

The image features two large, thick black L-shaped brackets. One is positioned in the top-left corner, and the other is in the bottom-right corner, framing the central text.

GMAIL ACTIVATION

@mahsastudent.edu.my

1. Open Browser (example: Chrome)
2. Go to gmail.com
3. Enter username
4. Click Next

Google

Sign in

to continue to Gmail

Email or phone

fis20049999@mahsastudent.edu.my

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)


[Create account](#)

Next

5. Enter default password (Mahsa_123)
6. Click Next

Google

Hi Peter

 fis20049999@mahsastudent.edu.my ▾

Enter your password

Mahsa_123

[Forgot password?](#)

Next

7. Accept the 'Terms & Conditions'
8. Click on 'Accept' button



Welcome to your new account

Welcome to your new account: fis20049999@mahsastudent.edu.my. Your account is compatible with many [Google services](#), but your [mahsastudent.edu.my](mailto:fis20049999@mahsastudent.edu.my) administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Centre](#).

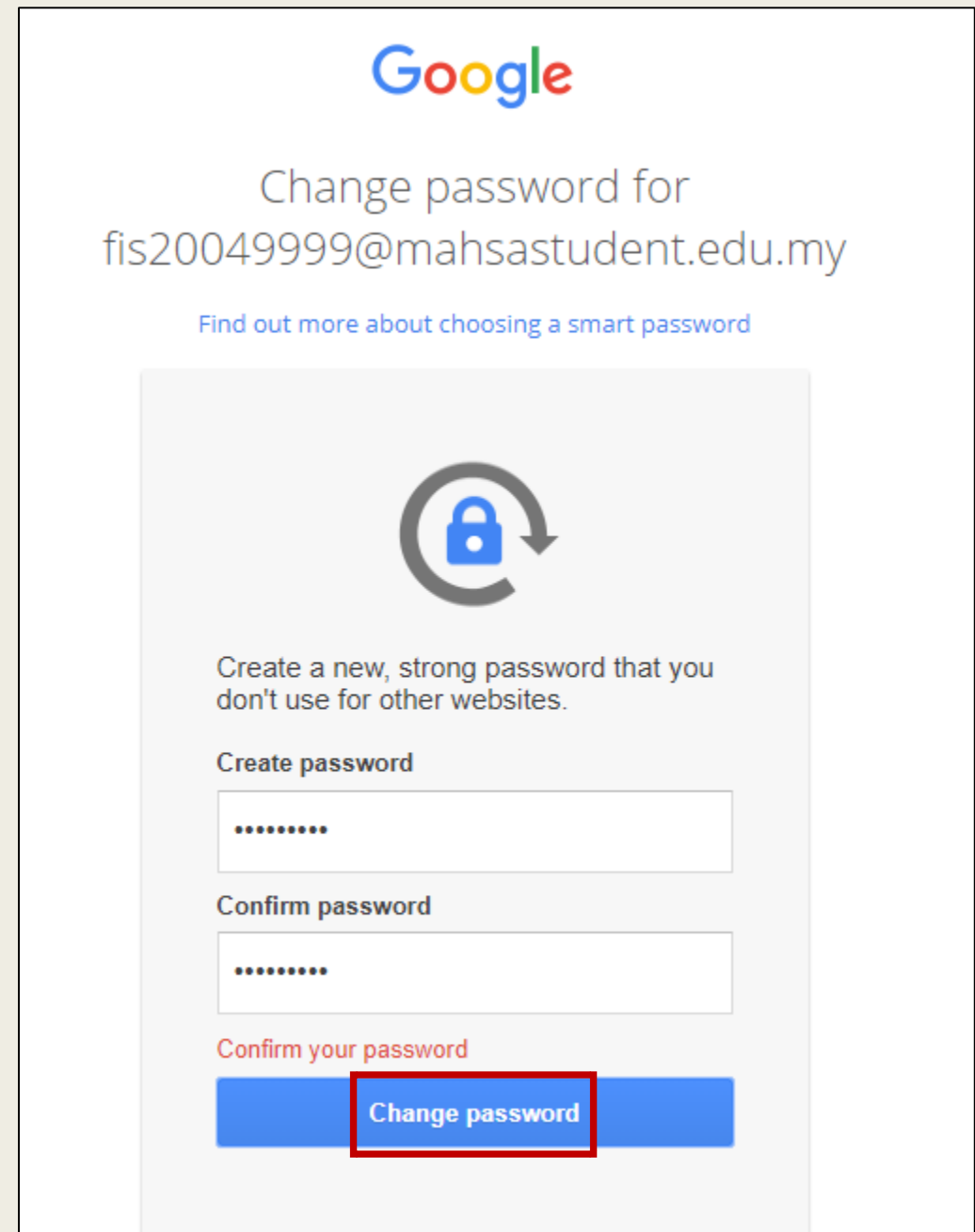
When you use Google services, your domain administrator will have access to your fis20049999@mahsastudent.edu.my account information, including any data that you store with this account in Google services. You can learn more [here](#), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use with Google services](#) and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite [core services](#), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click 'Accept' below to indicate that you understand this description of how your fis20049999@mahsastudent.edu.my account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept


9. Enter password in both fields – create & confirm password
10. Click on ‘Change Password’



Google

Change password for
fis20049999@mahsastudent.edu.my

[Find out more about choosing a smart password](#)



Create a new, strong password that you don't use for other websites.

Create password

Confirm password

Confirm your password


Change password

11. Enter recovery phone or email – this to recover your account if you lost the password
12. Click on ‘Update’

Google

Protect your account

P fis20049999@mahsastudent.edu.my



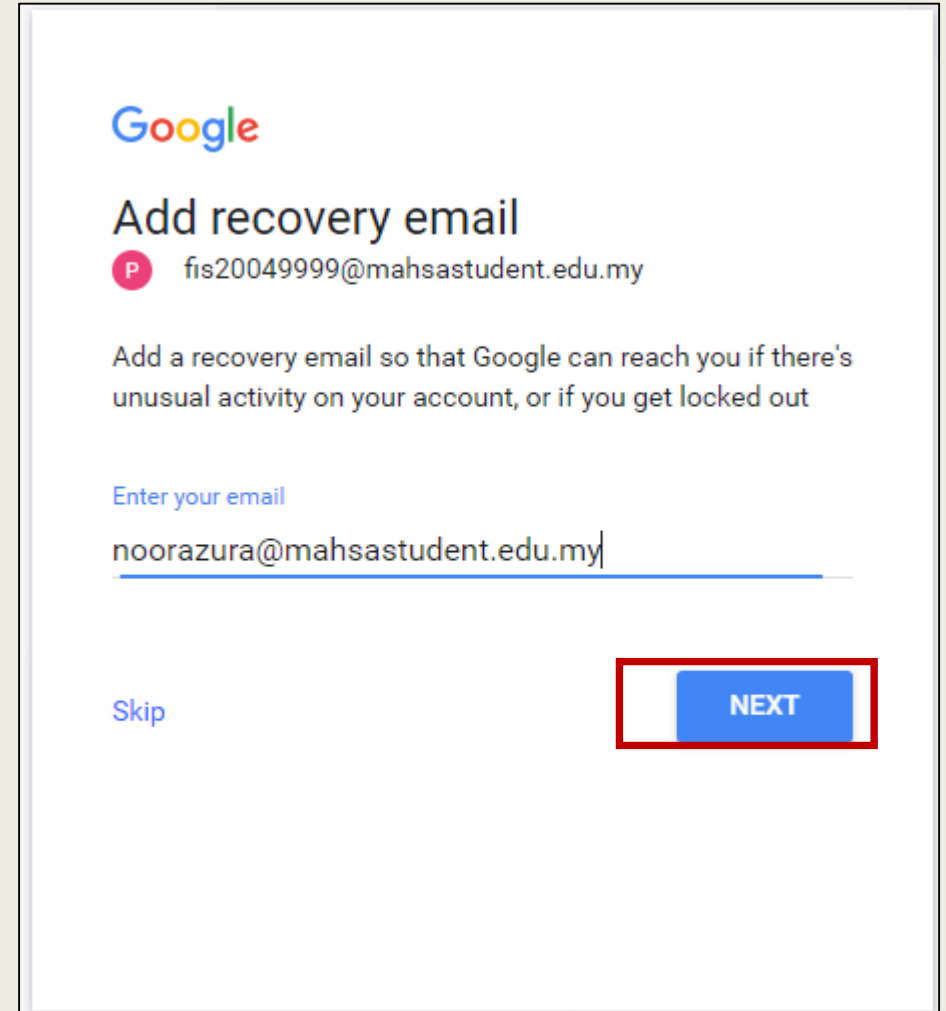
Google can use these if you get locked out of your account or if we notice suspicious activity

Recovery phone number
No phone number

Recovery email
No recovery email

UPDATE **CONFIRM**

13. Example: you enter email address to recover your account
14. Click on Next



Google

Add recovery email

P fis20049999@mahsastudent.edu.my

Add a recovery email so that Google can reach you if there's unusual activity on your account, or if you get locked out

Enter your email

noorazura@mahsastudent.edu.my

Skip


NEXT

15. Yes! You have done the activation.

16. Click 'Done' button to proceed

Google

Success!

 fis20049999@mahsastudent.edu.my

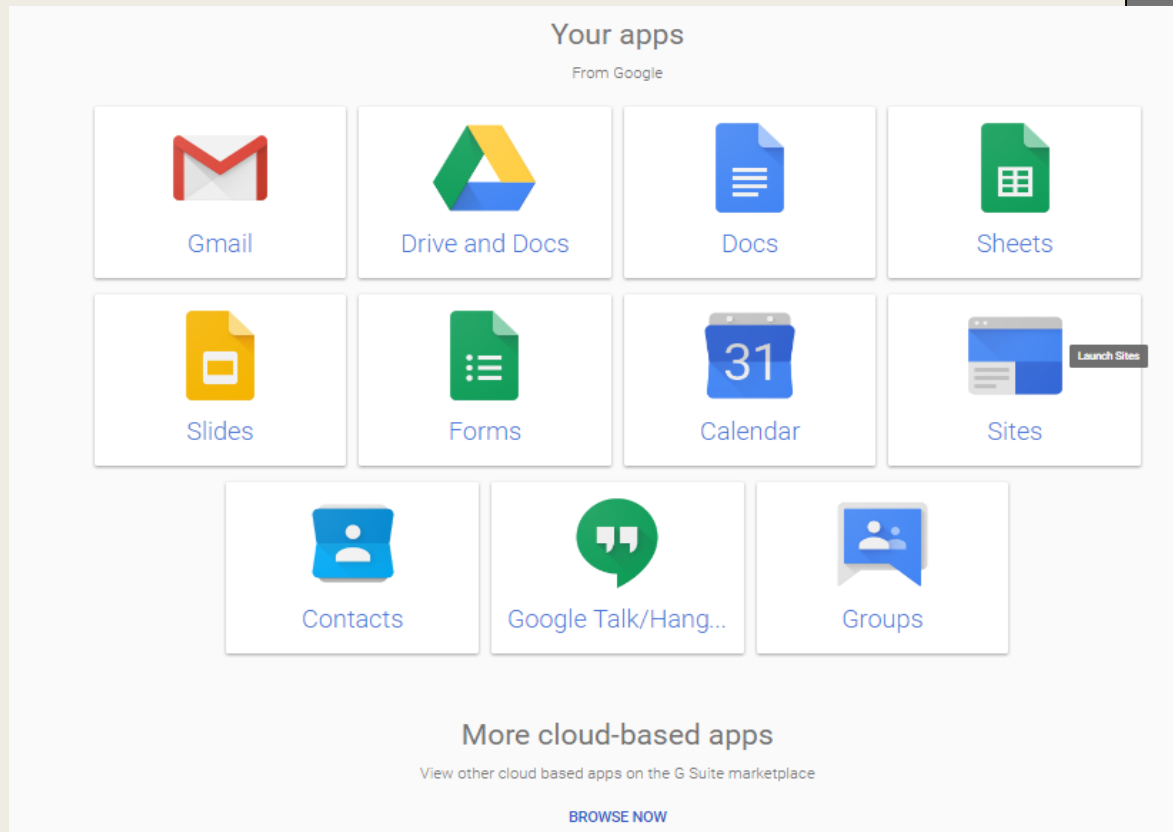
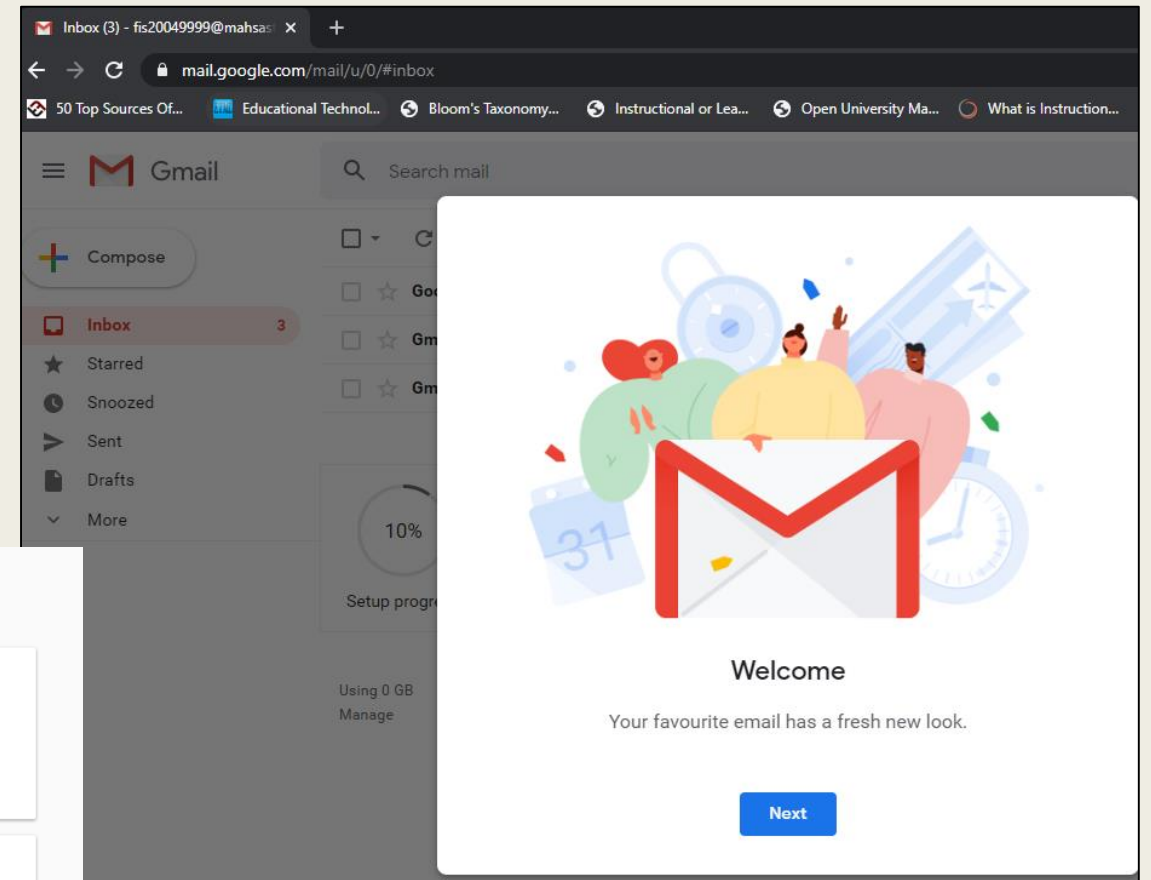


Your contact information has been added to your Google Account **fis20049999@mahsastudent.edu.my**.

You can update this at any time in your [Google Account](#).

DONE

- 17. You will see 'Welcome' message from Gmail
- 18. You may start using all the apps





ONLINE CLASS

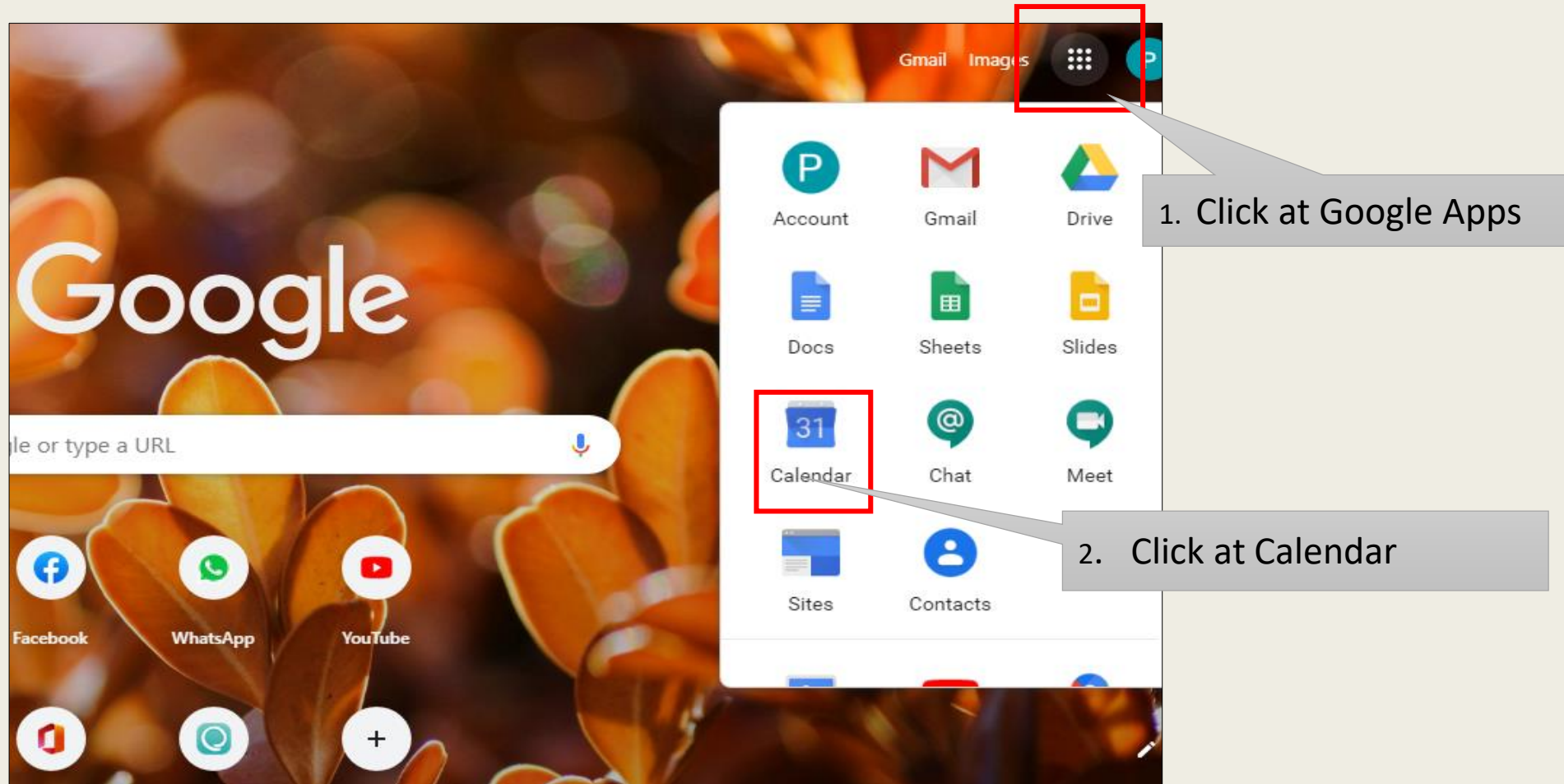
GUIDELINE TO JOIN TO GOOGLE MEET



How to Join Online Class from a Google Calendar Event?



Step 1: Click at Google Apps & Click at Calendar.

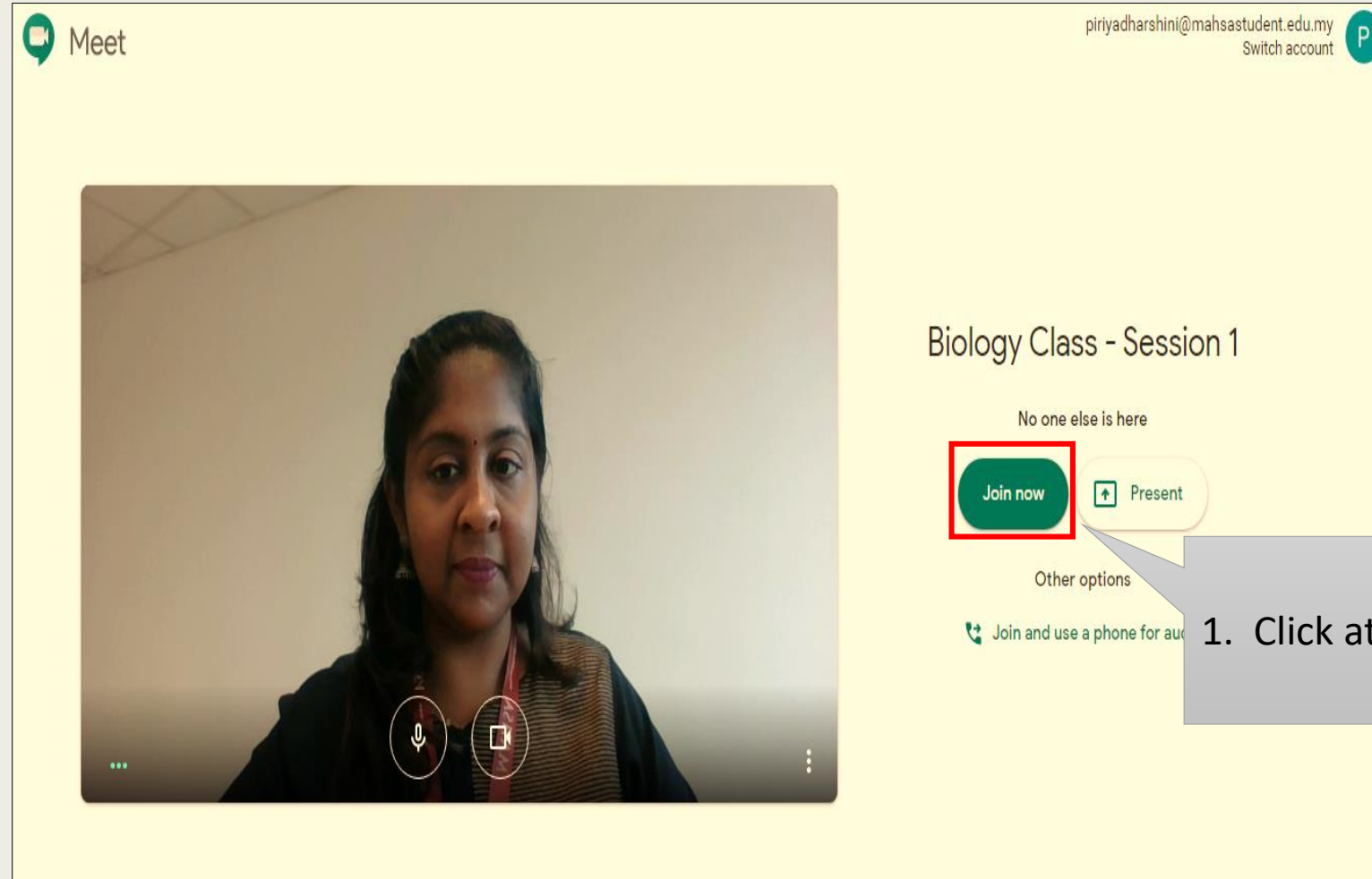


Step 2 : Click the class/event you want to join & Click Join with Google Meet.

The screenshot displays a Google Calendar interface for Tuesday, 13 October 2020. The calendar grid shows two events: 'Biology Class - Session 1' from 12:30 PM to 1:30 PM and 'Chemistry Class - Session 2' from 4 PM to 5 PM. A red dot on the grid highlights the first event. A callout box labeled '1. Click at class you want to join' points to this event. The event details for 'Biology Class - Session 1' are shown in a separate window, including the title, date and time, and a prominent blue button labeled 'Join with Google Meet'. A second callout box labeled '2. Click at 'Join with Google Meet'' points to this button. Other details in the event window include a meeting link (meet.google.com/uwp-judy-uzk), a phone number for joining by phone, a reminder set for 10 minutes before, and the organizer's name, Piriyaadharshini a/p Maniam.

Calendar interface showing the event 'Biology Class - Session 1' on Tuesday, 13 October 2020, from 12:30 PM to 1:30 PM. The event details are shown in a separate window, including the title 'Biology Class - Session 1', the date and time 'Tuesday, 13 October - 12:30 - 1:30pm', and the 'Join with Google Meet' button. The meeting link is meet.google.com/uwp-judy-uzk. Other details include 'Join by phone' with the number (US) +1 470-273-8288 PIN: 122 279 241#, a reminder of 10 minutes before, and the organizer Piriyaadharshini a/p Maniam.

Step 3 : In the window that opens, click Join Now.

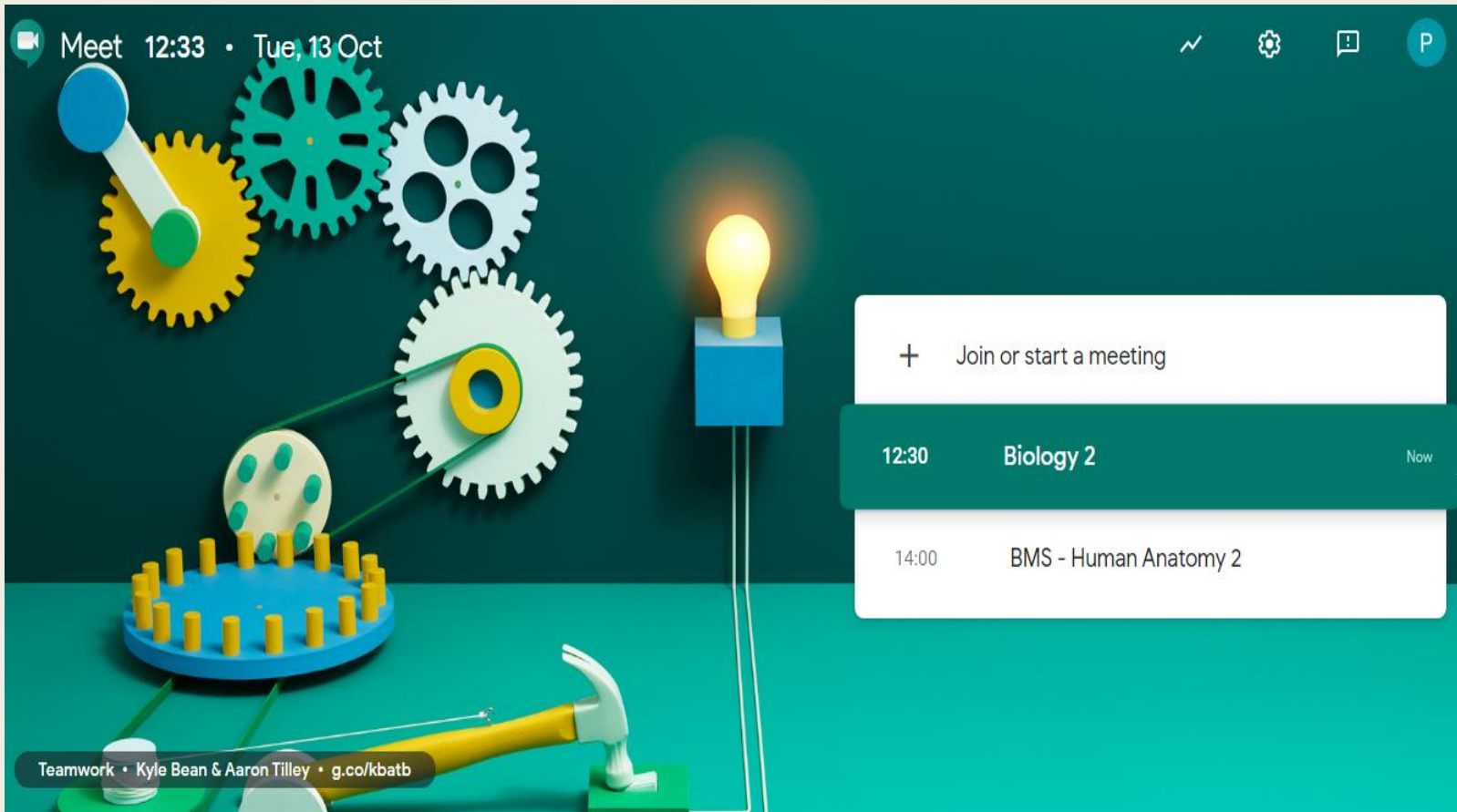


1. Click at 'Join now'

How to Join Online Class from Meet ?



Step 1: In a web browser, enter *https://meet.google.com/*



Select the meeting from your list of scheduled events. Only meetings scheduled through Google Calendar appear on Google Meet.

Step 2 : In the window that opens, click Join Now.

The screenshot shows the Google Meet interface. At the top left is the 'Meet' logo. At the top right, the user's email 'piriyadharshini@mahsastudent.edu.my' and a 'Switch account' link are visible. The main content area features a video feed of a woman on the left. To the right of the video, the meeting title 'Biology Class - Session 1' is displayed. Below the title, the text 'No one else is here' is shown. Two buttons are present: a green 'Join now' button, which is highlighted with a red rectangular box, and a white 'Present' button with a green icon. Below these buttons, the text 'Other options' is visible, followed by a link 'Join and use a phone for audio'. At the bottom of the video feed, there are icons for mute, video, and a three-dot menu.

1. Click at 'Join now'

**How to Join Online Class by enter a meeting
code or nickname?**

?



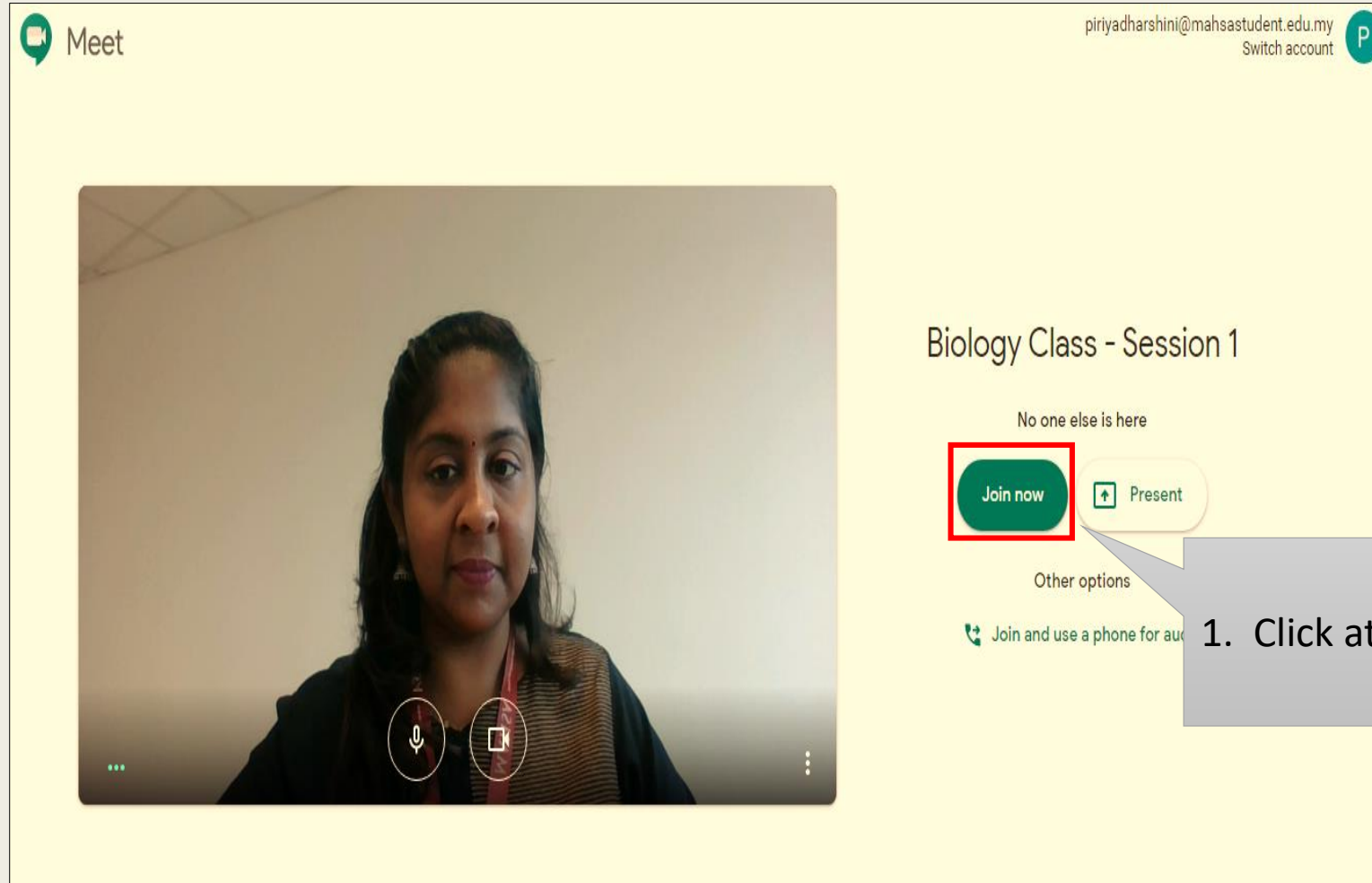
Step 1: In a web browser, enter <https://meet.google.com/> & Click Join or start a meeting.

The image shows a screenshot of the Google Meet web interface. At the top left, it says 'Tue, 13 Oct'. In the center, there is a dark teal button with a white plus sign and the text 'Join or start a meeting'. Below this button, it says 'Nothing scheduled for today'. A callout box points to this button with the text '1. Click at 'Join or start a meeting''. Below the main interface, there is a modal dialog titled 'Join or start a meeting' with a close button (X) in the top right corner. The dialog contains the text: 'Enter the meeting code or a nickname. To start your own meeting, enter a nickname or leave it blank.' Below this text is a text input field containing the meeting code 'gfphmdjzug'. A callout box points to this field with the text '2. Enter the meeting code from link you received'. At the bottom of the dialog, there is a link 'Learn how to schedule a meeting' and a green 'Continue' button. A callout box points to the 'Continue' button with the text '3. Click at 'Continue''.

The meeting code is the string of letters at the end of the meeting link. You don't have to enter the hyphens.

Example: <https://meet.google.com/gfp-hmdj-zug>

Step 2 : In the window that opens, click Join Now.



The screenshot shows the Google Meet interface for a meeting titled "Biology Class - Session 1". The user's email address, "piriyadharshini@mahsastudent.edu.my", is visible in the top right corner. The main content area features a video feed of a woman on the left and a control panel on the right. The control panel includes a "Join now" button (highlighted with a red box) and a "Present" button. Below these buttons, there is a section for "Other options" with a link that says "Join and use a phone for audio".

1. Click at 'Join now'

How to Join Online Class by Gmail?



Step 1: Open Gmail & login your Gmail account.

The image shows two stages of the Gmail sign-in process. The left panel shows the initial sign-in screen with the Google logo, the text "Sign in to continue to Gmail", and a text input field labeled "Email or phone". Below this field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in", "Learn more", and "Create account". The right panel shows the screen after the email is entered, displaying "Hi FMBN" and a dropdown menu with the email address "fmbn@mahsastudent.edu.my". Below this is a password input field labeled "Enter your password" with a visibility toggle icon. At the bottom right of the right panel is a blue "Next" button. Two grey callout boxes provide instructions: "1. Enter email ID & Click 'Next'." points to the email input field, and "2. Enter password & Click 'Next'." points to the password input field.

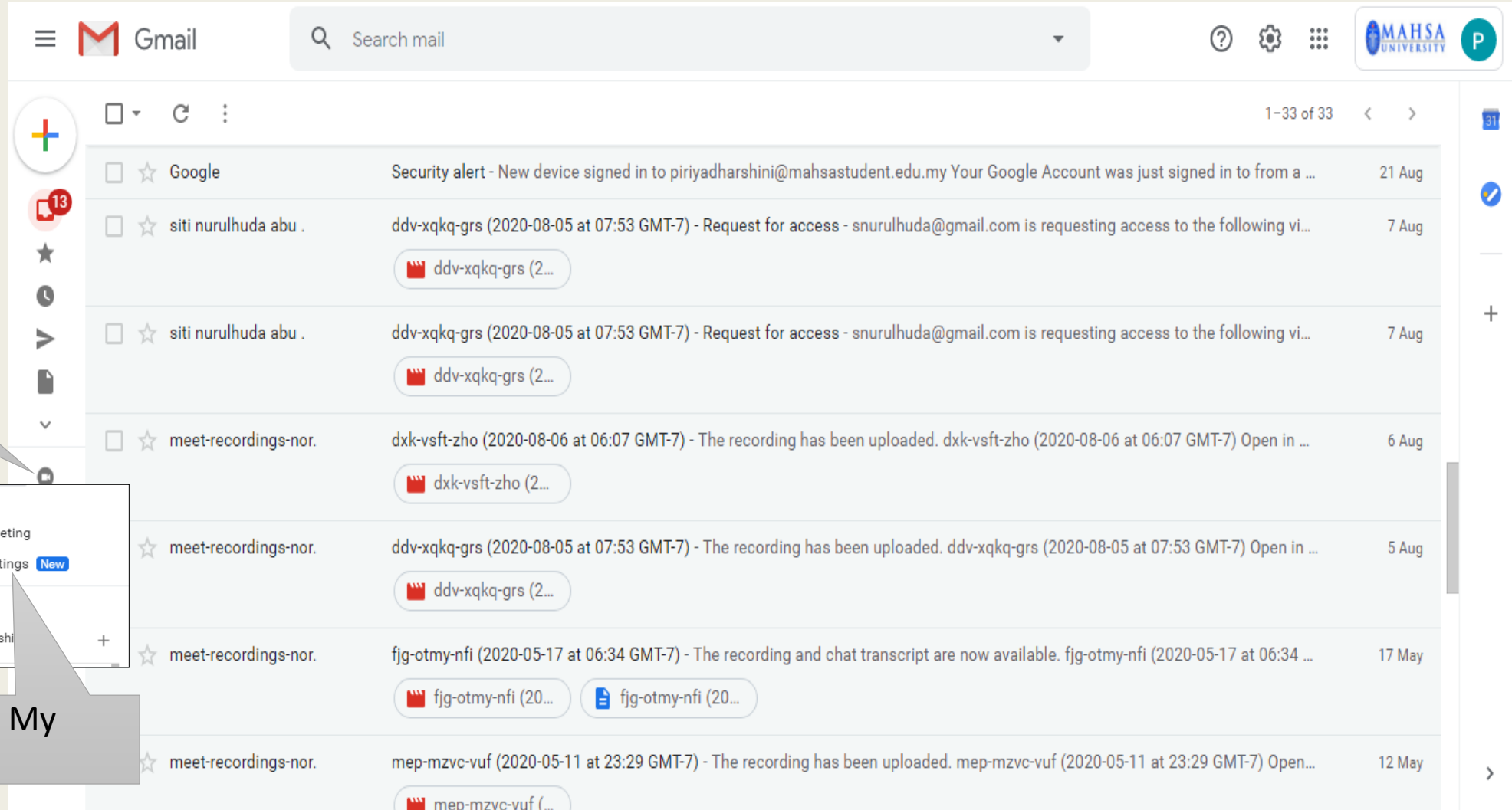
1. Enter email ID & Click 'Next'.

2. Enter password & Click 'Next'.

Step 2 : In the bottom left corner, click My meetings to join a video call that is upcoming on your calendar.

1. Click at video icon

2. Click at My meetings

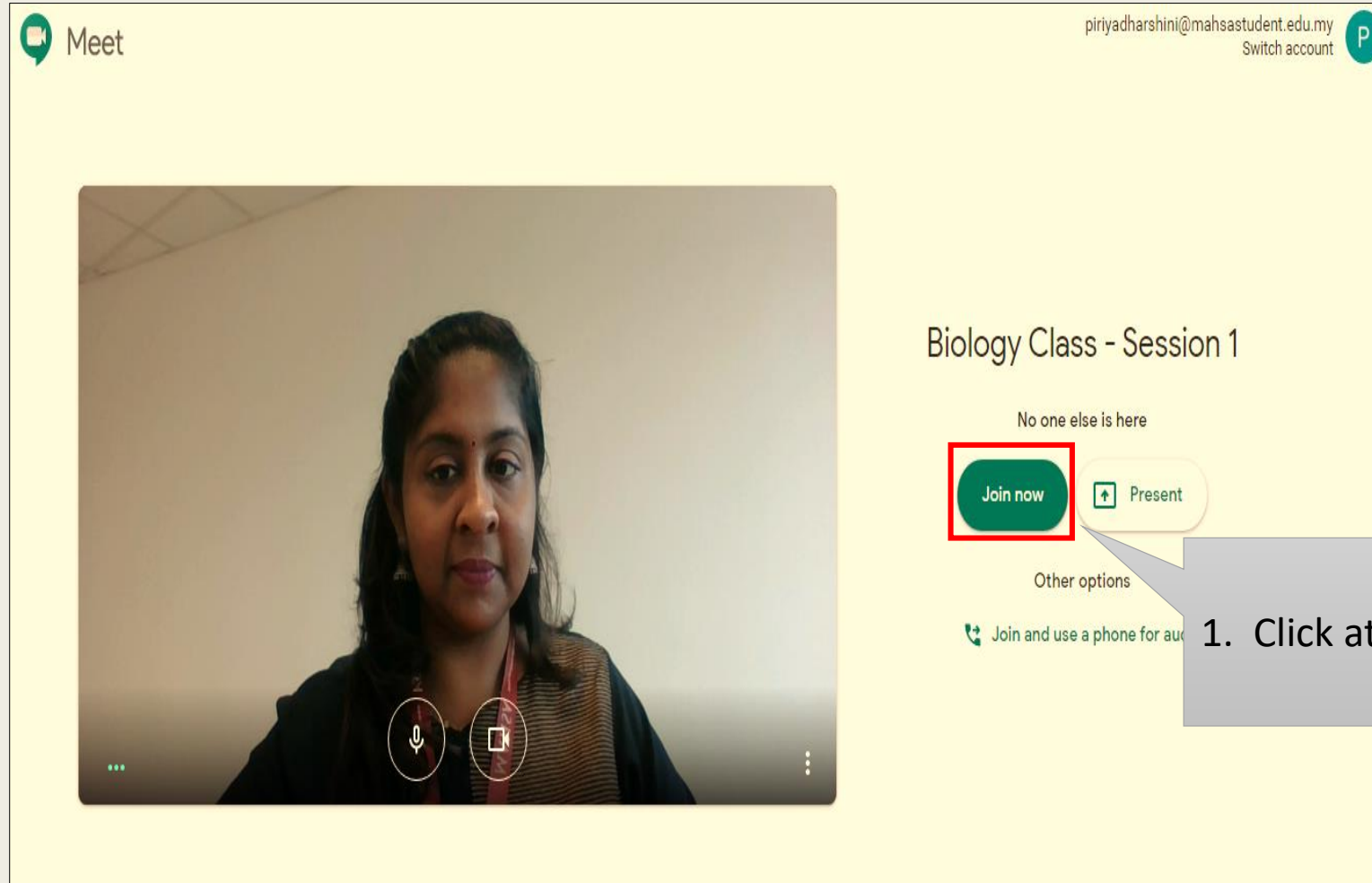


Step 3: Under “My Meetings,” hover over the upcoming meeting you’d like to join and then click Join.

The screenshot displays the Google Meet interface. On the left, the 'Meet' sidebar contains 'New meeting' and 'Join a meeting' buttons, followed by a 'MY MEETINGS' section listing 'Human Anatomy Class' (15:00 - 16:00) and 'Meeting' (15:30 - 16:30). The main panel shows details for the 'Human Anatomy Class' meeting on Tuesday, October 13, from 15:00 to 16:00. It includes an 'Edit in Calendar' button, 'Joining info' with a meeting link (meet.google.com/fva-wuxt-wia) and phone number (+1 717-964-0480), and the organizer's name (piriyadharshini@mahsastudent.edu.my). A blue 'Join now' button is highlighted in the top right corner, with a grey callout box containing the text '1. Click Join now' pointing to it.

Only meetings scheduled in Google calendar will show up under “My Meetings.”

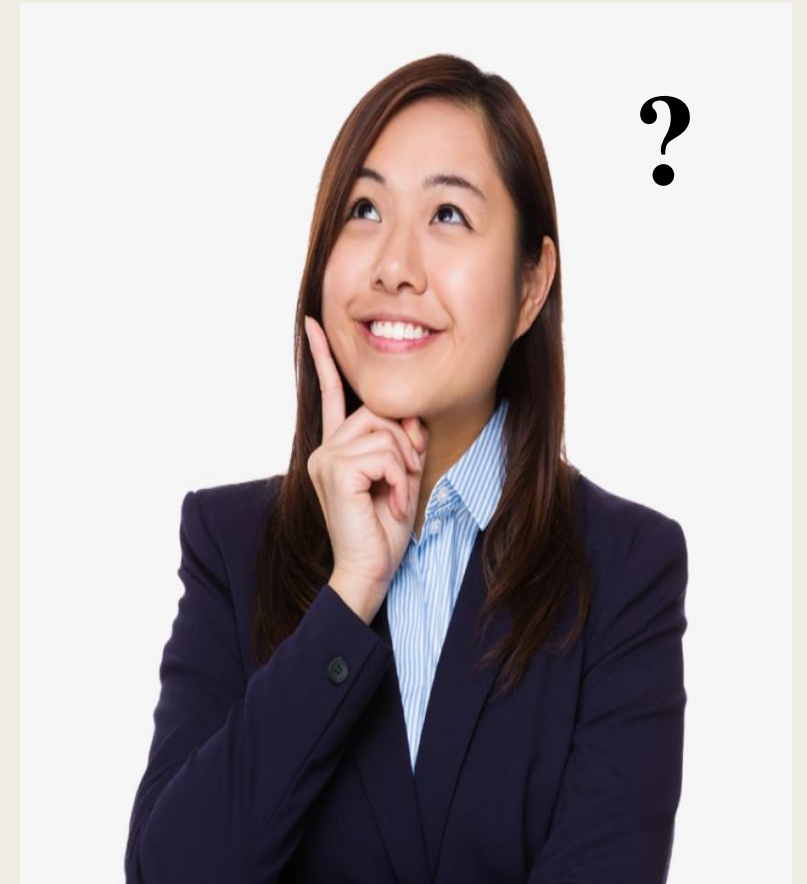
Step 4 : In the window that opens, click Join Now.



The screenshot shows the Google Meet interface for a meeting titled "Biology Class - Session 1". The user's email address, "piriyadharshini@mahsastudent.edu.my", is visible in the top right corner. The main content area features a video feed of a woman on the left and a control panel on the right. The control panel includes a "Join now" button (highlighted with a red box) and a "Present" button. Below these buttons, there is a section for "Other options" with a link that says "Join and use a phone for audio".

1. Click at 'Join now'

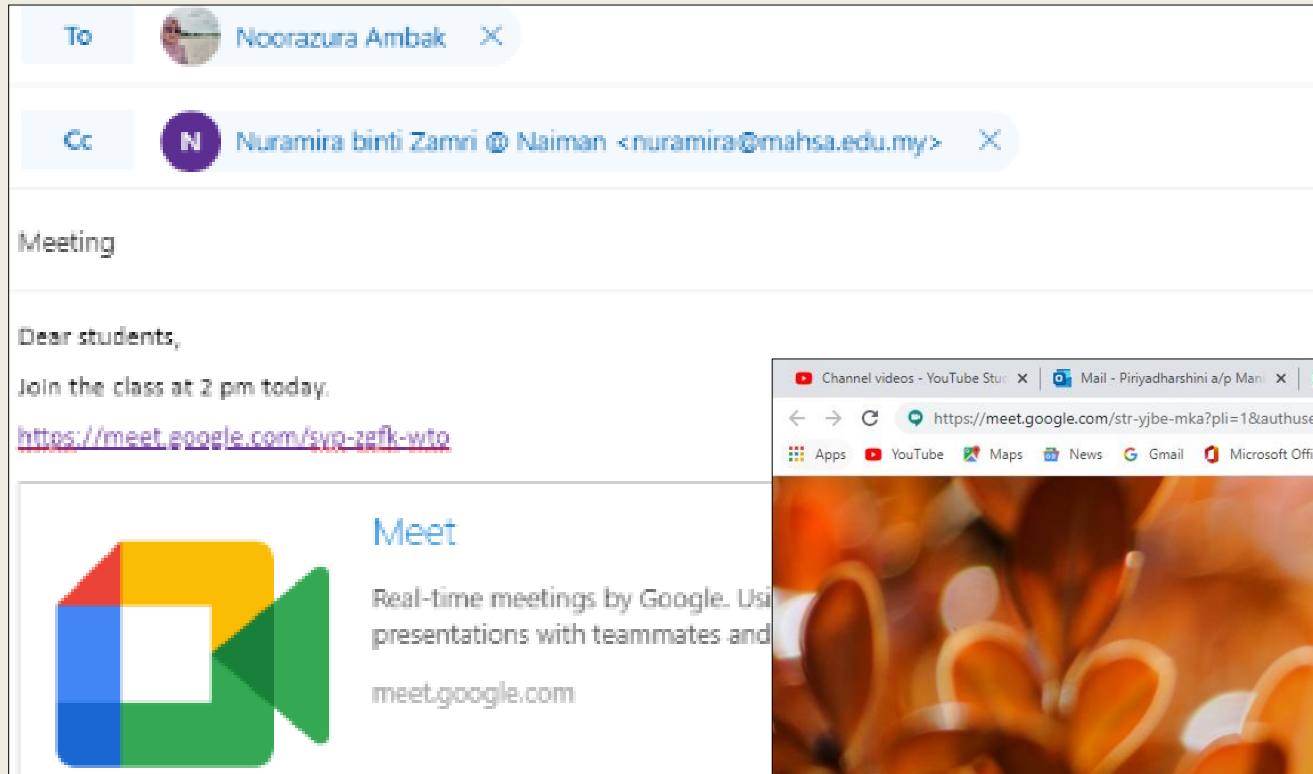
How to Join Online Class with meeting URL Link?



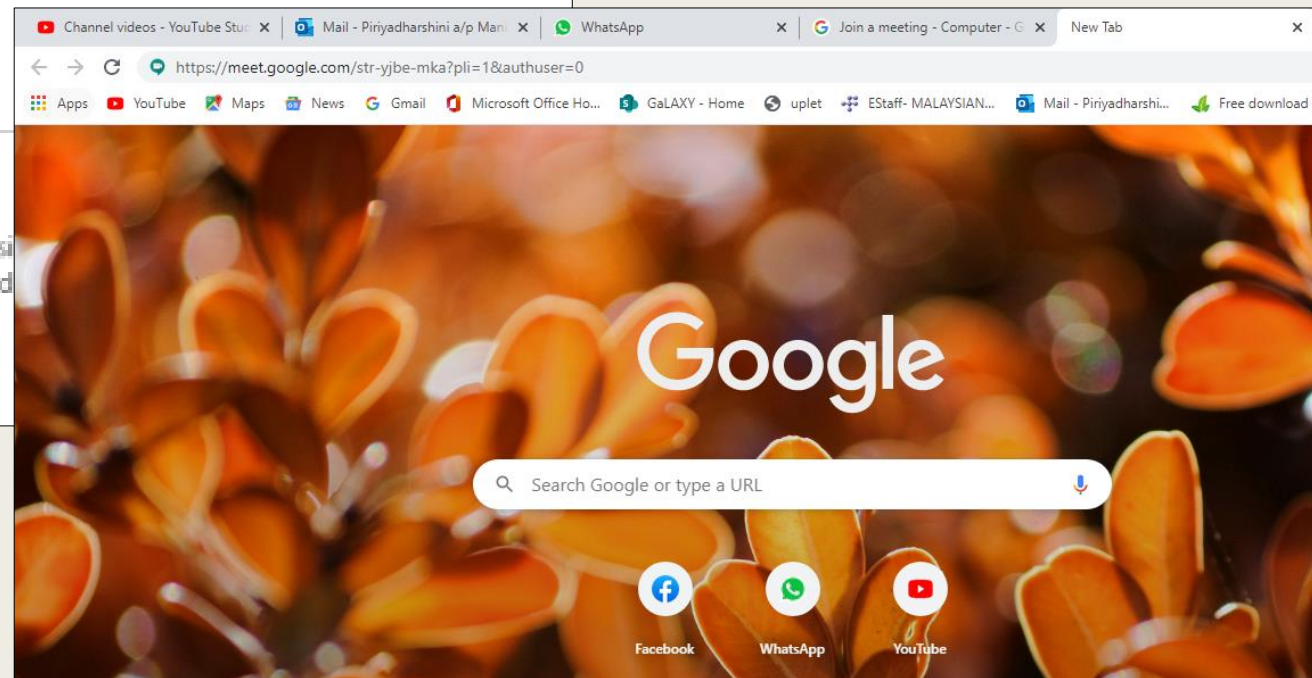
Sometimes there isn't enough time to schedule a meeting. With Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text, email & WhatsApp.

Example 1: Window version

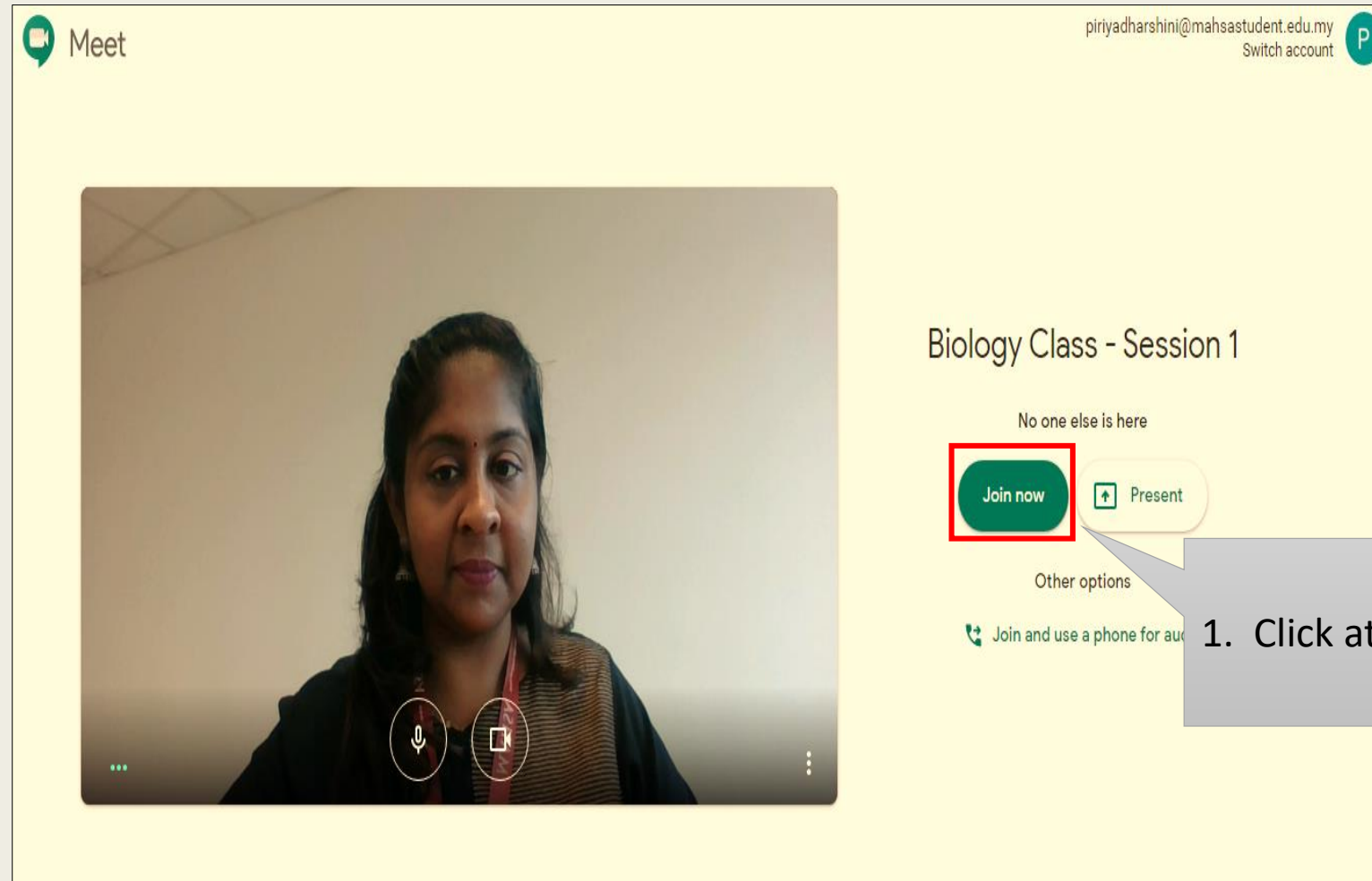
Step 1: Click the meeting link sent to you in a chat message or email.



Click directly or paste URL link
&
tab enter at keyboard
Ex: *https://meet.google.com/syp-zgfk-wto*



Step 2 : In the window that opens, click Join Now.



The screenshot shows the Google Meet interface for a meeting titled "Biology Class - Session 1". The user's email address, "piriyadharshini@mahsastudent.edu.my", is visible in the top right corner. The main content area features a video feed of a woman on the left and a control panel on the right. The control panel includes a "Join now" button (highlighted with a red box) and a "Present" button. Below these buttons, there is a section for "Other options" with a link to "Join and use a phone for audio".

1. Click at 'Join now'

Example 2: Mobile version (Android)

Step 1: Click the meeting link sent to you in a chat message or WhatsApp.

Step 2: Click at google meet App or Chrome.

Step 3: In the window that opens, click Join.

1. Click at URL

2. Click at google meet app or Chrome.

3. Click at 'Join with a code'

4. Type the meeting code

5. Click 'Join'.



THANK

YOU

AND

PLEASE ENJOY YOUR LEARNING

EXPERIENCE IN

MAHSA UNIVERSITY