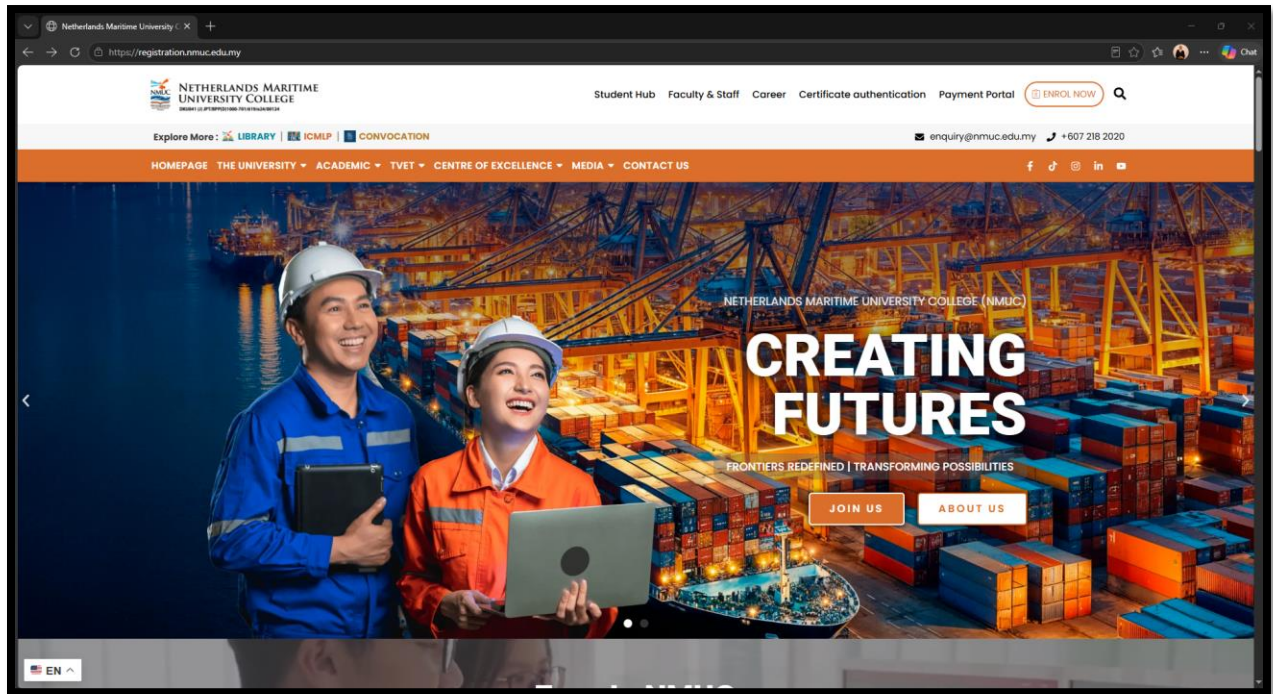


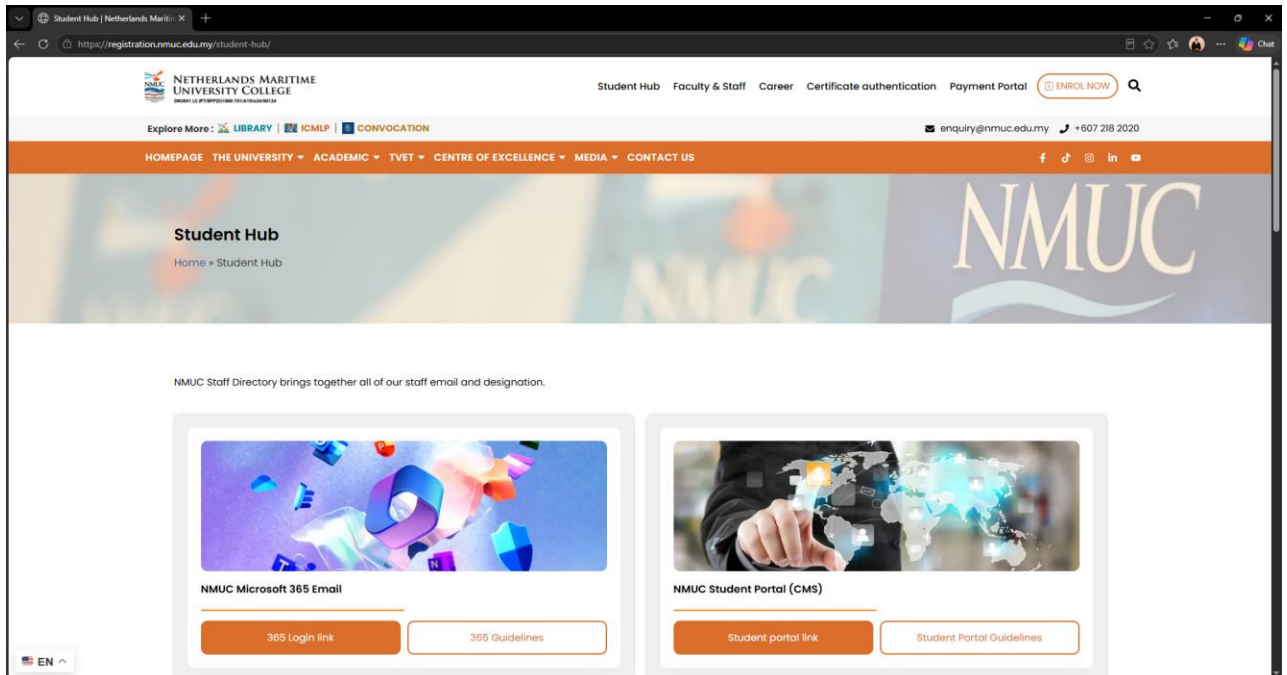
Tutorial Login into NMUC Microsoft 365 account. (Student Edition)

1. Open a web browser on your computer or mobile device. Search up

<https://www.nmuc.edu.my/>.

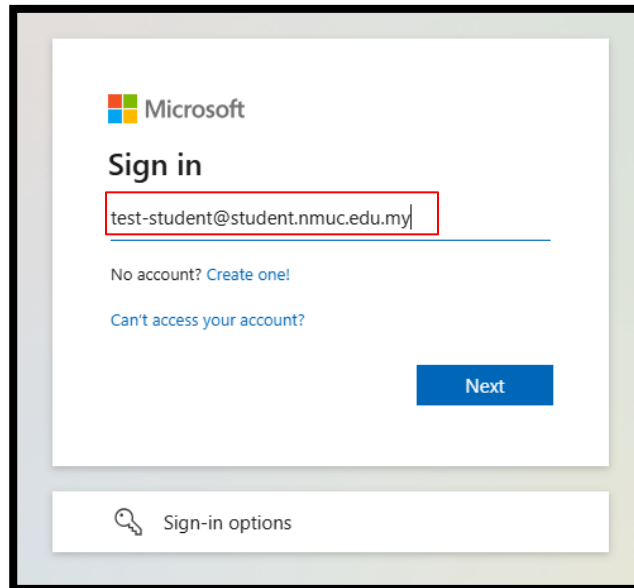


2. Click on **Student Hub**, then select **NMUC Microsoft 365 Email** to proceed with the next step of logging in to or resetting your student account password.

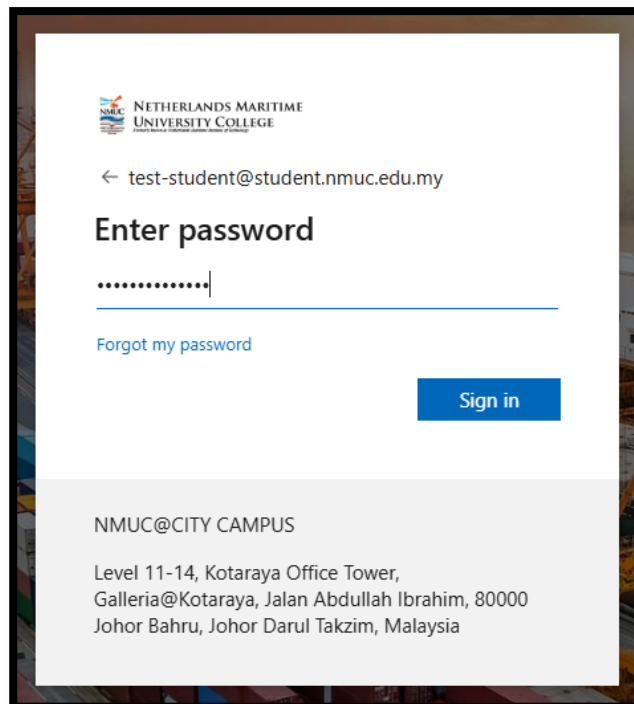


3. Sign in your student account, as shown below: **<Student ID>@student.nmuc.edu.my**

The default password for each account created is **StrongP@ssw0rd.**



A screenshot of the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "test-student@student.nmuc.edu.my", which is highlighted with a red rectangular border. Below the input field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom, there is a section titled "Sign-in options" with a key icon.

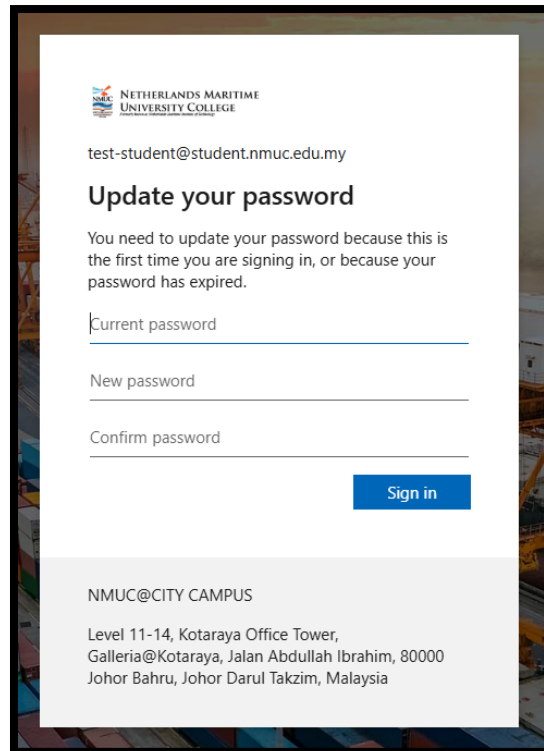


A screenshot of the Netherlands Maritime University College (NMUC) "Enter password" screen. At the top is the NMUC logo and the text "NETHERLANDS MARITIME UNIVERSITY COLLEGE". Below this is a back arrow icon followed by the email address "test-student@student.nmuc.edu.my". The main heading is "Enter password". Below it is a password input field with masked characters ".....". A link "Forgot my password" is located below the password field. A blue "Sign in" button is on the right. At the bottom, the text "NMUC@CITY CAMPUS" is displayed, followed by the address: "Level 11-14, Kotaraya Office Tower, Galleria@Kotaraya, Jalan Abdullah Ibrahim, 80000 Johor Bahru, Johor Darul Takzim, Malaysia".

4. After logging in with the default password, you must change it to your own.

Current password: **'Default password'**

New & confirm password: **<Your password>**

A screenshot of a web page for password updating. The page has a white background with a blue header containing the NMUC logo and name. Below the header, the email 'test-student@student.nmuc.edu.my' is displayed. The main heading is 'Update your password'. A message explains that the password must be updated due to a first-time login or expiration. There are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is positioned to the right of the 'Confirm password' field. At the bottom, a grey footer block contains the campus name 'NMUC@CITY CAMPUS' and its address in Johor Bahru, Malaysia.

 NETHERLANDS MARITIME
UNIVERSITY COLLEGE

test-student@student.nmuc.edu.my

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

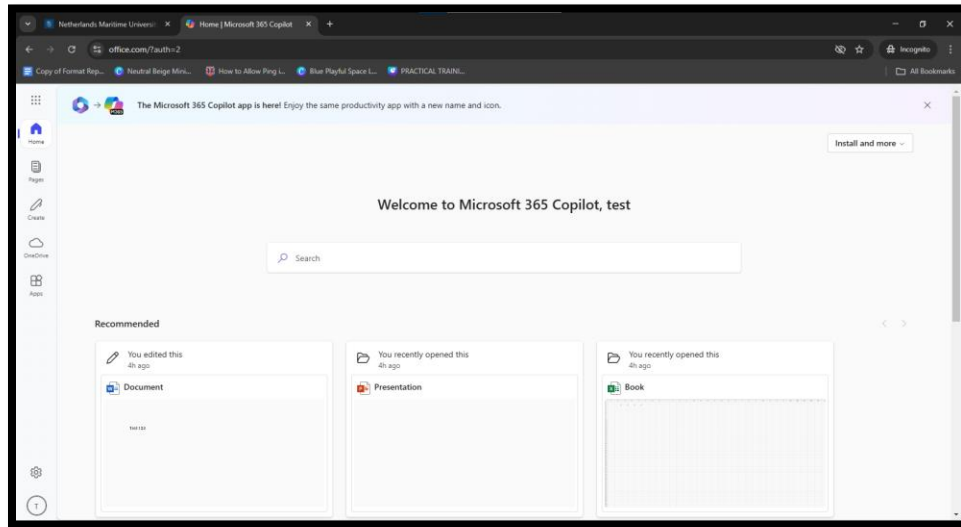
Confirm password

[Sign in](#)

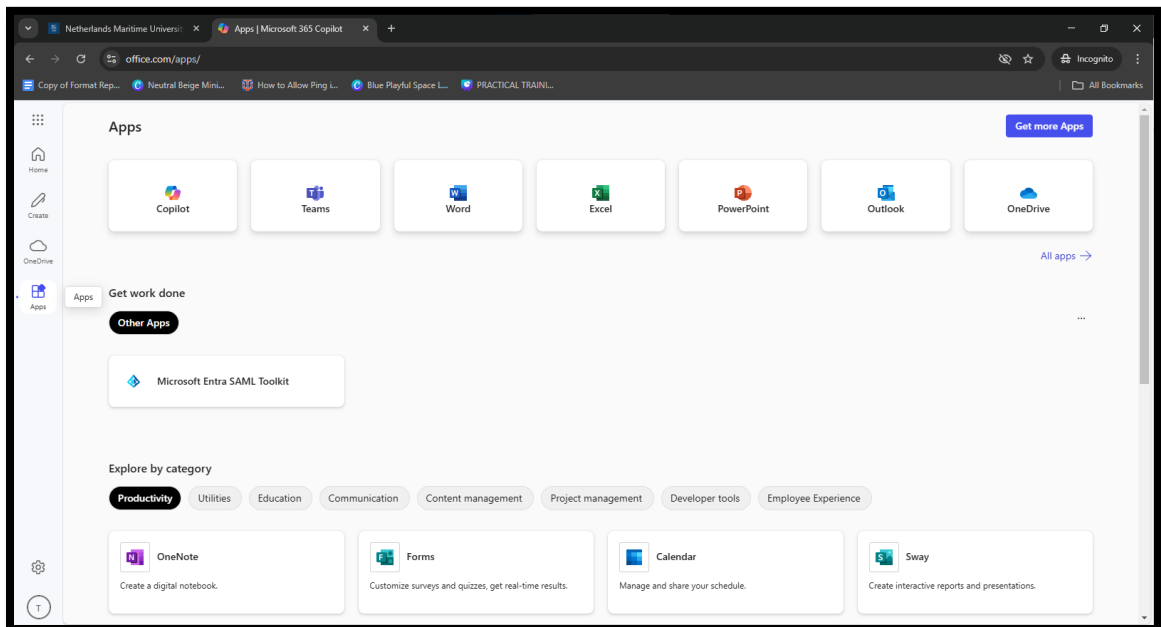
NMUC@CITY CAMPUS

Level 11-14, Kotaraya Office Tower,
Galleria@Kotaraya, Jalan Abdullah Ibrahim, 80000
Johor Bahru, Johor Darul Takzim, Malaysia

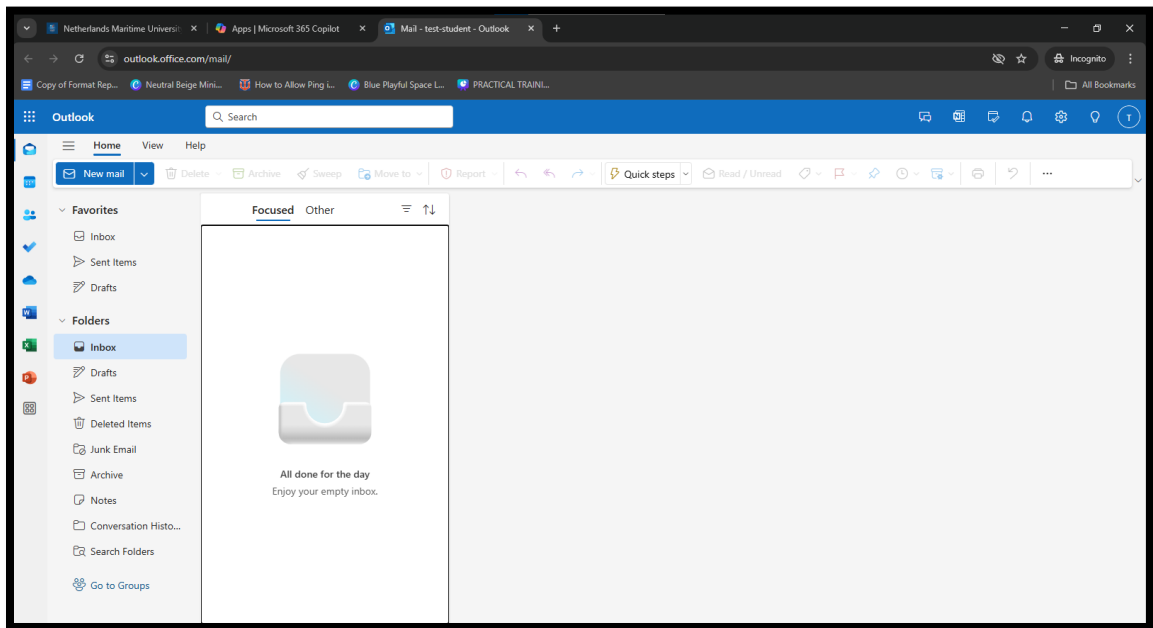
5. When you see this dashboard, it means you have successfully logged in into Microsoft 365.



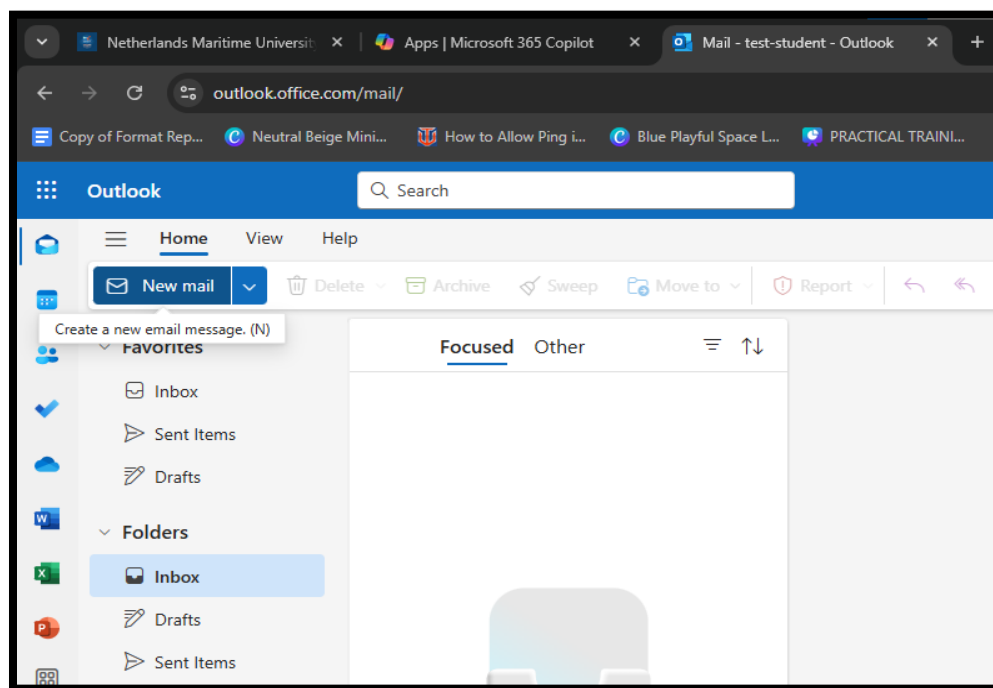
6. After having logged in, you can look at your email using Outlook applications. For access to the apps, click the app icon (red circle).



7. This is the interface of Outlook.



8. This is the way you want to send the email. Click on the **New Mail**.



9. To: <Email Recipient>

Cc: <Email Recipient>

CC can be used to send a copy email to others without forwarding them.

Add a subject is title or headlines for the material that you want to share.

Type/to insert files and more is you can include any document or content email that you choose to send.

Click on the **Send** button.

A screenshot of an email composition window. At the top left is a blue 'Send' button with a right-pointing arrow and a dropdown arrow. To its right are three icons: a shield with a checkmark, a trash can, and a document with a checkmark. Below the 'Send' button is a 'To' field with a label 'To' in a small box on the left and 'Bcc' in a small box on the right. Below the 'To' field is a 'Cc' field with a label 'Cc' in a small box on the left. Below the 'Cc' field is a 'Subject' field with the placeholder text 'Add a subject'. Below the 'Subject' field is a large text area with the placeholder text 'Type / to insert files and more'.