



OFFICE 365 ADMINISTRATION GUIDE

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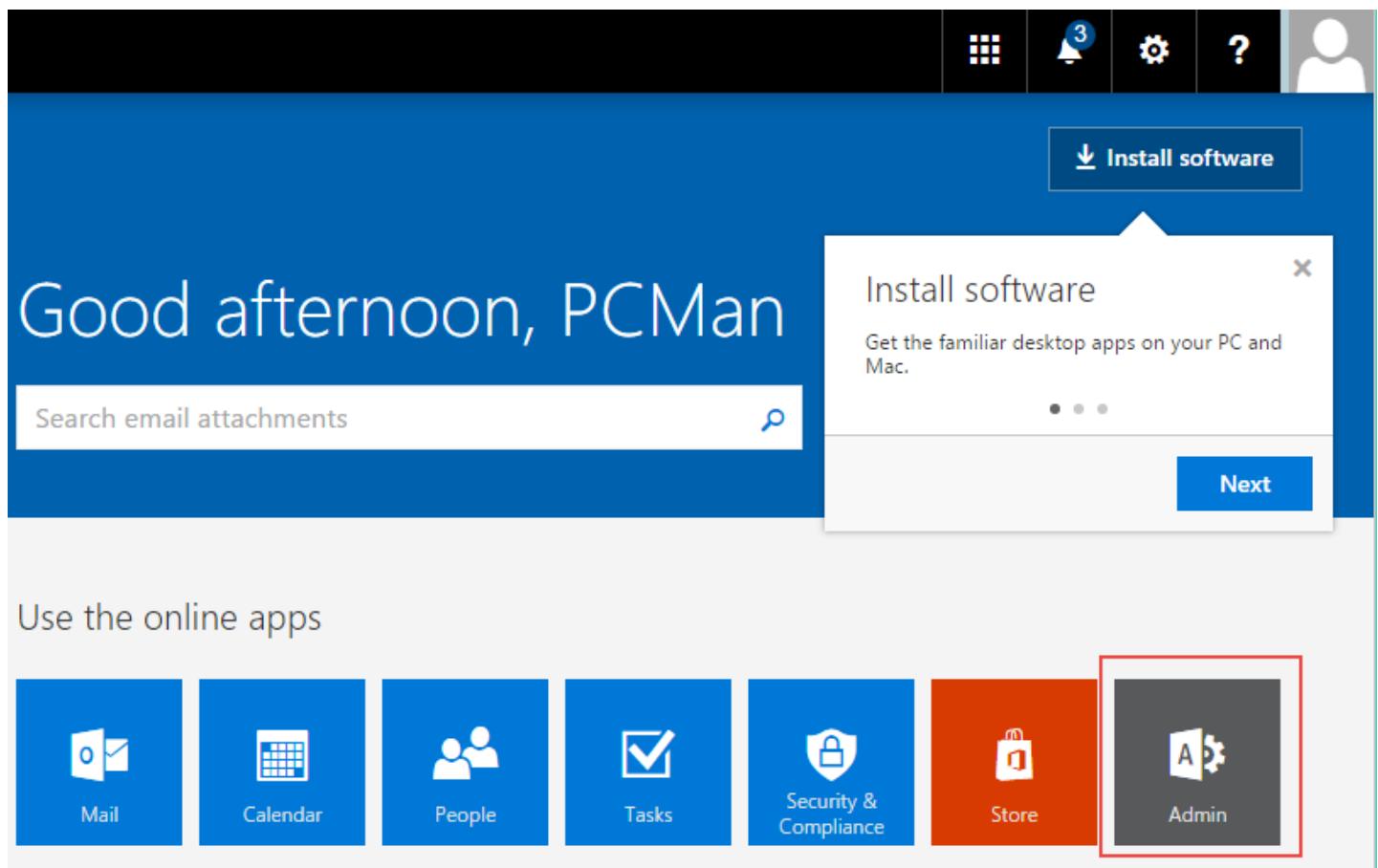
Office 365 Admin Center

Office 365 admin center dapat digunakan untuk menyiapkan organisasi Anda di awan, menambahkan pengguna, mengelola domain, lisensi, dan banyak lagi. Dalam artikel ini, pelajari cara masuk ke pusat admin dan pelajari tentang fitur dan pengaturan yang tersedia.

Masuk ke Office 365 admin center

[Sign in to Office 365](#) dengan akun anda sebagai Admin.

Klik ikon dengan tulisan Admin



Gambar 1-Tampilan awal setelah login ke Office 365

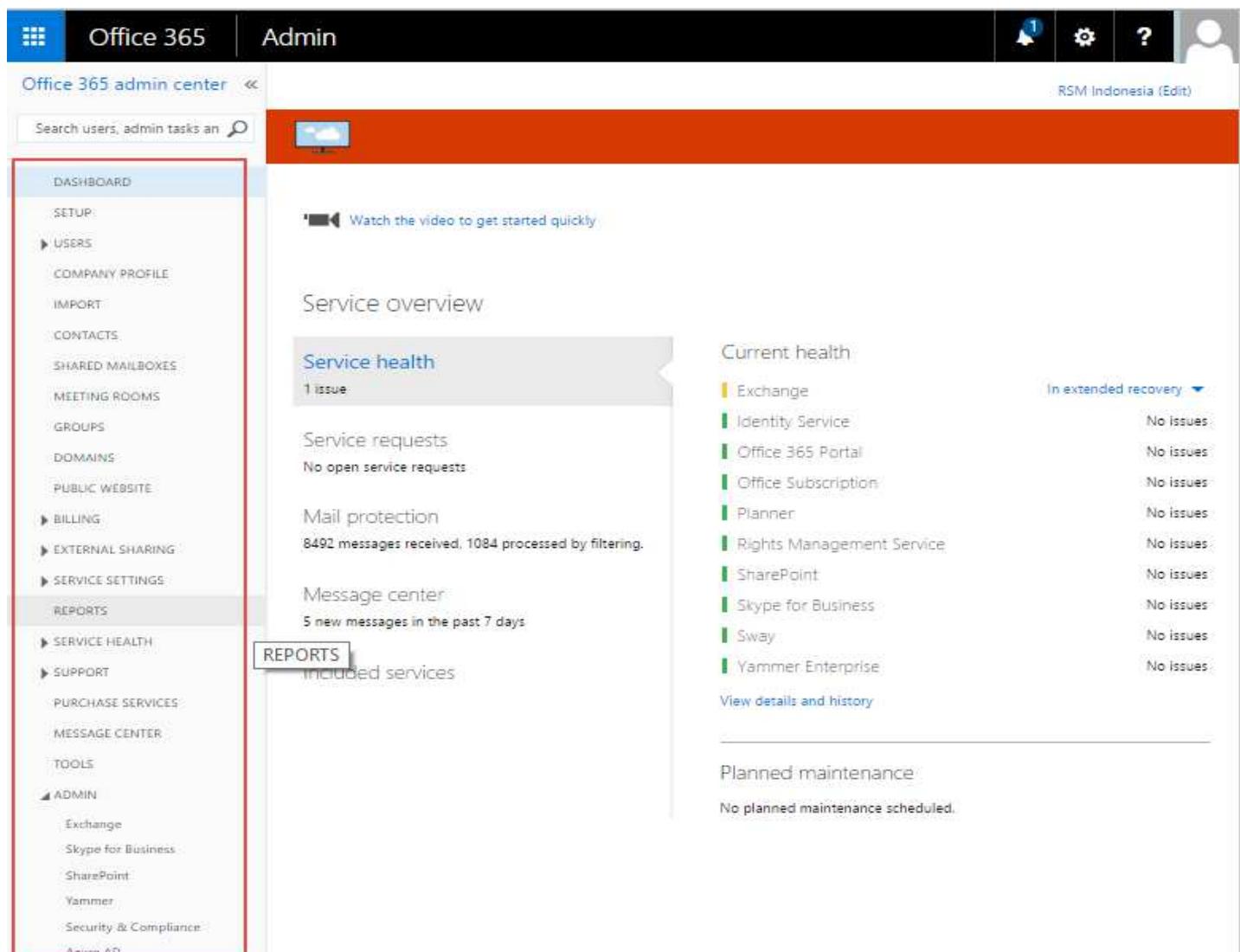
Fitur dan pengaturan Office 365 admin center

Pusat admin Office 365 terlihat seperti ini.

The screenshot shows the "Admin center preview" interface. The left sidebar includes links for Home, Users, Groups, Resources, Billing, Support, Settings, Reports, Health, Admin centers (which is currently selected), Exchange, Skype for Business, and SharePoint. The main content area has a search bar and a link to "Go to the old admin center". It features several cards:

- Users**: Shows options to Add a user, Delete a user, Edit a user, and Reset a password. It also displays "Total balance: None" and "In trial: Buy now".
- Billing**: Shows "Total balance: None" and "In trial: Buy now".
- Office software**: Includes links to Install my software, Share the download link, Software download setting, and Troubleshoot installation.
- Message center**: Lists messages from Office 2016 apps moving to 64-bit, Updated Feature: Modern SharePoint Lists, and Updated Feature: Office 365 Admin Universal App ... All messages are dated Aug 04 and have an "X" icon. It also shows 14 unread messages.
- Service health**: Lists issues for Exchange Online and SharePoint Online, with a link to View the service health.
- Reports**: Shows Active users and a legend for Exchange (blue square), OneDrive (purple square), SharePoint (green square), and Skype for Business (teal square).
- Support**: Includes links for New service request and View service requests.

Gambar 2-Tampilan baru Office 365 Admin Center.



Gambar 3-Tampilan lama Office 365 Admin Center

Berikut fitur dan pengaturan yang akan Anda temukan di sebelah kiri navigasi Pusat admin Office 365.

Menu	Fungsi
Dashboard	Halaman awal di Office 365 admin center.
Setup	Membuat domain anda ke Office 365, membuat user, reset password, menyiapkan aplikasi Office, assign license user, sinkronisasi direktori, dan mengkonfigurasi lingkungan hybrid. set up Office 365 for business .
Users	Membuat, perbaharui, atau menghapus pengguna/user dari organisasi Anda. Menetapkan license Office 365, atur ulang/reset password dan sinkronisasi direktori. Melihat user yang telah di hapus. Learn how to edit users .
Import	Layanan import Office 365 untuk mengimport file PST, baik itu email, kontak, kalender ke exchange online Anda. Upload data/document dari sharepoint on-

premises ke share sharepoint dan one drive business Anda. Learn more about [importing data to Office 365 & move SharePoint or OneDrive for Business data](#).

Contacts	Membuat dan kelola kontak bersama diseluruh organisasi, baik itu external kontak. Untuk tiap kontak dapat ditambahkan nama, alamat, email kontak.
Shared mailboxes	Mailbox yang digunakan bersama oleh beberapa pengguna untuk memantau dan mengirim email. Learn more about create a shared mailbox .
Meeting Room	Anda dapat membuat atau menambahkan meeting room pada address book organisasi anda untuk mengatur jadwal pertemuan. Learn more about meeting room .
Groups	Anda dapat membuat, menghapus dan mengatur keamanan group organisasi dari para pengguna. Learn how to create security groups & Group Office 365 .
Domains	Pengaturan nama DNS, baik itu penambahan, penghapusan domain dan troubleshoot masalah domain. Anda dapat memilih primary domain, dan alamat domain untuk website anda.
Public Website	Membuat situs web public untuk organisasi Anda menggunakan layanan hosting web yang disediakan mitra seperti GoDaddy atau Wix.com. Learn more about the public website .
Billing	Dapat melihat tagihan, purchase, pembatalan langganan Office 365 dan tampilan license yang telah digunakan.
External Sharing	Enable atau Disable external sharing para pengguna/user. Anda dapat mengatur external sharing untuk SharePoint sites , Exchange calendars , Skype for Business external contacts , and integrated apps.
Service Setting	Berikut merupakan pengaturan paling umum yang mencakup email, meetings, software setup, dan lainnya: <ul style="list-style-type: none"> • <i>Email</i> : proteksi spam dan malware, mail flow rules, dan auditing. • <i>Site</i> : membuat kumpulan situs baru yang memiliki subsitus dan library yang digunakan dalam organisasi Anda. • <i>Skype for Business</i> : menghubungkan dengan para pengguna konferensi audio video. • <i>Updates</i> : dapat mengaktifkan fitur pembaharuan/fitur baru yang disediakan oleh Microsoft. • <i>User Software</i> : memilih dan mengatur perangkat Office yang available untuk para pengguna. How do I manage user software? • <i>Passwords</i> : mengubah kebijakan password expired dari default 90 hari dan notifikasi expired password 14 hari. Learn more.

- *Community* : pastisipasi pengguna jika bergabung komunitas Office 365 dapat menggunakan credential organisasi. [Learn more](#).
- *Rights Management* : Microsoft Azure Rights Management merupakan pengamanan email dan document dalam berbagi data dengan pengguna lain. [Learn more about Microsoft Azure Rights Management](#).
- *Mobile* : mengaktifkan BlackBerry Business Cloud Services untuk para pengguna/user.

Reports	Untuk report/laporan semua layanan Anda. Termasuk email, users, Skype for Business, Sharepoint, OneDrive, auditing, protection, dan rule. Learn how to view and download reports .
Service Health	Untuk menampilkan pemeliharaan layanan secara sekilas atau setiap hari. Baik itu Office 365, Exchange, SharePoint, Lync, Identity, dan Office.
Support	Melaporkan atau mengontak support center untuk mencari solusi dari masalah yang terjadi. Dengan cara membuat service request dan mengisi detail issue yang terjadi.
Purchase Services	Pembelian additional subscription seperti Office 365 Eterprise.
Message Center	Penggunaan message center untuk selalu mengetahui perubahan – perubahan dalam layanan, fitur baru, atau pembaharuan penting. Message center merupakan informasi tentang perubahan mendatang.
Tools	Merupakan tools untuk mengakses kondisi layanan, konektivitas layanan.
Admin	Berisi Exchange Admin Center, Skype for Business, SharePoint, dan lainnya secara terpisah. Masing-masing pusat admin menyertakan semua pengaturan yang tersedia untuk setiap layanan. Learn more about the Exchange admin center and SharePoint admin center .

Exchange Admin Center

Untuk mengarah ke Exchange Admin Center (EAC), pada Office 365 admin center (OAC), pilih menu Admin dan klik Exchange.

The screenshot shows the left navigation pane of the Office 365 Admin Center. The 'ADMIN' section is highlighted with a red box. Under 'ADMIN', the 'Exchange' link is also highlighted with a red box. Other options in the list include SUPPORT, PURCHASE SERVICES, MESSAGE CENTER, TOOLS, and others like Yammer, SharePoint, and Security & Compliance.

In the main content area, there's a section titled 'Included services' with a green bar indicating 'Yammer enterprise'. It shows 'View details and history' and 'Planned maintenance' (No planned maintenance scheduled).

Exchange Admin Center user interface

The screenshot shows the Exchange Admin Center user interface. At the top, there's a header with a grid icon, 'Office 365', and 'Admin'. Below the header is a sidebar labeled 'menu fitur' with a red border around it. The sidebar contains links: dashboard, recipients, permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, and hybrid.

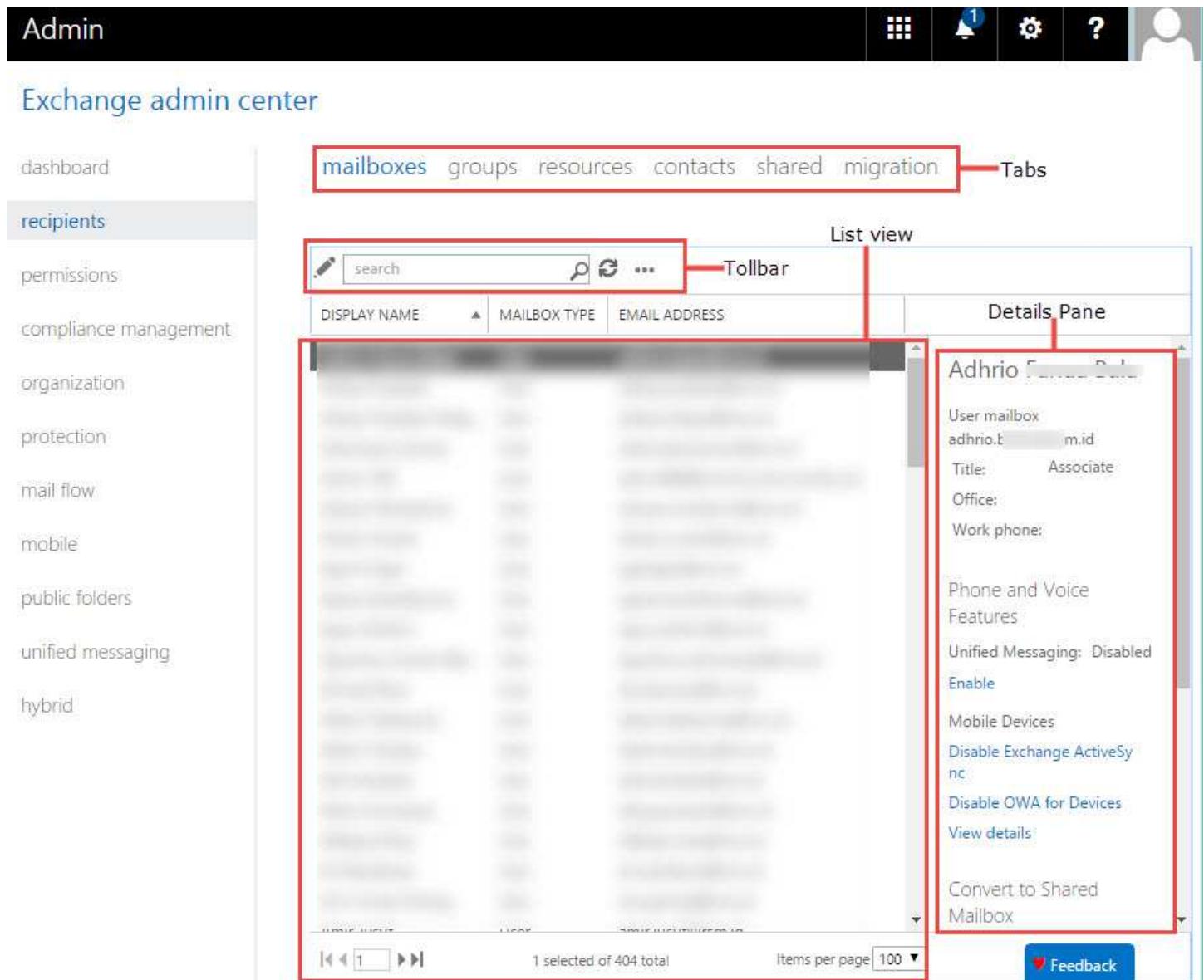
The main content area is divided into several sections:

- Welcome**
- recipients**: mailboxes, groups, resources, contacts, shared, migration
- organization**: sharing, add-ins
- mobile**: mobile device access, mobile device mailbox policies
- permissions**: admin roles, user roles, Outlook Web App policies
- protection**: malware filter, connection filter, spam filter, outbound spam, quarantine, action center, dkim
- public folders**: public folders, public folder mailboxes
- compliance management**: in-place eDiscovery & hold, auditing, data loss prevention, retention policies, retention tags, journal rules
- mail flow**: rules, message trace, accepted domains, remote domains, connectors
- unified messaging**: UM dial plans, UM IP gateways

Gambar 4-Tampilan Exchange Admin Center

Keterangan menu Exchange Admin Center - Part I

Menu	Fungsi
dashboard	Halaman awal exchange admin center menampilkan dari setiap menu fitur.
recipient	Tampilan dimana Anda dapat melihat dan mengatur mailbox, groups, resource mailbox, contacts, shared mailbox, dan mailbox migrasi. Learn more about the Recipients in Exchange Online .
permission	Pada menu ini, dimana Anda dapat mengelola peran administrator, peran pengguna/users, dan kebijakan penggunaan Outlook Web App (OWA). Learn more about the permissions in Exchange Online .
compliance management	Disini Anda dapat mengatur/mengelola in-place eDiscovery & hold, auditing, data loss prevention (DLP), retention policies, retention tags, journal rules. Learn more about the Security and compliance for Exchange Online .
organization	Disini Anda dapat mengatur antar organisasi sesama Office 365 atau exchange local. Seperti berbagi kalender dengan mitra bisnis, dengan mengatur hubungan otentikasi (federation) dan minimum software requirements yang ditentukan. Learn more about the Organization relationships .
protection	Anda dapat mengelola fitur protection seperti malware filter, connection filter, spam filter, outbound spam, quarantine. Learn more about the Anti-spam and anti-malware protection .
mail flow	Pada menu ini terdapat rules, dimana Anda dapat mengelola, membuat aturan/kebijakan alur email untuk organisasi anda, membuat disclaimer, dsb. Melihat status penerimaan/pengiriman email dengan message trace. Ada accepted domain, connector, dan remote domain. Learn more about the remote domains & connector .
mobile	Fitur ini dapat mengelola dan mengatur perangkat mobile untuk terhubung ke organisasi Anda.
public folder	Anda dapat mengatur public folder untuk di akses bersama, berbagi informasi dalam kelompok kerja atau organisasi. Learn more about the Public folders .
unified messaging	Menu ini untuk pengaturan konfigurasi yang terhubung dengan jaringan telepon Anda seperti Voice over IP (VoIP) gateway devices—including VoIP gateways, IP Private Branch eXchanges (PBXs), and Session Border Controllers (SBCs). Learn more about UM dial plans & UM IP gateways .
hybrid	Konfigurasi yang menghubungkan exchange on-premises dengan exchange online.



Gambar 5- Tampilan Exchange Admin Center

Keterangan menu Exchange Admin Center - Part II:

- **Tabs** : tampilan sub menu dari masing-masing menu fitur.
- **Detail Pane** : tampilan detail informasi dari objek yang anda klik, contoh gambar tersebut detail infomasi dari user yang Anda pilih/klik. Infomasi tersebut juga berisi pengaturan seperti fitur mobile devices, Anda dapat men-disable ataupun enable.
- **List view** : menampilkan isi dari daftar tab yang Anda pilih. Pada contoh digambar keterbatasan objek/item dari mailbox per halaman maximal 500 objek.
- **Toolbar** : icon yang difungsikan untuk menyederhanakan pekerjaan. Seperti icon “searching”, “edit”.

Icon	Name	Action
	Add, New	Use this icon to create a new object. Some of these icons have an associated down arrow you can click to show additional objects you can create. For example, in Recipients > Groups , clicking the down arrow displays Distribution group , Security group , and Dynamic distribution group as additional options.
	Edit	Use this icon to edit an object.
	Delete	Use this icon to delete an object. Some delete icons have a down arrow you can click to show additional options.
	Search	Use this icon to open a search box in which you can type the search phrase for an object you want to find.
	Refresh	Use this icon to refresh the list view.
	More options	Use this icon to view more actions you can perform for that tab's objects. For example, in Recipients > Mailboxes clicking this icon shows the following options: Add/Remove columns , Deleted mailboxes , Export data to a CSV file , and Advanced search .
	Up arrow and down arrow	Use these icons to move an object's priority up or down. For example, in Mail flow > Rules click the up arrow to raise the priority of a rule. You can also use these arrows to navigate the public folder hierarchy.
	Copy	Use this icon to copy an object so you can make changes to it without changing the original object. For example, in Permissions > Admin roles , select a role from the list view, and then click this icon to create a new role group based on an existing one.
	Remove	Use this icon to remove an item from a list. For example, in the Public Folder Permissions dialog box, you can remove users from the list of users allowed to access the public folder by selecting the user and clicking this icon.

Tahapan Setup Office 365

Step by step membuat/menambahkan Domain

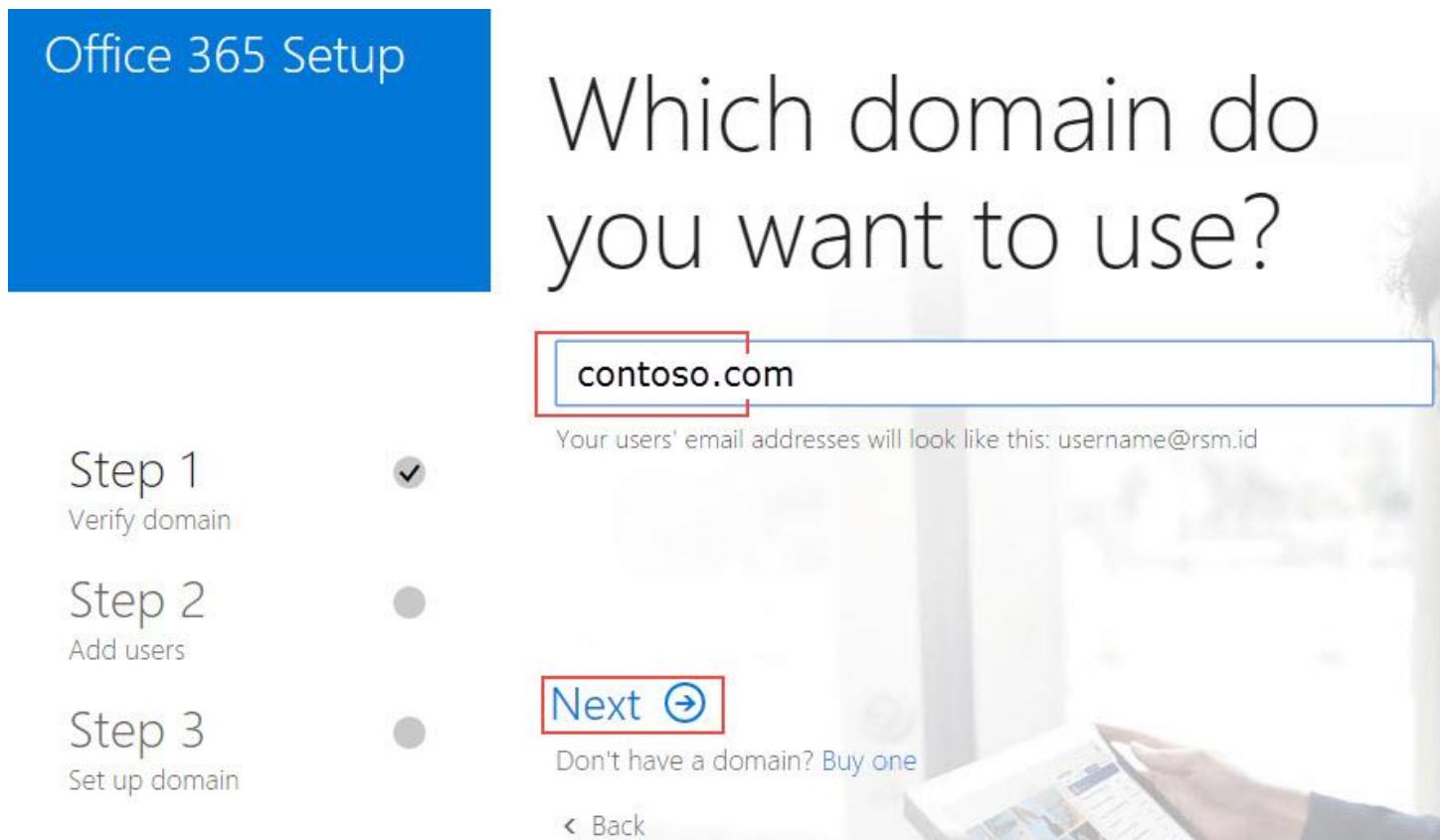
Domain name adalah nama unik untuk digunakan untuk identitas. Seperti nama web server atau email server pada jaringan internet. Domain name disebut juga dengan istilah URL.

The screenshot shows the Office 365 Admin Center interface. The top navigation bar includes 'Office 365' and 'Admin' buttons, along with notification and settings icons. The main menu on the left has 'DOMAINS' selected, which is highlighted with a red box. The central area is titled 'Manage domains' and contains a sub-instruction: 'Add a domain you already own to Office 365, or buy a new domain. What is a domain?'. Below this are two buttons: '+ Add domain' and 'Buy domain'. A table lists a single domain entry: 'l.onmicrosoft.com' with 'Setup complete' status and 'No action required' under 'ACTION'. To the right, there's a 'Help topics' section with links to 'Learn how to add and verify your own domain' and 'Learn how to view the DNS records you need for your domain'. At the bottom right, there are links for 'Domain settings' and 'Set as default'.

Gambar 6-Klik Add domain untuk membuat/menambahkan domain.

The screenshot shows the 'Office 365 Setup' guide. On the left, a vertical list of steps is shown: 'Step 1 Verify domain' (checkmark), 'Step 2 Add users' (circle), and 'Step 3 Set up domain' (circle). The main content area is titled 'What you need to know about domains and DNS'. It includes a sub-instruction: 'Your domain name identifies your school or business on the internet. In the examples below, **yourcompany.com** is the domain name:'. Below this are two examples: 'you@yourcompany.com' and 'http://www.yourcompany.com'. Further down, it explains: 'DNS (domain name system) works like an address book on the internet. When someone sends you email, DNS directs it to your mailbox.' and 'Up next, we'll help you set up your domain and update DNS records to work with Office 365.' At the bottom, there's a video thumbnail with the text 'Watch the video to learn more about domains and DNS (3 minutes)' and a 'Let's get started' button with a red border and a blue arrow icon.

Gambar 7-Klik Let's get started.



Gambar 8-Isi nama domain & klik next, step2 add users nantinya di skip.

Add this TXT record to show you own

Note: Only the domain owner can update DNS records, so we ask you to add this TXT record. Adding this TXT record won't affect your current email or other services.

To add the record:

- Go to your DNS host (Change)
- Copy the values from the following table and add them at your DNS host.

[TXT records \(Step-by-step instructions for adding a TXT record\)](#)

TXT name	TXT value	TTL
@	MS=msf	3600

Gambar 9-TXT Record.

Setelah create domain selesai, maka akan muncul TXT Record seperti *Gambar 8* untuk domain terkait yang akan kita pointing/add pada DNS Hosting yang digunakan.

Setelah TXT Record telah di add pada domain hosting, berikutnya check verify pada Office 365.

Setelah TXT Record terverify maka record-record yang lain, seperti CNAME, SRV, MX dan SPF record dapat di add juga pada DNS Hosting.

Add the following DNS records

Add the records at your DNS host (Change)

MX records (Step-by-step instructions for adding a MX record)

Priority	Host name	Points to address or value	TTL
1	host	host.onmicrosoft.com	3600

CNAME records (Step-by-step instructions for adding a CNAME record)

Host name	Points to address or value	TTL
autodiscover	autodiscover.onmicrosoft.com	3600
ca	ca.onmicrosoft.com	3600
syncdiscovery	syncdiscovery.onmicrosoft.com	3600
msos	msos.onmicrosoft.com	3600
internalcommunication	internalcommunication.onmicrosoft.com	3600
internalcommunication	internalcommunication.onmicrosoft.com	3600

TXT records (Step-by-step instructions for adding a TXT record)

TXT name	TXT value	TTL
host	host.onmicrosoft.com	3600

SRV records (Step-by-step instructions for adding a SRV record)

Service	Protocol	Port	Weight	Priority	Name	Target	TTL
_sip	TCP	443	1	100	host	host.onmicrosoft.com	3600
_sip-secure	TCP	5061	1	100	host	host.onmicrosoft.com	3600

Gambar 10-contoh DNS Record.

Sama seperti TXT, record-record tersebut di tambahkan/edit pada DNS Hosting yang digunakan dan lakukan verify pada Office 365.

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a sidebar with options like DOMAINS, PUBLIC WEBSITE, BILLING, EXTERNAL SHARING, and SERVICE SETTINGS. The DOMAINS section is selected. On the right, there's a table titled 'DOMAINS' with columns: DOMAIN NAME, STATUS, and ACTION. Two rows are visible, both with the status 'Setup complete' and 'No action required'. The 'STATUS' column for both rows is highlighted with a red box.

DOMAIN NAME	STATUS	ACTION
.onmicrosoft.com	Setup complete	No action required
.host.onmicrosoft.com	Setup complete	No action required

Gambar 11-cek status domain setelah pointing DNS record.

Step-step membuat/menambahkan user

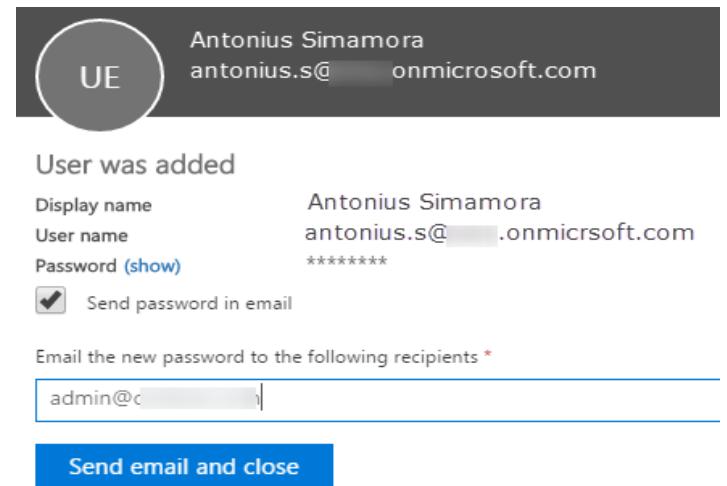
Login ke [Office 365](#), masuk ke Office 365 admin center.

Gambar 12-tampilan beranda membuat/menambahkan user

Pada beranda pilih User – Active Users – klik Add a user.

- Isi nama pengguna dan pilih domain yang sesuai. Sebagai contoh jika user name pengguna antonius.s@contoso.com , maka dia masuk ke office 365 dengan mengetik antonius.s@contoso.com
- Untuk kontak informasi merupakan opsional. Anda dapat mengisi data kontak informasi seperti Department, Job title.
- Pada bagian kata sandi, default (auto-generate password) menghasilkan kata sandi yang random. Namun, jika Anda ingin membuat kata sandi yang berbeda, pilih “let me create the password”. Untuk user pertama kali login, apakah ingin mengganti passwordnya anda dapat centang “make this user change their password when they first sign-in”.
- Jika Anda memiliki beberapa product license, maka akan tercantum. Anda dapat memberikan lebih dari satu product license ke user.

- Klik **Add.** Anda akan melihat konfirmasi bahwa akun pengguna dan kata sandi telah dibuat. Jika memilih untuk mengirim kata sandi ke email, Anda dapat memasukkan 5 alamat email yang dipisahkan oleh titik koma.
- Setelah menambahkan user ke office 365, Anda perlu memberitahu ke user/pengguna terkait. Gunakan proses yang biasa Anda gunakan untuk mengkomunikasikan kata sandi.



Import multiple users

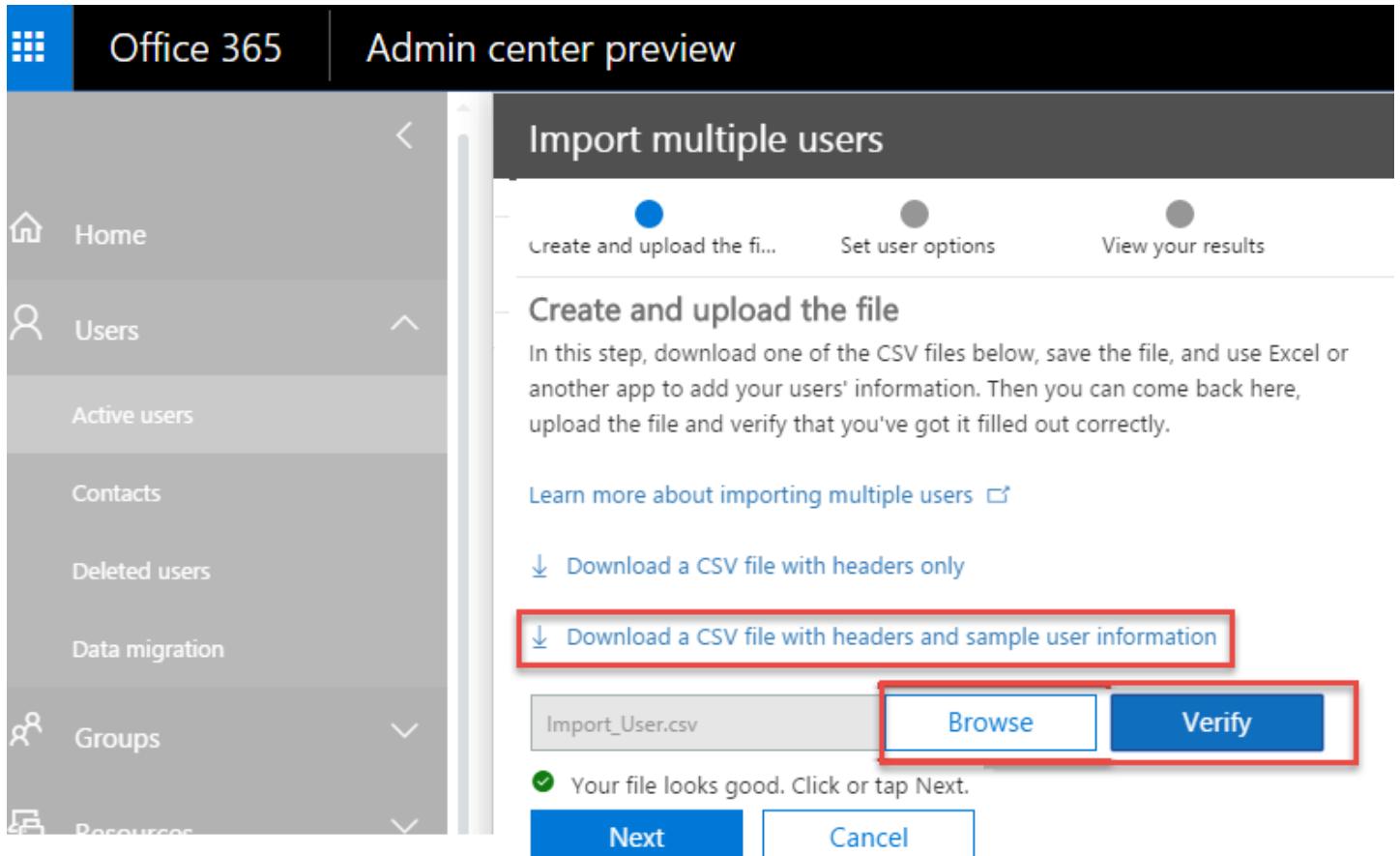
Untuk mempermudah tugas admin dalam menambahkan user yang berjumlah banyak, hal itu dapat dilakukan dengan import users menggunakan file .csv

Berikut step import multiple users,

1. Klik Import multiple users

Gambar 13-klik More dan Import multiple users

2. Upload data user file .csv



Gambar 14-import multiple users

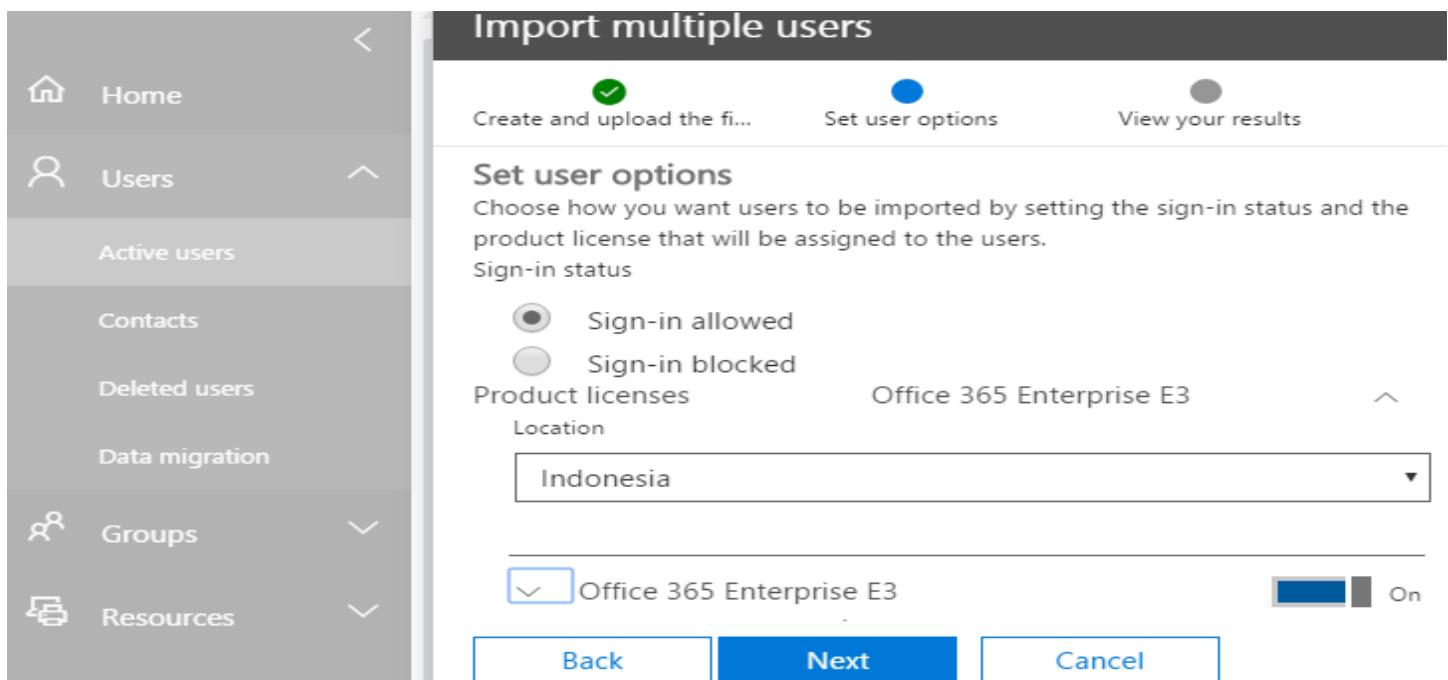
Anda dapat download contoh file.csv terlebih dahulu dan isi data-data user yang akan diimport.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	User Name	First Name	Last Name	Display Name	Job Title	Department	Office Number	Office Phone	Mobile Phone	Fax	Address	City	State or Province	ZIP or Postcode	Country or Region
2	chris@contoso.com	Chris	Green	Chris Green	IT Manager	IT	123451	123-555-1234	123-555-6789	123-555-9876	1 Microsoft Office	Jakarta	Jakarta	98052	ID
3	ben@contoso.com	Ben	Andrews	Ben Andrews	Manager	Finance	123452	123-555-1234	123-555-6789	123-555-9876	1 Microsoft Office	Bandung	Bandung	56204	ID
4	david@contoso.com	David	Longmuir	David Longmuir	Marketing	Marketing	123453	123-555-1234	123-555-6789	123-555-9876	1 Microsoft Office	Jakarta	Jakarta	24588	ID

Gambar 15-contoh file .csv

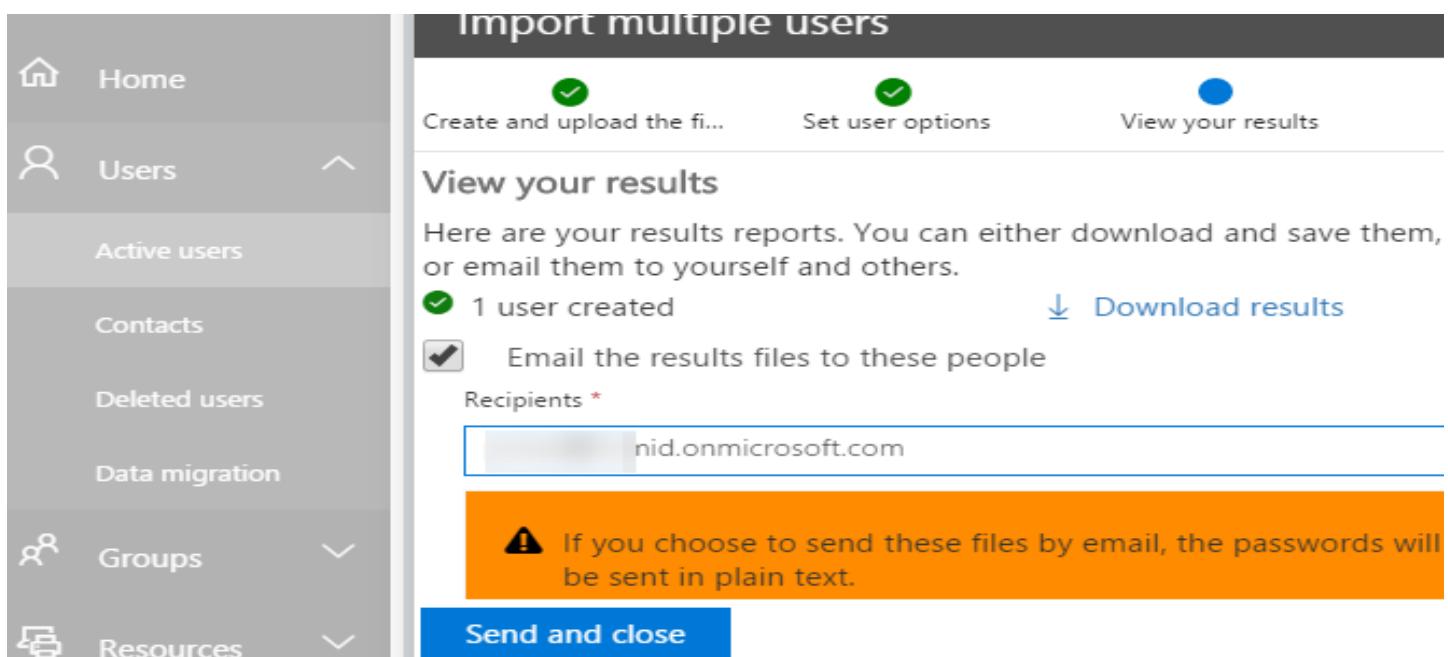
Berikutnya upload file. Csv yang telah diisi, klik Browse untuk mencari file pada local computer dan klik Verify untuk memastikan data terverifikasi, lalu klik Next.

3. Assign license untuk users



Gambar 16-assign license.

4. Finishing import users. Anda dapat mendownload results hasil import users dan mengirimkan password via email.

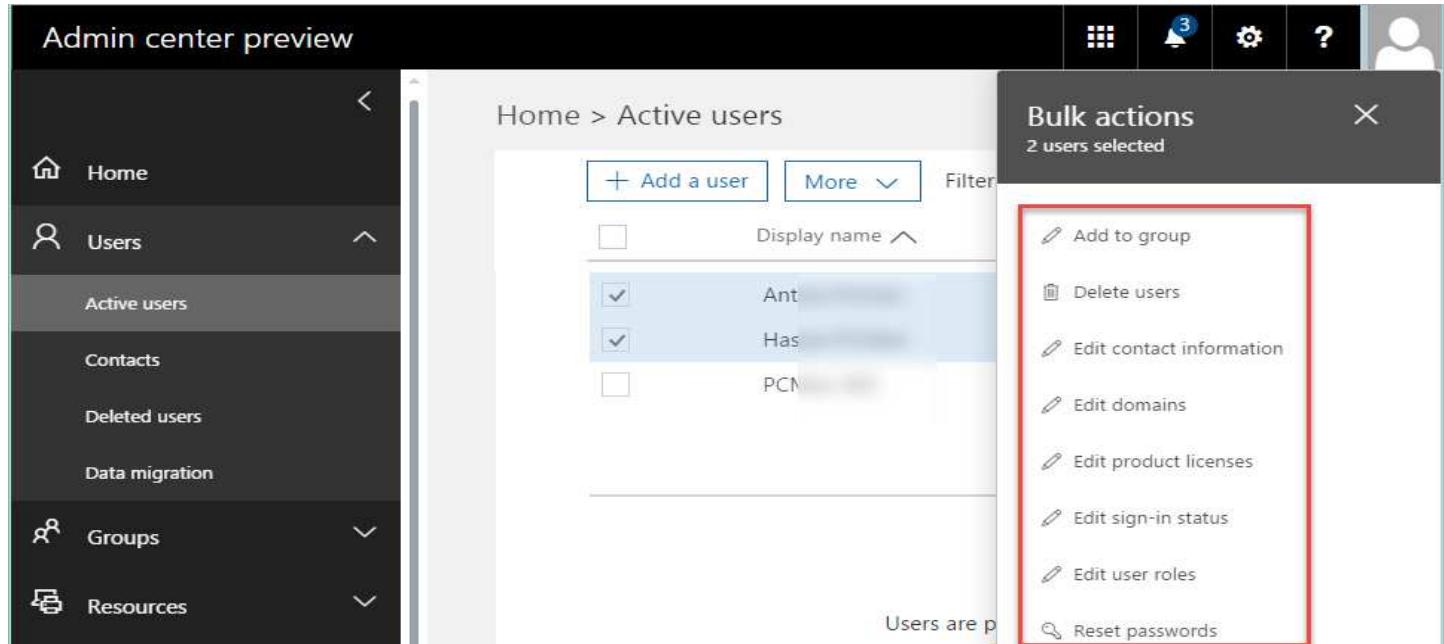


Gambar 17-finishing import users.

Bulk Edit User

Admin dapat mengedit satu atau beberapa user sekaligus.

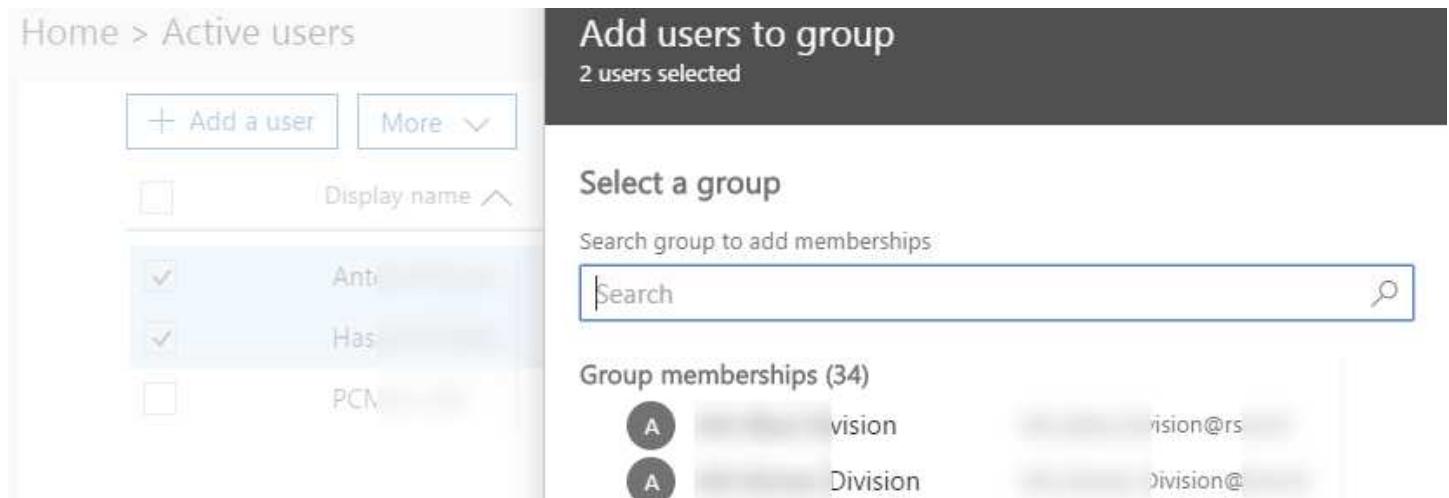
Seperti Add to group, Delete Users, Edit contact information users, Edit domains user, Edit jenis license yang dipakai user, Edit sign-in status users, Edir user roles, dan Reset password.



Gambar 18-bulk edit users.

1. Bulk user add to groups

Pilih users yang akan di edit, lalu klik Add to group untuk menambahkan user ke dalam group. Pilih group yang ditentukan dan klik save.



Gambar 19-Add users to group.

2. Bulk delete Users

Admin dapat menghapus satu atau beberapa user sekaligus yang diinginkan dari Office 365 admin center (OAC). Pilih user yang akan dihapus.

The screenshot shows the 'Active users' section of the Admin Center. On the left sidebar, 'Active users' is selected under the 'Users' category. In the main area, three users are selected (Ant, Hasan, and PCM), indicated by checked checkboxes. A 'Bulk actions' menu is open on the right, showing options: 'Add to group', 'Delete users' (which is highlighted with a red box), 'Edit contact information', and 'Edit domains'. The 'Delete users' option is clearly the intended action for this scenario.

Gambar 20-bulk delete users.

3. Bulk user to edit contact information

This screenshot shows the 'Active users' section with two users selected (Ant and Hasan). The 'Edit contact information' option in the 'Bulk actions' menu is highlighted with a red box, indicating the next step in the process.

Gambar 21-bulk edit contact information

The screenshot shows the 'Edit contact information' dialog box. It displays '2 users selected' (Ant and Hasan) and includes fields for 'Department' (set to 'Vendor'), 'Office' (empty), and 'Office phone' (empty). At the bottom are 'Save' and 'Cancel' buttons.

Gambar 22-edit contact information.

4. Bulk user to edit domains

The screenshot shows the 'Active users' page in the Admin center. Two users are selected: 'Ant' and 'Has'. A 'Bulk actions' menu is open, listing several options: 'Edit contact information', 'Edit domains' (which is highlighted with a red box), 'Edit product licenses', and 'Edit sign-in status'.

Gambar 23-bulk user to edit domains.

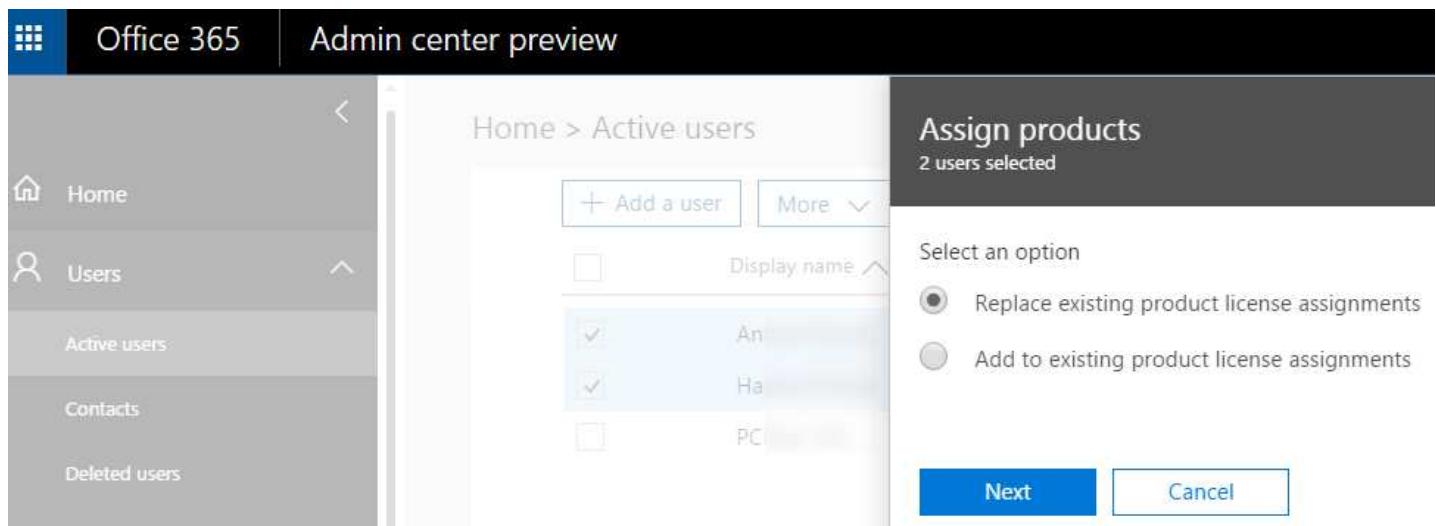
The screenshot shows the 'Edit domains' dialog box. It displays a list of domains: 'Select a domain' (highlighted with a blue selection bar), 'es.com', 'soft.com', and 'ia.id'. The 'es.com' option is currently selected.

Gambar 24-pilih domain dan save.

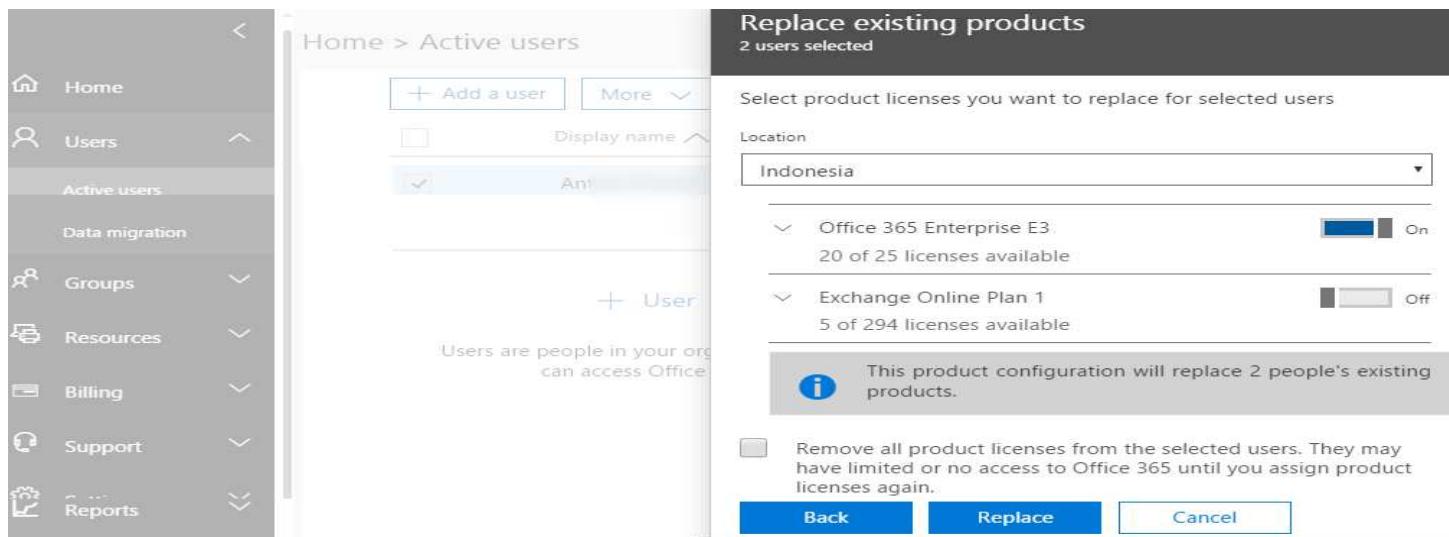
5. Bulk edit user to assign licenses

The screenshot shows the 'Active users' page in the Admin center. Two users are selected: 'Ant' and 'Has'. A 'Bulk actions' menu is open, listing several options: 'Edit contact information', 'Edit domains', 'Edit product licenses' (which is highlighted with a red box), 'Edit sign-in status', and 'Edit user roles'.

Gambar 25-bulk edit user to assign license.

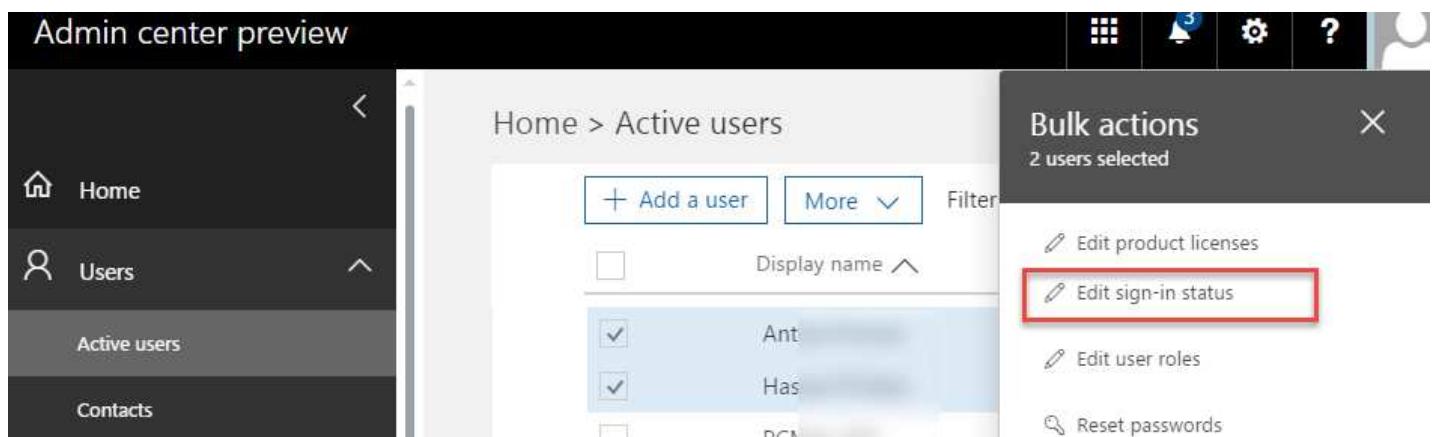


Gambar 26-assign license users, replace atau add.

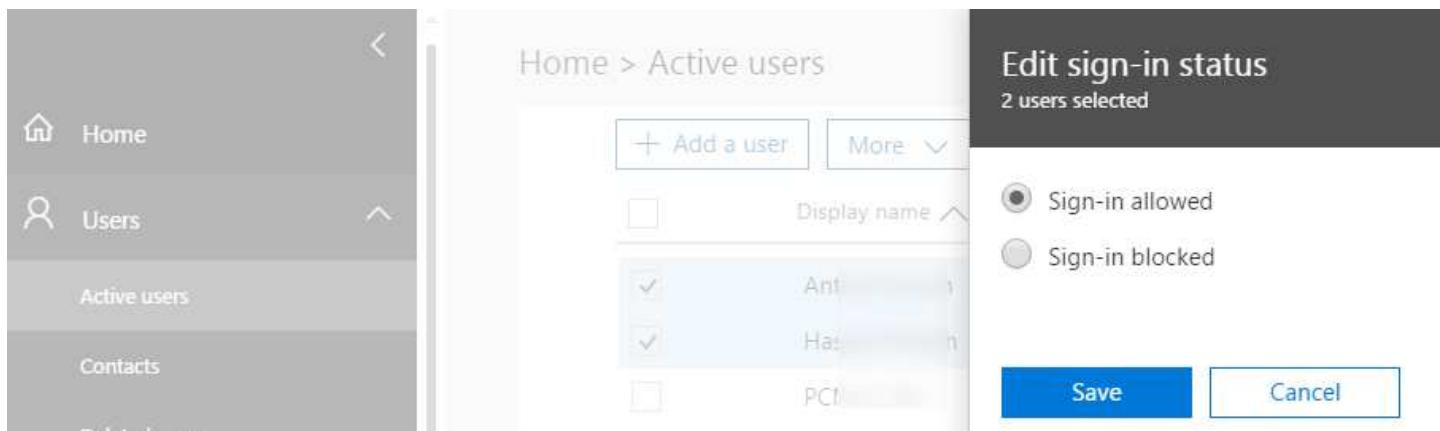


Gambar 27-replace atau add license.

6. Bulk user to edit sign-in user status

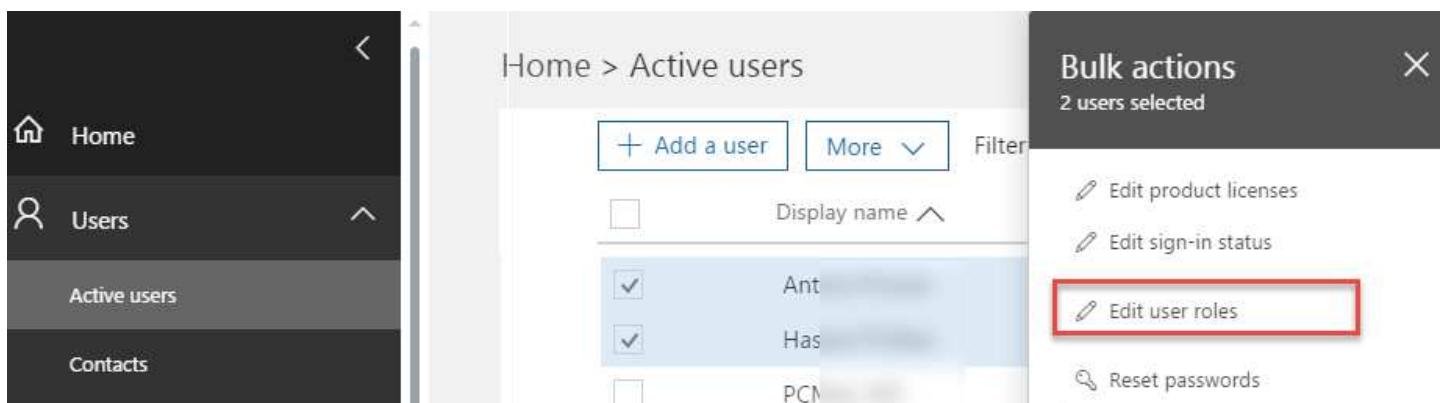


Gambar 28-bulk edit sign-in user

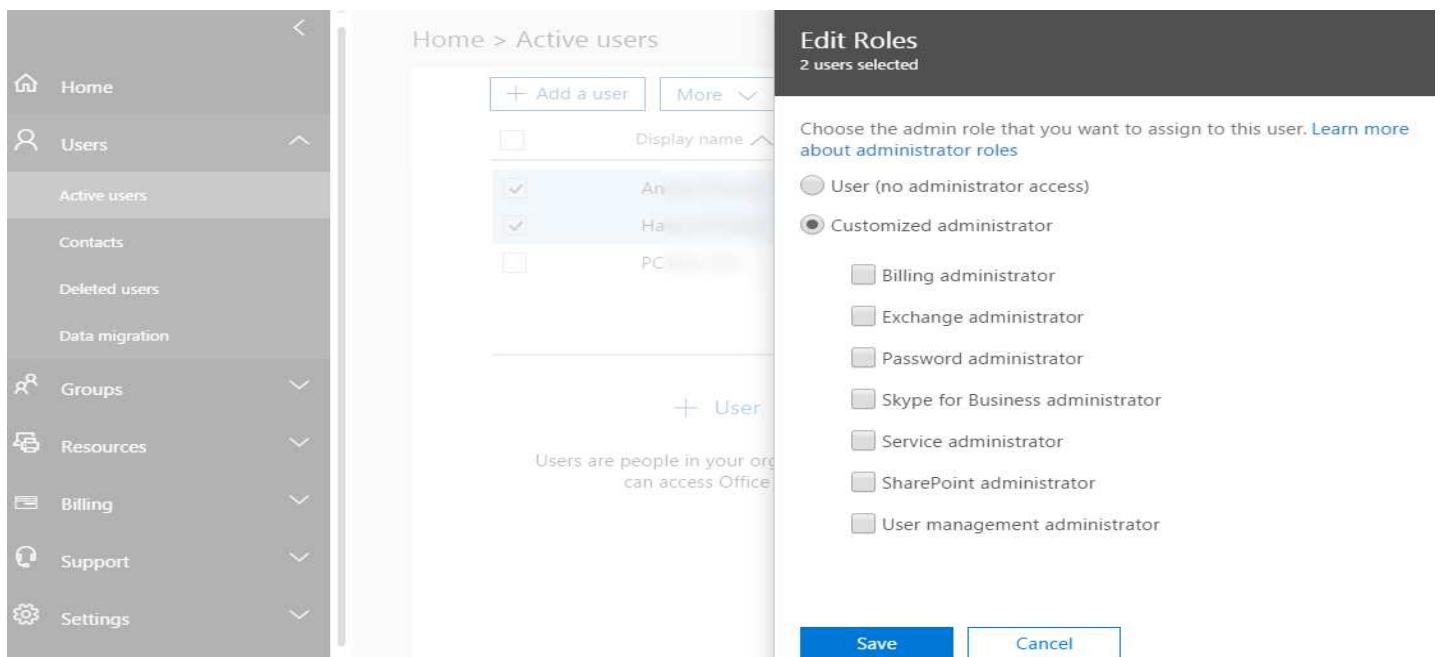


Gambar 29-pilih sign-in status users.

7. Bulk edit user roles



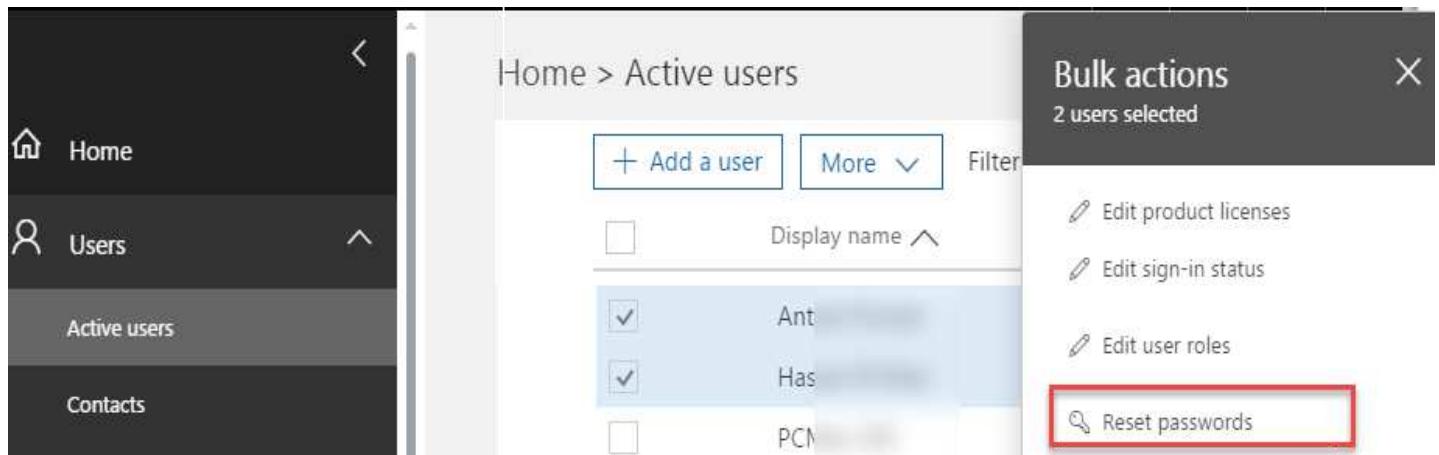
Gambar 30-bulk edit user roles.



Gambar 31-pilih sebagai user atau beberapa type administrator.

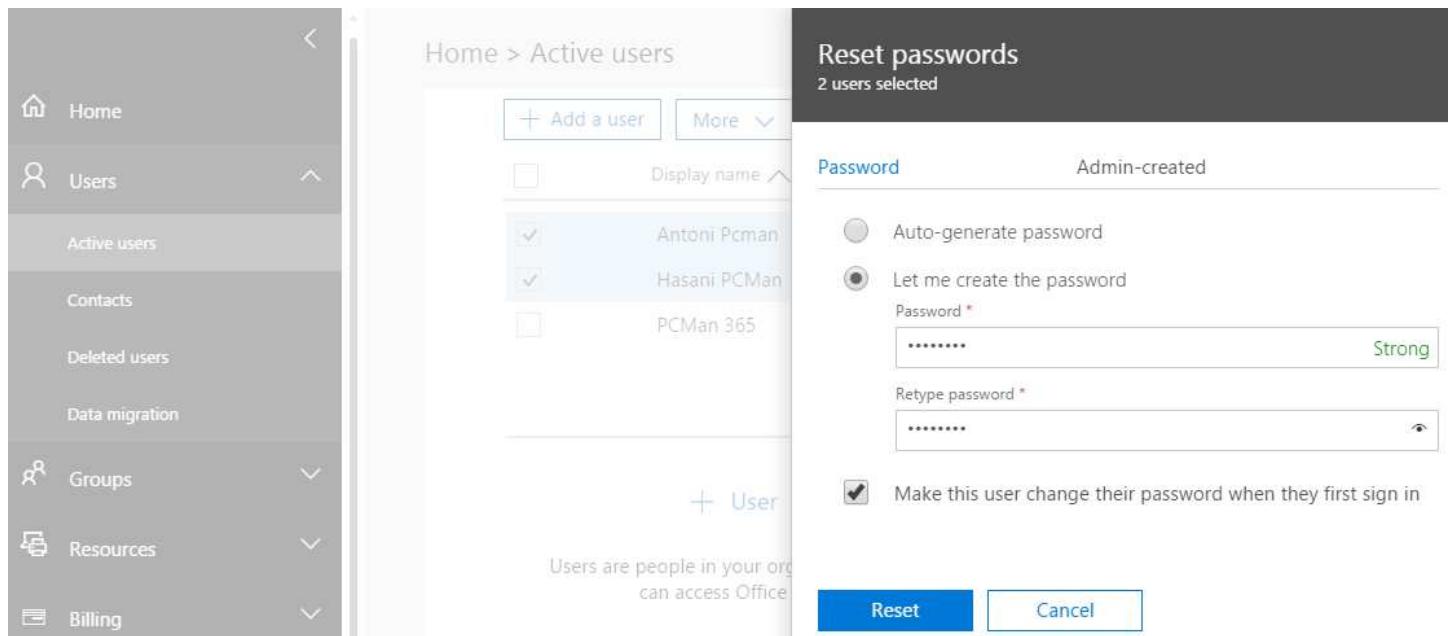
8. Bulk reset password user

Pilih beberapa user yang mana password nya akan direset.



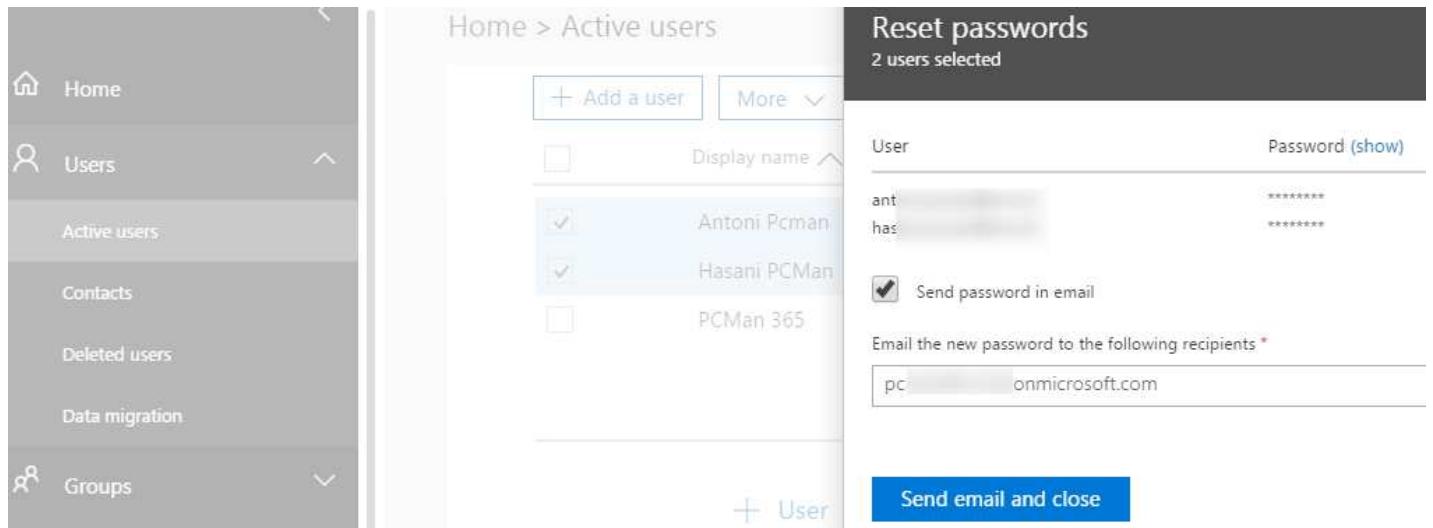
Gambar 32-bulk reset password user.

Selanjutnya, pilih “Auto-generate password (random by system)” atau “Let me create the password” jika ingin manual. Untuk user pertama kali login, apakah ingin mengganti passwordnya anda dapat centang “make this user change their password when they first sign-in”, lalu klik Reset.



Gambar 33-pilih auto atau manual password.

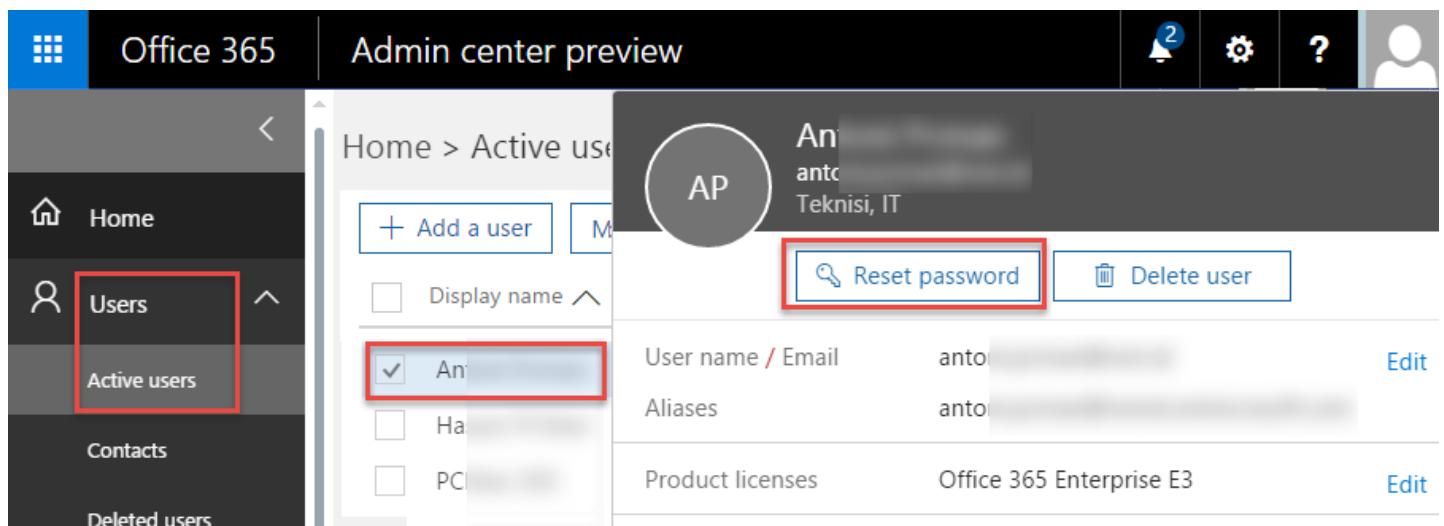
Jika memilih untuk mengirim kata sandi ke email, Anda dapat memasukkan alamat email.



Gambar 34-finishing bulk reset password.

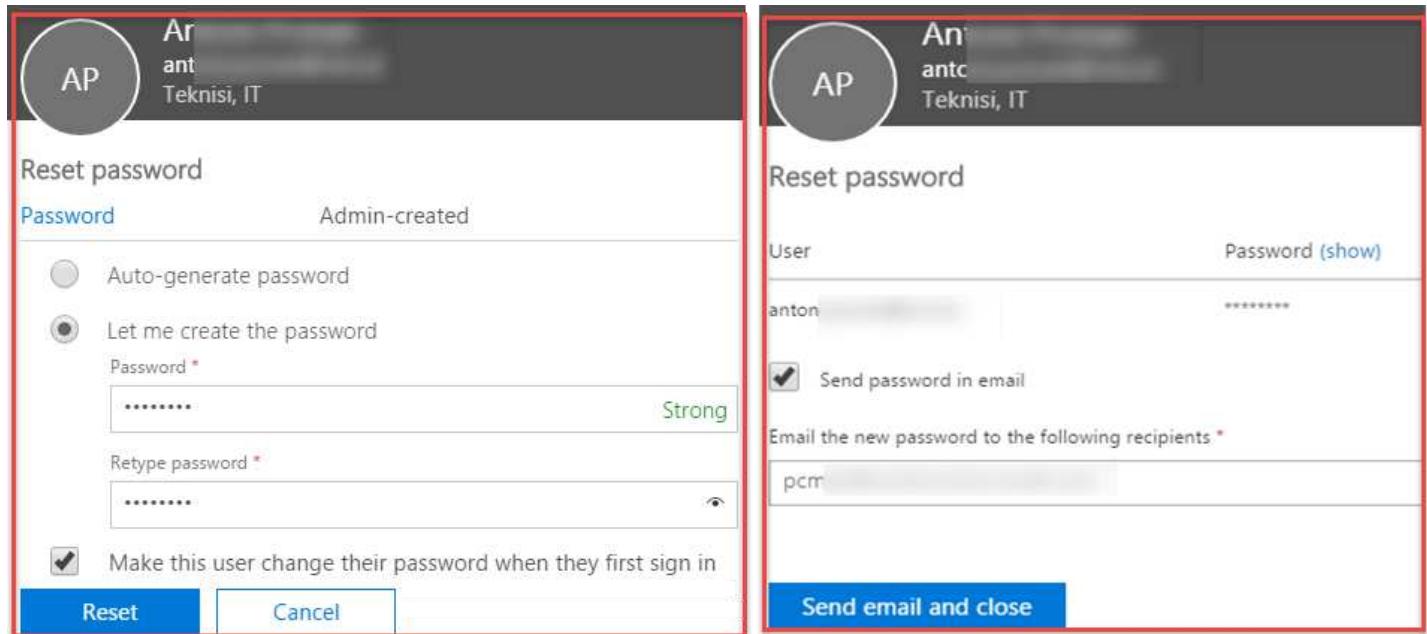
9. Reset password single user

Pengguna dapat melaporkan kepada Admin jika melakukan reset password Office 365. Admin dapat melakukan reset password dari Office 365 admin center. Pilih user yang mana password nya akan direset. Setelah itu akan muncul beranda detail user tersebut, lalu klik Reset password.



Gambar 35-reset password.

Selanjutnya, pilih “Auto-generate password (random by system)” atau “Let me create the password” jika ingin manual. Untuk user pertama kali login, apakah ingin mengganti passwordnya anda dapat centang “make this user change their password when they first sign-in”, lalu klik Reset. Jika memilih untuk mengirim kata sandi ke email, Anda dapat memasukkan alamat email.



Gambar 36-finishing reset password.

User mailbox permission

Anda dapat mengatur mailbox seseorang untuk diberikan akses ke orang lain. Seperti Send on behalf, send as, dan Full access.

Gambar 37-edit user mailbox permission.

User email forwarding

Admin dapat mengatur forwading email user dengan cara;

The screenshot shows the 'Active users' page in the Office 365 Admin Center. On the left, the navigation menu is visible with 'Users' selected. The main area displays user details for 'My Name User1'. A red box highlights the 'Email forwarding' section under the 'User' tab, which is currently set to 'None'. A red arrow points from this section to a detailed view on the right. In the detailed view, 'Email forwarding' is enabled ('On') and a note says 'Please enter a valid email address, for example, someone@contoso.com.' Below this, there's a checkbox for 'Keep a copy of forwarded email in this mailbox' which is also checked ('On'). At the bottom right of the detailed view are 'Save' and 'Cancel' buttons.

Gambar 38-email forwarding.

Menonaktifkan akses email user untuk beberapa aplikasi

Akse email user dapat di nonaktifkan untuk beberapa alikasi seperti, OWA, Outlook, Mobile, Exchange Web Service, Mobile akses (Exchange ActiveSync).

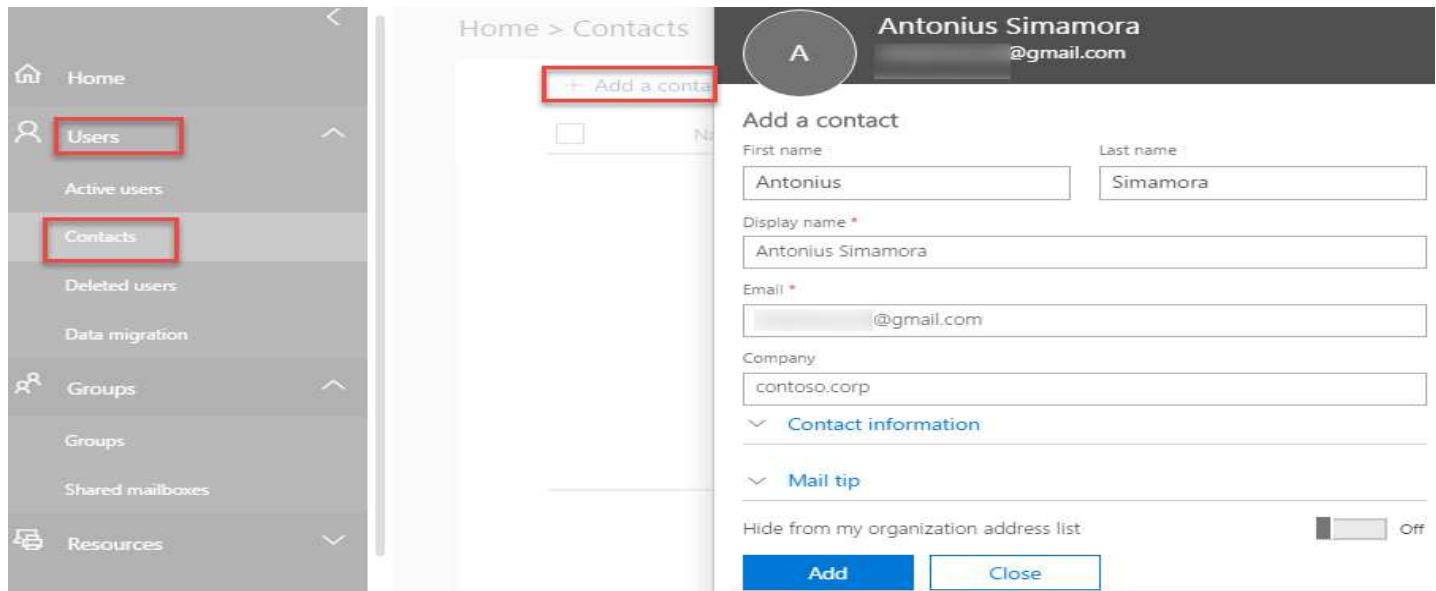
The screenshot shows the 'Active users' page in the Office 365 Admin Center. On the left, the navigation menu is visible with 'Users' selected. The main area displays user details for 'My Name User1'. A red box highlights the 'Email apps' section under the 'User' tab, which is currently set to 'All email apps allowed'. A red arrow points from this section to a detailed view on the right. In the detailed view, various email access methods are listed with their status: 'Outlook on the web' (On), 'Outlook desktop (MAPI)' (On), 'Exchange web services' (On), 'Mobile (Exchange ActiveSync)' (On), 'IMAP' (On), and 'POP' (On). At the bottom right of the detailed view are 'Save' and 'Cancel' buttons.

Gambar 39-turn off/on akses email user untuk aplikasi.

Menambahkan, hapus, edit contact

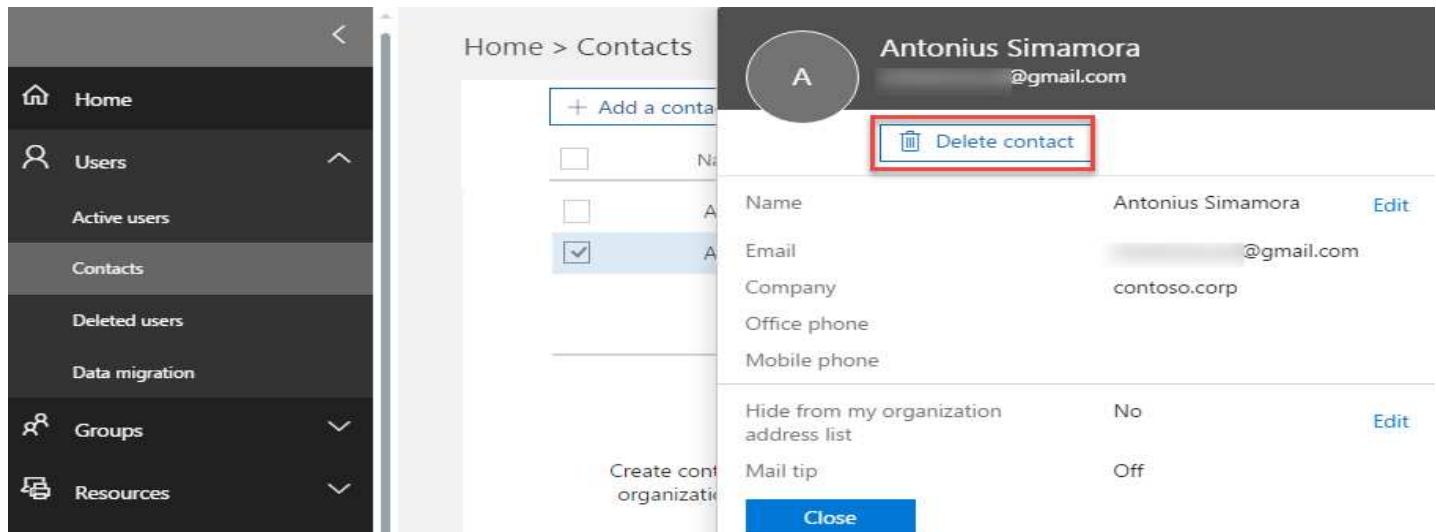
Membuat dan kelola kontak (external kontak) bersama di dalam organisasi. Untuk tiap kontak dapat diisi nama, alamat, email kontak.

Cara menambahkan atau edit kontak, Klik Add contact, isi data external kontak yang diperlukan. Lalu klik Add.



Gambar 40-menambahkan external kontak.

Cara menghapus kontak dan edit informasi kontak. Pilih kontak yang ingin dihapus, lalu klik Delete contact. Untuk edit informasi kontak, klik edit.



Gambar 41-menghapus atau edit external kontak.

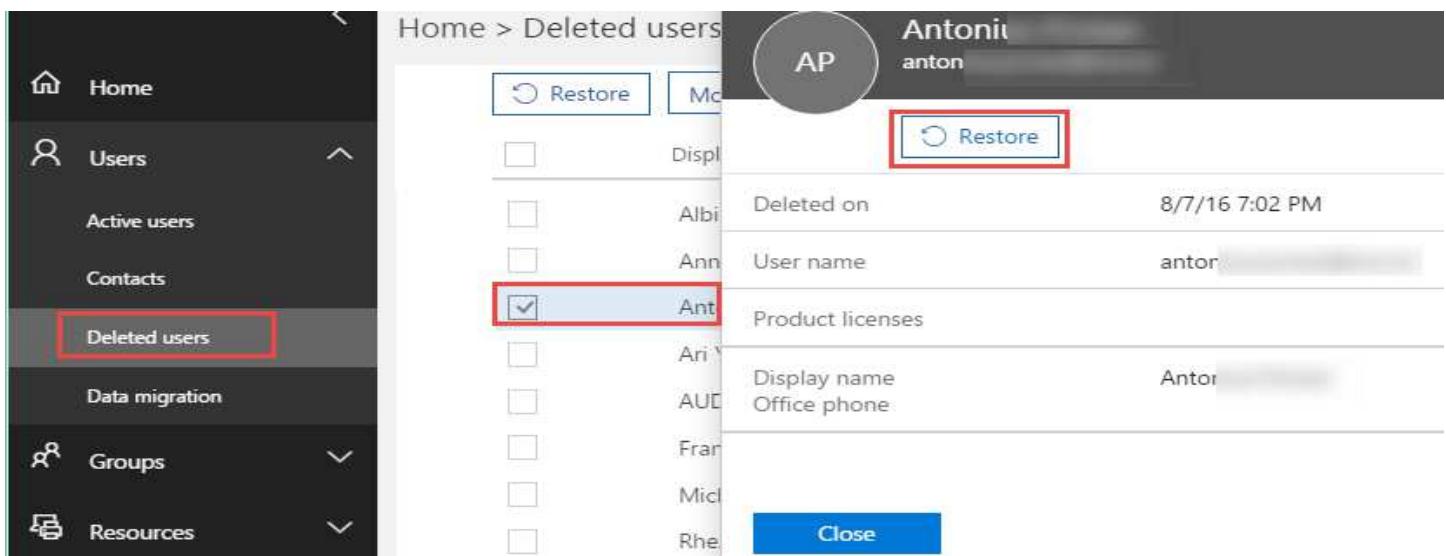
Mengembalikan pengguna/user yang telah dihapus

Pengguna atau user yang telah dihapus dapat dikembalikan/restore dalam **30 hari**, terhitung mulai dari tanggal user dihapus. Restore users akan memulihkan atau mengembalikan sepenuhnya mailbox user tersebut.

Sebelum anda melakukan restore user,

- Pastikan license Office 365 available.
- Pastikan user yang akan direstore tidak memiliki baik itu email address atau proxy address/smtp alias yang sama dengan user yang aktif.

Cara restore users : Klik pada menu Users – Deleted Users – centang user yang ingin direstore. Selanjutnya klik Restore. Setelah user di restore, pastikan Anda mereset password user tersebut.



Gambar 42-restore users.

Membuat Groups pada Office 365

Salah satu keuntungan dari grup di Office 365 adalah pengguna organisasi Anda bisa membuat, bergabung dan menghapus diri dari grup Office 365. Pengguna/users bisa membuat grup Office 365 dari Outlook/OWA (default enable permission). Sebagai admin, Anda dapat menampilkan, membuat, menghapus grup, dan menambahkan atau menghapus administrator grup atau anggota/member. Office 365 admin center dan Exchange Admin Center adalah tempat untuk melakukan hal ini, dan sebagai global admin, Anda tidak harus menjadi anggota atau pemilik grup. Delivery management email, Anda dapat memilih apakah hanya internal organisasi dapat mengirim email ke dalam group, atau pengguna lain diluar organisasi dapat mengirim email ke group tersebut. By default hanya internal organisasi dapat mengirim email ke dalam group.

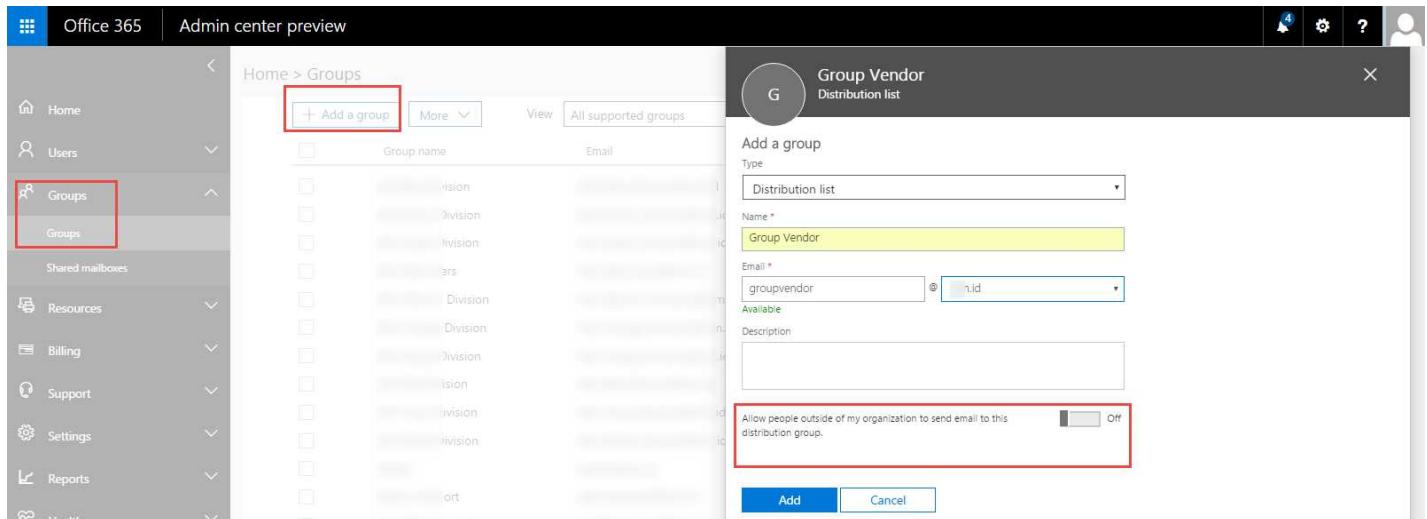
Tipe Group:

- Office 365 groups : group yang mana membernya hanya internal domain organisasi, dapat berkolaborasi dalam group email dan berbagi kalender, berbagi file serta sharing workspace for conversations.

- Distribution groups : dapat beririm email antar pengguna di dalam grup. Bahkan memungkinkan untuk user diluar domain orgasiasi dapat beririm email juga di dalam group, asalkan pengguna diluar organisasi tersebut, kontak email nya telah di import.
- Security groups : dapat beririm email antar pengguna di dalam grup. Opsi ini membuat group yang memungkinkan Anda untuk mengontrol akses ke OneDrive dan SharePoint.
- Dynamic Distribution Groups : group yang sifat nya dinamis, keanggotaan penerima telah difilter berdasarkan rule dan kondisi yang telah ditentukan.

Step – step membuat group :

Masuk ke Office 365 Admin center -> Groups -> klik “+ Add group”. pilih tipe group, isi data group seperti nama group, email group dan klik Add.



Gambar 43-create distribution list.

Selanjutnya untuk menambahkan owner dan member group. Pada menu Groups, klik atau centang group yang terkait. Akan muncul layar group terkait dan klik edit owner untuk menambahkan owner, klik edit member untuk menambahkan edit. Untuk lebih detail Anda dapat klik Edit Exchange setting. Anda juga dapat menghapus group dengan cara klik Delete group.

The screenshot shows the 'Groups' section in the Admin center. A specific group, 'vision', is selected and highlighted with a red box. The right pane displays the group's details: Name (vision), Group Id (Division@rsm...), Description (Division), Allow external senders (Off), Owners (1) (admin@rsm...), Members (0), and Exchange settings. The 'Edit Exchange settings' button is also highlighted with a red box. A large red circle labeled 'A' is overlaid on the top right corner of the right pane.

Gambar 44-edit groups.

Pada group edit exchange setting, Anda dapat melihat setingan group tersebut. Seperti ownership, membership, delivery management, membership approval (join: open, closed, owner approval & leave group: open, closed), group delegation (Send As & Send on Behalf).

PCMan vendor

- general
 - ownership
 - membership
 - membership approval**
 - delivery management
 - message approval
 - email options
 - MailTip
 - group delegation
- Choose whether owner approval is required to join the group.
- Open: Anyone can join this group without being approved by the group owners.
 - Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.
 - Owner approval: All requests are approved or rejected by the group owners.
- Choose whether the group is open to leave.
- Open: Anyone can leave this group without being approved by the group owners.
 - Closed: Members can be removed only by the group owners. All requests to leave will be rejected automatically.

Gambar 45-detail edit exchange setting groups.

Upgrade group to Office 365 groups type

Login sebagai Admin ke portal.office.com, pilih Admin center dan klik exchange. Pada Exchange admin center, klik recipients -> groups dan pilih group yang ingin di upgrade, lalu klik tanda untuk upgrade group ke tipe office 365 group.

The screenshot shows the Exchange admin center interface. On the left, there's a sidebar with various administrative categories like dashboard, recipients (which is selected and highlighted), permissions, compliance management, organization, protection, mail flow, mobile, public folders, and unified messaging. The main area is titled 'groups' and features a 'New!' announcement about Office 365 Groups. Below the announcement is a table listing a single item: 'Pcman vendor' under 'DISPLAY NAME', 'Distribution group' under 'GROUP TYPE', and 'pcmanvendor@...' under 'EMAIL ADDRESS'. A modal dialog box is overlaid on the table, asking 'Are you sure you want to migrate this distribution list to an Office 365 group? If the migration isn't successful, the DL won't be changed.' with 'Yes' and 'No' buttons.

Gambar 46-upgrade group ke office 365 groups type.

Shared Mailboxes

Shared mailbox memudahkan group untuk memantau dan mengirim email dari alamat email seperti info@cotoso.com, contact@contoso.com, helpdesk@contoso.com. Shared mailbox adalah cara praktis untuk menangani email pertanyaan dari pelanggan karena beberapa orang dalam organisasi Anda bisa berbagi tanggung jawab untuk memantau dan menjawab pertanyaan. Semua email yang terkait disimpan dalam shared mailbox.

Step membuat Shared Mailboxes :

Login ke portal.office.com sebagai admin, klik Admin. Pada Office 365 admin center expand menu Groups dan klik Shared mailboxes. Selanjutnya klik Add a mailbox dan isi nama mailbox serta email address mailbox dan klik Add.

The screenshot shows the 'Shared mailboxes' section of the Office 365 Admin Center. On the left, there's a sidebar with 'Home', 'Users', 'Groups' (which is selected and highlighted), 'Shared mailboxes', and 'Resources'. The main area shows a list of existing shared mailboxes with checkboxes next to them. A new 'Add a mailbox' dialog box is open, prompting for a 'Name' (filled with 'PCMan Shared') and an 'Email' (filled with 'pcmanshared'). A dropdown menu for the domain '@d.onmicrosoft.com' is open, showing several options. The 'Add' button at the bottom of the dialog is highlighted in blue.

Gambar 47-membuat shared mailboxes.

Setelah shared mailboxes telah dibuat, Anda dapat menghapus shared mailbox dan mengedit untuk;

Name	Email	Actions
AA	AA	Edit
AU	au	Edit
BPJ	bpj	Edit
BU	bu	Edit
Cle	cle	Edit
CO	co	Edit
Fini	fini	Edit
Gar	gar	Edit
GM	gm	Edit
GRC	grc	Edit
Hel	hel	Edit
IFR	ifrs	Edit
Per	wb	Edit

Gambar 48-edit shared mailboxes.

Menambahkan atau menghapus members, merubah name dan alias, edit email forwarding, edit all email apps allowed (*turn on/off akses via OWA/Outlook/Exchange web service/ Mobile/IMAP/POP*). Edit Customize permission (*Send as, Send on behalf*). Dan untuk lebih detail, Anda dapat klik Edit Exchange Settings.

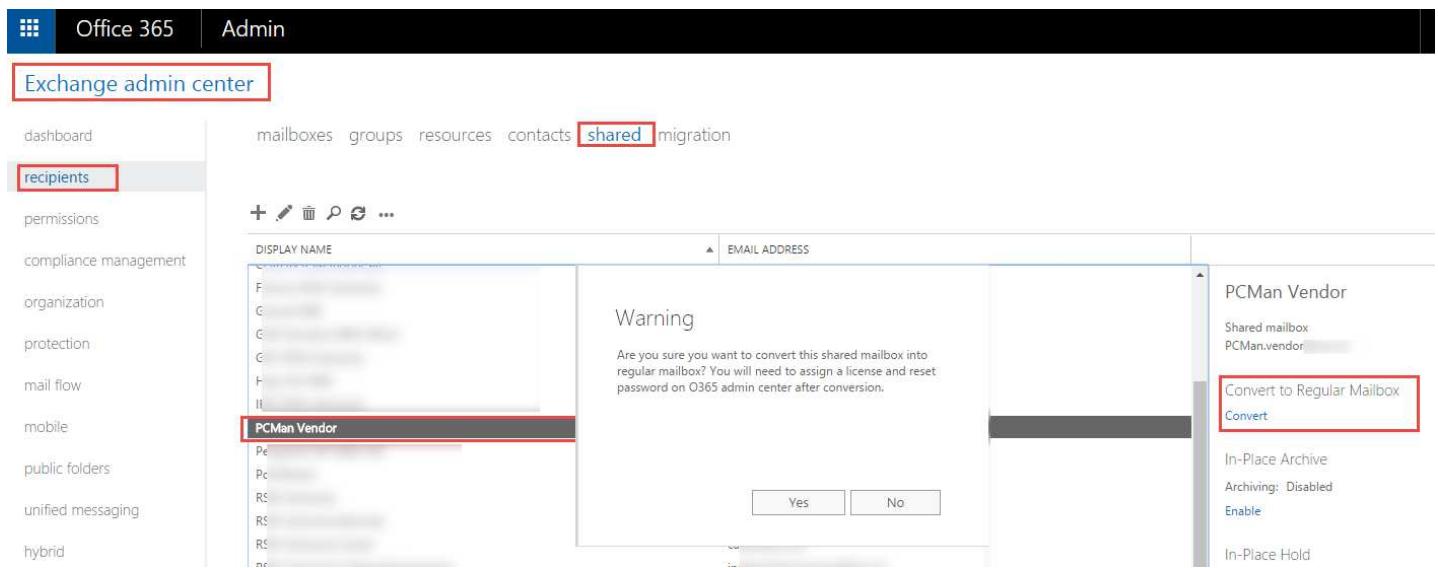
Gambar 49-edit exchange setting shared mailboxes.

Convert to Regular Mailbox

Anda dapat mengkonvert tipe shared mailbox ke tipe regular mailbox. Tetapi perlu diingat bahwa license product harus available. Setelah anda convert selesai, Anda baiknya memberikan license dan mereset password mailbox tersebut.

Caranya convert ke regular mailbox;

Masuk ke Exchange admin center -> klik recipient -> klik shared dan klik shared mailbox mana yang ingin diconvert. Selanjutnya disisi sebalah kanan Anda dapat melihat pengaturan convert to regular mailbox. Dan klik Convert.



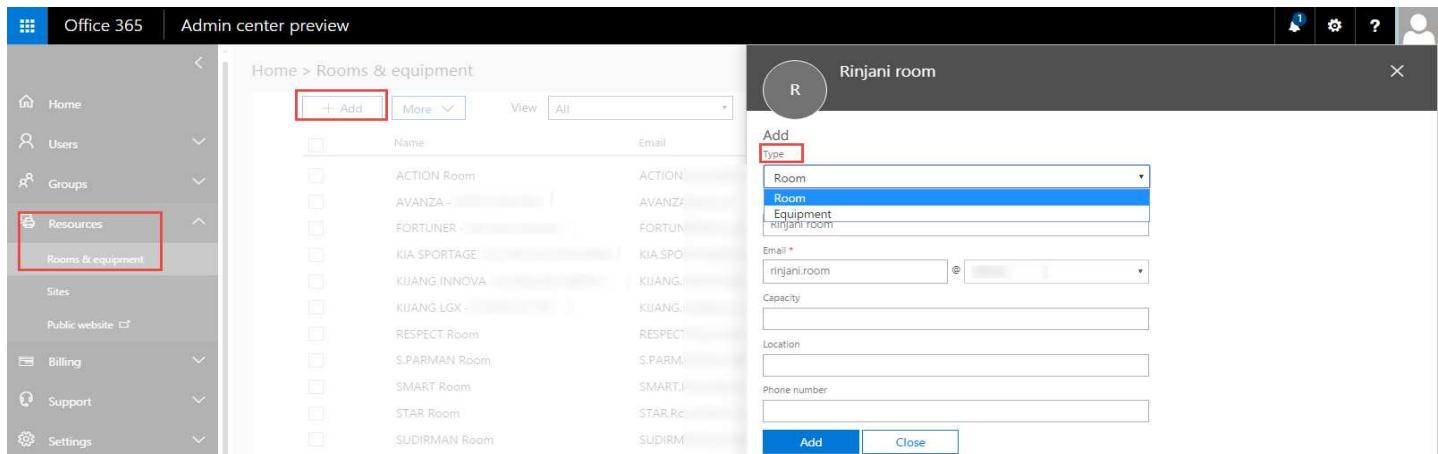
Gambar 50-convert to regular mailbox.

Membuat Rooms dan equipment mailbox

Anda dapat membuat room mailbox untuk keperluan seperti meeting room, dan equipment untuk proyektor, mobil dinas.

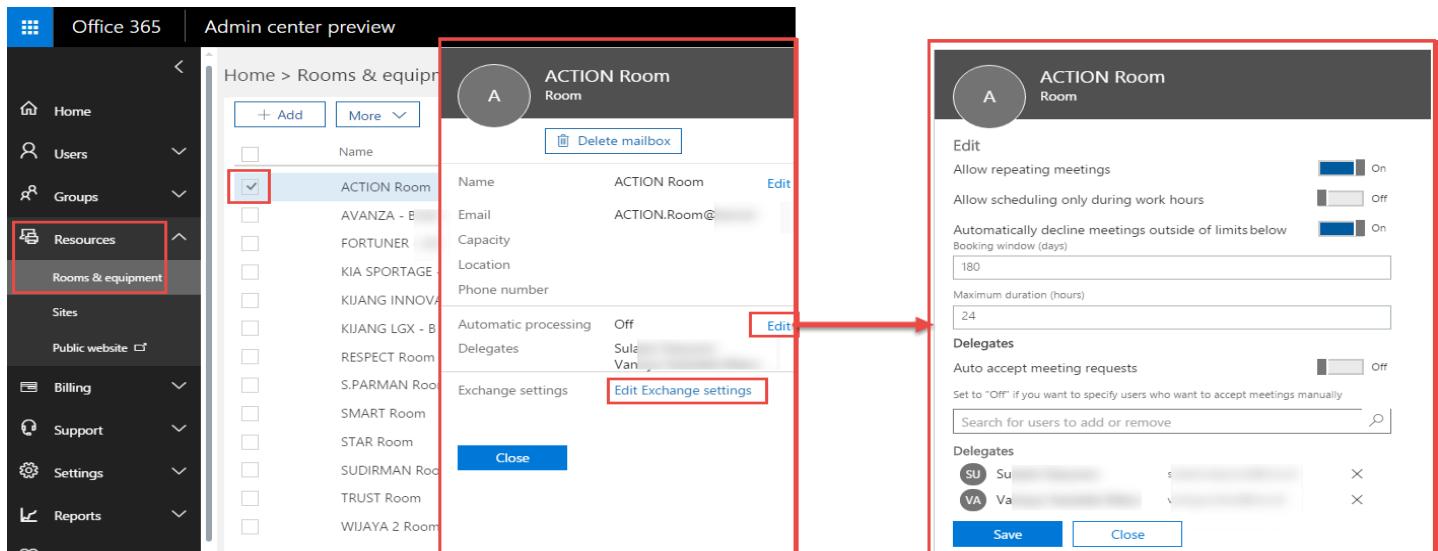
Cara membuat Room mailbox;

Login sebagai Admin ke portal.office.com ->expand menu Resources -> klik Room & Equipment. Selanjutnya klik +Add, lalu pilih tipe resource dan isi nama serta email resource mailbox. Selanjutnya klik Add.



Gambar 51-membuat resource mailbox.

Berikutnya Anda dapat menghapus resource mailbox, mengedit resource mailbox seperti menambahkan/delegates user sebagai moderator.



Gambar 52-delete atau edit resource mailbox.

Untuk editing lebih detail Anda dapat meng-klik Edit Exchange setting.



Gambar 53-resource mailbox edit exchange setting.

Mobile devices access

Windows phone, iPhone, iPad, Android, BlackBerry, atau tablet lain bisa diatur untuk mengirim dan menerima email Office 365, mengakses kalender dan kontak informasi, sharing dokumen di Sharepoint dan OneDrive. Pengguna Anda juga dapat mengakses email mereka dari ponsel dan tablet dengan masuk ke OWA (Outlook Web App).

Akses perangkat seluler diaktifkan secara default. Namun jika Anda ingin menggunakan BlackBerry dengan Exchange ActiveSync, Anda harus mengaktifkan atau [enable BlackBerry® Business Cloud Services for BlackBerry devices](#).

Sebagai administrator, Anda bisa [mengaktifkan dan menonaktifkan akses seluler](#) dan [memberi tahu pengguna Anda cara menyeting ponsel atau tablet mereka](#).

Cara menonaktifkan mobile devices access :

Masuk sebagai Admin ke Exchange Admin Center -> klik menu mobile. Pada tab mobile devices akses klik “edit”. Pada layar Exchange ActiveSync acces setting, disarankan connection setting pilih Quarantine. Anda dapat menambahkan administrator untuk menerima notifikasi quarantine ketika ada user yang mengakses email dari mobile devices.

Exchange admin center

- dashboard
- recipients
- permissions
- compliance management
- organization
- protection
- mail flow
- mobile**
- public folders
- unified messaging
- hybrid

mobile device access mobile device mailbox policies

Exchange ActiveSync Access Settings

Device access rules cannot currently be enforced on Outlook for iOS and Android. We are working on re-enabling it. In the meantime, please reach out to Microsoft Support if you wish to block the app. [Read more here.](#)

Quarantine mobile devices that aren't managed by rules or personal exemptions. Selected administrators receive quarantine email messages. Custom text is added to messages sent to users by Exchange ActiveSync.

USER	DEVICE TYPE	MODEL	CONNECTION TIME

Quarantined Devices

NAME	DEVICE	RULE APPLIES TO	DEVICE ACCESS RULE
Android (DeviceModel)	Android	Device Model	Quarantined
iPad (DeviceType)	iPad	Device Families	Quarantined

Device Access Rules

NAME	DEVICE	RULE APPLIES TO	DEVICE ACCESS RULE
Android (DeviceModel)	Android	Device Model	Quarantined
iPad (DeviceType)	iPad	Device Families	Quarantined

Exchange ActiveSync Access Settings - Google Chrome

<https://outlook.office365.com/ecp/PhoneVoice/EditActiveS>

Exchange ActiveSync access settings

Connection Settings
When a mobile device that isn't managed by a rule or personal exemption connects to Exchange:

Allow access
 Block access
 Quarantine - Let me decide to block or allow later

Quarantine Notification Email Messages
Select administrators to receive email messages when a mobile device is quarantined.

+ -

DISPLAY NAME	SMTP ADDRESS
Muh...	muh...
PCM...	pcm...

Text to include in messages sent to users whose mobile device is in quarantine, blocked, or in the process of being identified:
Please wait, your IT Administrators is being review your access

Save Cancel

Gambar 54-mobile device access setting.

Selanjutnya Anda dapat menambahkan Device Access Rules, yaitu batasan (quarantine akses, block akses, allow) akses email ke mobile devices dengan tipe dan model tertentu.

Saat user mengakses email melalui device mobile, maka user tersebut dan device tipe nya akan terbaca. User tersebut tidak akan bisa mengakses email dari mobile sebelum diberikan hak akses (allow).

Exchange admin center

- dashboard
- recipients
- permissions
- compliance management
- organization
- protection
- mail flow
- mobile**
- public folders
- unified messaging
- hybrid

mobile device access mobile device mailbox policies

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Quarantine mobile devices that aren't managed by rules or personal exemptions. Selected administrators receive quarantine email messages. Custom text is added to messages sent to users by Exchange ActiveSync.

USER	DEVICE TYPE	MODEL	CONNECTION TIME
nushra	Outlook	Outlook for iOS and Android	8/9/2016 8:50 PM

Quarantined Devices

NAME	DEVICE	RULE APPLIES TO	DEVICE ACCESS RULE
Android (DeviceModel)	Android	Device Model	Quarantined

Device Access Rules

NAME	DEVICE	RULE APPLIES TO	DEVICE ACCESS RULE
Android (DeviceModel)	Android	Device Model	Quarantined

Gambar 55-allow atau block akses device dari quarantine.

Jika ingin nge-block kembali akses mobile user, Anda dapat langsung ke mailbox user terkait. Dengan cara ke Exchange Admin Center ->klik recipient ->klik mailboxes ->pilih dan klik user yang terkait. Detail user akan muncul disisi kanan lalu klik View details.

Selanjutnya dapat anda lihat pada gambar sisi sebelah kanan (layar baru dari view details), pada layar tersebut Anda dapat nge-block/allow kembali akses mobile user terkait. Anda juga dapat melakukan “wipe data” devices tersebut, dan menambahkan rule device untuk user tersebut.

The screenshot shows the Exchange Admin Center interface. On the left, the 'recipients' section is selected. In the center, the 'mailboxes' tab is active, displaying a list of users. A specific user, 'Adit', is selected and highlighted with a red box. On the right, a detailed view of 'Mobile Device Details' is shown for this user. A red arrow points from the 'View details' link in the user's context menu to the 'Mobile Devices' section of the details view. The details view includes sections for 'Default' mobile device policy, 'Mobile devices' (listing an Android device), and 'Phone and Voice Features' (with 'Unified Messaging' set to 'Disabled').

Gambar 56-mobile device setting pada user mailbox.