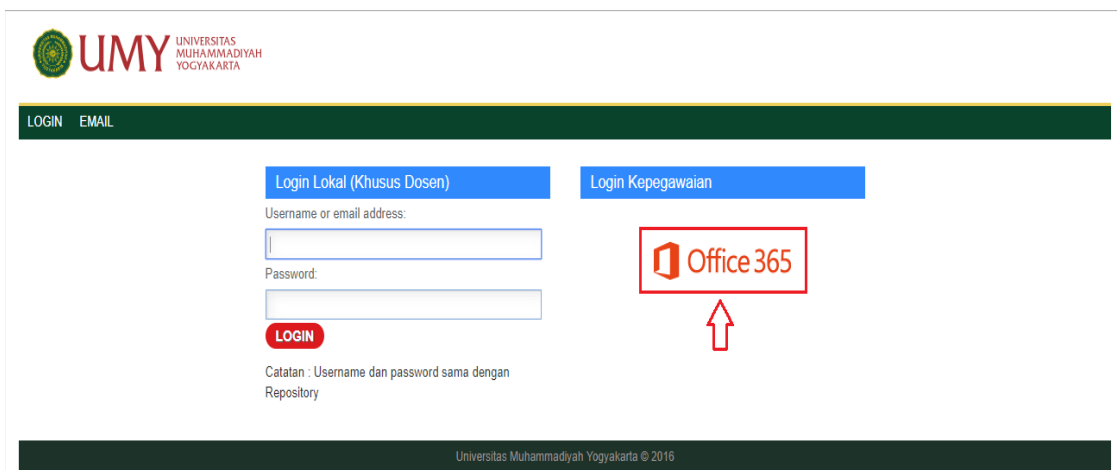


Panduan Office 365

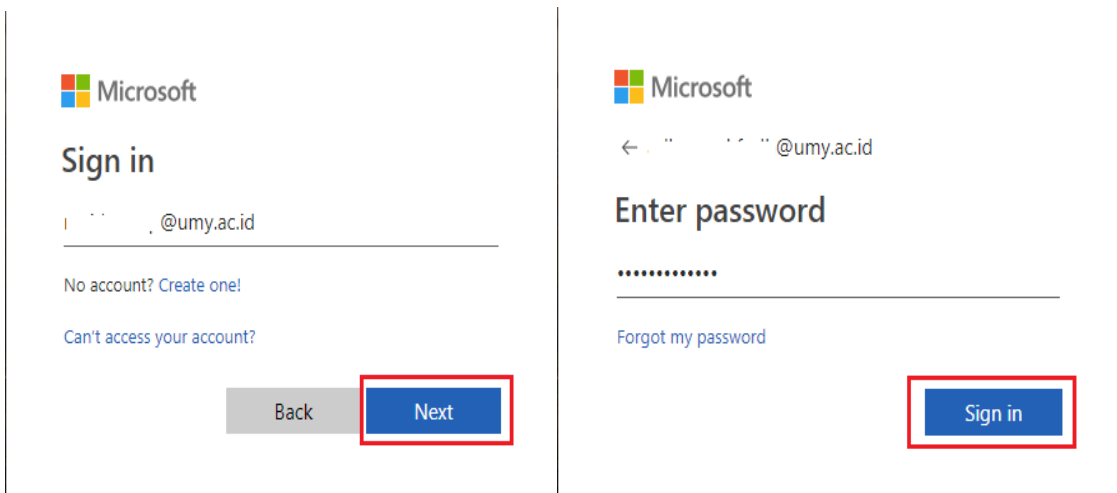
"Forgot Password"

A. Langkah-langkah mendaftarkan akun email alternatif atau nomor telepon untuk verifikasi kode keamanan akun Office 365

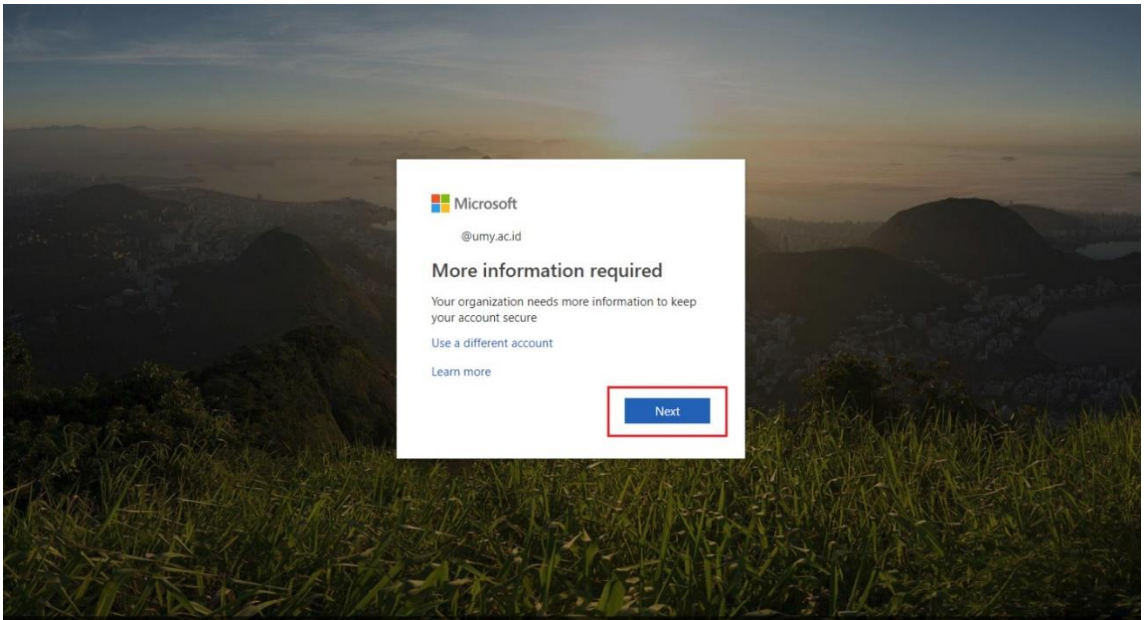
1. Buka Office 365 dengan menggunakan laman (*website*) <https://kepegawaian.umy.ac.id> atau <http://webmail.umy.ac.id>.



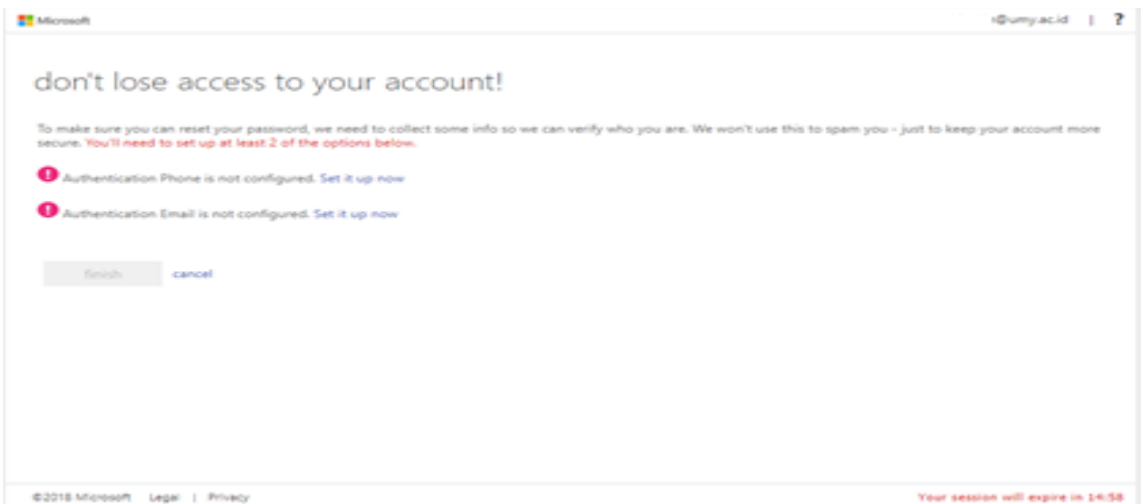
2. Silahkan menggunakan fasilitas *Login* dengan memasukkan *username* dan *password* menggunakan fasilitas Office 365 yang telah terintegrasi dalam email institusi UMY.



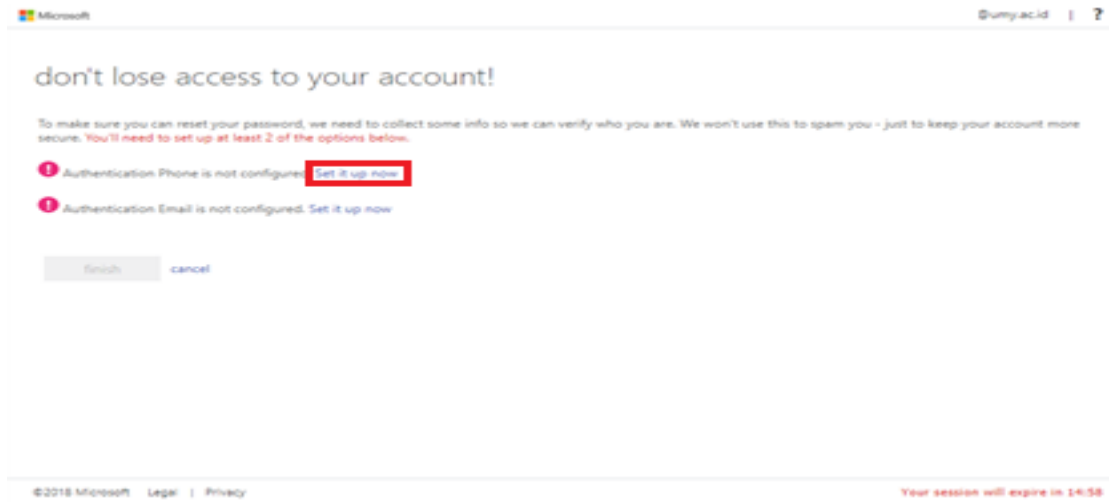
3. Selanjutnya klik “Next” untuk mengikuti langkah-langkah selanjutnya untuk verifikasi kode keamanan akun email.



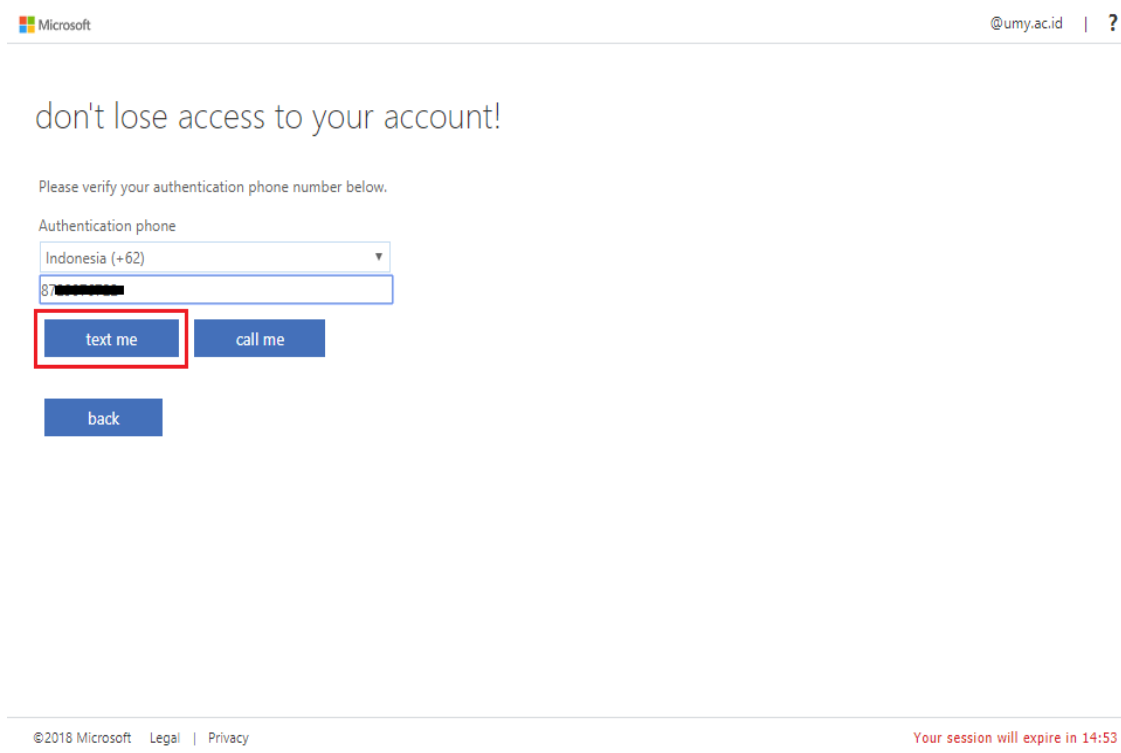
4. Halaman yang ditampilkan setelah pengguna *login* adalah halaman untuk keamanan akun. Ada 2 pilihan untuk verifikasi kode keamanan yaitu dengan menggunakan nomor telepon atau akun email selain akun email UMY (ex: xxxx@gmail.com).



5. Jika Anda menggunakan pilihan kode verifikasi menggunakan nomor telepon, silahkan klik “Set it up now”



6. Masukkan nomor telepon aktif yang Anda miliki, kemudian pilih “Text Me” untuk mendapatkan kode verifikasi yang akan dikirimkan ke nomor telepon yang sudah Anda daftarkan.



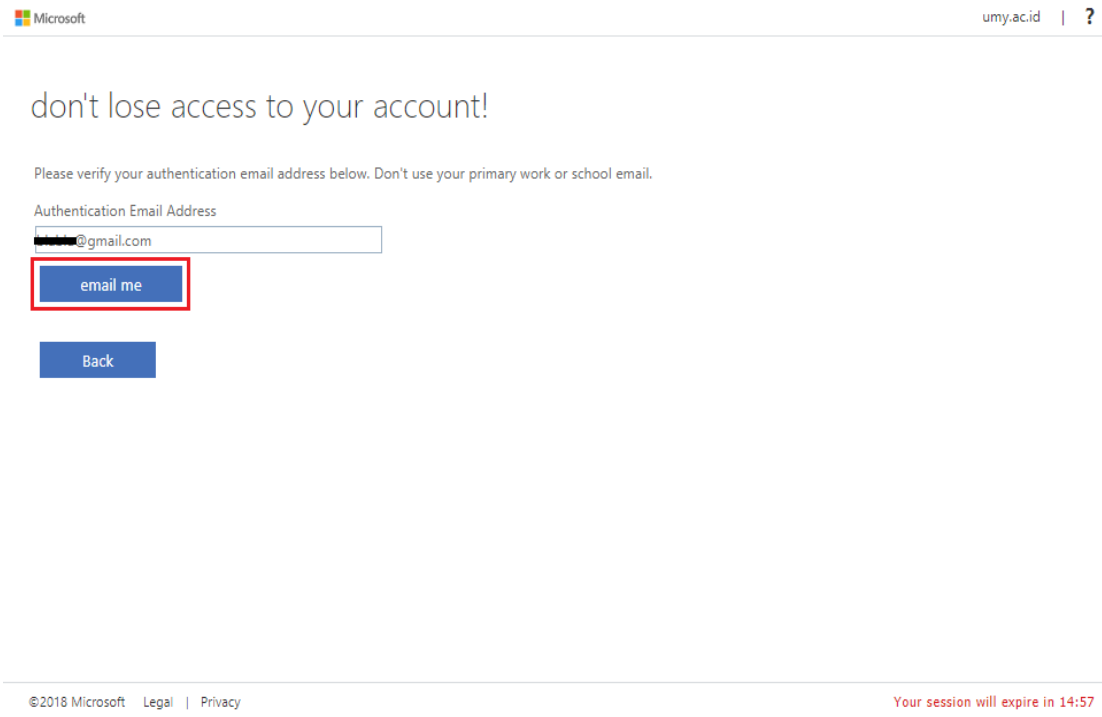
7. Silahkan cek pesan kode verifikasi dari Microsoft yang telah dikirimkan ke nomor telepon Anda. Masukkan kode verifikasi tersebut, kemudian klik "Verify".

The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo, and at the top right is the user's email address "@umy.ac.id" and a help icon "?". The main heading is "don't lose access to your account!". Below this, it says "Please verify your authentication phone number below." There is a section for "Authentication phone" with a dropdown menu set to "Indonesia (+62)" and a text input field containing a redacted phone number. Below the input are "text me" and "call me" buttons. A message states "We've sent a text message containing a verification code to your phone." Below this is a text input field containing "115911" and a blue "verify" button, which is highlighted with a red box. To the right of the "verify" button is a "try again" link. At the bottom left is a blue "back" button. The footer contains "©2018 Microsoft Legal | Privacy" and "Your session will expire in 14:56".

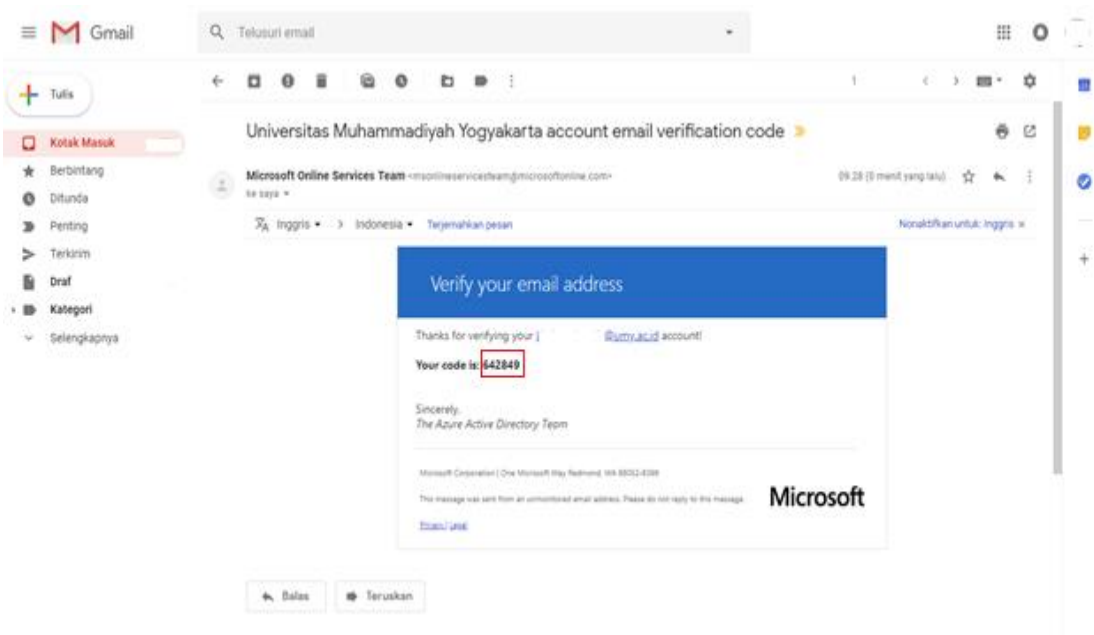
8. Jika menggunakan pilihan kode verifikasi menggunakan akun email, silahkan klik "Set it up now".

The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo, and at the top right is the user's email address "@umy.ac.id" and a help icon "?". The main heading is "don't lose access to your account!". Below this, it says "Thanks! We'll use the info below to recover your account if you forget your password. Click 'finish' to close this page." There are two status messages: a green checkmark indicating "Authentication Phone is set to +62 85*****. Change" and a red exclamation mark indicating "Authentication Email is not configured. Set it up now", where "Set it up now" is highlighted with a red box. At the bottom are blue "finish" and "cancel" buttons. The footer contains "©2018 Microsoft Legal | Privacy" and "Your session will expire in 14:26".

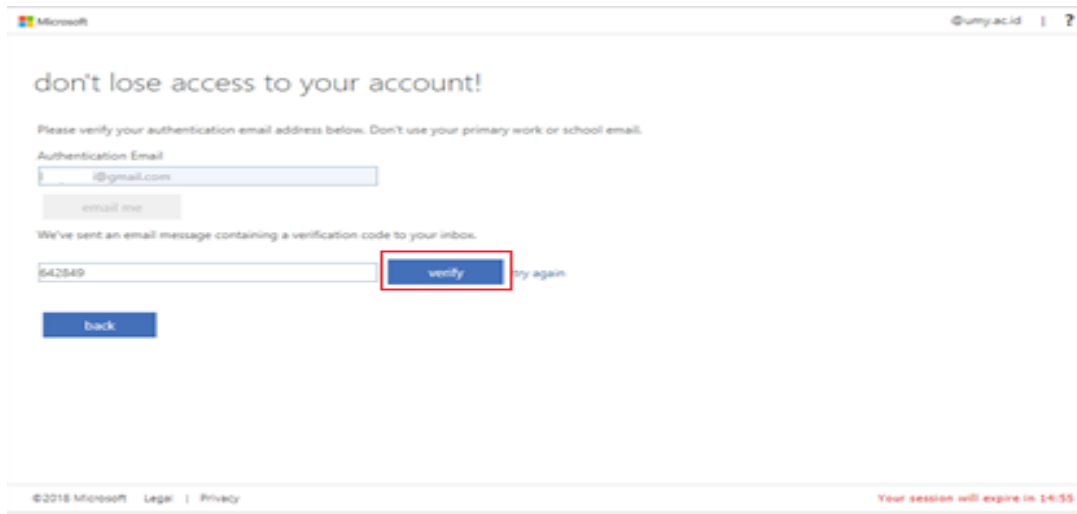
- Masukan akun email Anda selain akun email UMY, kemudian klik "Email Me" untuk mendapatkan kode verifikasi yang akan dikirimkan ke akun email yang sudah Anda daftarkan.



- Buka akun email Anda yang sudah Anda daftarkan, kemudian cari email dari Microsoft untuk melihat kode yang sudah dikirimkan.

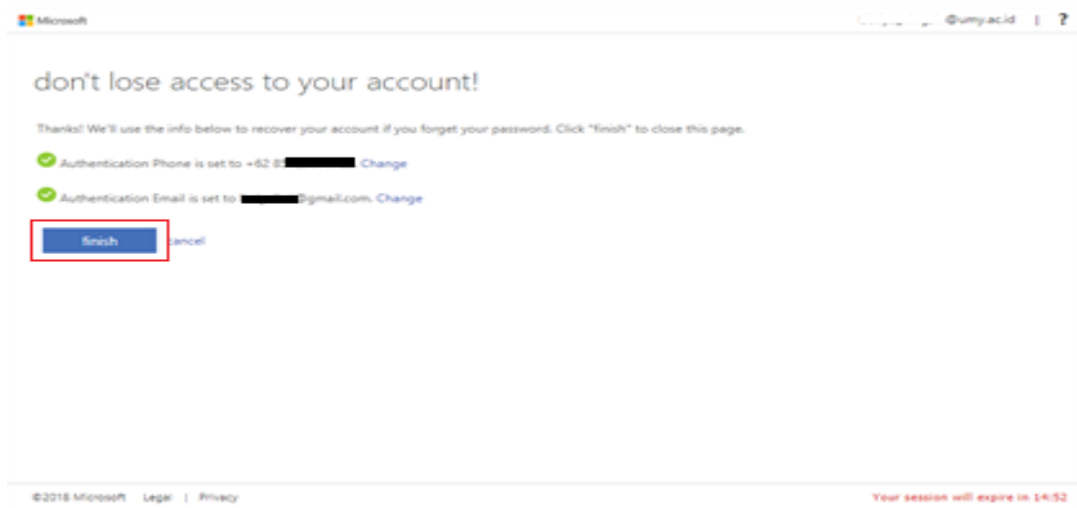


11. Selanjutnya masukan kode verifikasi kemudian klik “Verify”.



The screenshot shows a Microsoft account verification page. At the top, it says "don't lose access to your account!". Below this, there is a prompt: "Please verify your authentication email address below. Don't use your primary work or school email." The "Authentication Email" field contains a partially redacted email address ending in "@gmail.com". A "verify" button is highlighted with a red box. Below the email field, there is a text message: "We've sent an email message containing a verification code to your inbox." The verification code field contains "642549". To the right of the code field is a "verify" button (highlighted with a red box) and a "try again" link. A "back" button is located below the code field. At the bottom of the page, there is a footer with "©2018 Microsoft Legal | Privacy" and a session expiration notice: "Your session will expire in 14:55".

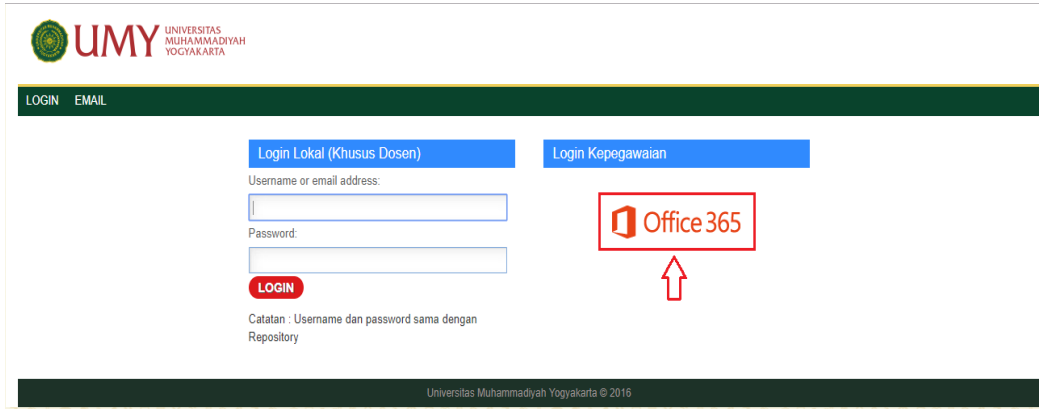
12. Jika 2 langkah diatas sudah didaftarkan klik “Finish”, maka proses verifikasi kode keamanan sudah selesai.



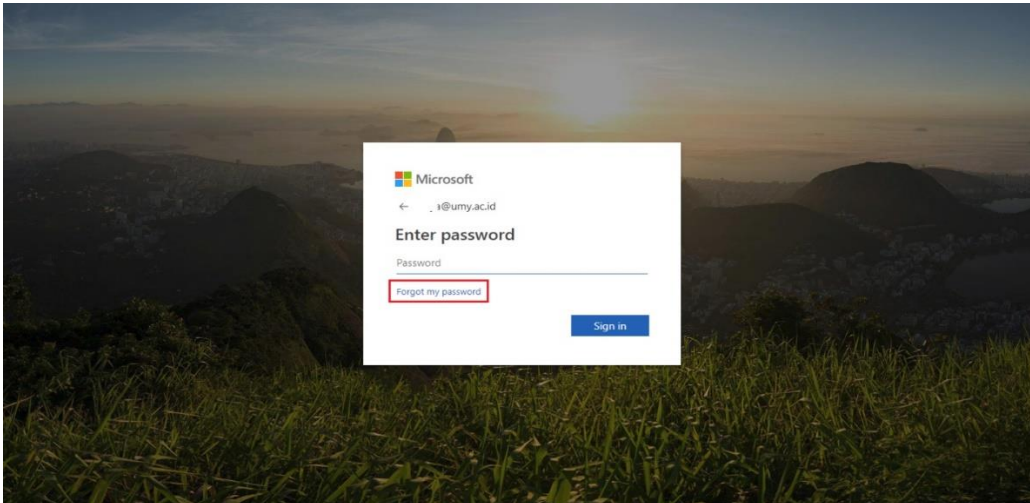
The screenshot shows the completion of the Microsoft account verification process. At the top, it says "don't lose access to your account!". Below this, there is a message: "Thanks! We'll use the info below to recover your account if you forget your password. Click 'finish' to close this page." There are two green checkmarks indicating successful setup: "Authentication Phone is set to +62 8 [redacted] Change" and "Authentication Email is set to [redacted]@gmail.com Change". A "finish" button is highlighted with a red box, and a "cancel" link is next to it. At the bottom of the page, there is a footer with "©2018 Microsoft Legal | Privacy" and a session expiration notice: "Your session will expire in 14:52".

B. Langkah-langkah melakukan *reset password* akun Office 365

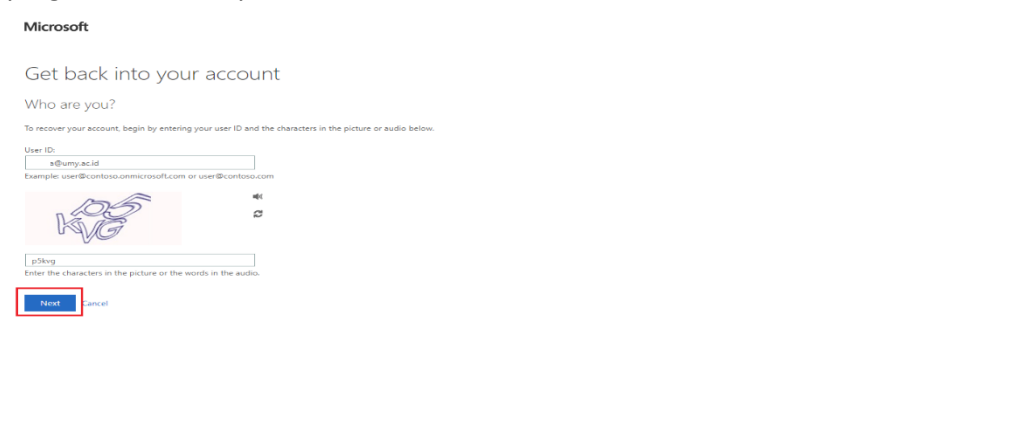
1. Masuk ke Office 365 dengan menggunakan laman (*website*) kepegawaian.ummy.ac.id atau webmail.ummy.ac.id.



2. Masukkan *username* kemudian klik “Next”, kemudian pilih bagian *Forget my password*.



3. Selanjutnya, isikan alamat email yang Anda gunakan untuk akun tersebut lalu verifikasi *captcha* yang ada dibawahnya. Klik “Next”.



4. Lanjutkan dengan mengikuti step-step berikut.
 - a. Langkah 1 menggunakan email.

Microsoft

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

Email my alternate email

Text my mobile phone

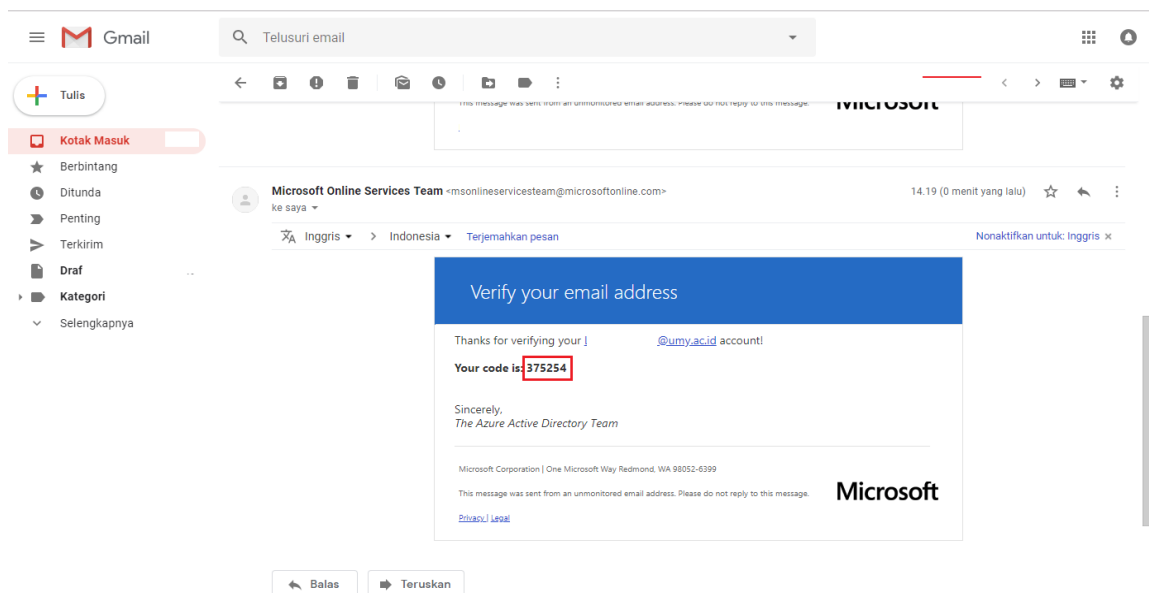
Call my mobile phone

You will receive an email containing a verification code at your alternate email address (li*****@gmail.com).

[Email](#) [Back](#)

[Cancel](#)

- Silahkan buka email Anda, kemudian cari email dari Microsoft untuk melihat kode verifikasi yang sudah dikirimkan.



- Masukkan kode verifikasi kemudian klik "Next".

- b. Langkah ke 2 metode nomor telepon, klik "Text".

Microsoft

Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****22) below. You will then receive a text message with a verification code which can be used to reset your password.

08.....

Text

[Cancel](#)

- Masukkan kode verifikasi yang sudah dikirimkan ke nomor telepon Anda, kemudian klik "Next".

Microsoft

Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

Text my mobile phone

Call my mobile phone

We've sent you a text message containing a verification code to your phone.

415307

Next

[Try again](#)

[Contact your administrator](#)

[Cancel](#)

- Di halaman berikutnya, buatlah *password* baru kemudian konfirmasi ulang *password* yang baru Anda buat

Microsoft

Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

* Enter new password:

strong

* Confirm new password:

Finish

Cancel

- Jika berhasil, akan muncul pesan bahwa akun Anda telah dipulihkan. Sekarang Anda sudah bisa login menggunakan password baru Anda.

Microsoft

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).