

GUIDELINE FOR MICROSOFT OFFICE 365 FOR DRB-HICOM U STUDENT





Office 365

The title 'Office 365' is written in a large, orange, sans-serif font. It is set against a background of a bright yellow sun with rays and two blue, stylized clouds.





Office 365 refers to subscription plans that include access to Office applications plus other productivity services that are **enabled** over the **Internet** ##cloud services



Connect to Office 365 across all devices any time and anywhere





50GB inbox size/student



1TB cloud storage/student

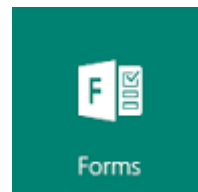


IM, Audio, Video Conference

What student will get with Office 365?



Office Online



How to access Office 365?



From Computer



From Mobile Devices




Student login password **MUST** be changed first before start using Office 365 especially email service. To change password, go to Self Service Password Reset (SSPR) portal at <https://selfservice.dhu.edu.my> and refer the guideline in Moodle LMS [here](#) or consult DHU IT Department for assistance.



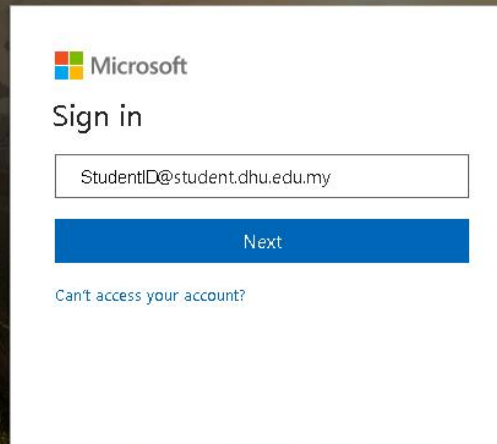
① Visit Office 365 portal <https://portal.office.com>

② Enter student email and click **Next**



Student Office 365's
email is Student ID with
DHU's student domain
(@student.dhu.edu.my)

Example
StudentID@student.dhu.edu.my

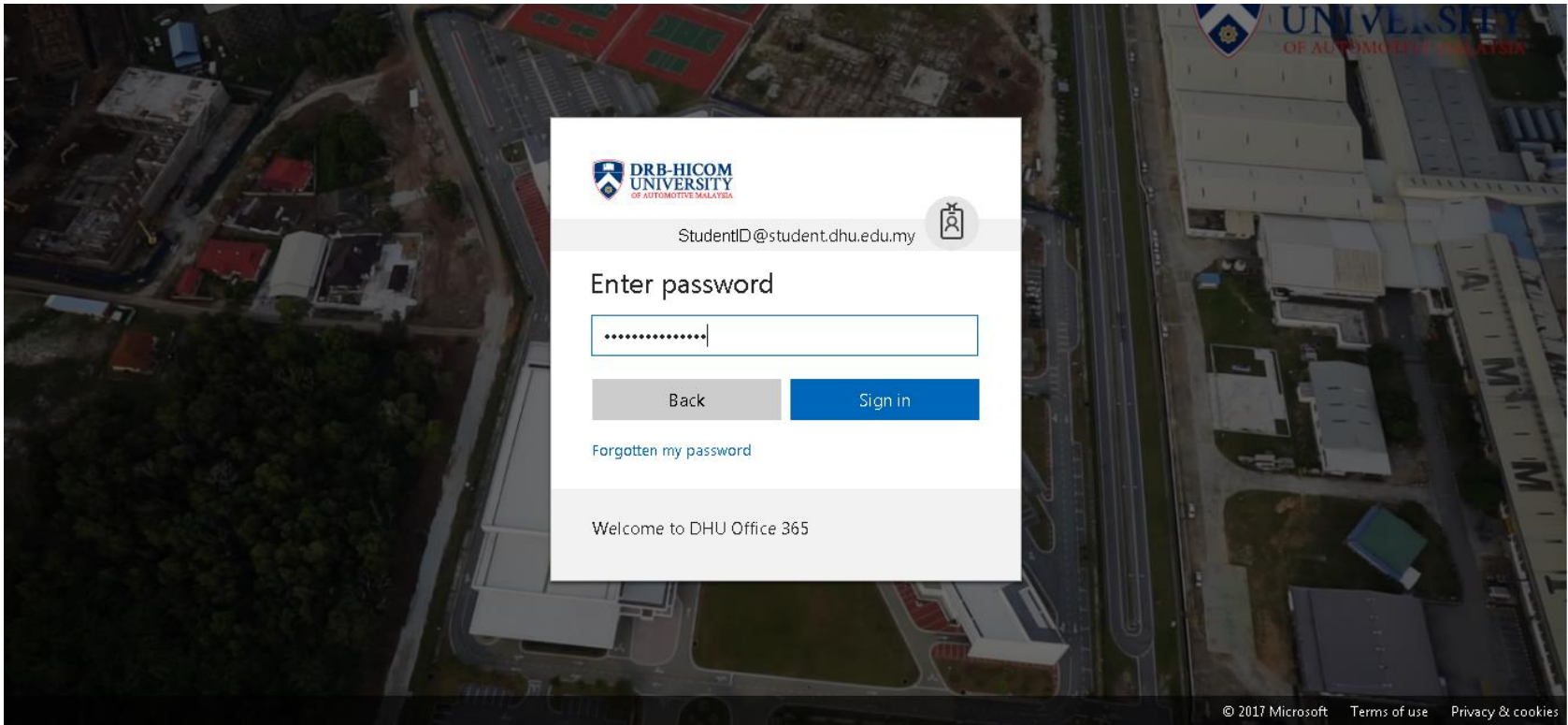


Microsoft
Sign in

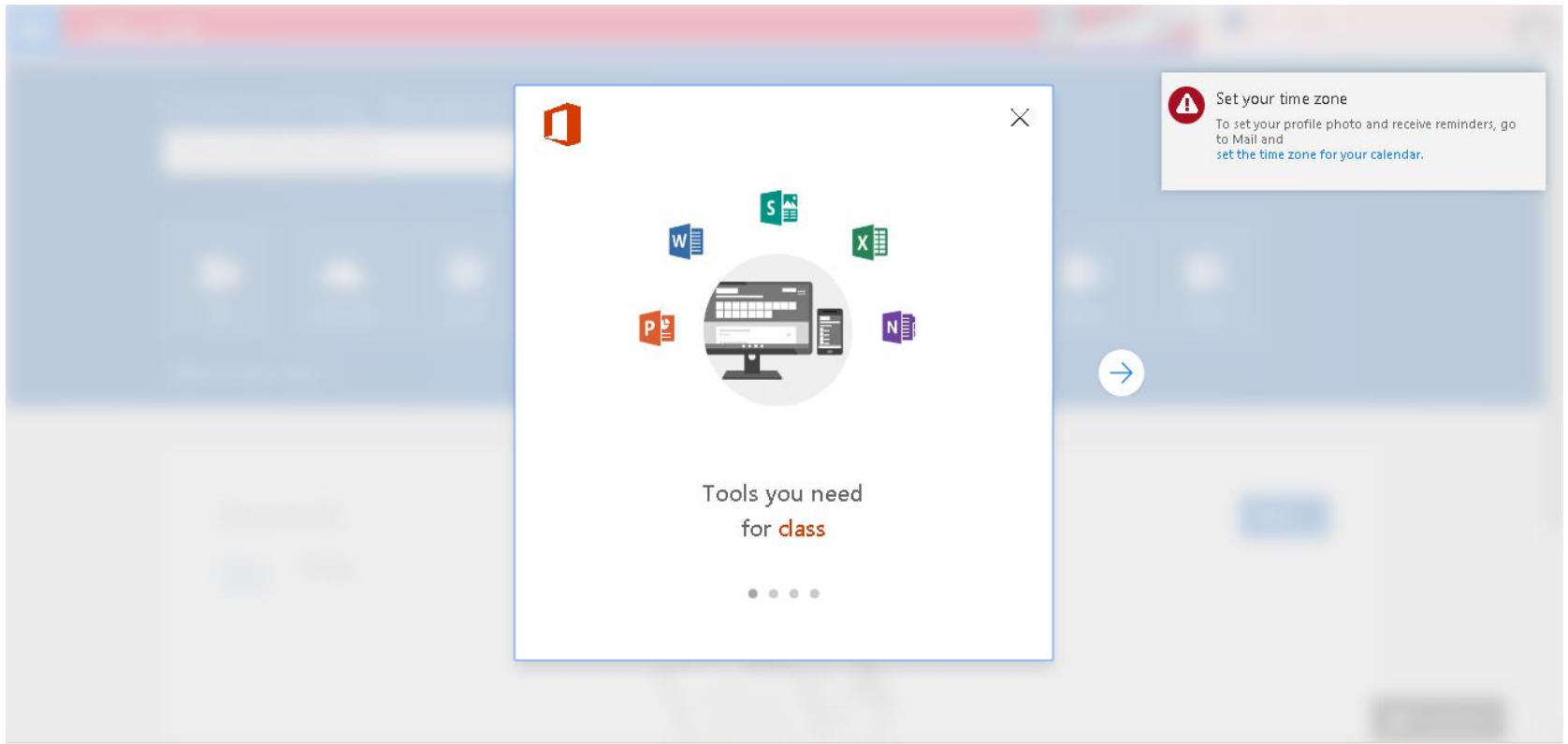
Next

[Can't access your account?](#)

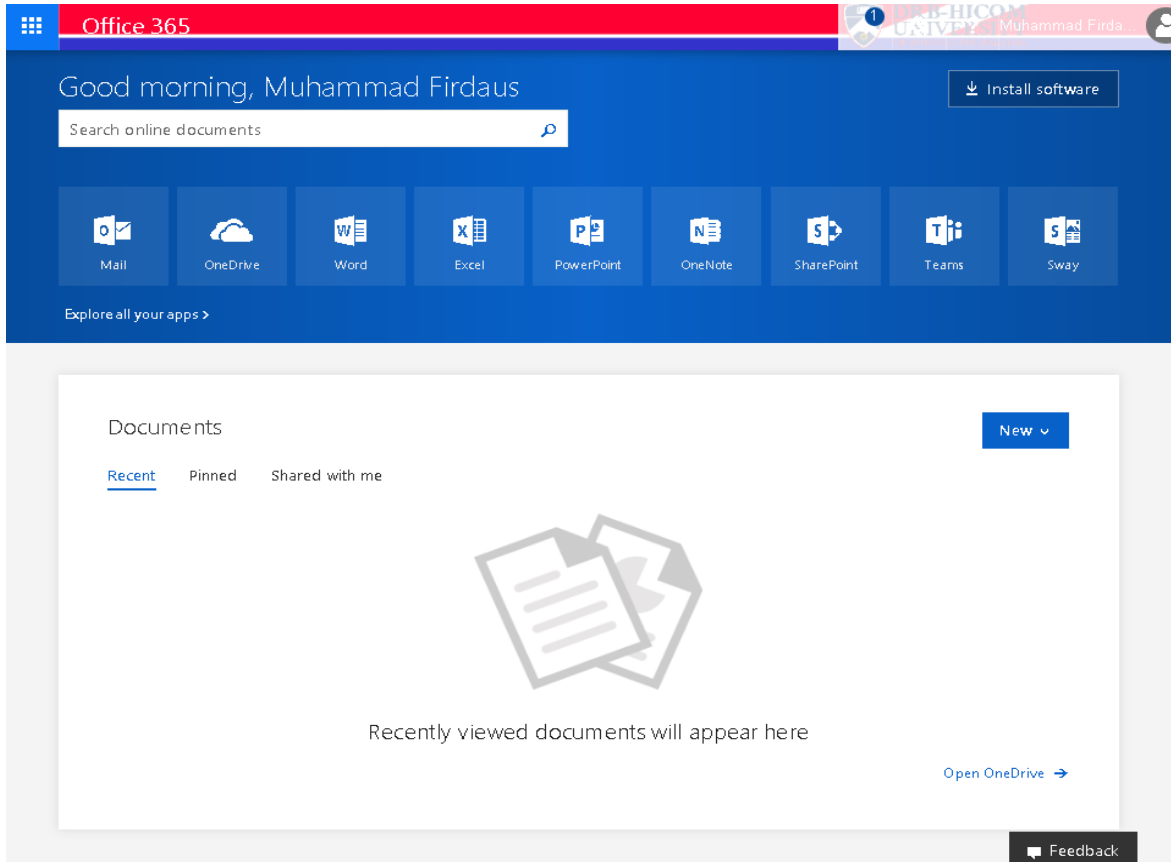
3 Enter password and click **Sign In**



4 Click  or  for Office 365 introduction.
Once done, click **Set your time zone**



5 If Office 365 introduction is skipped, dashboard will be displayed

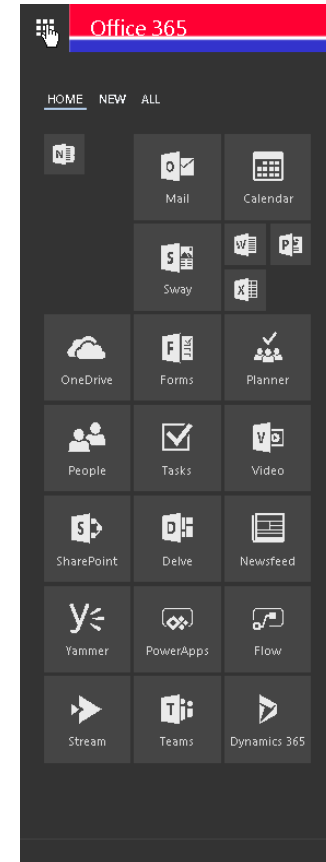


Click **Explore all your apps >**

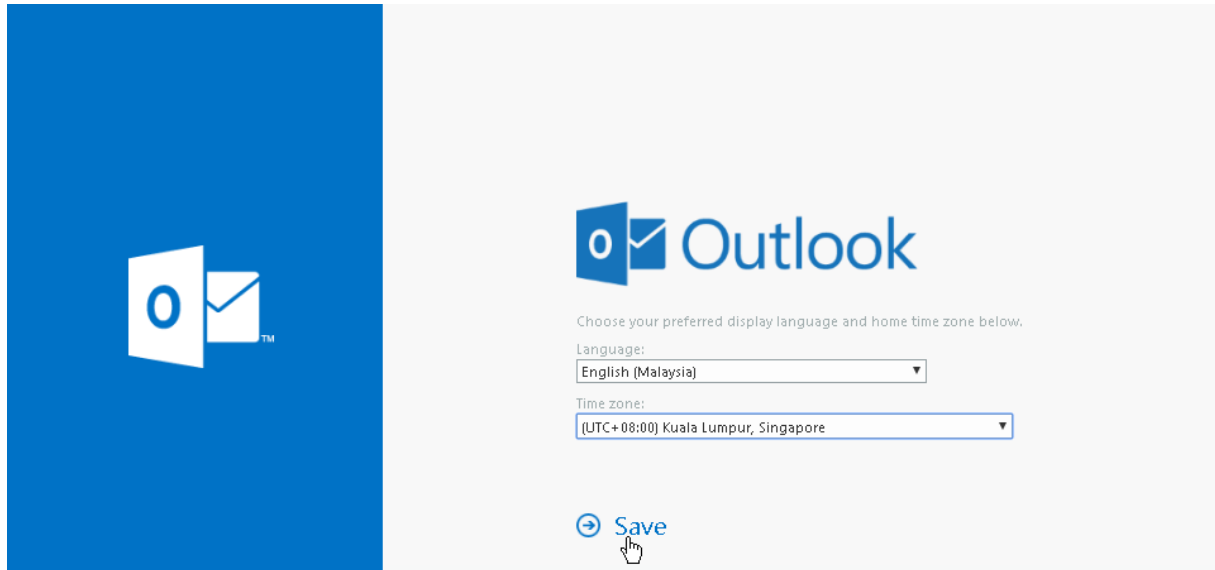
OR

Click 

to view and explore more apps in Office 365

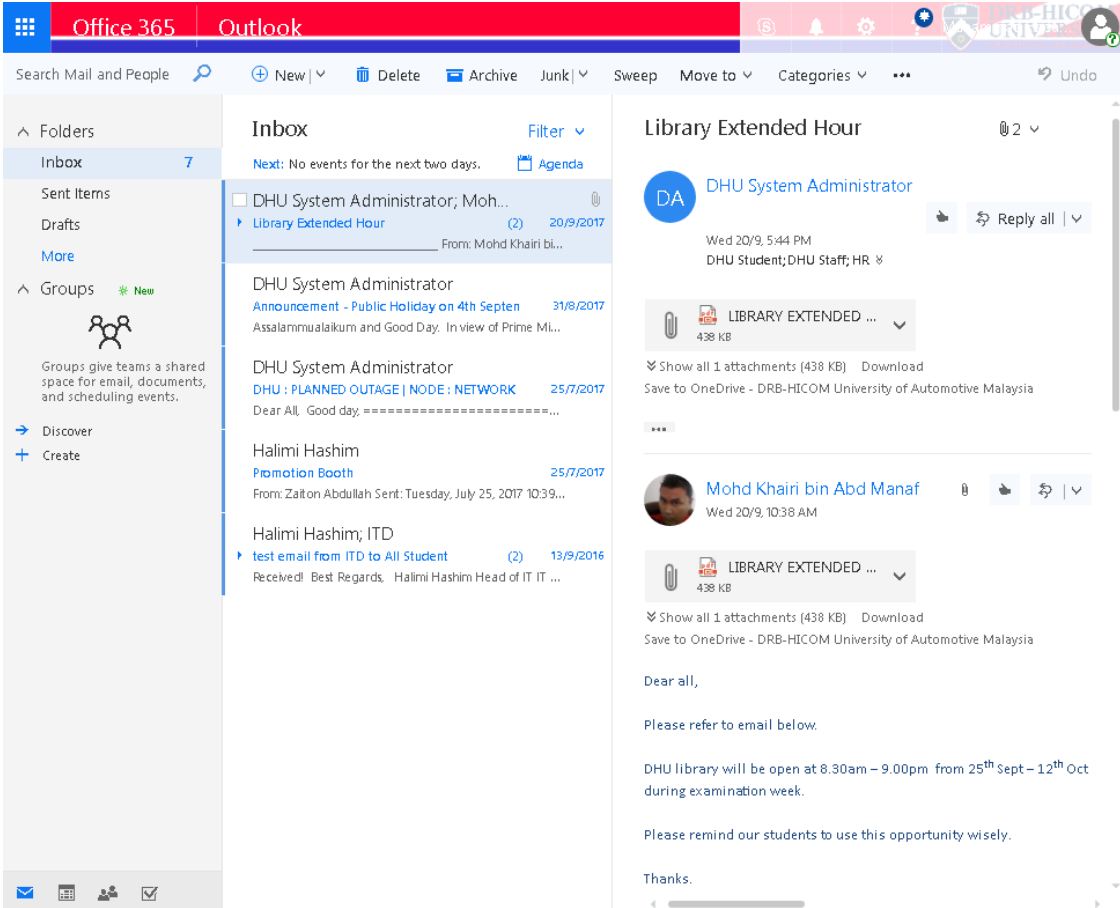


⑥ In Time Zone setting, select setting as below.
Once done, click **Save**. Outlook will be opened



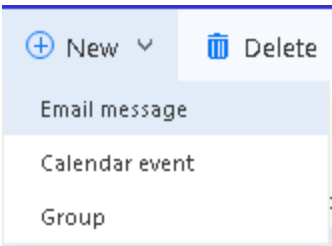
7

Outlook mailbox is displayed



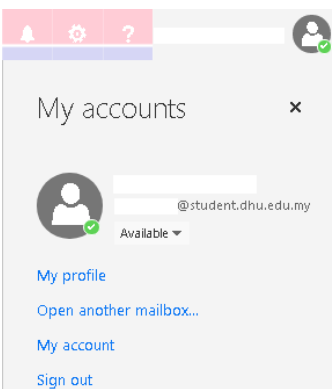
The screenshot shows the Outlook web interface. The top navigation bar includes 'Office 365' and 'Outlook'. The left sidebar shows 'Folders' (Inbox, Sent Items, Drafts) and 'Groups'. The main area displays an email from 'DHU System Administrator' with the subject 'Library Extended Hour'. The email content includes an announcement about a public holiday on 4th September and a planned network outage. An attachment titled 'LIBRARY EXTENDED HOUR' (438 KB) is visible.

To sent new email



The screenshot shows the 'New' dropdown menu in Outlook. The options listed are: 'New', 'Delete', 'Email message', 'Calendar event', and 'Group'.

To sign out Office 365

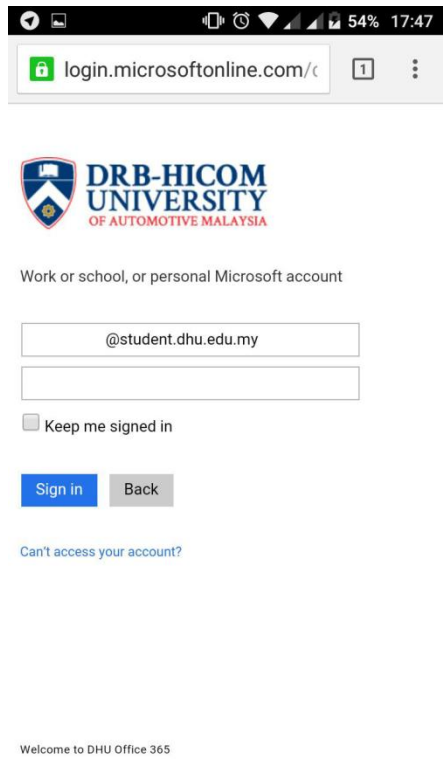


The screenshot shows the 'My accounts' panel in Office 365. It displays the user's profile picture and email address '@student.dhu.edu.my'. The status is 'Available'. Below the profile information, there are links for 'My profile', 'Open another mailbox...', 'My account', and 'Sign out'.

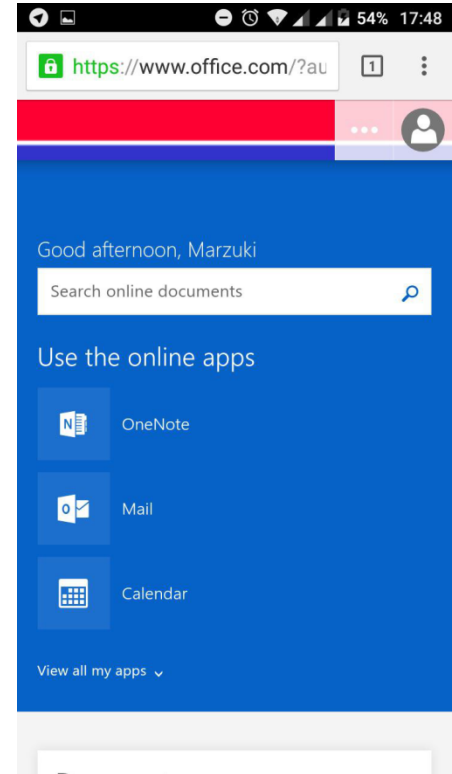


1 Visit Office 365 portal <https://portal.office.com>

2 Enter student email, password and click **Sign in**

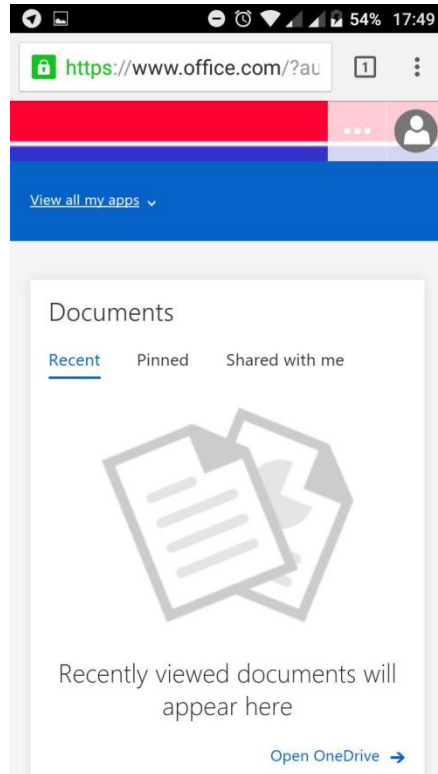


3 Office 365 dashboard in mobile device view will be displayed



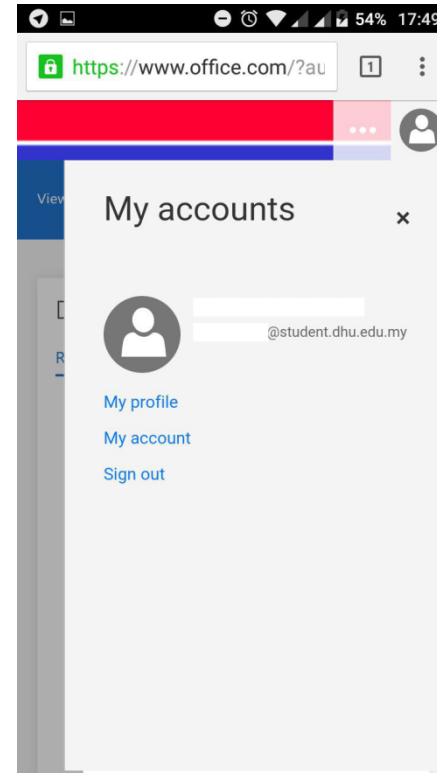
4

Scroll down to view more



5

To sign out, click picture profile and click **Sign Out**





For any inquiry, contact DHU IT Department
[ITD\[at\]dhu.edu.my](mailto:ITD[at]dhu.edu.my)

Thank you



DRB-HICOM
UNIVERSITY
OF AUTOMOTIVE MALAYSIA