

USER MANUAL



Instalasi Office 365



Klik Aku untuk
menuju ke **Daftar Isi**

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Dayeuhkolot, Bandung, Indonesia 40257
Telp. 62-22-756, Fax.62-22 756 5200

DAFTAR ISI

Login Office.com

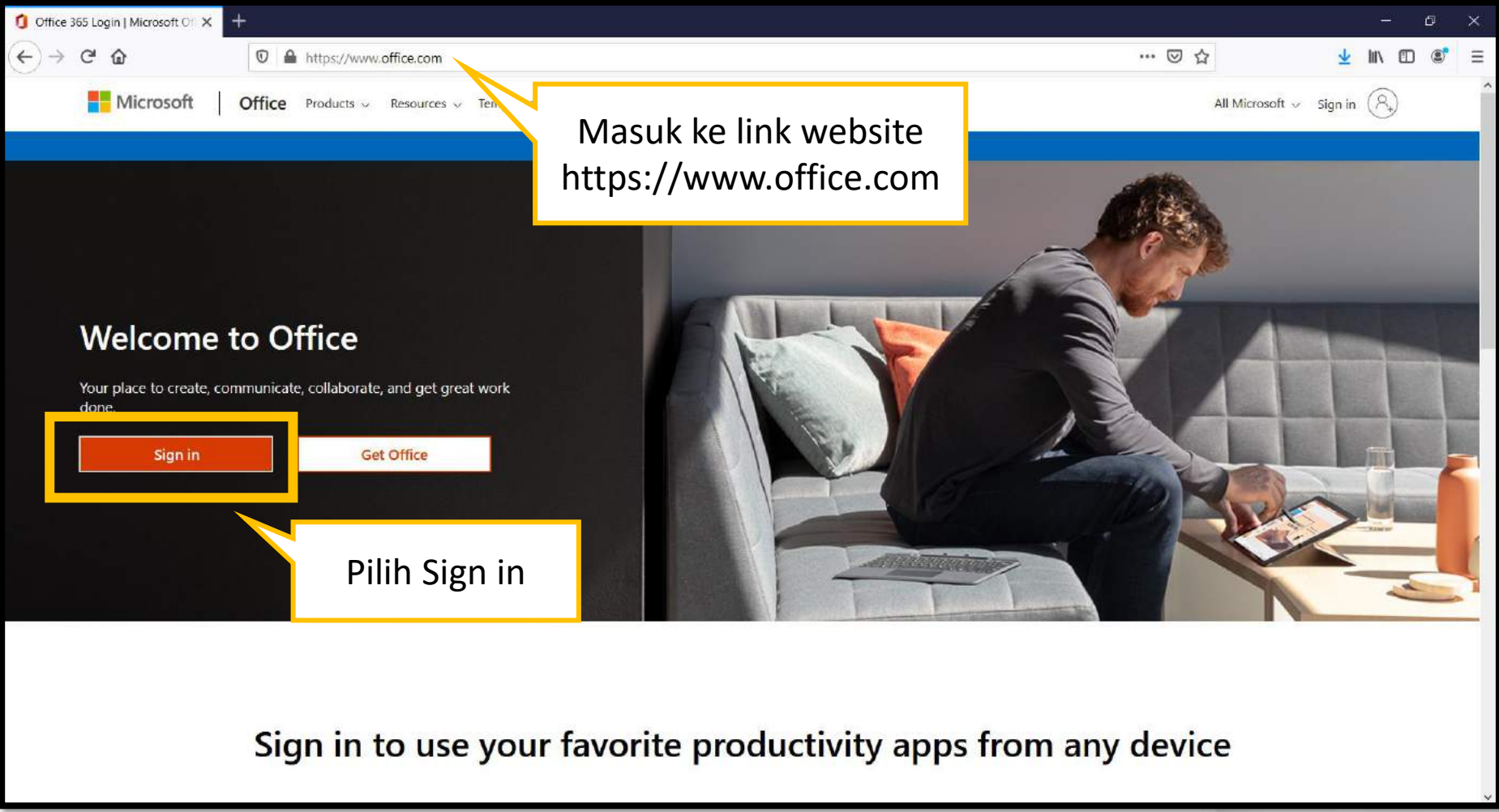
Download Office 365

Install Office 365

Sign In Aplikasi Office
365



1. LOGIN OFFICE.COM



The screenshot shows the Microsoft Office 365 login page in a web browser. The address bar displays <https://www.office.com>. The page features a dark header with the Microsoft logo and navigation links. The main content area has a dark background on the left with the text "Welcome to Office" and a sub-header "Your place to create, communicate, collaborate, and get great work done." Below this are two buttons: "Sign in" (highlighted with a yellow box) and "Get Office". A yellow callout box points to the "Sign in" button with the text "Pilih Sign in". To the right of the text is a large image of a man sitting on a couch using a tablet. At the bottom, a white banner contains the text "Sign in to use your favorite productivity apps from any device".

Masuk ke link website <https://www.office.com>

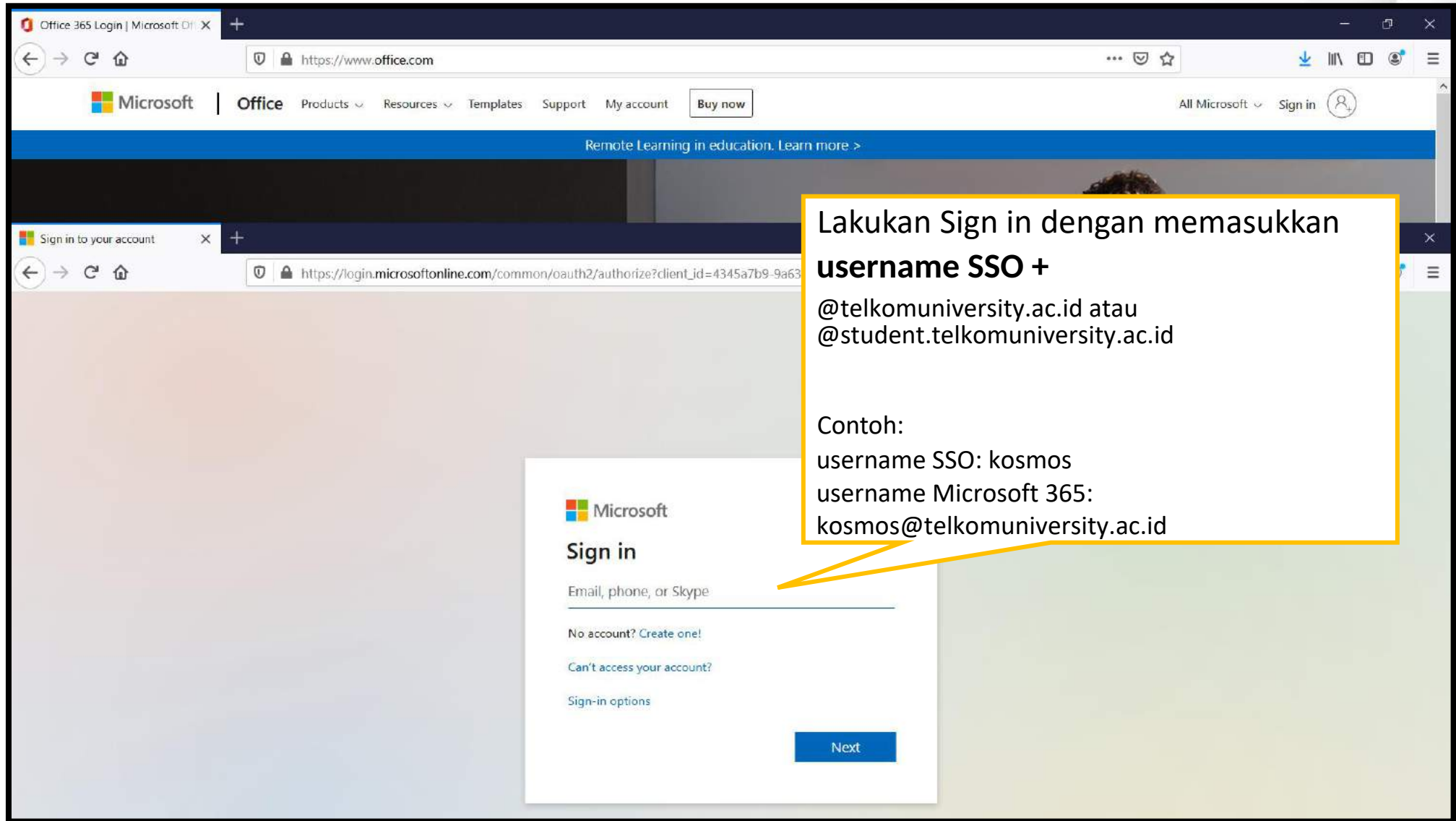
Sign in

Get Office

Pilih Sign in

Sign in to use your favorite productivity apps from any device





Office 365 Login | Microsoft Office

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

@365.telkomuniversity.ac.id

Enter password

Password

Forgot my password

Sign in

Silakan pergunakan
username iGracias@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.



Office 365 Login | Microsoft Office

https://www.office.com

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All Microsoft Sign in

Remote Learning in education. Learn more >

Sign in to your account

https://login.microsoftonline.com/common/login

 Telkom University

@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 penggunaan
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

Pilih **Yes** agar tetap masuk di akun tersebut



2. DOWNLOAD OFFICE 365

The screenshot shows the Microsoft Office Home page in a web browser. The browser's address bar displays `https://www.office.com/?auth=2`. The page header includes the Telkom University logo and the text "Office 365". A yellow callout box points to the "Install Office" button, with the text: "Pilih **Install Office**, lalu pilih Office 365 apps." Another yellow callout box points to the "Office 365 apps" option in the dropdown menu, with the text: "Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more." The page content includes a "Good morning" greeting, a "Recommended" section with a document preview, and a "Recent" section with a table of recent documents.

Microsoft Office Home

Office 365

Good morning

Recommended

You recently opened this Aug 6

Recent Pinned Shared with me Discover

Document Name	Modified	Access
OneDrive for Business » ... » Documents	Aug 6	Only you
Telkom University : OneDrive for Business » ... » Documents	Jun 18, 2019	Only you
Telkom University	Jun 18, 2019	Only you

Feedback Need help?

3. INSTALL OFFICE 365

The image shows a composite of three windows illustrating the installation process:

- Top Window (Office 365 Login):** A browser window at <https://www.office.com> with the Microsoft Office logo and navigation links. A blue banner at the top reads "Remote Learning in education. Learn more >".
- Middle Window (Microsoft Office Home):** A browser window at <https://www.office.com/?auth=2> displaying the "Office 365" interface for Telkom University. It includes a sidebar with application icons and a main area with a "Good morning" greeting and "Recommended" content. A yellow callout box points to the "Downloads" folder in the sidebar.
- Bottom Window (Windows File Explorer):** A File Explorer window showing the "Downloads" folder. A table lists the downloaded files:

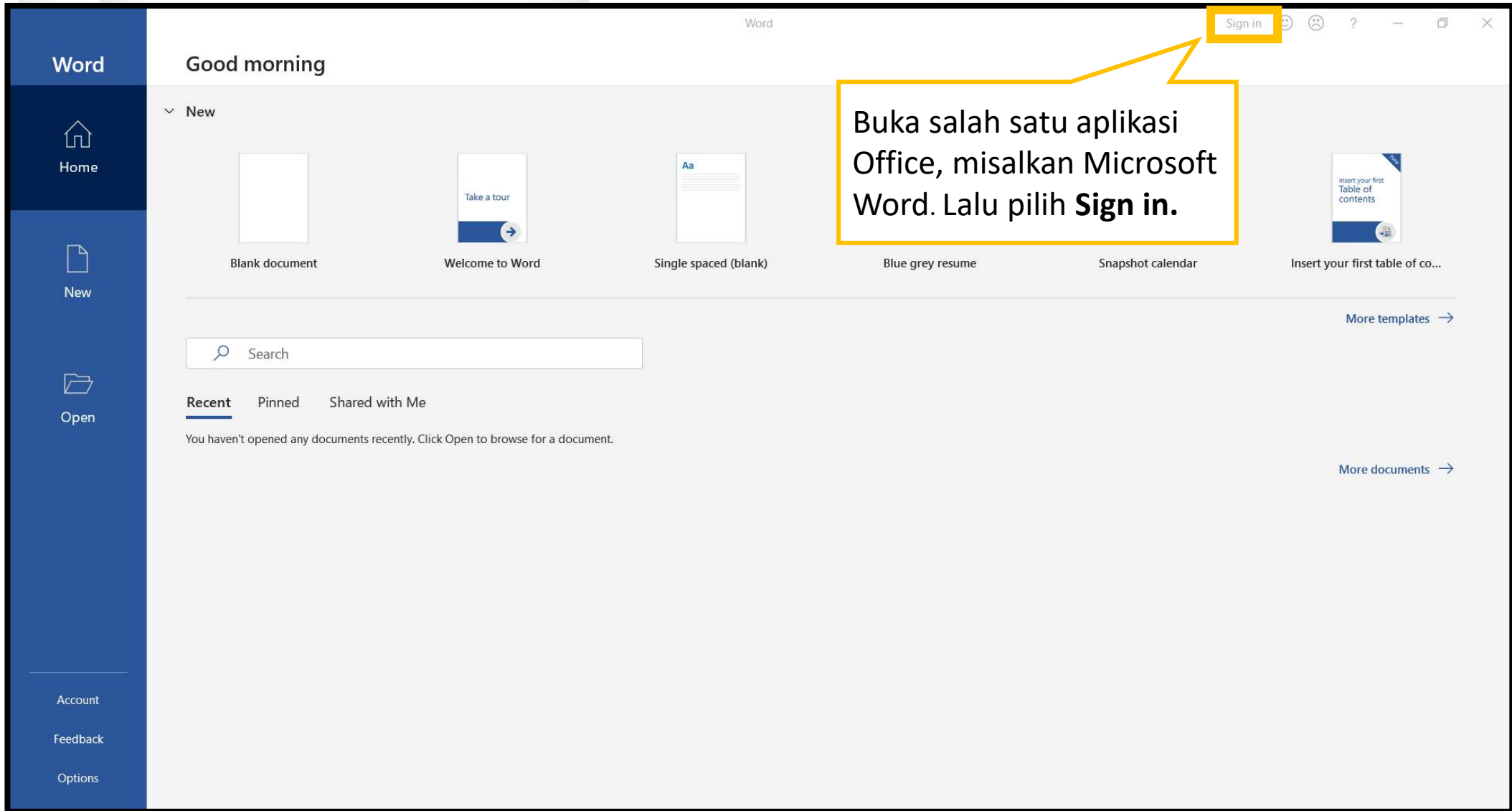
Name	Date modified	Type	Size
OfficeSetup	25/08/2020 9:15	Application	5.319 KB

A yellow callout box with the text "Buka aplikasi OfficeSetup yang sudah didownload. Pastikan untuk tetap online saat menginstal aplikasi." (Open the OfficeSetup application that has been downloaded. Make sure to stay online when installing the application.) points to the "OfficeSetup" file in the table.

Below the File Explorer, a Microsoft Office logo is displayed next to icons for Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Access, and Skype. To the right, an orange box contains the text "Office" and "We're getting things ready".



4. SIGN IN APLIKASI OFFICE 365



Word

Good morning



Home



New



Open

Account

Feedback

Options

New



Blank document



Welcome to Word



Search

Recent

Pinned

Shared with Me

You haven't opened any documents recently. Click Open to browse



Sign in

Email, phone, or Skype

No account? [Create one!](#)

Next

©2020 Microsoft Privacy statement

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

More documents →



Good morning

New



Blank document

Search

Recent Pinned Shared with Me

You haven't opened any documents recently. Click

 Telkom University

igracias@365.telkomuniversity.ac.id

Enter password

Password

[Forgot my password](#)

[Sign in](#)

Silakan penggunaan **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)

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Masukkan password SSO



first table of co...

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

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

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

☐ **Allow my organization to manage my device**

ⓘ Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

No, sign in to this app only

OK

Word

Home

New

Open

Account

Feedback

Options

Good morning

New

Blank document

Welcome to Word

Single spaced (blank)

Insert your first Table of contents

More templates →

Search

Recent

Pinned

Shared with Me

Name	Date modified
	14 August
	13 August
	13 August
	12 August
	06 August
	04 August

kosmos

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

