

1. Tampilan halaman awal setelah berhasil login ke alamat http://webmail.umy.ac.id

2. Jika tampilannya seperti ini silikan diklik menu (sebelah kiri atas atau samping Outlook)

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3. Klik Office 365



4. Setelah itu tampilan akan seperti Point No. 1, kemudian Klik Pengaturan (Gambar GIR di sebelah kanan atas)



5. Klik Password -> Change your Password

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6. Ubah Sandi Anda dengan masukkan password lama Anda, tulis password yang baru dan konfirmasi Kembali password barunya

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.
<b>User ID</b> agung.joko.ft21@mail.umy.ac.id
Old password
•••••
Create new password
Confirm new password
•••••
Submit Cancel

Change password

## Perhatikan Aturan Password Baru !!

- a. Minimal 8 karakter
- b. Terdiri dari huruf kapital, huruf kecil dan angka
- c. Tidak boleh mengandung unsur nama sesuai dengan alamat emailnya

7. Jika berhasil ubah password akan diminta untuk memasukkan Kembali password yang baru



8. Selesai, Anda sudah berhasil Ubah Sandi

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