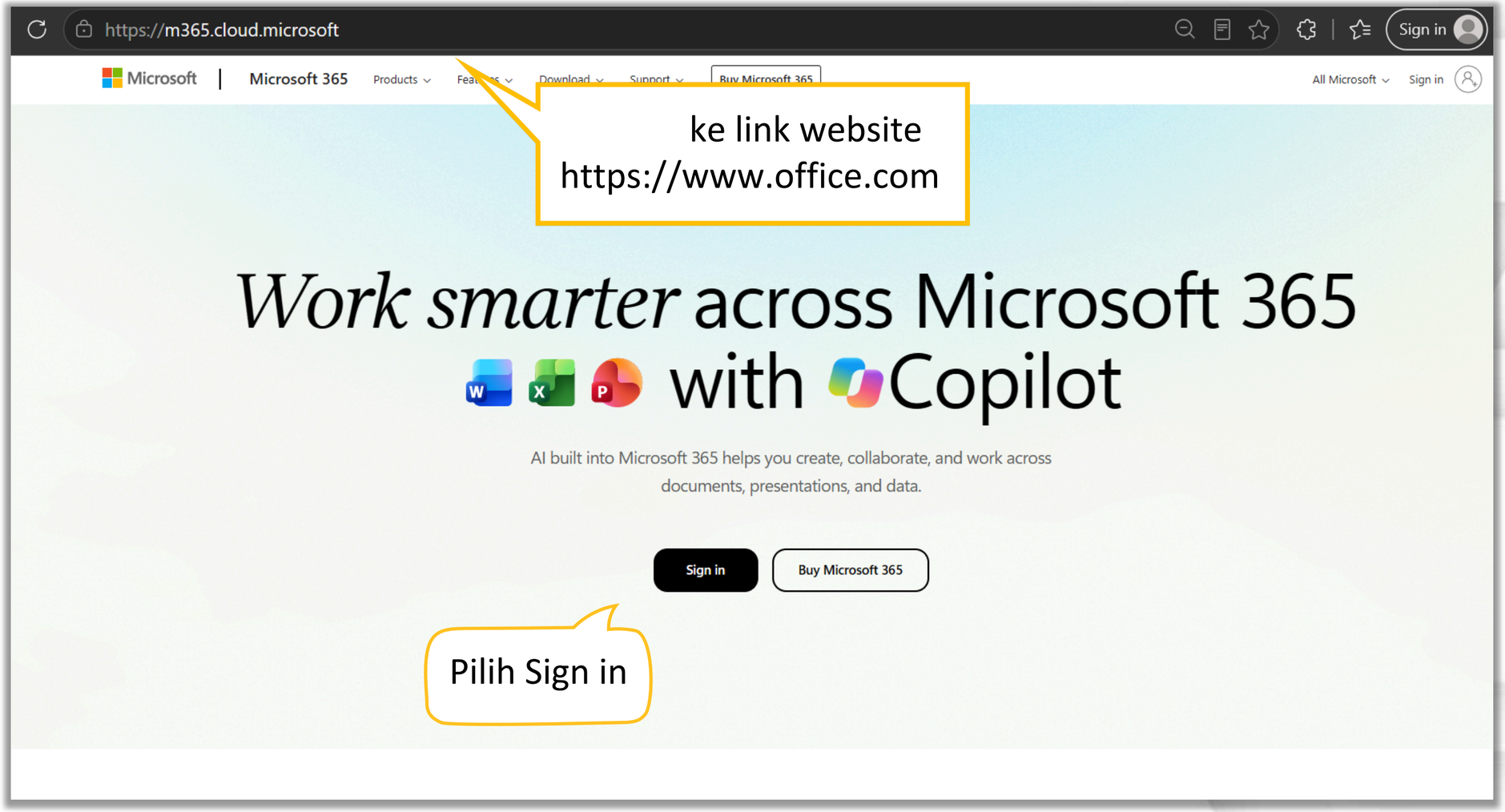
USER MANUAL

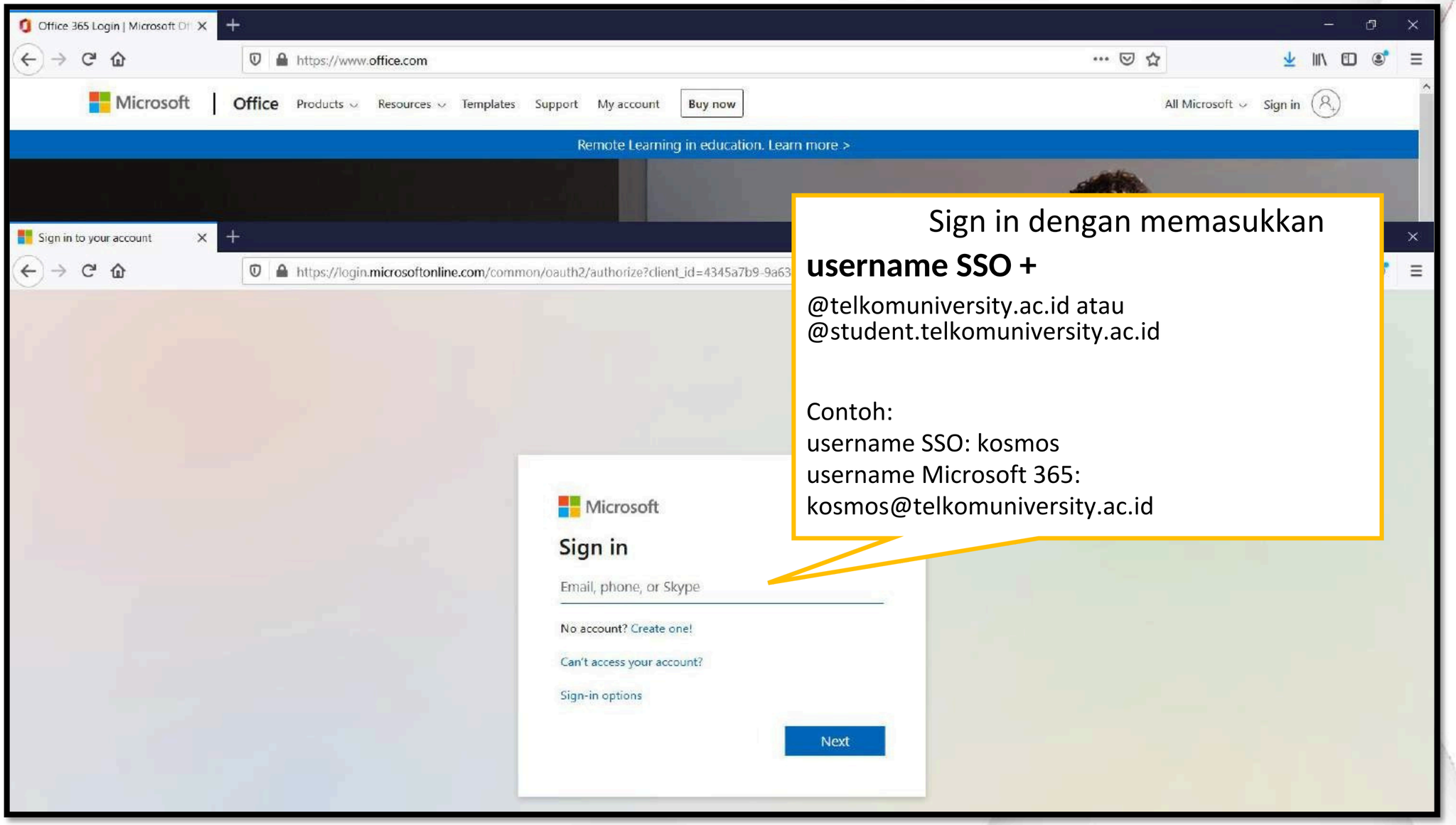
Instalasi Office 365



Telkom University, Jl.Telekomunikasi,
Dayeuhkolot, Bandung, Indonesia 40257
Telp. 62-22-756, Fax.62-22 756 5200

1. LOGIN OFFICE.COM



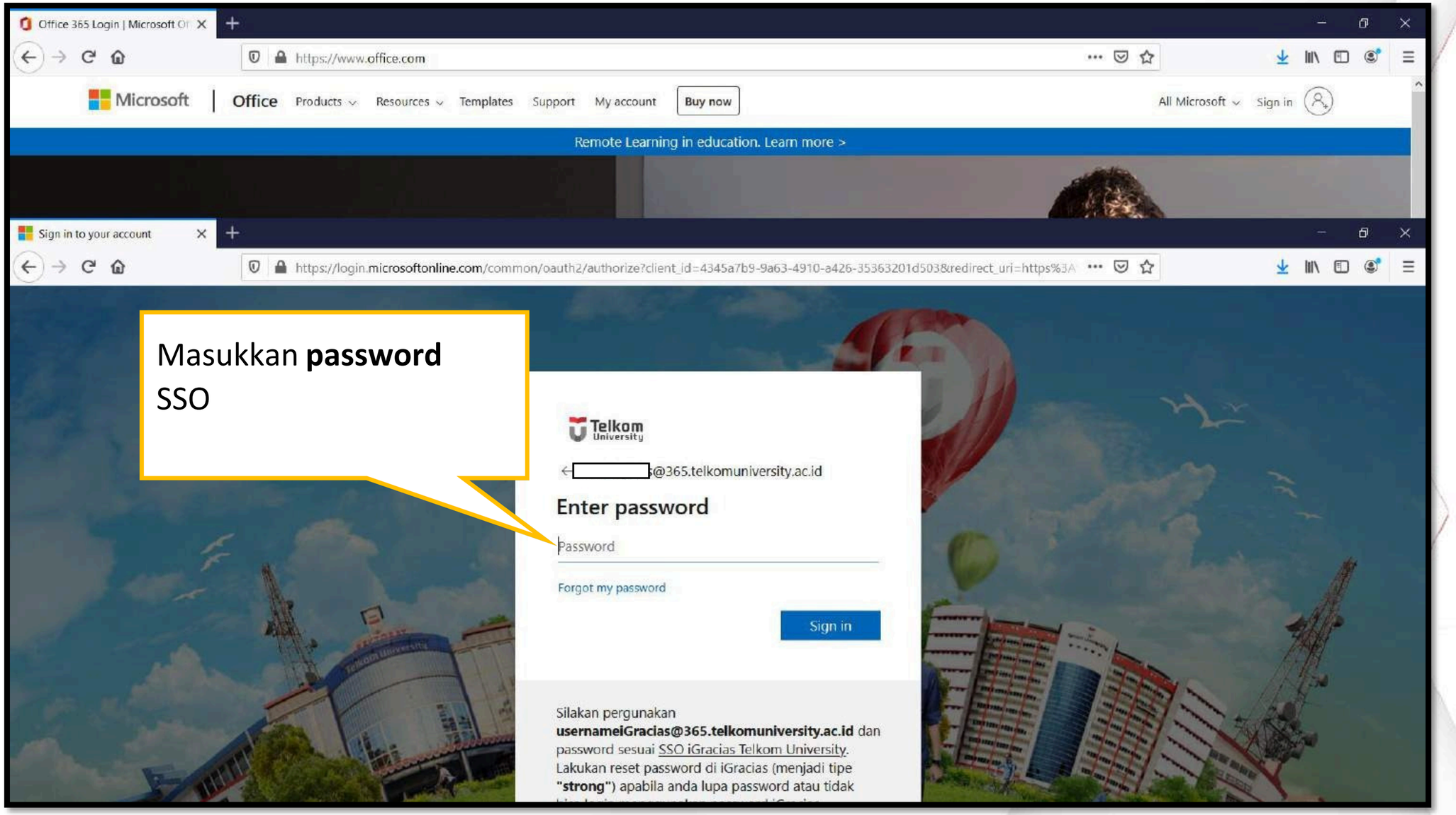


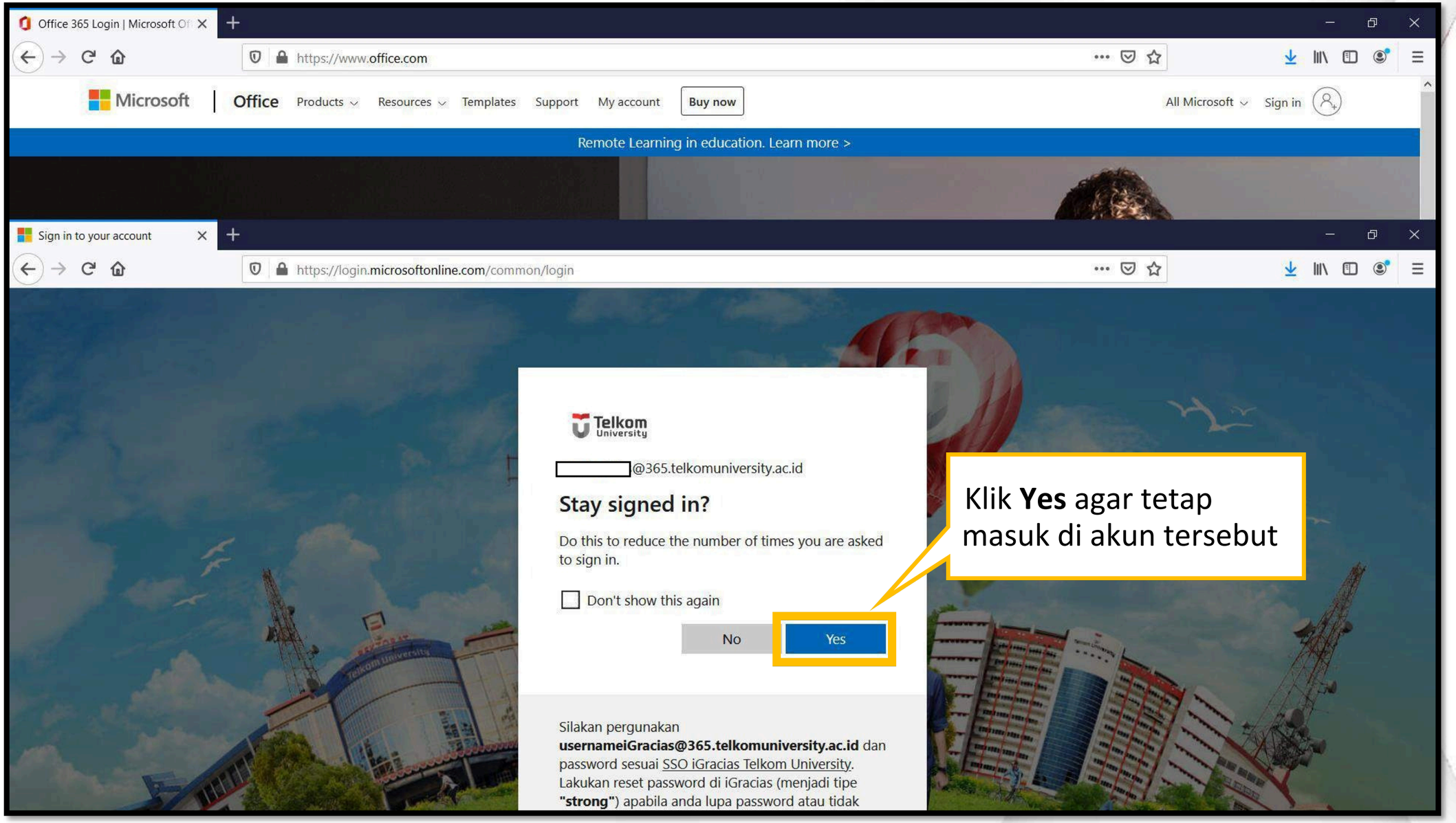
Sign in dengan memasukkan

username SSO +

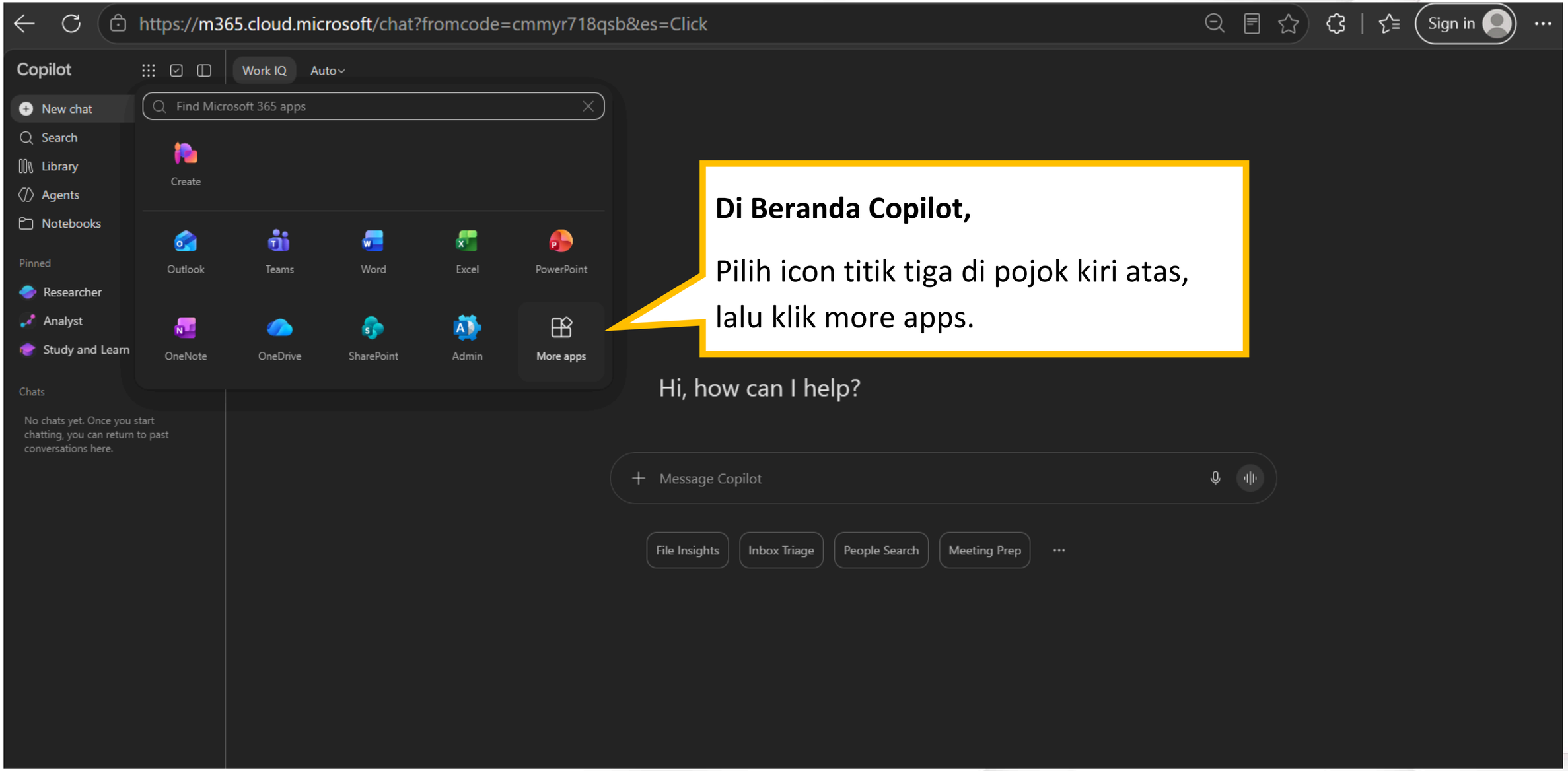
@telkomuniversity.ac.id atau
@student.telkomuniversity.ac.id

Contoh:
username SSO: kosmos
username Microsoft 365:
kosmos@telkomuniversity.ac.id


Office 365 Login | Microsoft Of
https://www.office.com
Microsoft
Office
Products
Resources
Templates
Support
My account
Buy now
All Microsoft
Sign in
Remote Learning in education. Learn more >
Sign in to your account
https://login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A
Masukkan **password** SSO
Telkom University
[redacted]@365.telkomuniversity.ac.id
Enter password
Password
Forgot my password
Sign in
Silakan pergunakan **usernameiGracias@365.telkomuniversity.ac.id** dan password sesuai SSO iGracias Telkom University. Lakukan reset password di iGracias (menjadi tipe **"strong"**) apabila anda lupa password atau tidak


Office 365 Login | Microsoft Of
https://www.office.com
Microsoft
Office
Products
Resources
Templates
Support
My account
Buy now
All Microsoft
Sign in
Remote Learning in education. Learn more >
Sign in to your account
https://login.microsoftonline.com/common/login
Telkom University
[redacted]@365.telkomuniversity.ac.id
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
Don't show this again
No
Yes
Silakan pergunakan usernameiGracias@365.telkomuniversity.ac.id dan password sesuai SSO iGracias Telkom University. Lakukan reset password di iGracias (menjadi tipe "strong") apabila anda lupa password atau tidak
Klik Yes agar tetap masuk di akun tersebut

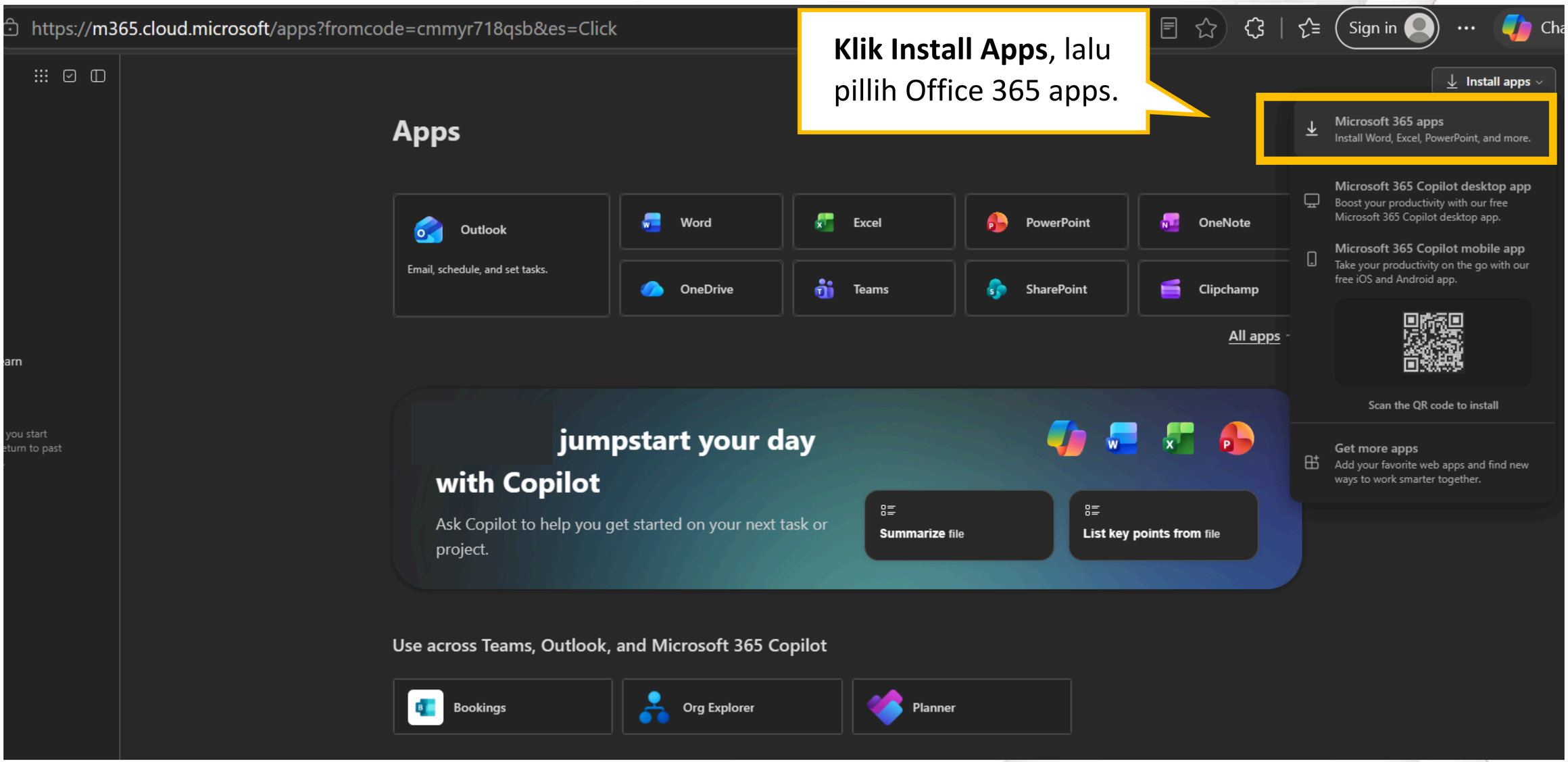
2. DOWNLOAD OFFICE 365

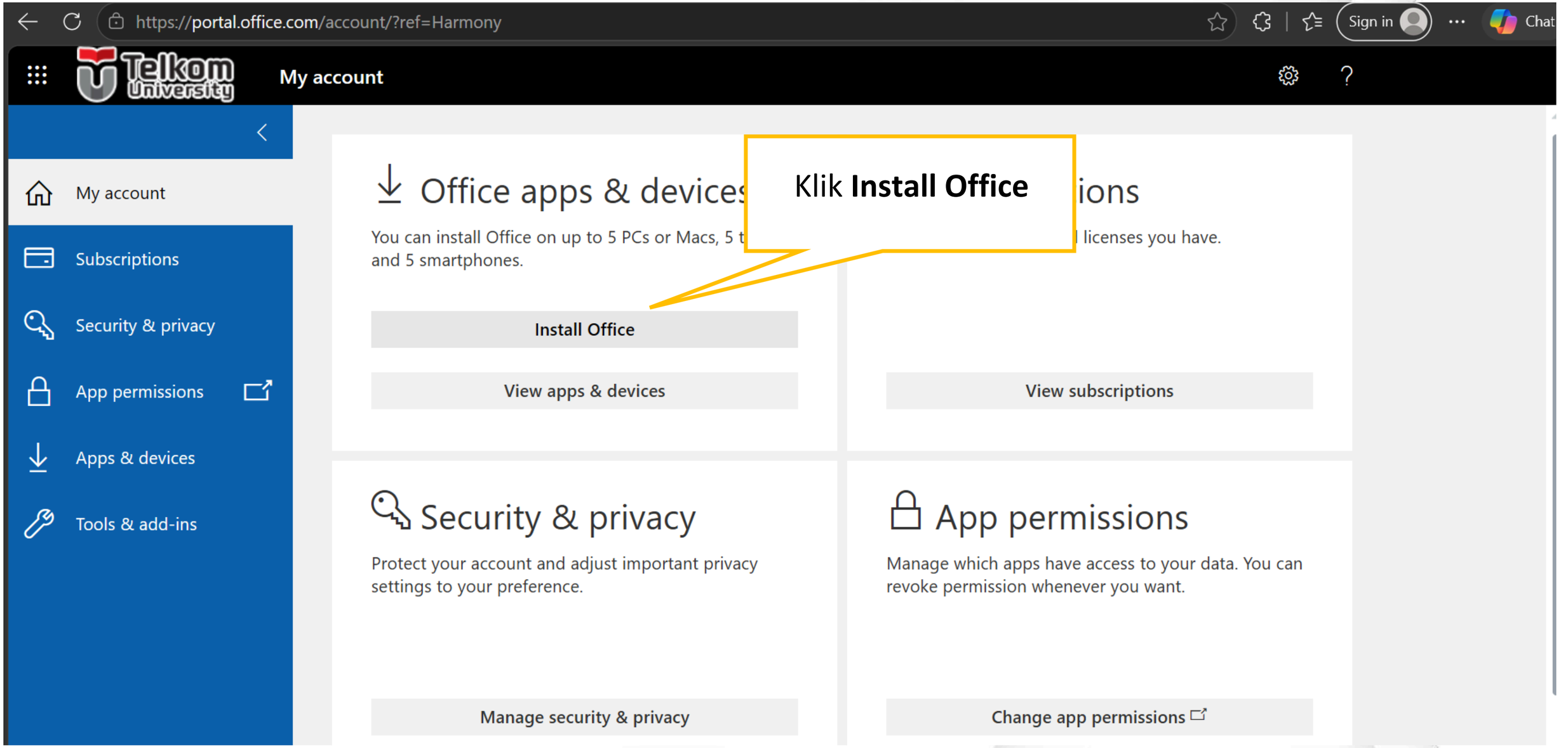


Di Beranda Copilot,

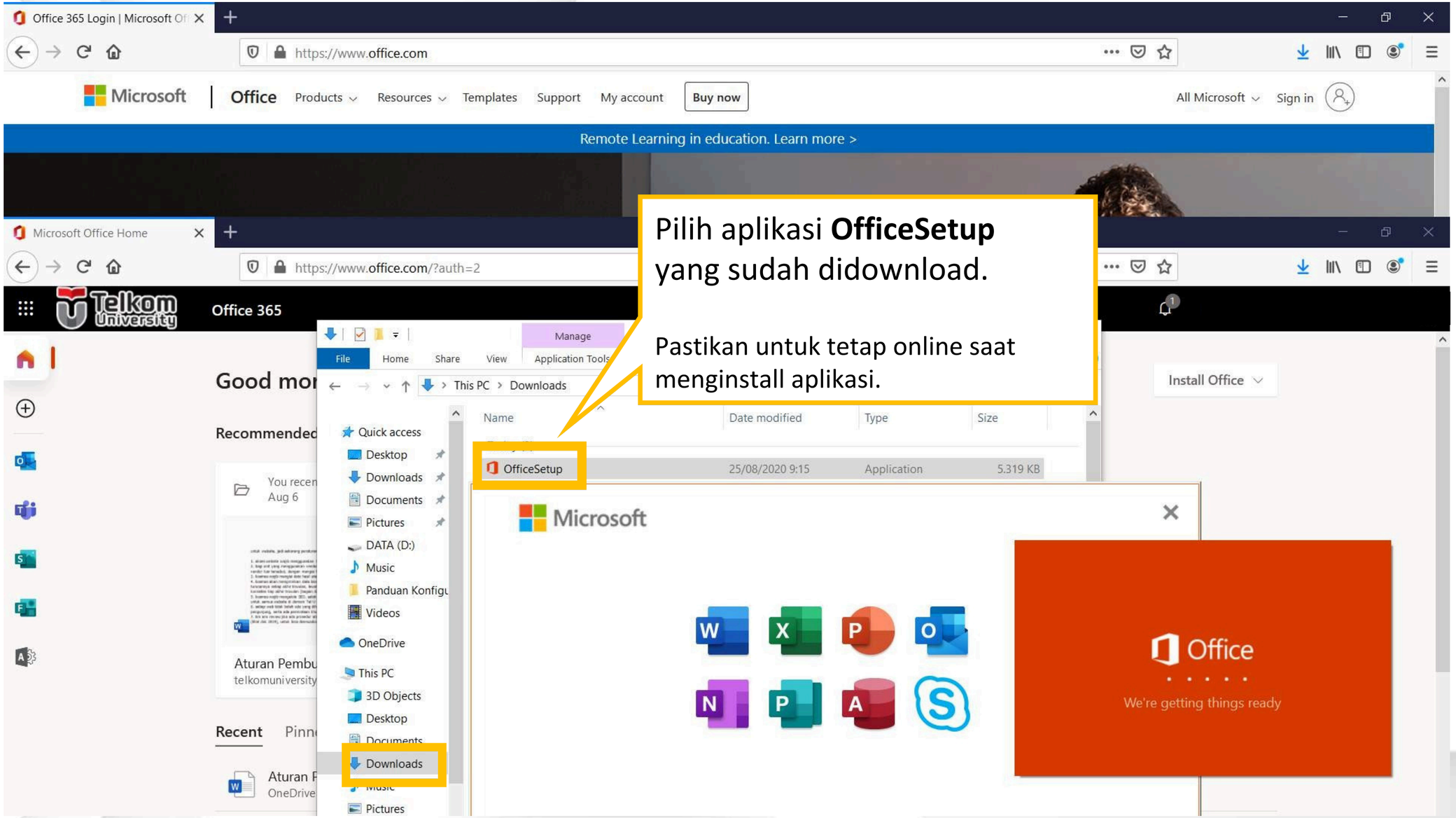
Pilih icon titik tiga di pojok kiri atas, lalu klik more apps.

2. DOWNLOAD OFFICE 365

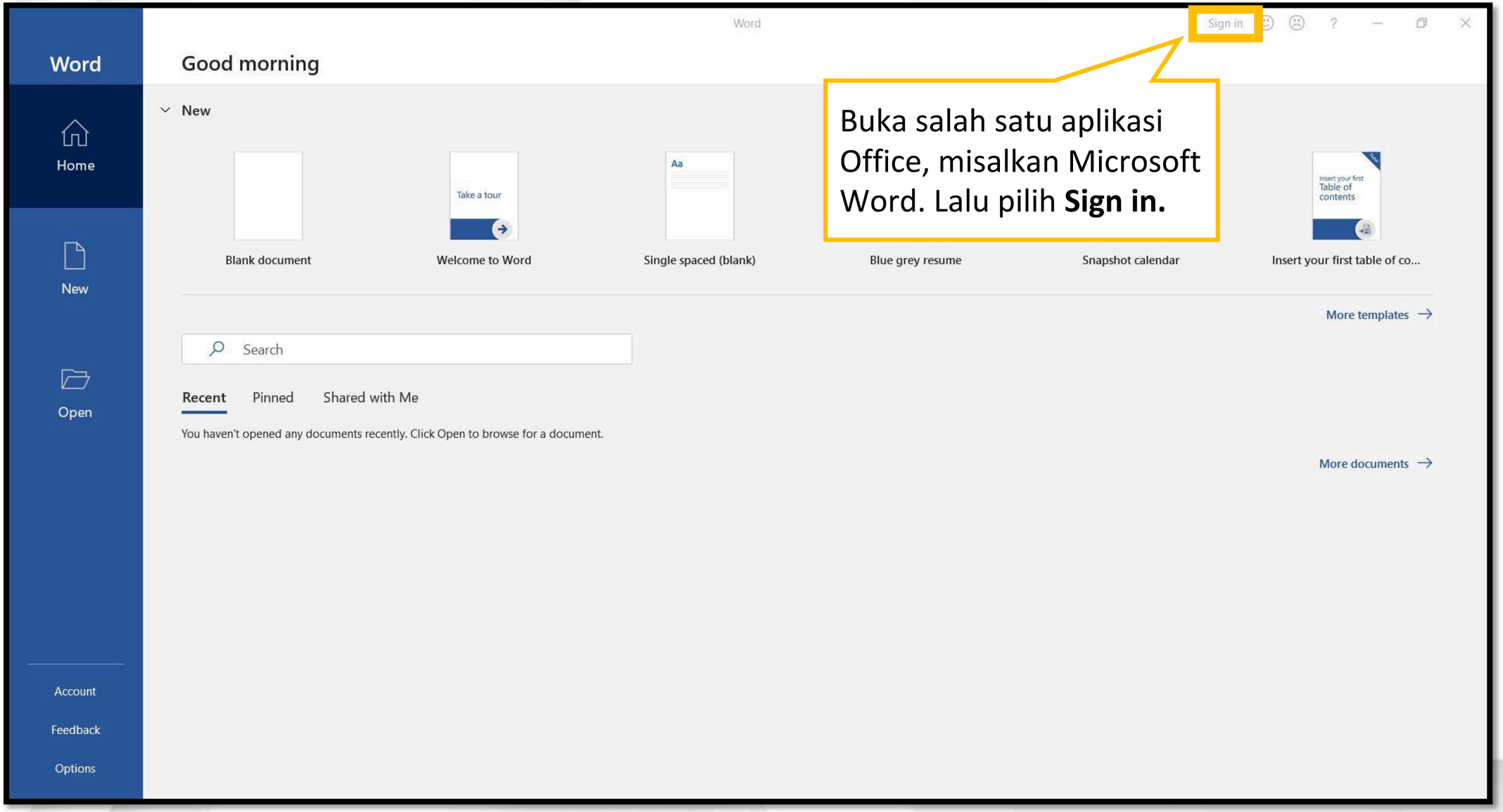


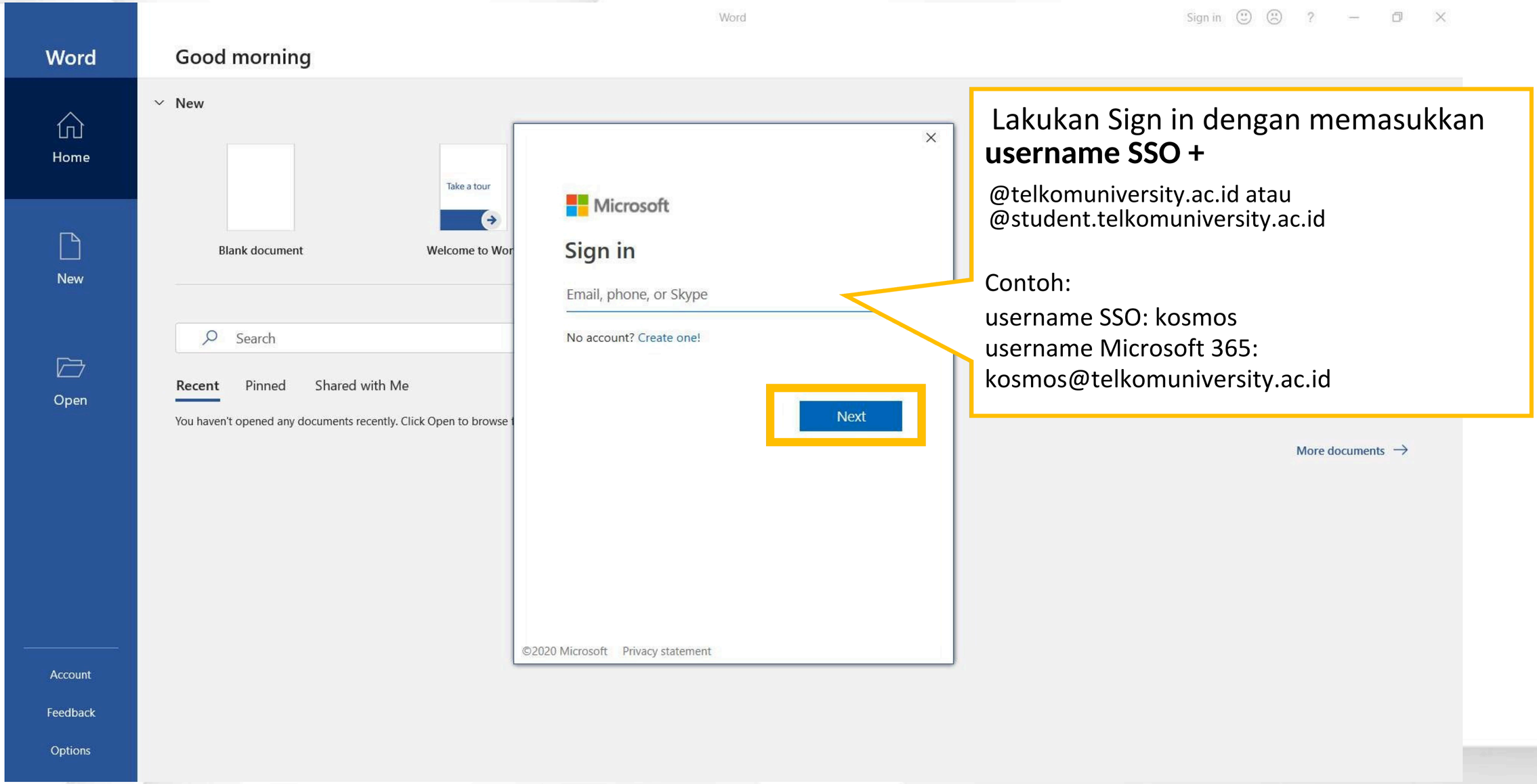

https://portal.office.com/account/?ref=Harmony
Sign in
Chat
Telkom University
My account
My account
Subscriptions
Security & privacy
App permissions
Apps & devices
Tools & add-ins
Office apps & devices
You can install Office on up to 5 PCs or Macs, 5 t
and 5 smartphones.
Install Office
View apps & devices
ions
licenses you have.
View subscriptions
Klik Install Office
Security & privacy
Protect your account and adjust important privacy settings to your preference.
Manage security & privacy
App permissions
Manage which apps have access to your data. You can revoke permission whenever you want.
Change app permissions

3. INSTALL OFFICE 365



4. SIGN IN APLIKASI OFFICE 365



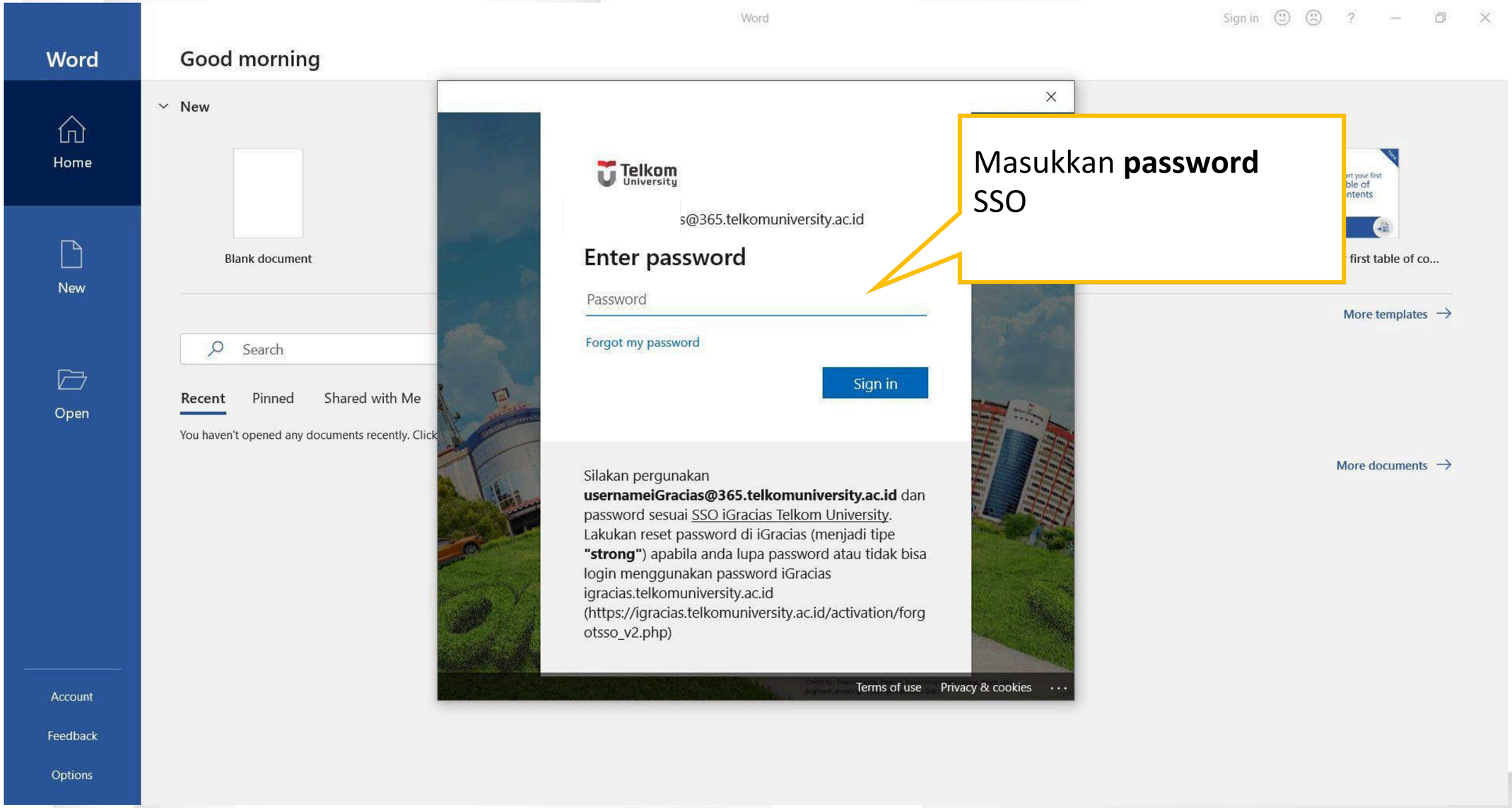


Lakukan Sign in dengan memasukkan **username SSO +**

@telkomuniversity.ac.id atau
@student.telkomuniversity.ac.id

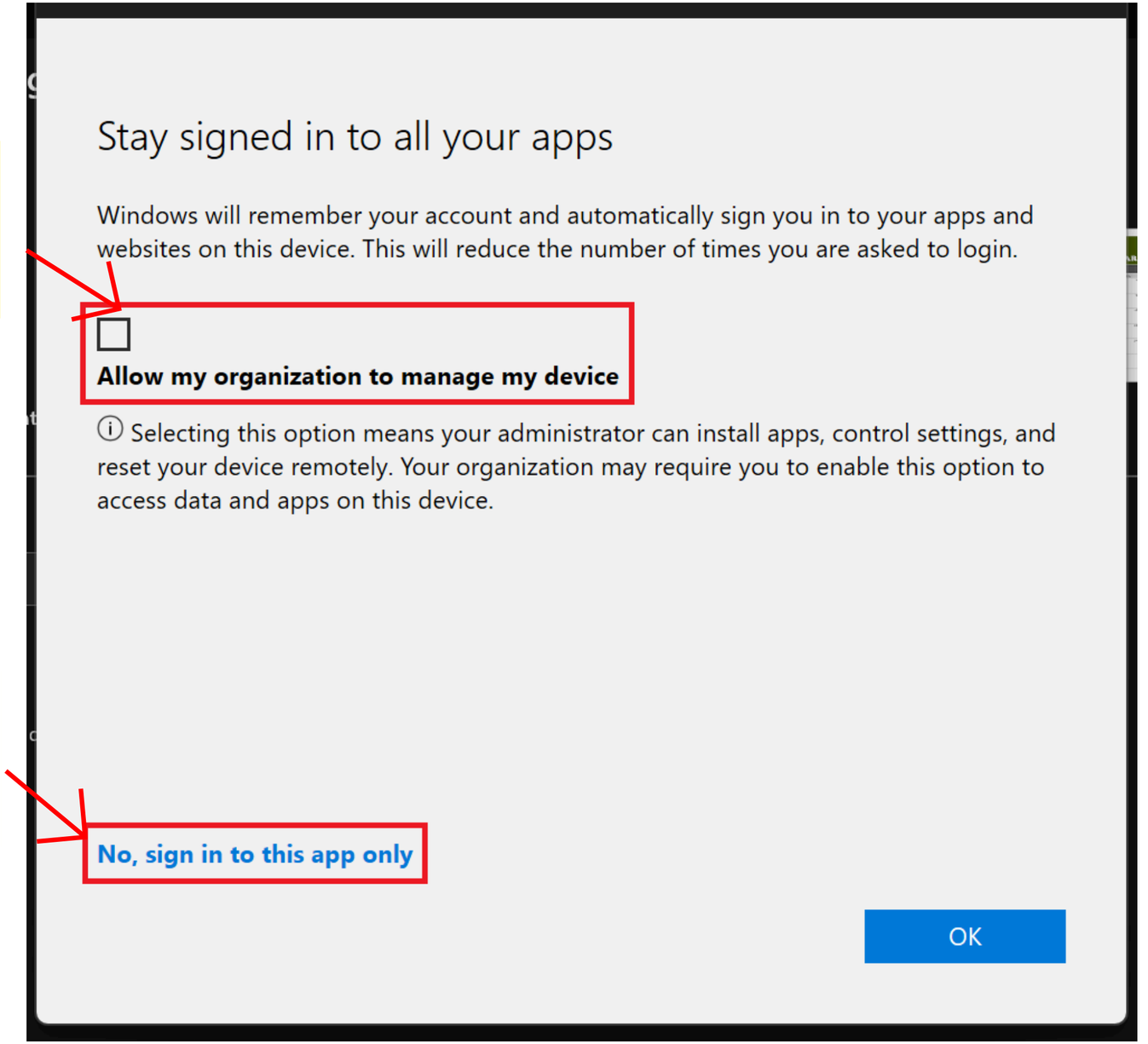
Contoh:

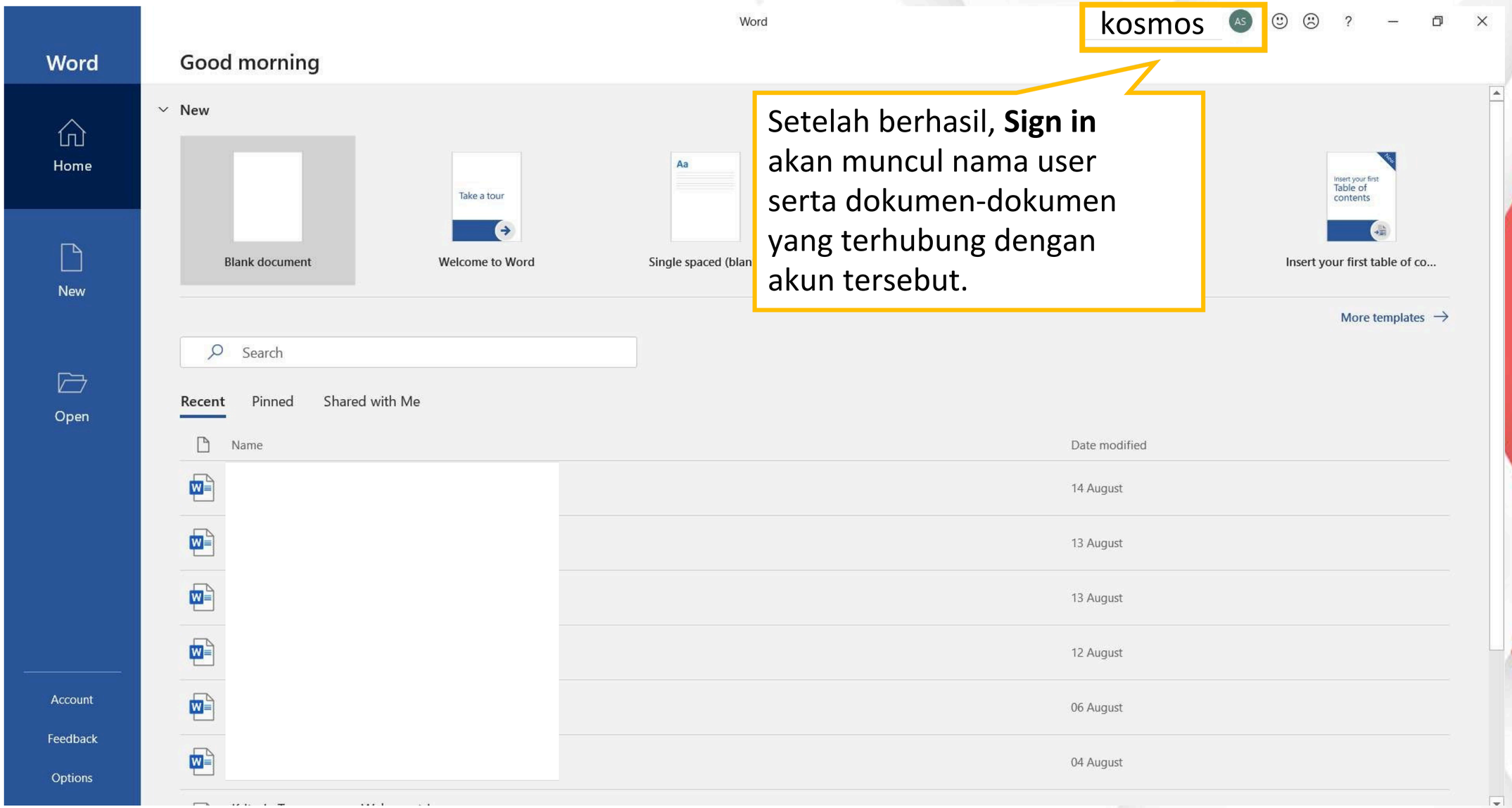
username SSO: kosmos
username Microsoft 365:
kosmos@telkomuniversity.ac.id


Word
Good morning
New
Home
New
Open
Account
Feedback
Options
Blank document
Search
Recent
Pinned
Shared with Me
You haven't opened any documents recently. Click
More templates
first table of co...
More documents
Telkom University
s@365.telkomuniversity.ac.id
Enter password
Password
Forgot my password
Sign in
Silakan pergunakan **usernameiGracias@365.telkomuniversity.ac.id** dan password sesuai SSO iGracias Telkom University. Lakukan reset password di iGracias (menjadi tipe **"strong"**) apabila anda lupa password atau tidak bisa login menggunakan password iGracias igracias.telkomuniversity.ac.id (https://igracias.telkomuniversity.ac.id/activation/forgotsso_v2.php)
Terms of use
Privacy & cookies
Masukkan **password** SSO

Hapus (uncheck) tanda centang pada "Allow my organization to manage my device"

Kemudian pilih "No, sign in to this app only"





Setelah berhasil, **Sign in** akan muncul nama user serta dokumen-dokumen yang terhubung dengan akun tersebut.