

8 November 2016

Student Email Account Activation Procedures

DISTED College has assigned official DISTED email accounts to individual students to ensure effective communication. This email account will be used for official communication with regard to college matters.

Please refer to the following steps to activate your student email account:-

1. Use Internet Explorer and go to <https://www.outlook.com/dmail.disted.edu.my>
2. Key in your Student ID to log into your email.

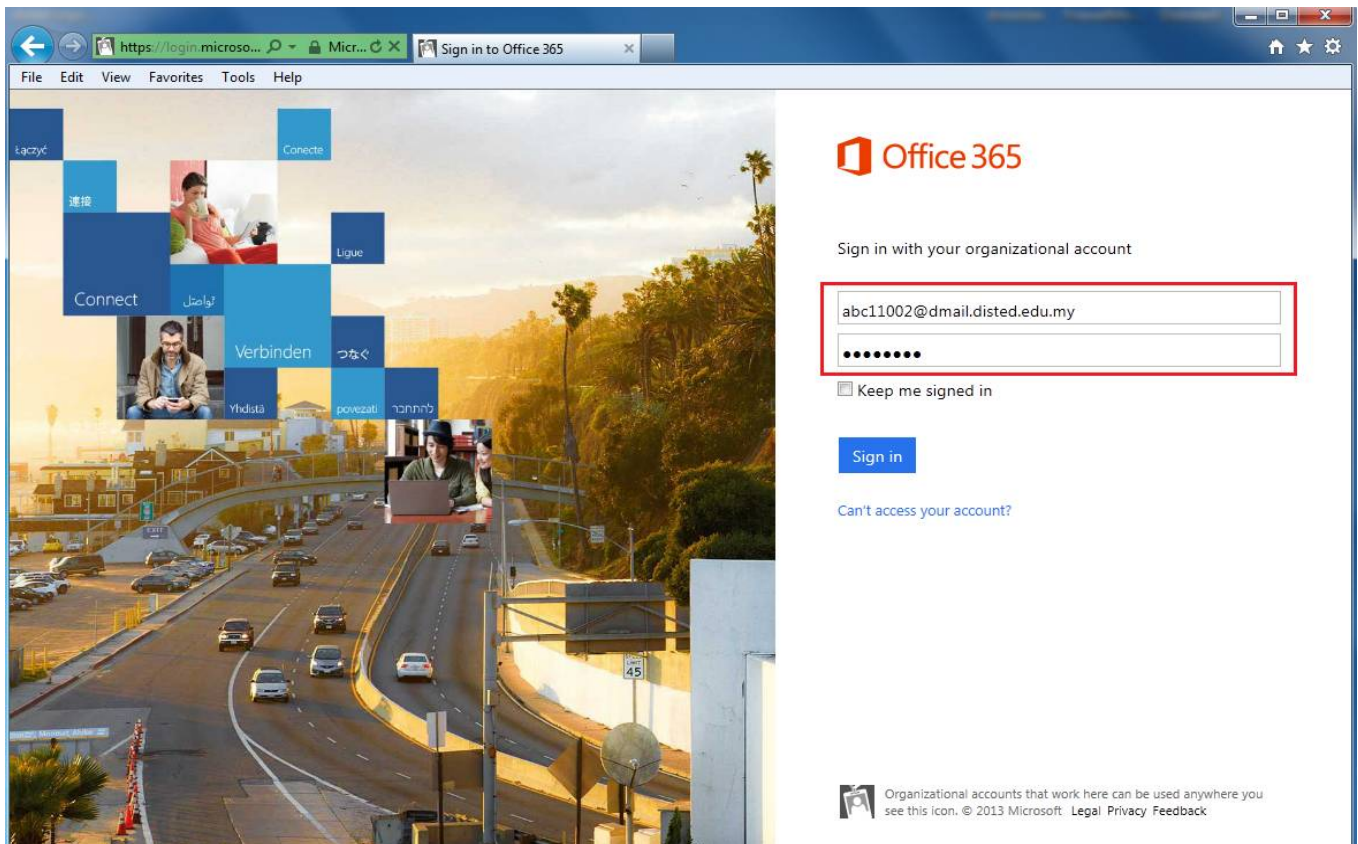
(STUDENTID)@dmail.disted.edu.my

(Note: There is no space in between the letters and use small letters)

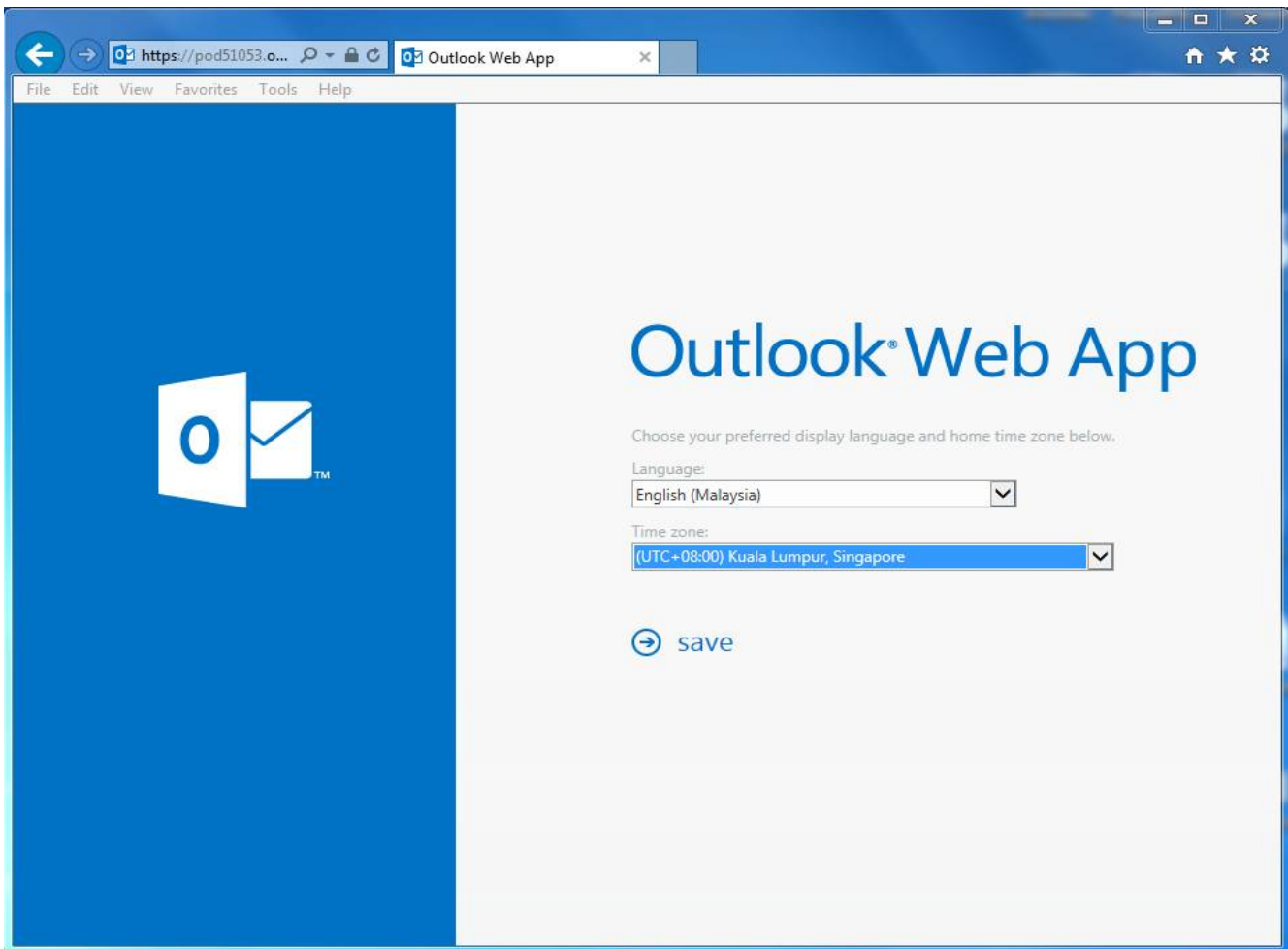
Password: Key in **D@** and then use your **IC#** or for international students, use your **Passport#**

(Note: Please key in new IC# and include “-“)

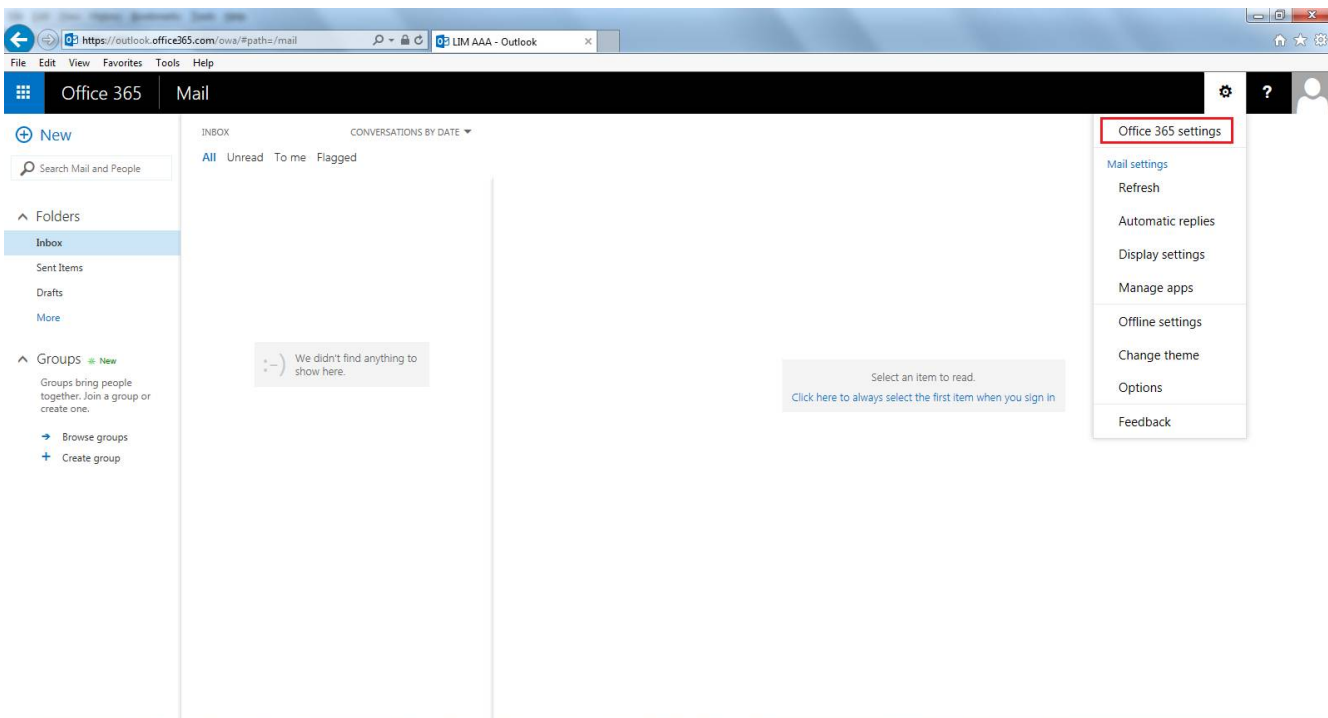
For example: D@991234-56-7890



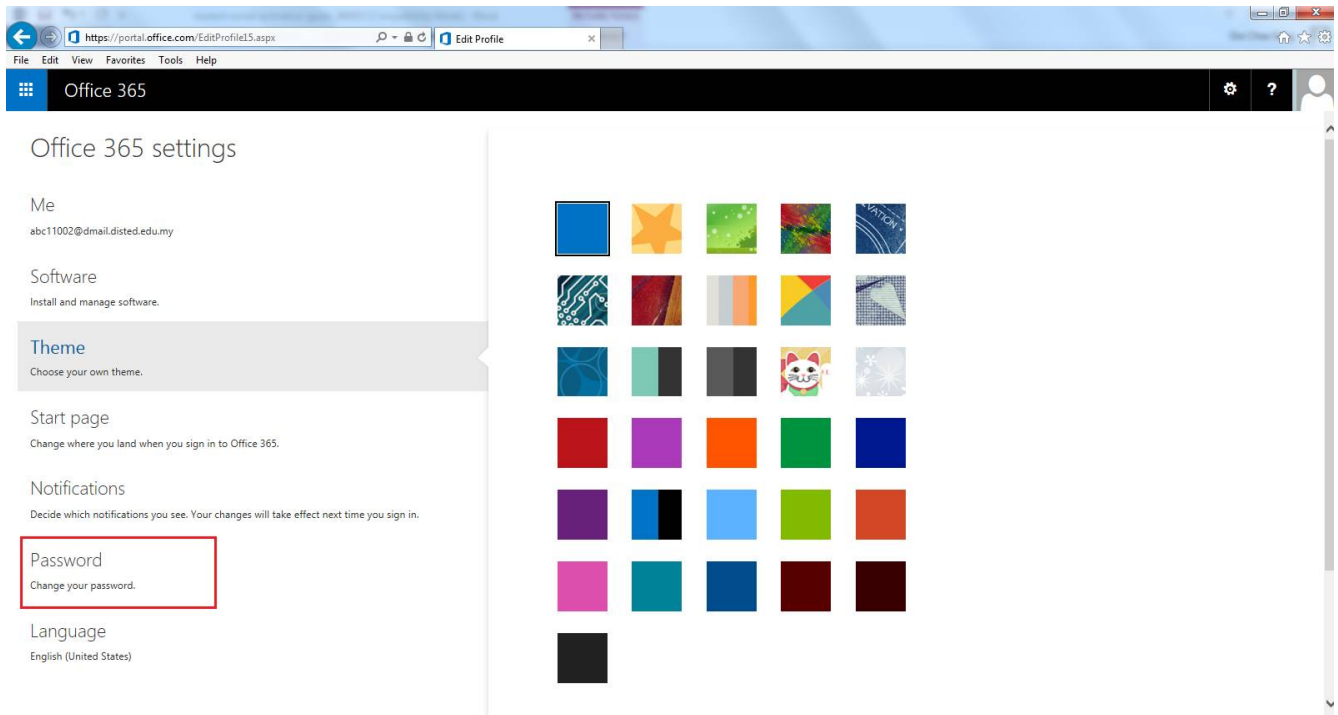
3. Select the correct Time Zone (Kuala Lumpur, Singapore). Click on “save”.



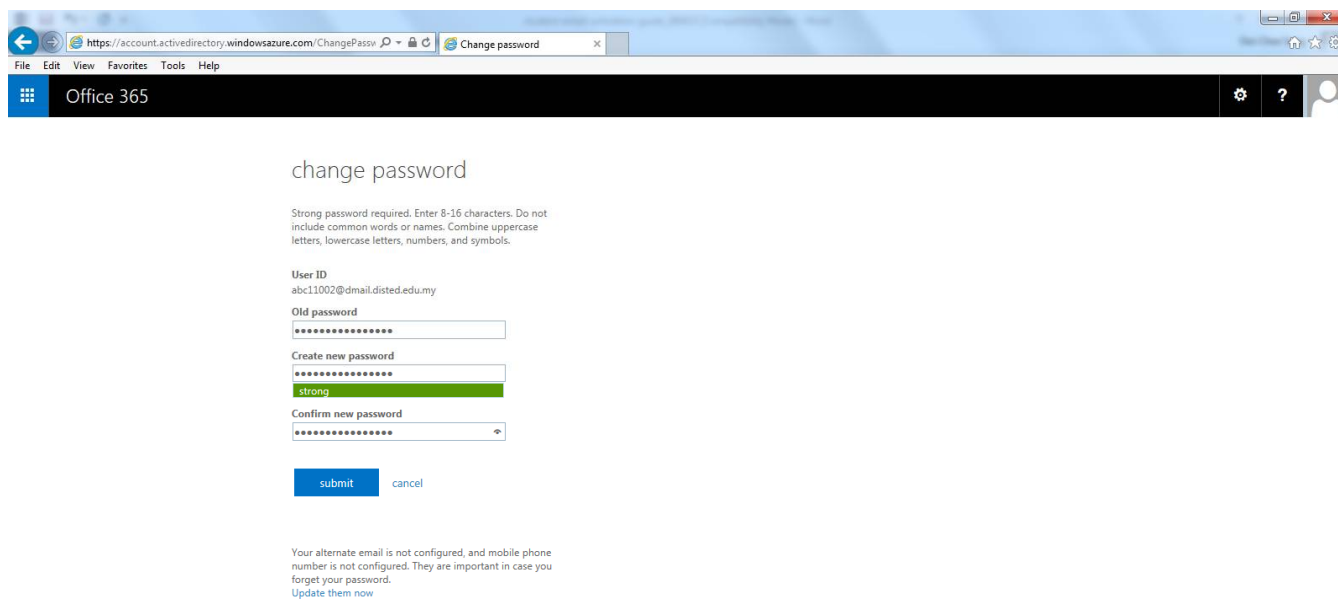
4. To change your password, go to gear logo (top right hand corner), select “Office 365 settings”.



5. Click on “Password”.



6. Key in the old password and new password then click on “submit”.



Should you have any problems accessing your student email account, kindly contact:

E-mail: usradm@dmal.disted.edu.my

Tel: 04-2296579

Issued by:

IT Management and Services Department (ITMS), DISTED College