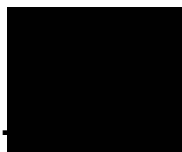


POLITEKNIK MELAKA

**MANUAL MICROSOFT 365
SECURITY AUTHENTICATION
&
FORGOT MY PASSWORD**

<https://www.office.com/>

Disediakan Oleh:



.....
H Aidar Nur Rifhan Binti Basir
PEGAWAI TEKNOLOGI MAKLUMAT
UNIT TEKNOLOGI MAKLUMAT
POLITEKNIK MELAKA
06-3376022



**MANUAL MICROSOFT 365
SECURITY AUTHENTICATION
&
FORGOT MY PASSWORD**

Versi 1.0
2 NOVEMBER 2022

Muka surat : ii

KANDUNGAN

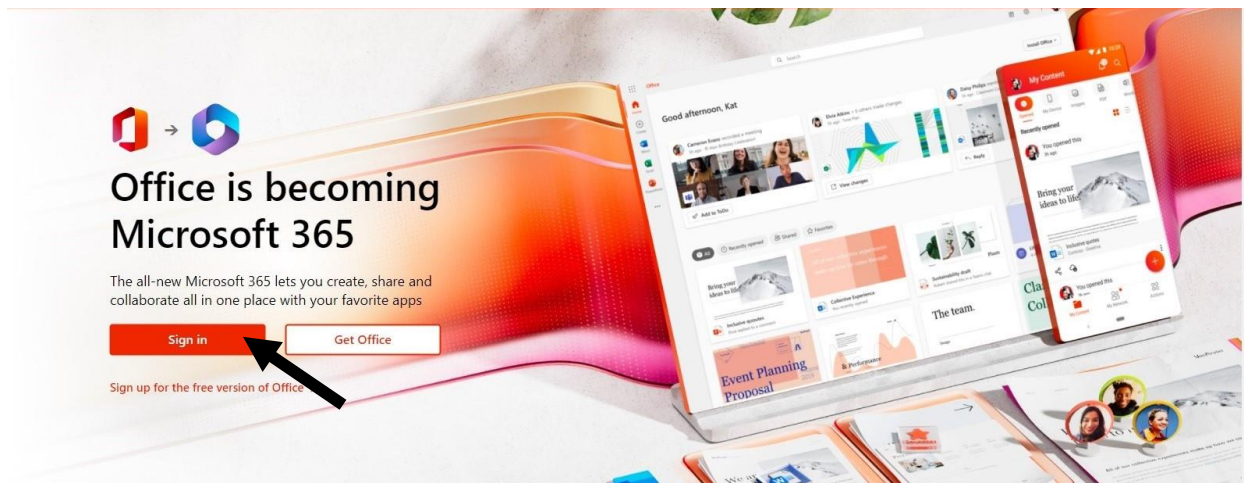
1.0 SECURITY AUTHENTICATION.....3

2.0 FORGOT MY PASSWORD.....8

1.0 SECURITY AUTHENTICATION

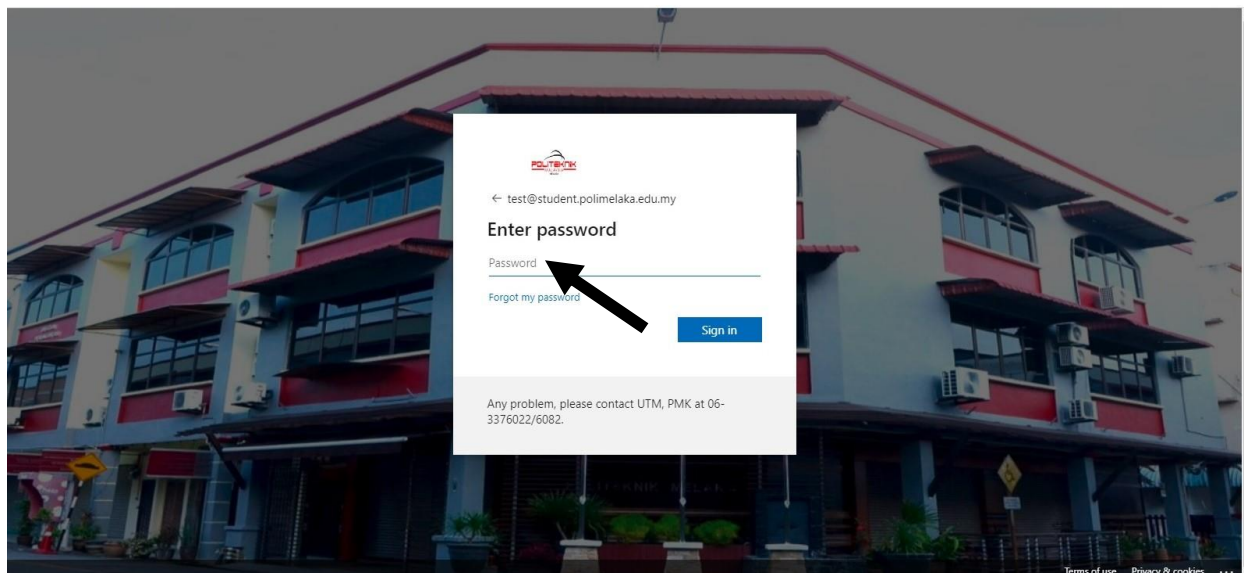
Akses portal Microsoft 365 di <https://www.office.com/>

Klik *Sign In* & masukkan *Username*

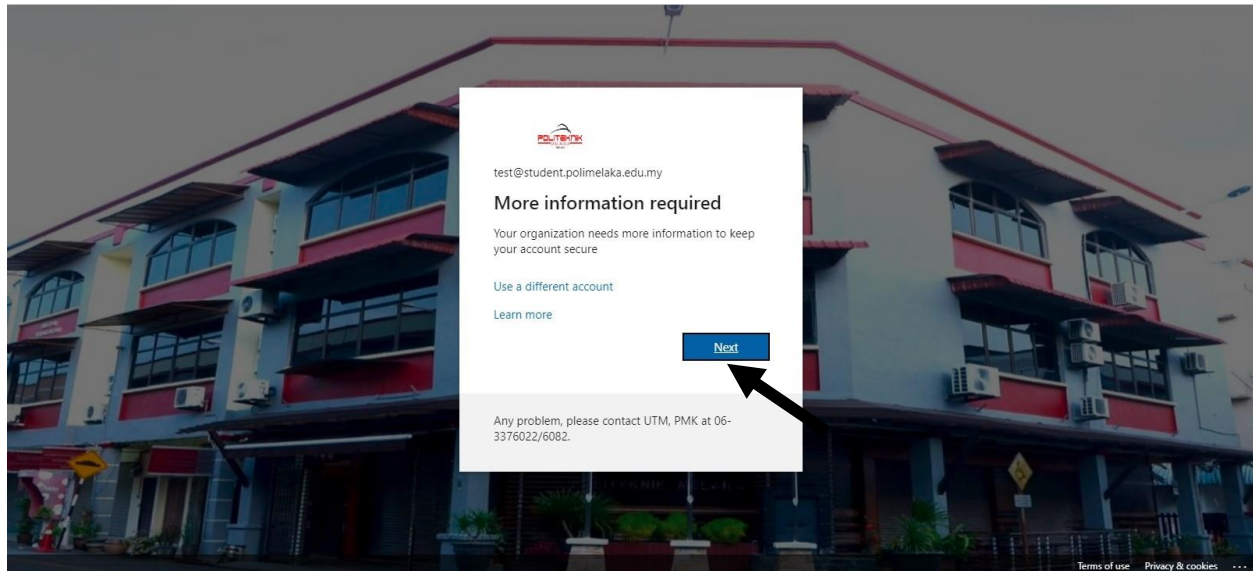


Masukkan *Password*

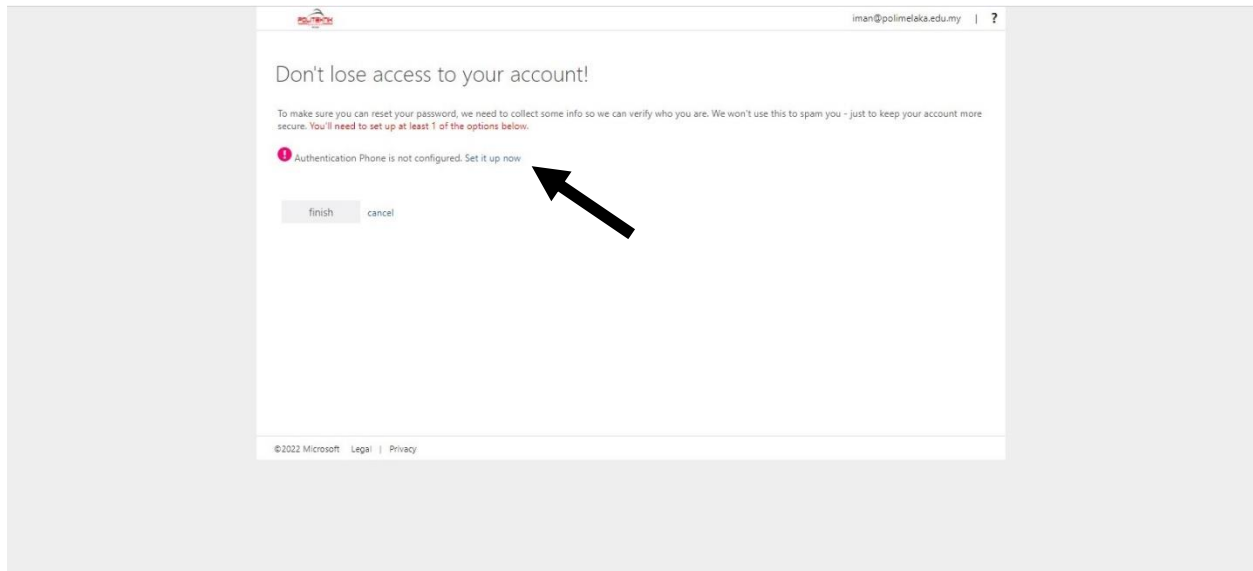
Klik *Sign In*



Klik *Next*

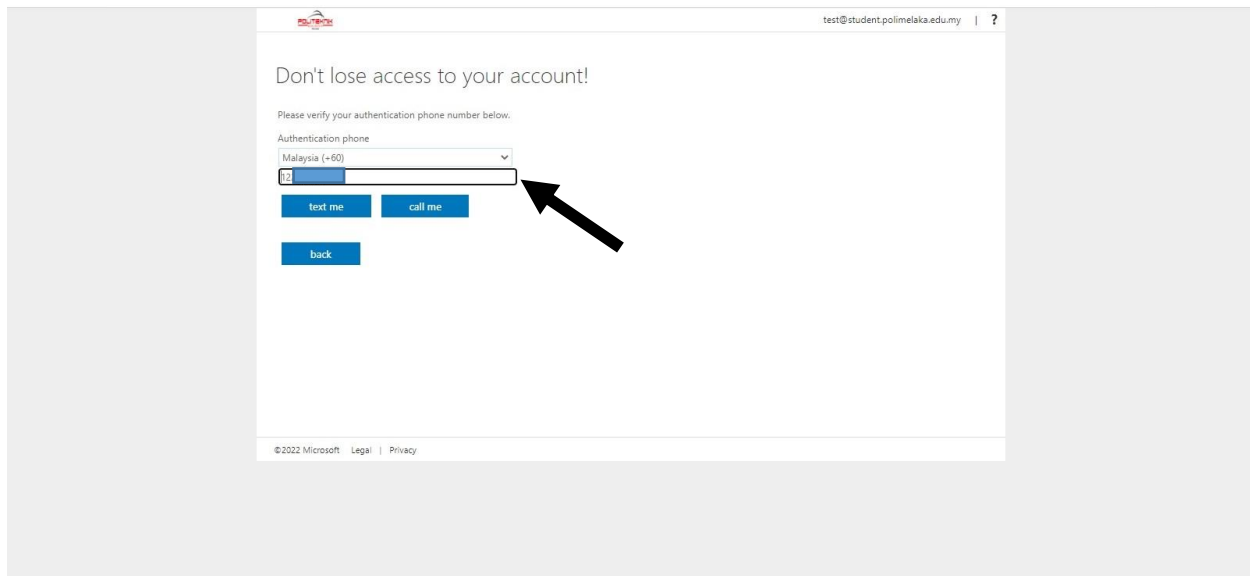


Klik *Set It Up Now*



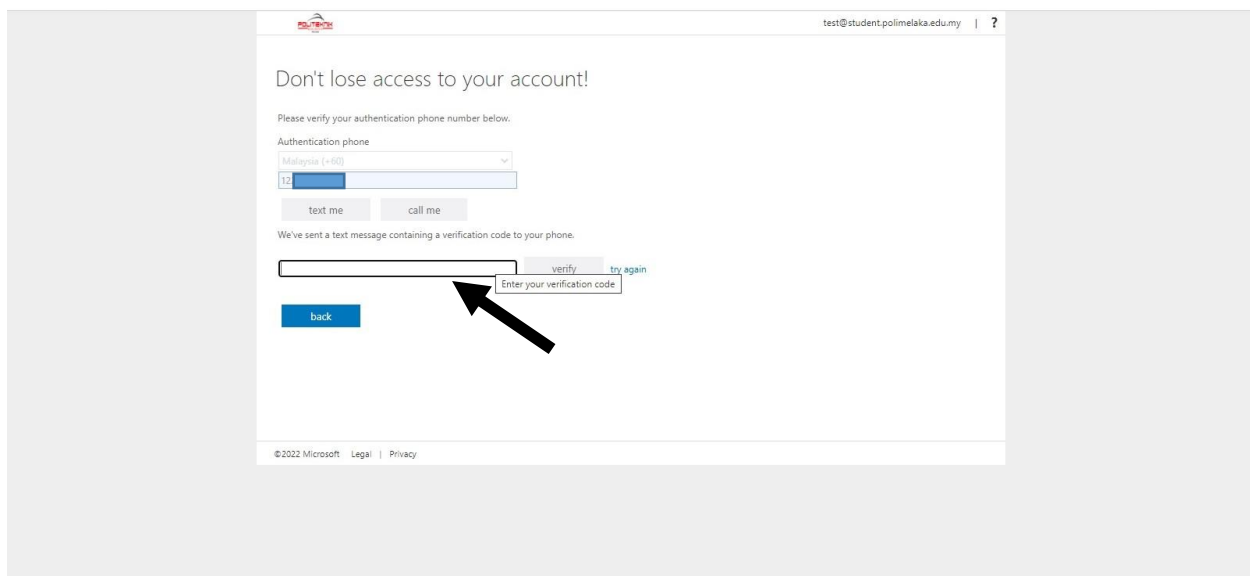
Pilih *Country* Malaysia

Masukkan *Mobile Phone Number* (Cth. : 121234567)

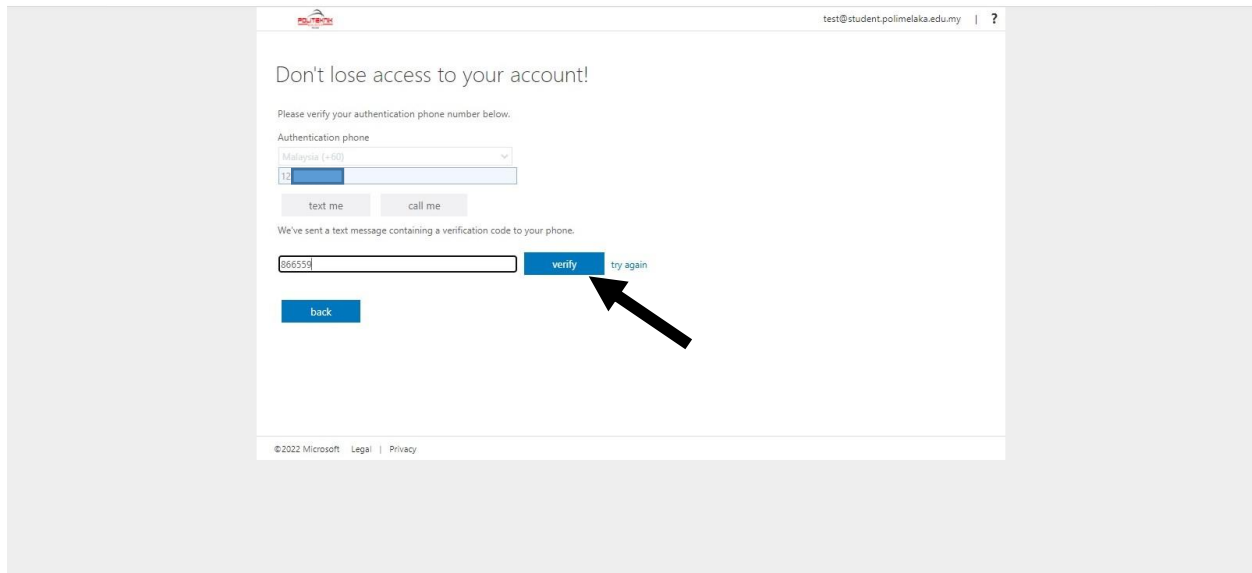


Klik *Text Me*

Semak *Message* di telefon bimbit dan masukkan *Verification Code* yang diterima

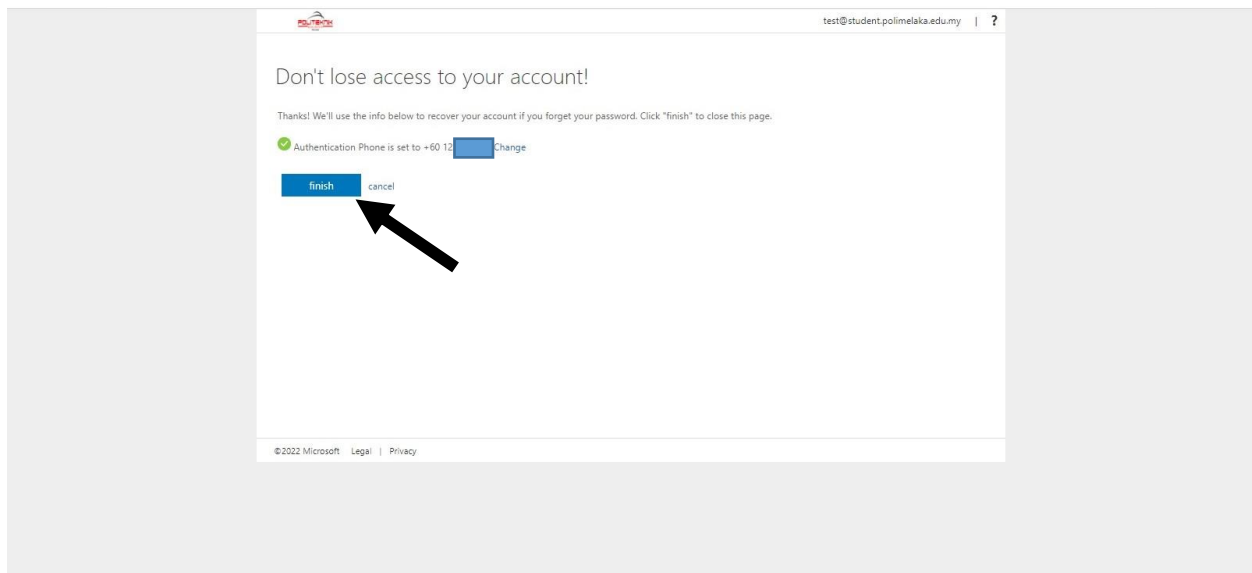


Klik *Verify*

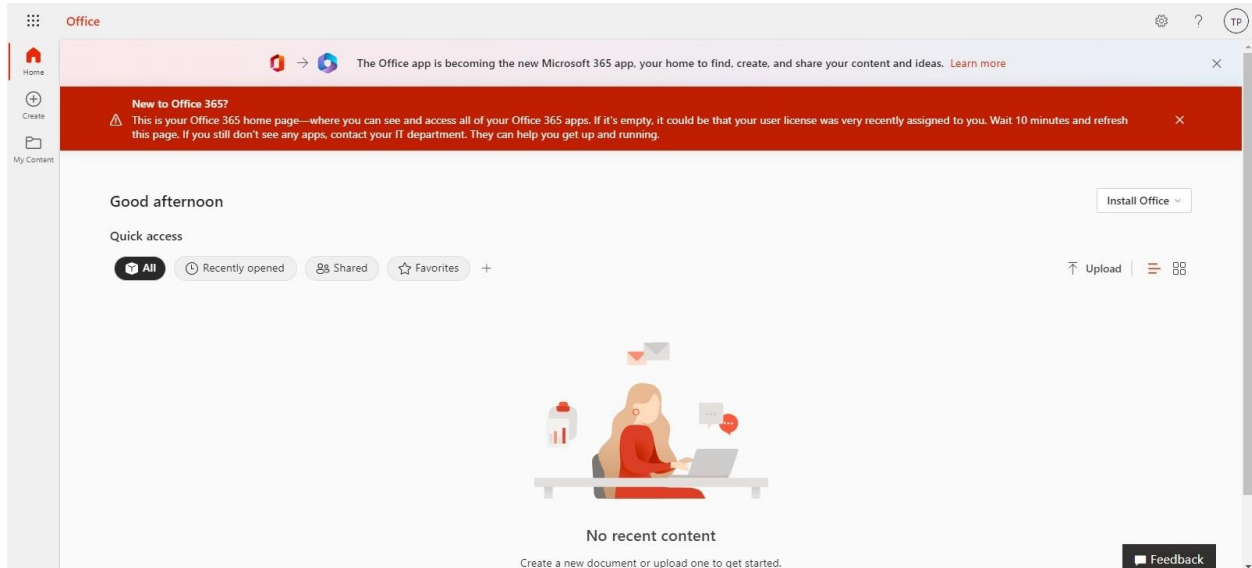
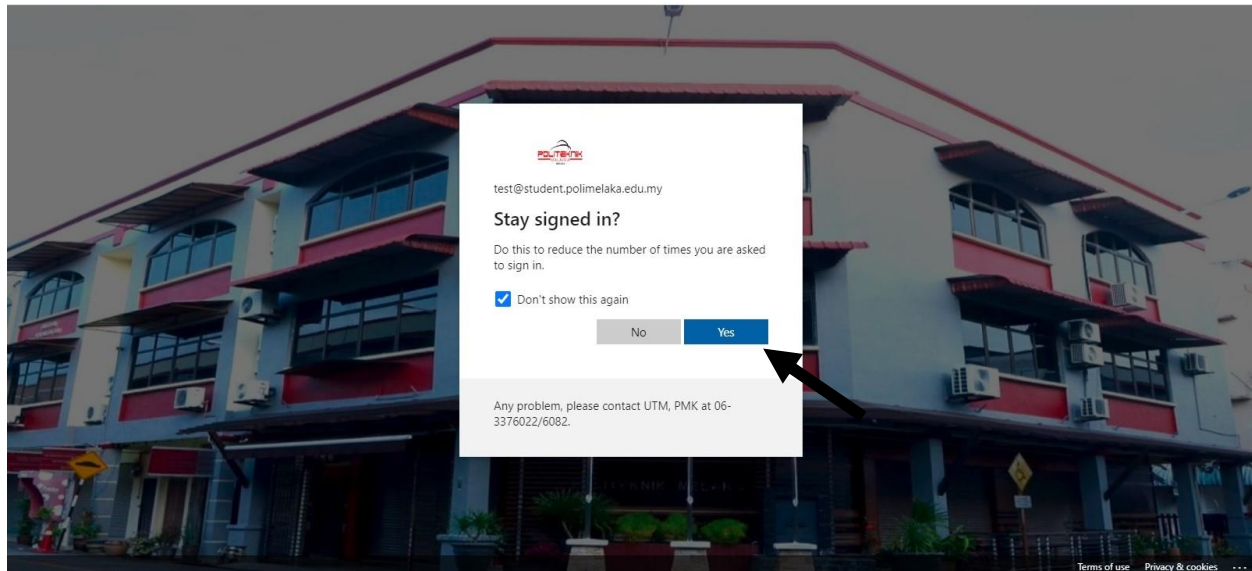


Klik *Finish*

Penetapan selesai dilaksanakan

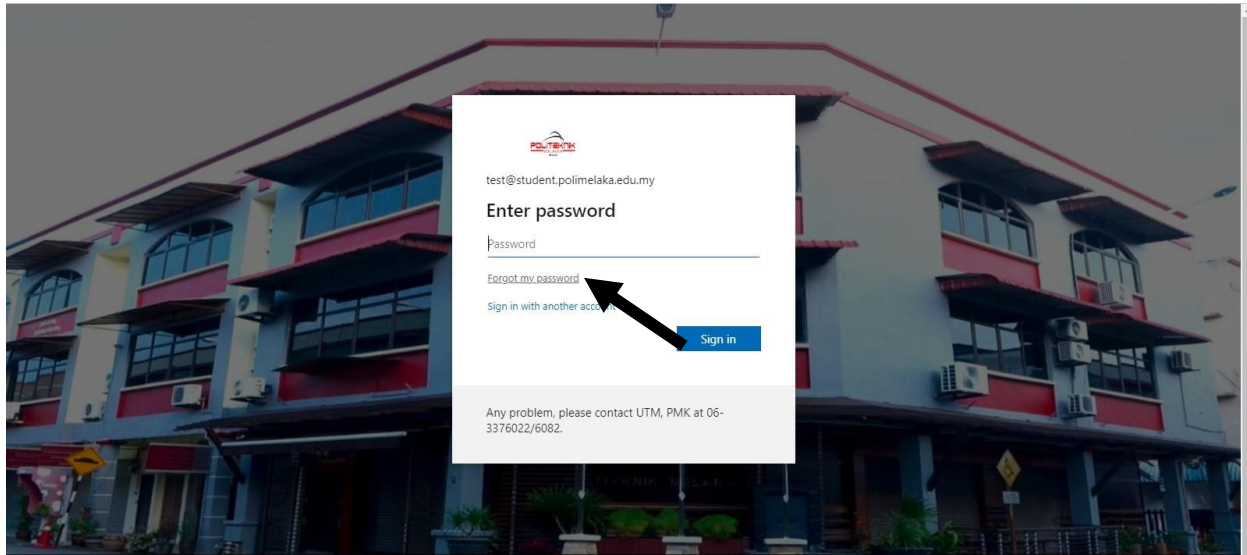


Klik Yes untuk log masuk ke akaun Microsoft 365 Politeknik Melaka



2.0 FORGOT MY PASSWORD

Klik *Forgot My Password*



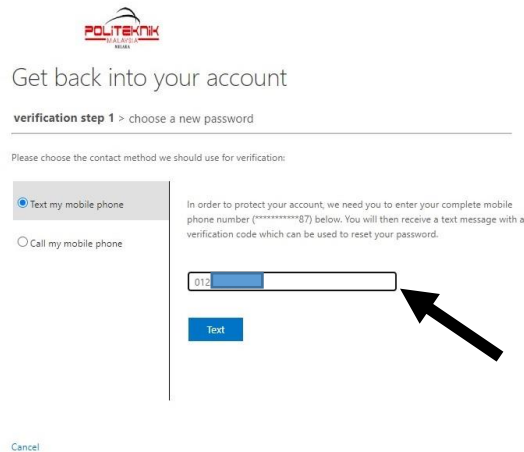
Masukkan *characters* yang dipaparkan

Klik *Next*



Masukkan *Mobile Phone Number* yang telah ditetapkan

Klik *Text*



POLITEKNIK
MALAYSIA
MELAKA

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****87) below. You will then receive a text message with a verification code which can be used to reset your password.

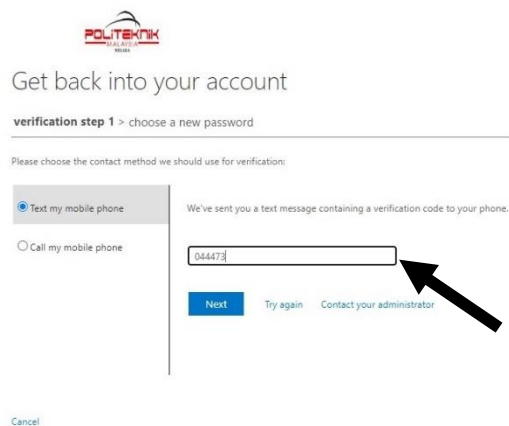
012

Text

Cancel

Semak *Message* di telefon bimbit dan masukkan *Verification Code* yang diterima

Klik *Next*



POLITEKNIK
MALAYSIA
MELAKA

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone


Call my mobile phone

We've sent you a text message containing a verification code to your phone.

044473

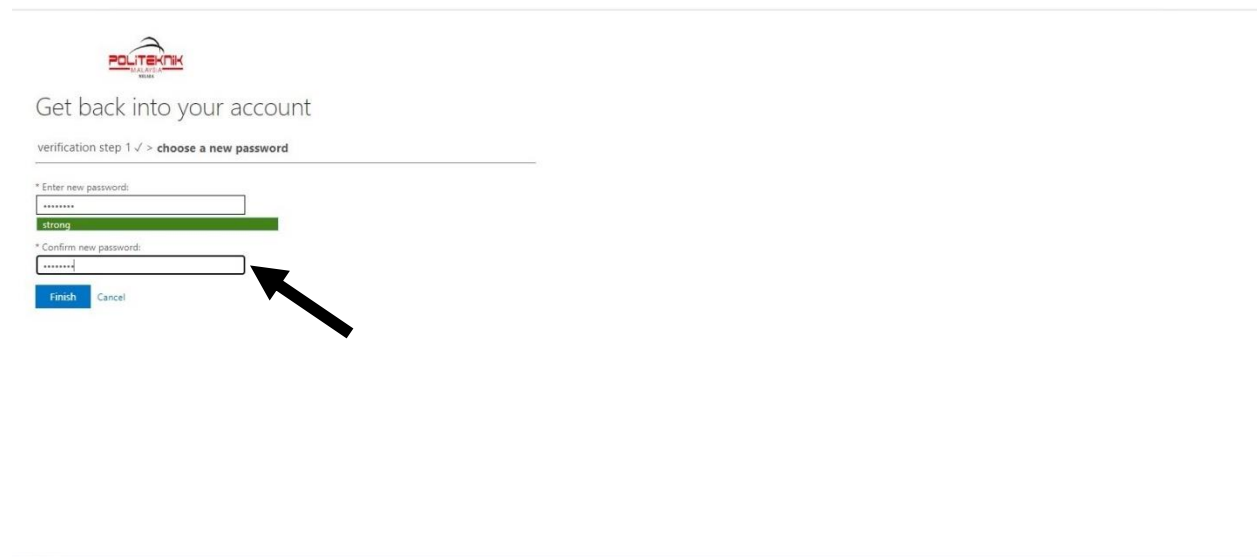
Next Try again Contact your administrator

Cancel

	MANUAL MICROSOFT 365 SECURITY AUTHENTICATION & FORGOT MY PASSWORD	Versi 1.0 2 NOVEMBER 2022
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Masukkan *New Password* dan *Confirm New Password*

Klik *Finish*



Password berjaya di reset

Klik *Click Here* untuk log masuk dengan *Password* baru



-TAMAT-

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