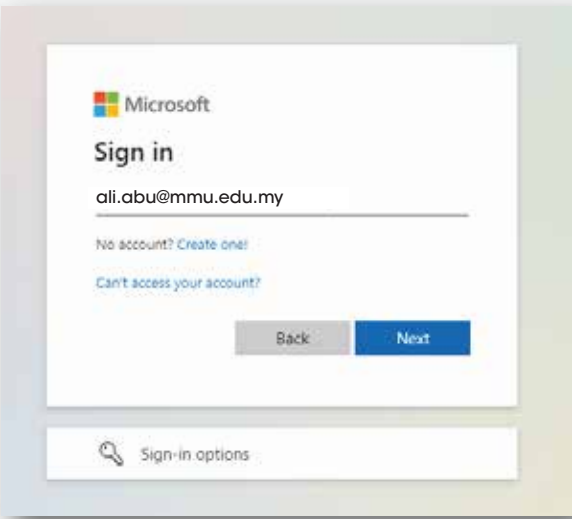
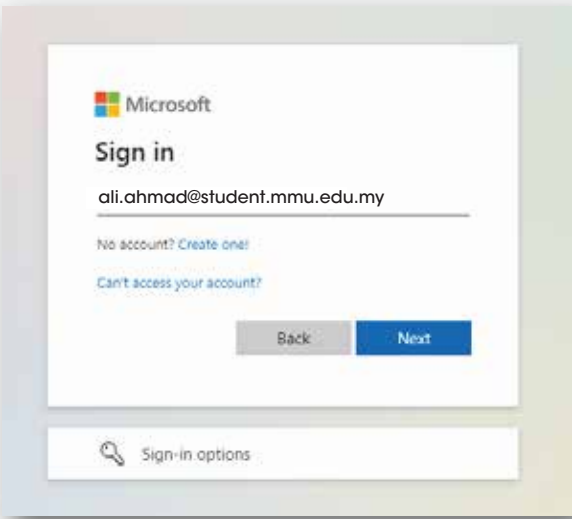
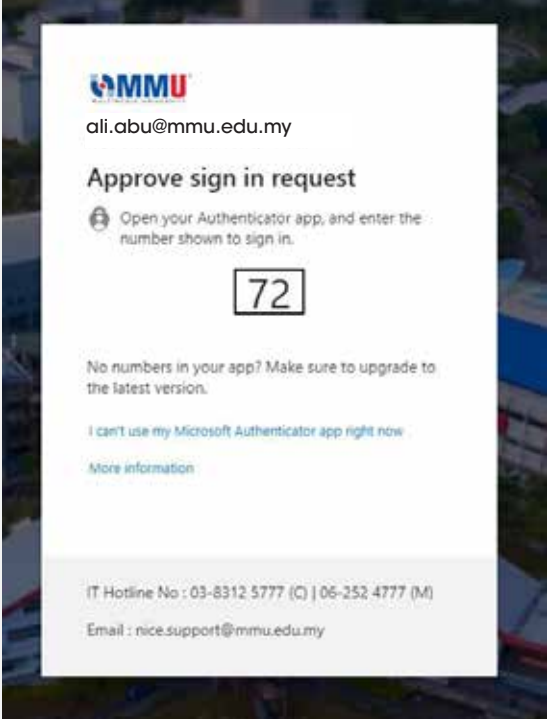
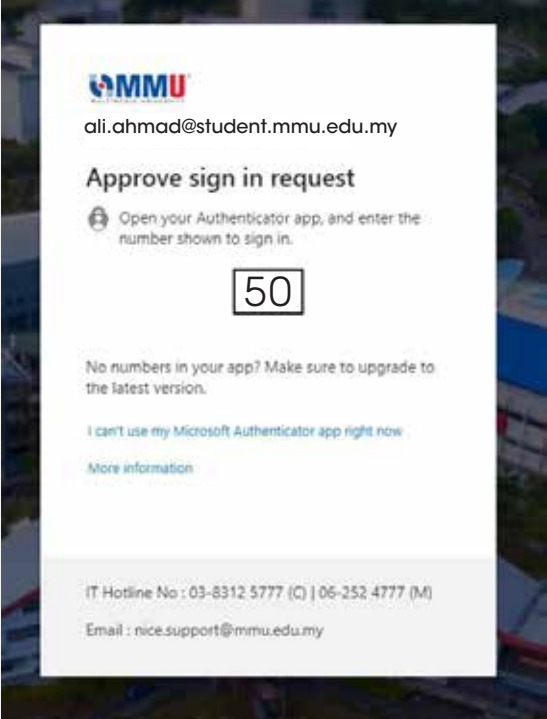
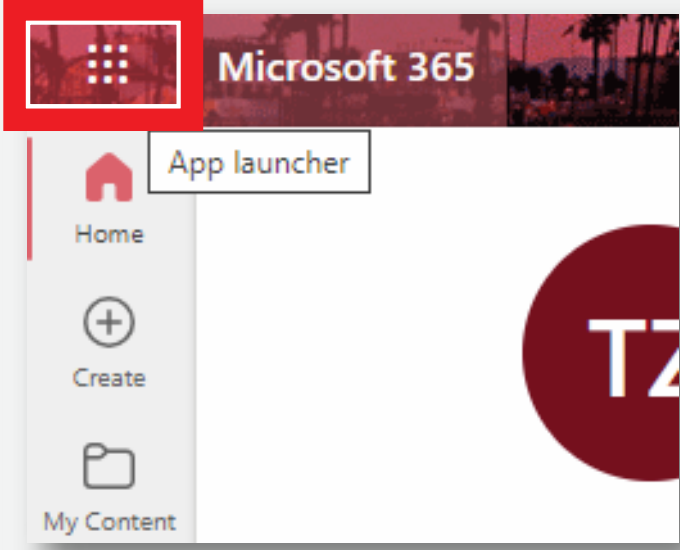


MICROSOFT 365 ACCESS STEP

Step	Staff	Student
1	Login to portal.office.com with your MMU e-mail Example: ali.abu@mmu.edu.my 	Login to portal.office.com with your MMU Student e-mail Example: ali.ahmad@student.mmu.edu.my 
2	Insert your IDM password 	Insert your IDM password 
3	Open your Authenticator app on your phone and enter the number shown to sign in.  If you have not set up the Multi-Factor Authentication yet, kindly refer <u>our guideline</u> for more information.	Open your Authenticator app on your phone and enter the number shown to sign in.  If you have not set up the Multi-Factor Authentication yet, kindly refer <u>our guideline</u> for more information.
4	Click Yes for this page 	Click Yes for this page 
5	Click app launcher 	
6	Select Outlook 