## PANDUAN LOGIN WEBMAIL / OUTLOOK (Bagi Mahasiswa Baru)

- 1. Silakan akses http://webmail.umy.ac.id
- 2. Pada tampilan form Login isikan alamat email UMY anda.

Sign in	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
	Next

### Catatan !!

Email UMY dapat dilihat pada **halaman beranda KRS** masing-masing. Jika email anda **belum tercantum** pada halaman tersebut, silakan menunggu karena proses pembuatan email masih dilakukan.

3. Masukan Password Temporari yang telah tercantum pada halaman Beranda KRS anda.

```
Email Anda :
yulia.ariska.ft21@mail.umy.ac.id
Password Temporari Email : Naw62401
```

### Catatan !!

Segera ganti password anda saat telah login pertama kali di webmail. Pastikan anda MENCATAT password baru anda.

yulia.ariska.ft21@mail.umy.a	c.id
Update your pass	word
You need to update your pas the first time you are signing password has expired.	sword because this is in, or because your
•••••	

Setelah selesai mengisi form Update your password klik tombol Sign in

4. Pada tampilan berikut klik tombol Next



5. Pada halaman berikut **disarankan** anda mengisi salah satu atau kedua pilihan dibawah ini untuk mengantisipasi saat anda **lupa password**.

Klik **Set it up now** pada pilihan autentikasi yang anda kehendaki Catatan !! Sangat disarankan untuk memilih auntentikasi email.

Microsoft		yulia.ariska.ft21@mail.umy.ac.id
don't lose access to your a	ccount!	
To make sure you can reset your password, we need to co secure. You'll need to set up at least 1 of the options belo	illect some info so we can verify who y w.	ou are. We won't use this to spam you - just to keep your account more
Authentication Phone is not configured Set it up now	а	
Authentication Email is not configured Set it up now	b	
finish cancel		
©2021 Microsoft Legal   Privacy		Your session will expire in 14

### a. set up phone number

- pada kolom **Select your country or region** pilih **Indonesia (+62)** 

dop't loco accors to you	ur account		
uonit lose access to you	ar account!		
Please verify your authentication phone number b	pelow.		
Authentication phone			
Select your country or region	~		
Iceland (+354)	· /		
India (+91)			
Indonesia (+62)	K		
Iran (+98)			
Iraq (+964)			
Ireland (+353)			
Israel (+972)			
Italy (+39)			
Jamaica (+1876)			
Jamaica (+1658)			
Japan (+81)			
Jordan (+962)			
Kazakhstan (+7)			
Kenya (+254)			
Kiribati (+686)			
Korea, Democratic People's Republic of (+850)			
Korea, Republic of (+82)			
NOSOVO (+383)			
Kuwait (+ 505)			

 Isi nomor handphone anda seperti pada gambar dibawah ini. Mulai dari angka setelah 0 (nol). Kemudian klik Text me, tunggu kode verifikasi dikirimkan melalui sms ke nomor anda

Microsoft	yulia.ariska.ft21@mail.umy.ac.id	L	?
don't lose access to your account!			
Please verify your authentication phone number below.			
Authentication phone			
Indonesia (+62) 🗸			
81578207400			
text me call me			
hand			
Uack			
©2021 Microsoft Legal   Privacy	Your session will expire in	14:5	56

- Masukan kode verifikasi yang telah anda dapatkan pada kolom yang telah disediakan. Kemudian klik **verify** 

Microsoft	yulia.ariska.ft21@mail.umy.ac.id   <b>?</b>
don't lose access to your account!	
Please verify your authentication phone number below.	
Independent (162)	
81578207400	
text me call me	
853023 verify try again	

# Catatan !!

Jika anda tidak menerima sms kode verifikasi, pastikan kembali nomor yang anda masukan benar dan sesuai ketentuan.

contoh kode sms yang masuk melalui sms :

	9.00 AM
8	Use verification code 036767 for Universitas Muham authentication.

## b. set up email

- masukan alamat email alternatif anda. Pastikan email yang anda isikan pada kolom ini adalah email selain dari email UMY anda.
- klik **email me** kemudian cek pada email alternatif anda untuk mendapatkan kode verifikasi tersebut.
- masukan kode verifikasi seperti pada gambar berikut kemudian klik verify

Microsoft	yulia.ariska.ft21@mail.umy.ac.id
don't lose access to your account!	
Please verify your authentication email address below. Don't use your primary work or school email.	
Authentication Email	
ariska.sudarsono@gmail.com	
email me	
we ve sent an email message containing a venication code to your indox.	
681990 verify ry again	
back	
©2021 Microsoft Legal   Privacy	Your session will expire in 1

## Catatan !!

Jika anda tidak menerima email kode verifikasi, pastikan kembali email alternatif yang anda masukan benar dan sesuai ketentuan.

#### contoh email kode verifikasi dari Microsoft :

	Universitas Muhammadiyah Yogyakarta account email verification code Intervention							
•	msonlineservices to me 👻	team@microsoftonline.com	9:04 AM (0 minutes ago)	☆	4	:		
		Verify your email address						
		Thanks for verifying your <u>yulia ariska.ft21@mail.umy.ac.id</u> account! Your code is: 681990 Sincerely,						
		Universitas Muhammadiyah Yogyakarta Microsoft Corporation   One Microsoft Way Redmond, WA 98052-6399 This message was sent from an unmonitored email address. Please do not reply to this message. Privacy.   Legal	Microsoft					

6. Setelah semua autentikasi di set-up klik tombol finish

Microsoft	yulia.ariska.ft21@mail.umy.ac.id   ?
don't lose access to your account!	
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.	
Authentication Phone is set to +62 81578207400. Change	
Authentication Email is set to ariska.sudarsono@gmail.com. Change	
finish cancel	
©2021 Microsoft Legal   Privacy	Your session will expire in 14:56

7. Pada tampilan berikut klik Yes

Stay sign	ed in?	
Do this to redu to sign in.	ce the number of t	imes you are asked
Don't sho	v this again	

8. Anda telah masuk pada halaman awal webmail mahasiswa anda

	Office 365		✓ Search				r,	٢	? (	YS
final contraction of the second secon	Good	l morning					Install Office	~		^
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4				one to get started.						
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