

# Panduan Cara menggunakan Teams Office 365



Direktorat Pengembangan Teknologi  
dan Sistem Informasi



# Deskripsi



Nama Panduan : Panduan cara menggunakan Teams Office 365

Tujuan Panduan : Memberikan langkah-langkah cara menggunakan Teams Office 365

Pengguna : Dosen, Tendik dan Mahasiswa

Tanggal Panduan : 04 September 2019

Penulis : Rizki Rinaldi

Unit : Direktorat Pengembangan Teknologi dan Sistem Informasi

# Wajib di Ketahui

- Pastikan sudah melakukan sinkronisasi Office 365
- Pastikan akun Office 365 tidak bermasalah. Dan
- Pastikan Anda sudah terkoneksi dengan jaringan Internet.






# Cara akses Teams Office 365 di web



# Cara Akses Teams web Browser

- Buka web browser (Internet Explorer, Google Chrome, Mozilla Firefox dan lain-lain).
- Masukkan url "integra.its.ac.id/app.php".
- Pilih Menu Office 365 dan klik Kunjungi.



 <https://integra.its.ac.id/app.php>



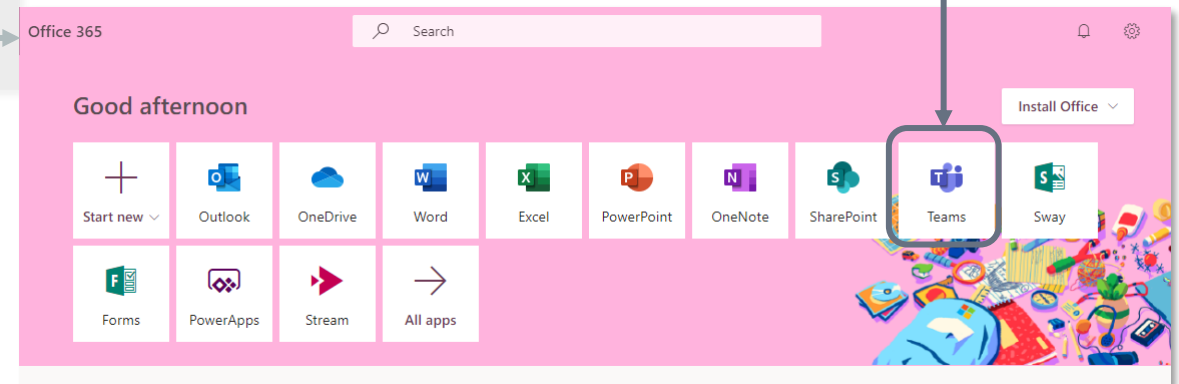
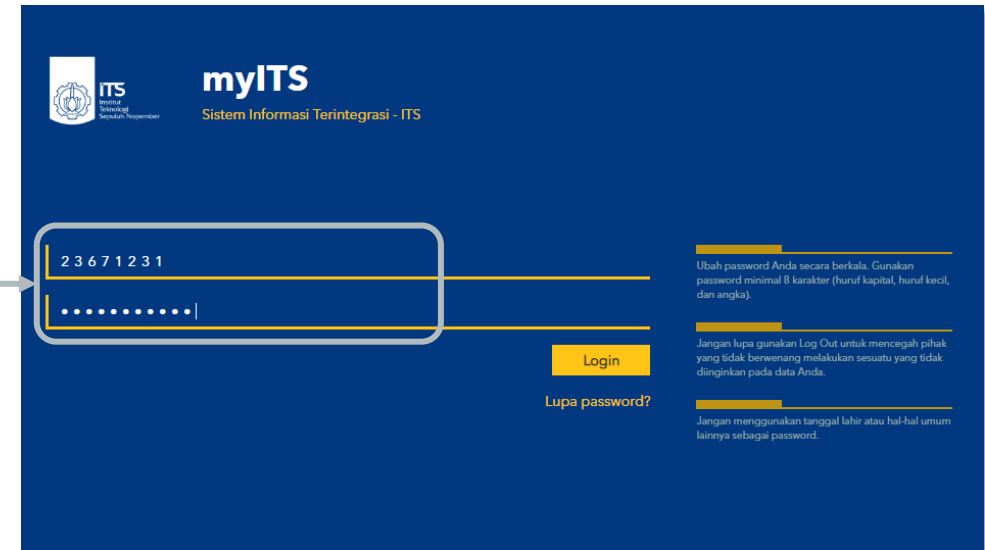
Mailbox Staff

Mailbox untuk Staff ITS

**KUNJUNGI**

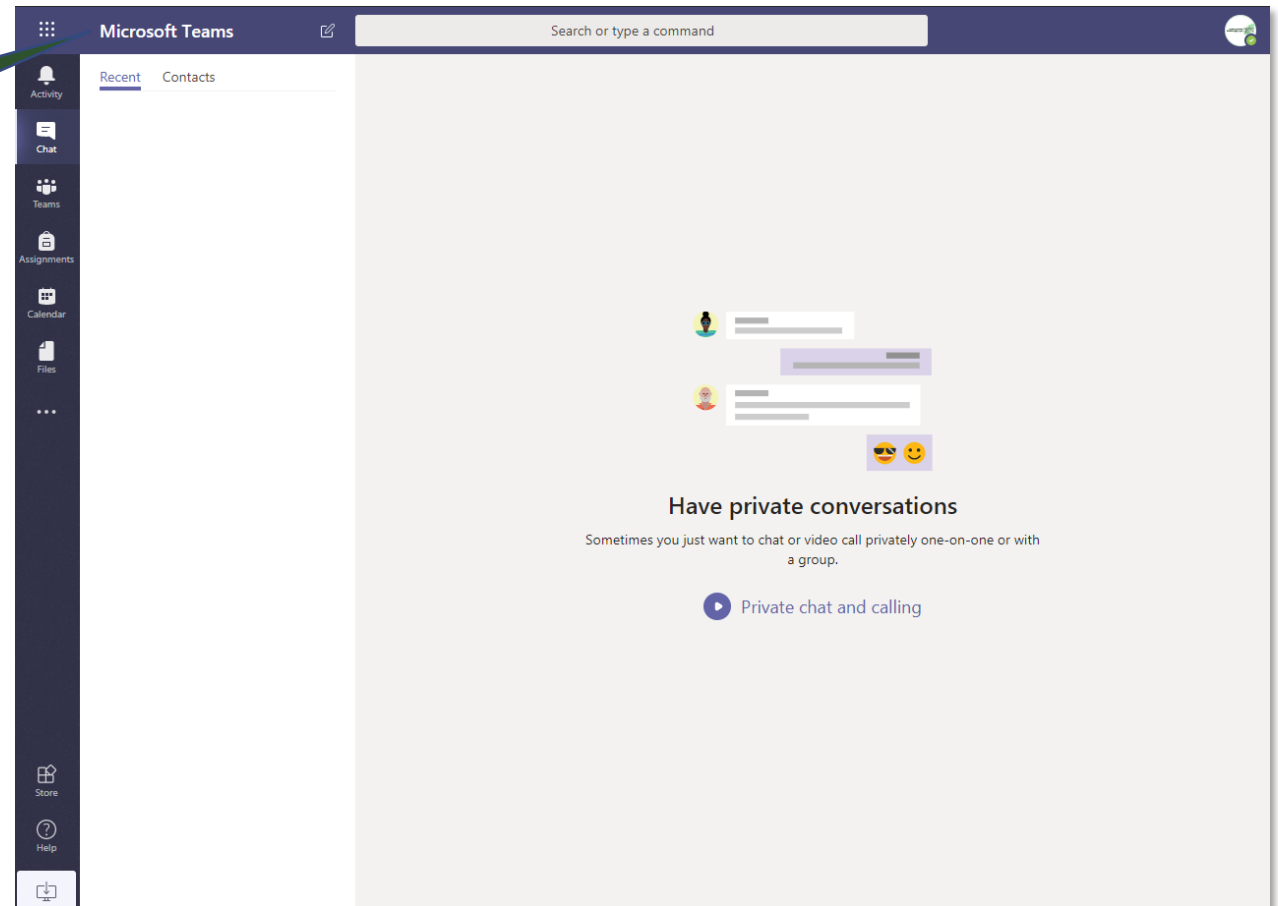
# Cara Akses Teams web Browser

- Anda akan dialihkan(redirect) otomatis ke integra.
- Silahkan login menggunakan akun integra pribadi.
- Jika berhasil login, Anda otomatis masuk ke dashboard Office 365.
- Klik menu Teams untuk masuk ke Teams.



# Anda Berhasil masuk ke Teams

Anda sudah berhasil  
masuk ke Teams Office  
365 di web





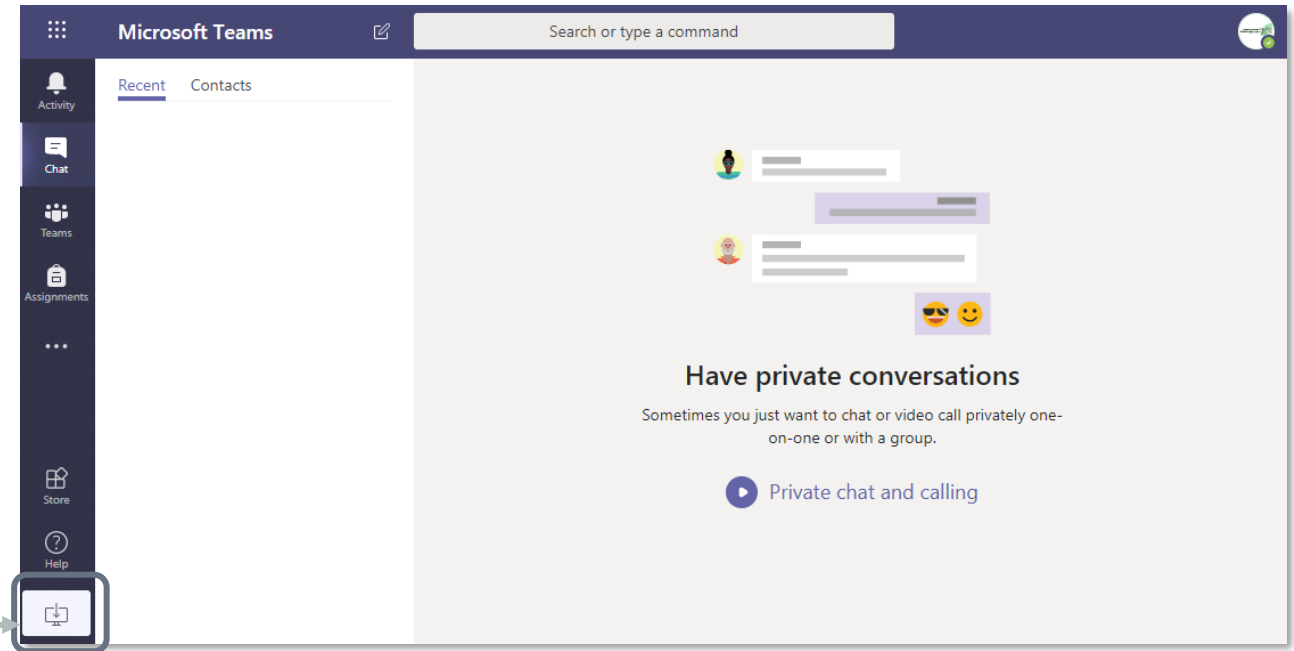
# Download Teams Desktop





# Download Teams Dekstop

- Masuk ke Teams berbasis web.
- Klik icon “Download desktop app” dipojok kiri bawah.



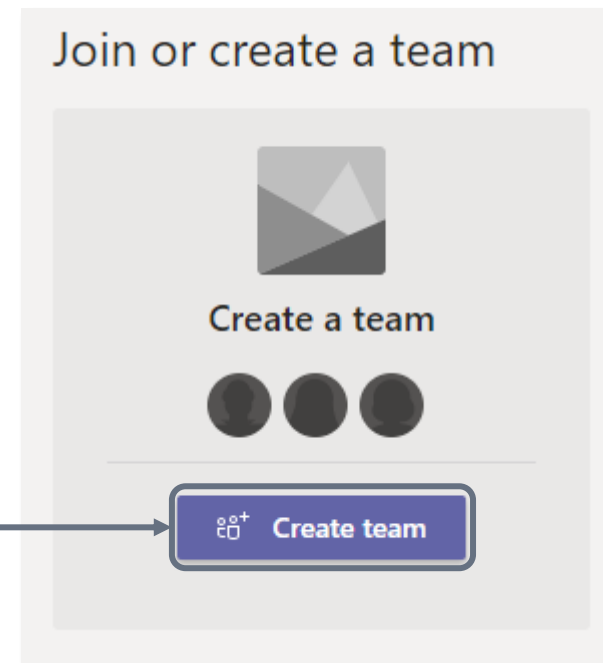
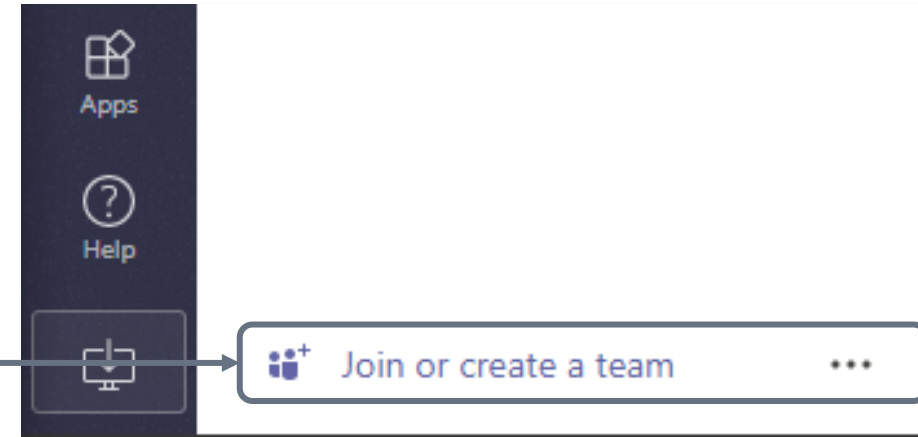


# Cara membuat Group teams



# Cara membuat group di teams

- Masuk ke Teams.
- Klik menu yang ada di pojok kiri paling bawah.
- Pilih menu **Create a Team** untuk membuat Group baru.



# Cara membuat group di teams

- Masukan nama group sesuai yang diinginkan.
- Masukan Deskripsi tentang group jika diperlukan.
- Pilih privasi. **Private** atau **Public**.
- Klik **Next** untuk lanjut langkah berikutnya.

The screenshot shows the 'Create your team' interface in Microsoft Teams. It includes a title, a subtitle, and three input fields: 'Team name', 'Description', and 'Privacy'. Each field is highlighted with a rounded rectangle and an arrow pointing from the instructions on the left. The 'Team name' field contains 'Pelayanan Teknologi Informasi'. The 'Description' field contains 'Ini group kolaborasi PeayananTeknologi Informasi'. The 'Privacy' field is set to 'Private - Only team owners can add members'. At the bottom right, there are 'Cancel' and 'Next' buttons.

**Create your team**

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

Team name  
Pelayanan Teknologi Informasi

Description  
Ini group kolaborasi PeayananTeknologi Informasi

Privacy  
Private - Only team owners can add members

Cancel Next

# Cara membuat group di teams

- Kemudian tambahkan anggota group, cari berdasarkan nama atau username Office 365.
- Klik Add untuk menyimpan anggota.
- Anggota yang ditambahkan otomatis menjadi member, akan tetapi anggota bisa di ganti menjadi Owner.
- Klik Close jika sudah selesai.

## Add members to Pelayanan Teknologi Informasi

Start typing a name, distribution list, or mail enabled security group to add to your team.

 Rizki Rinaldi × |

 Rizki Rinaldi  
RIZKIITSACID

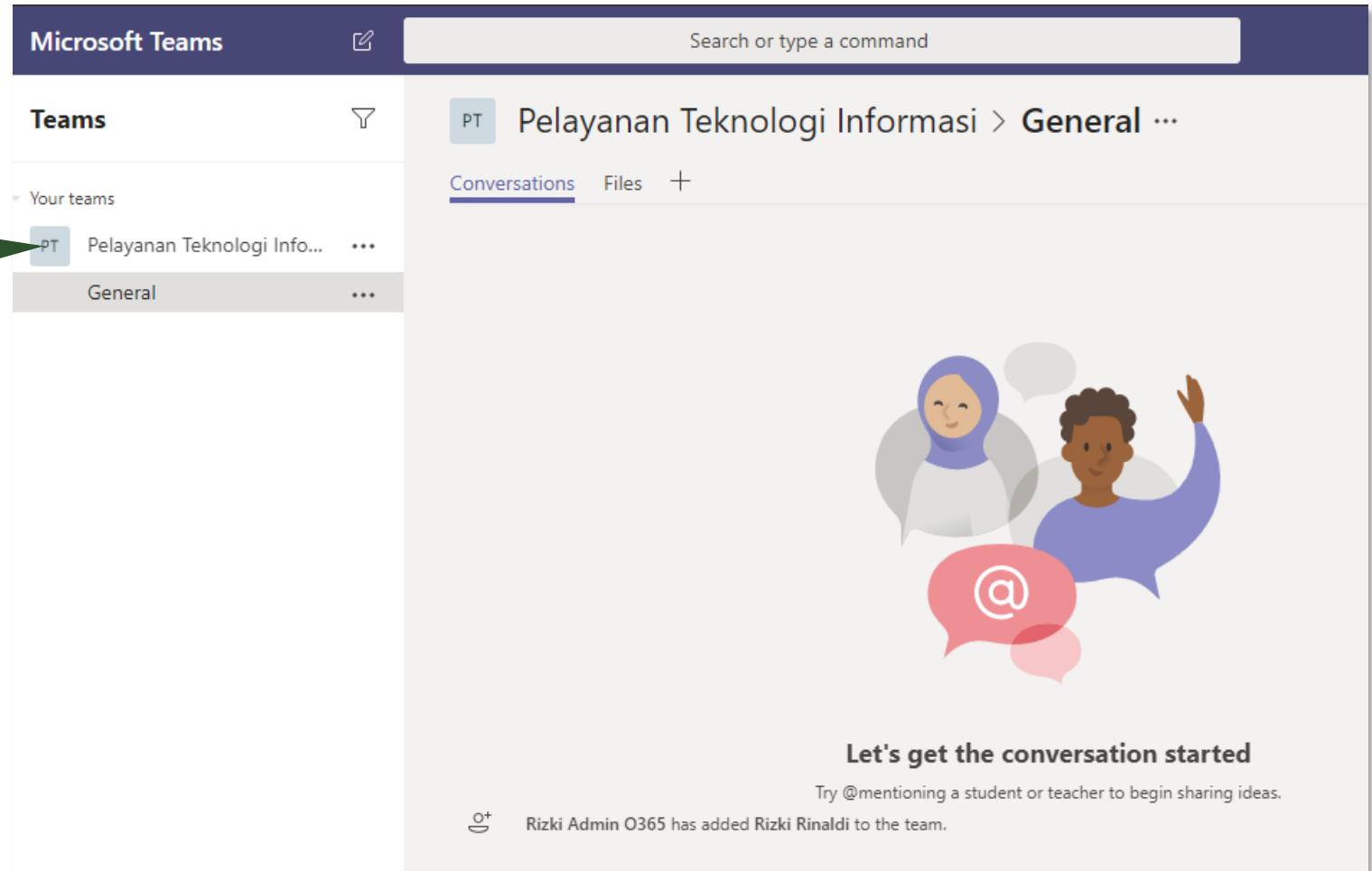
Member ▾ ×

Owner

Member

# Cara membuat group di teams

Group Teams berhasil  
dibuat



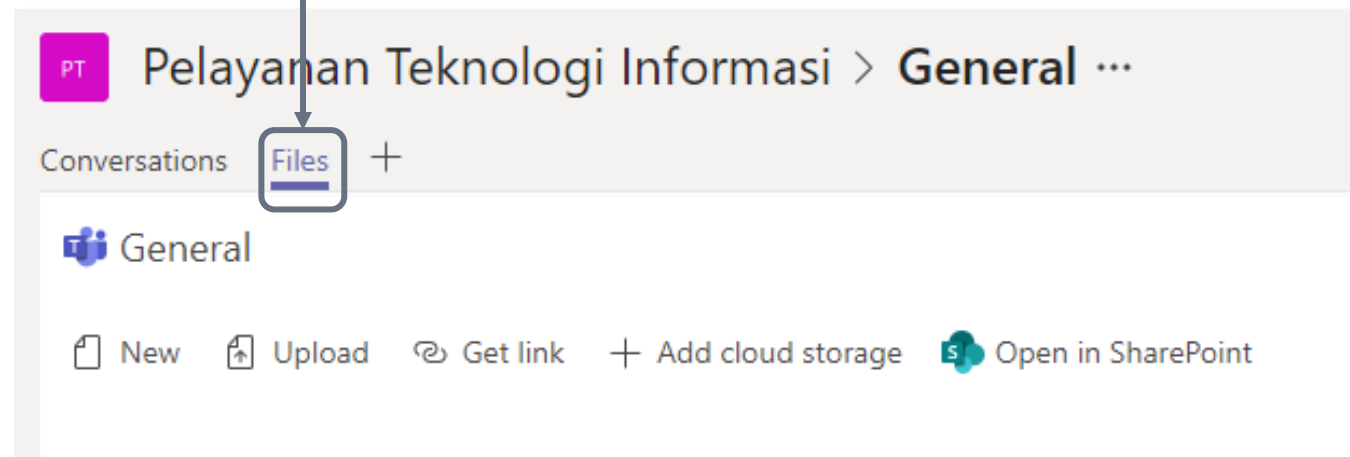
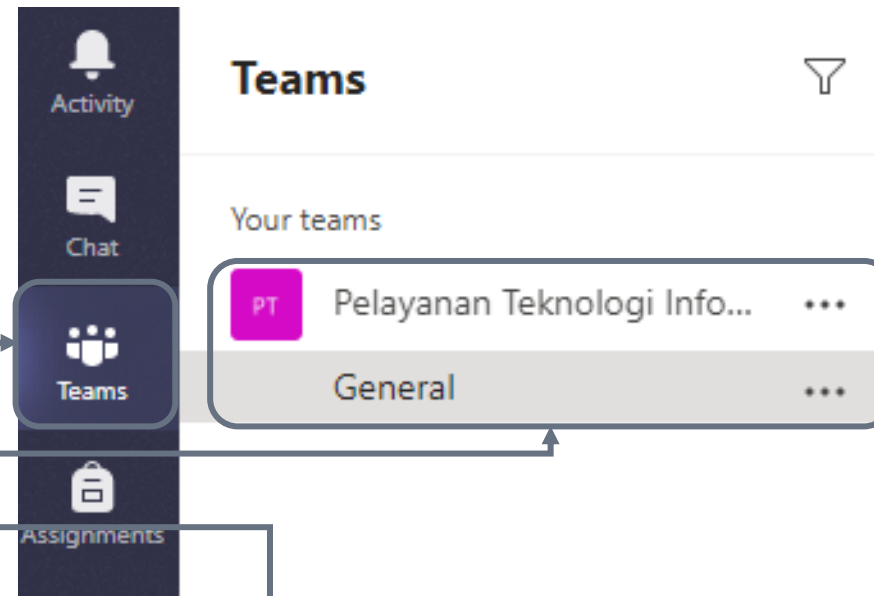


# Cara upload file ke Group Teams



# Cara upload file ke group teams

- Masuk ke Teams.
- Klik Menu Teams
- Pilih dan klik group yang akan digunakan untuk upload file.
- Kemudian klik tab atau menu Files.





# Cara upload file ke group teams

- Cara pertama Klik menu upload untuk upload file dari direktori Pc/laptop.
- Cara kedua menggunakan *drag and drop* file dari direktori Pc/laptop langsung ke direktori teams.
- Batas upload file 1 kali upload hanya boleh 10 file.
- File Berhasil diupload.

The screenshot shows the Microsoft Teams interface for a 'General' channel. The top navigation bar includes 'New', 'Upload', 'Get link', 'Add cloud storage', and 'Open in SharePoint'. The 'Files' tab is active, displaying a 'Drop your files here' area with a file icon and a '+ Copy' button. Below this, a table lists the uploaded file:

✓	Type	Name	Modified	Modified by	
	📄	Contoh File Upload.pdf	Just now	Rizki Admin O365	⋮



# Edit file microsoft dengan group teams



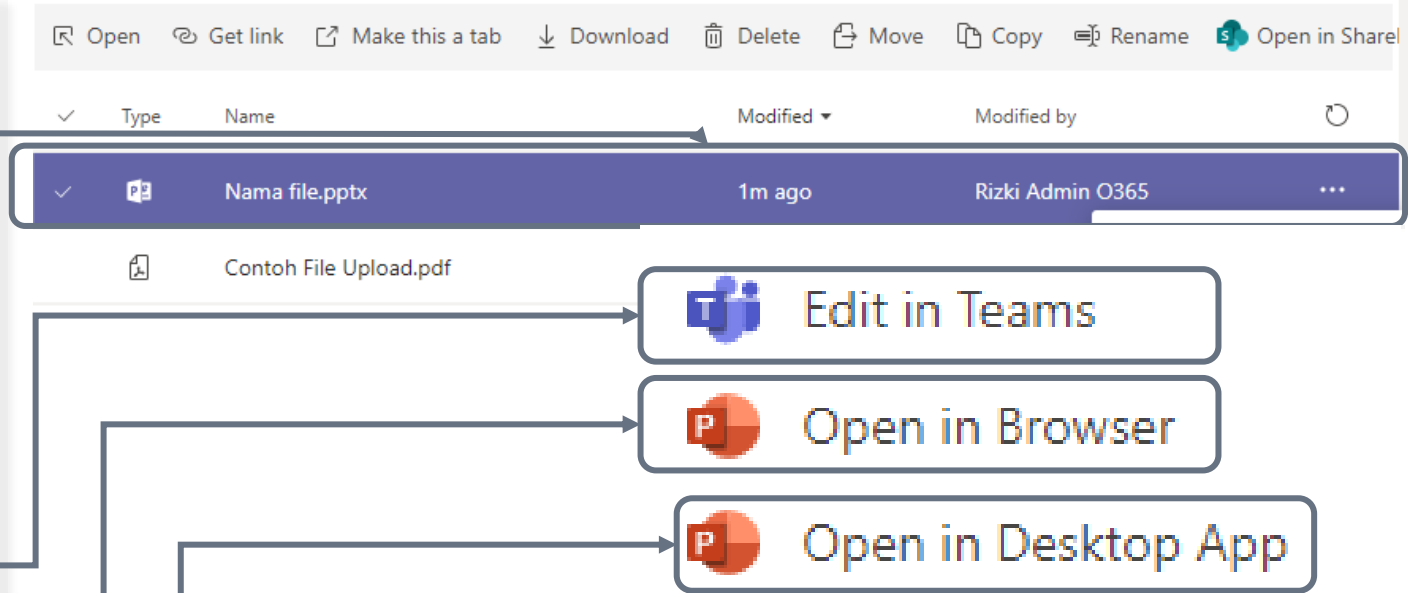
# Edit file baru di group teams

- Klik menu New \_\_\_\_\_
- Pilih jenis file yang akan dibuat \_\_\_\_\_
- Masukkan nama file yang akan dibuat. \_\_\_\_\_
- Klik create .

The screenshot shows the Microsoft Teams interface. At the top, the 'General' tab is selected. Below it, the 'New' button is highlighted with a blue box. A dropdown menu is open, showing options for 'Folder', 'Word document', 'Excel spreadsheet', and 'PowerPoint presentation'. The 'PowerPoint presentation' option is highlighted with a blue box. Below the dropdown, a dialog box titled 'Create a new PowerPoint presentation' is shown. It has a text input field labeled 'PowerPoint presentation name' with the placeholder text 'Nama file'. The 'Create' button is highlighted with a blue box. Arrows from the list on the left point to the 'New' button, the 'PowerPoint presentation' option, and the text input field.

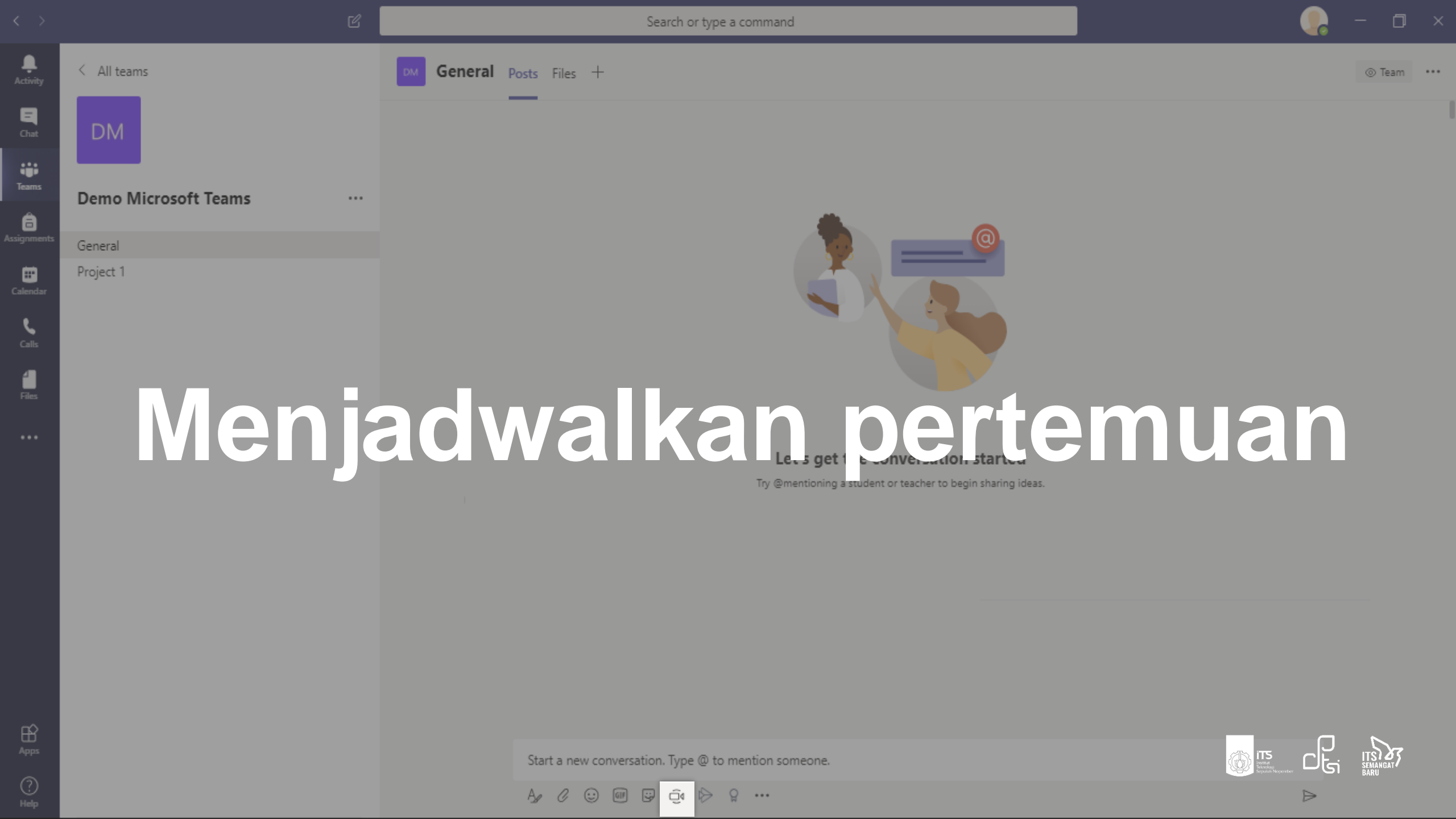
# Edit file Lama di group teams

- Pilih file yang sudah yang akan diedit.
- Klik ikon ... Pojok kiri yang pilih.
- Anda bisa mengedit file dengan 3 cara
- Cara pertama menggunakan Teams.
- Cara kedua menggunakan Microsoft 365
- Cara ketiga menggunakan Office 365 desktop.



Microsoft Teams

# ONLINE MEETING



# Menjadwalkan pertemuan

Start a new conversation. Type @ to mention someone.



# Ada beberapa cara melakukan penjadwalan rapat di Teams

Start a new conversation. Type @ to mention someone.





Cara 1:

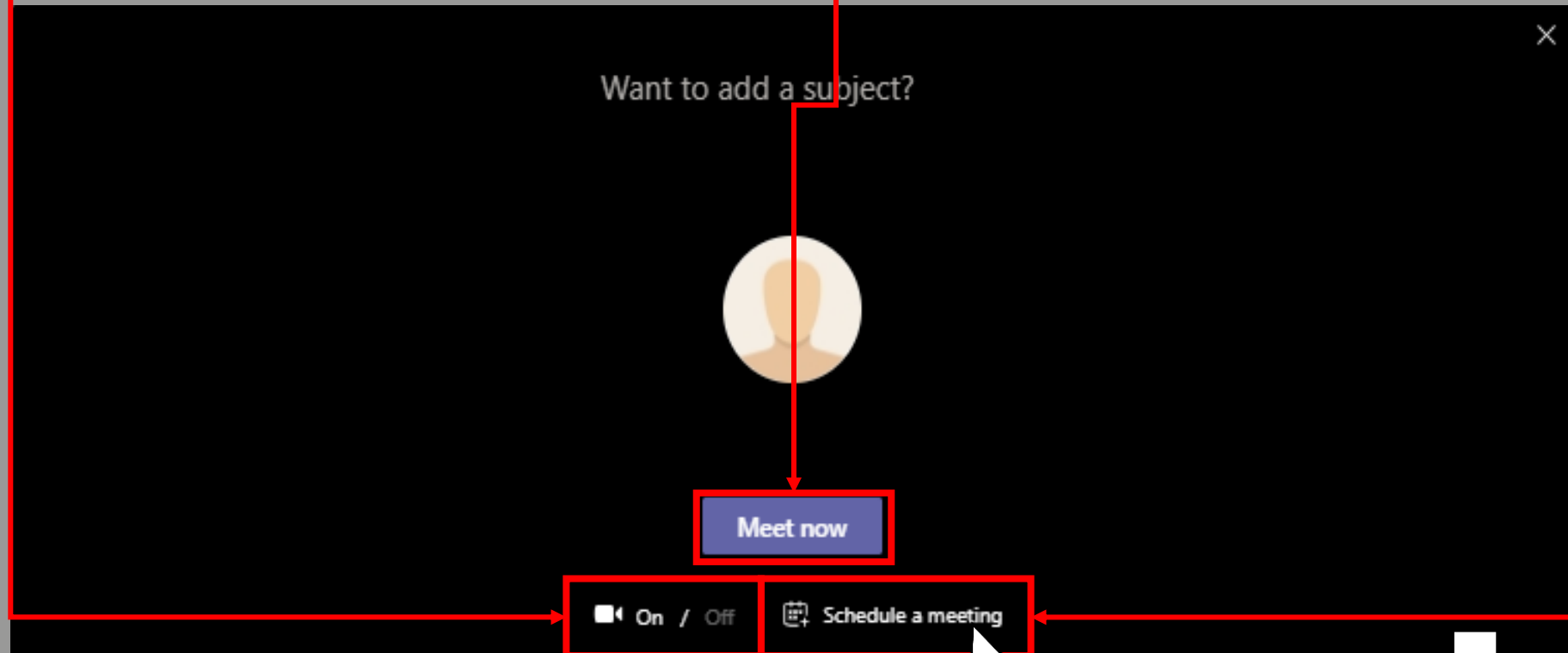
Klik “meet now” di bagian bawah tab conversation

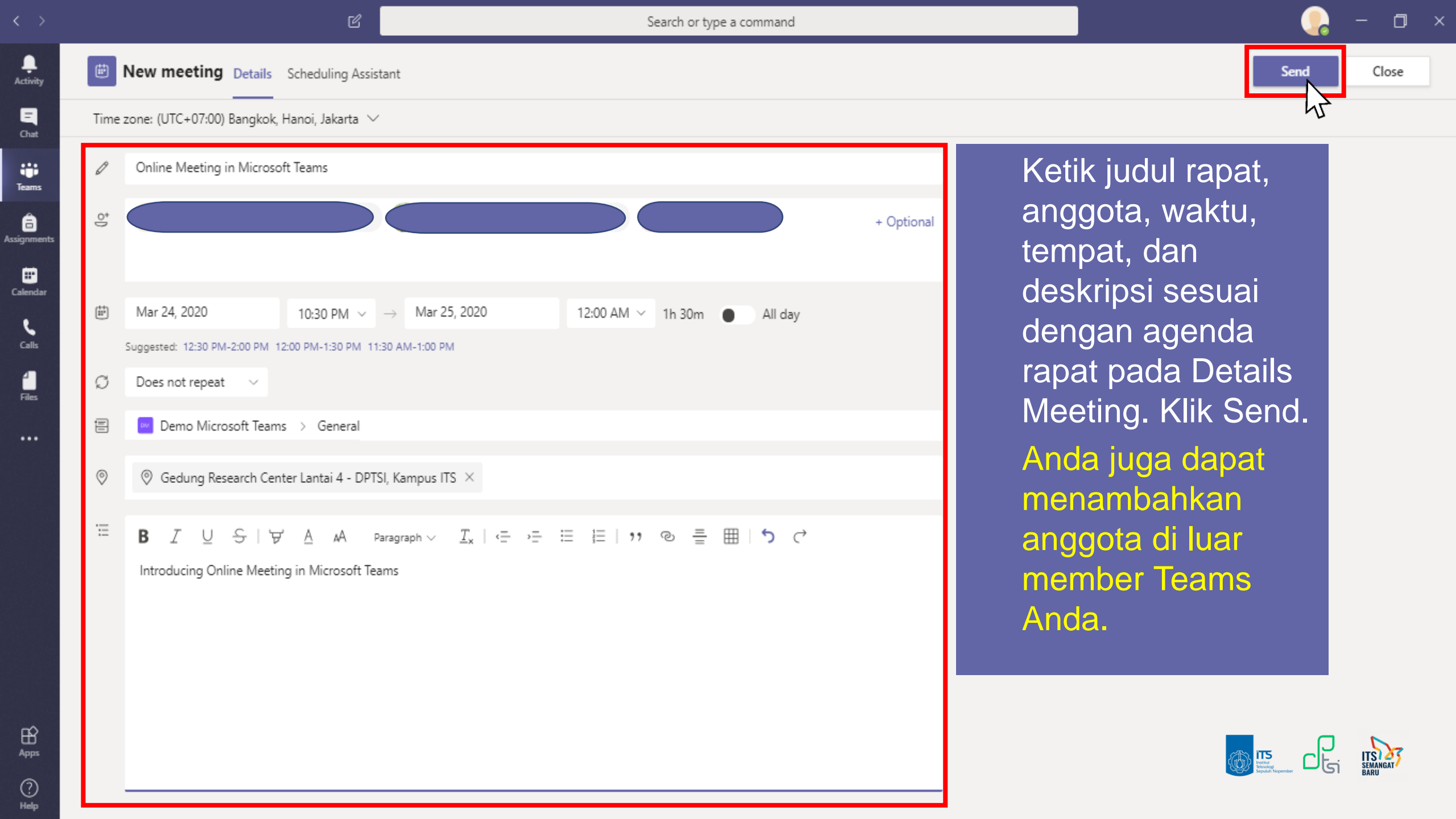
Start a new conversation. Type @ to mention someone.





Klik **Schedule a meeting**, untuk melakukan rapat beberapa waktu ke depan. Atau klik **Meet now**, jika ingin melakukan pertemuan saat ini juga. Anda juga dapat menonaktifkan video jika tidak ingin gambar Anda terekam dengan mengklik tombol **off**.





New meeting Details Scheduling Assistant

Send Close

Time zone: (UTC+07:00) Bangkok, Hanoi, Jakarta

Online Meeting in Microsoft Teams

+ Optional

Mar 24, 2020 10:30 PM → Mar 25, 2020 12:00 AM 1h 30m All day

Suggested: 12:30 PM-2:00 PM 12:00 PM-1:30 PM 11:30 AM-1:00 PM

Does not repeat

Demo Microsoft Teams > General

Gedung Research Center Lantai 4 - DPTSI, Kampus ITS

Introducing Online Meeting in Microsoft Teams

Ketik judul rapat, anggota, waktu, tempat, dan deskripsi sesuai dengan agenda rapat pada Details Meeting. Klik Send.

Anda juga dapat menambahkan anggota di luar member Teams Anda.

Search or type a command

< All teams

DM

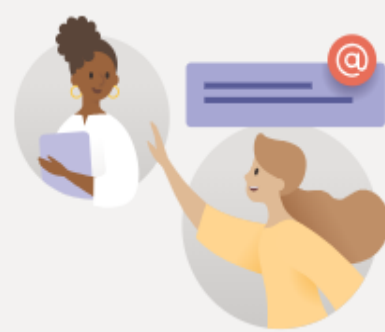
**Demo Microsoft Teams** ...

General

Project 1

DM **General** Posts Files +


Team ...




**Let's get the conversation started**  
Try @mentioning a student or teacher to begin sharing ideas.

Jadwal rapat akan muncul pada tab conversation

Today



Scheduled a meeting

 **Online Meeting in Microsoft Teams**  
Wednesday, March 18, 2020 @ 7:30 AM ...

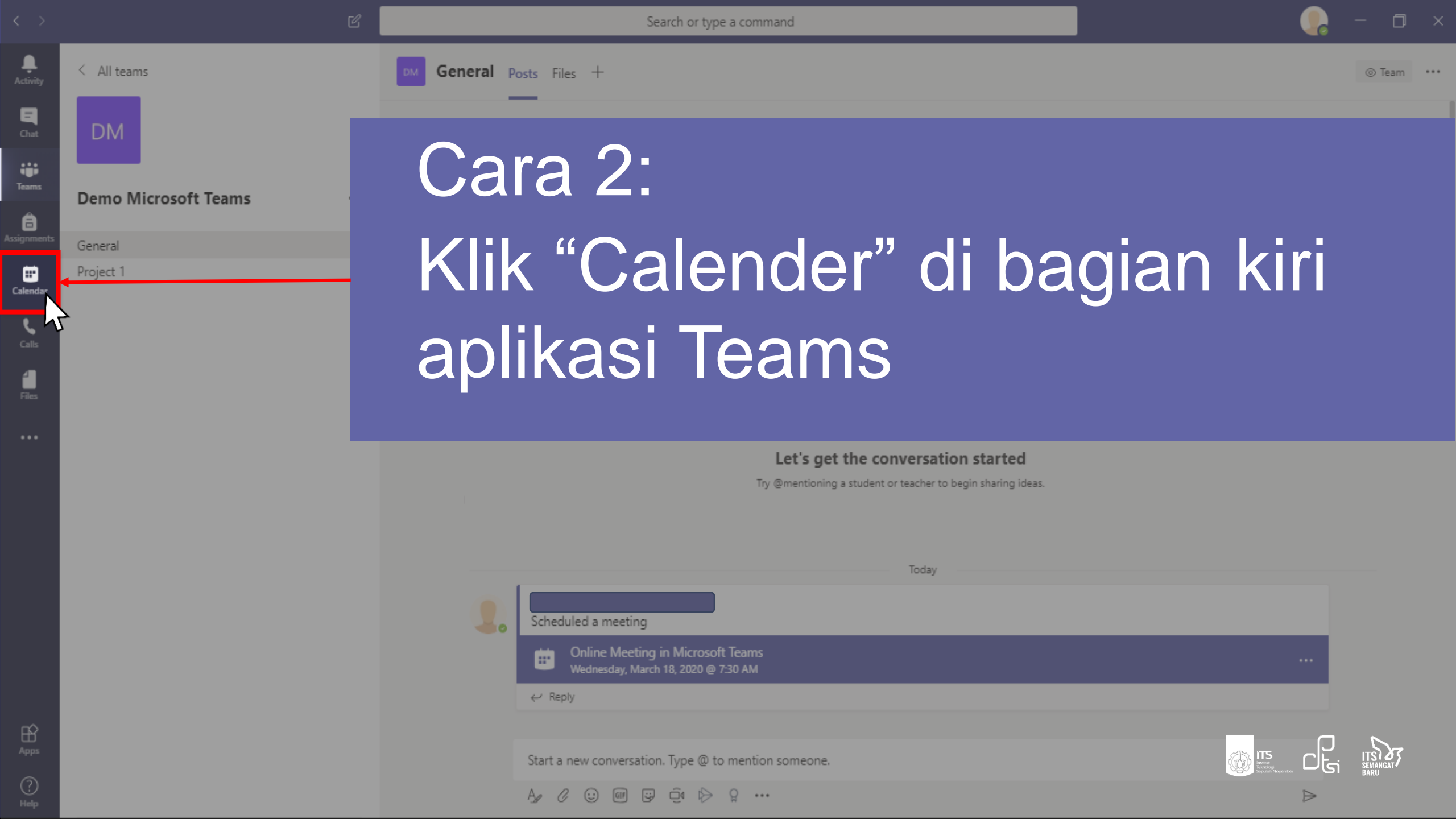
← Reply

Start a new conversation. Type @ to mention someone.



# Cara 2:

Klik “Calender” di bagian kiri aplikasi Teams





Schedule a new meeting

Klik **New Meeting** di bagian kanan atas Teams

Today < > March 2020

16

Monday

17

Tuesday

18

Wednesday

19

Thursday

20

Friday

7 AM

8 AM

9 AM

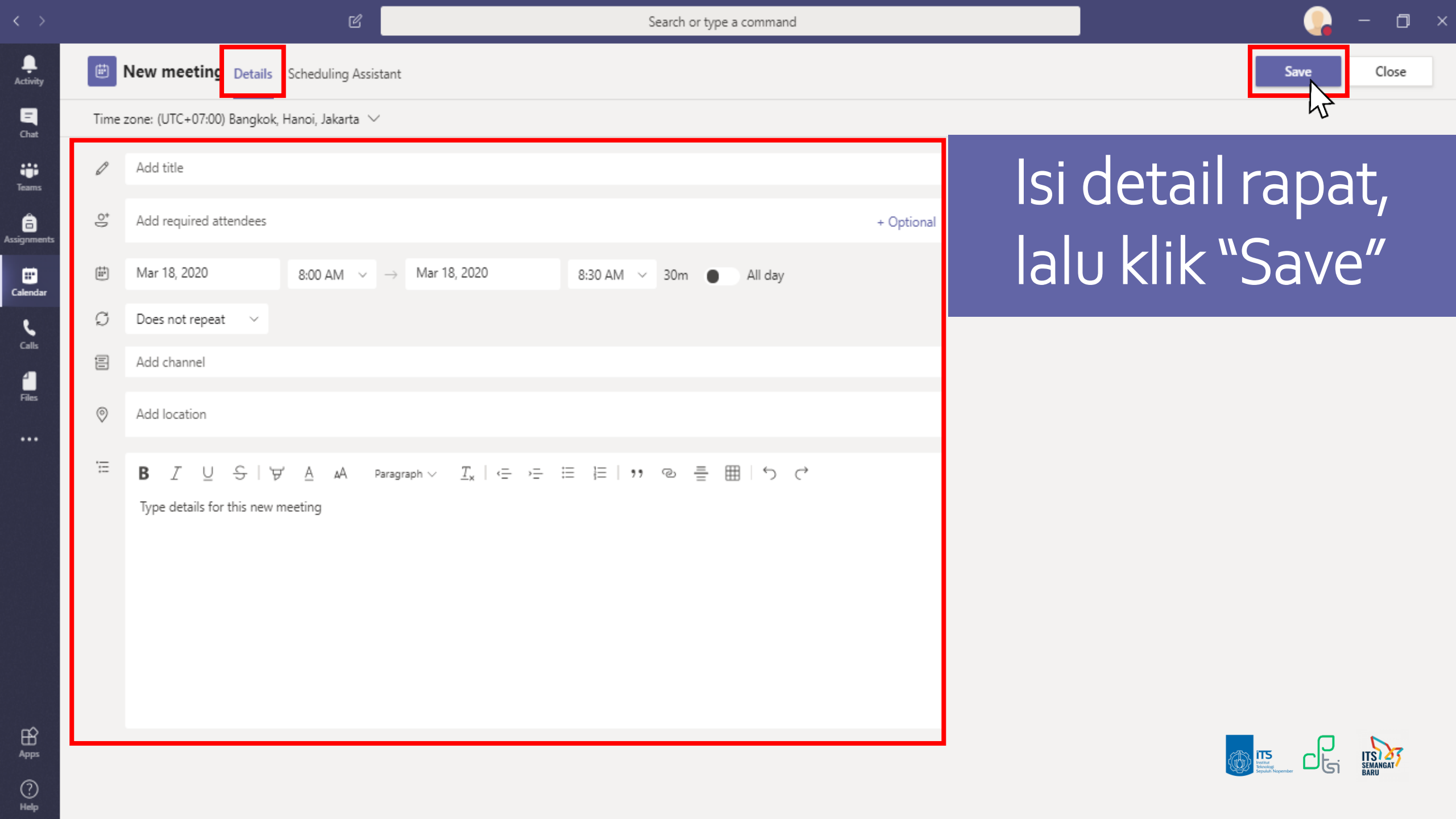
10 AM

11 AM

12 PM

1 PM

2 PM



Time zone: (UTC+07:00) Bangkok, Hanoi, Jakarta

Add title

Add required attendees + Optional

Mar 18, 2020 8:00 AM → Mar 18, 2020 8:30 AM 30m All day

Does not repeat

Add channel

Add location

**B** *I* U ~~ABC~~ Paragraph

Type details for this new meeting

Isi detail rapat,  
lalu klik "Save"

Microsoft Teams

# Bergabung dalam Rapat Teams

16  
Monday

Pada tab "Calender", cari rapat yang ingin dihadiri dan klik "Join"

Online Meeting in Microsoft Teams

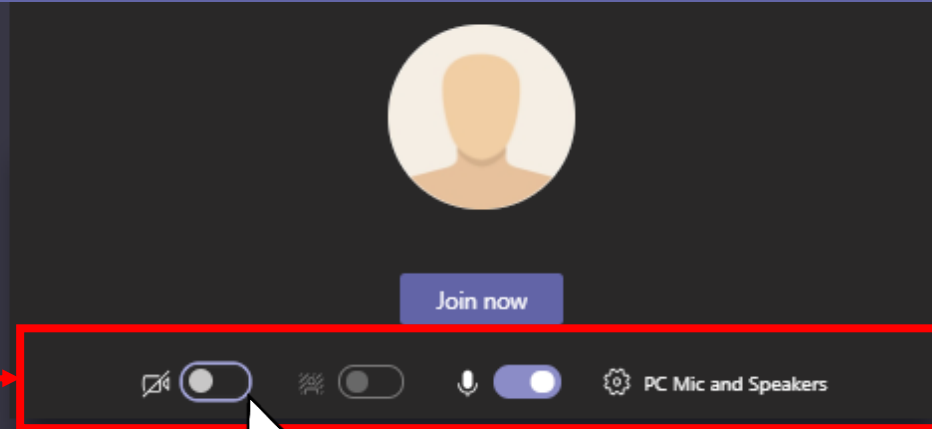
Join

- Activity
- Chat
- Teams
- Assignments
- Calendar**
- Calls
- Files
- ...





Sebelum “Join”, atur audio dan video Anda, di sini anda dapat mengaktifkan / menonaktifkan kamera perekam maupun microphone pada laptop/pc Anda.



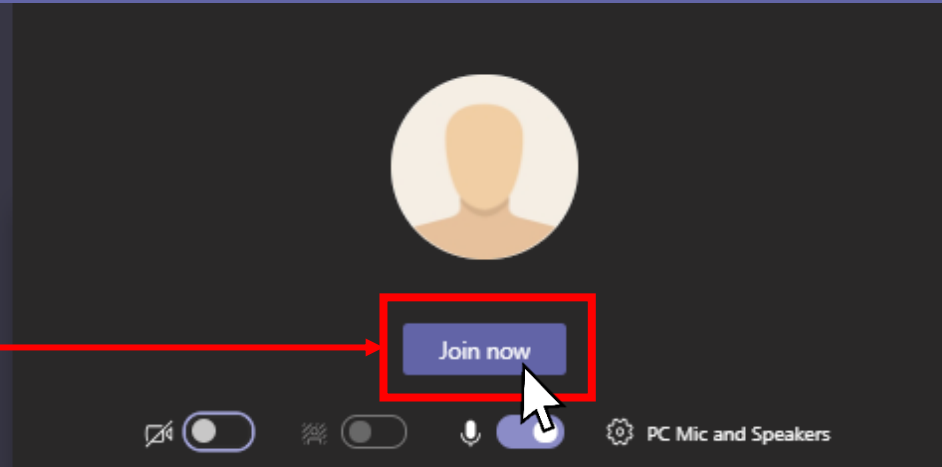
Other join options





Choose your audio and video settings for

Klik "Join now" untuk bergabung dalam rapat



Other join options

Audio off

Phone audio

# Tidak memiliki aplikasi Teams?

**Anda dapat join  
melalui undangan  
yang dikirimkan pada  
email Outlook Anda**

# Ada beberapa cara untuk mengakses Outlook

Best match







 Outlook  
App

Search the web

 Outlook - See web results >



Outlook  
App

-  Open
-  Run as administrator
-  Open file location
-  Pin to Start
-  Pin to taskbar
-  Uninstall

# Cara 1 : Buka aplikasi Outlook pada komputer Anda



Email address

Advanced options ▾

Login menggunakan akun Office 365 dan password integra dan klik **Connect**



New message

Delete Archive Junk Sweep Move to Categorize Undo ...

Folders

Focused Other Filter Weekly Sync

Inbox

Junk Em

Drafts

Sent It

Deleted

Work Em

Work Email

Archive

Conversation H...

Notes 3


Personal Email


New folder

# Klik Join Microsoft Teams Meeting untuk mengikuti rapat

 OneDrive  
Guest edited your shared fi... Wed 8/21  
Here's a daily summary of changes that mi...

July

 MOD Administrator  
MOD Administrator shared... 7/15/2019  
MOD Administrator shared a file with you ...

 Microsoft  
Updates to our terms of use 7/10/2019  
Hello, You are receiving this email because...

 Microsoft account team

## [Join Microsoft Teams Meeting](#)

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)



New message

Delete Archive Junk Sweep Move to Categorize Undo ...

Folders

Focused Other Filter

Weekly Sync

Inbox

Junk Em

Drafts

Sent Item

Deleted

Work Em

Work Email


Archive

Conversation H...


Notes 3


Personal Email

New folder

 OneDrive  
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Updates to our terms of use 7/10/2019  
Hello, You are receiving this email because...

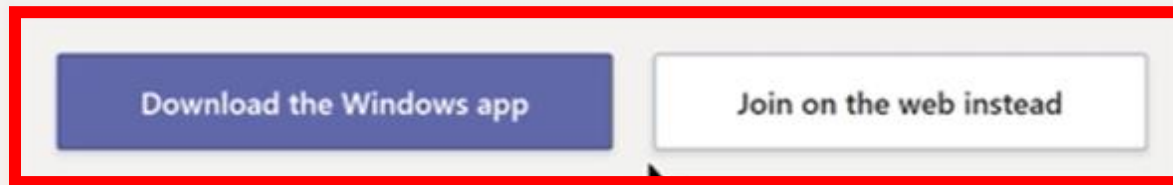
 Microsoft account team

Anda akan mendapat pesan pemberitahuan undangan rapat

[Join Microsoft Teams Meeting](#)[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Di sini Anda dapat memilih **ingin mengikuti rapat dengan mengunduh** aplikasi Teams untuk Windows terlebih dahulu, atau **mengikuti rapat melalui web**

Experience the best of Teams meetings with the desktop app



Already have the Teams [launch it now](#)

Pilih **Join on the web instead**,  
jika ingin mengikuti rapat  
melalui Teams web

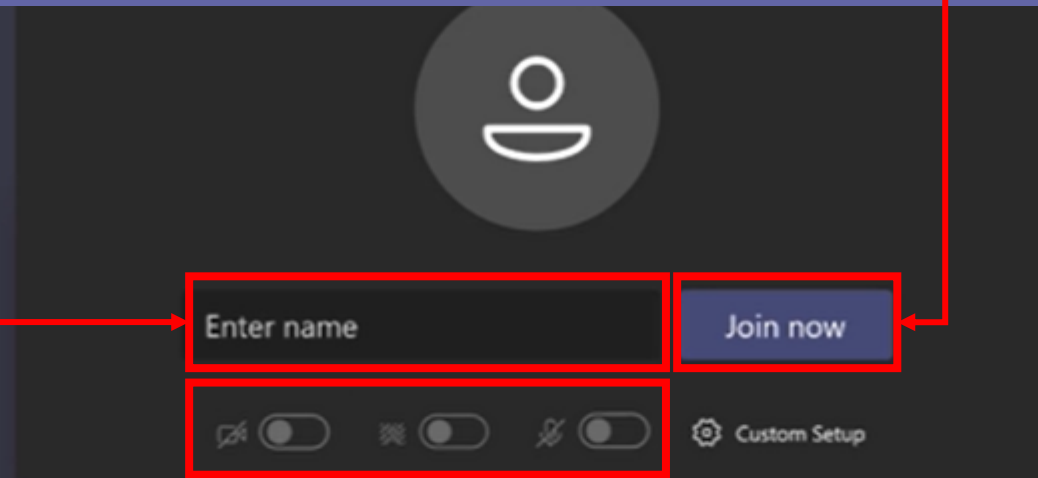
Experience the best of Teams meetings with the desktop app

Download the Windows app

Join on the web instead

Already have the Teams app? [Launch it now](#)

Ketik nama Anda pada kolom **Enter name**, lalu atur audio dan video. Klik **Join now**



Other join options

🔊 Audio off

📞 Phone audio

Jika memiliki akun Teams, Anda dapat melakukan sign in untuk melihat pertemuan, percakapan, dan lain-lain, dengan mengklik **sign in** di bagian bawah aplikasi Teams

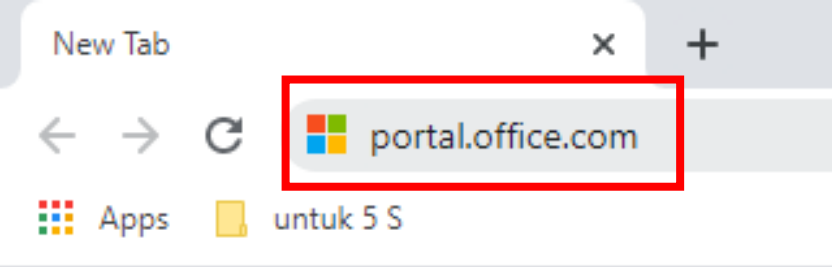


Other join options

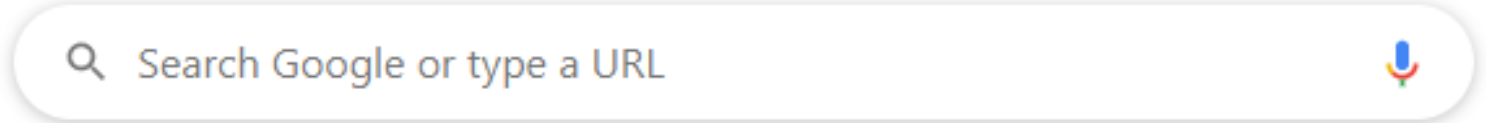
Audio off

Phone audio

For a better experience **sign in** download the desktop version



Cara lain untuk mengakses Outlook adalah **melalui web**. Ketik portal.office.com untuk menuju laman Office 365



Login menggunakan  
akun Office 365 dan  
Password Integra  
Anda, lalu klik Sign in

Institut Teknologi Sepuluh  
Nopember

Sign in with your organizational account

Sign in

# Outlook



Microsoft

@staff.integra.its.ac.id

## Tetap masuk?

Lakukan ini untuk mengurangi frekuensi Anda diminta untuk masuk.

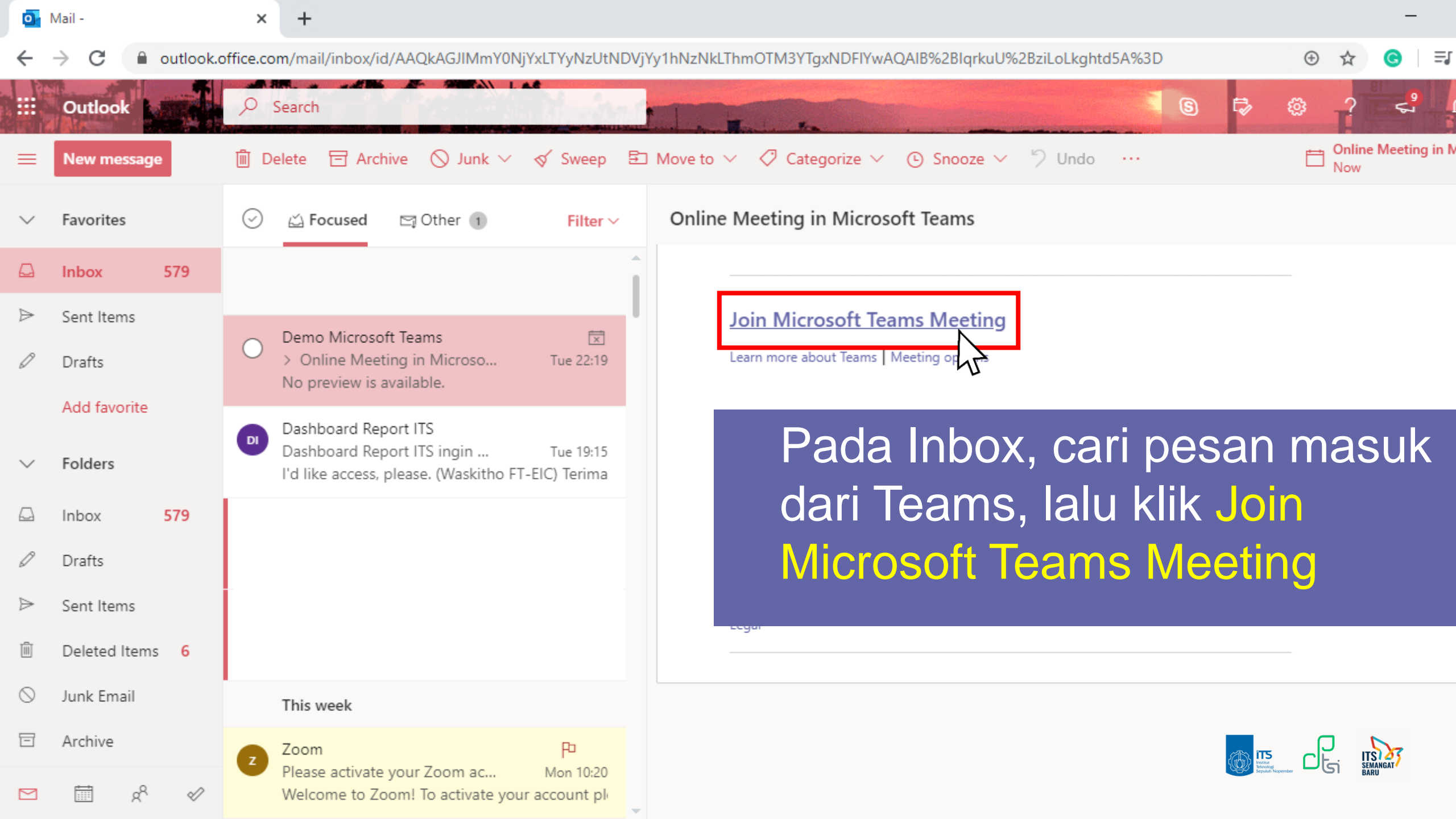
Jangan tampilkan ini lagi

**Klik Ya**

Tidak

Ya





Favorites

Focused Other 1 Filter

Inbox 579

Sent Items

Drafts

Add favorite

Folders

Inbox 579

Drafts

Sent Items

Deleted Items 6

Junk Email

Archive

Demo Microsoft Teams  
> Online Meeting in Microso... Tue 22:19  
No preview is available.

Dashboard Report ITS  
Dashboard Report ITS ingin ... Tue 19:15  
I'd like access, please. (Waskitho FT-EIC) Terima

This week

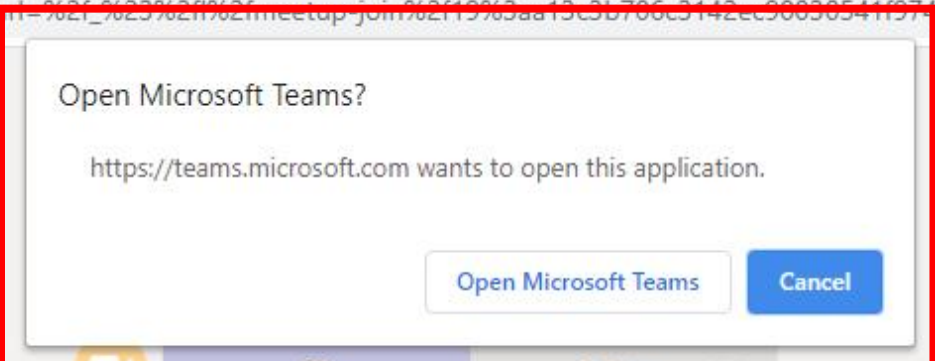
Zoom  
Please activate your Zoom ac... Mon 10:20  
Welcome to Zoom! To activate your account pl

### Online Meeting in Microsoft Teams

[Join Microsoft Teams Meeting](#)

Learn more about Teams | Meeting op

Pada Inbox, cari pesan masuk dari Teams, lalu klik **Join Microsoft Teams Meeting**



Klik Open Microsoft Teams jika Anda ingin membukanya melalui aplikasi, atau klik Cancel jika ingin mengakses Teams melalui web

Jika Anda sudah memiliki aplikasi Teams untuk Windows, maka akan muncul pop up yang menawarkan Anda untuk membuka Microsoft Teams

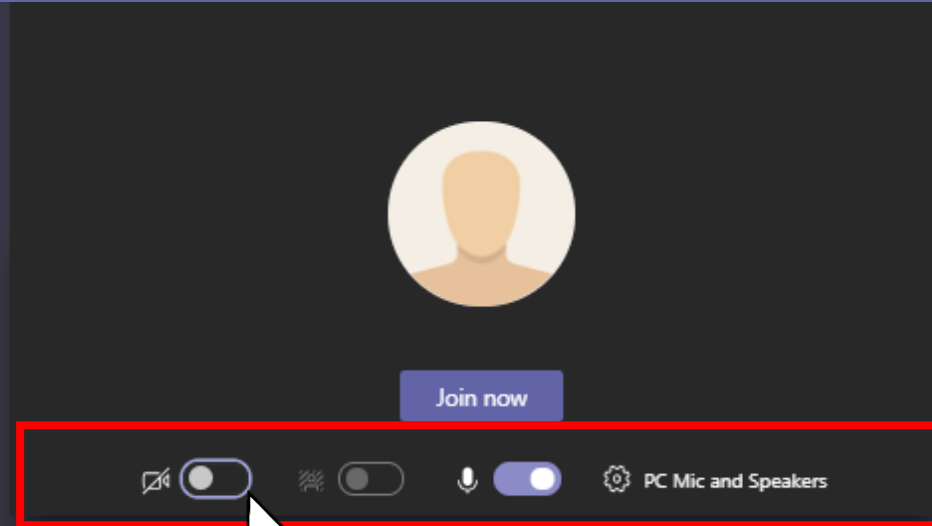
Nikmati p

Sudah memiliki aplikasi teams? Luncurkan sekarang

**Tampilan video akan muncul dan anda akan dapat melakukan Join**



# Sebelum “Join”, atur audio dan video Anda



The image shows a 'Join now' button with a red rectangular highlight around its bottom control bar. The control bar contains four items from left to right: a microphone icon with a toggle switch that is currently turned on; a camera icon with a toggle switch that is currently turned off; a microphone icon with a toggle switch that is currently turned on; and a gear icon followed by the text 'PC Mic and Speakers'.

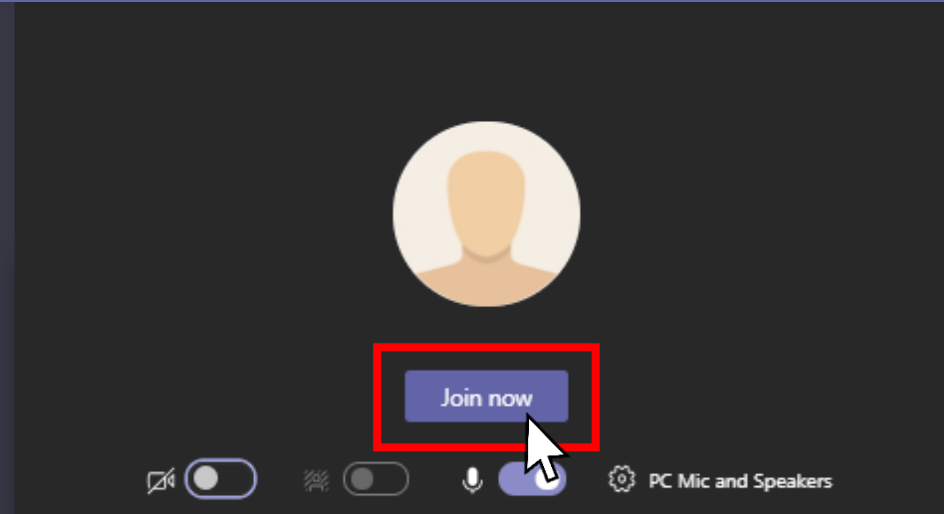
## Other join options



The image shows two buttons for 'Other join options'. The first button is labeled 'Audio off' and features a microphone icon with a slash through it. The second button is labeled 'Phone audio' and features a telephone handset icon.



Klik “Join now” untuk bergabung dalam rapat



Other join options



# Kontak Kami

Website : [its.ac.id/dptsi](http://its.ac.id/dptsi)  
Keluhan/Permintaan : [servicedesk.its.ac.id](http://servicedesk.its.ac.id)  
Email : [dptsi@its.ac.id](mailto:dptsi@its.ac.id)  
Telepon : (031) 5947270  
Penanggung Jawab : Subdit Layanan Teknologi Sistem Informasi



Direktorat Pengembangan Teknologi  
dan Sistem Informasi

