DRB-HICOM

DRB-HICOM UNIVERSITY OF AUTOMOTIVE MALAYSIA

GUIDELINE FOR MICROSOFT OFFICE 365 FOR DRB-HICOM U STUDENT

Office 365

Microsoft

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

What student will get with Office 365?

Outlook

50GB inbox size/student

OneDrive for Business

1TB cloud storage/student

Skype for Business

IM, Audio, Video Conference

Planner

Office Delve

SharePoint

Word

Sway

OneNote

Office Online

Yammer

Forms

Excel

PowerPoint

DRB-HICOM UNIVERSITY OF AUTOMOTIVE MALAYSIA

Information Technology Department (ITD)

How to access Office 365?

From Computer

From Mobile Devices

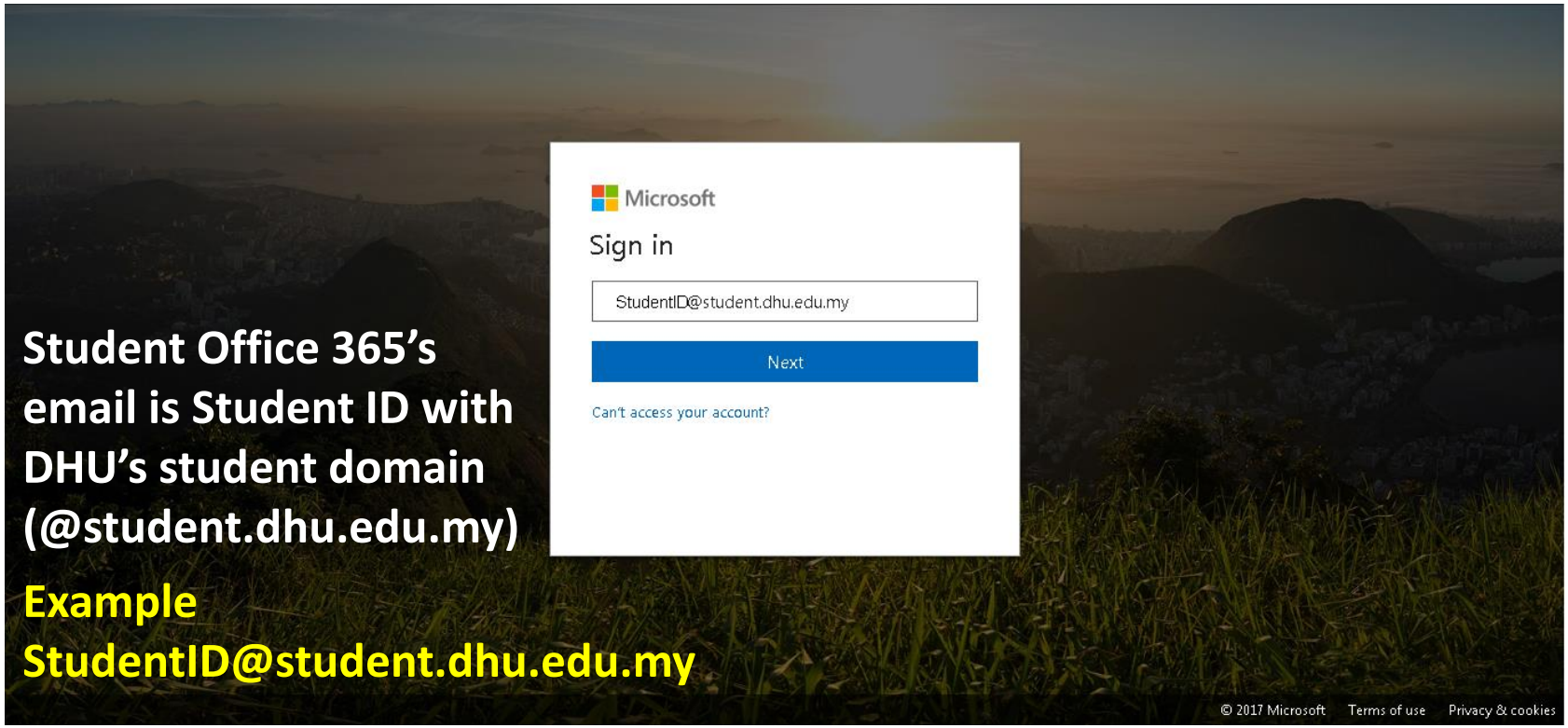
Student login password MUST be changed first before start using Office 365 especially email service. To change password, go to Self Service Password Reset (SSPR) portal at https://selfservice.dhu.edu.my and refer the guideline in Moodle LMS here or consult DHU IT Department for assistance.

Office 365
Home Premium
SkyDrive
skype
Complete Office.
DELL

Office 365

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

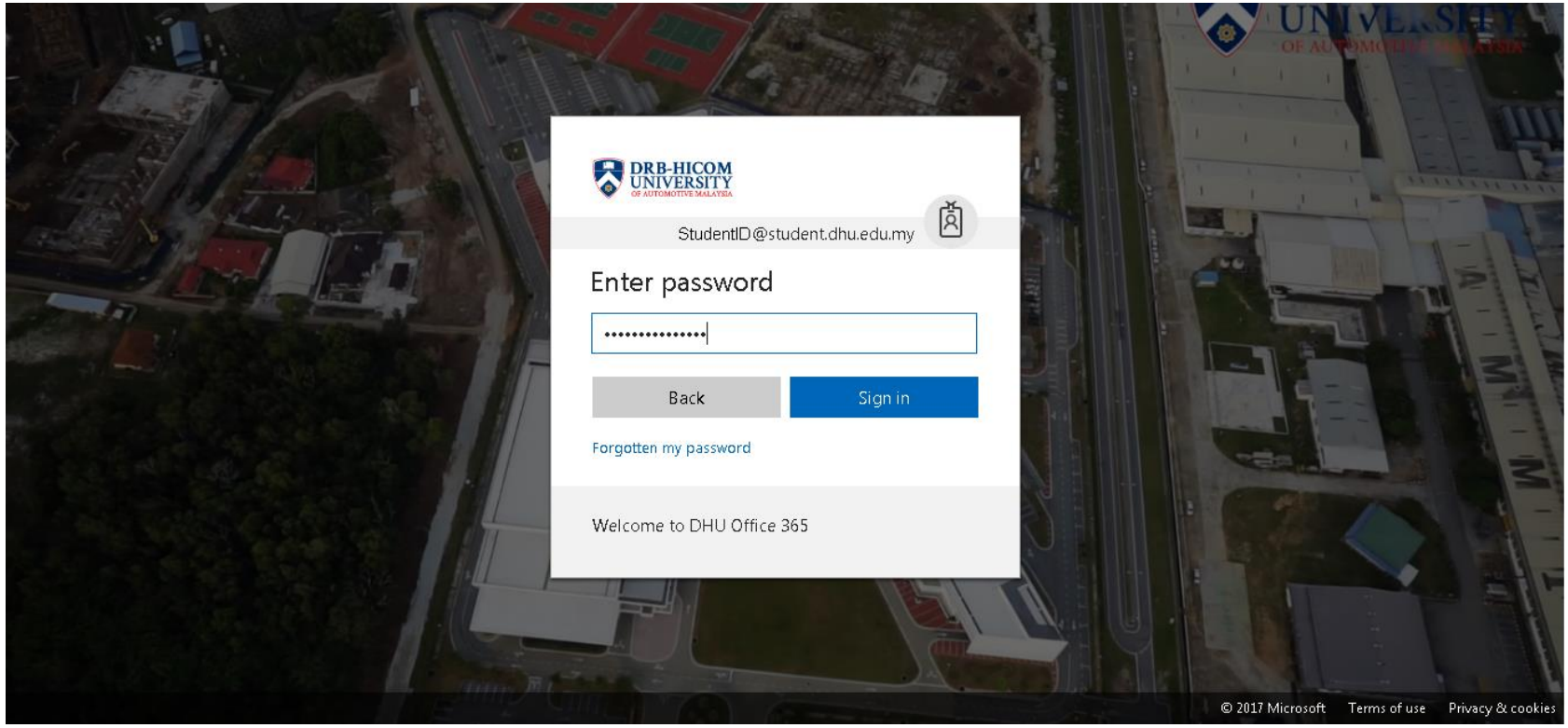
② Enter student email and click Next



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

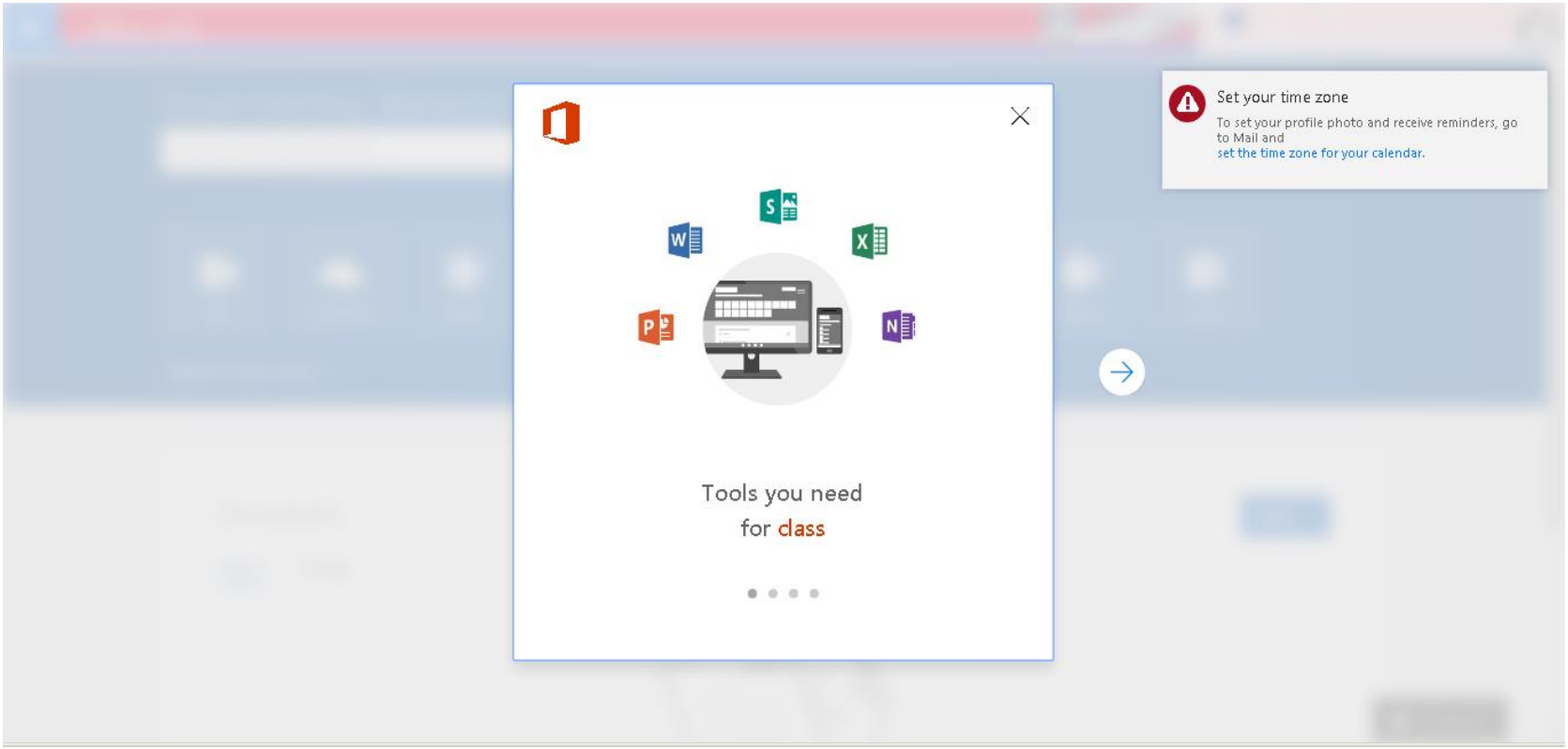
Example StudentID@student.dhu.edu.my

3 Enter password and click Sign In

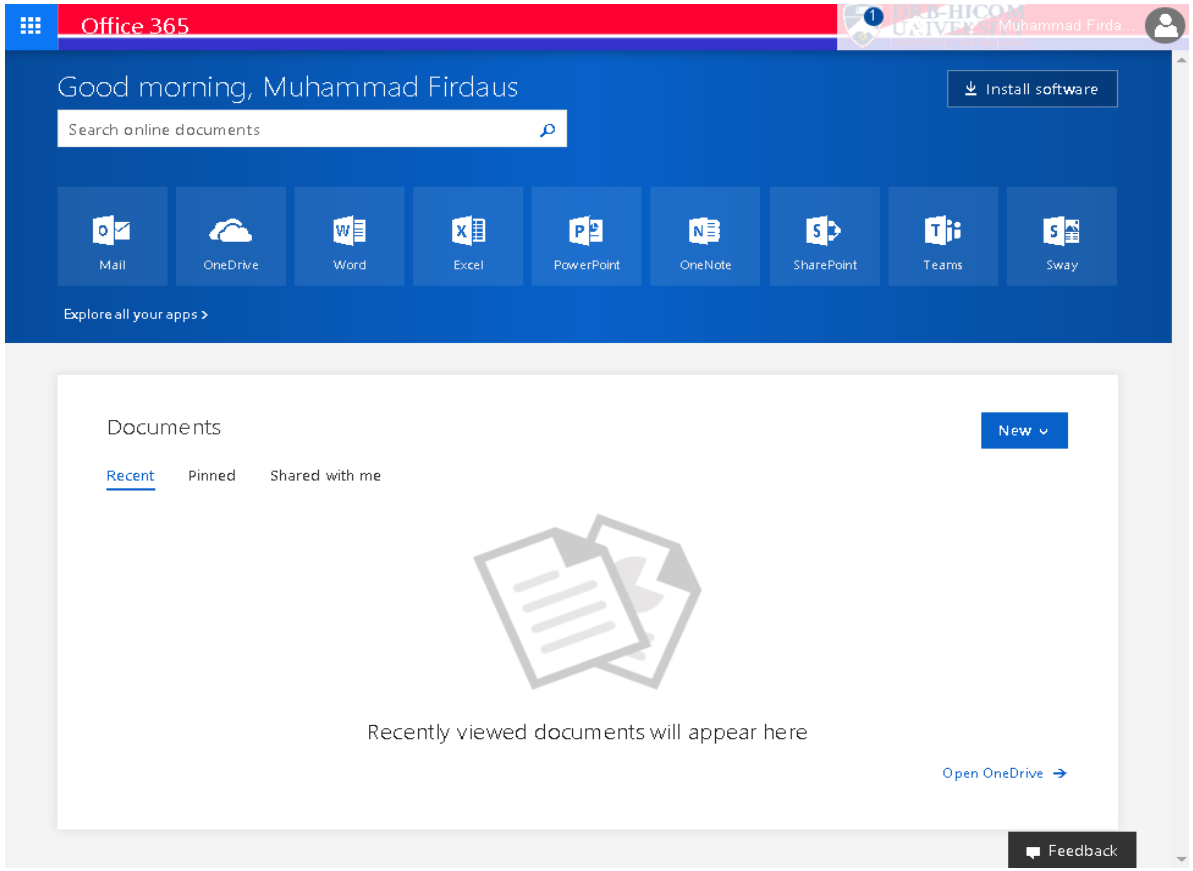


4 Click → or ✕ for Office 365 introduction.

Once done, click Set your time zone



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

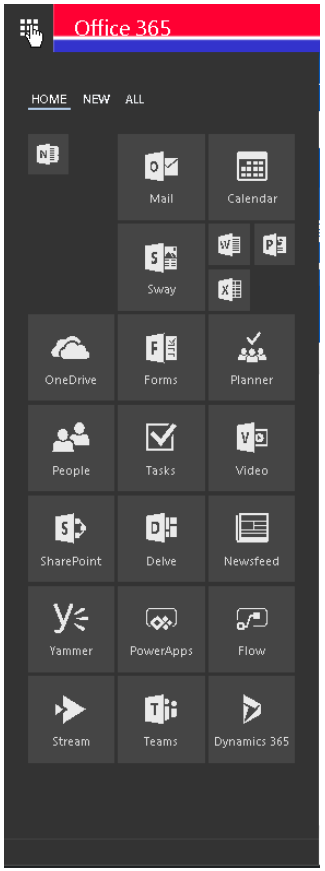


Click **Explore all your apps >**

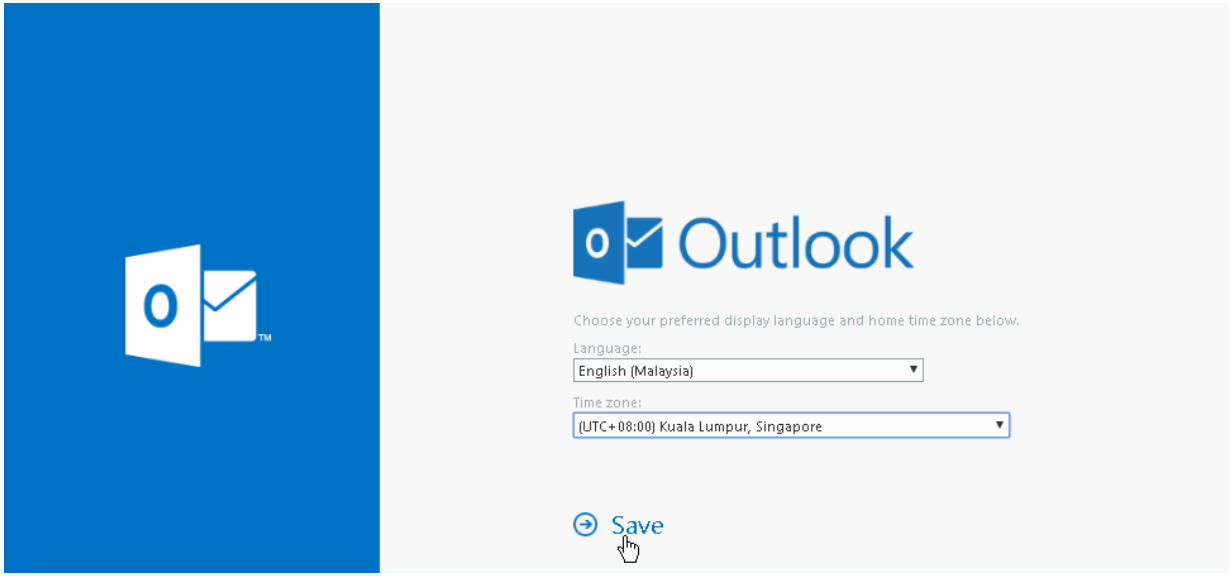
OR

Click

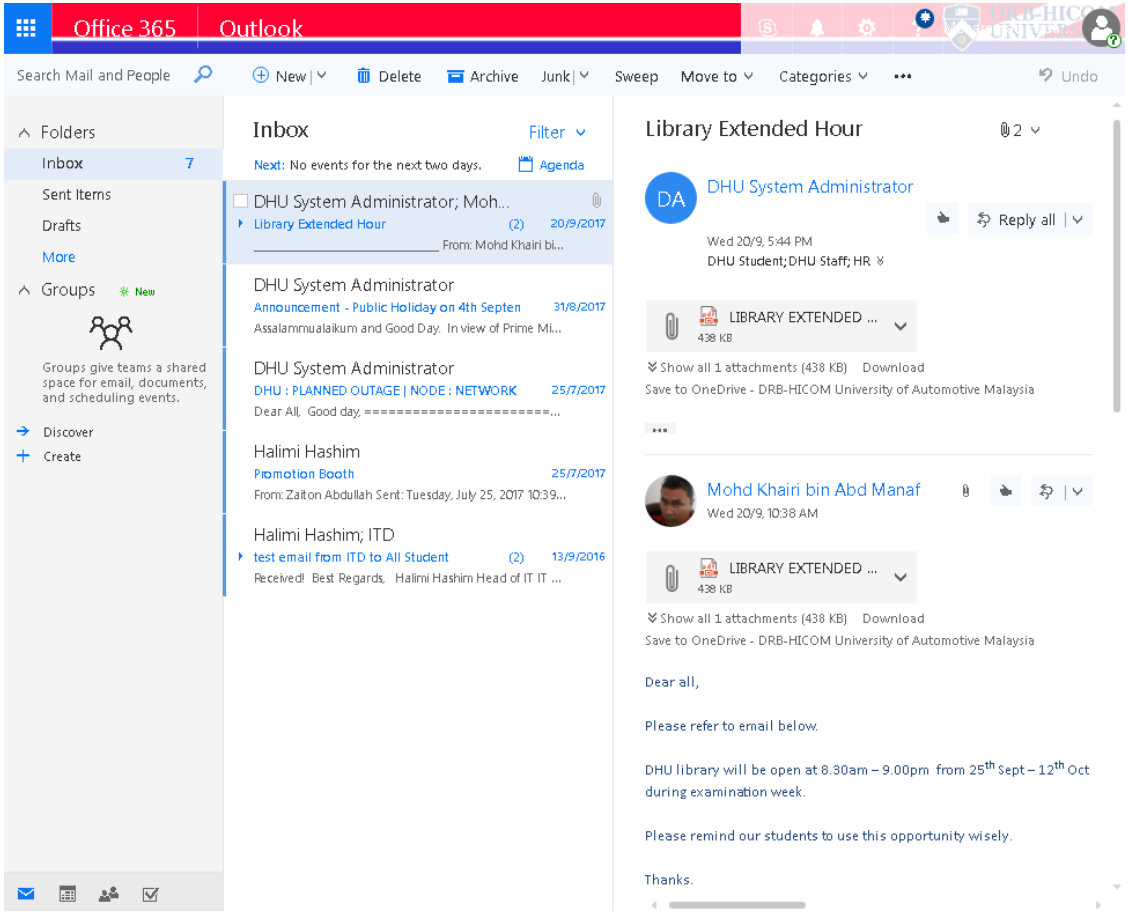
to view and explore more apps in Office 365



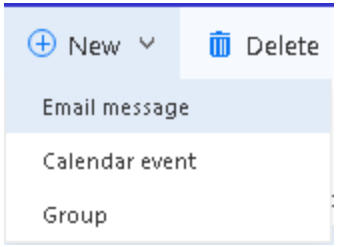
6 In Time Zone setting, select setting as below. Once done, click Save. Outlook will be opened



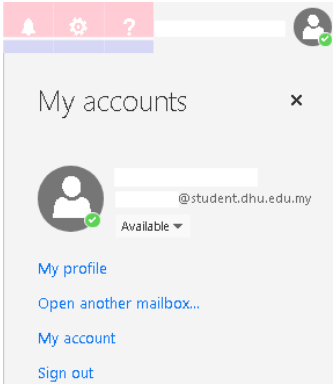
7 Outlook mailbox is displayed



To sent new email



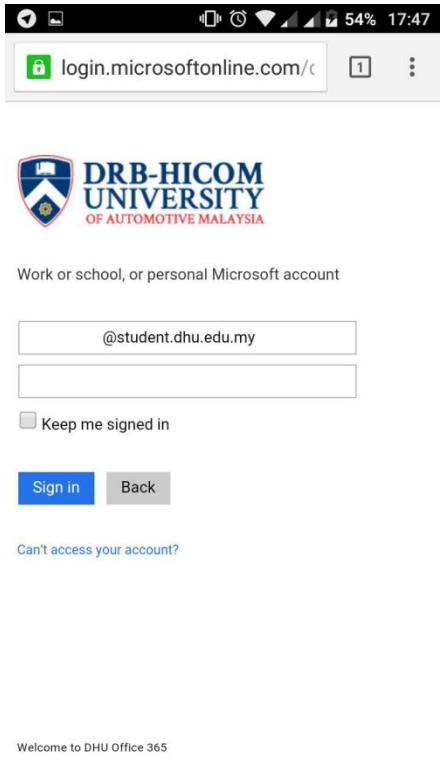
To sign out Office 365



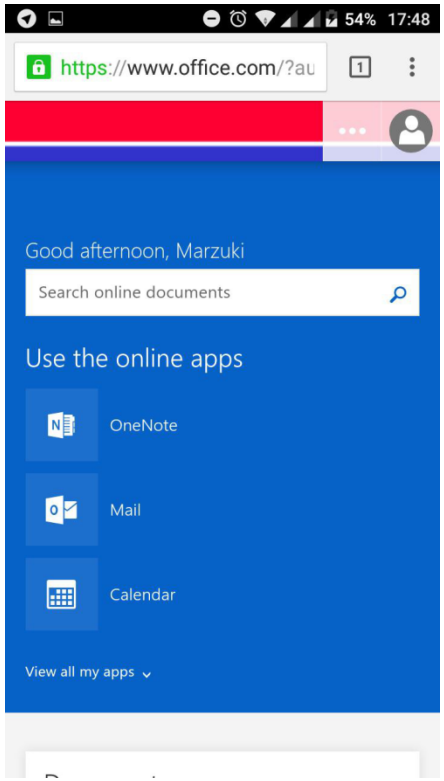
Windows
iPhone
Android

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

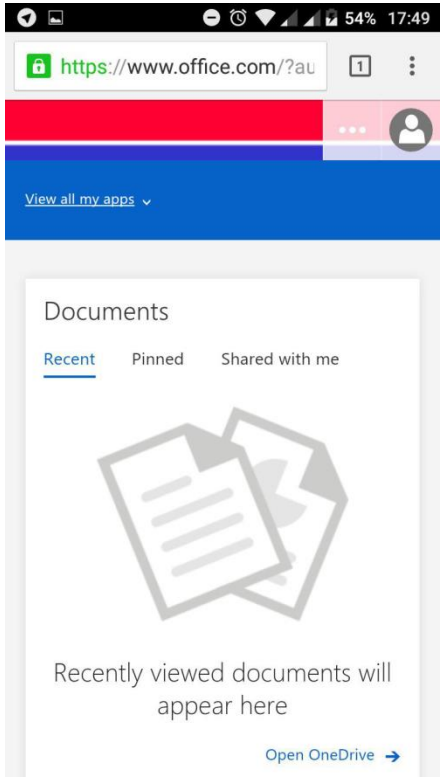
2 Enter student email, password and click Sign in



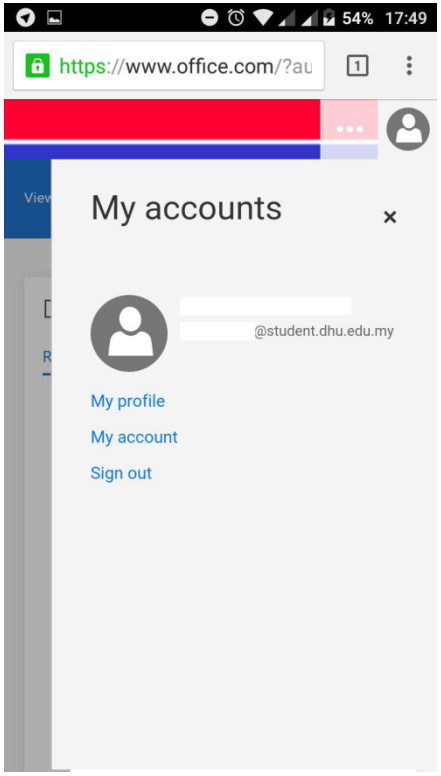
3 Office 365 dashboard in mobile device view will be displayed



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

Thank you