



# First Time Login

# FIRST TIME LOGIN

- 1) Open your browser – Google
- 2) Type this URL address :  
portal.office.com

Sign in with your student email and default password given in the email as per the capture screen below

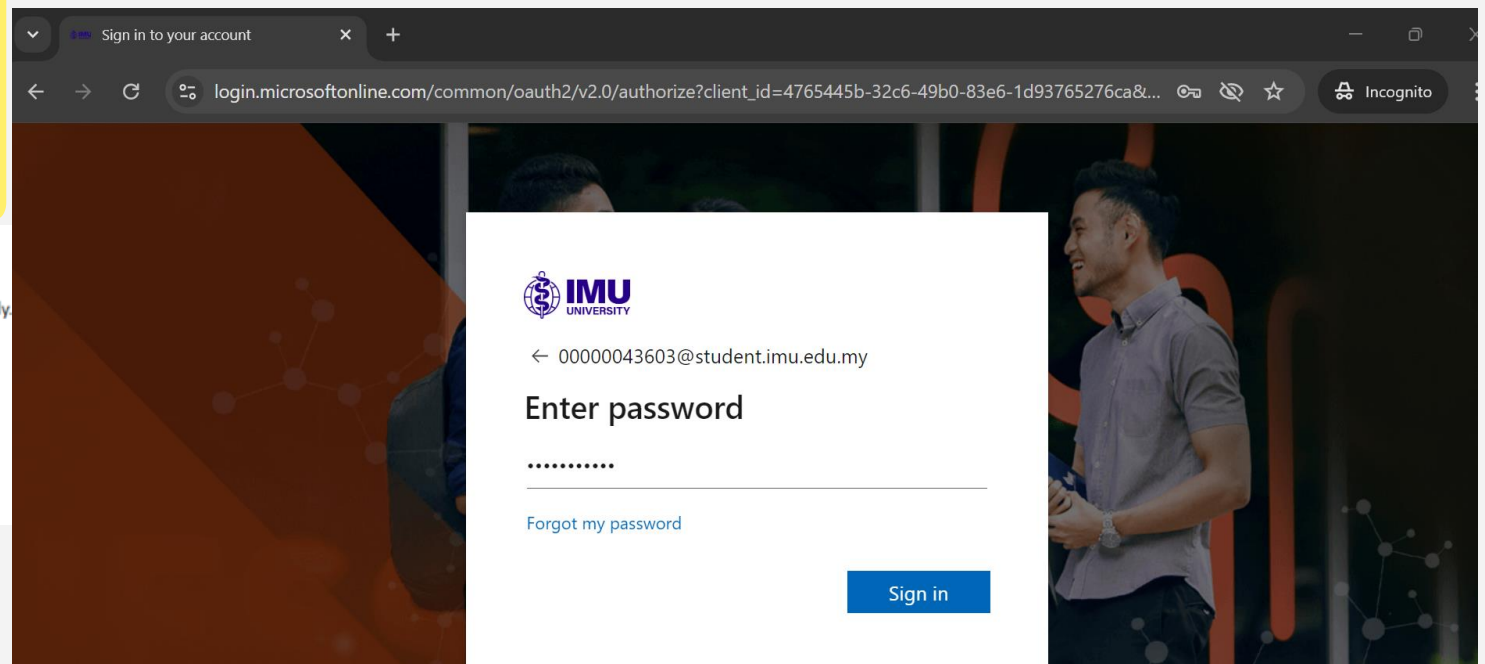
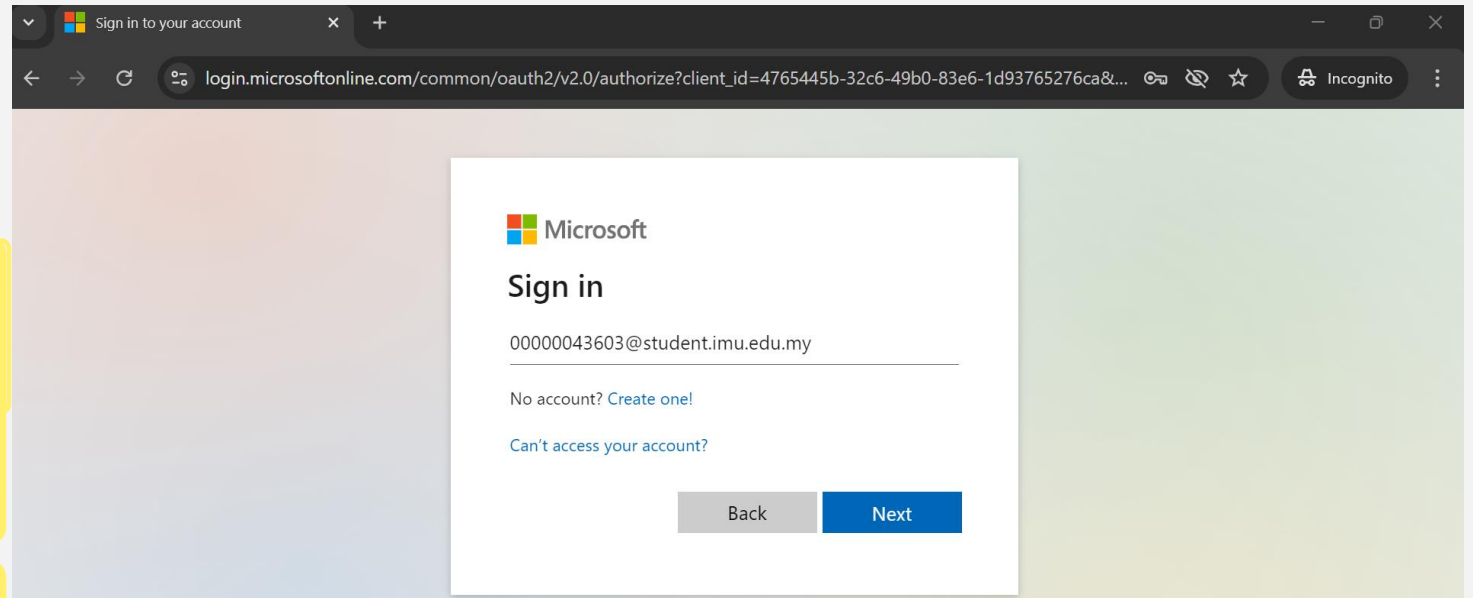
CONGRATULATIONS! You are a student of IMU University now.

You have been successfully registered for the **IMU Foundation in Science** . In the next 48 hours, your student email ID will be ready

Your Login Credentials

The log in ID: 00000045690@student.imu.edu.my  
The temporary log in password: j3LlyF!\$he5

Start Here:



## FIRST TIME LOGIN

Update your password

Current: Default Password

New Password: Your new Password

Confirm the password

1

COMBINATION OF UPPERCASE,  
LOWERCASE, NUMBER AND SYMBOL

2

DOES NOT CONTAIN ANY PART OF  
YOUR NAME

3

CANNOT BE SIMILAR WITH PREVIOUS  
PASSWORD

4

MINIMUM LENGTH: 10 CHARACTERS



00000043603@student.imu.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

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New password

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Confirm password

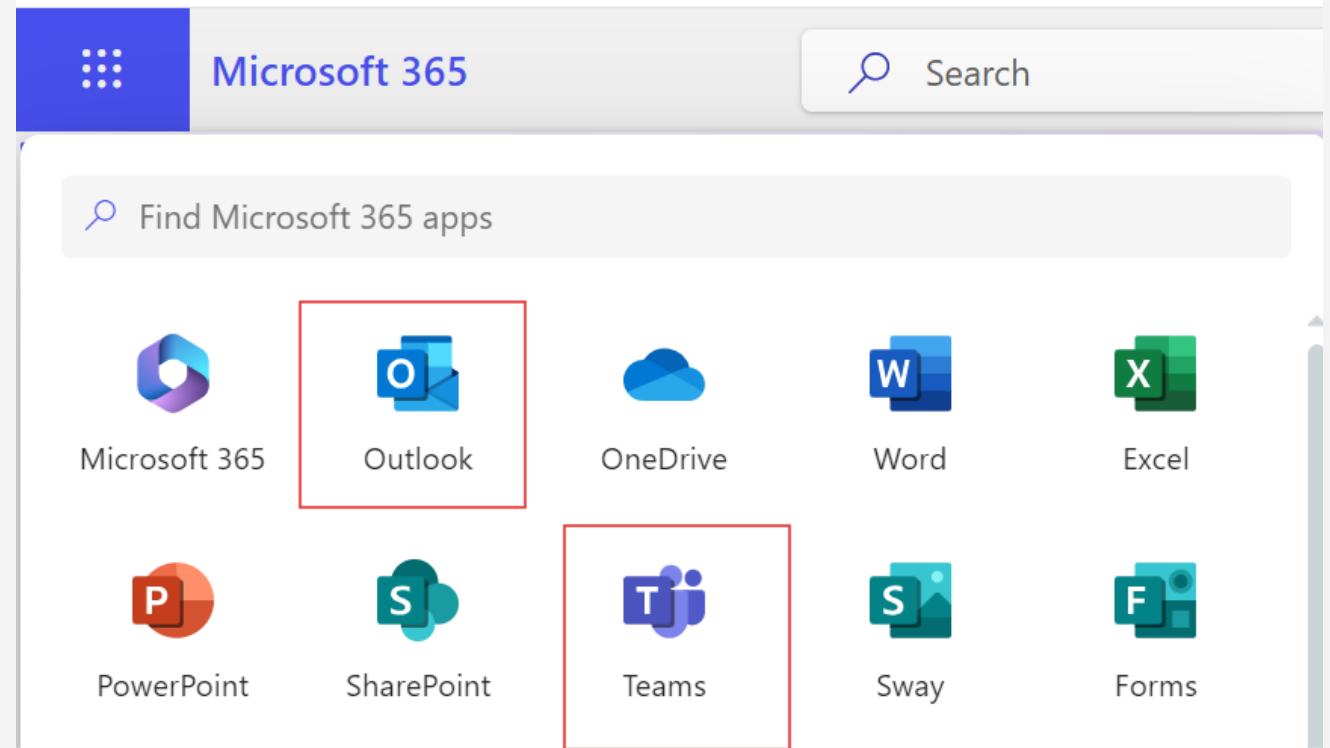
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You are required to reset your password every 6 months. You will be notified via email to change your password. Failure to change your password will result in your account being locked.

Sign in

## LOGIN TO WEB OUTLOOK AND MS TEAMS

Click on 9 dots on the left panel to access Outlook and MS Team ( this web version



Please be informed that your ID will be created or matriculated automatically once the Finance and Admission Office verification process is completed. If you have any questions or require further assistance, do not hesitate to contact our ITS Helpdesk using the details below:

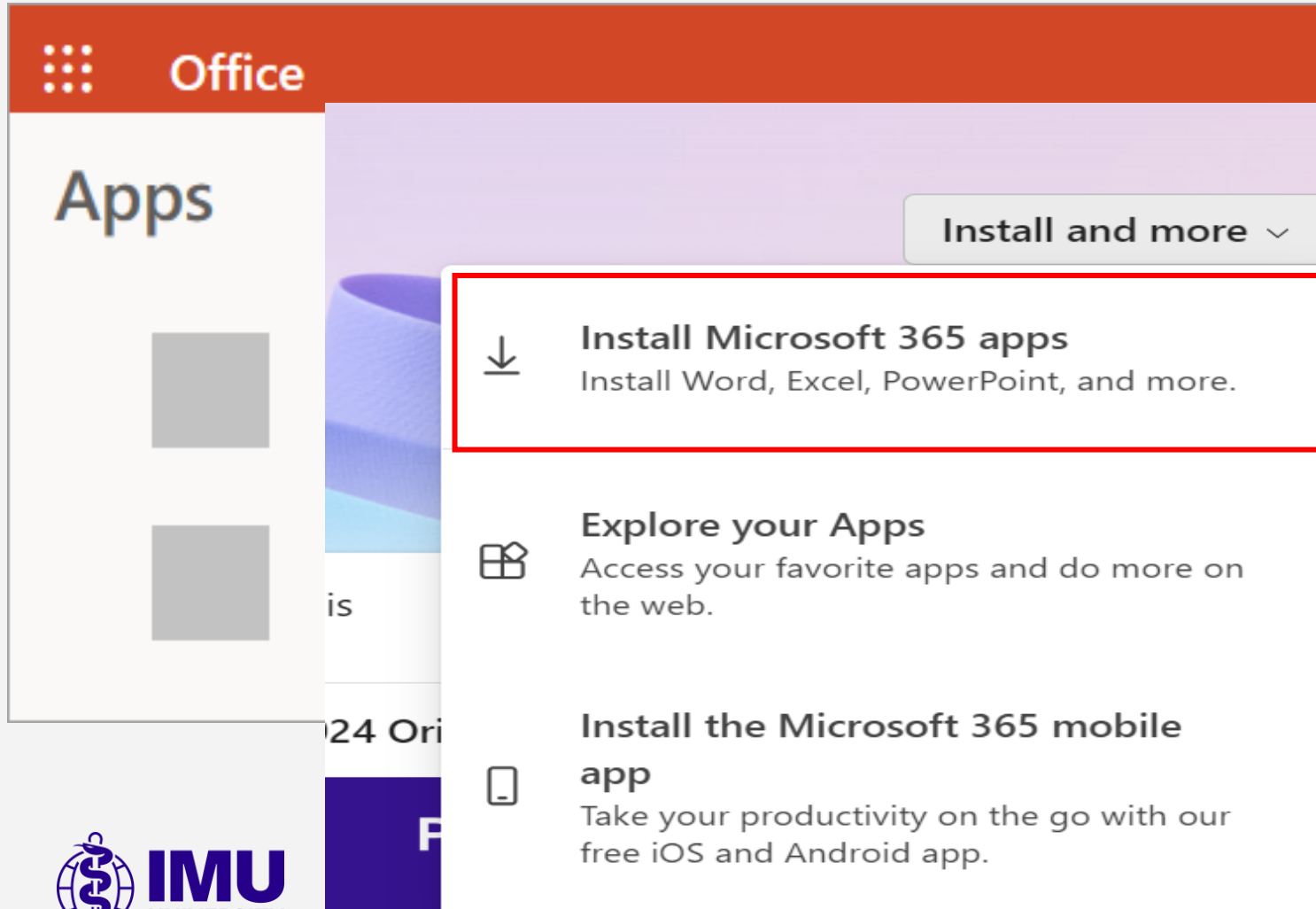
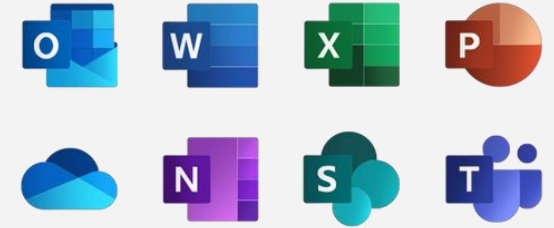
**Email:** [helpdesk@imu.edu.my](mailto:helpdesk@imu.edu.my)

**DID:** +603-27317318

**Ext:** 7777

We appreciate your attention to this matter and look forward to assisting you.

# INSTALL Office 365 APPS ON WINDOWS



- ➔ Search **Office 365** in your browser (Chrome, Safari, Edge, etc.)
- ➔ Login with student email and password.
- ➔ Click **Install Apps**, then select **Office 365 apps**.