

IIUM Live Email Guidelines

HOW TO CREATE A NEW IIUM LIVE EMAIL TO ACCESS MICROSOFT PRODUCTS

Register your LIVE IIUM email to get 5TB storage and get access to Microsoft.

Here's how to set one up:

1. Go to **IIUM portal** , choose your affiliation, **Staff**

2. Select **Sign in**, and then choose **Staff**

LOGIN your username (**without** iium.edu.my) & password

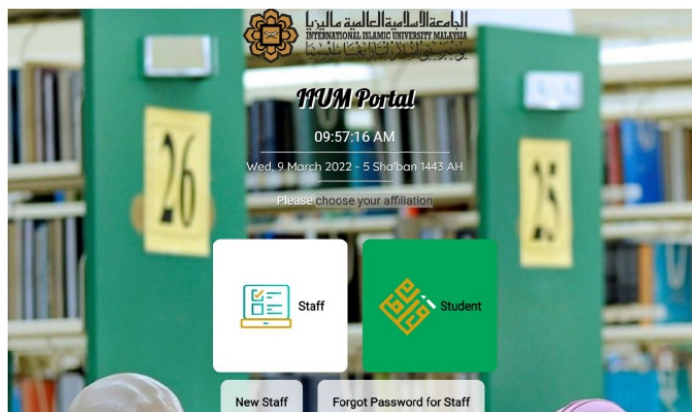
1

HOW TO CREATE A NEW IIUM LIVE EMAIL TO ACCESS MICROSOFT PRODUCTS

Register your **LIVE IIUM email** to get 5TB storage and get access to Microsoft.

Here's how to set one up:

Go to **IIUM portal** <https://my.iium.edu.my> , choose your affiliation, **Staff**



Select **Sign in**, and then choose **staff**

LOGIN your username (without iium.edu.my) & password

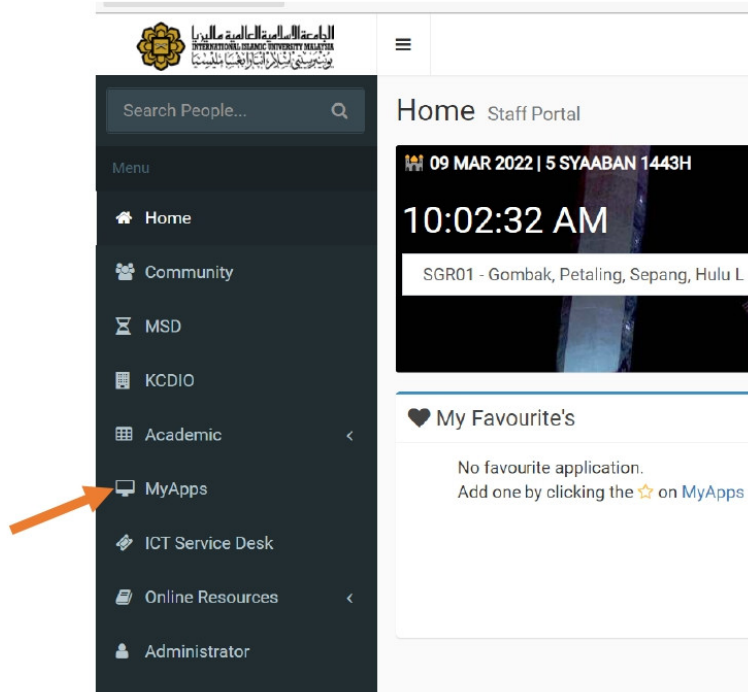
3. Select **MyApps**

4. Choose **Subscribe** to Microsoft Office365

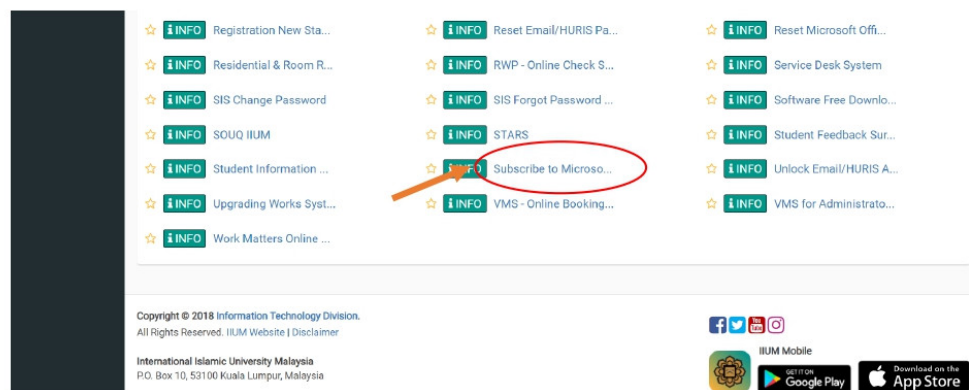
2

HOW TO CREATE A NEW IIUM LIVE EMAIL TO ACCESS MICROSOFT PRODUCTS

Select **MyApps**



Choose **Subscribe to Microsoft Office365**



5. Copy **Temporary Password**, Next

6. Your **IIUM LIVE email** has been created.

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HOW TO CREATE A NEW IIUM LIVE EMAIL TO ACCESS MICROSOFT PRODUCTS

Copy **Temporary Password**, Next

IIUM Office365 Account Provisioning

Portal/Email ID
fuzia

Name
FUZIA

Office365 Username
fuzia@live.iium.edu.my

Office365 Temporary Password
Uia_7509

Request submitted.
Your account will be created at 09-03-2022 11:15 AM. Login to your account at Office365

Next Reset

Your IIUM LIVE email has been created.

Don't forget to COPY Office365 Temporary Password. Use this password when you sign in Microsoft.

IIUM Office365 Account Provisioning

Portal/Email ID
fuzia

Name
FUZIA

Office365 Username
fuzia@live.iium.edu.my

Office365 Temporary Password
Uia_7509

Request submitted.
Your account will be created at 09-03-2022 11:15 AM Login to your account at Office365

Next Reset

7. Go to **Microsoft Office**

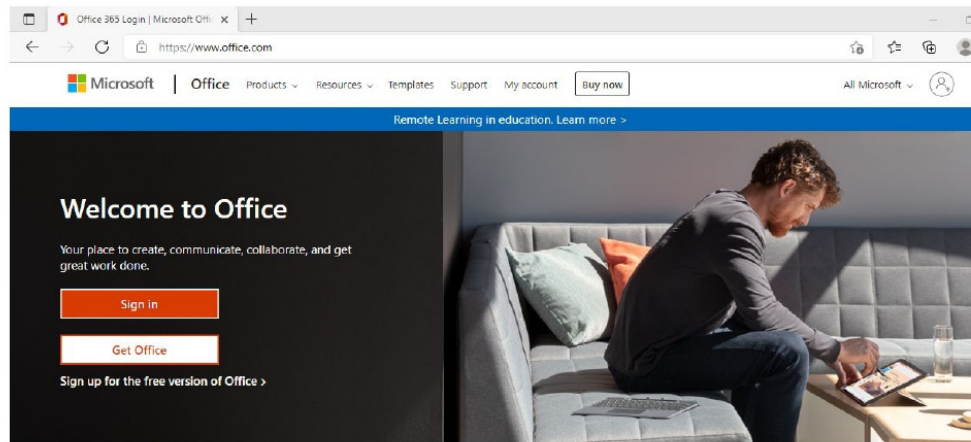
8. **Sign In**

Enter username (username@live.iium.edu.my)

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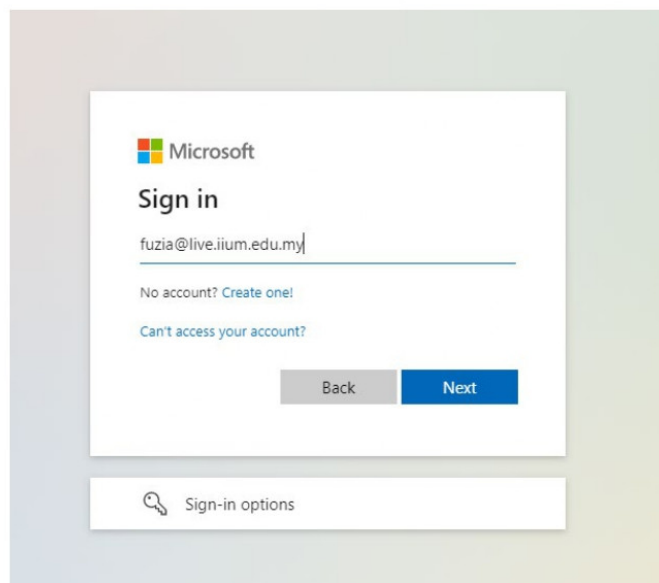
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Go to **Microsoft** <https://www.office.com/>



Sign In

Enter username (username@live.iium.edu.my)



9. Change to **New Password**

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HOW TO CREATE A NEW IIUM LIVE EMAIL TO ACCESS MICROSOFT PRODUCTS

Microsoft
← fuzia@live.iium.edu.my
Enter password
.....
[Forgot my password](#)
Sign in

Office365 Temporary Password
Uia_7509

Request submitted
Your account will be created at 09-03-2022 11:15 AM. Login to your account at Office365

Next **Reset**

Change **New Password**

Microsoft
fuzia@live.iium.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.
.....
.....
.....
Sign in

Office365 Temporary Password
Uia_7509

Request submitted
Your account will be created at 09-03-2022 11:15 AM. Login to your account at Office365

Next **Reset**

10. After you **Sign in**, you will see **Office365** dashboard

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HOW TO CREATE A NEW IUM LIVE EMAIL TO ACCESS MICROSOFT PRODUCTS

After you **Sign in**, you will see Office365 dashboard

