Langkah-Langkah mengaktifkan MO365 buat kali pertama

- 1. Buka mana-mana aplikasi Microsoft office 365 di desktop anda.
- 2. Kemudian klik pada butang "Activate".



3. kemudian masukkan ID Pengguna seperti dibawah.

contoh :- KADPENGENALAN@PENANG.GOV.MY

80XXXXXXXXX@PENANG.GOV.MY

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ut References Mailings	Review View	ACROBAT	🛛 Tell n	ne what you	want to do						
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- 4. Masukkan katalaluan sementara iaitu @user2018
- 5. Kemudian klik pada butang "Sign In"

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	Microsoft		
-	@penang.gov.my		
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on every	Password @user2018		
	Forget my password	-	
	Sign in with another account		
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	Sign in	2	
			l installed.
			ID, and Copyright info
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	What's)

- 6. kemudian isi maklumat yang diminta seperti contoh dibawah.
- 7. Masukkan katalaluan yang baharu dan mesti menpunyai **simbol, huruf dan**

nombor

8. Kemudian klik pada butang "Sign In"

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	You need to update your password because this is the first time you are signing in, or because your password has expired.	
	Current password @user2018	
	New password Masukkan kata laluan yang baharu	
	Confirm password	l installed.
	Back Sign in	
		ID, and Copyright inforr
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	New	

9. Selepas Berjaya proses "Activation". Nama pengguna akan muncul di atas Taskbar



10. Pengguna boleh menyemak semula account anda File > Account > User Information

\bigcirc	
Info	Account
New Open	User Information
Save	MM MARLIA @penang.gov.my
Save As	Change photo About me
Save as Adobe PDF	<u>Sign out</u> Switch account
Print	Office Background:
Share	Circuit
Export	Office Theme:
Close	Connected Services:
Account	OneDrive - penang.gov.my @penang.gov.my
Feedback	Sites - penang.gov.my
Options	Add a service -