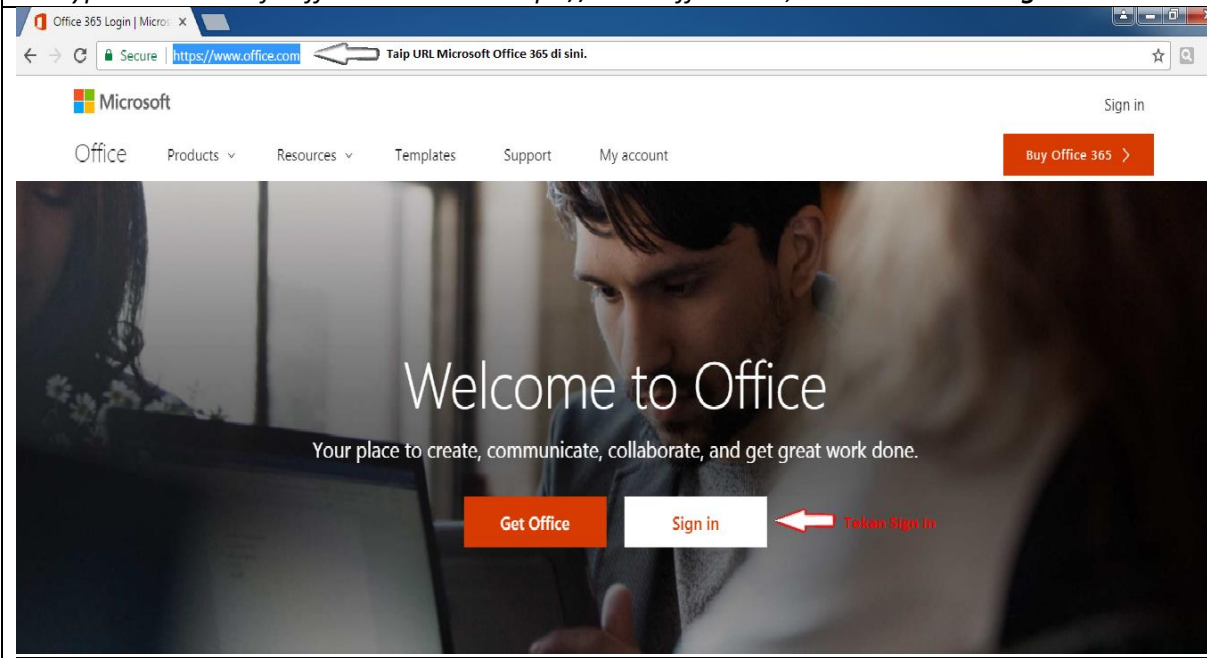


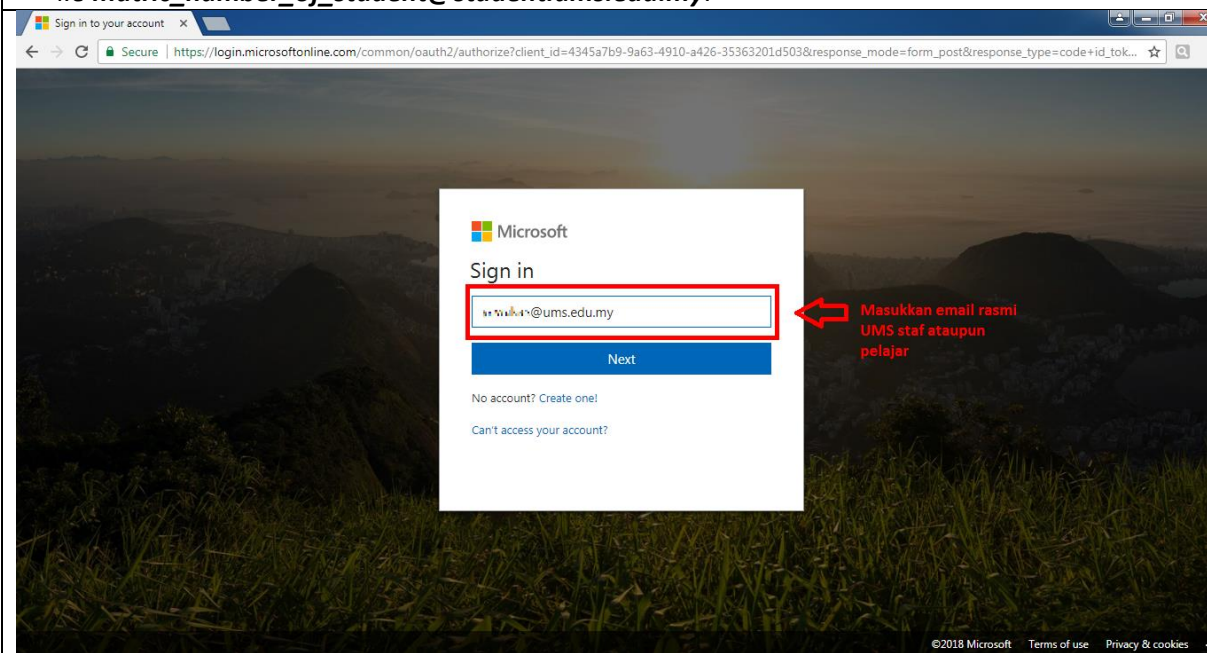
**D.I.Y (DO IT YOURSELF) PANDUAN LOGIN KALI PERTAMA & LANGKAH-LANGKAH INSTALASI
MICROSOFT OFFICE 365**

**D.I.Y (DO IT YOURSELF) FIRST TIME LOGIN GUIDE & INSTALLATION STEPS OF MICROSOFT OFFICE
365**

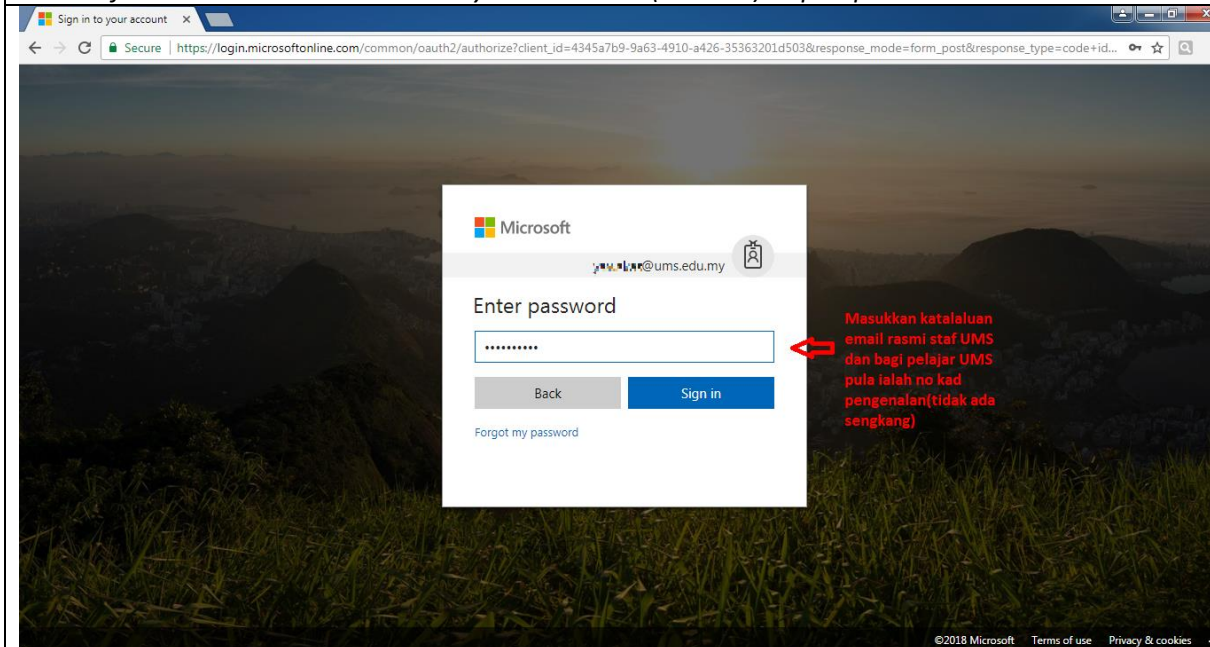
1. Taip URL Microsoft Office 365 iaitu <https://www.office.com>, dan selepas itu sila pilih "Sign in".
Type the Microsoft Office 365 URL at <https://www.office.com>, and then select "Sign in".



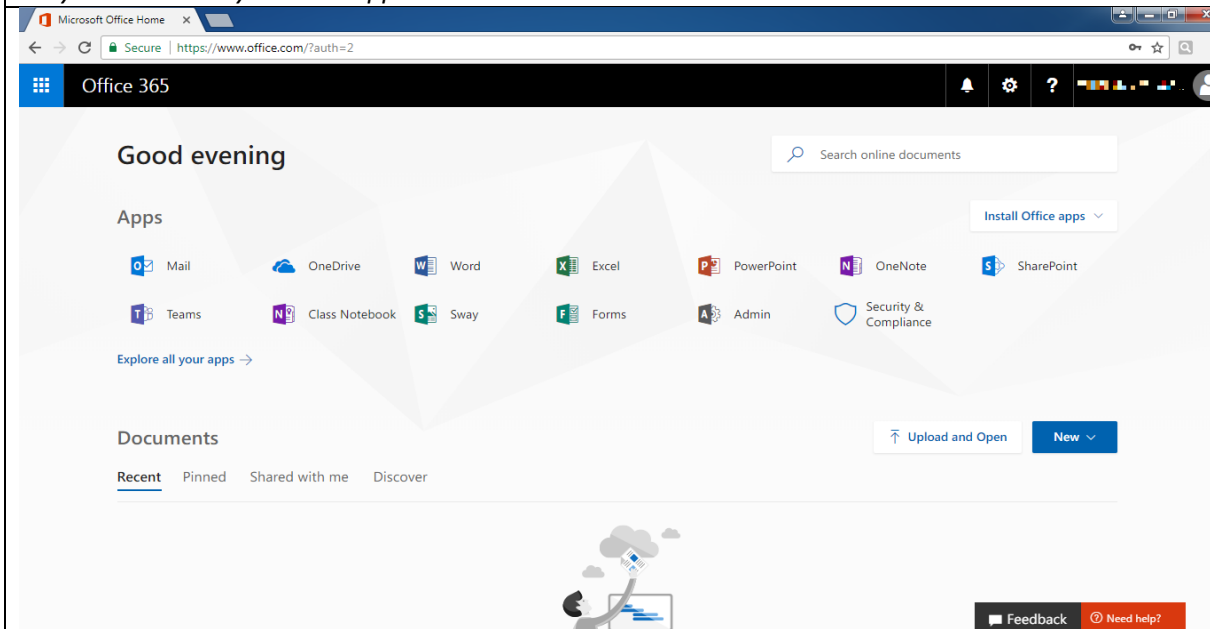
2. Masukkan email rasmi UMS staf atau pun pelajar, iaitu **nama_email_staf@ums.edu.my** bagi staf dan bagi pelajar pula iaitu **no_matrik_pelajar@student.ums.edu.my**. *Enter the official UMS email staff or students, i.e name_of_email_staf@ums.edu.my for staff and for students i.e matric_number_of_student@student.ums.edu.my.*





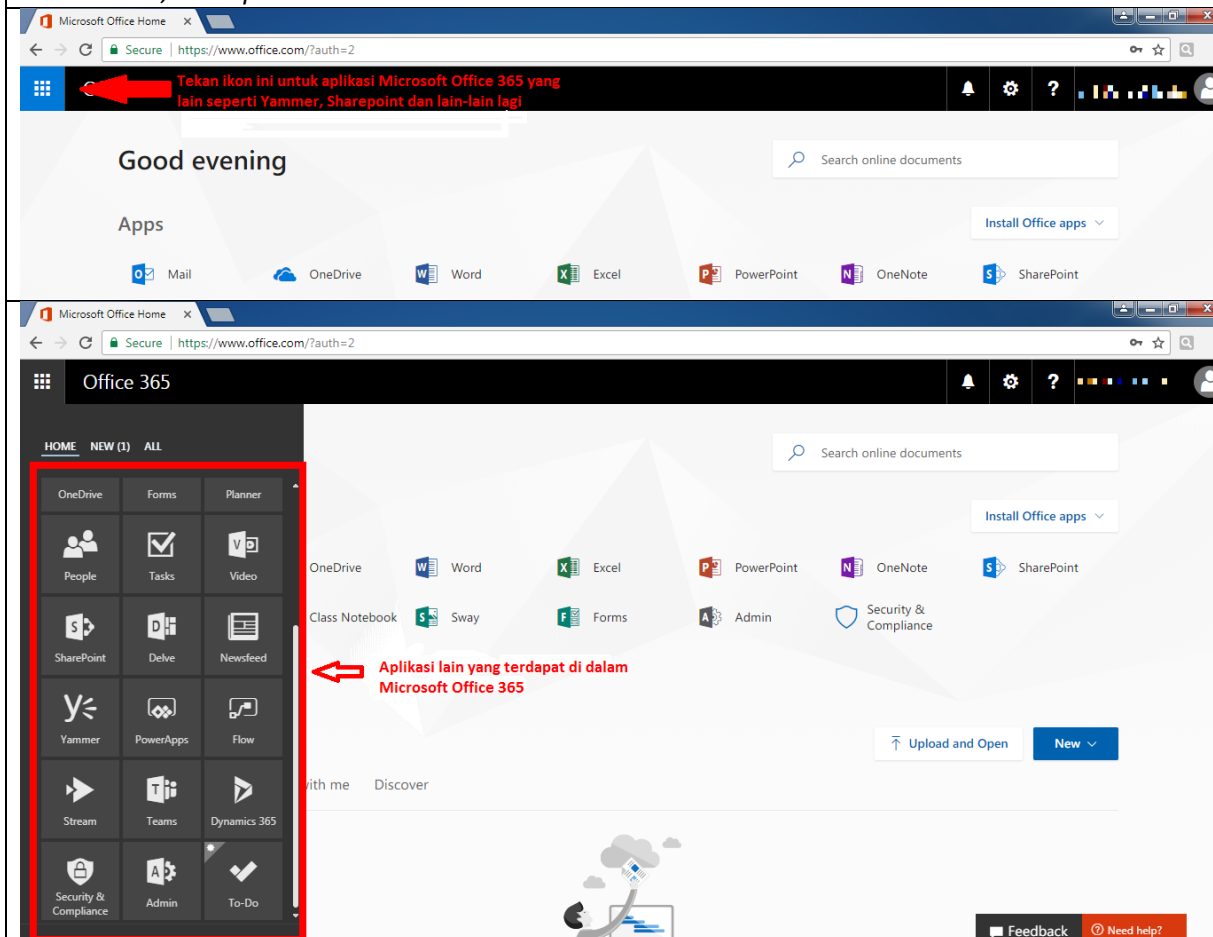
3. Masukkan katalaluan email rasmi staf UMS dan bagi pelajar UMS pula ialah nombor kad pengenalan (tidak ada sengkang) atau no passport. *Enter UMS staff official e-mail password and for UMS students is the identity card number (no dash) or passport number.*



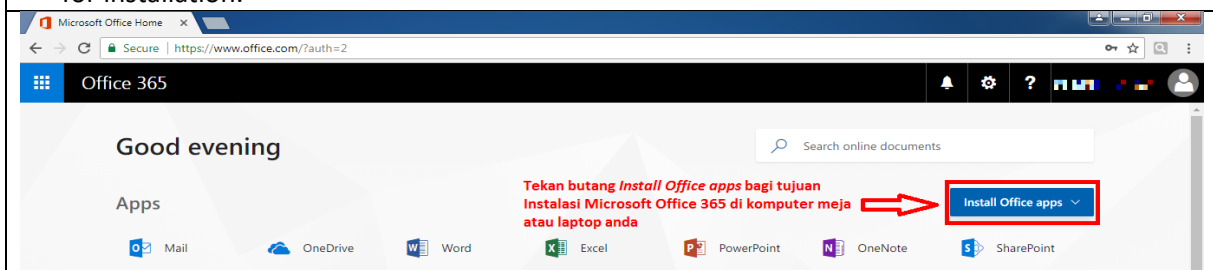
4. Tahnhia anda telah berjaya log masuk ke dalam Ms Office 365 dan anda sudah boleh menggunakan aplikasi ini. *Congratulations you have successfully logged into Ms Office 365 and you can already use this application.*

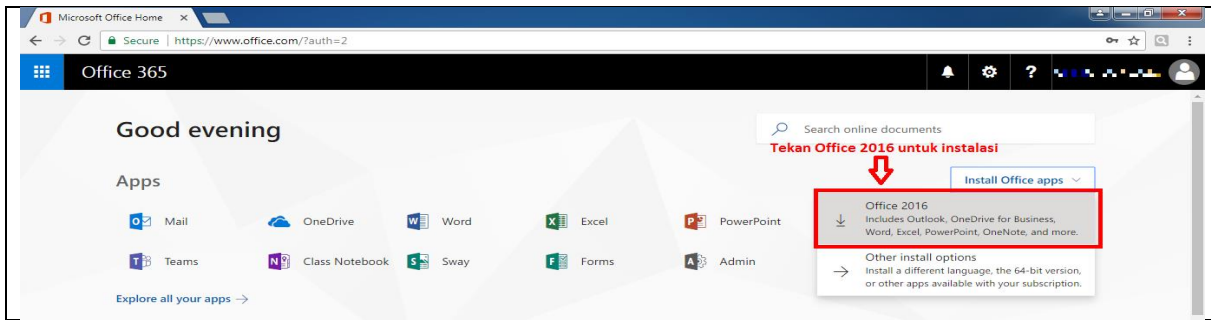


5. Tekan ikon ini  untuk aplikasi Microsoft Office 365 yang lain seperti Yammer, Sharepoint dan lain-lain lagi. *Press this icon  for other Microsoft Office 365 applications such as Yammer, Sharepoint and others.*

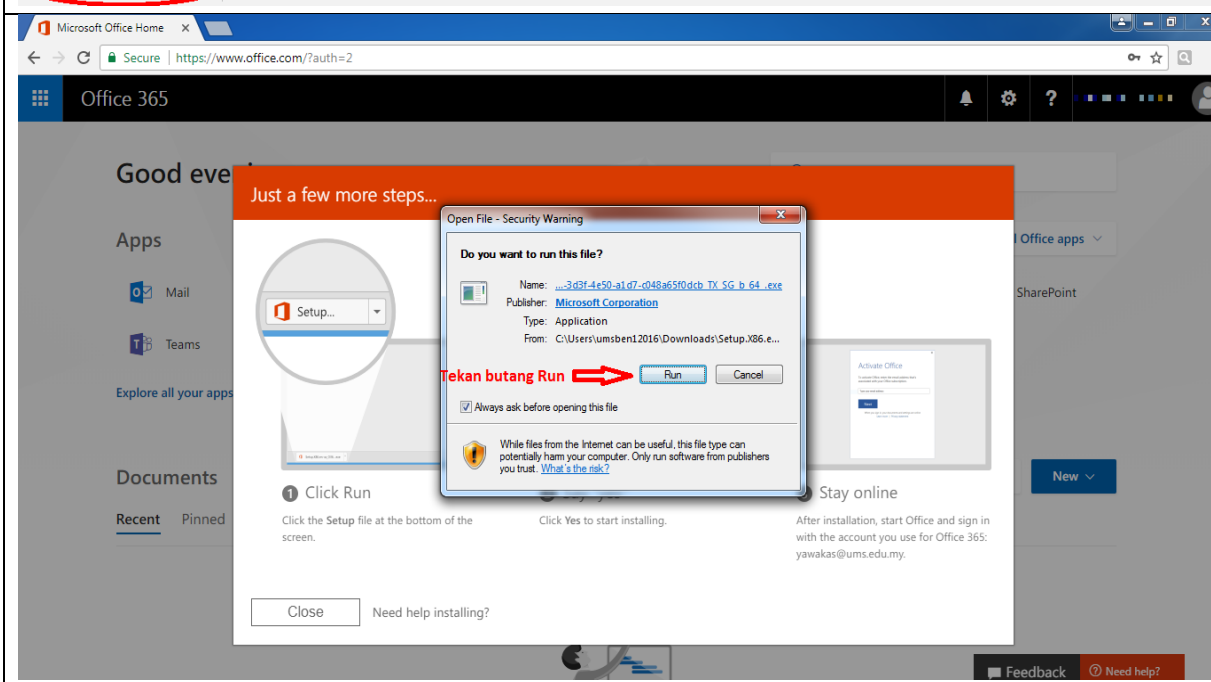
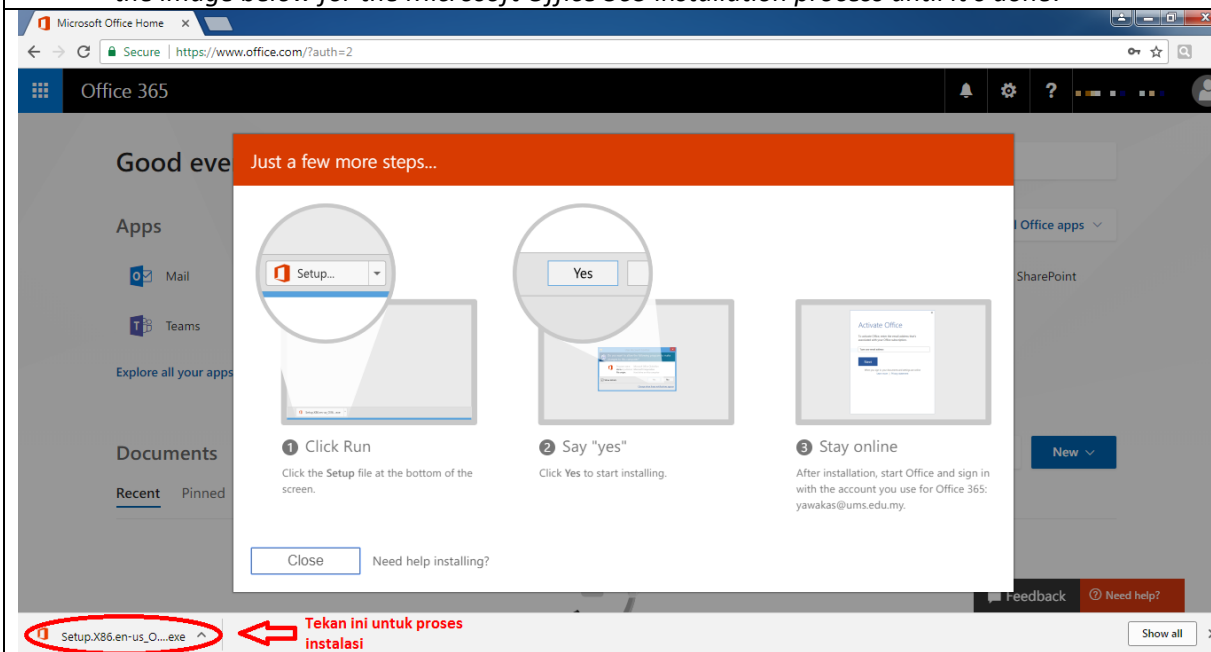


6. Tekan tombol **Install Office apps** bagi tujuan instalasi Microsoft Office 365 di komputer meja atau laptop anda dan tekan **Office 2016** untuk instalasi. *Press the button **Install Office apps** for the purpose of installing Microsoft Office 365 on your desktop or laptop and press **Office 2016** for installation.*





7. Rujuk gambar dibawah bagi proses instalasi Microsoft Office 365 sehingga selesai. Refer to the image below for the Microsoft Office 365 installation process until it's done.



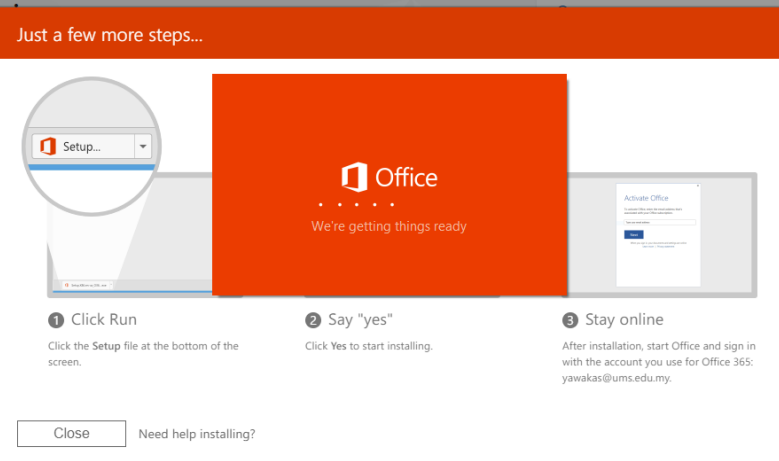
Microsoft Office Home x

Secure | https://www.office.com/?auth=2

Office 365

Good evening

Just a few more steps...



- 1 Click Run**
Click the **Setup...** file at the bottom of the screen.
- 2 Say "yes"**
Click **Yes** to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: yawakas@ums.edu.my.

Close Need help installing?

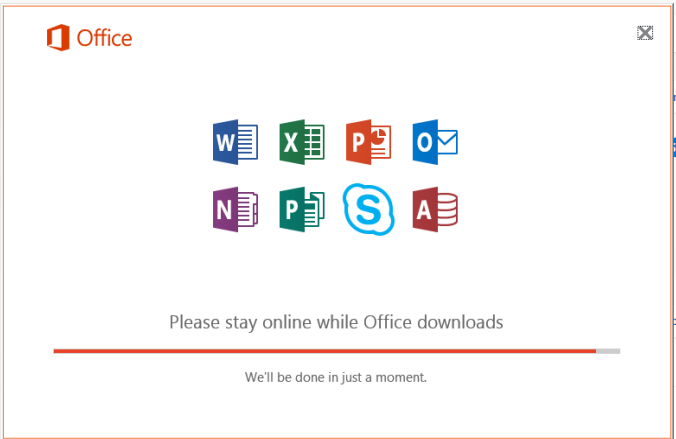
Feedback Need help?

Microsoft Office Home x

Secure | https://www.office.com/?auth=2

Office 365

Good morning



Please stay online while Office downloads

We'll be done in just a moment.

Feedback Need help?

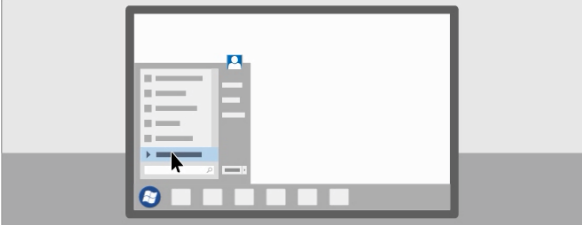
Microsoft Office Home x

Secure | https://www.office.com/?auth=2

Office 365

Good morning

Office



Pause

You're all set! Office is installed now
Click Start > All Programs.

Close

Tekan butang Close dan proses instalasi sudah selesai

Feedback Need help?

Apps

Mail OneDrive Word Excel PowerPoint OneNote


Teams Class Notebook Sway Forms Admin Security & Compliance

Explore all your apps →

Documents

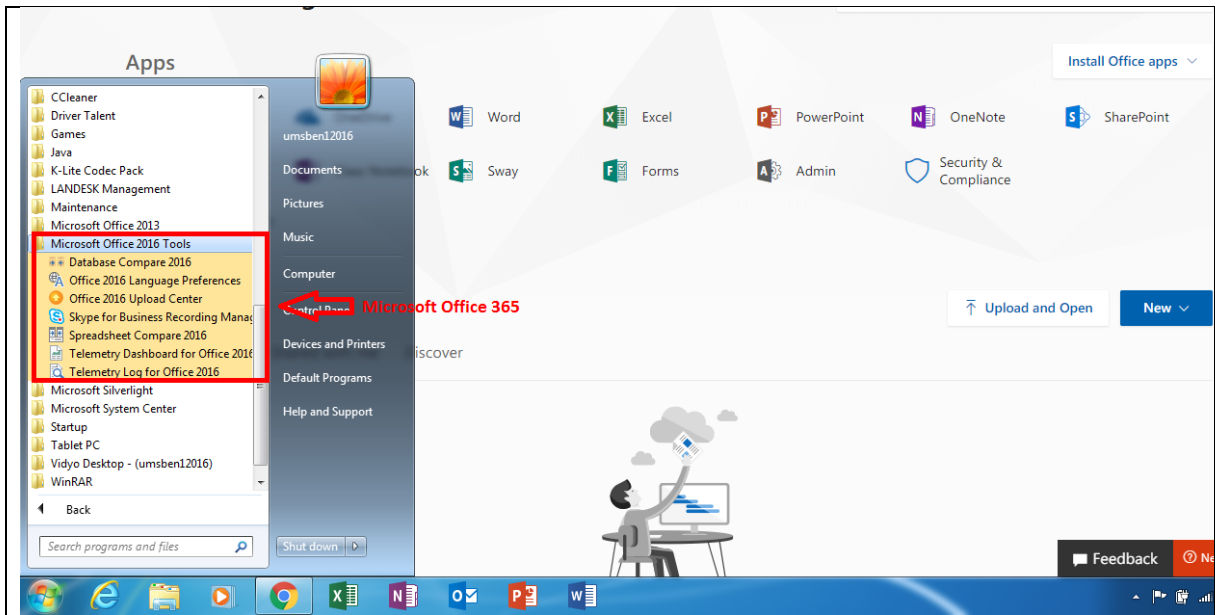
Recent Pinned Shared with me Discover

Upload and



Microsoft Office 365

Taskbar icons: Windows, Edge, File Explorer, Chrome, Excel, OneNote, Outlook, PowerPoint, Word



Panduan untuk log keluar daripada menggunakan Microsoft Office 365. *The guide to sign out of using Microsoft Office 365.*

