A. Steps to change student E-mail password

1. Students are to activate their account immediately upon the issuance of an ID Card. In order to activate the account, students must access the email server via [http://www.nilai.edu.my/current-students/student-webmail](http://www.nilai.edu.my/current-students/student-webmail) (Diagram A) or click directly to Microsoft OFFICE 365- Login Page at [https://login.microsoftonline.com/](https://login.microsoftonline.com/)

2. The Login ID for the email account is the same as the Student Login ID for accessing computer services. Example of the email addresses are as follows:

   For example :- students with 8-digits Student ID No:-
   (e.g. 00011054), all 8 numbers will be used:
   Email address is [n00011054@students.nilai.edu.my](mailto:n00011054@students.nilai.edu.my)
   Default first time login password : student@123
   Note: Students are required to change the passwords upon the first sign-in on the Microsoft Office365

   Diagram A ( [http://www.nilai.edu.my/current-students/student-webmail](http://www.nilai.edu.my/current-students/student-webmail) )
Diagram B (https://login.microsoftonline.com/)
3. **After Successful login,** you need to change your password for the first time you login. Put in your default current password and then put in your new Password twice and **Click on the button <Update Password and Sign in>** as per the Diagram C.

![Diagram C](image)

4. **Alternatively, at any point of time,** you need to change password manually, you can goto the **Settings page** and click on **Office365 settings**. As per Diagram D below:-

![Diagram D](image)
5. The Office365 settings page appears and click on the option Password as per below Diagram E:-

6. Change your new password as per below Diagram F:-

==End of Document==