

Guide for Newly Registered Students

i) How to Create UTAR Email Account

ii) How to Login to Microsoft Teams

IMPORTANT NOTICES:

Please be informed that students who have done the student bills payment are required to register an UTAR email ID immediately. It is needed for accessing into Student Portal and Microsoft Teams for online sessions.

Once the email ID is activated, you may access the e-orientation portal for more related information.

Please install Microsoft Teams software and/or smartphone application for the online learning purpose.

Microsoft Teams - Download Desktop and Mobile Apps

<https://www.microsoft.com/en-my/microsoft-365/microsoft-teams/download-app>

i) How to Create UTAR Email Account

Step 1: Check your student ID number at "*Check Application Status*" <https://www.utar.edu.my/admStatus/login.jsp> then, refer to the Admission Status : ID Number (Registered)



Example of a student ID: 20ABC01234

Step 2: Login Student Portal - <https://portal.utar.edu.my>

Login ID : Student ID number without alphabet (eg:2000001)

Password : Default password

- Malaysian: IC number with "-" (e.g. 123456-12-1234)

- Foreigner: Password number (e.g. A123456)

Step 3: Create your preferred UTAR email ID and submit

Step 4: Check your email application status
Your UTAR email address would be **<email ID>@1utar.my**
(e.g. abc123@1utar.my)

Gentle Reminder: Please be reminded to change your password periodically (UTAR Portal > Portfolio > Profile > Change Password)

For any assistance and queries, please contact:

*Software Development & Multimedia Services Centre or
Infrastructure and Support Centre*

Email address: info@utar.edu.my

Thank you.

ii) Microsoft Teams Quick Start

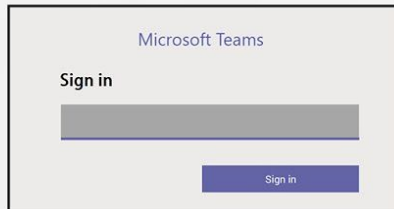
Login for Microsoft Teams via

<https://www.microsoft.com/en-my/microsoft-365/microsoft-teams/group-chat-software>



Microsoft Teams Quick Start Student Version

1- Login using your UTAR account.



- 1- Login using your UTAR email account.
- YourEmailID@utar.my
- 2- Enter your UTAR password.
- 3- If you still have login issue, please send a feedback via Student Feedback System
(<http://portal.utar.edu.my/stulintranet/studentFeedback/Feedback/form.jsp>)

2- Join Teams using Code.

From Desktop

- 1- Select "Teams" tab.
- 2- Click "Join or create team"
- 3- Enter the code given.
- 4- Click "Join Team".

From Mobile Devices

- 1- Select "Teams" tab.
- 2- Click " ; "
- 3- Click " # Join a team with a code "
- 4- Enter the code given.
- 5- Click "Join".

3- Your video settings.

Turn webcam On or Off

Duration of meeting live video

Turn microphone On or Off

ShareScreen

Chat with meeting participants

Show all participants list

Leave Meeting

If you have login issue, please try to use these combination instead:

-YourStudentEmailID@utarict.onmicrosoft.com or

-YourStudentID@utarict.onmicrosoft.com

*only numerical value of Student ID

If you still have login issue regarding Microsoft Teams, please send a feedback via:

<http://portal.utar.edu.my/stulintranet/studentFeedback/Feedback/form.jsp>