



30 July 2020

## 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)*

### 3. Password

- a. Starting from 01/09/2018, Dmail password is synchronized with your Students+ password.
- b. If you haven't change you Students+ password, the default password is your **IC#** or **Passport#** (for international students), followed by "@d" (if you enrol to DISTED before 1<sup>st</sup> August 2020) or followed by "@Dc" (if you enrol to DISTED from 1<sup>st</sup> August 2020).

*For example:*

*Enrol to DISTED before 1<sup>st</sup> August 2020*

*991234017890@d or a1234567@d*

*(Note: Please key in new IC# without "-")*

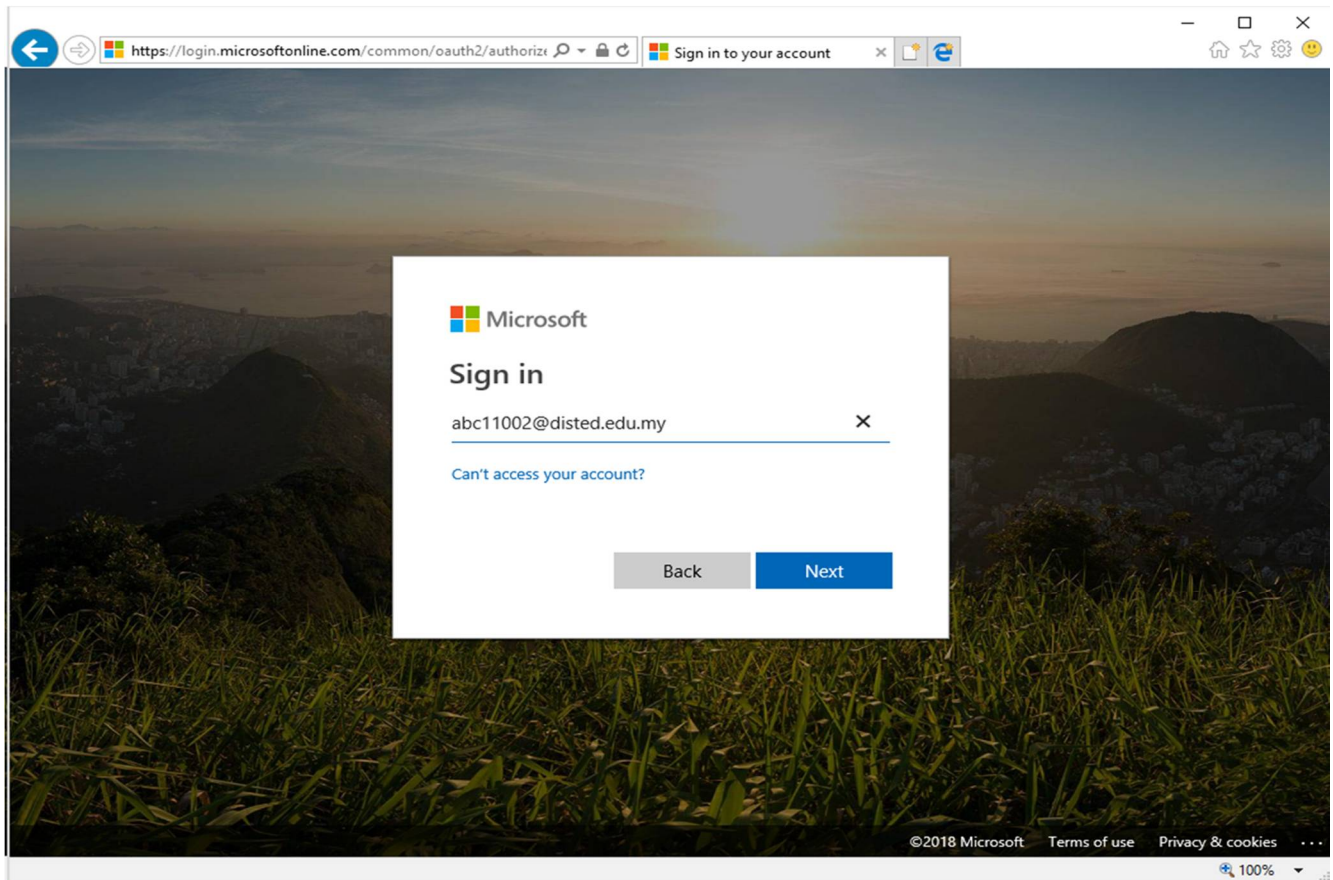
*OR*

*Enrol to DISTED from 1<sup>st</sup> August 2020*

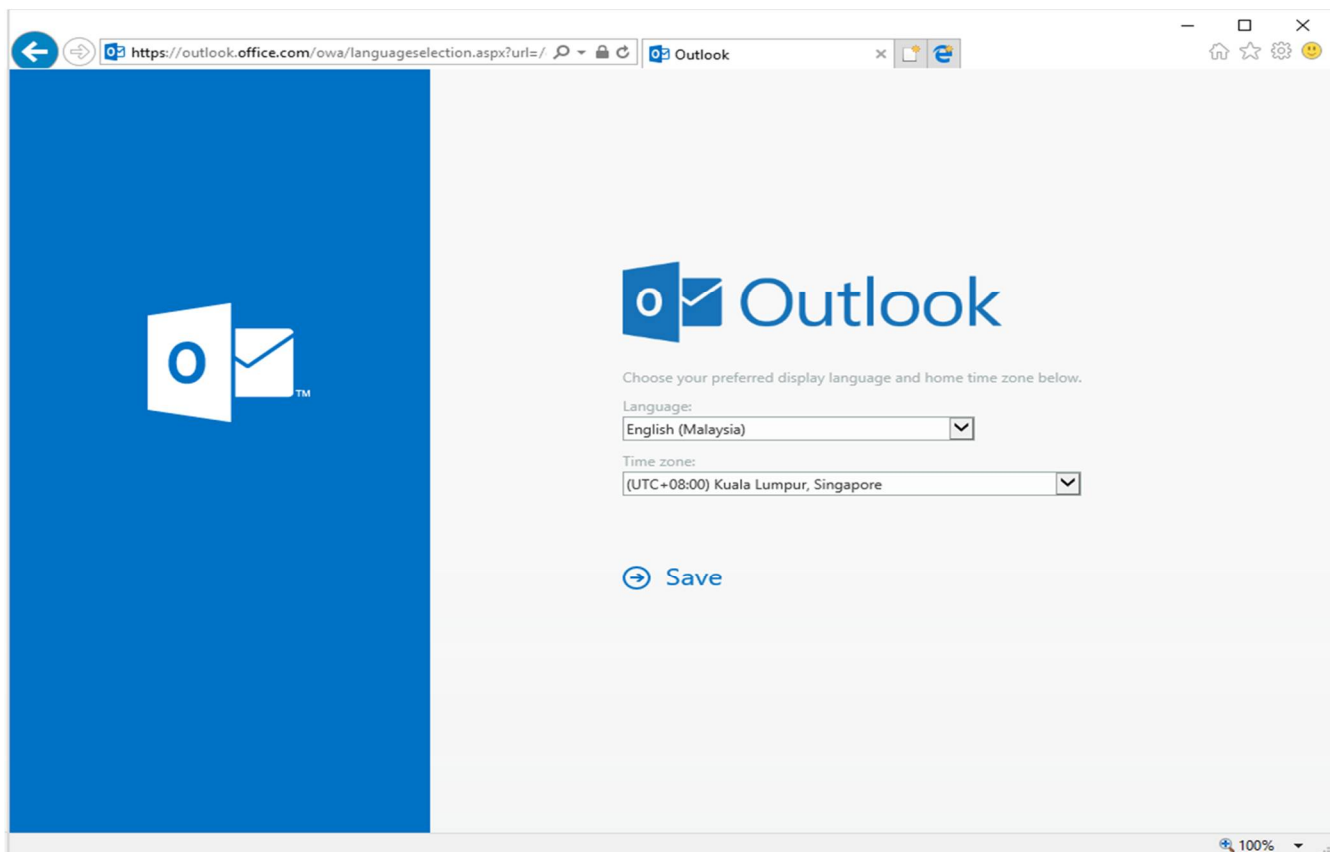
*991234017890@Dc or a1234567@Dc*

*(Note: Please key in new IC# without "-")*

- c. If you have already changed your Students+ password, use the new password to log in Dmail.



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



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

E-mail: [usradm@dmail.disted.edu.my](mailto:usradm@dmail.disted.edu.my)

Tel: 04-2296579

Issued by:

IT Management and Services Department (ITMS), DISTED College