

FIRST YEAR PROGRAM BINUSIAN 2028

Kemanggisan . Senayan . Alam Sutera . Bekasi . Bandung . Malang . Semarang

STRIVING FOR EXCELLENCE . PERSEVERANCE . INTEGRITY . RESPECT . INNOVATION . TEAMWORK



FIRST YEAR PROGRAM BINUSIAN 2028

HANDS ON MICROSOFT OFFICE 365



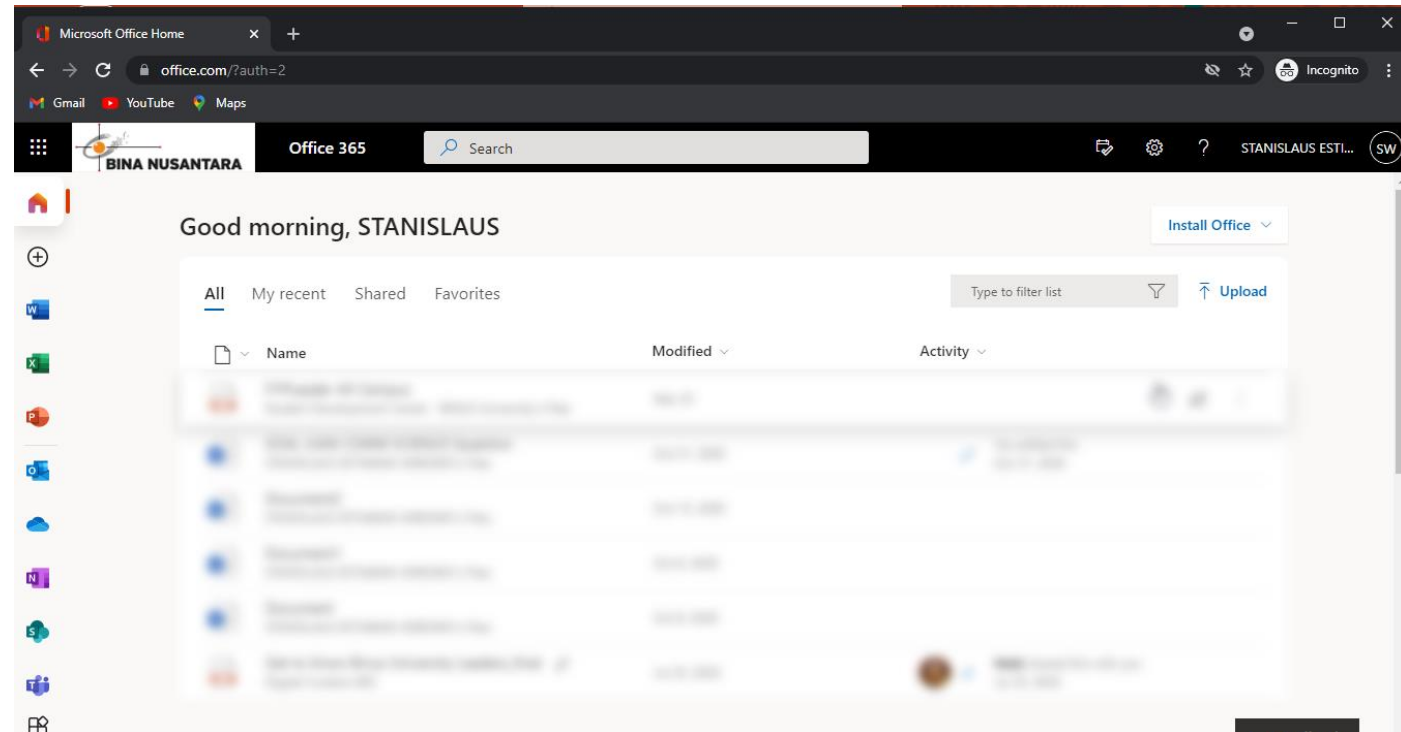
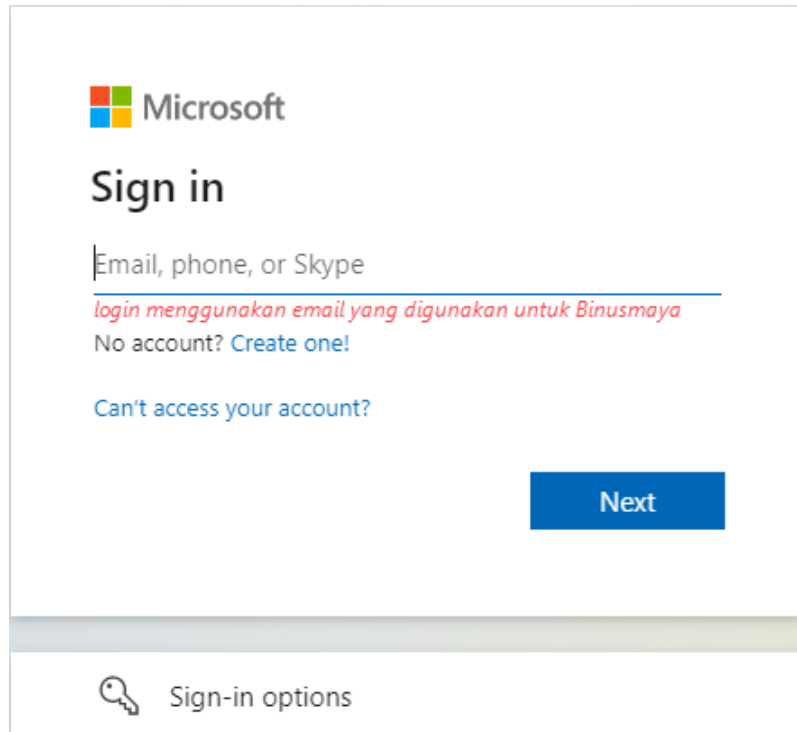


Panduan Login, Install, Ganti Password MS. Office 365



Panduan Login Office 365

Buka url login.microsoftonline.com pada browser

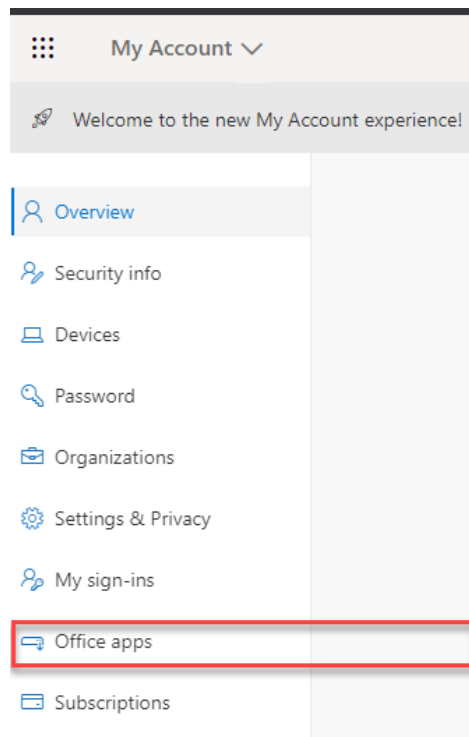


Panduan Download & Install MS. Office 365

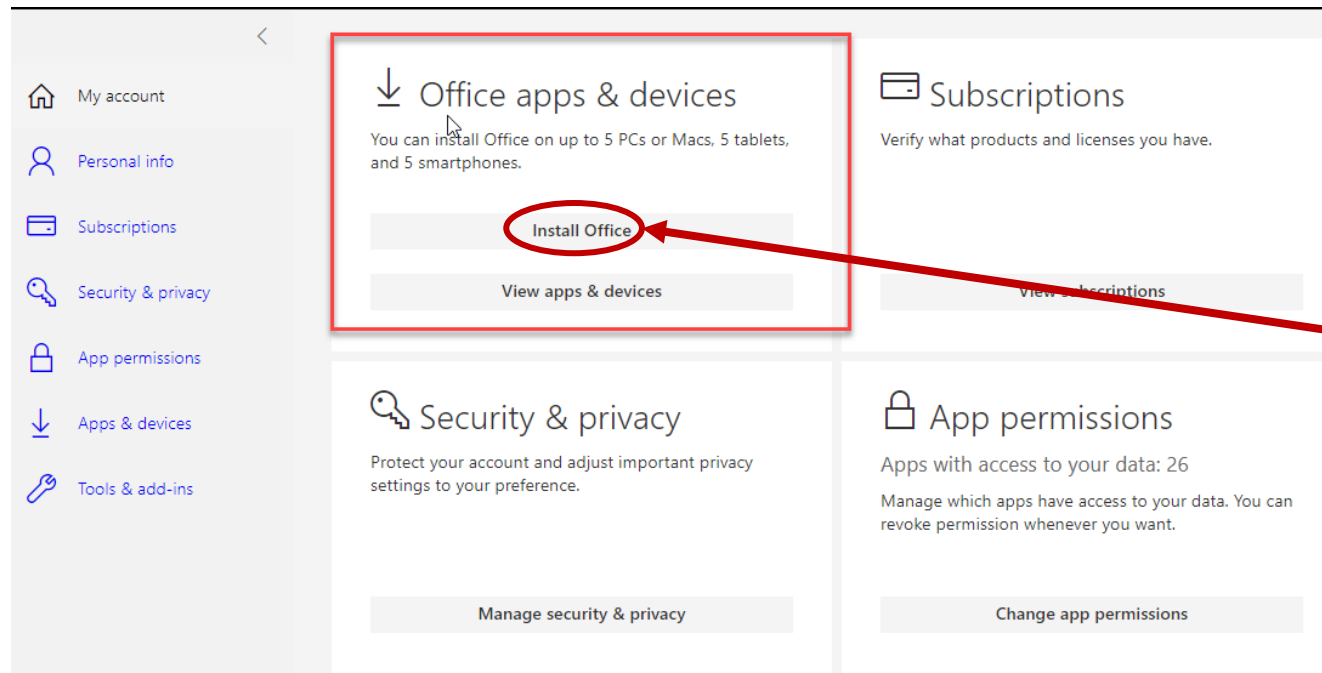
Pilih **View Account** pada account manager

The screenshot shows the Microsoft Office Home account manager interface. The browser address bar displays 'office.com/?auth=2'. The page header includes the BINA NUSANTARA logo, 'Office 365', a search bar, and the user's name 'STANISLAUS ESTIAWA...' with a profile icon 'SW'. The main content area shows a greeting 'Good morning, STANISLAUS' and a list of recent files. A dropdown menu is open, showing the user's profile information: 'Bina Nusantara University', 'Sign out', a profile picture with 'SW', the name 'STANISLAUS ESTIA...', the email 'stanislaus.wibowo@binus.ac.id', and a red-bordered link labeled 'View account' with a red arrow pointing to it. Below the profile information is the text 'My Office profile'.

Panduan Download & Install MS. Office 365



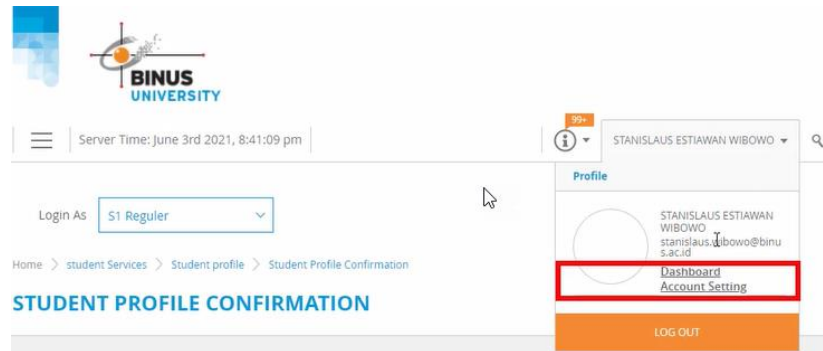
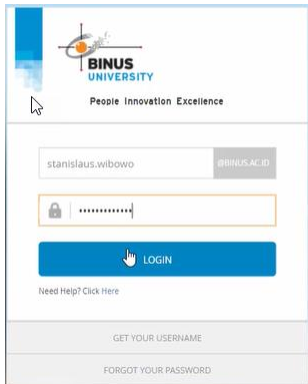
Pilih *Office apps* – *Office apps & devices*



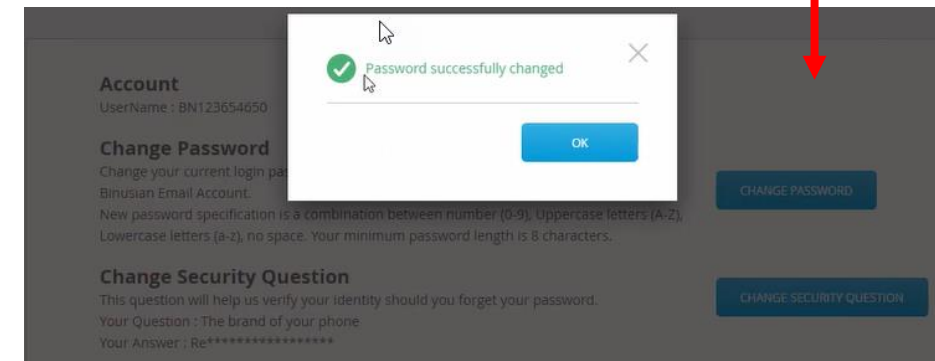
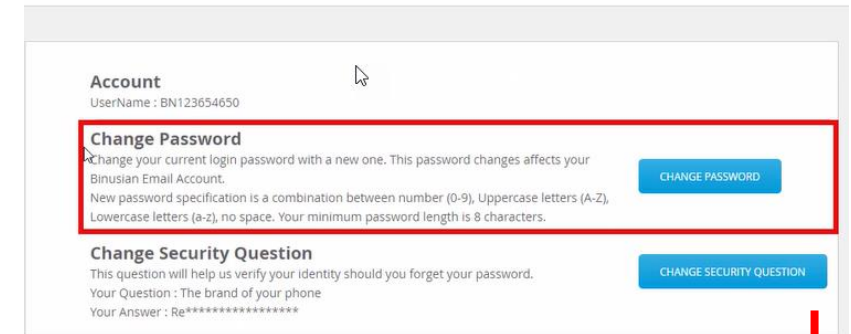
Klik install
Office

Panduan change / ganti password email @binus.ac.id

- Akses dan login ke Binusmaya
- Pilih **Account Settings**
- Pilih **Change Password**
- Pastikan password baru memenuhi **requirement**



ACCOUNT SETTING





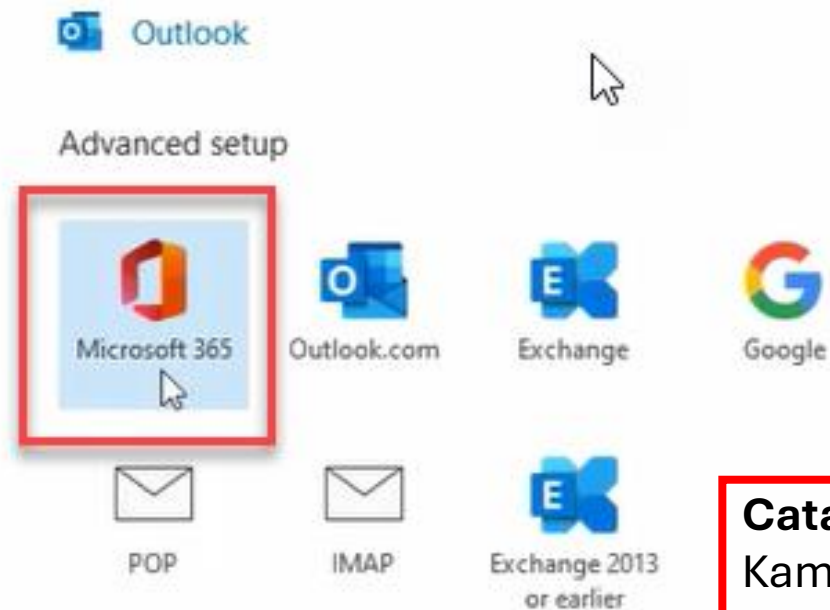
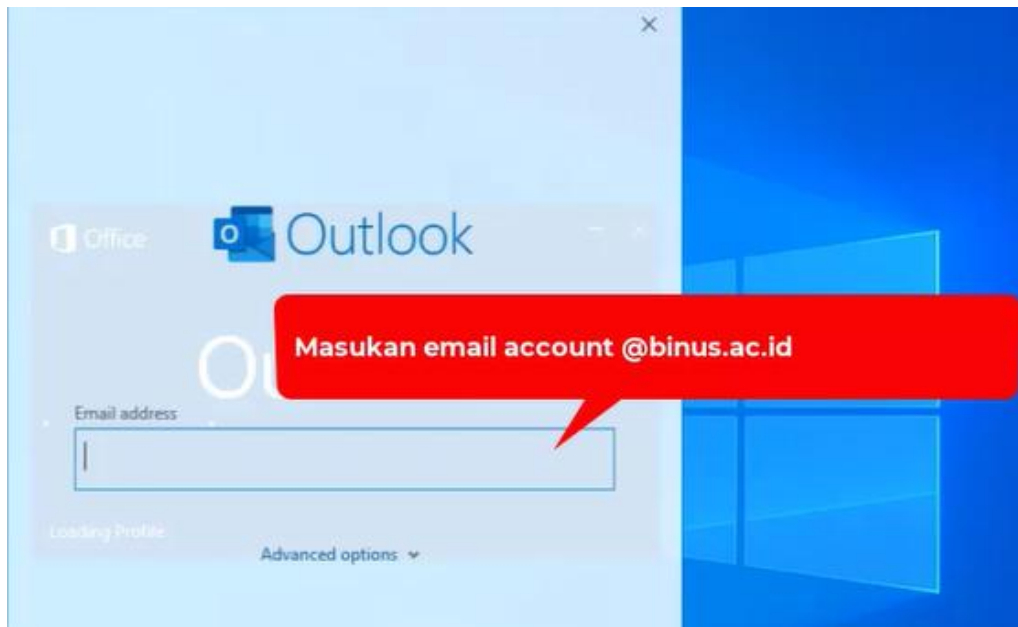
FIRST YEAR PROGRAM BINUSIAN 2028

Panduan Setup & Fitur dalam Microsoft Outlook



Panduan Setup MS.Outlook Office365

- Buka aplikasi Ms.Outlook
- Masukan email dan password akun @binus.ac.id
- Pilih Microsoft 365

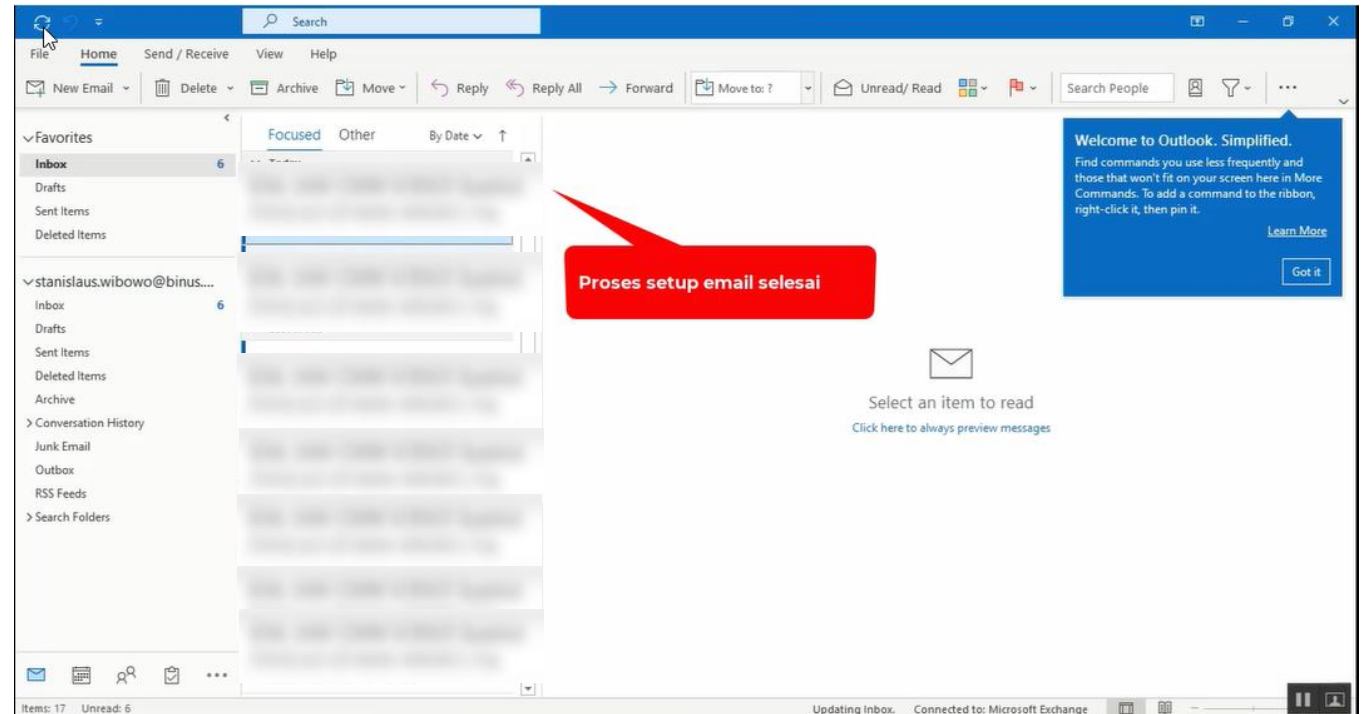
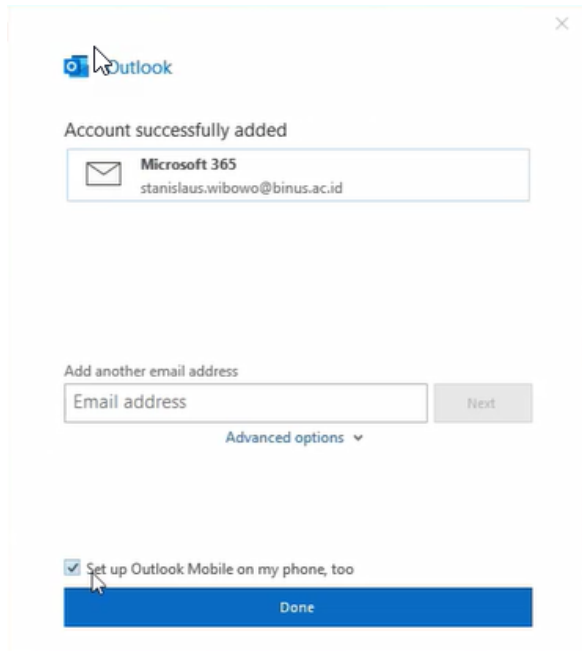


Catatan:

Kamu bisa mengakses MS. Outlook melalui PC, Laptop, Smartphone, atau Tablet

Panduan Setup MS.Outlook Office365

- Buka aplikasi Ms.Outlook
- Masukan email dan password akun @binus.ac.id
- Pilih Microsoft 365



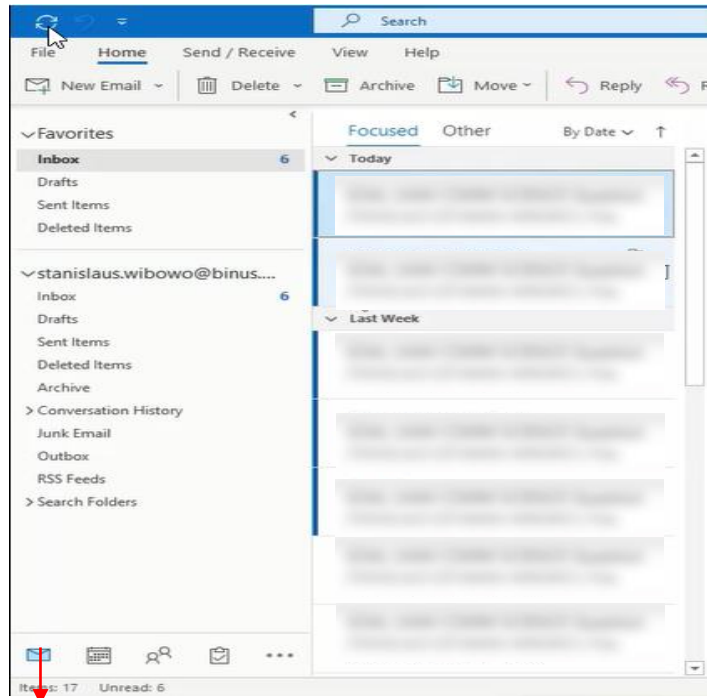
Panduan Setup MS.Outlook Office365

Fitur penting dalam Ms. Outlook

The screenshot shows the MS Outlook interface with several folders highlighted by red boxes and arrows pointing to descriptive text boxes:

- Draft**: Menyimpan draf pesan tidak terkirim
- Sent Item**: Seluruh email yang kamu kirimkan
- Deleted Item**: Pesan yang kamu hapus
- Inbox**: Semua pesan yang masuk ke dalam outlook
- Outbox**: Pesan yang gagal terkirim

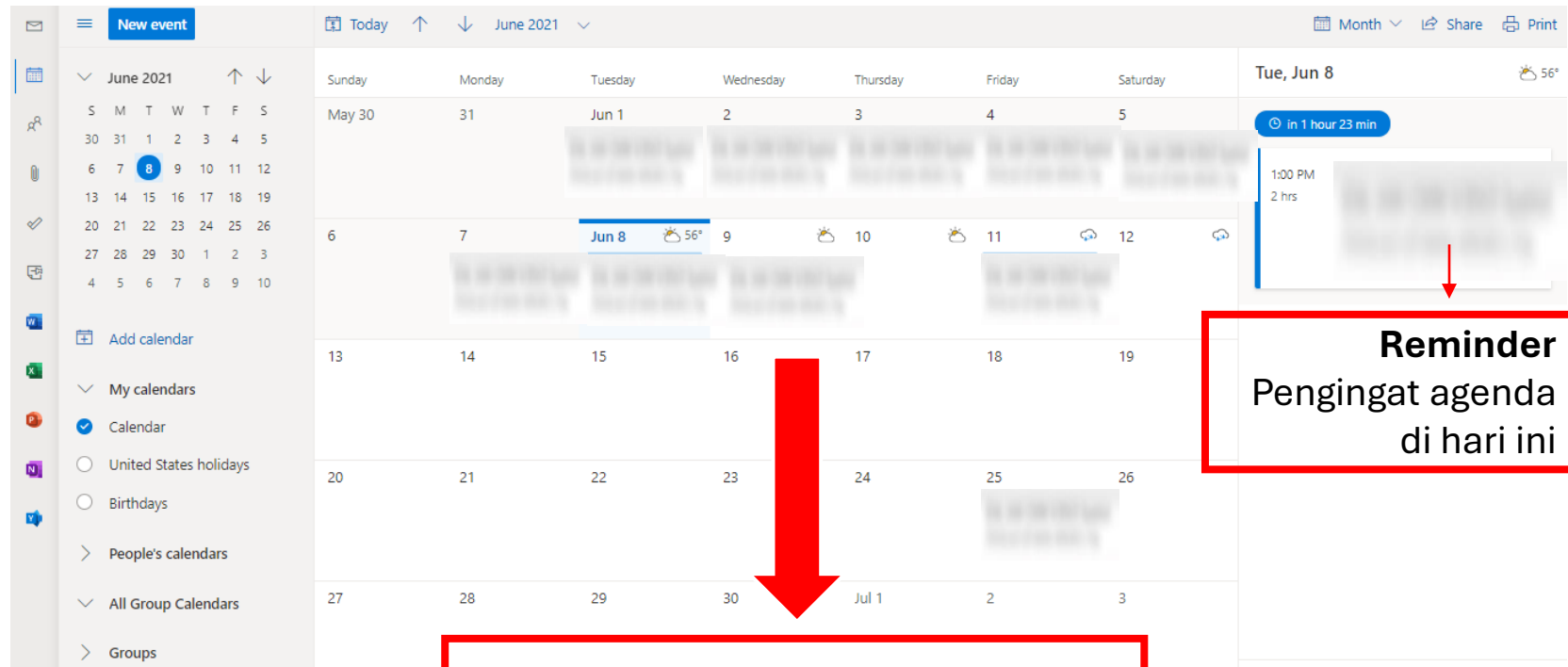
Panduan Setup MS.Outlook Office365



Calendar

Untuk melihat semua agenda atau jadwalmu

Akses Calendar Ms.Outlook



Reminder
Peringat agenda
di hari ini

Tampilan agendamu selama 1 bulan



Panduan Microsoft Teams

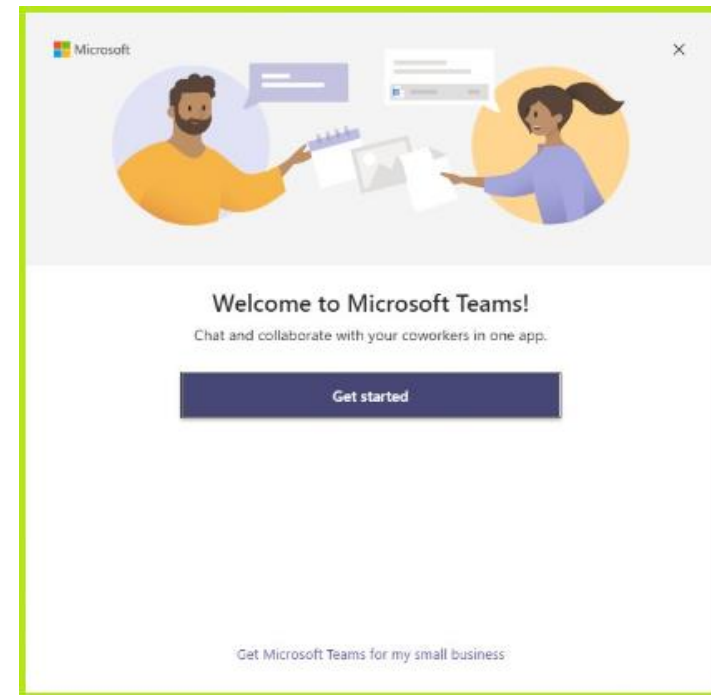


Download & Install Microsoft Teams

- ▶ Berikut link untuk download aplikasi *Ms. Teams* :
 - ✓ <https://www.microsoft.com/id-id/microsoft-teams/download-app>
- ▶ Setelah aplikasi *Ms. Teams* berhasil di download, kemudian melakukan penginstalan sebagai berikut :
 - ✓ Buka Aplikasi *Ms. Teams* yang telah di download.
 - ✓ Pilih *Get started*.

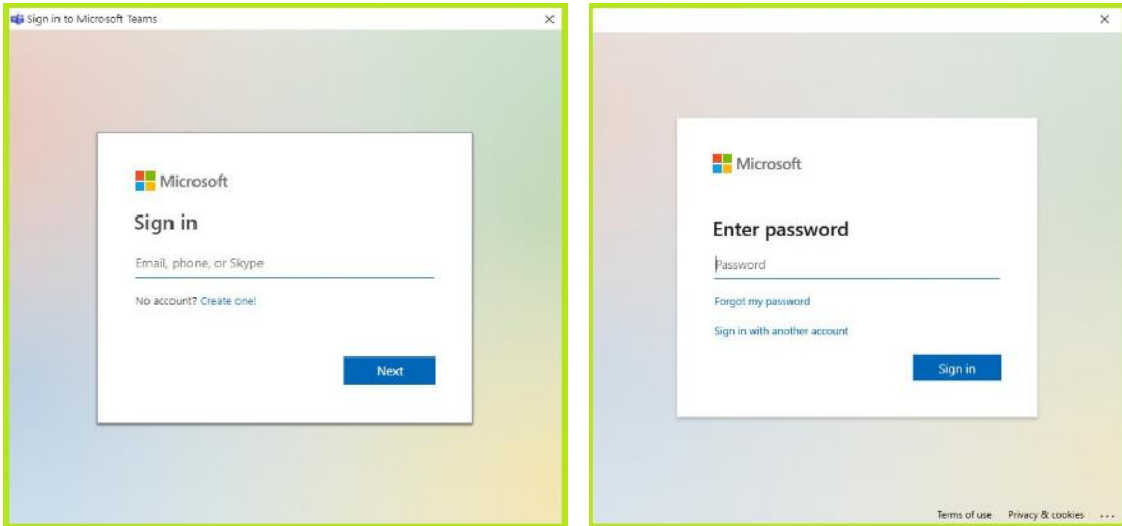
Catatan:

Kamu bisa mengakses Ms. Teams melalui PC, Laptop, Smartphone, atau Tablet



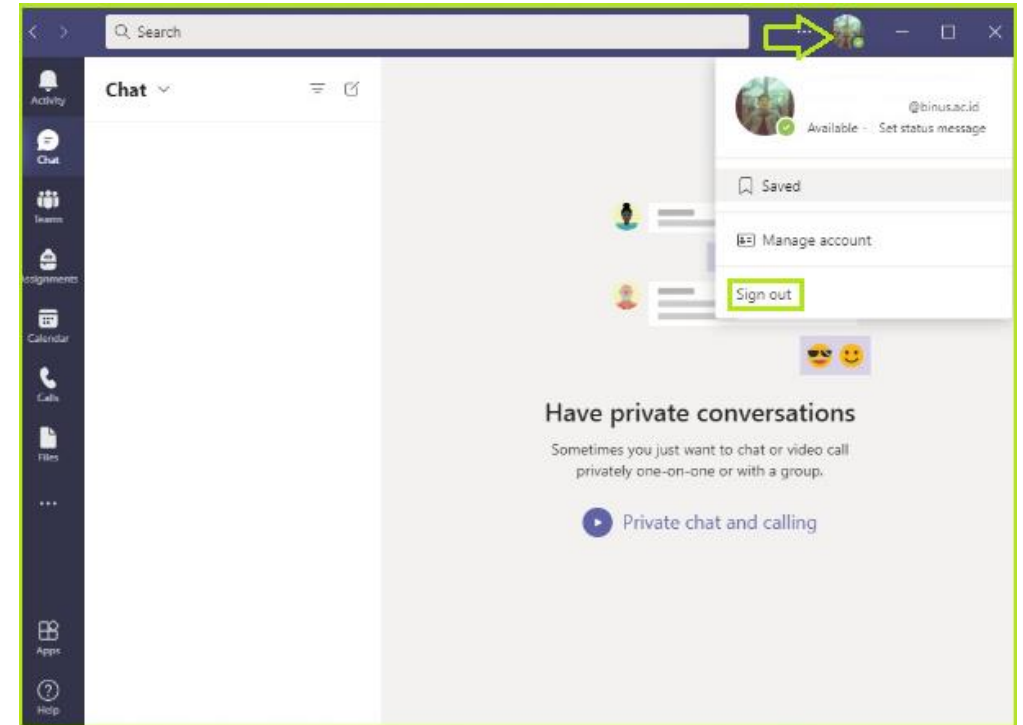
Sign In MS. Teams

- Jalankan aplikasi *MS. Teams* yang sudah di-*install*
- Masukan email > password > Sign in

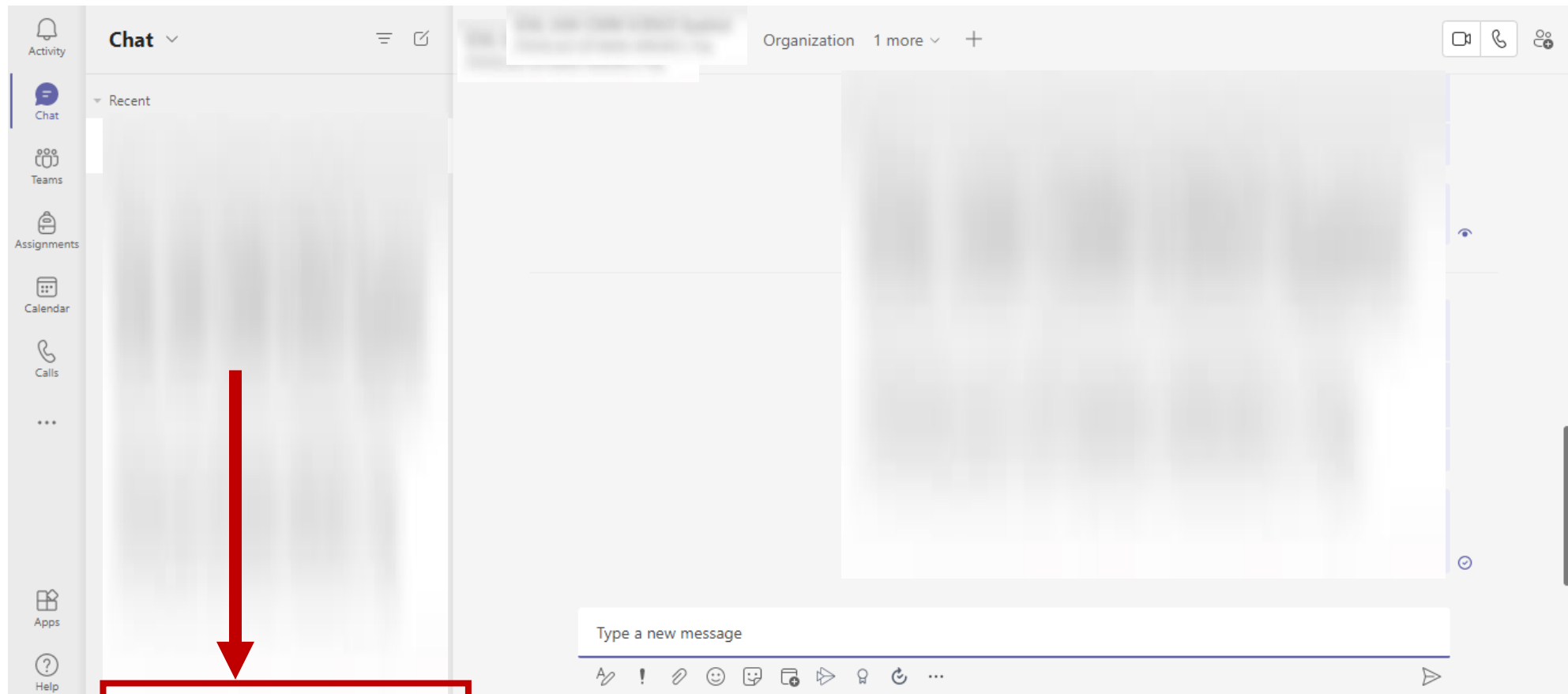


Sign Out MS. Teams

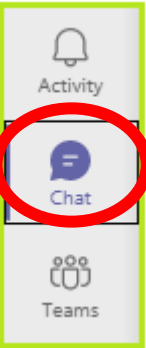
- Pada aplikasi *Ms. Teams*, klik dibagian pojok kanan atas (*Profile*) lalu pilih *Sign out*



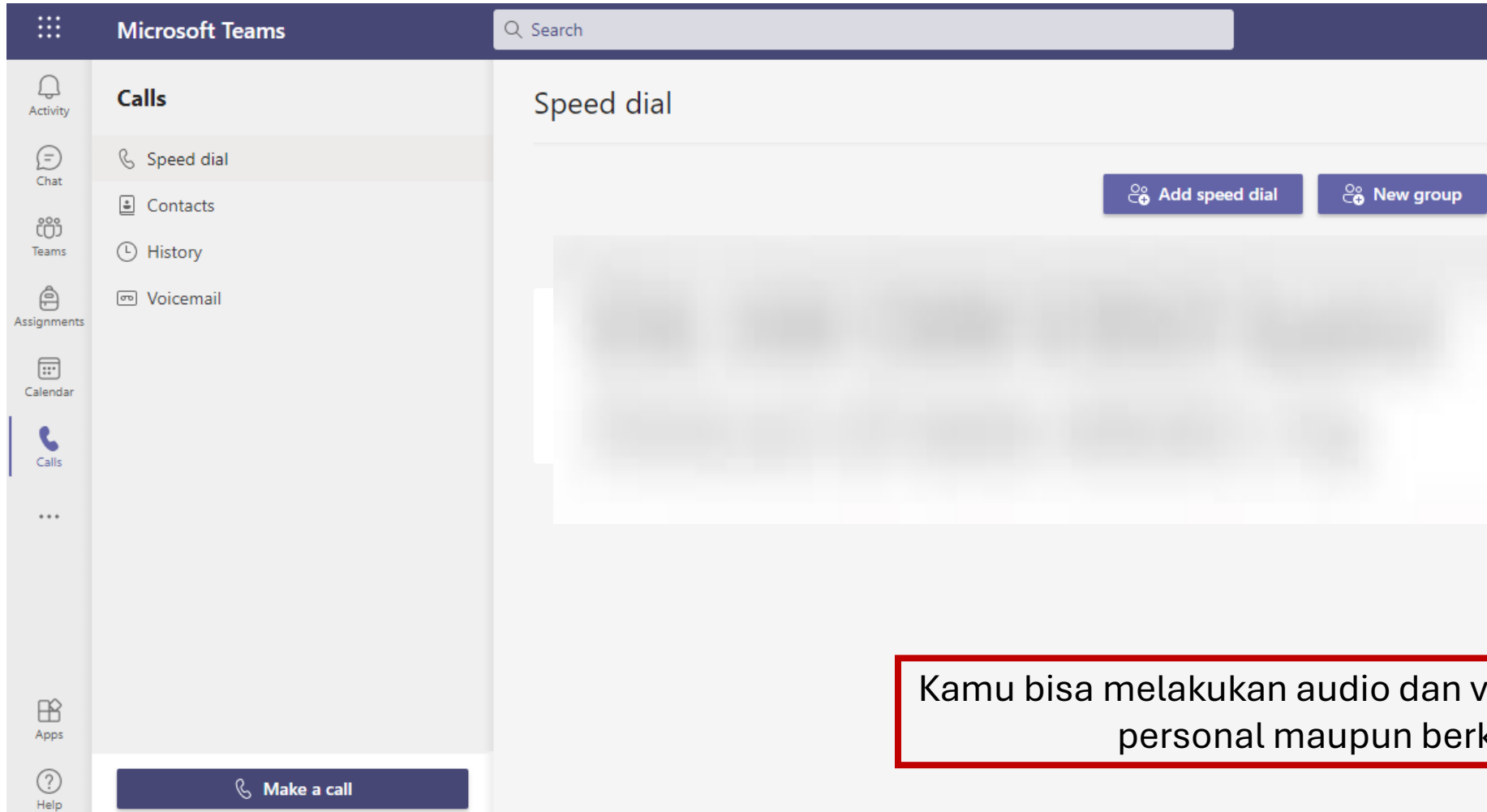
Apabila ingin melakukan percakapan dengan user lain yang online di *Ms. Teams* dapat menggunakan fitur **Chat**



List orang yang chat denganmu



Apabila ingin melakukan telepon dengan user lain yang online di *MS. Teams* dapat menggunakan fitur **Calls**



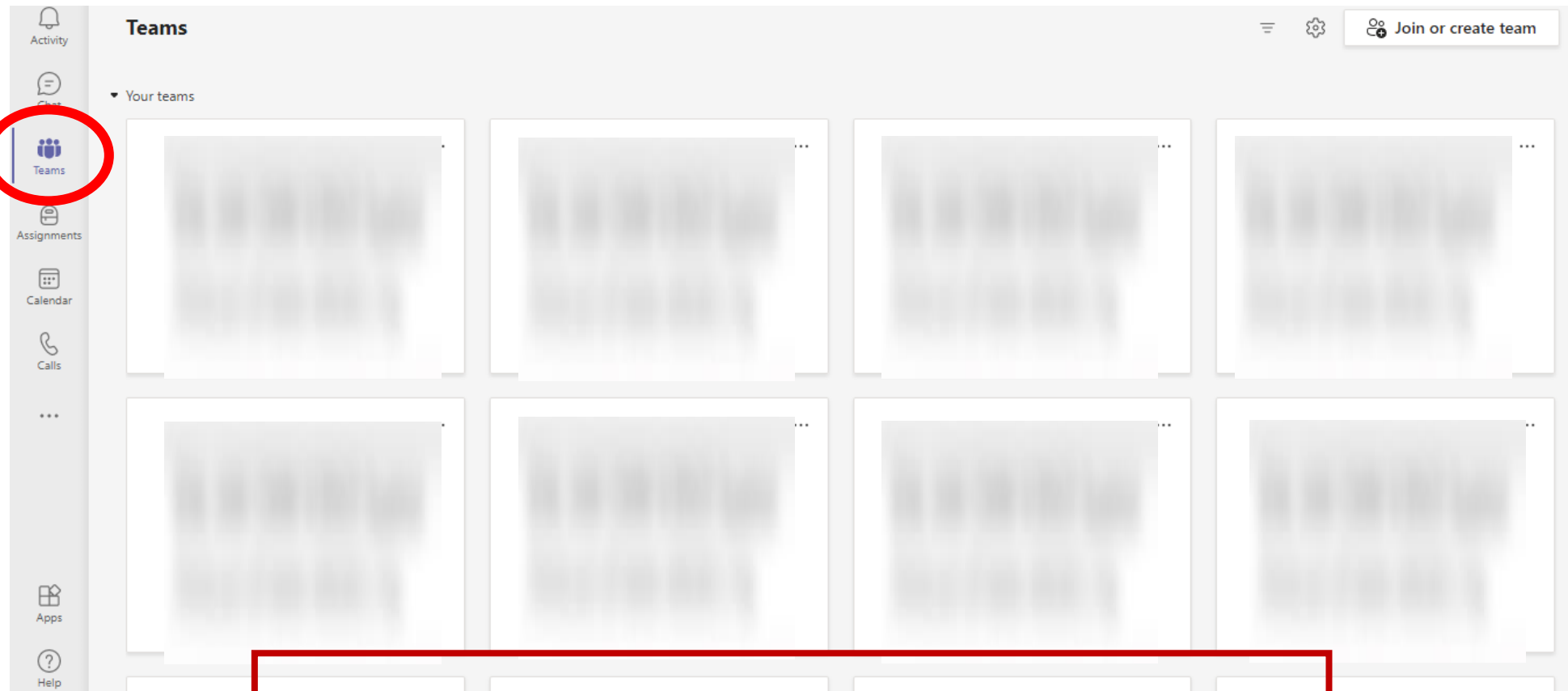
Kamu bisa melakukan audio dan video call, baik secara personal maupun berkelompok

Menu Penting di MS. Teams



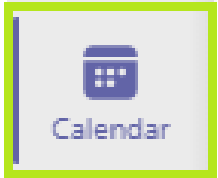
Teams

Teams

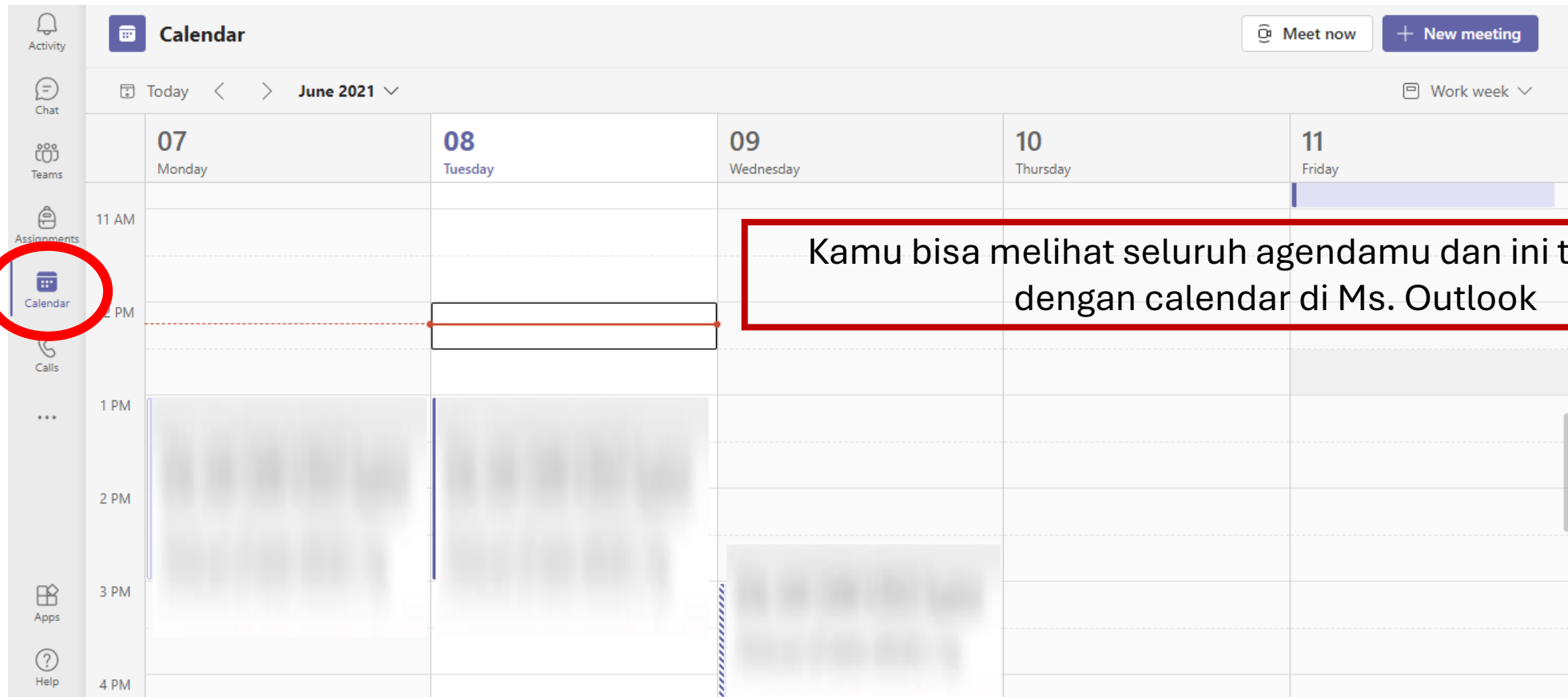


Kamu bisa melihat seluruh grup yang kamu ikuti atau buat

Menu Penting di MS. Teams



Calender

A screenshot of the MS Teams calendar interface. The left sidebar shows navigation options: Activity, Chat, Teams, Assignments, Calendar (circled in red), Calls, and Apps. The main area displays a calendar for June 2021, showing days 07 (Monday), 08 (Tuesday), 09 (Wednesday), 10 (Thursday), and 11 (Friday). A meeting is scheduled for Tuesday, June 8th, from 12 PM to 1 PM. The interface includes a "Meet now" button and a "New meeting" button at the top right. A red box highlights the meeting on Tuesday with the text: "Kamu bisa melihat seluruh agendamu dan ini terintegrasi dengan calendar di Ms. Outlook".

Activity

Calendar

Meet now + New meeting

Today < > June 2021

Work week

	07 Monday	08 Tuesday	09 Wednesday	10 Thursday	11 Friday
11 AM					
12 PM		Meeting			
1 PM					
2 PM					
3 PM					
4 PM					

Kamu bisa melihat seluruh agendamu dan ini terintegrasi dengan calendar di Ms. Outlook



THANK YOU

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