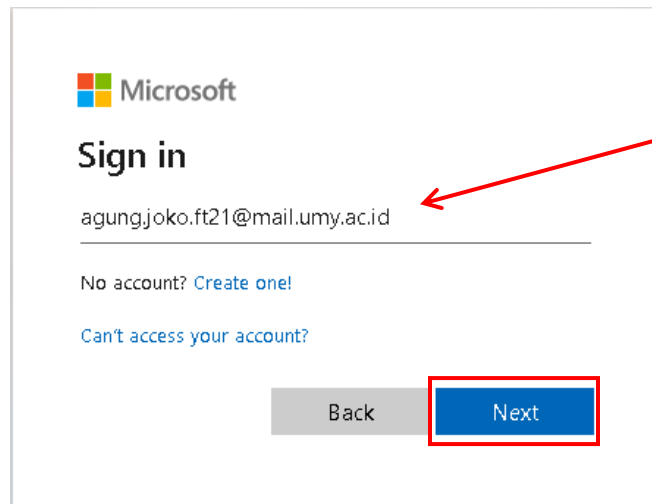


## Panduan 'Forgot my password' pada Webmail

1. Akses <http://webmail.umy.ac.id> kemudian isikan alamat email anda dan klik **Next**



Microsoft

### Sign in

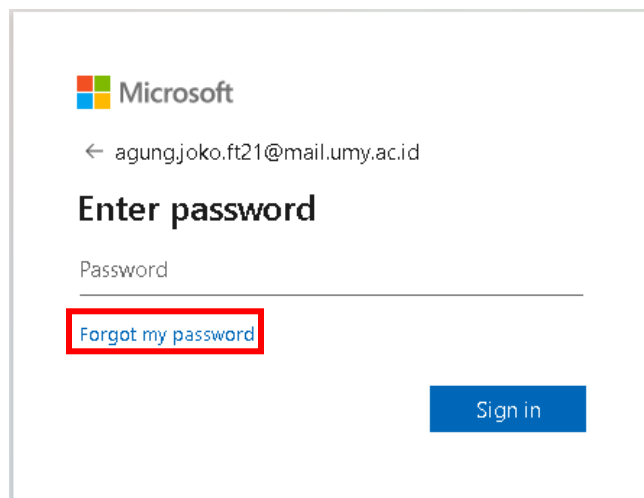
agungjoko.ft21@mail.umy.ac.id

No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)

2. Klik **Forgot my password**



Microsoft

← agungjoko.ft21@mail.umy.ac.id

### Enter password

Password

[Forgot my password](#)

[Sign in](#)

3. Masukkan email anda seperti pada kolom dibawah ini dan juga captcha yang tertera kemudian klik **Next**

**Microsoft**

## Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username:

agung.joko.ft21@mail.umy.ac.id

Example: user@contoso.onmicrosoft.com or user@contoso.com



SKG5N6KK

Enter the characters in the picture or the words in the audio.

**Next**

Cancel

4. Anda akan diarahkan pada halaman **Get back into your account** dengan 3 pilihan, Silakan pilih salah satu yang pernah Anda daftarkan pada Tahap Autentikasi

☒ Email my alternate email

☐ Text my mobile phone

☐ Call my mobile phone

a. Cara 1 : **Email my alternate email**

- Masukkan email alternatif Anda yang pernah Anda daftarkan pada Tahap Autentikasi email kemudian Klik **Next**

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Email my alternate email

☐ Text my mobile phone

☐ Call my mobile phone

We've sent an email message containing a verification code to your inbox.

li: . @gmail.com

Next

- Klik **Email** untuk mendapatkan kode verifikasi

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the 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

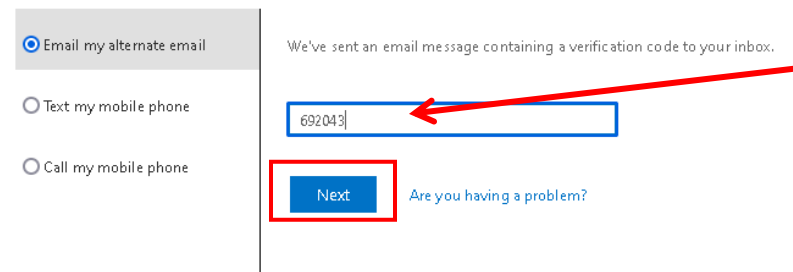
- Masukan kode verifikasi yang telah anda dapat melalui email kemudian klik **Next**

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:



- Masukan password baru anda kemudian klik **Finish**

Microsoft

Get back into your account

verification step 1 ✓ > choose a new password



- Setelah berhasil mengganti password, silakan login kembali menggunakan password baru anda

Microsoft

Get back into your account

✓ Your password has been reset

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

b. Cara 2 : **Text my mobile phone**

- Masukan nomor handphone anda kemudian klik **Text**

Microsoft

## Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☐ Email my alternate email

☒ Text my mobile phone

☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*51) below. You will then receive a text message with a verification code which can be used to reset your password.

081388880851

Text

- Masukan kode verifikasi yang dikirimkan ke nomor anda melalui sms kemudian klik **Next**

Microsoft

## Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☐ Email my alternate email

☒ Text my mobile phone

☐ Call my mobile phone

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

835533

Next

[Try again](#)

[Contact your administrator](#)

- Masukkan password baru anda kemudian klik **Finish**

Microsoft

Get back into your account

verification step 1 ✓ > choose a new password

\* Enter new password:

.....

strong

\* Confirm new password:

.....

Finish

Cancel

- Setelah berhasil mengganti password, silakan login kembali menggunakan password baru anda

Microsoft

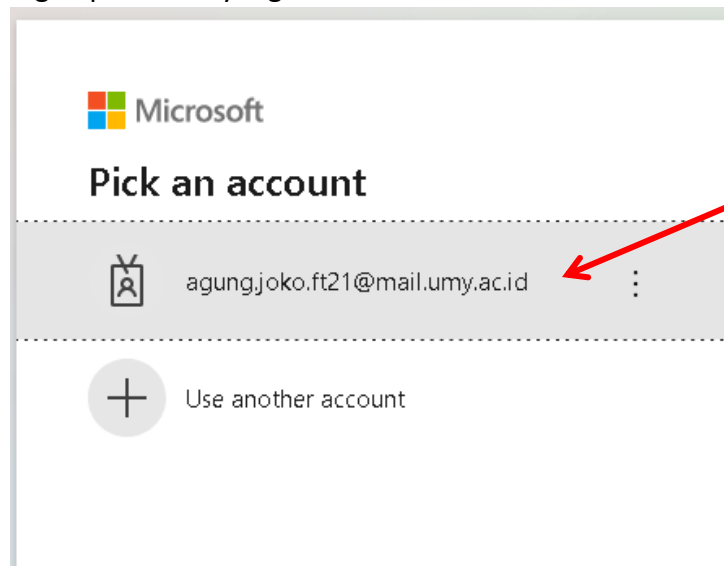
Get back into your account



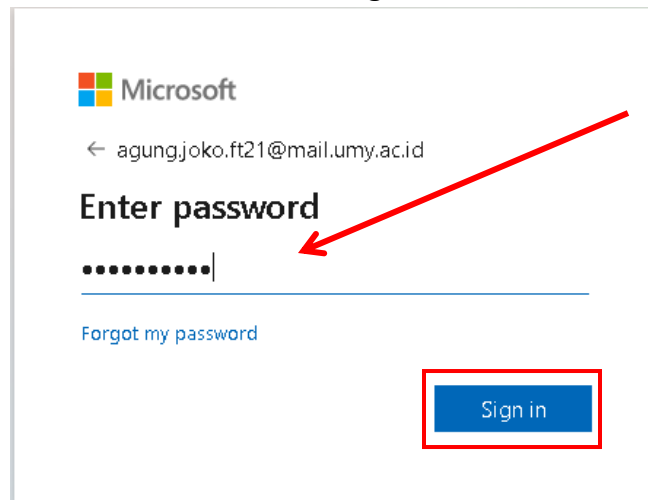
Your password has been reset

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

5. Login kembali dengan password yang telah diubah



6. Masukkan password baru anda kemudian klik **Sign in**



Microsoft

← agungjoko.ft21@mail.umy.ac.id

**Enter password**

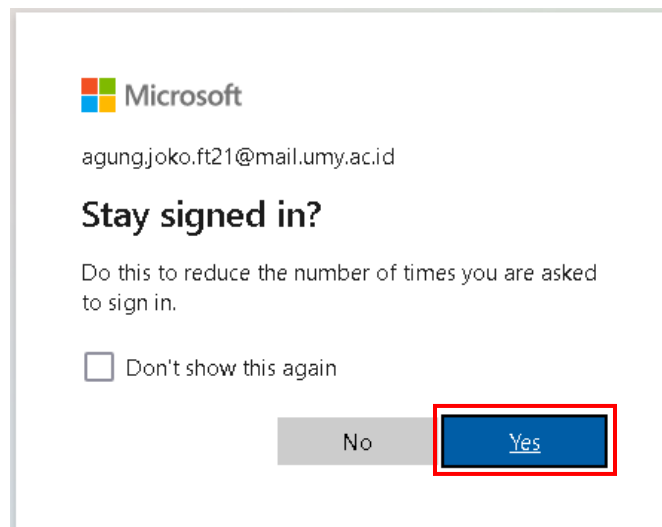
.....|

[Forgot my password](#)

**Sign in**

A red arrow points to the password input field, and a red box highlights the 'Sign in' button.

7. Klik **Yes**



Microsoft

agungjoko.ft21@mail.umy.ac.id

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No **Yes**

A red box highlights the 'Yes' button.

8. Halaman utama webmail

