



## Memorandum

To : All Students

From : En. Muhd Fauzi Abdul Hamid - Dean, Academic Management Centre

Cc : Prof. Dato' Sr. Dr. Omar Osman - Vice Chancellor  
Associate Professor Ir. Hj. Shamil Hj. Abu Hassan – Deputy Vice Chancellor  
Associate Professor Safiza Simon – Registrar  
Dr. Aizuddin Abdul Rahman – Dean, Student Affairs Centre  
All Staff

Date : 15 January 2021

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**Subject: DHU Student Outlook e-Mail as the Official Communication Channel**

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Please be informed that DHU student outlook email is the official channel for any form of communication between the University and the students. As communication is crucial, ALL students are required to have it configured on your mobile devices to avoid any unnecessary communication breakdown between the two parties.

Refer to the enclosed Outlook Student Guideline for the easy instructions of DHU outlook email configuration steps according to your device type.

This instruction is effective immediately from the date of this memorandum failing which, you will be denied access to all facilities including, but not limited to, semester online registration, exam results, MS Teams including online classes, timetable etc.

Feel free to contact us should you need any clarification.

Contact details are per Table 1 enclosed.

Thank you.

Enc. 1. Table 1 – Contact Details

2. Outlook Student Guideline

**Table 1 : Contact Details**

<b>Matters</b>	<b>PIC</b>	<b>Phone No,</b>	<b>Email</b>
<b>Academic</b>	Safariza Yahya (Faculty of Engineering & Technology)	09-4242421	<a href="mailto:safariza@dhu.edu.my">safariza@dhu.edu.my</a>
	Hadijah Mohd Noh (Faculty of Business & Management)	09-4242490	<a href="mailto:hadijah.noh@dhu.edu.my">hadijah.noh@dhu.edu.my</a>
<b>Registrar' Office</b>	Masita Khalijah Johari	09-4242531	<a href="mailto:masita@dhu.edu.my">masita@dhu.edu.my</a>
	Aminah Ismail	09-4242491	<a href="mailto:aminah@dhu.edu.my">aminah@dhu.edu.my</a>
	Maizatul Shahira Bahajanuri	09-4242623	<a href="mailto:maizatul@dhu.edu.my">maizatul@dhu.edu.my</a>
	Ahmad Faris	09-4242723	<a href="mailto:faris.shukri@dhu.edu.my">faris.shukri@dhu.edu.my</a>
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<b>Faculties - FOE</b>	Nur Izzati Syazwani Mohd Noor	09-4242788	<a href="mailto:izzati@dhu.edu.my">izzati@dhu.edu.my</a>
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<b>FOB</b>	Aminudin	09-4242353	
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# OUTLOOK

STUDENT GUIDELINE

**Simple Guidelines on how to access Outlook**

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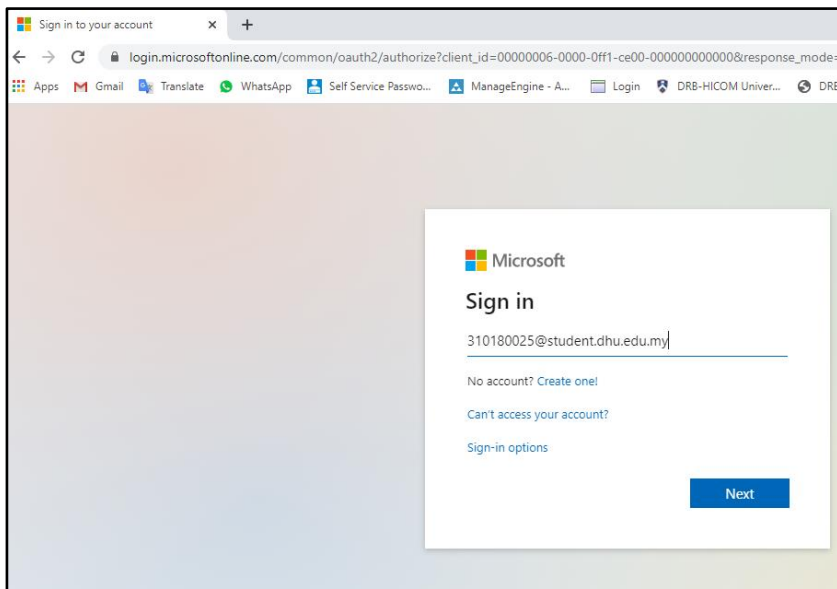
# GET STARTED

Microsoft Outlook is a personal information manager software system from Microsoft, available as a part of the Microsoft Office suite. Though primarily an email client, Outlook also includes such functions as calendaring, task managing, contact managing, note-taking, journal logging, and web browsing.

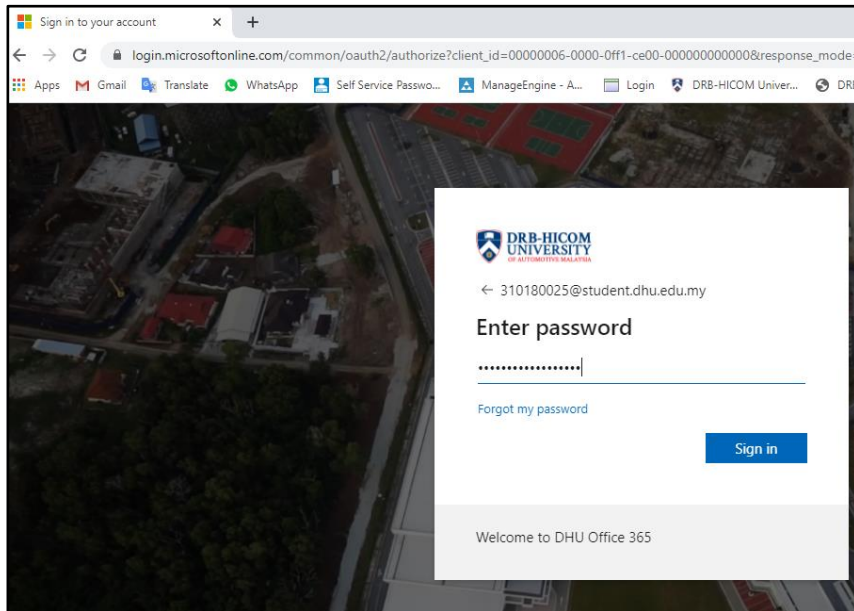
## HOW TO SIGN IN OUTLOOK ON THE WEB WEB

To sign in to Outlook on the web using your work or school account in Microsoft 365:

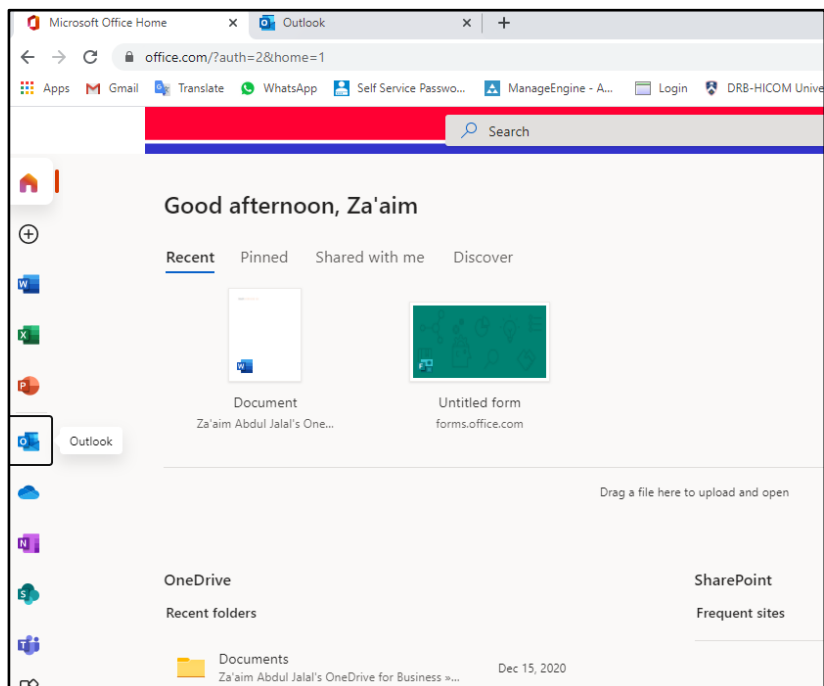
1. Go to the <https://portal.office.com>. Enter your student email and click **Next**.



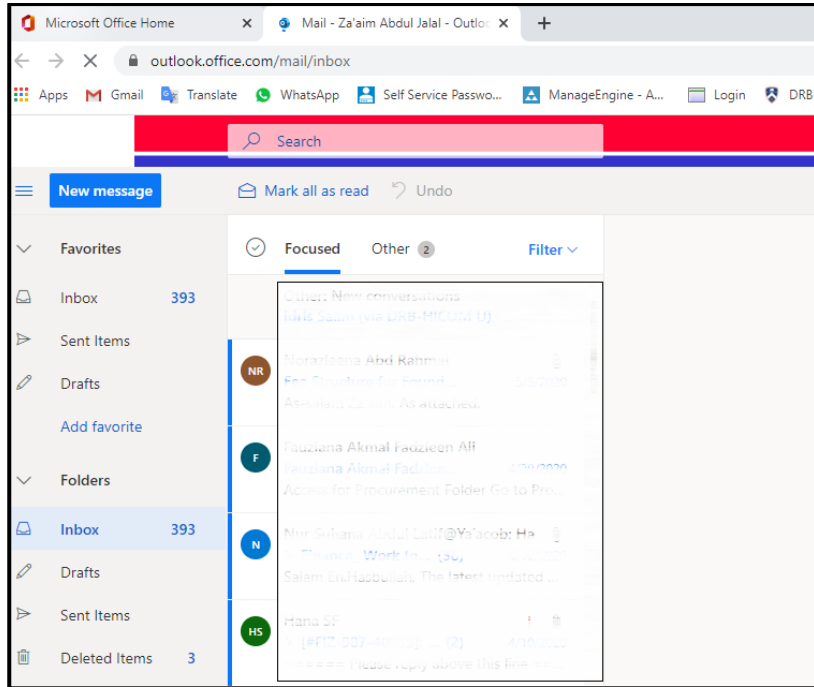
2. Enter your password and click **Sign In**.



3. Navigate to the left site, search for **Outlook icon** and **double click** the icon.



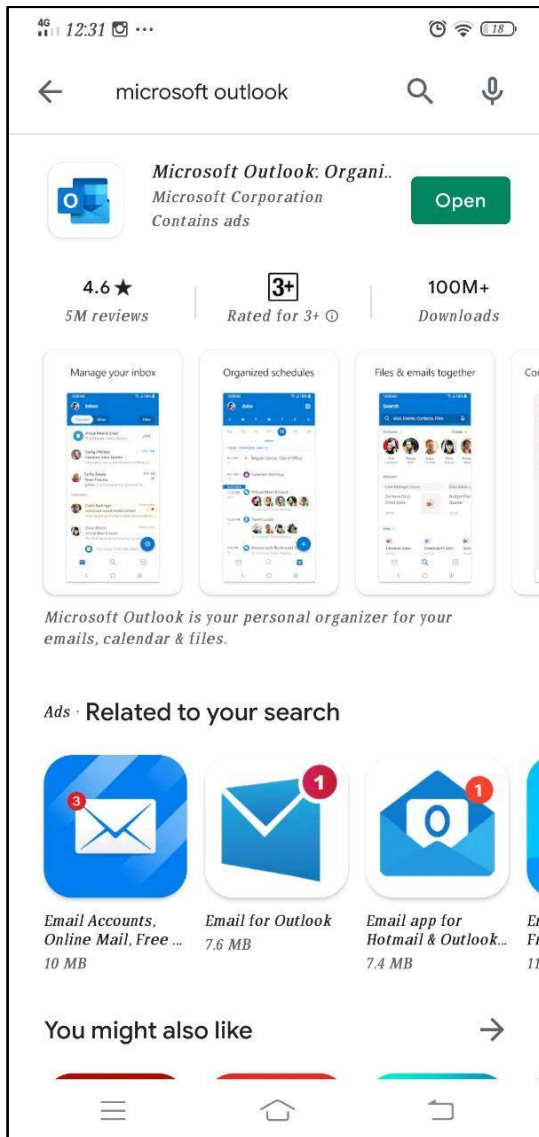
4. Your Office 365 Inbox then displays.



## MS OUTLOOK [ANDROID APPS]

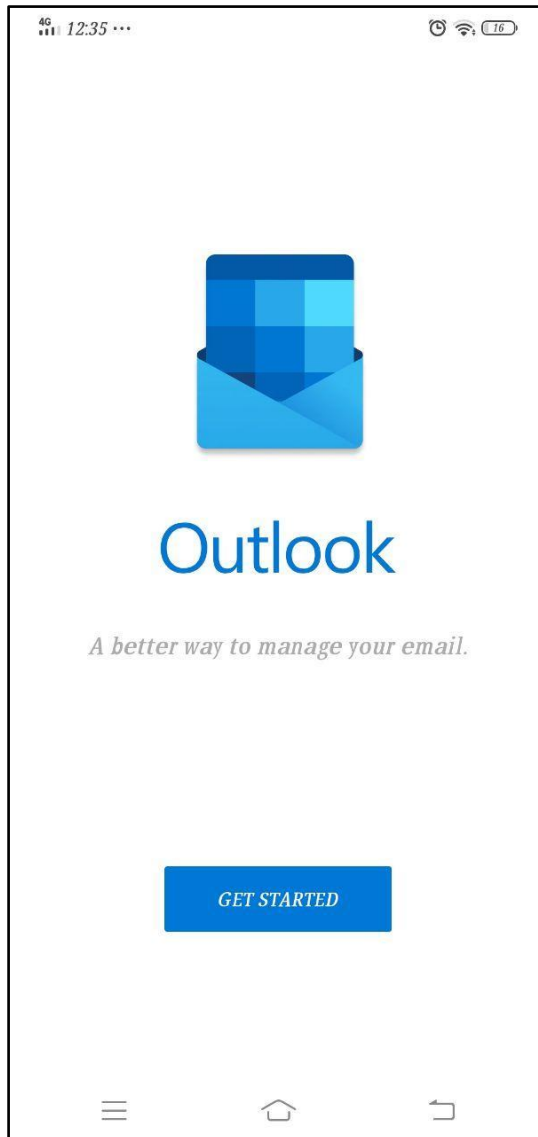
The Microsoft Outlook app is the recommended way to access your Office 365 email and calendar on an Android device.

1. On your mobile device, go to the Google Play Store and install the **Microsoft Outlook app**.

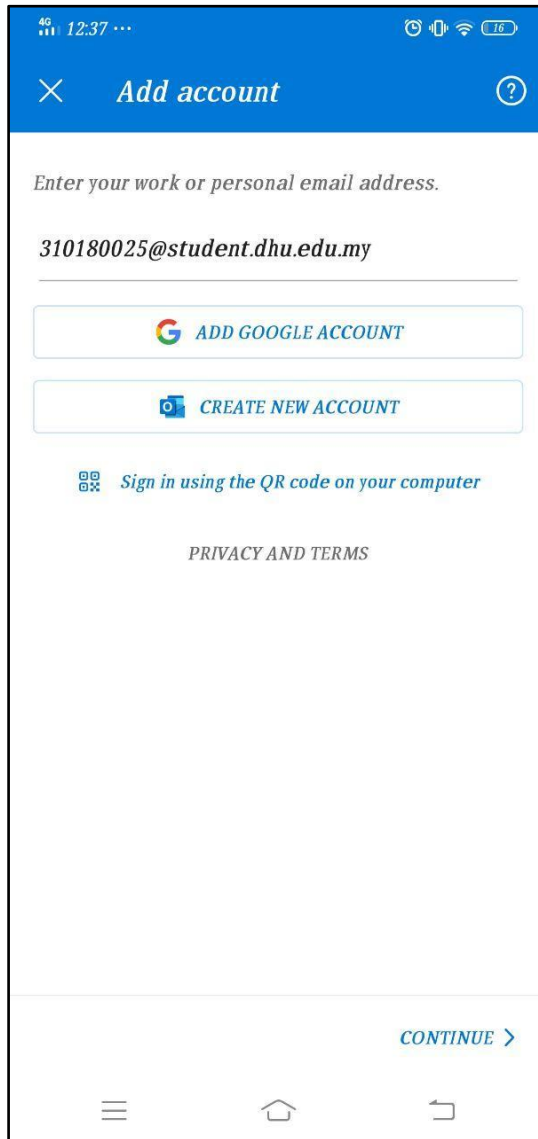




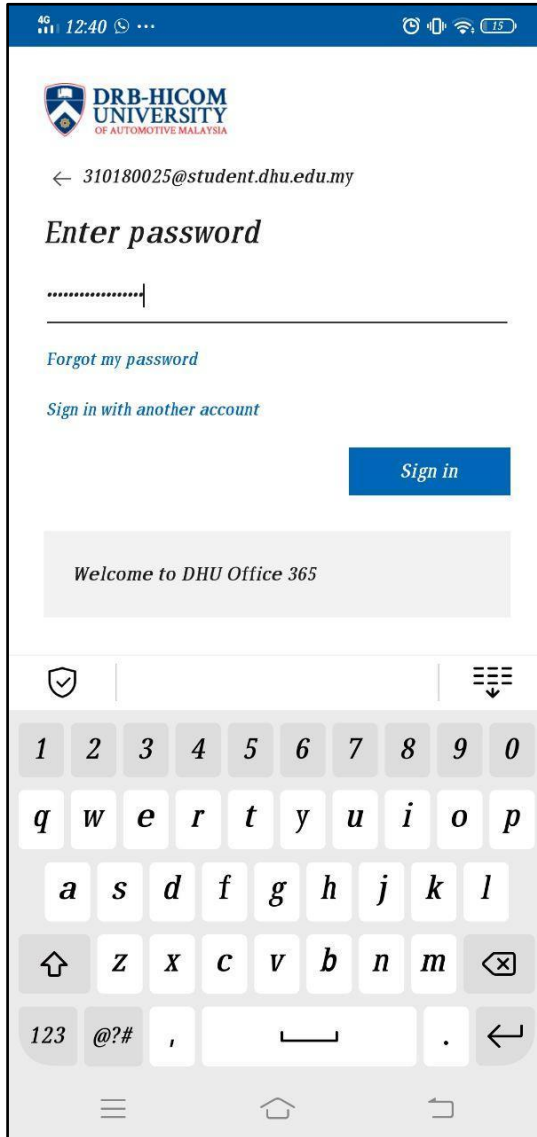
2. Open the app after it is installed.
3. Tap **Get Started**.



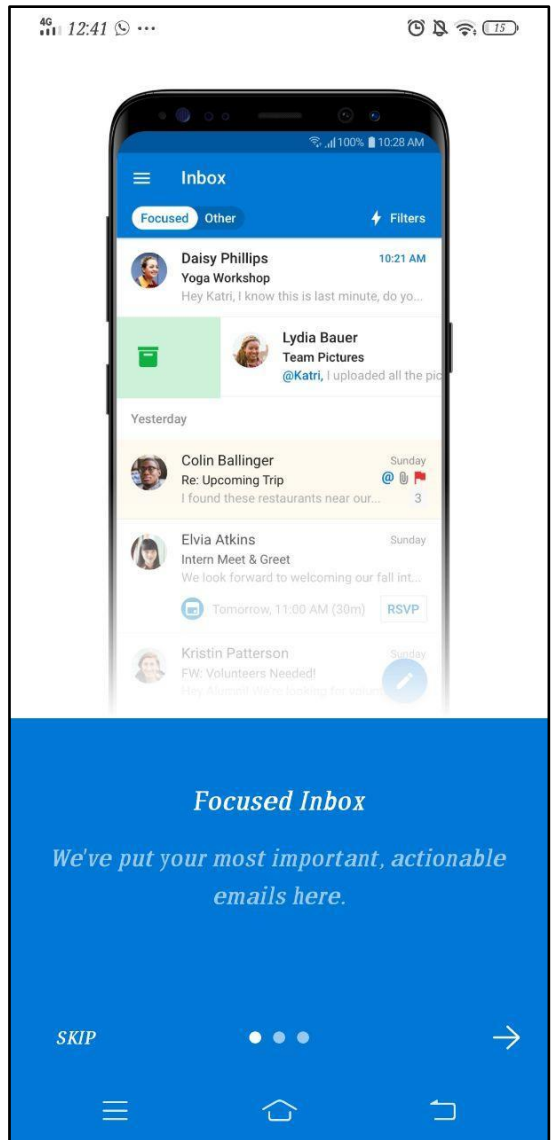
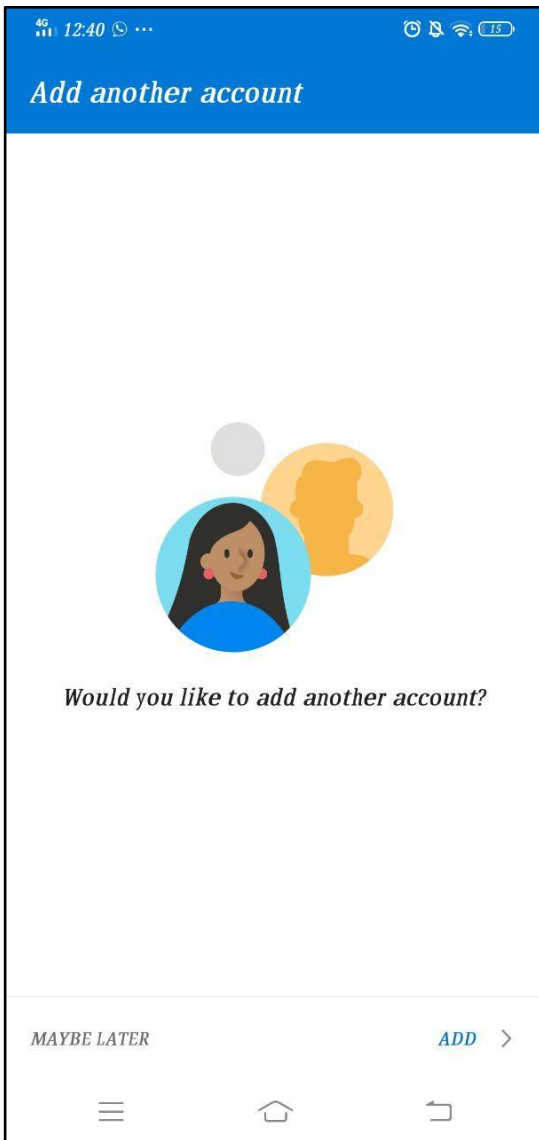
4. Enter your student email [xxxxxxx@student.dhu.edu.my] and click **Continue**.



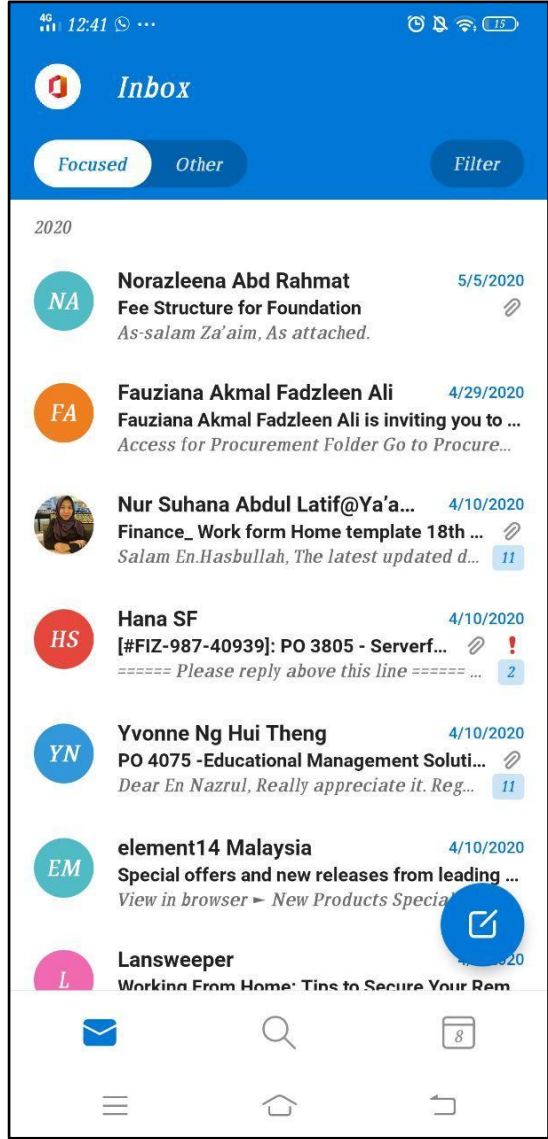
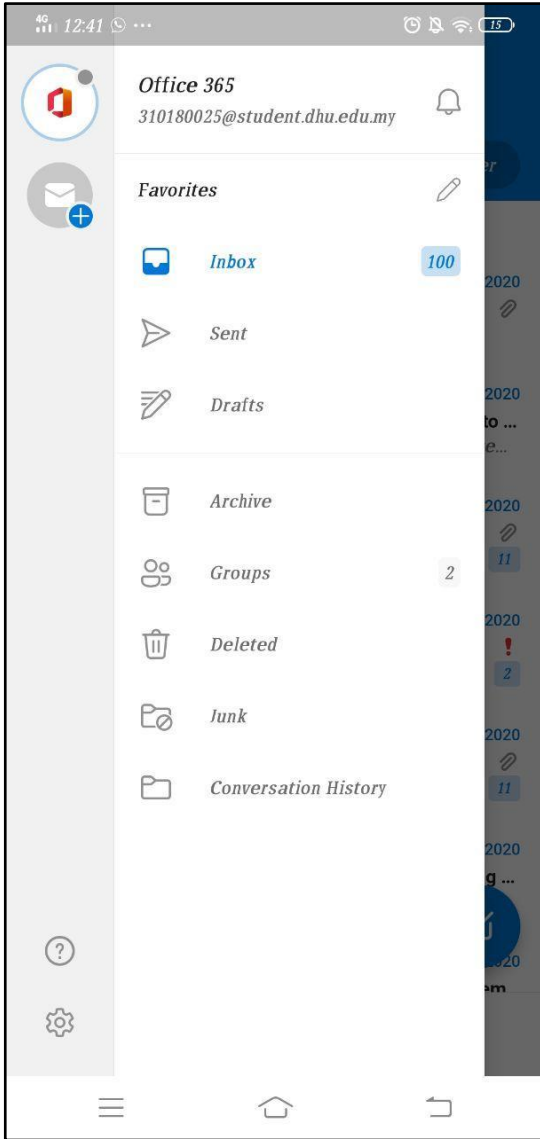
5. Enter your password and click **Sign In**.




6. A few screens of help text are presented, which you can read or skip.



7. Your Office 365 Inbox then displays.



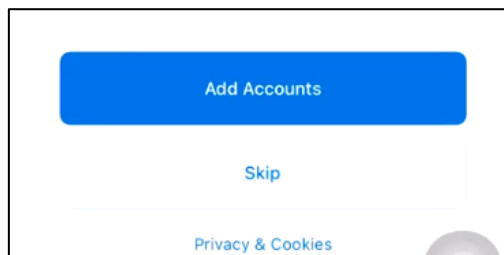
## MS OUTLOOK [iOS APPS]

On your iOS device, select on the **App Store icon** . Type **Microsoft Outlook** in the search box to find the Outlook for iOS app.

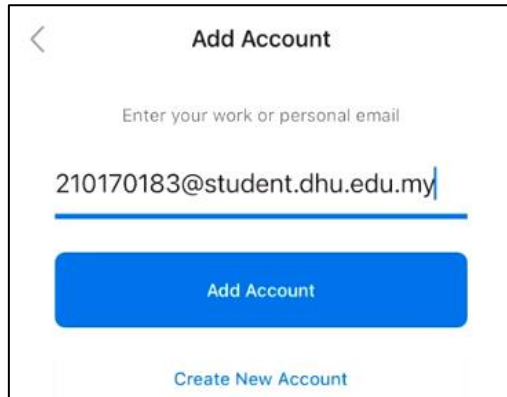
1. Select the **Microsoft Outlook** app in the search result, select **Get** and then select **Install**.



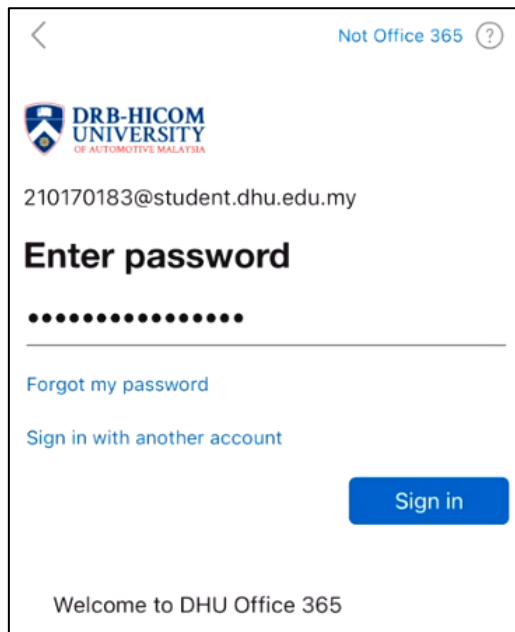
2. After the apps in installed, select **Open**.
3. Select **Add Account**.



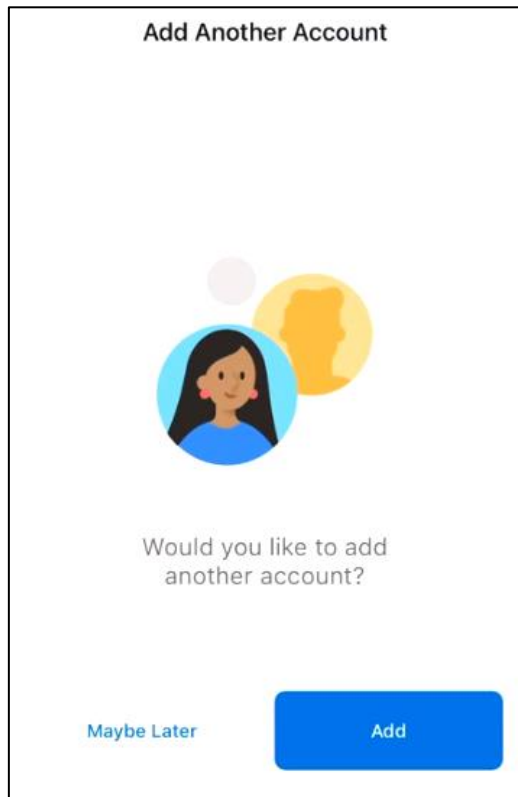
4. On the **Add Account** screen, enter your email address and select **Add Account**.



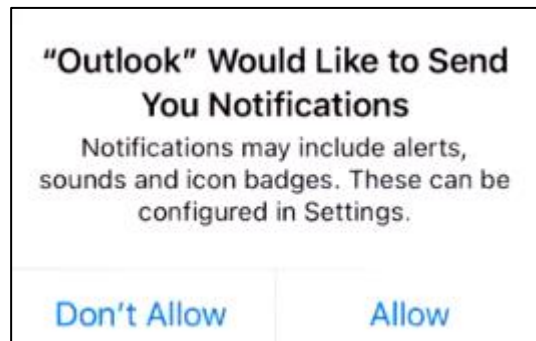
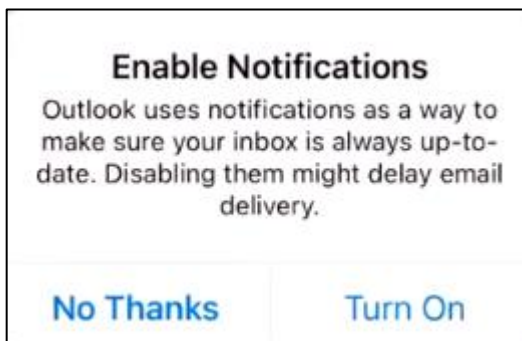
5. Enter your password and click **Sign In**.



6. For **Add Another Account**, click **Maybe Later**.



7. To **Enable Notification**, select **Turn On** and allow Outlook send you notification select **Allow**.





8. Now your email student already active on your iOS

