

# Microsoft 365

## Account Activation



Sumber Rujukan <https://umplive.ump.edu.my/>

### PLEASE BROWSE TO

**01**  
STEP

[www.office365.com](http://www.office365.com)

to login into your account  
Click icon to sign in to your account

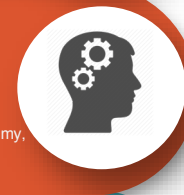


### FIRST TIME LOGIN

**02**  
STEP

Enter your email address  
and password.

Emailaddress: [matricnumber@student.ump.edu.my](mailto:matricnumber@student.ump.edu.my),  
example : [MA20201@student.ump.edu.my](mailto:MA20201@student.ump.edu.my)



**03**  
STEP

'For first time login, your default  
password is combination of Ump@  
and your IC number or passport  
number.

Example : Ump@800601064455 (with IC  
number) or Ump@A0123456 (with passport  
number)

\* Require to change password after login. Then click "SIGN IN"



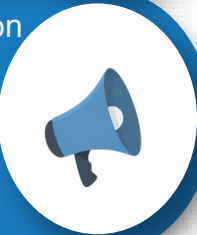
### Setup Recovery Option

**04**  
STEP

**Option 1** : Authentication Phone is not  
configured. Click "**Set it up now**"  
Enter your phone number and then click "**text me**" or  
"**call me**"

**Option 2** : Authentication Email is not configured.  
Click **Set it up now**  
Enter your alternate email address and then click  
"**email me**".

Enter the verification code given in your alternate  
email and then click "**Verify**"  
Then click "**No**"



**05**  
STEP

Microsoft  
welcome page

\*Successfully login to your email





PLEASE BROWSE TO

**01**  
STEP **www.office365.com**  
to login into your account  
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LOGIN OUTLOOK EMAIL

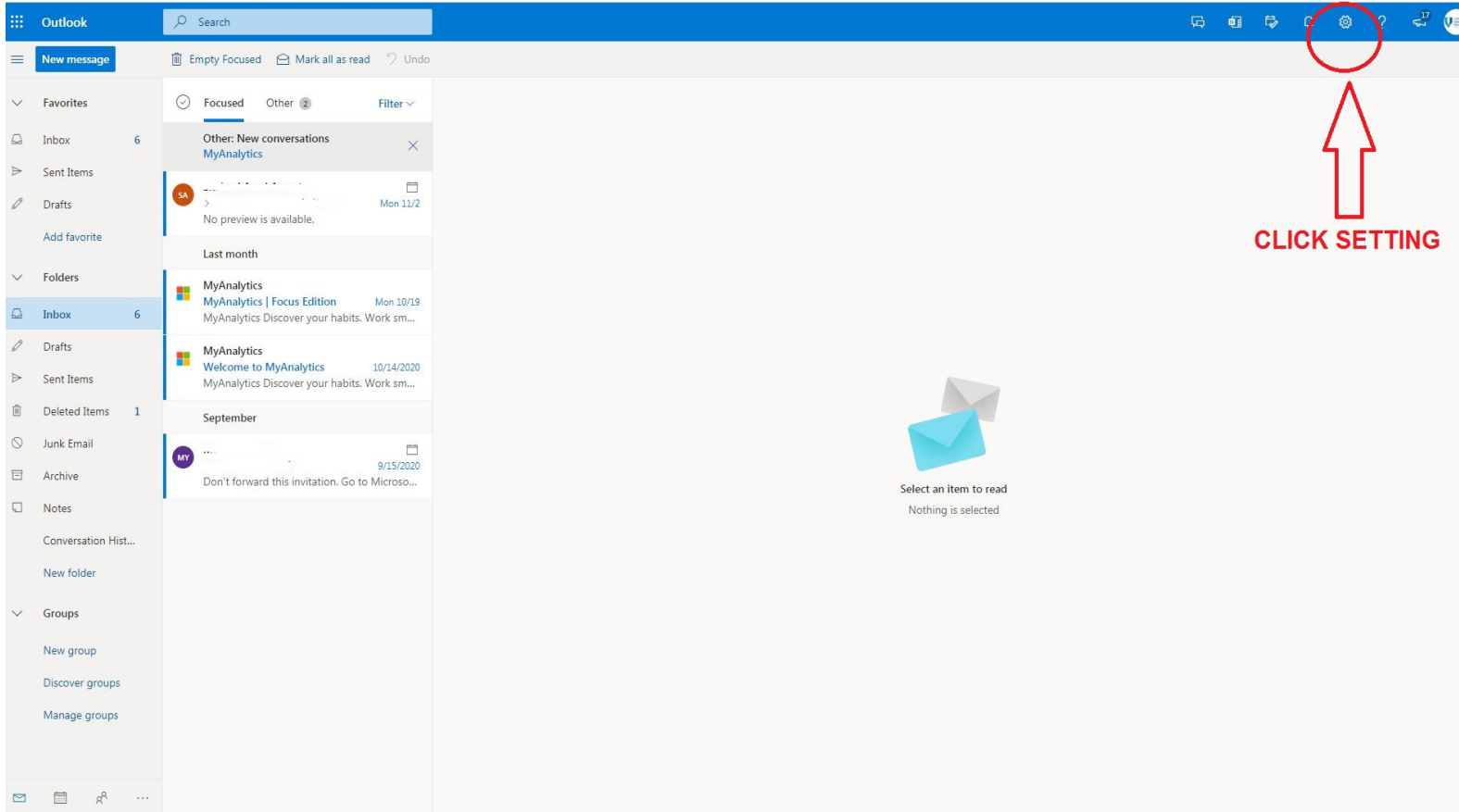
**02**  
STEP Enter your email address  
and password.  
Emailaddress:  
Username : matricnumber@student.ump.edu.my  
Password : Ump@800601064455 (with IC number) or  
Ump@A0123456 (with passport number)



Go to Setting

**03**  
STEP View all Outlook setting->Mail ->  
Forwarding-> Enable forwarding -> (fill new  
email to forwarding)

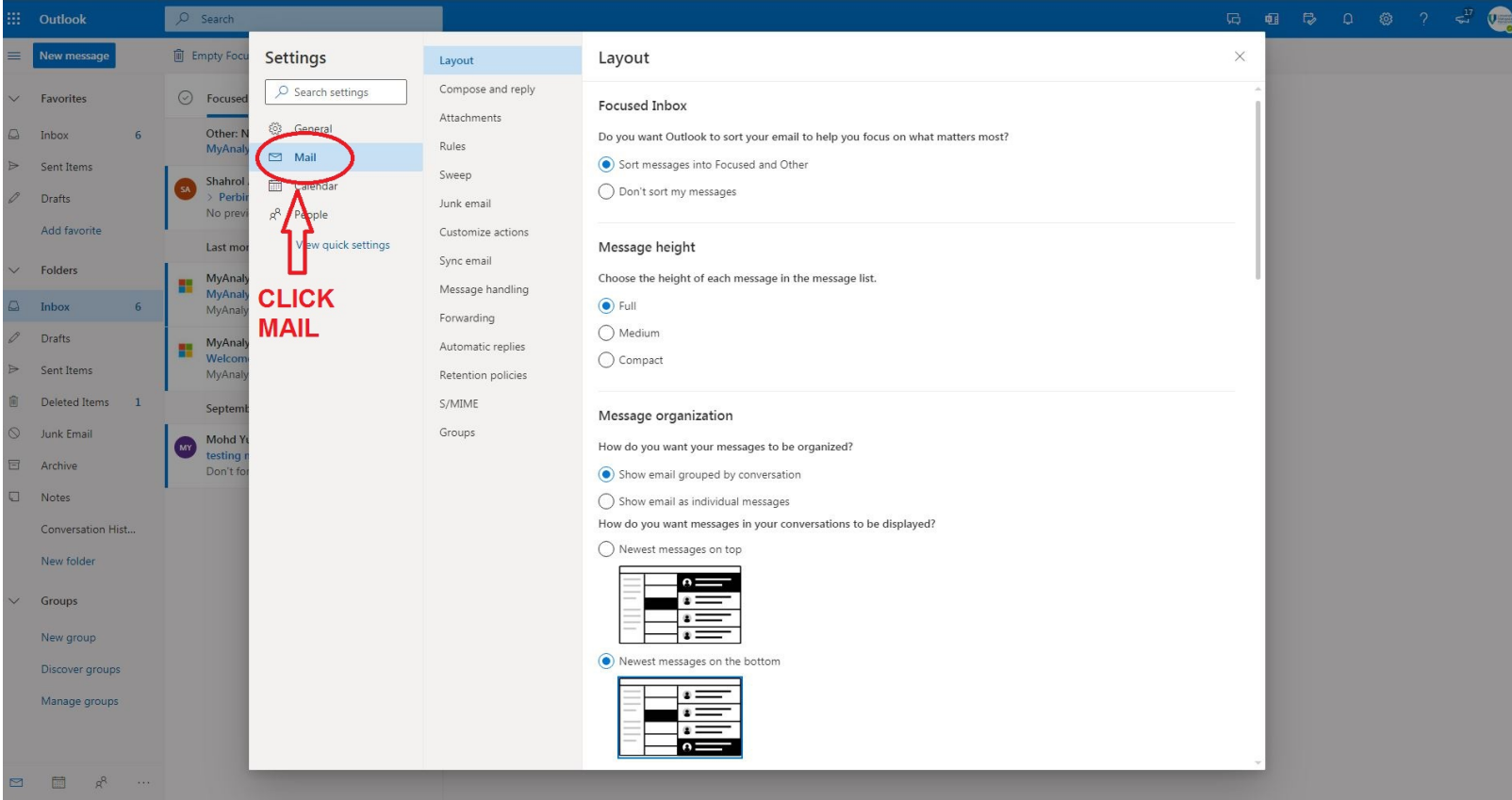




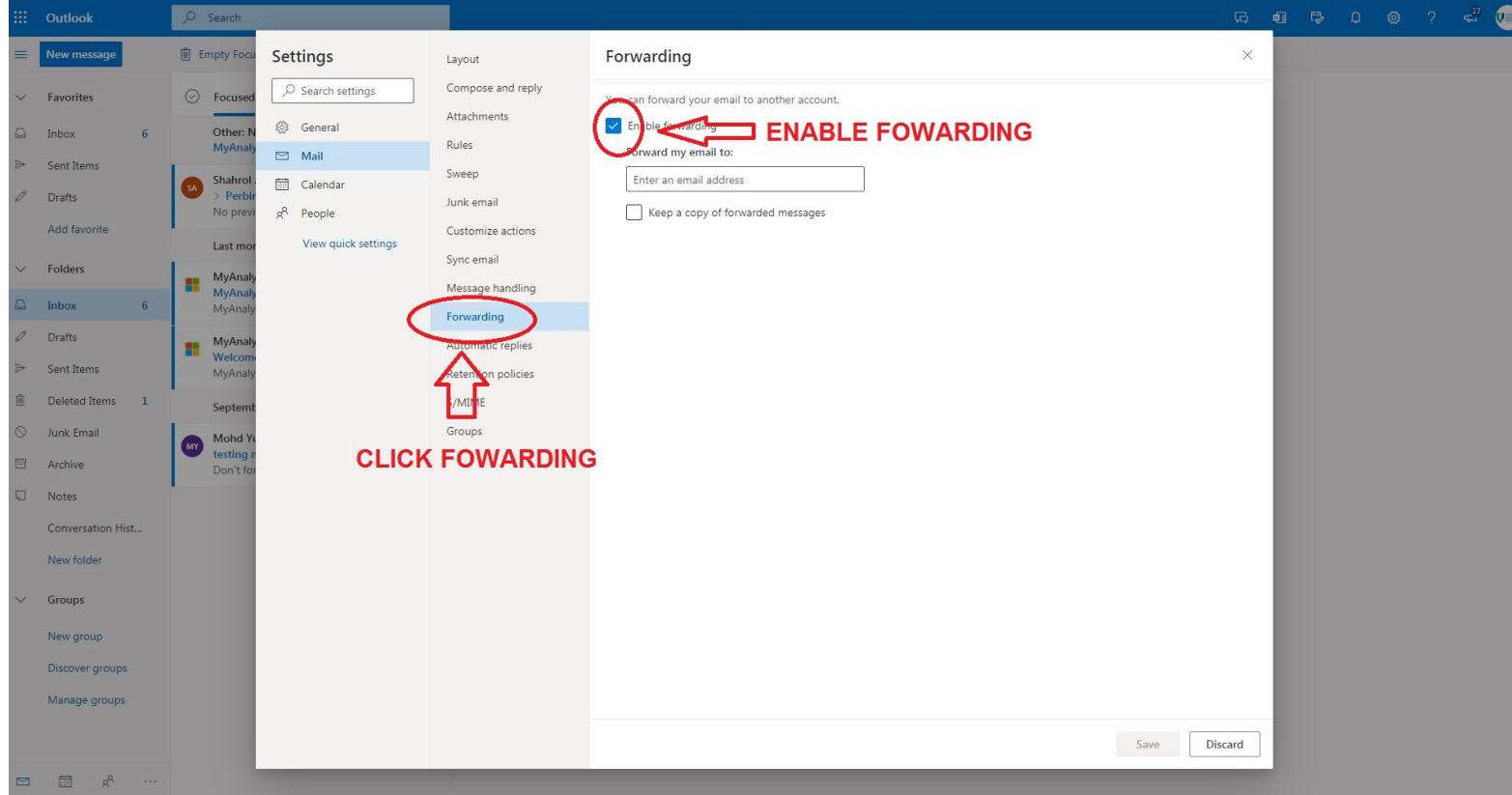
# STEP 1

Outlook interface showing the 'Settings' pane on the right. The 'View all Outlook settings' link is circled in red. A red arrow points from the text 'CLICK VIEW OUTLOOK SETTINGS' to the circled link.

# STEP 2

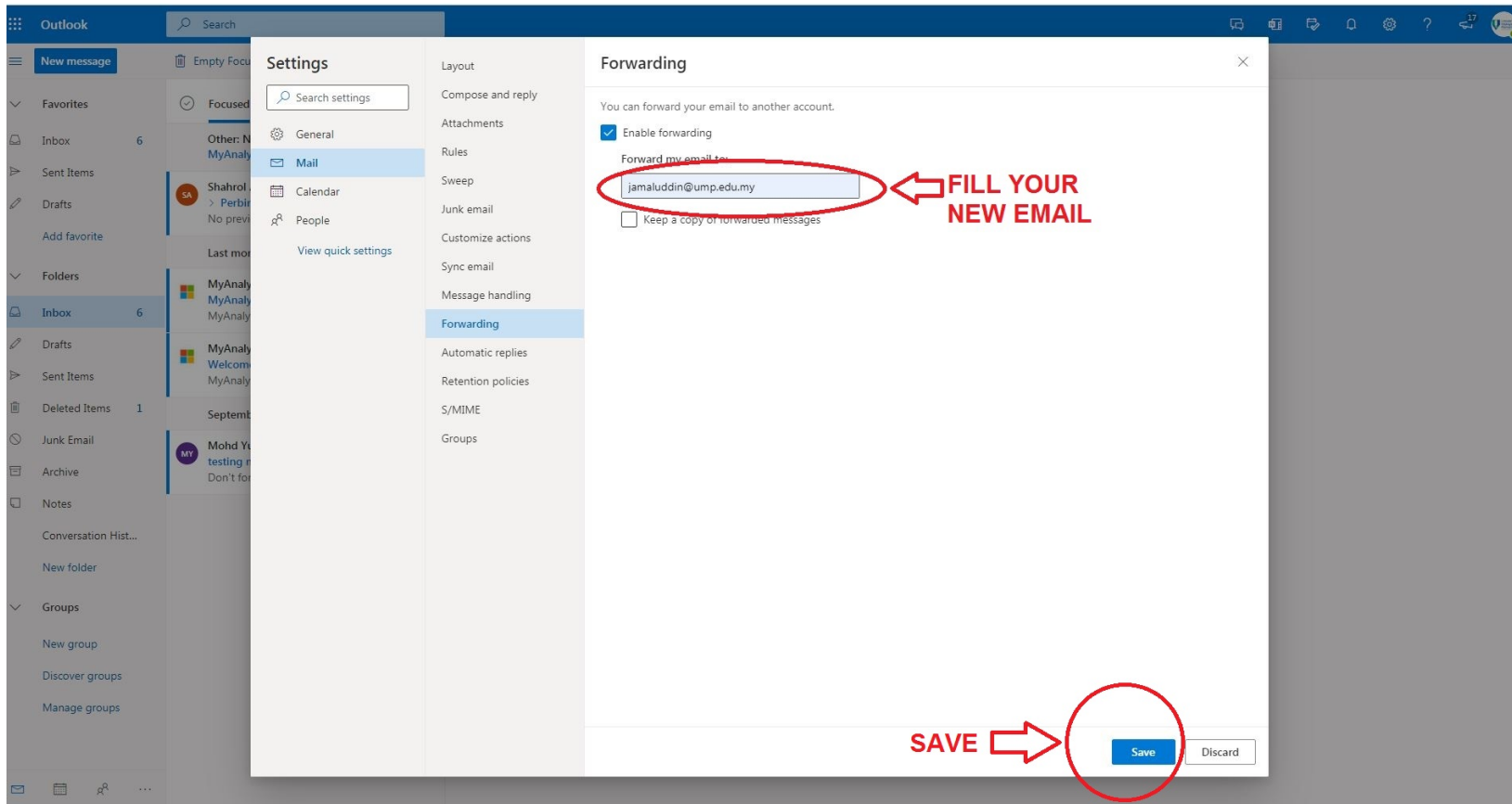


# STEP 3



The screenshot shows the Outlook interface with the Settings application open. The 'Forwarding' tab is selected in the left-hand menu, highlighted with a red circle and an upward-pointing red arrow labeled 'CLICK FOWARDING'. In the main settings pane, the 'Forwarding' section is visible, with the 'Enable forwarding' checkbox checked and circled in red. A red arrow points from the text 'ENABLE FOWARDING' to this checkbox. Below the checkbox is a text input field labeled 'Forward my email to:' with the placeholder text 'Enter an email address'. There is also an unchecked checkbox for 'Keep a copy of forwarded messages'. At the bottom right of the settings pane are 'Save' and 'Discard' buttons.

# STEP 4



**Settings**

Search settings

- General
- Mail**
- Calendar
- People
- View quick settings

**Forwarding**

You can forward your email to another account.

- Enable forwarding
- Forward my email to:  ← **FILL YOUR NEW EMAIL**
- Keep a copy of forwarded messages

**SAVE** →

# STEP 5