A. <u>Steps to change student E-mail password</u>

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 (DiagramA)** or click directly to Microsoft OFFICE 365- Login Page at **https://login.microsoftonline.com/(Diagram B)**

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:**

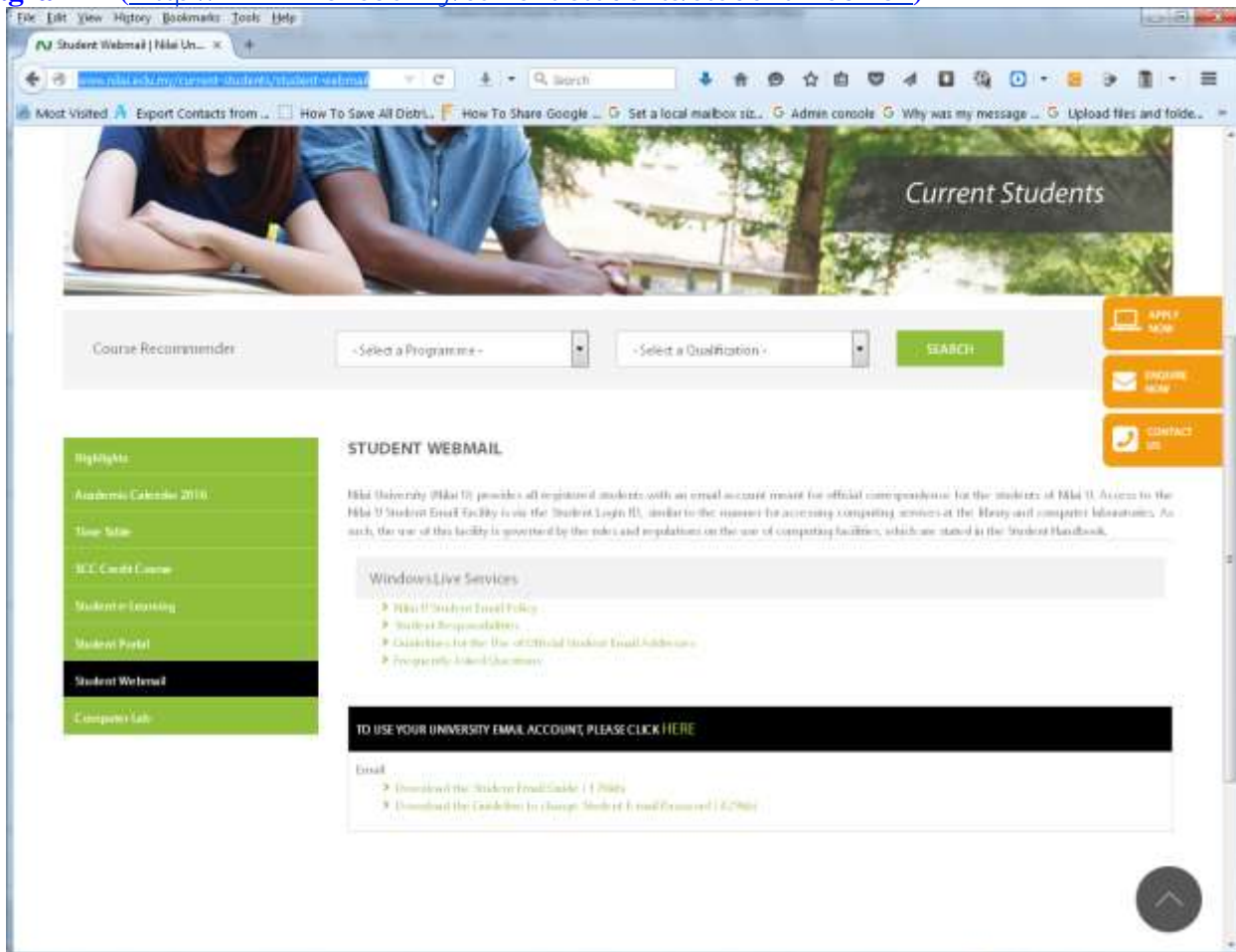   For example :- students with 8-digits Student ID No:-
   (e.g. 00011054), all 8 numbers will be used:
   Email address is n00011054@students.nilai.edu.my
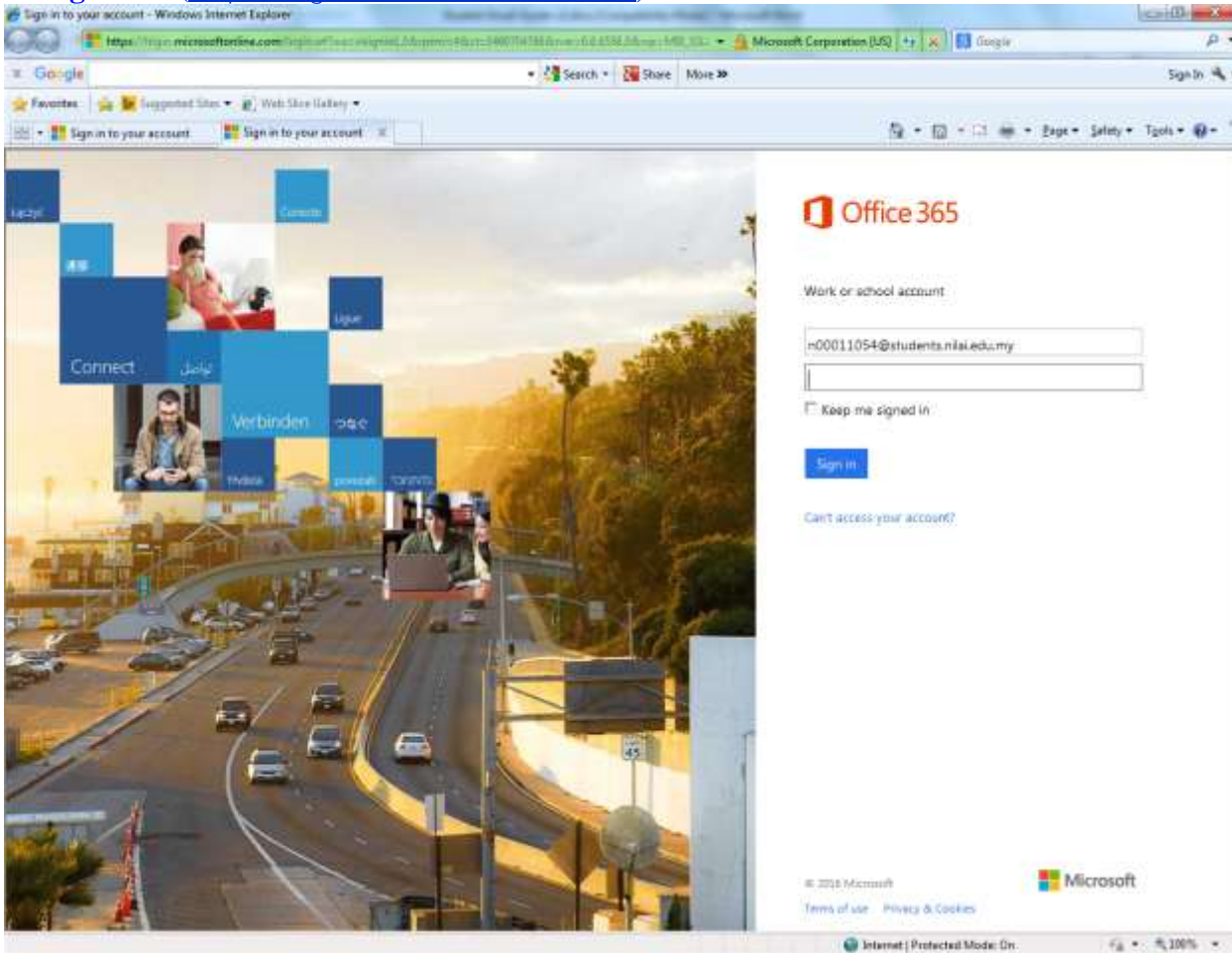   Default first time login password : student@123
   Note: Students are required to change the passwords upon the first sign-in on the Microsoft Office365
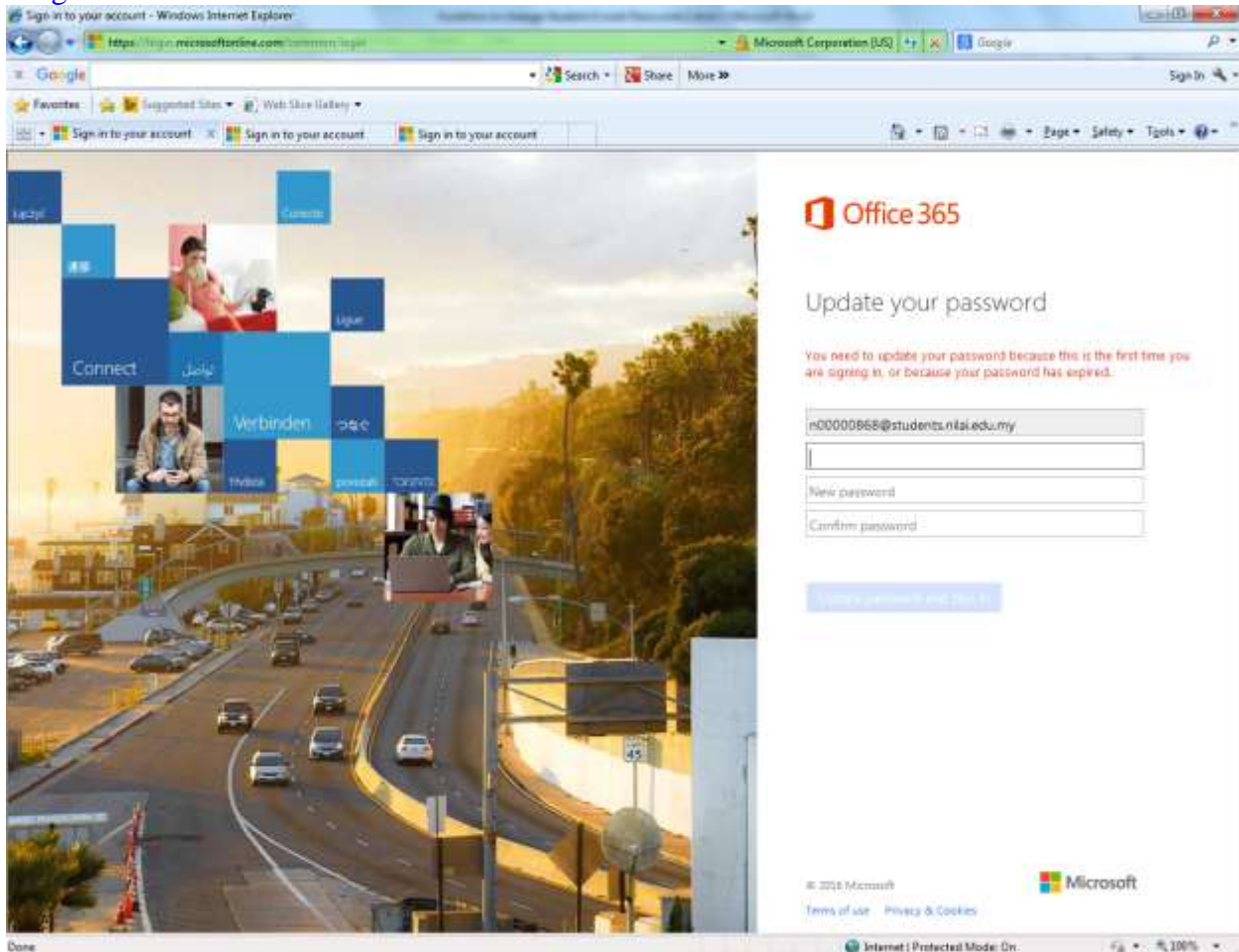
Diagram A (http://www.nilai.edu.my/current-students/student-webmail**)**

DiagramA

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.**
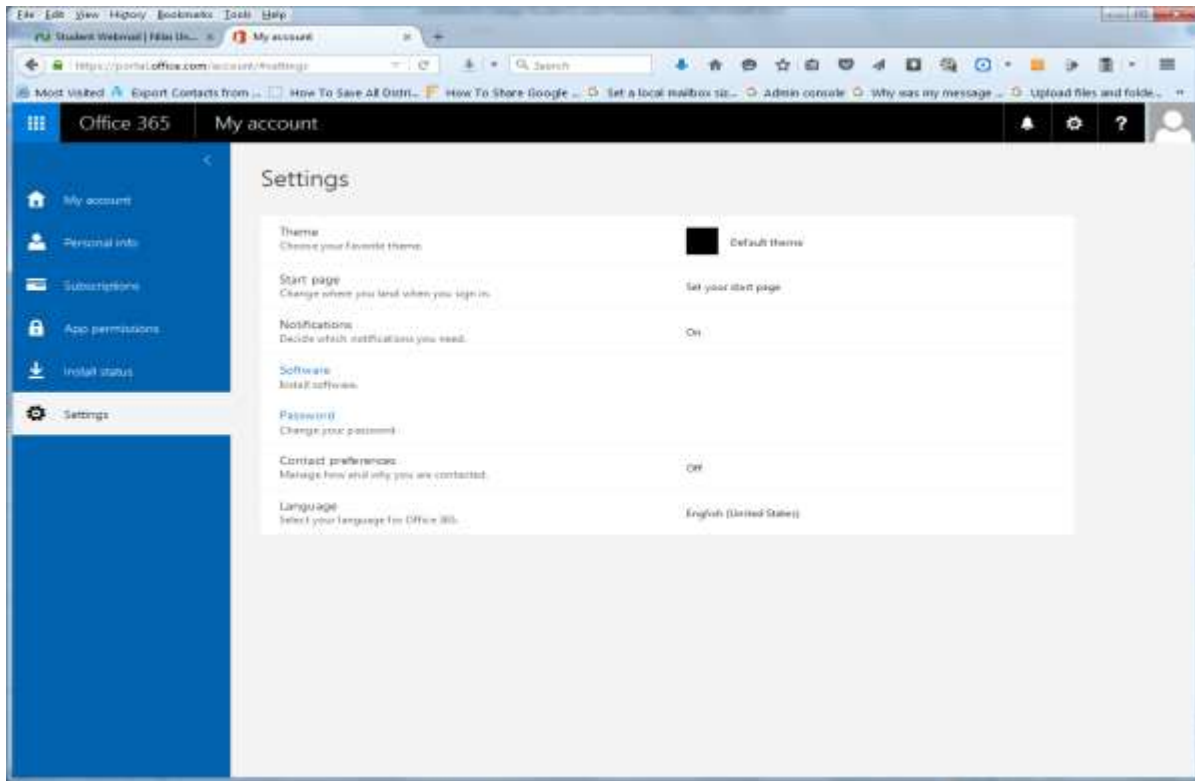
Diagram C

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:-**

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==