

POLITEKNIK MELAKA

MANUAL MICROSOFT 365 SECURITY AUTHENTICATION & FORGOT MY PASSWORD

https://www.office.com/

Disediakan Oleh:	
Histor.	
HAIDAR NUR RIFHAN BINTI BASIR	
PEGAWAI TEKNOLOGI MAKLUMAT	
UNIT TEKNOLOGI MAKLUMAT	
POLITEKNIK MELAKA	
06-3376022	

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Versi 1.0

2 NOVEMBER 2022

Muka surat : ii

KANDUNGAN

1.0	SECURITY AUTHENTICATION	3

2.0	FORGOT MY PASSWORD	8	3
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Versi: 1.0	Muka Surat: ii



Versi 1.0

2 NOVEMBER 2022

Muka surat : 3

1.0 SECURITY AUTHENTICATION

Akses portal Microsoft 365 di https://www.office.com/

Klik Sign In & masukkan Username



Masukkan Password

Klik Sign In



Versi: 1.0	Muka Surat: 3



Versi 1.0

2 NOVEMBER 2022

Muka surat : 4

Klik Next



Klik Set It Up Now

STER.	iman@polimelaka.edu.my ?	
Don't lose access to your account!		
To make sure you can reset your password, we need to collect some info so we can verify who you a secure. You'll need to set up at least 1 of the options below.	re. We won't use this to spam you - just to keep your account more	
Authentication Phone is not configured. Set it up now		
finish cancel		
•		
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Versi: 1.0	Muka Surat: 4



Versi 1.0

2 NOVEMBER 2022

5

Muka surat :

Pilih Country Malaysia

Masukkan Mobile Phone Number (Cth. : 121234567)

RANTER CONTRACTOR		test@student.polimelaka.edu.my ?	
Don't lose access to your ac	ccount!		
Please verify your authentication phone number below.			
Authentication phone			
Malaysia (+60) 🗸			
[12]			
text me call me			
back			
Jack			
#2022 Microsoft Logal L Related			
w2022 Microsoft Legal Privacy			

Klik Text Me

Semak Message di telefon bimbit dan masukkan Verification Code yang diterima

a compare a	test@student.polimelaka.edu.my ?	
Don't lose access to your account!		
Please verify your authentication phone number below.		
Authentication phone		
12		
text me call me		
We've sent a text message containing a verification code to your phone.		
Enter your verification code back	gan	
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Versi: 1.0	Muka Surat: 5

MANUAL MICROSOFT 365	Versi 1.0 2 NOVEMBER 2022
SECURITY AUTHENTICATION & FORGOT MY PASSWORD	Muka surat : 6

Klik Verify

THE REAL PROPERTY AND A DESCRIPTION OF A	test@student.polimelaka.edu.my ?	
Don't lose access to your account!		
Please verify your authentication phone number below.		
Authentication phone		
Mafaysia (+60) ~		
text me call me		
We've sent a text message containing a verification code to your phone.		
866559 verify try again		
back		
	•	
©2022 Microsoft Legal Privacy		

Klik *Finish*

Penetapan selesai dilaksanakan

an <u>in</u> as	test@student.polimelaka.edu.my ?	
Don't lose access to your account!		
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.		
Authentication Phone is set to +60 12 Change		
finish cancel		
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Versi: 1.0	Muka Surat: 6



Versi 1.0

2 NOVEMBER 2022

7

Muka surat :

Klik Yes untuk log masuk ke akaun Microsoft 365 Politeknik Melaka



Versi: 1.0	Muka Surat: 7



2 NOVEMBER 2022

Muka surat : 8

2.0 FORGOT MY PASSWORD

Klik Forgot My Password



Masukkan characters yang dipaparkan

Klik Next



Versi: 1.0	Muka Surat: 8



Masukkan Mobile Phone Number yang telah ditetapkan

Klik Text

Get back into y	our account
Verification step 1 > choose Please choose the contact method	e a new password
Text my mobile phone Call my mobile phone	In order to protect your account, we need you to enter your complete mobile phone number (************************************
Cancel	

Semak Message di telefon bimbit dan masukkan Verification Code yang diterima

Klik Next

Jet back into	your account se a new password
lease choose the contact method	l we should use for verification:
Text my mobile phone	We've sent you a text message containing a verification code to your phon
Call my mobile phone	044473
	Next Tiy again Contact your administrator

Versi: 1.0	Muka Surat: 9



Masukkan New Password dan Confirm New Password

Klik Finish



Password berjaya di reset

Klik Click Here untuk log masuk dengan Password baru



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Versi: 1.0		Muka Surat: 10	

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