Oleh Service Desk Pusat Teknologi dan Informasi

Kunjungi <u>https://www.office.com/</u> login dan masukan **username: usernameigr acias@365.telkomuniversity.ac.id** dan password yang sama dengan igracias.

1. Masuk ke menu teams.





2. Klik Join or create team.



	Microsoft Teams	C	Search or type a command	NB
L. Activity	< Back			
Chat	Join or create a team			
Teams				
ssignments	Create a team		Join a team with a code	
E Calendar			Enter code	
	ిరి⁺ Create team	1	ot a code to join a team? Enter it above.	
			-	

3. Jika sebagai moderator, maka klik Create a team

4. Pilih tipe: misal "Other"



5. Isikan nama team, Deskripsi, dan pilihkan jenis privacy. Kemudian klik Next.

eam name	
lescription	
rivacy	
Private - Only team owners can add members	~



Add members to Service Desk IT

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Start typing a name or group 6 7. Setelah semua peserta meeting 6. Ketikkan: email orang yang ingin diundang, lalu klik "add"

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selesai di add, lalu klik close. Orang luar akan memerima email, dan harus accept undangan teams melalui email, kemudian akan disuruh buka teams (install dahulu jika belum punya)

8. Anda telah memasuki grup/ team meeting.9. Klik menu camera /video "meet now".





	Microsoft Teams	Ľ	Search or type a command	NB
L. Activity	< All teams		SD General Posts Files +	Team ***
E Chat	SD			
teams	Service Desk IT			
ssignments	General			
Calendar				×
			Want to add a subject?	
Apps				
(?) Help			Meet now 10	
⊈			■(On / Off 一 臣 Schedule a meeting	

10. Masukan subject video conference, lalu klik meet now.

11. Akan ada menu video camera anda dan list people.

12. Masukkan kembali email orang yg ingin diundang ke video conference.

13. Orang luar tersebut harus accept undangan video conference melalui aplikasi teams, sesuai hak akses yg sudah diberikan saat langkah 7.

