



Panduan Penggunaan **Microsoft Teams** UNTIDAR 2020



Cara akses teams web browser

- buka browser
- ketik "office.com" lalu sign-in





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• klik icon teams







| | 🚺 Microsoft Office Home 🛛 🗙 🎁 Ger | eral (coba2) Microsoft Team 🗴 🕦 (1) Wh | stolepo X 🗠 Downloads X 🛛 + | - 0 X |
|------------------------|---|--|--|-------------|
| | \leftrightarrow \rightarrow C $($ teams.microsoft.com/_#/s | chool/conversations/General?threadId=19 | h781b77bdbbb449599ffe2a0c33f42416@thread.tacv28ctx=channel | ■ ☆ 🖯 : |
| | ::: Microsoft Teams | ľ 🗌 | Search or type a command | <u></u> |
| | Activity < All teams | General | Posts Files + | © Org ••• |
| | C C | | _ | |
| | coba2 | | | |
| Anda sudah | Assignments General | | | |
| masuk kedalam teams | Clienter Cli | | | |
| | | | Let's get the conversation started | |
| | | | ly @mentoring a student or teacher to begin sharing ideas. | |
| | | | C* TIK UNTIDAR has added Lintar Aji to the team. | |
| | | | C TIK UNTIDAR has added user! to the team. | |
| | | | Q TIK UNTIDAR has made Sigit JokoPurnomo a team owner. | |
| | | | Ĝi Meeting ended: 21s | U |
| | | | e' hepy | Remove Ad (|
| | | | today 왕왕 Stigit JokoPurnomo changed team description. | |



Cara membuat group teams

Staff

School administration and

development

Other

Clubs, study groups, after school

activities

Cancel

masuk ke teams

Select a team type

Class

Discussions, group projects,

assignments

- klik "create a team"
- pilih tipe grup yg mau dibuat

Professional Learning

Community (PLC)

Educator working group



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- masukkan nama grup
- pilih privacy
 - "Private" untuk grup yang hanya diundang yang bisa bergabung
 - "Public" berarti semua orang bisa melihat dan bergabung dalam grup
 - Lalu klik "next"

| Create your team | | | | | | |
|---|--|--|--|--|--|--|
| Educators or students can create teams to work together on any shared goal, project, or activity. | | | | | | |
| Team name | | | | | | |
| | | | | | | |
| Description | | | | | | |
| | | | | | | |
| | | | | | | |
| Privacy | | | | | | |
| Private - Only team owners can add members 🗸 🗸 | | | | | | |
| | | | | | | |
| Cancel Next | | | | | | |
| | | | | | | |







Membuat Pertemuan

- Login ke teams
- Pilih menu teams
- Klik grup yang diikuti







Untuk Upload file, klik icon yang dilingkari, lalu pilih metode upload, lalu klik "upload". Contoh file yang telah terupload





klik icon video untuk memulai online meeting





• Memulai meeting





UNIVERSITAS TIDAR Terdepan dalam Wirausaha



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| | | Q Search | |
|----------------------|---------|--|---------------|
| Ļ Activity | | New meeting Details Scheduling Assistant | |
| E Chat | Time | zone: (UTC+07:00) Bangkok, Hanoi, Jakarta 🗸 | |
| Teams | Ø | Add title | |
| signments | 0¢ | Add required attendees | + Optional |
| | Ē | Jul 17, 2020 11:30 AM ∨ → Jul 17, 2020 12:00 PI | M V 30m All o |
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| | | Type details for this new meeting | |
| ß | | | |
| Apps | | | |
| Help | | | |



• Mengundang orang/partisipan untuk bergabung





Join a meeting (sbg tamu/anggota)



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• Klik "Gabung/Join" untuk memulai pertemuan online

| 11:47 AM | | :::: 4G * 30 | | | | | | |
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| POSTINGAN | FILE | LAINNYA | | | | | | |
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| Rapat berak 39dtk | | | | | | | | |
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| | Terakhir dibaca | | | | | | | |
| Rapat Rapat dimulai | | Gabung | | | | | | |
| Rapat dimu Dimulai oleh T | lai TK UNTIDAR 17 Jul 11.46 / | AM | | | | | | |
| ← Balas | | Ľ | | | | | | |
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SELAMAT BERAKTIVITAS DENGAN TEAMS



HELPDESK : upttik@untidar.ac.id