PANDUAN AKTIVASI ACCOUNT EMAIL OFFICE365

1. **Login ke** https://portal.office.com
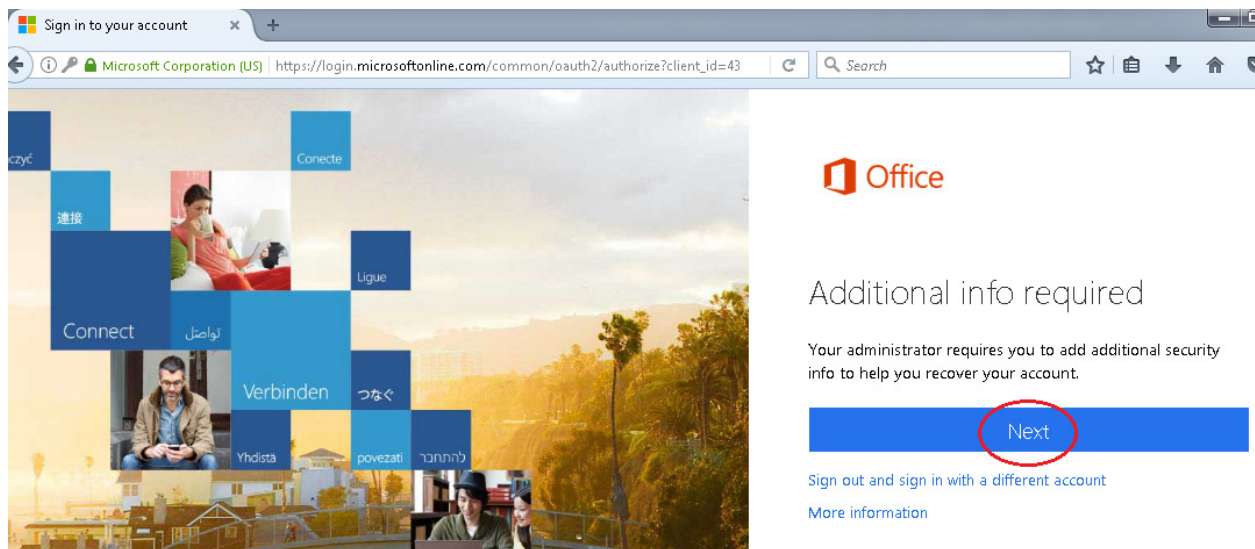   Masukan username dan password yang sudah diberikan dari BSTI, seperti **contoh** di bawah ini:
   - Username : testing2@atmajaya.ac.id **(ditulis lengkap)**
   - Password : Pa55word

   Lalu **klik Sign in.**
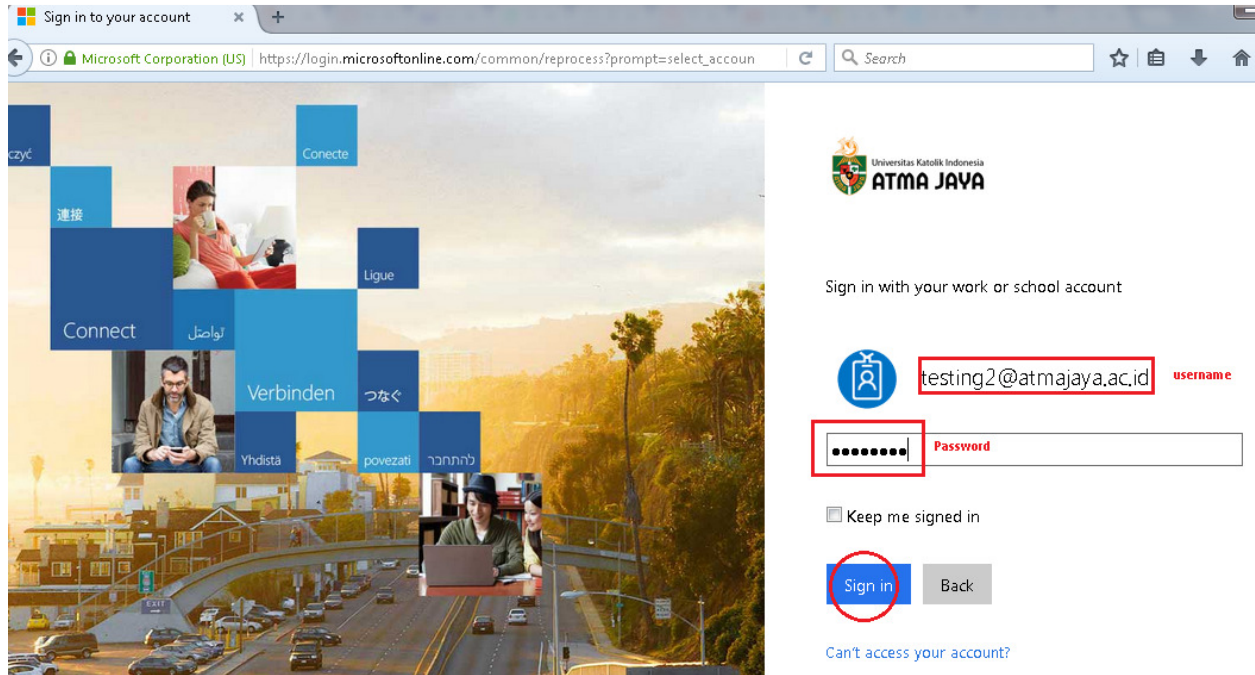
2. **Maka akan muncul tampilan "additional info required" untuk self service reset password anda, lalu Klik Next**

3. Anda harus memilih authentication secure antara phone number yang aktif atau email **non Institusi** yang masih aktif ataupun memilih keduanya juga boleh. **Pilih Set it up now**

4. Jika anda memilih **Authentication Phone**, **Pilih country Indonesia**, lalu **masukan nomor handphone anda yang masih aktif**, seperti contoh di bawah ini.
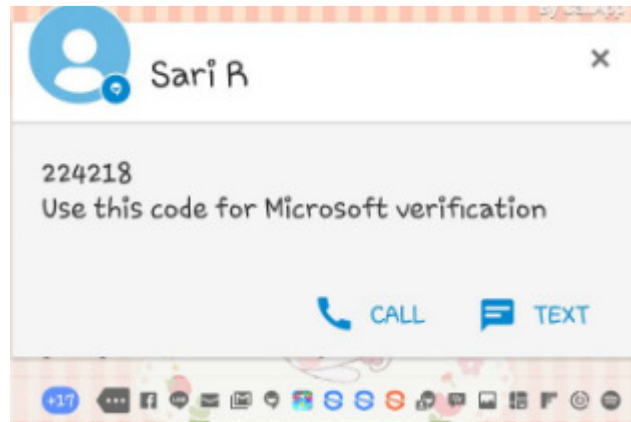Lalu, **klik text me**

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Indonesia (+62)

85714287287

text me   call me

5. Setelah itu kita check ke nomor tsb apakah ada message yang dikirim oleh Microsoft, seperti contoh di bawah ini:

Sari R

224218
Use this code for Microsoft verification

CALL   TEXT

6. **Masukan kode** yang telah dikirim oleh Microsoft, lalu **klik verify**

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Indonesia (+62)

85714287287

text me   call me

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

224218   verify   try again

back

7. Jika anda memilih **Authentication Email**, masukan email anda sesuai contoh di bawah ini. Lalu, **klik email me**

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

testing2@yahoo.com

email me

back

8. Maka akan muncul tampilan di bawah ini.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

testing2@yahoo.com

email me

We're emailing you.

back

9. Check email anda yang tadi sudah dimasukan, lalu anda akan mendapatkan message dari microsoftonline.com, seperti di bawah ini:

Verify your email address

Thanks for verifying your testing2@atmajaya.ac.id account!

Your code is: 610975

Sincerely,
Universitas Katolik Indonesia Atma Jaya Jakarta

This message was sent from an unmonitored email address. Please do not reply to this message.

Universitas Katolik Indonesia
ATMA JAYA

10. **Masukan kode** tsb, lalu **klik verify**

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

selvie_naftalie@yahoo.com

email me

We've sent an email message containing a verification code to your inbox.

610975   verify   try again

back

11. Muncul tampilan sebagi berikut, dan pastikan Authenticationnya tercentang , lalu **klik finish**

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.
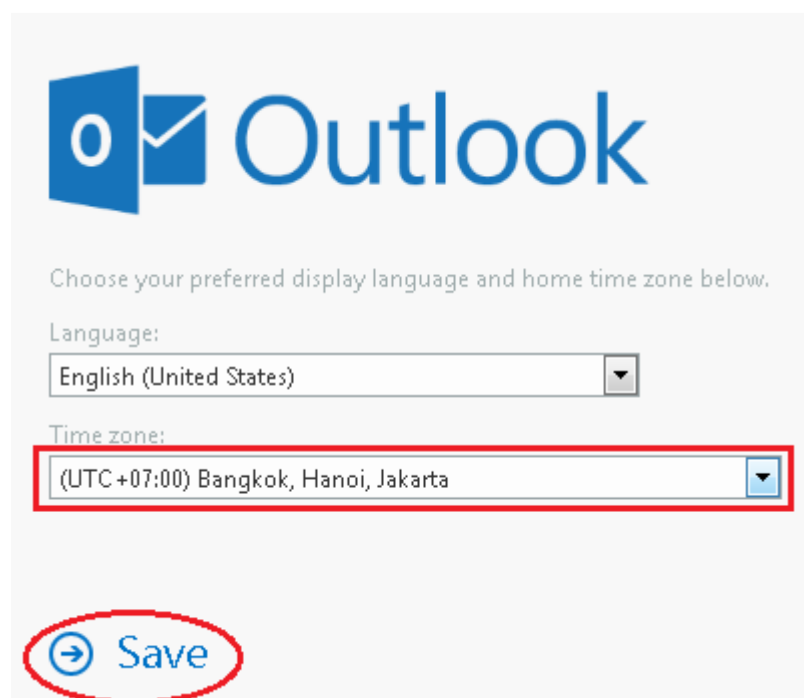
✓ Authentication Phone is set to +62 85714287287. Change

✓ Authentication Email is set to   **testing2** @yahoo.com. Change

finish   cancel

12. Akan masuk ke halaman email anda, lalu setting time zone apabila belum dilakukan, pilih **UTC+7 Bangkok, Hanoi , Jakarta**, lalu **klik save**
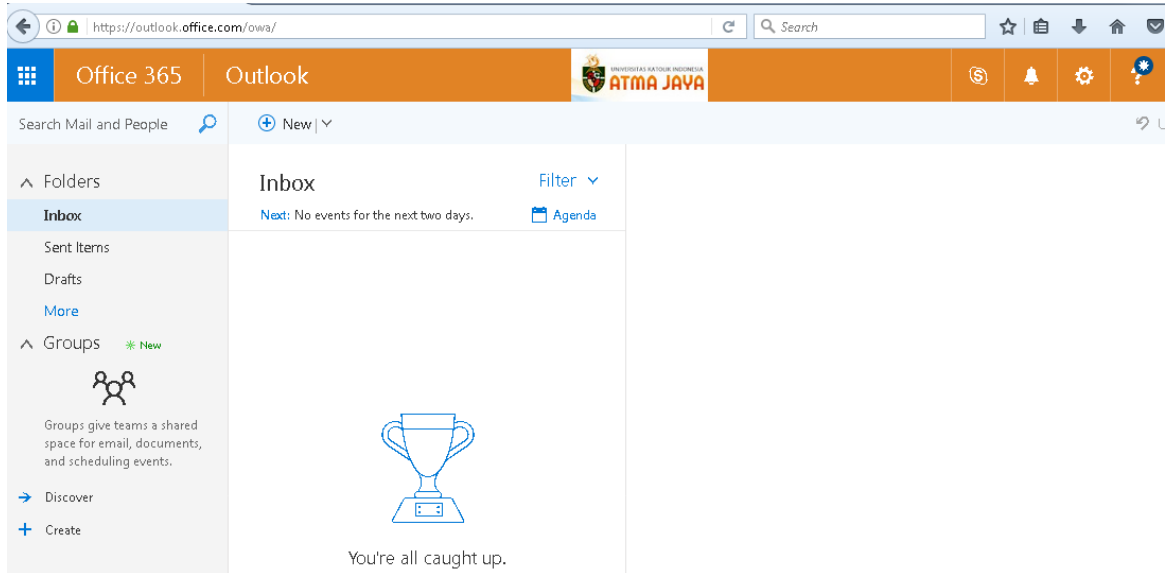
o☑ Outlook

Choose your preferred display language and home time zone below.

Language:

English (United States) ▼

Time zone:
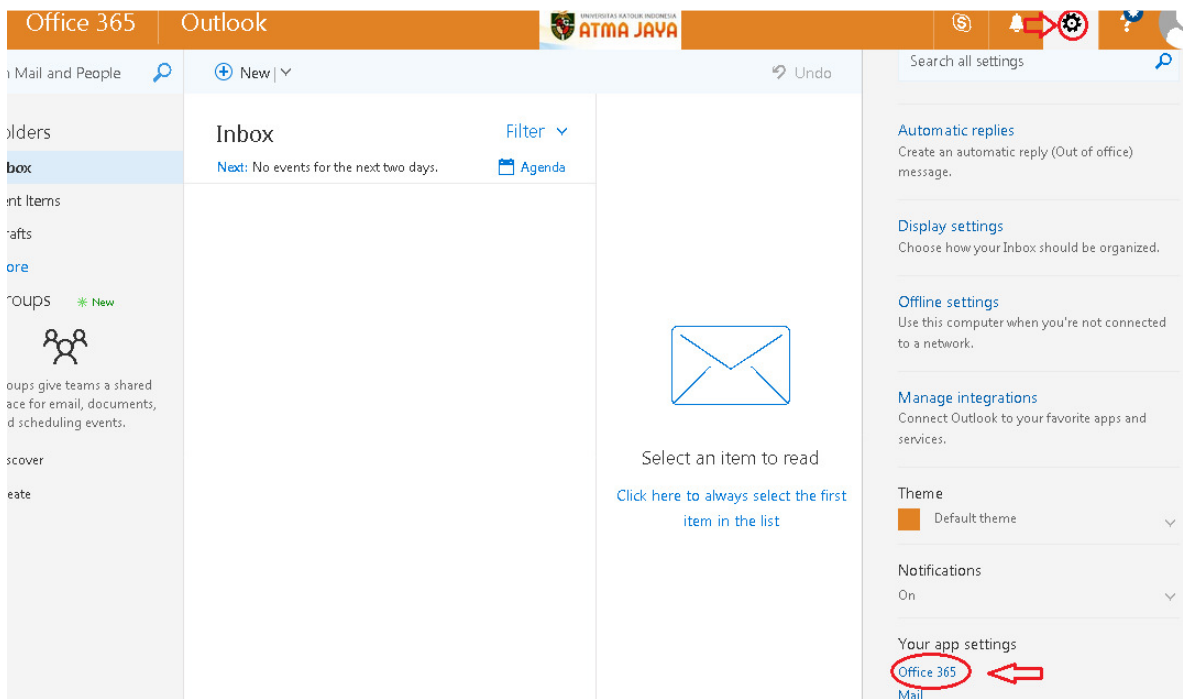
(UTC +07:00) Bangkok, Hanoi, Jakarta ▼

→ Save

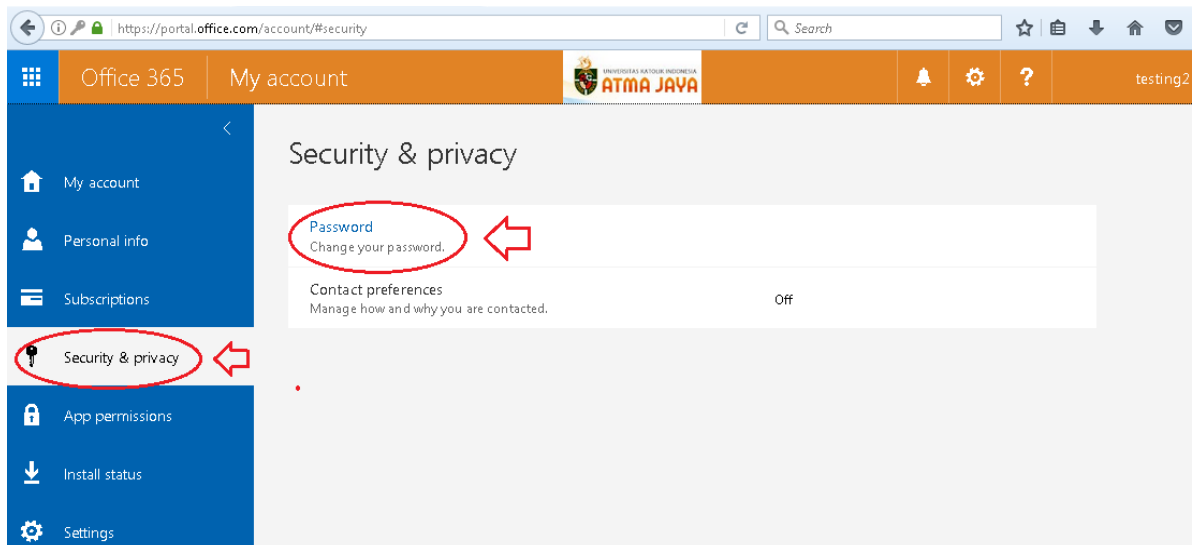13. Maka akan muncul tampilan email sbb:

CARA MENGUBAH PASSWORD ANDA

1. Setelah login ke email anda, klik tanda gear ⚙ lalu pilih office 365 setting

2. **Pilih Security dan privacy menu,** lalu **klik password.**

3. Akan muncul tampilan change password, **tuliskan password lama** anda di **kolom old password**, dan **password baru** minimal 8 karakter, terdiri dari huruf besar, huruf kecil dan angka, tuliskan di **kolom new password dan confirm new password,** Lalu **klik submit.**

4. Maka akan keluar tampilan halaman muka office365 email anda.
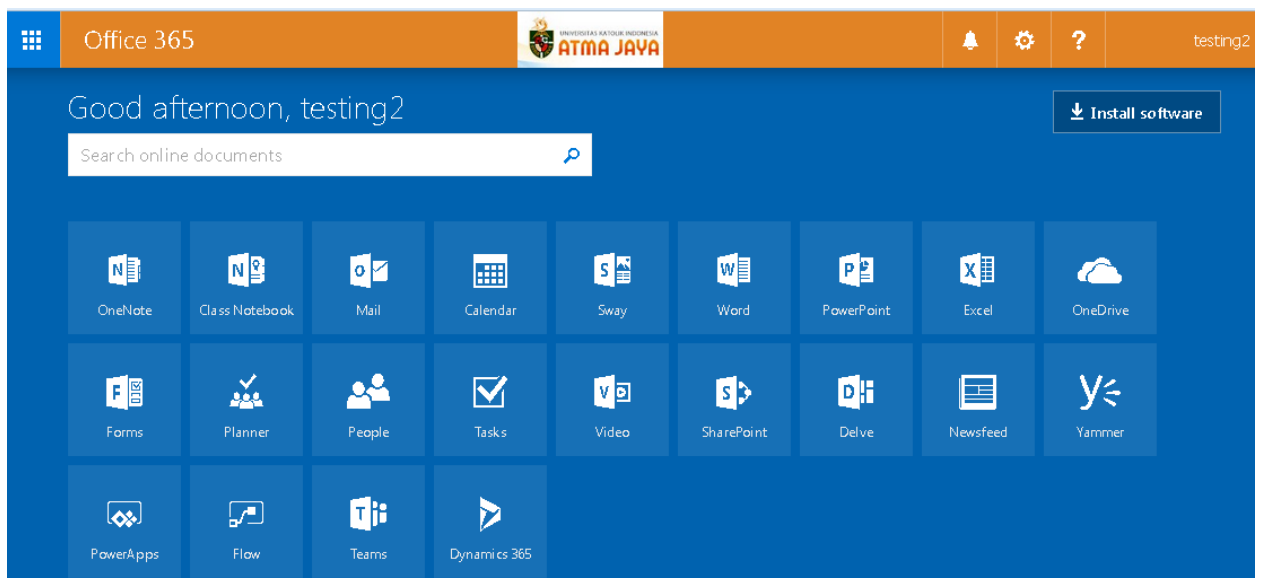
5. Jika mau dicheck apakah sudah terganti passwordnya, klik pada nama email anda, lalu pilih sign out, dan login kembali dengan password yang baru.