#### 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





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** 

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 are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below. Authentication Phone is not configured. Set it up now Atau Atau Authentication Email is not configured. Set it up now  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



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



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 messag	ge containing a verific	ation code to your phone.	
224218		verify	try again
back			

0

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



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.	<b></b>							
back								

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



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	e 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.



 Akan masuk ke halaman email anda, lalu setting time zone apabila belum dilakukan, pilih UTC+7 Bangkok, Hanoi , Jakarta, lalu klik save

Choose your preferred display language and home time zone below. Language: English (United States) Time zone: (UTC +07:00) Bangkok, Hanoi, Jakarta	Outlook
Language: English (United States) Time zone: (UTC +07:00) Bangkok, Hanoi, Jakarta	Choose your preferred display language and home time zone below.
English (United States) Time zone: (UTC +07:00) Bangkok, Hanoi, Jakarta	Language:
Time zone: (UTC +07:00) Bangkok, Hanoi, Jakarta	English (United States)
(UTC+07:00) Bangkok, Hanoi, Jakarta 🔹	Time zone:
	(UTC+07:00) Bangkok, Hanoi, Jakarta 💽
G Sava	Q Sava

13. Maka akan muncul tampilan email sbb:

🗲 🛈 🖴   https://outlook.office.co	om/owa/	C	Q Search	☆ 自	+	<b>^ ▽</b>
III Office 365	Outlook			٨	۵	?
Search Mail and People 🛛 🔎	🕂 New   Y					19 L
∧ Folders Inbox	Inbox Next: No events for the next two days.	Filter ∨ 鬥 Agenda				
Sent Items Drafts More A Groups * New						
Groups give teams a shared space for email, documents, and scheduling events. Discover Create	You're all caught up.					

#### CARA MENGUBAH PASSWORD ANDA

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

Office 365	Outlook	S A		S 💶 🙆 🎽 🦒
n Mail and People 🛛 🔎	🕂 New   Y		9 Undo	Search all settings
n Mail and People holders box nt Items rafts ore COUPS * New outs give teams a shared ace for email, documents, d scheduling events. scover eate	• New      ✓     Inbox     Next: No events for the next two days.	Filter ∨ Magenda	2 Undo	Search all settings Automatic replies Create an automatic reply (Out of office) message. Display settings Choose how your Inbox should be organized. Offline settings Use this computer when you're not connected to a network. Manage integrations Connect Outlook to your favorite apps and services. Theme Default theme Motifications Con
				Your app settings

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

•	🛈 🎤 🔒   https://portal.offi	i <b>ce.com</b> /account/#security	C	Q Search		☆ 自	÷	☆ 🛛
ш	Office 365	My account			٨	\$ ?		
î	My account	< Security & privacy						
<b></b>	Personal info	Password Change your password.						
=	Subscriptions	Contact preferences Manage how and why you are contacted.		Off				
¢	Security & privacy	$\Diamond$						
8	App permissions	·						
₹	Install status							
ø	Settings							

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**.

<b>User ID</b> testing2@atmajaya.	.ac.id
Old password	
Create new passwo	ord
Confirm new passv	word
••••	
submit	cancel

change password

4. Maka akan keluar tampilan halaman muka office365 email anda.

 Office 36	5		8	ATMA JAYA			٠	۵	?	testing2
Good afternoon, testing2									± Install s	so ftware
Search online	e documents									
OneNote	N 😫 Class Notebo ok	o 🗹 Mail	Calendar	S Sway	Werd	P	X Excel		OneDrive	
F	225	<u>.</u>		VD	<b>S</b> >	DH			V⊱	
Forms	Planner	People	Tasks	Video	SharePoint	Delve	Newsfee	ed	Yammer	
PowerApps	Flow	Teams	Dynamics 365							

5. Jika mau dicheck apakah sudah terganti passwordnya, klik pada nama email anda, lalu pilih sign out, dan login kembali dengan password yang baru.

