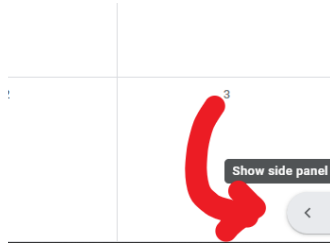


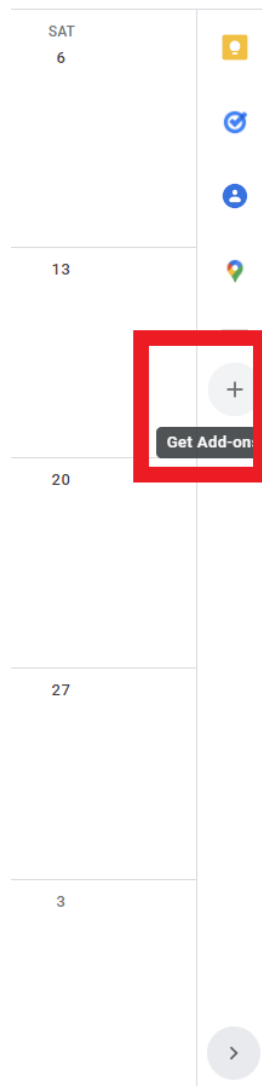
Integrasi Teams dengan Google Calender

Melakukan Instalasi Google Calender di Teams sebagai add on

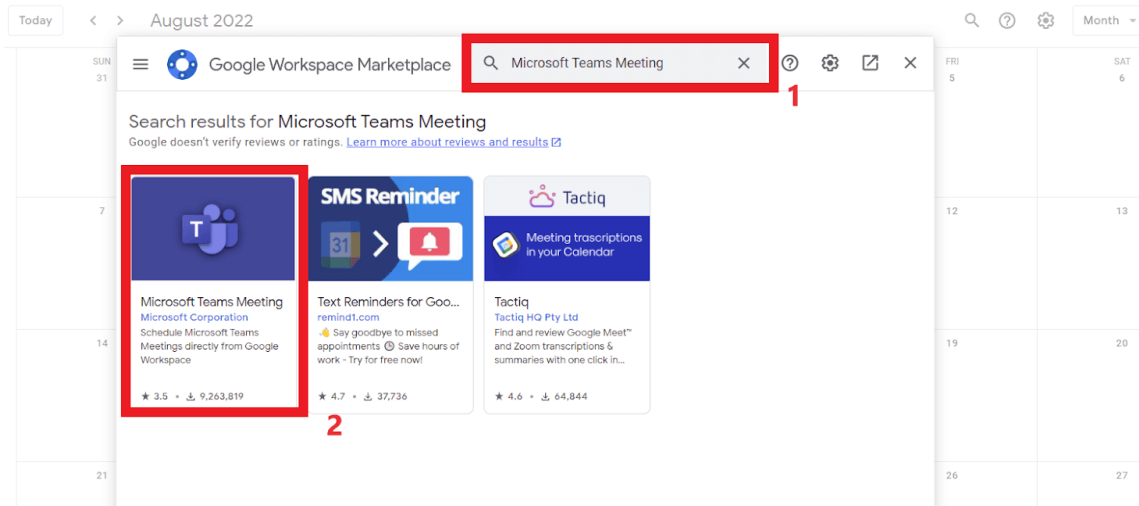
1. Buka Google Calender dengan akun anda kemudian klik side panel seperti dibawah ini.



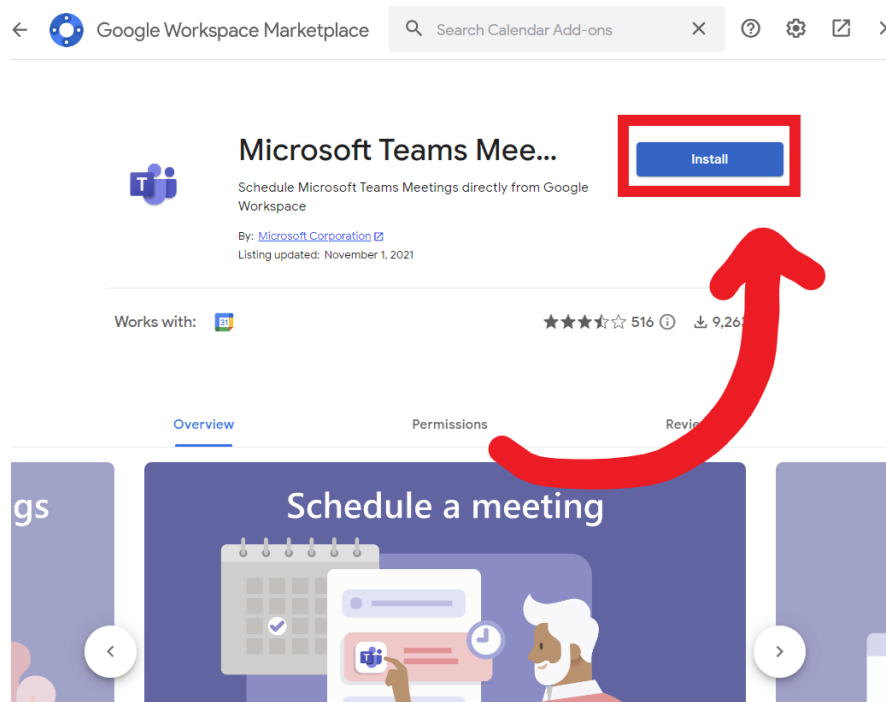
2. Kemudian klik ikon + “Get add -ons” dan akan otomatis direct ke Google Workspace Marketplace.



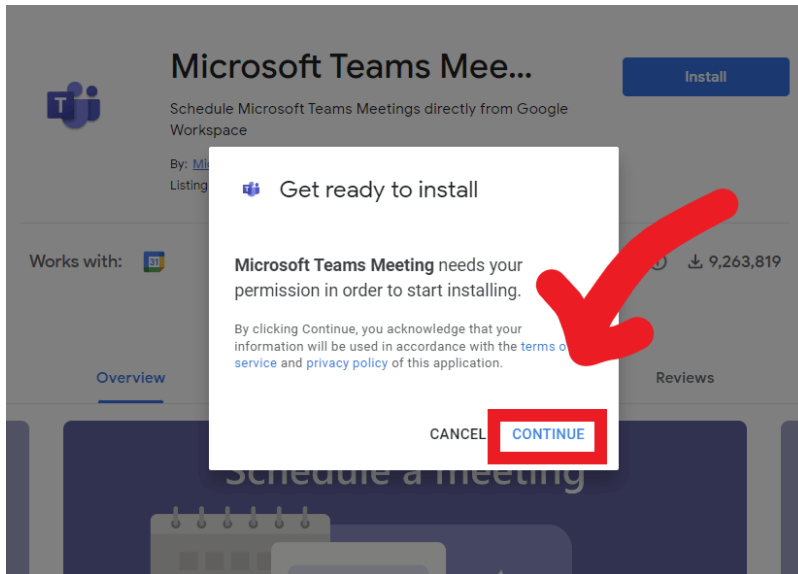
2. Ketik “Microsoft Teams Meetings” pada search bar dan klik pada Microsoft Teams



3. Klik tombol “Install”



4. Klik “Continue” dan selesaikan proses registrasi akun anda



Klik "Done" dan anda sudah berhasil menginstall add on Teams untuk Google Calendar anda. Dan anda wajib menyelesaikan proses sign in dengan akun 365 di Teams.

 Microsoft Teams Meeting has been installed! 

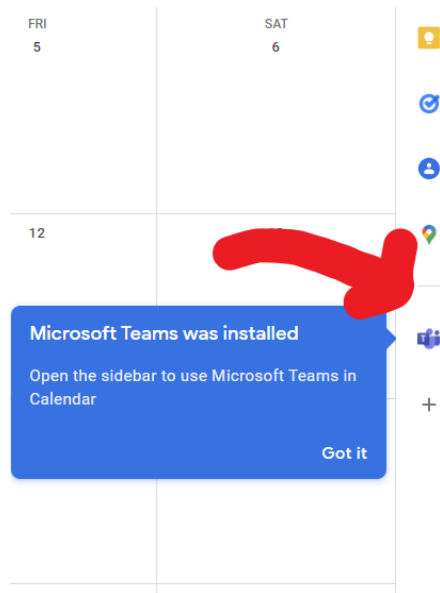
You have successfully installed a Google Workspace Add-on.

Microsoft Teams Meeting has been added to your Calendar sidebar.

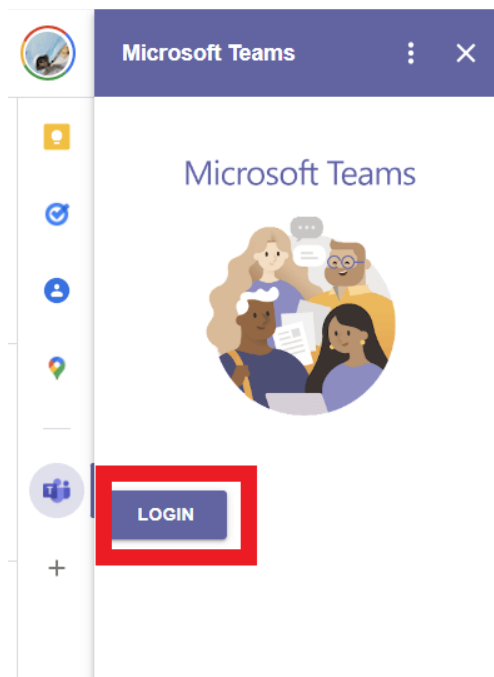


DONE

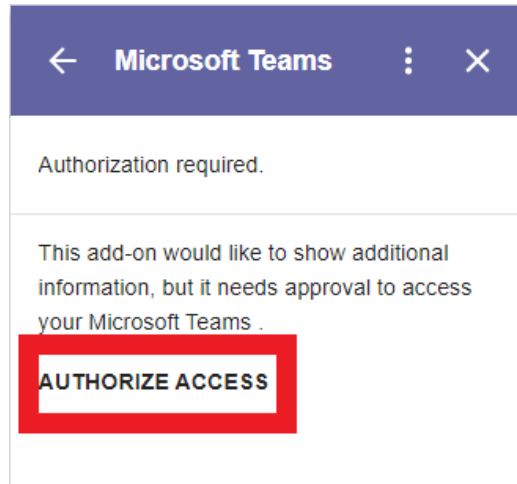
5. Pada Google Calendar anda, Klik ikon Teams di panel kanan.



5. Kemudian klik tombol "LOGIN"



6. klik "AUTHORIZE ACCESS".



7. Jika sudah maka anda berhasil mensinkronasikan calender di teams ataupun teams anda dengan google calender.