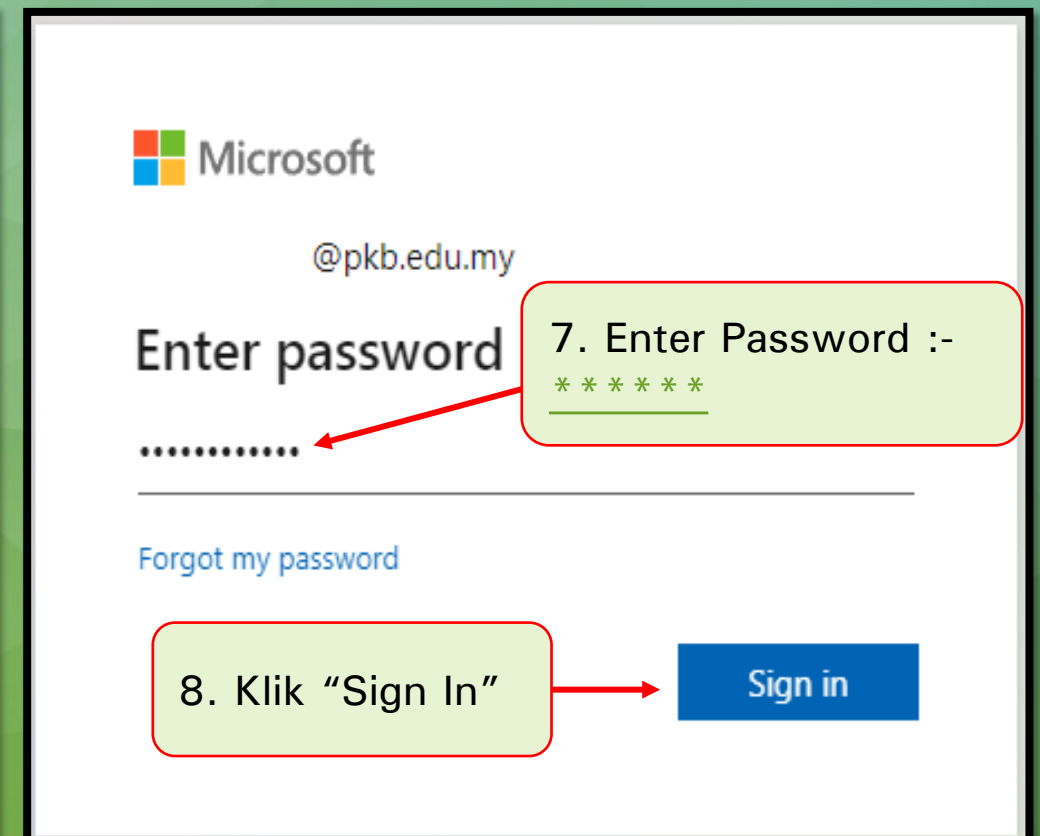
Microsoft
Sign in

nomatrik@pkb.edu.my

No account? [Create one!](#)
Can't access your account?

Back Next

6. Klik "Next"



7. Enter Password :-

Microsoft
@pkb.edu.my

Enter password

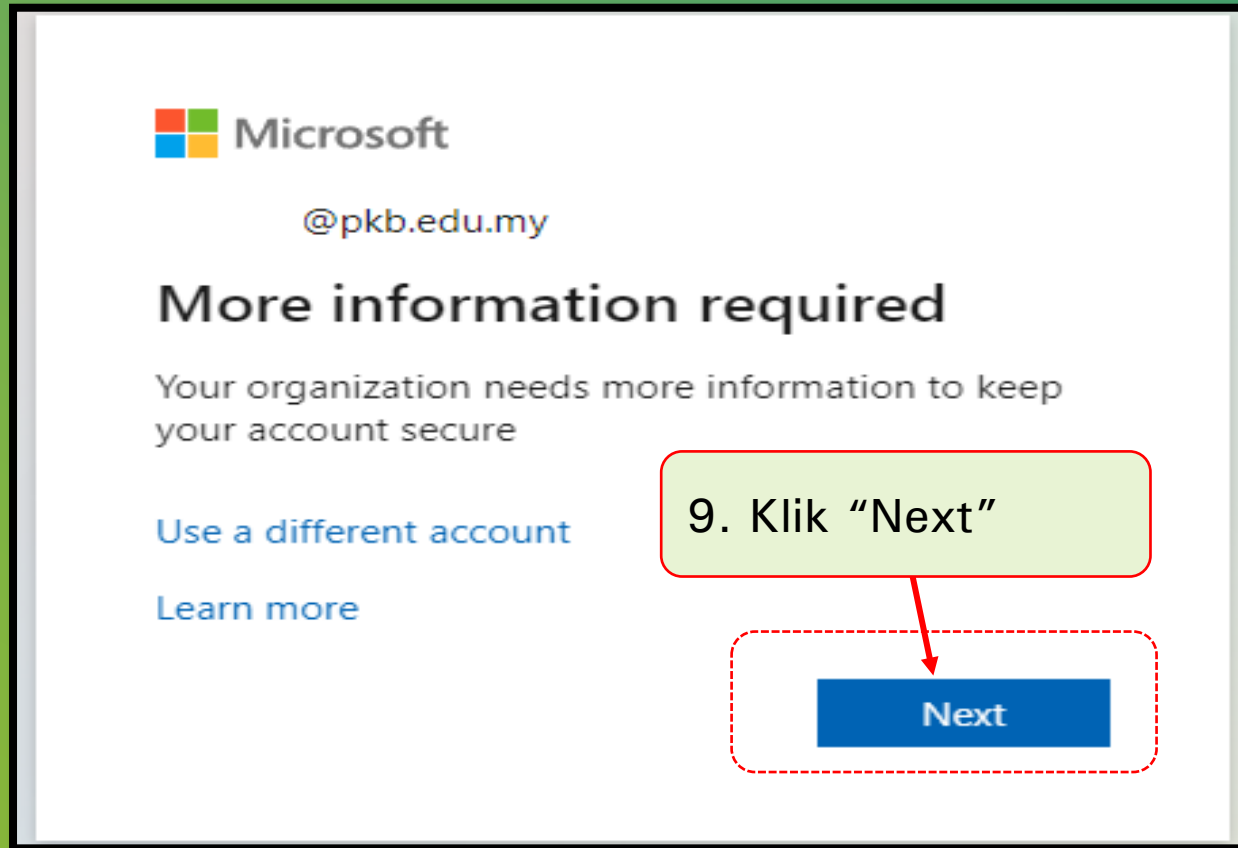
.....


[Forgot my password](#)

8. Klik "Sign In"

Sign in

A. MENGAKTIFKAN AKAUN OFFICE 365



 Microsoft

@pkb.edu.my

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

9. Klik "Next"

Next

A. MENGAKTIFKAN AKAUN OFFICE 365 – SAHKAN TELEFON

**** MOHON PENGGUNA VERIFY → NOMBOR TELEFON DAN EMEL PERSONEL (USER@GMAIL.COM)**
→ MOHON JANGN SKIP BAGI ELAKKAN AKAUN ANDA KENA SEKAT

Keep your account secure

Method 1 of 2: Phone

Phone 2 Email

Phone

You can prove who you are by answering a call

What phone number would you like to use?

Malaysia (+60) 123456789

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](#)

Next

Skip setup

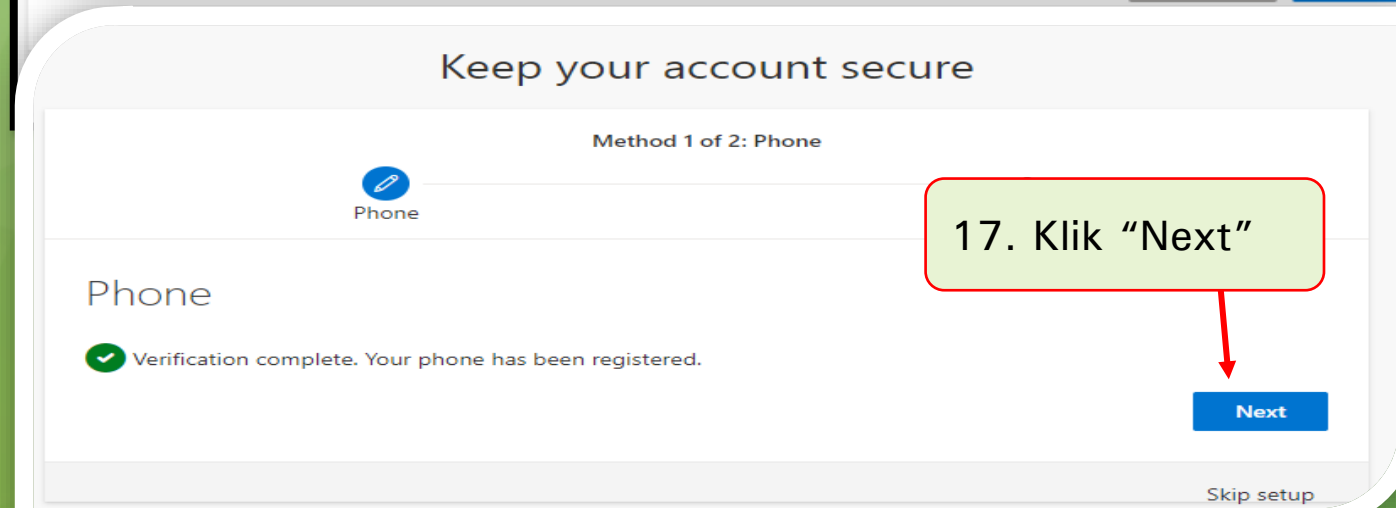
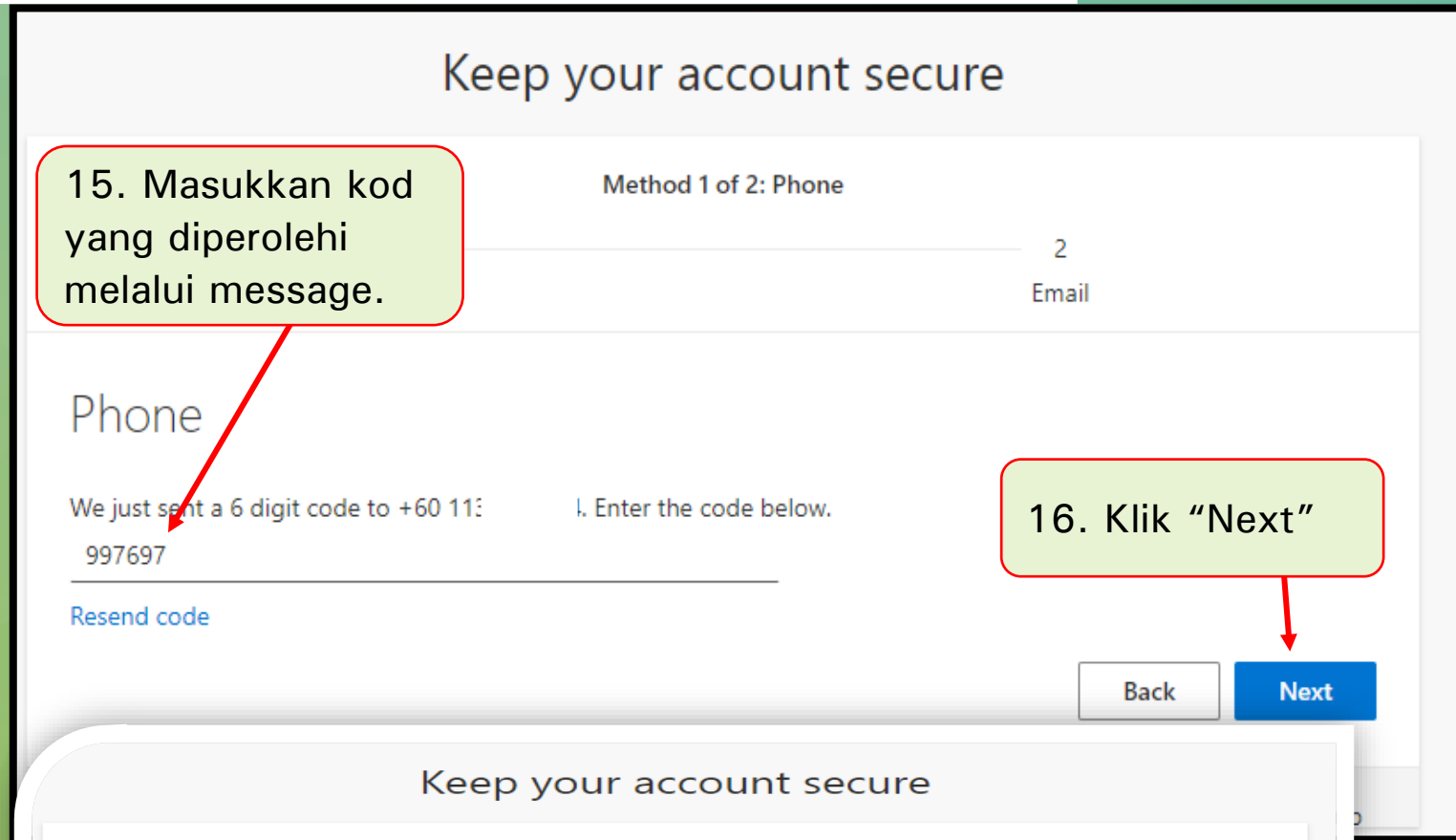
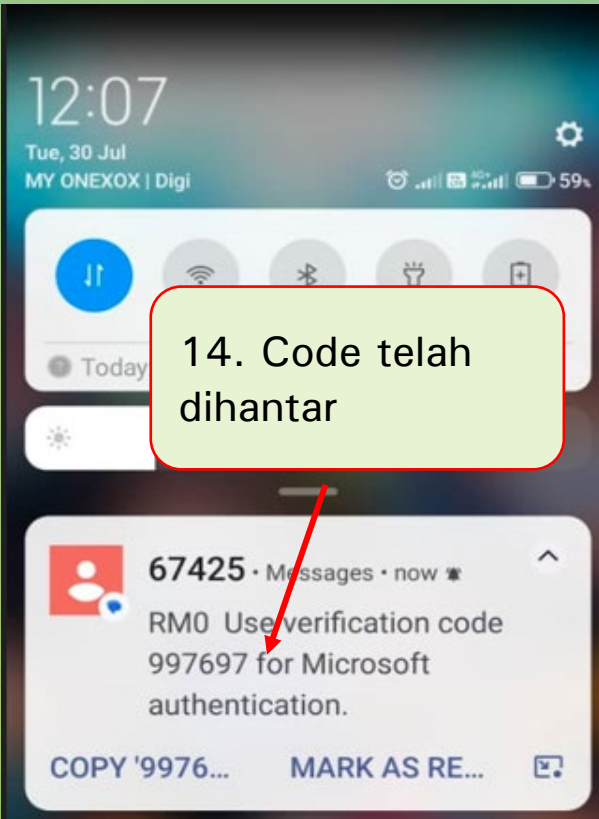
10. Masukkan nombor telefon yang aktif bagi penghantaran code

11. Pilih "Malaysia (+60)"

12. Pilih Receive Code

13. Klik "Next"

A. MENGAKTIFKAN AKAUN OFFICE 365 – SAHKAN TELEFON



A. MENGAKTIFKAN AKAUN OFFICE 365 – SAHKAN EMEL

Keep your account secure

Method 2 of 2: Email

Email

What email would you like to use?

user@gmail.com

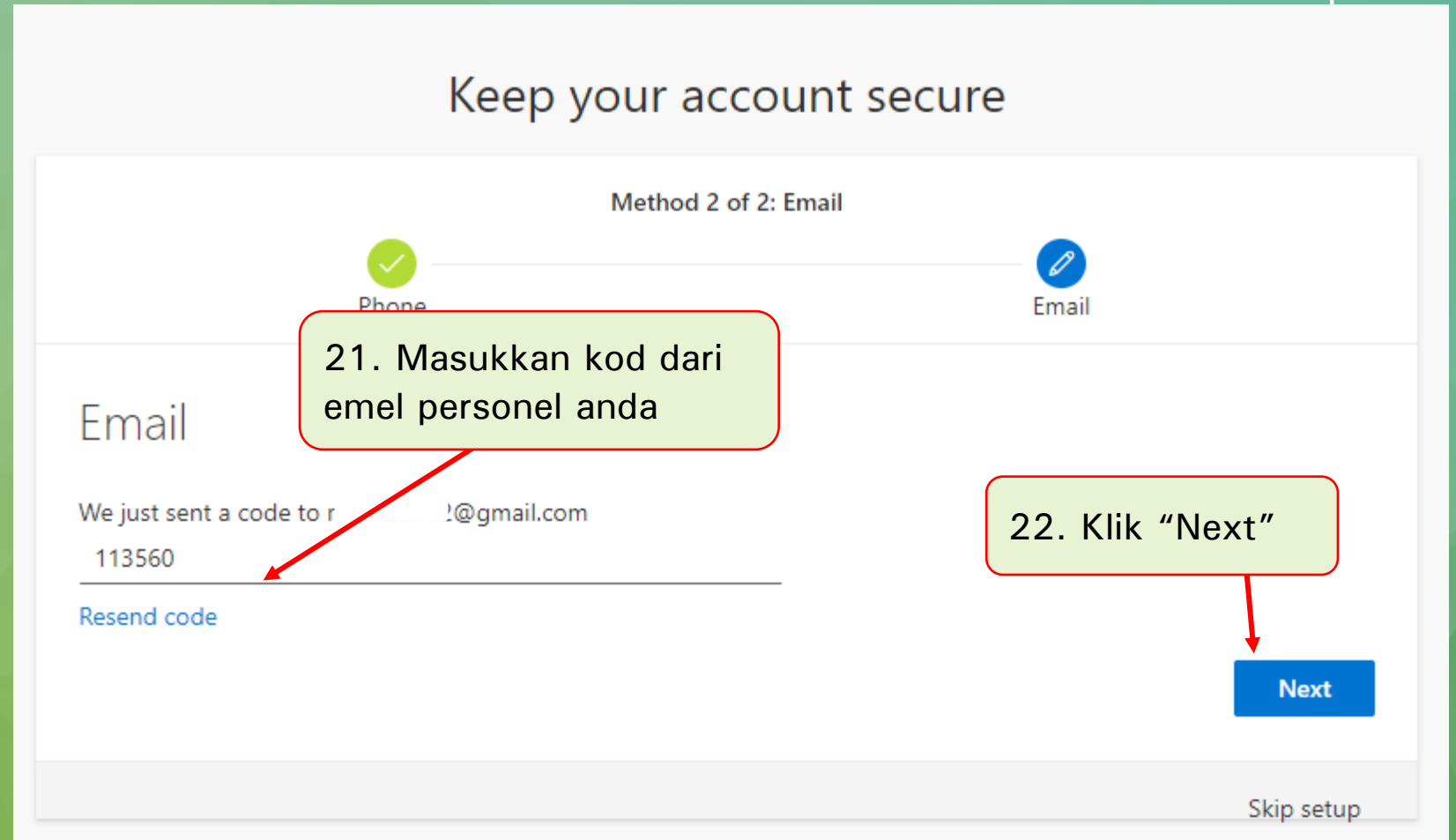
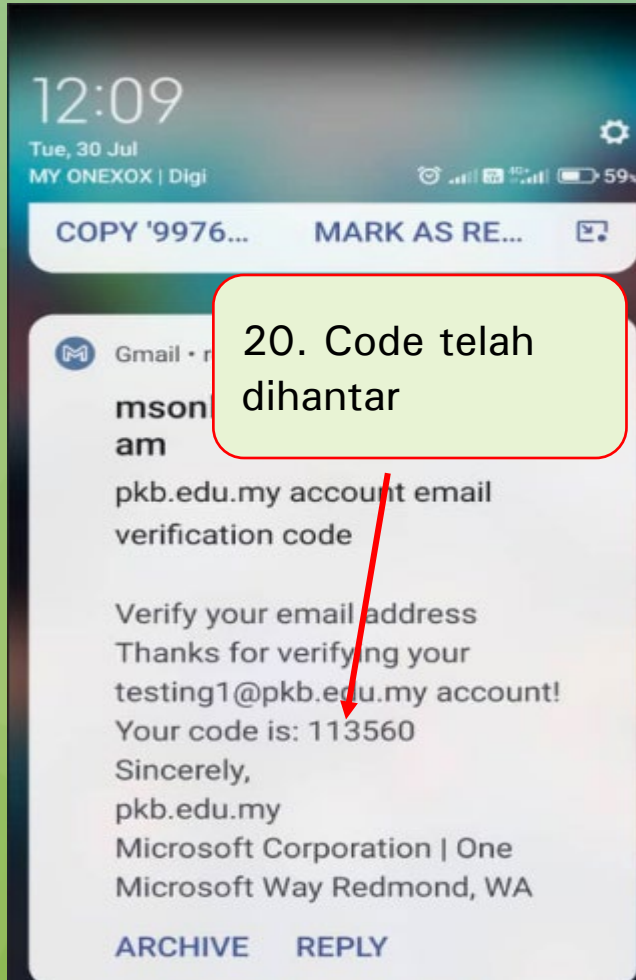
Next

Skip setup

18. Masukkan Alamat emel personel yang aktif bagi penghantaran code (bukan emel @pkb.edu.my)

19. Klik "Next"

A. MENGAKTIFKAN AKAUN OFFICE 365



A. MENGAKTIFKAN AKAUN OFFICE 365

Keep your account secure

Method 2 of 2: Done



Phone

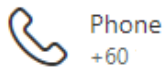


Email

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Phone
+60



Email

@gmail.com

23. Pengesahan Telefon dan emel telah berjaya

24. Klik "Done"

Done



@pkb.edu.my

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

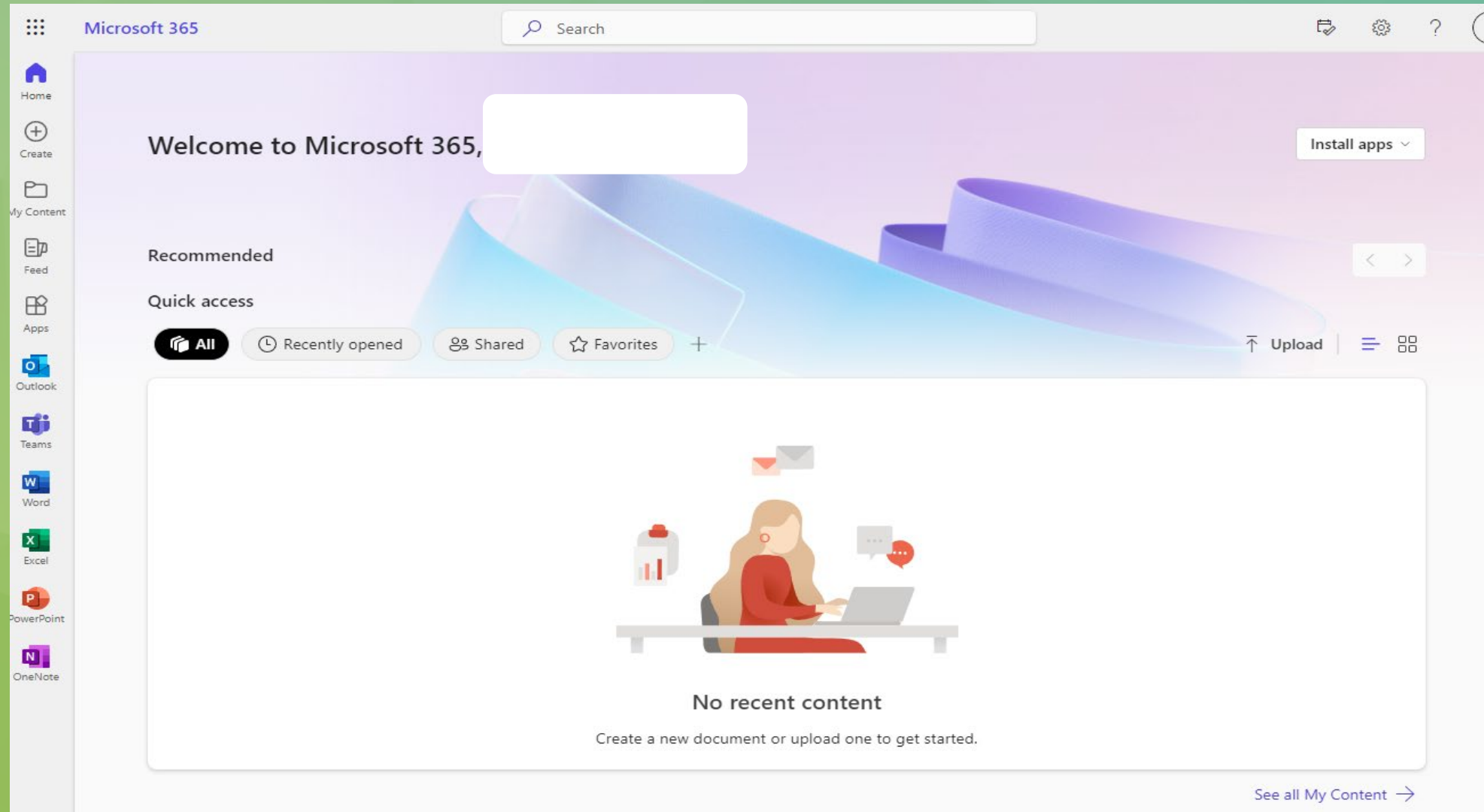
No

Yes

25. Klik "NO" → jika menggunakan PC Gunasama seperti di makmal

A. MENGAKTIFKAN AKAUN OFFICE 365 –

Muka Depan Microsoft 365

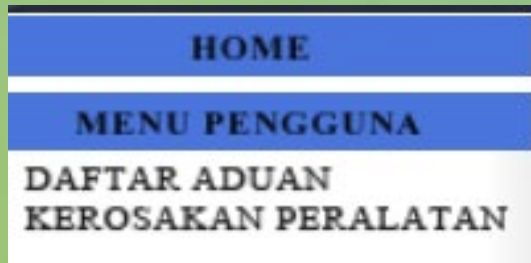


A. MENGAKTIFKAN AKAUN OFFICE 365

Jika terlupa katalaluan sila laporkan dalam sistem

<http://ekerosakan.pkb.edu.my> → Klik Daftar ADUAN → klik **SISTEM**

PKB



SEKIAN

