



Mengakses email sekaligus Office 365 bagi pimpinan via e-Perkantoran

Tutorial untuk pimpinan ITS

DESKRIPSI



- Nama Panduan : Mengakses email sekaligus Office 365 bagi pimpinan via e-Perkantoran
- Tujuan Panduan : Menginformasikan kepada pimpinan mengenai bagaimana:
 - a. mengakses email pimpinan (melihat inbox, sent items, compose email)
 - b. membuat group (mailing list) dari email pimpinan
 - c. mengakses Office 365 untuk menggunakan OneDrive sebesar 1 TB untuk keperluan penyimpanan dan manajemen dokumen organisasi
- Versi Panduan : Versi 1.1
- Histori Panduan : -Tanggal Penulisan : 2 Maret 2017
-Versioning : Versi 1.1
- Penulis : - Hanim Maria Astuti
- Wiwin Rochmawati
- Unit : Direktorat Pengembangan Teknologi dan Sistem Informasi

Tutorial 1 : Mengakses Email Pimpinan

Terdapat 3 cara yakni :

- 1) Via integra kemudian masuk ke e-perkantoran
- 2) Via Outlook (bagi yang menggunakan Windows) atau Mail Client bagi pengguna MacBook
- 3) Via handphone

Tutorial ini dikhususkan pada akses email via e-perkantoran. Namun demikian, sangat disarankan bagi pimpinan untuk juga melakukan setting email via Outlook & HP.

Untuk akses email via Outlook & mobile phone pimpinan, akan dibantu oleh tim IT tiap unit seperti yang tercantum di surat pengantar bersamaan dengan tutorial ini.

Login pada integra.its.ac.id kemudian masuk ke “SIM e-Perkantoran”

SISTEM INFORMASI TERINTEGRASI ITS

Rabu, 01 Maret 2017

integra.ITS
Sistem Informasi Terintegrasi

Jika mengalami kesulitan login silakan hubungi TU jurusan atau email ke sim@its.ac.id

Jangan lupa mengubah password
Untuk menjaga keamanan data anda, ubah password anda secara berkala. Gunakan password minimal 8 karakter yang terdiri dari huruf kapital, huruf kecil, dan bilangan. Lebih baik jangan menggunakan tanggal lahir atau hal-hal umum lainnya sebagai password.

Tampilan terbaik menggunakan Mozilla Firefox

Username
 Password

[Lupa password?](#)

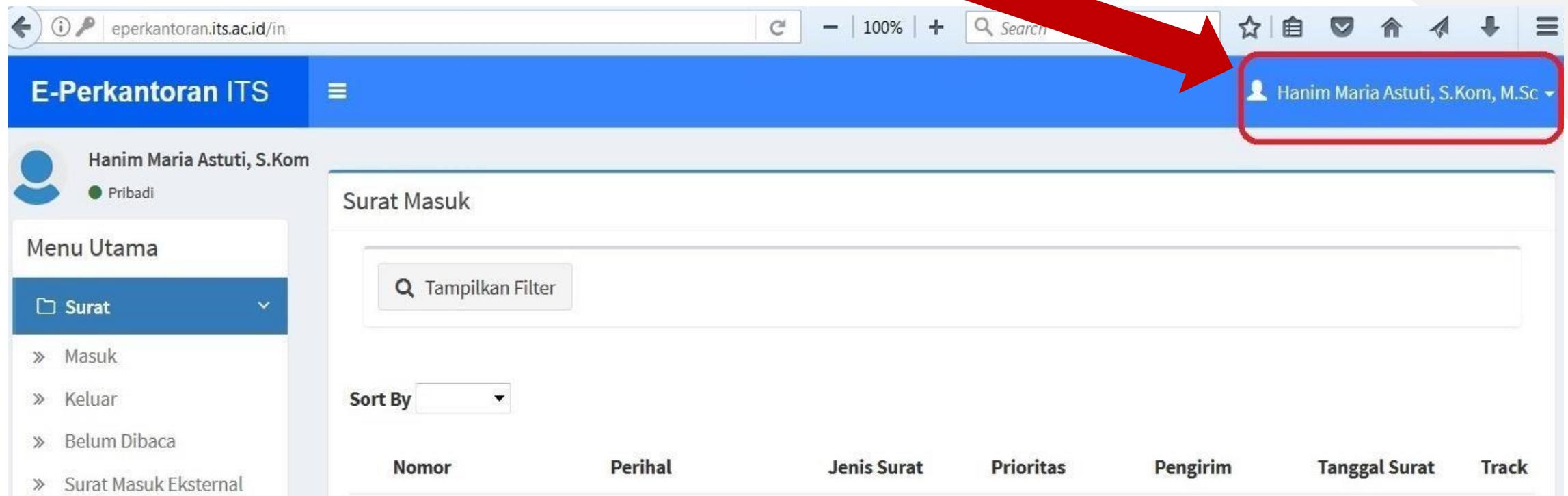


SI e-Perkantoran

SISTEM INFOR

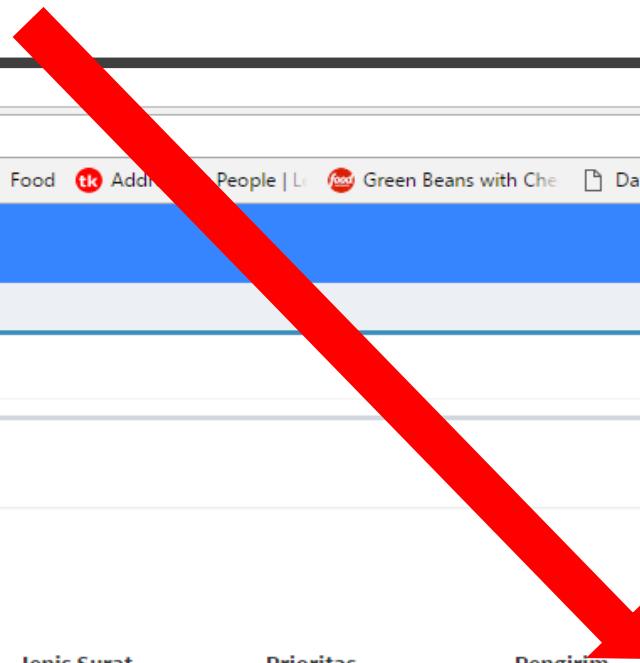
- [SI Akademik](#)
- [SI e-Perkantoran](#)
- [SIM e-Perkantoran ITS](#)
- [SI Esurat](#)
- [SI Kepegawaian](#)
- [SI Remunerasi](#)
- [LHKPN - PERATURAN](#)
- [LHKPN - PETUNJUK PENGISIAN](#)
- [LHKPN - DOWNLOAD FORMULIR](#)
- [LHKASN - PERATURAN](#)
- [LHKASN - DOWNLOAD FORMULIR](#)
- [TAX AMNESTY 2016](#)

Klik nama user di pojok kanan atas



The screenshot shows a web browser window for the E-Perkantoran ITS website. The URL in the address bar is `eperkantoran.its.ac.id/in`. The page title is "E-Perkantoran ITS". On the left, there is a sidebar with a user profile for "Hanim Maria Astuti, S.Kom" (Pribadi) and a "Menu Utama" section with "Surat" selected. The main content area is titled "Surat Masuk" and includes a "Tampilkan Filter" button and a "Sort By" dropdown. At the top right of the page, there is a user profile box for "Hanim Maria Astuti, S.Kom, M.Sc" with a red arrow pointing to it. The page has a blue header and a white body with some light gray sections.

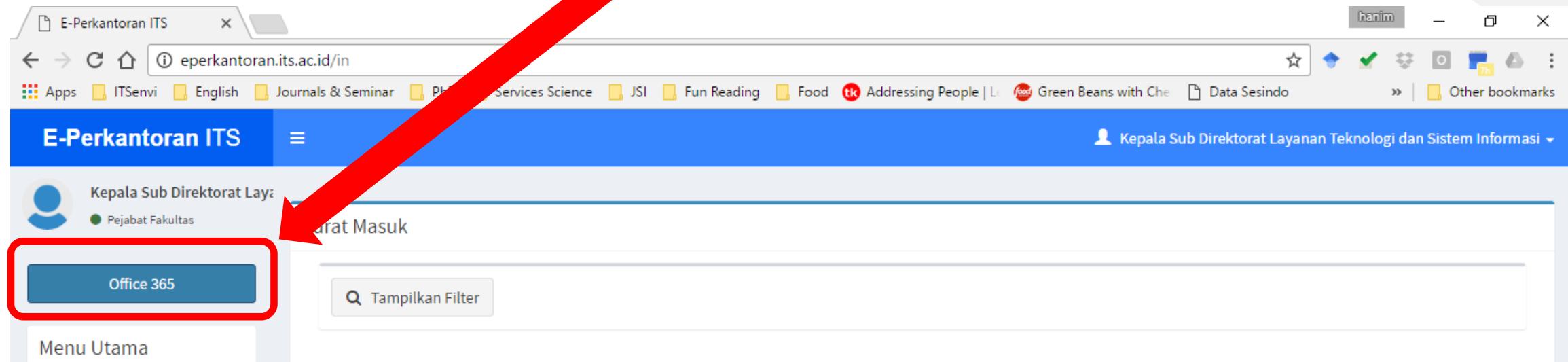
Pada “Login sebagai”, ganti login dari pribadi menjadi pimpinan (sesuai jabatan)



Screenshot of the E-Perkantoran ITS web application showing the 'Surat Masuk' (Incoming Mail) page. The user is logged in as Hanim Maria Astuti, S.Kom, M.Sc. The 'Pengirim' (Sender) dropdown menu is open, displaying three options:

- Hanim@is.its.ac.id, Pribadi
- Hanim@is.its.ac.id, Pribadi
- Kasubdit.ltsi@its.ac.id, Pejabat Fakultas

Buka Office365 untuk menuju
email, onedrive, dan layanan
Office365 lainnya



E-Perkantoran ITS

eperkantoran.its.ac.id/in

Apps ITServi English Journals & Seminar PL Services Science JSI Fun Reading Food Addressing People | L Green Beans with Che Data Sesindo Other bookmarks

E-Perkantoran ITS Kepala Sub Direktorat Layanan Teknologi dan Sistem Informasi

Kepala Sub Direktorat Layanan Teknologi dan Sistem Informasi Pejabat Fakultas

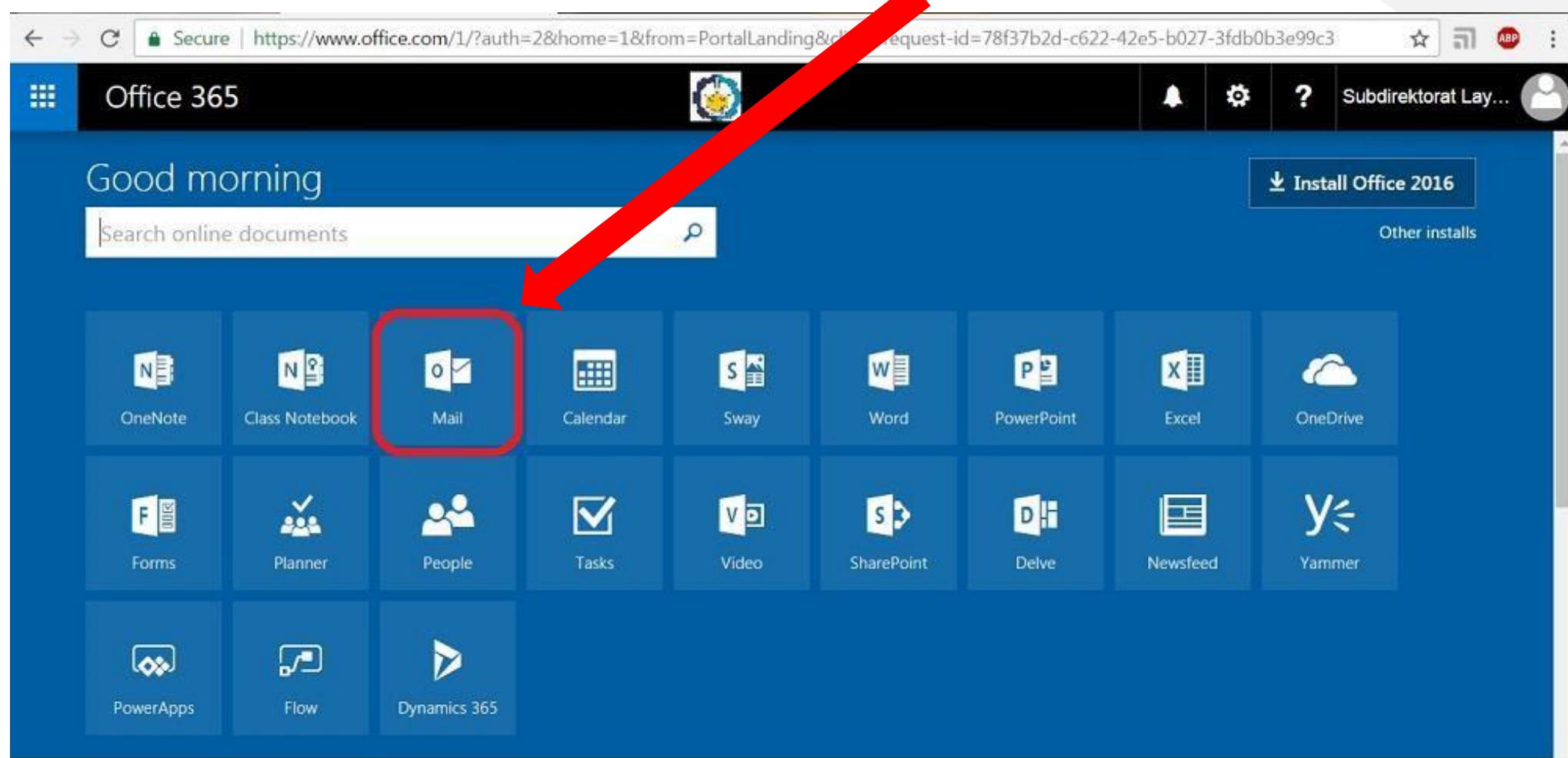
Surat Masuk

Office 365

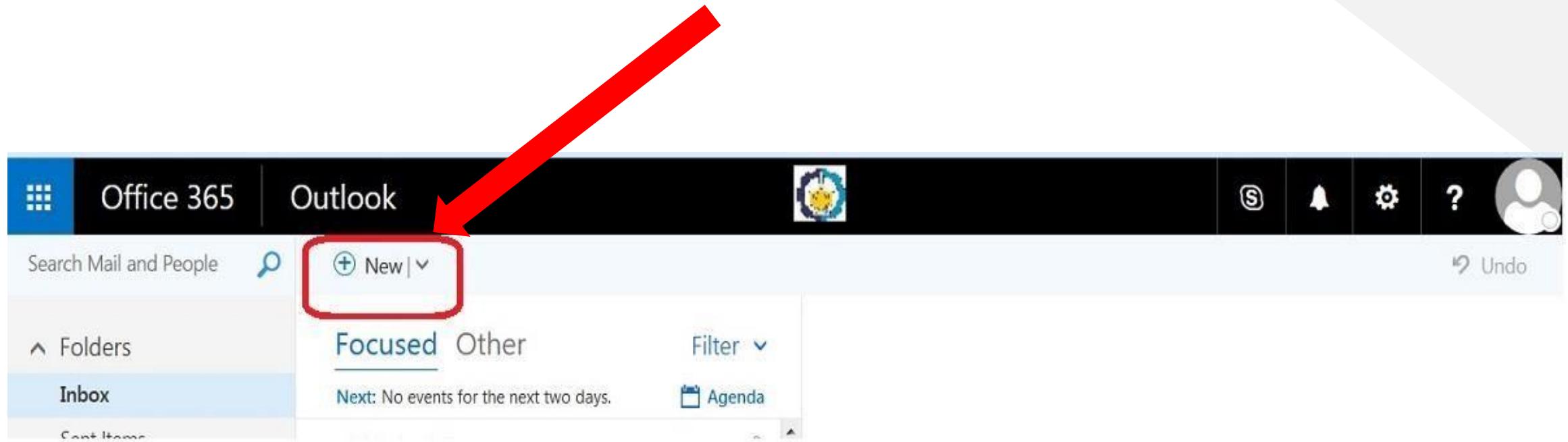
Tampilkan Filter

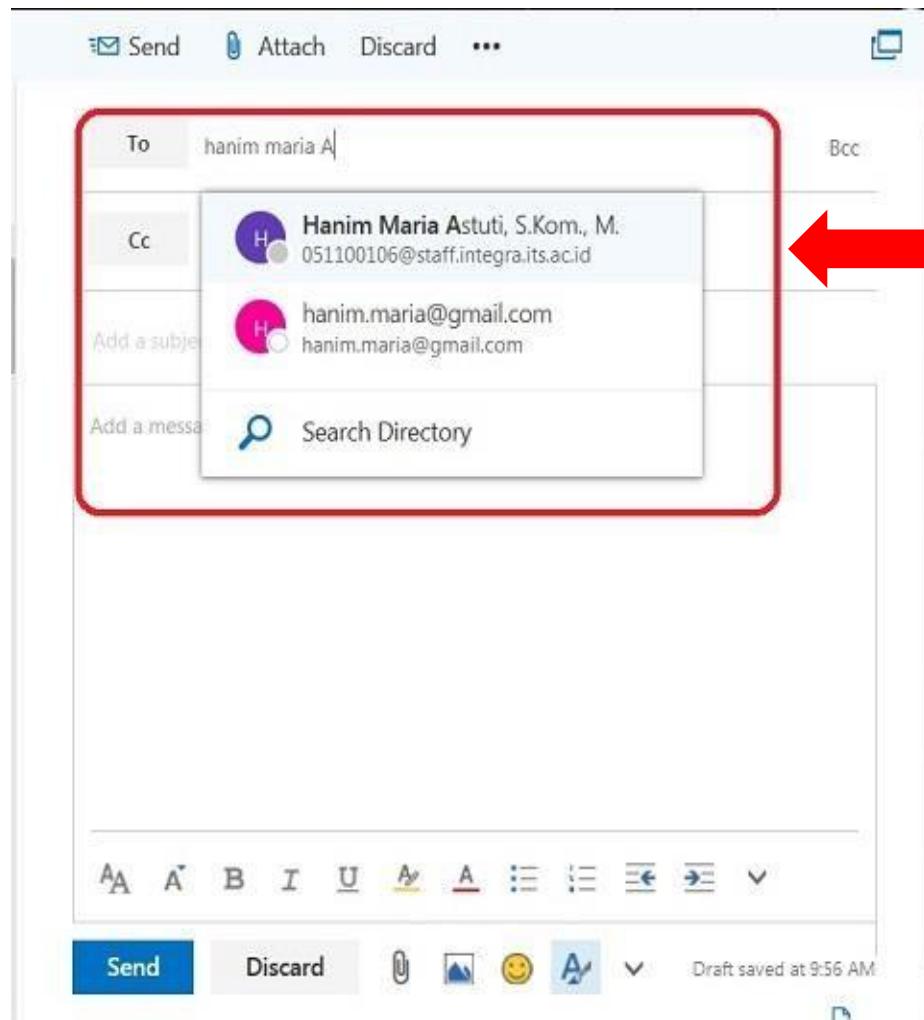
Menu Utama

Pilih Menu "Mail" untuk menuju email pimpinan



Untuk mengirim email baru, klik menu "New"



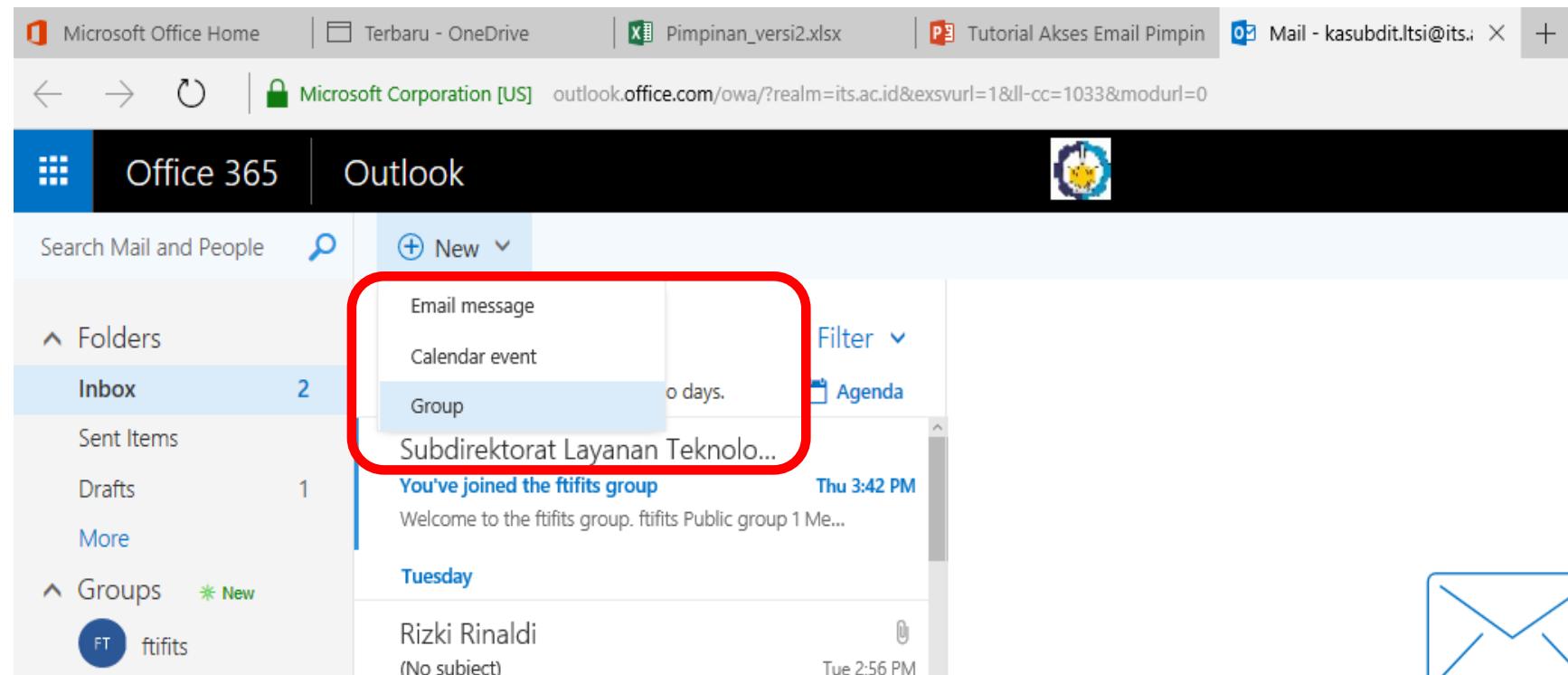


Untuk mencari nama email, ketik nama pada kolom "To :" maka akan keluar nama yang dicari

Selama nama penerima email adalah civitas ITS dan telah mengaktifasi Office 365, maka kita bisa melakukan pencarian dengan mengetikkan nama atau ID integra.

Tutorial 2 : Membuat mailing list (group)

Klik New > Group



The screenshot shows the Microsoft Outlook interface. At the top, there are several open tabs: Microsoft Office Home, Terbaru - OneDrive, Pimpinan_versi2.xlsx, Tutorial Akses Email Pimpin, and Mail - kasubdit.itsi@its.i. A red box highlights the 'New' button in the top navigation bar, which is currently expanded to show a list of item types: Email message, Calendar event, Group, and Subdirektorat Layanan Teknolo... (with the ellipsis partially visible). The 'Group' option is selected. The main pane displays the 'Inbox' folder with 2 items, showing an email from 'Subdirektorat Layanan Teknolo...' with the subject 'You've joined the ftifits group' and a calendar entry for 'Tuesday'.



Pilih salah satu group sesuai kebutuhan

l=1&ll-cc=1033&modurl=0

Discard

Create a group

Choose the type of group you'd like to create.

 Standard group
A shared space for team collaboration.

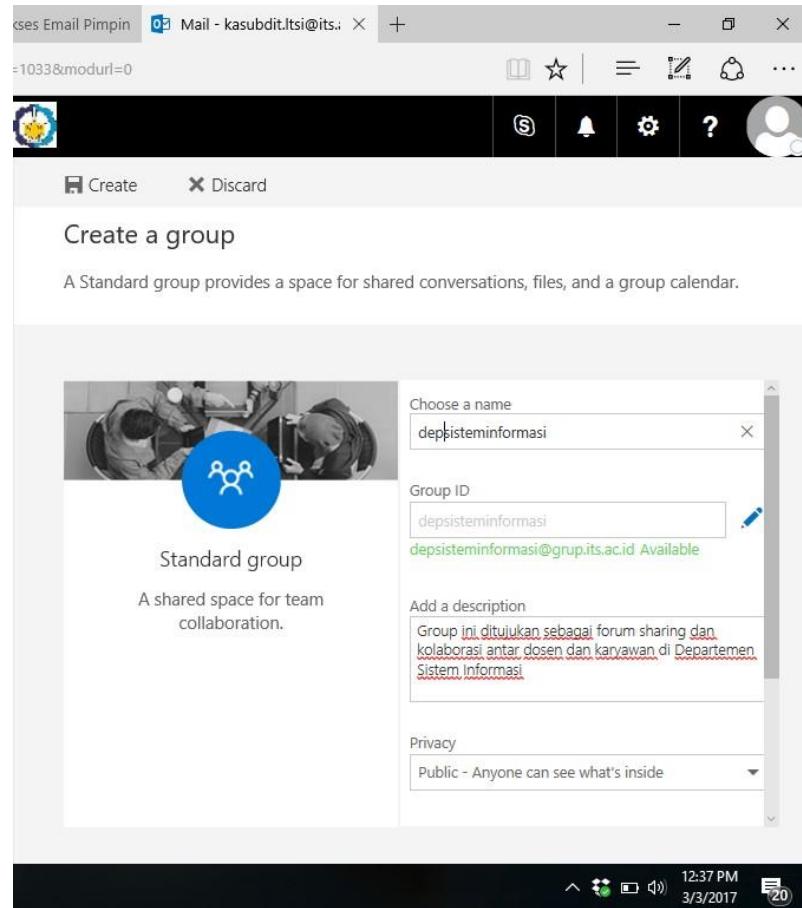
 Professional Learning Community (PLC)
A shared space for educators in a community of practice.

Next

Next

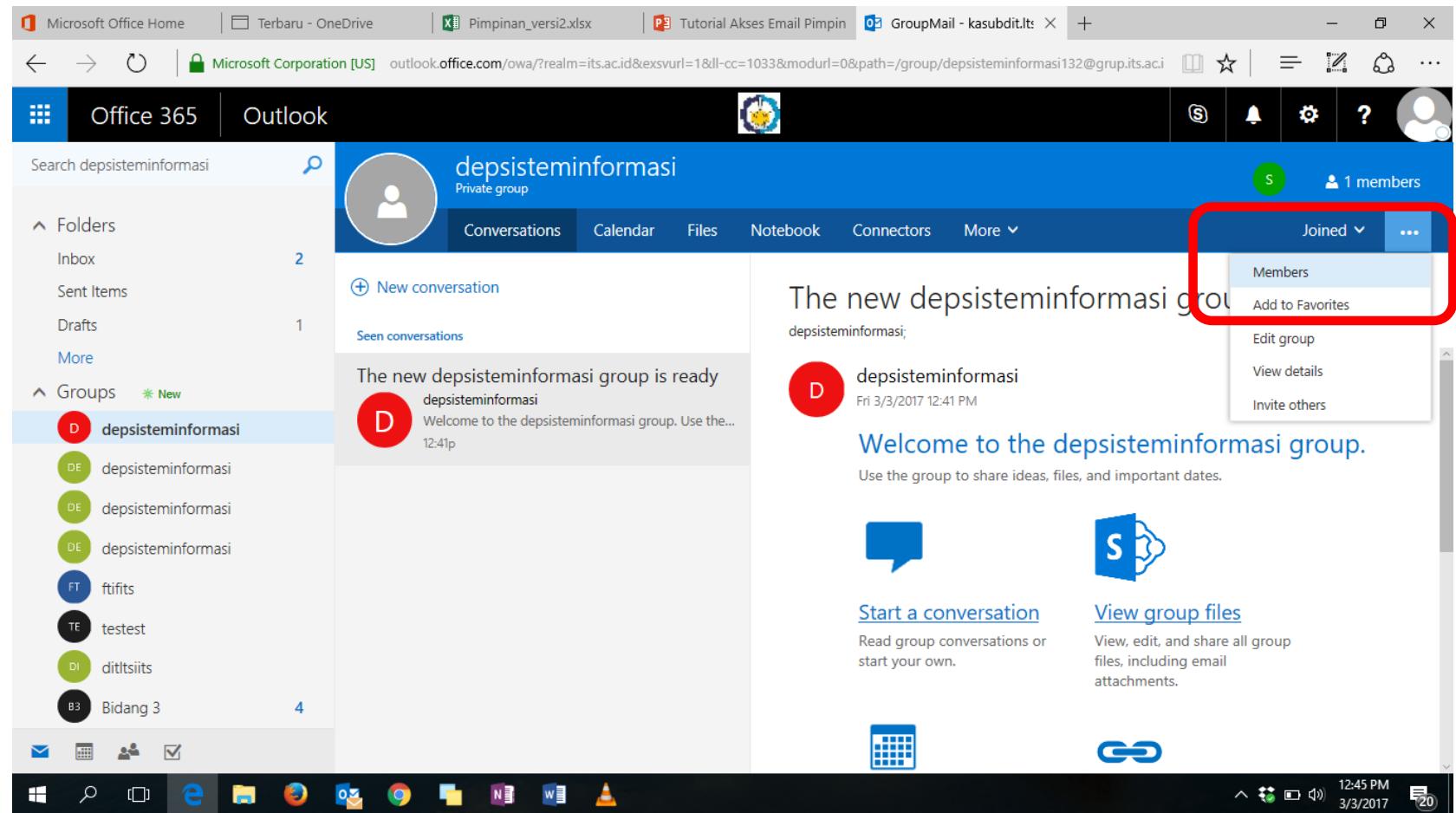
12:35 PM
3/3/2017

Isikan deskripsi group, termasuk tipe group (private atau public)



Selanjutnya klik “Create” di bagian atas jika telah selesai

Klik tiga titik di ujung kanan, untuk mencari akses ke "Members"

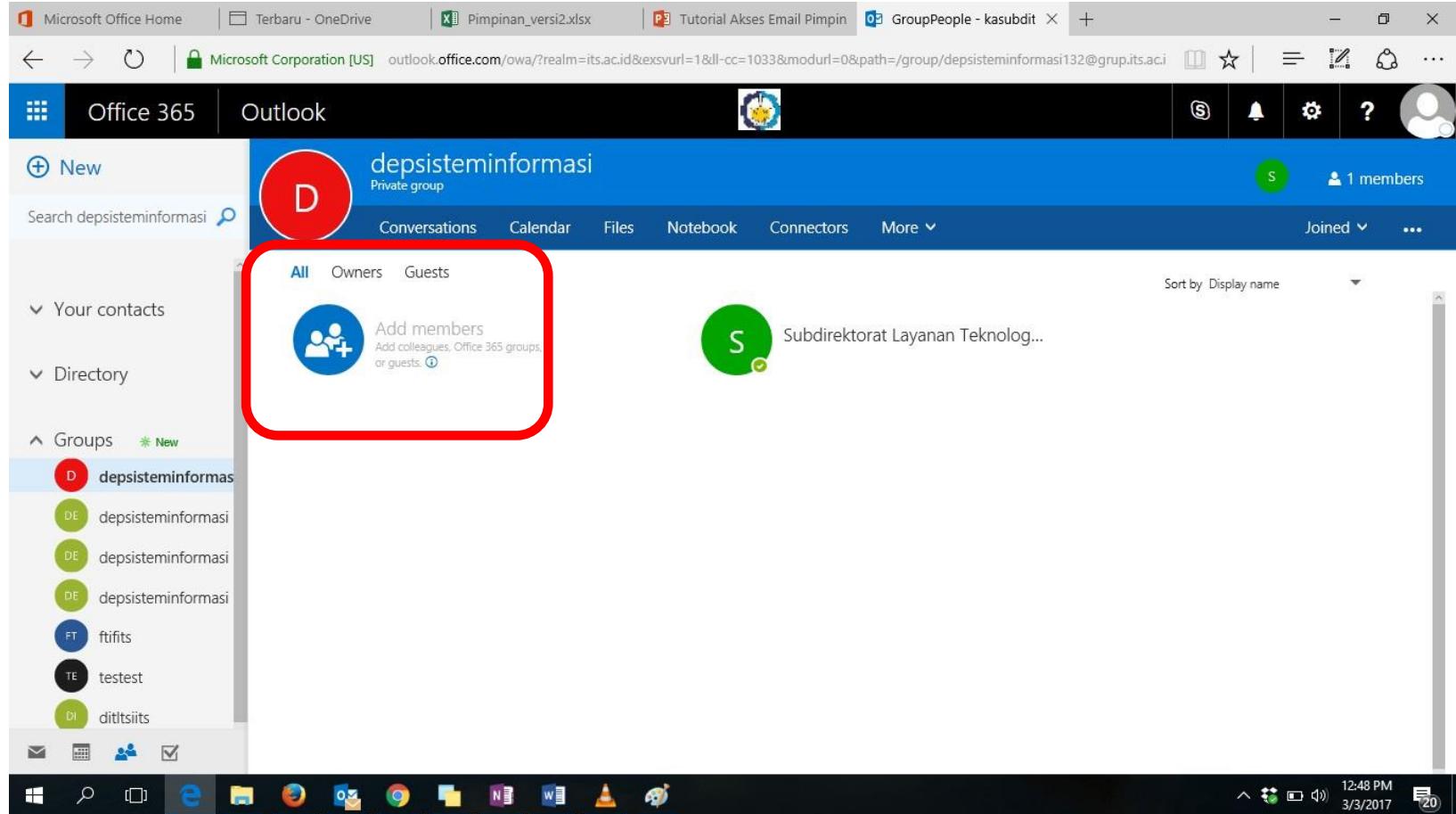


The screenshot shows the Microsoft Outlook interface within a web browser. The main window displays a group named 'depsisteminformasi' (Private group). On the right side, there is a context menu with the following options:

- Joined
- ...
- Members (highlighted with a red box)
- Add to Favorites
- Edit group
- View details
- Invite others

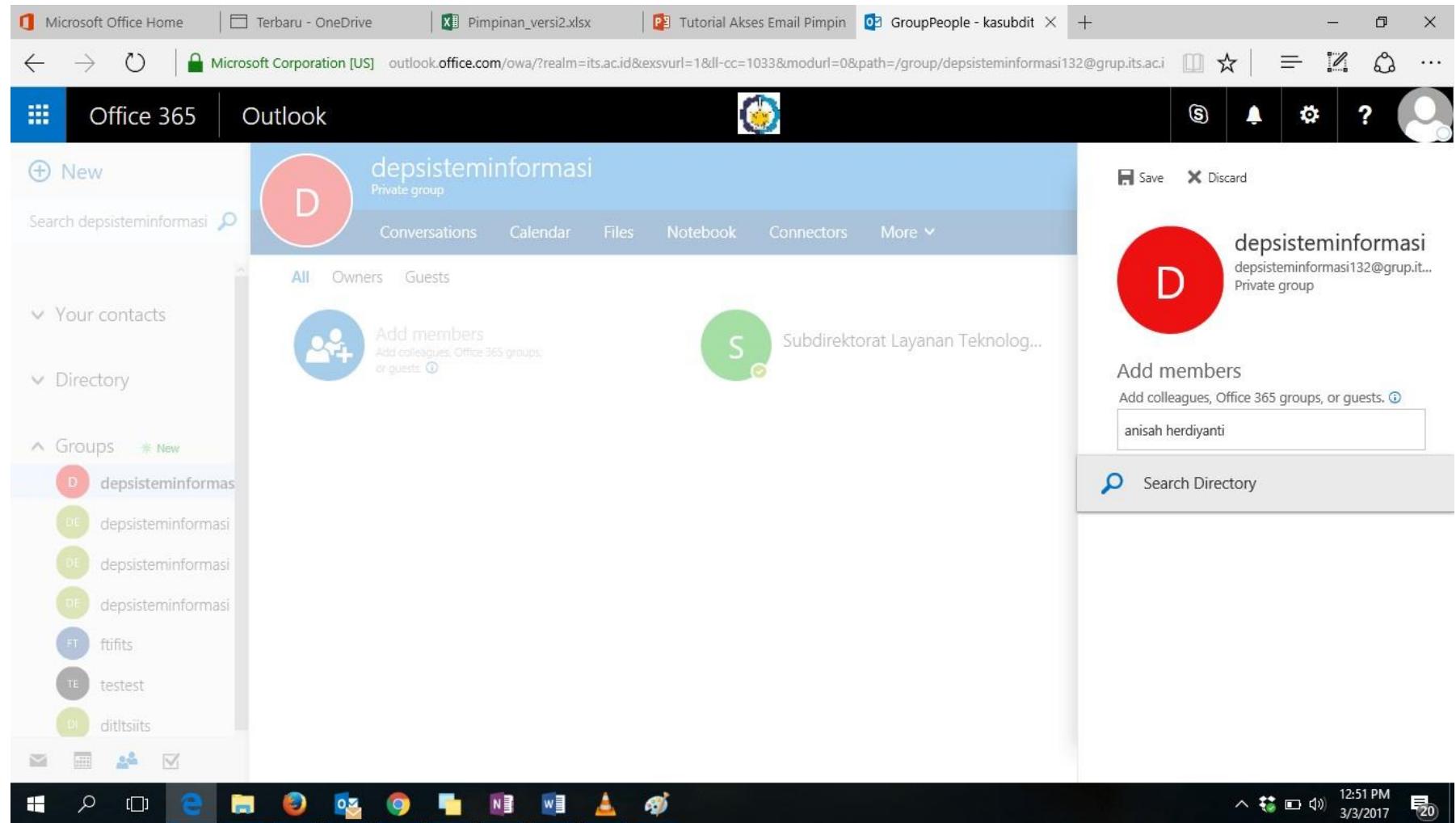
The 'Members' option is circled in red to indicate it as the target for the user's action. The rest of the interface shows the group's conversations, calendar, and files.

Klik "Add members"



The screenshot shows the Microsoft Outlook web interface. The top navigation bar includes links for Microsoft Office Home, Terbaru - OneDrive, Pimpinan_versi2.xlsx, Tutorial Akses Email Pimpin, GroupPeople - kasubdit, and a new tab. The main title is "Office 365" and "Outlook". The main content area displays a group named "depsisteminformasi" (Private group). The group page shows 1 member and includes links for Conversations, Calendar, Files, Notebook, Connectors, and More. A red box highlights the "Add members" button, which is described as "Add colleagues, Office 365 groups, or guests." On the left sidebar, there are sections for Your contacts and Directory, and a Groups section listing several groups, including "depsisteminformasi" (highlighted with a red box) and "ftits", "testest", and "ditltsiits". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

Ketikkan nama user yang akan ditambahkan di group, lalu klik "Save"



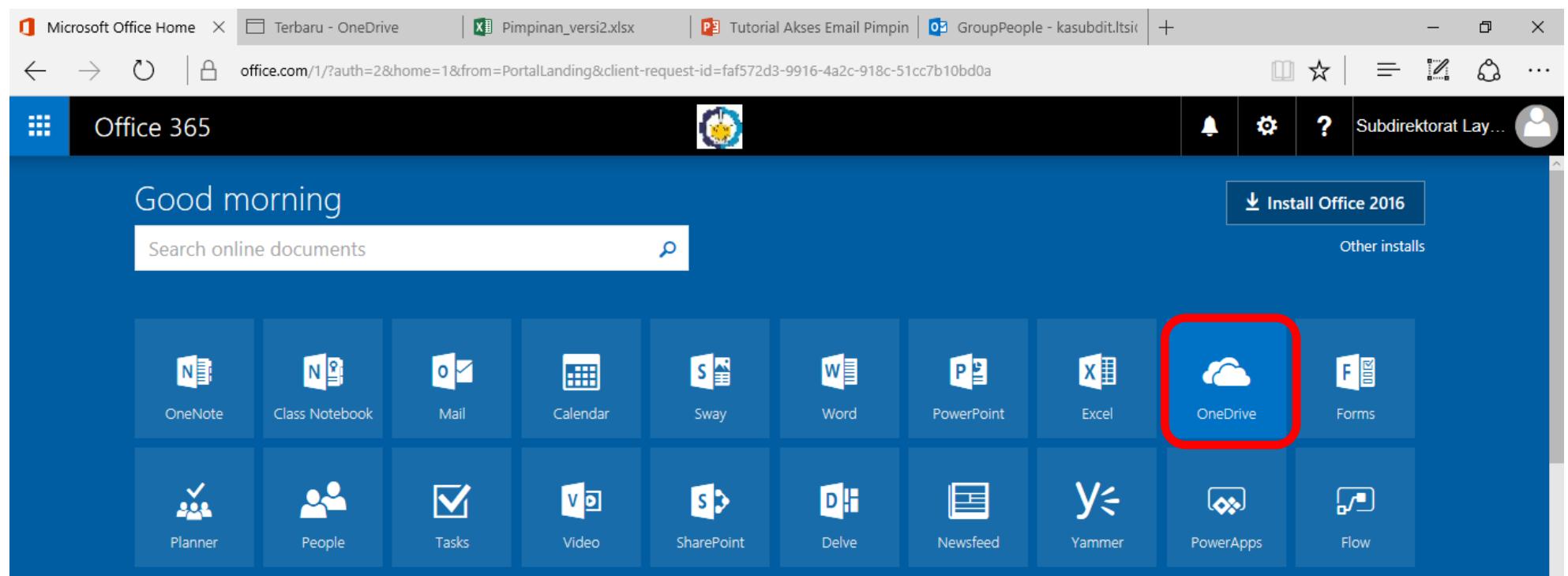
The screenshot shows a Microsoft Outlook window with the following details:

- Top Bar:** Microsoft Office Home, Terbaru - OneDrive, Pimpinan_versi2.xlsx, Tutorial Akses Email Pimpin, GroupPeople - kasubdit, and a new tab.
- Header:** Microsoft Corporation [US] outlook.office.com/owa/?realm=its.ac.id&exsvurl=1&ll-cc=1033&modurl=0&path=/group/depsisteminformasi132@grup.its.ac.i
- Left Sidebar:** Office 365, Outlook, New, Search bar (Search depsisteminformasi), Your contacts, Directory, Groups (New), and a list of groups including depsisteminformasi, depsisteminformasi, depsisteminformasi, depsisteminformasi, ftftits, testest, and ditltsiits.
- Current View:** depsisteminformasi (Private group) settings page. It shows the group name, email address (depsisteminformasi132@grup.its.ac.id), and a "Subdirektorat Layanan Teknologi..." entry.
- Right Panel:** A modal dialog for adding members. It shows the group name, email, and status as "Private group". The "Add members" section contains the text "anisah herdiyanti" in a search input field. A "Search Directory" button is below the input field.
- Bottom:** Taskbar with various icons (Windows, Search, Task View, Edge, File Explorer, Mail, etc.) and a system tray showing the date (3/3/2017), time (12:51 PM), battery level (20%), and signal strength.

Tutorial 3 : Memanfaatkan storage OneDrive

1 TB di cloud untuk penyimpanan data

Klik di OneDrive



Silahkan menyimpan data pada folder di OneDrive



Microsoft Office Home File - OneDrive Pimpinan_versi2.xlsx Tutorial Akses Email Pimp GroupPeople - kasubdit.lt: File - OneDrive

itsacid-my.sharepoint.com/personal/kasubdit_ltsi_its_ac_id/_layouts/15/onedrive.aspx

Office 365 OneDrive

Cari + Baru Unggah Sinkronkan Urutkan Berbagi

Subdirektorat Layanan Teknologi da

File

Terbaru

Dibagikan dengan saya

Discover

Keranjang sampah

Institut Teknologi Sepuluh Nopember

ftifits

testest

Seret file ke sini untuk diunggah

Dapatkan aplikasi OneDrive

Kembali ke OneDrive klasik

12:59 PM 3/3/2017 20

Tutorial lebih lengkap mengenai OneDrive dapat dilihat di dptsi.its.ac.id



Terimakasih.

-  Direktorat pengembangan Teknologi Sistem Informasi
-  031 5947270
-  Servicedesk.its.ac.id
-  dptsi.its.ac.id