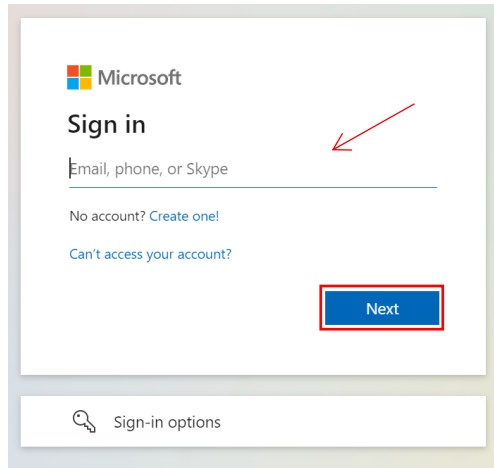


PANDUAN LOGIN WEBMAIL / OUTLOOK (Bagi Mahasiswa Baru)

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



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. Masukkan Password Temporari yang telah tercantum pada halaman Beranda KRS anda.

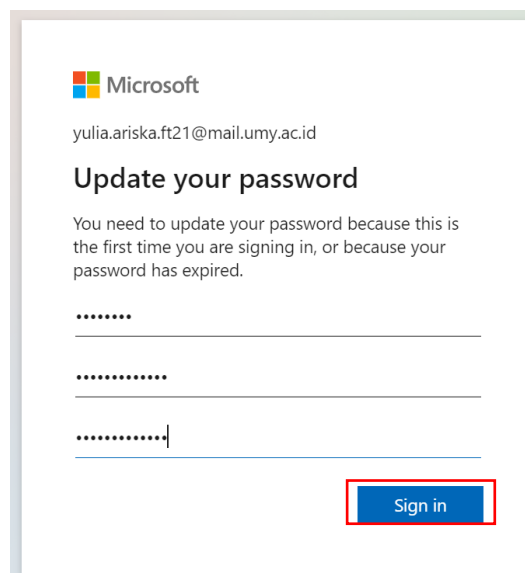
Email Anda :

yulia.ariska.ft21@mail.umy.ac.id

Password Temporari Email : Naw62401

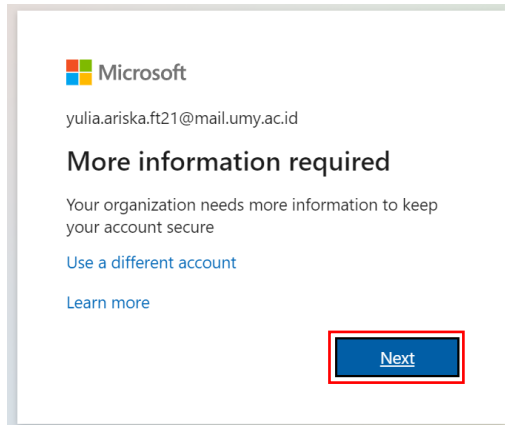
Catatan !!

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



Setelah selesai mengisi form Update your password klik tombol **Sign in**

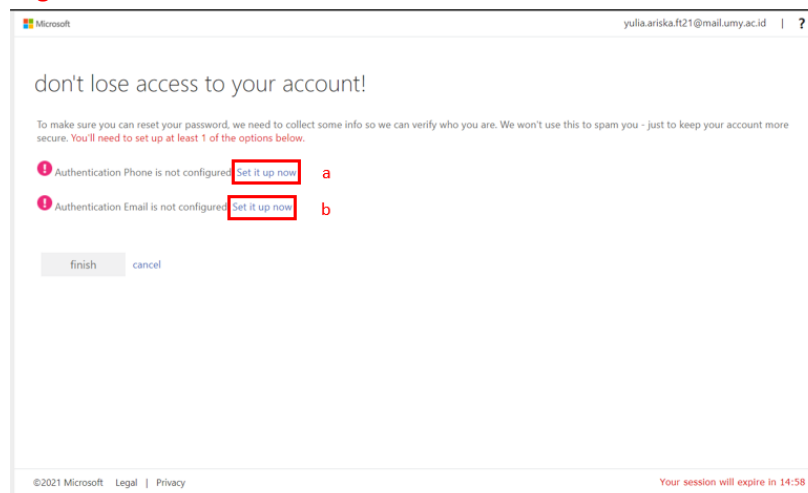
4. Pada tampilan berikut **klik tombol Next**



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

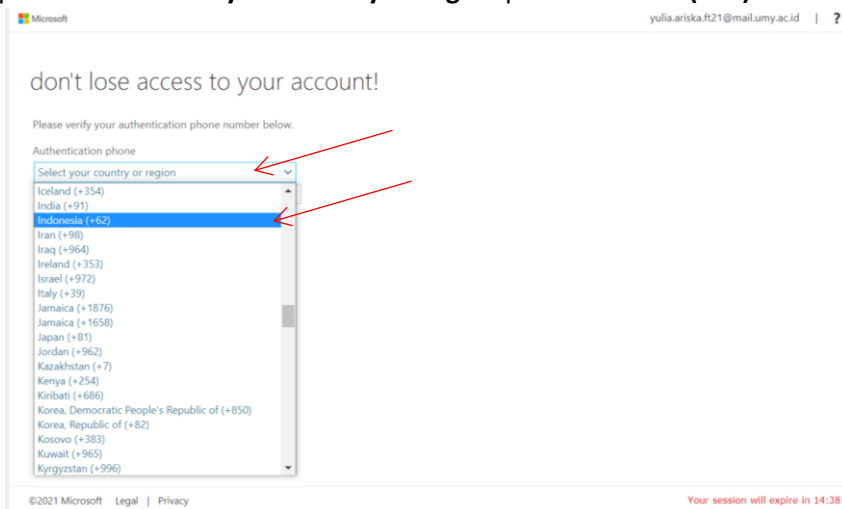
Klik **Set it up now** pada pilihan autentikasi yang anda kehendaki

Catatan !! Sangat disarankan untuk memilih autentikasi email.

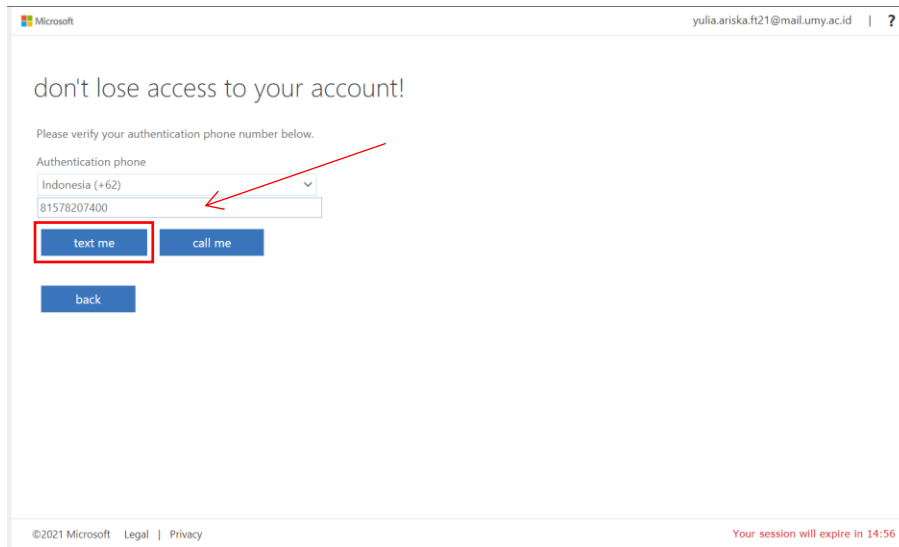


a. **set up phone number**

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

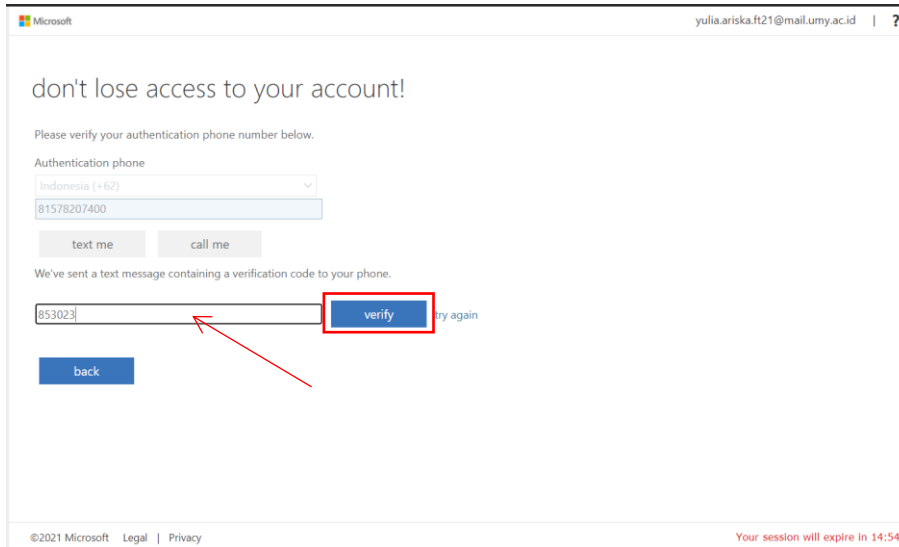


- Isi nomor handphone anda seperti pada gambar dibawah ini. Mulai dari angka **setelah 0 (nol)**. Kemudian klik **Text me**, tunggu **kode verifikasi** dikirimkan melalui sms ke nomor anda



The screenshot shows a Microsoft account verification page. At the top, it says "don't lose access to your account!". Below that, it asks to "Please verify your authentication phone number below." There is a dropdown menu for "Authentication phone" set to "Indonesia (+62)" and a text input field containing "81578207400". A red arrow points to the "text me" button, which is highlighted with a red box. Other buttons include "call me" and "back". At the bottom, there is a footer with "©2021 Microsoft Legal | Privacy" and "Your session will expire in 14:56".

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

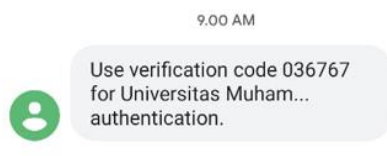


The screenshot shows the same Microsoft account verification page. The "text me" button is now disabled. Below the "Authentication phone" section, it says "We've sent a text message containing a verification code to your phone." There is a text input field containing "853023" and a "verify" button highlighted with a red box. A red arrow points to the input field. Other buttons include "call me" and "back". At the bottom, there is a footer with "©2021 Microsoft Legal | Privacy" and "Your session will expire in 14:54".

Catatan !!

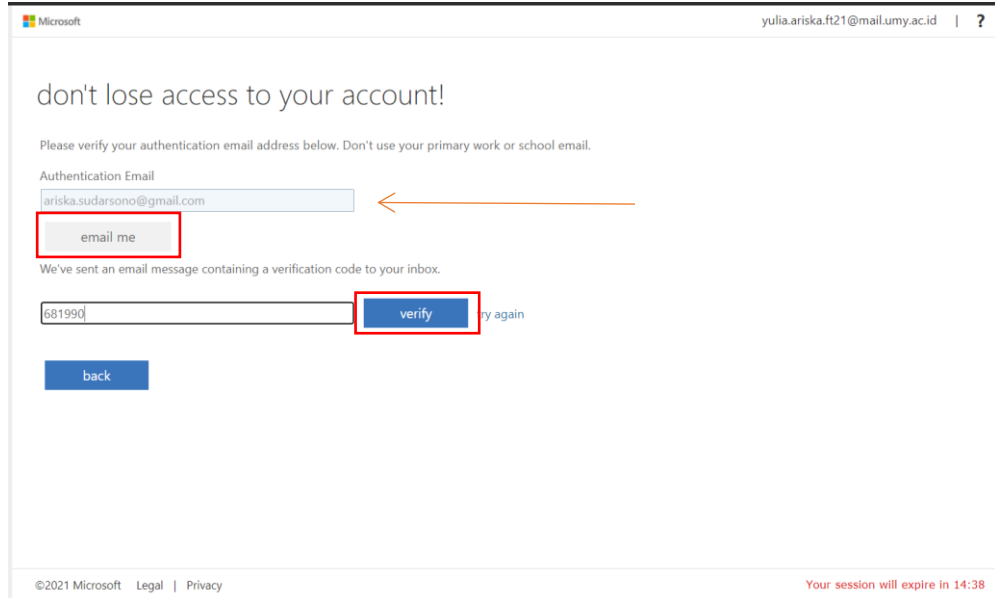
Jika anda tidak menerima sms kode verifikasi, pastikan kembali nomor yang anda masukan benar dan sesuai ketentuan.

contoh kode sms yang masuk melalui sms :



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**

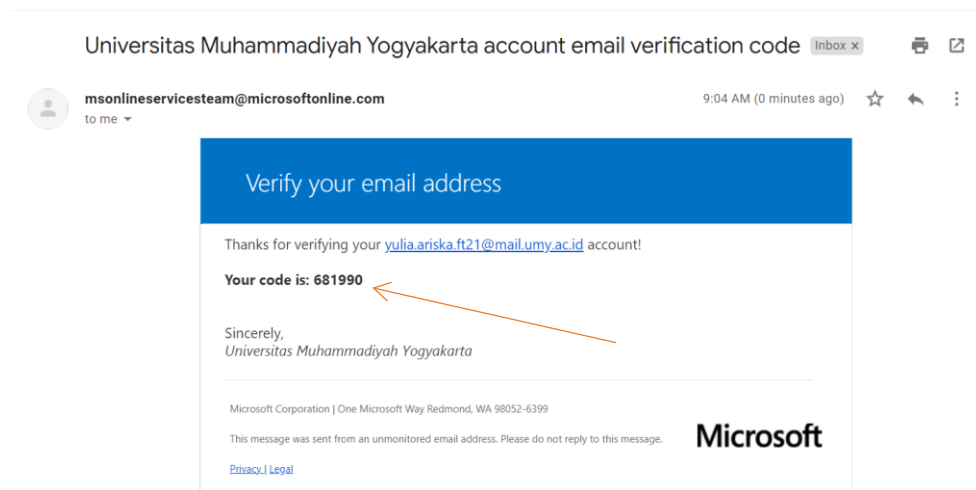


The screenshot shows a Microsoft account verification page. At the top, it says "don't lose access to your account!" and "Please verify your authentication email address below. Don't use your primary work or school email." The "Authentication Email" field contains "ariska.sudarsono@gmail.com" and is highlighted with a red box. Below it is an "email me" button, also highlighted with a red box. A message states "We've sent an email message containing a verification code to your inbox." The verification code field contains "681990" and is highlighted with a red box. Next to it is a "verify" button, also highlighted with a red box. There is a "back" button at the bottom left. The footer includes "©2021 Microsoft Legal | Privacy" and "Your session will expire in 14:38".

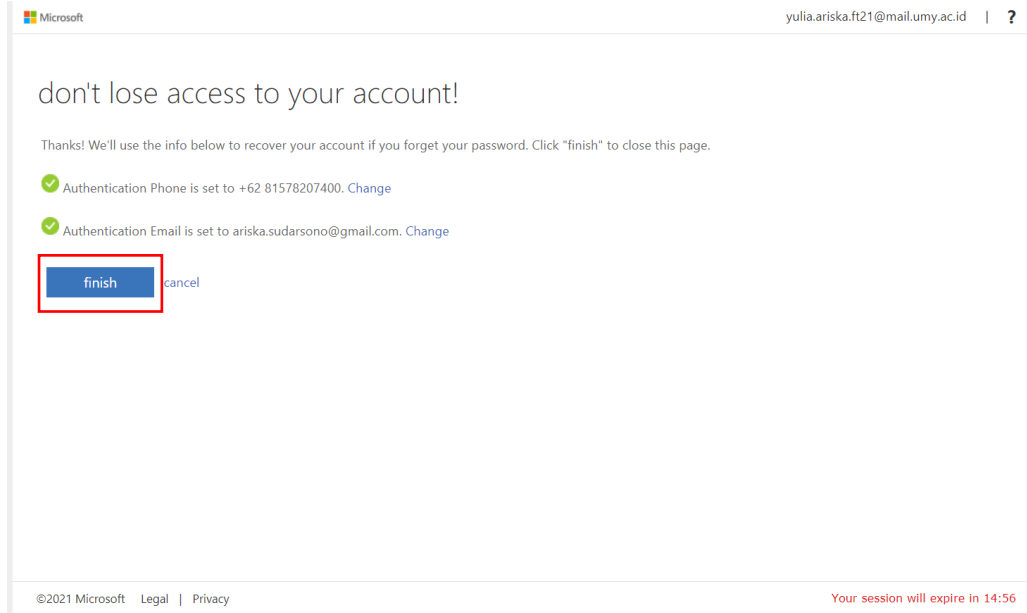
Catatan !!

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

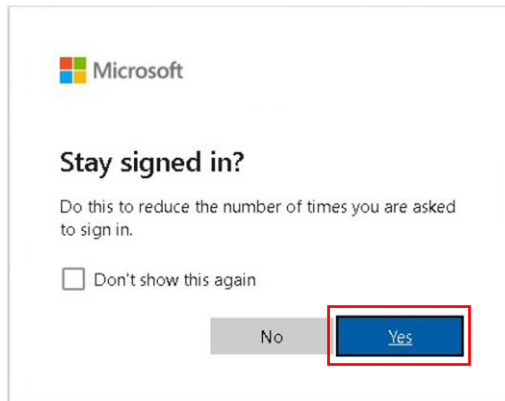
contoh email kode verifikasi dari Microsoft :



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



7. Pada tampilan berikut klik **Yes**



8. Anda telah masuk pada halaman awal webmail mahasiswa anda

