



Penggunaan Microsoft Teams

The hub for teamwork in Office 365

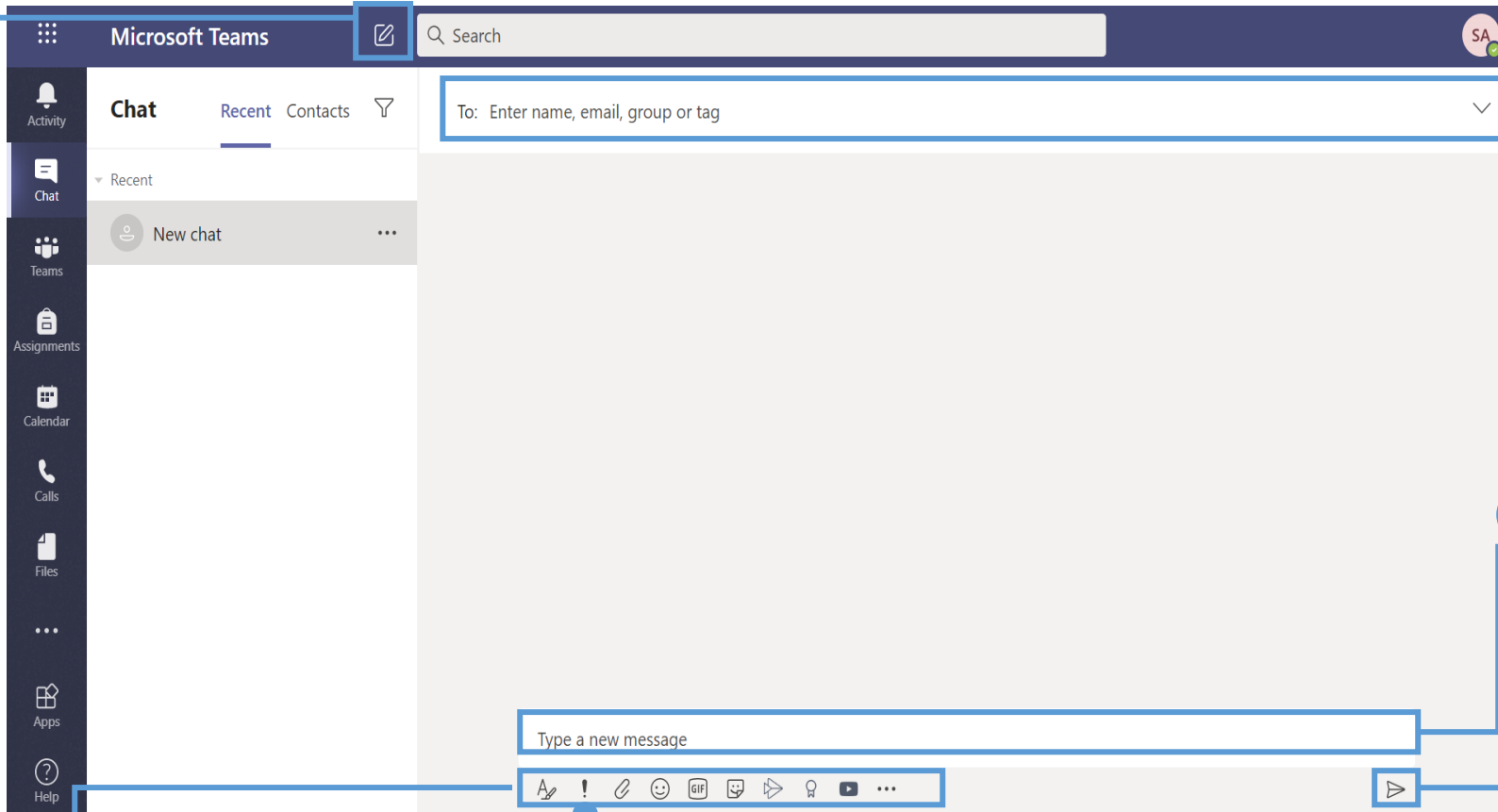


Langkah-Langkah Melakukan Chat Personal

Buka Microsoft Teams, sebelah kiri pilih Chat

1

Klik tombol untuk memulai chat



2

Ketikan nama, email atau nama grup yang akan di chat

3

Ketikan pesan yang akan dikirim

Pilih symbol kirim, atau tekan enter

4

Format pesan, lampirkan attachment (file), emoji, GIF dan Stikers.

Set delivery options:
1. Standard: Pesan biasa
2. Important: Pesan penting dengan adanya simbol tanda seru merah pada saat mengirim pesan
3. Urgent: Pesan mendesak, setiap 2 menit selama 20 akan terus mendapatkan notifikasi sampai pesan dibaca

Langkah-Langkah Melakukan Chat Personal

The image shows a screenshot of the Microsoft Teams chat interface. The interface is divided into several sections:

- Top Bar:** Displays "Microsoft Teams", a search bar, and a user profile icon labeled "SA".
- Left Navigation Panel:** Contains icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help.
- Chat Header:** Shows the name "Cara Coleman" and tabs for "Chat" and "Files".
- Chat Area:** Displays a recent message from "Cara Coleman" with the text "You: Hi" and a timestamp of "6:07 PM".
- Message Input:** A text box at the bottom with the placeholder "Type a new message" and a rich text toolbar.

Annotations in blue boxes with arrows point to specific features:

- A box labeled "Untuk mencari file" points to the "Files" tab in the chat header.
- A box labeled "Klik tombol untuk melakukan audio call dan video calls" points to the video call and voice call icons in the top right corner of the chat area.
- A box labeled "Pesan anda terkirim" points to the "Hi" message in the chat area.

Langkah-Langkah Menambah Peserta/Membuat Grup Obrolan

Buka Microsoft Teams, sebelah kiri pilih Chat

1 Pilih tombol untuk tambah orang

2 Ketikkan nama yang akan join ke grup

3 Klik tombol add

Ketik pesan disini untuk memulai percakapan grup

Langkah-Langkah Menambah Peserta/Membuat Grup Obrolan

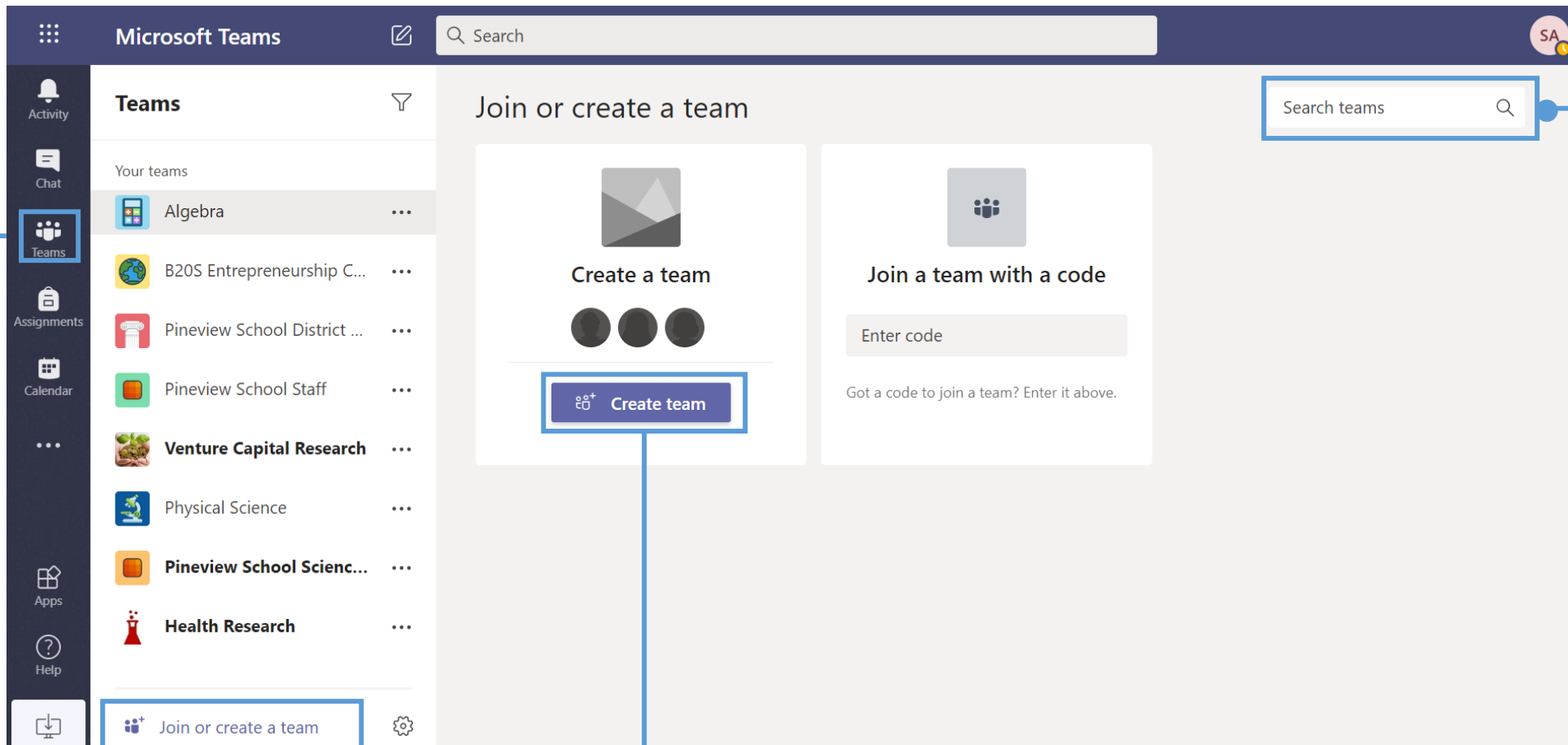
The image shows a Microsoft Teams chat window with several annotations in blue boxes:

- Pilih tombol pensil untuk mengubah nama grup**: Points to the pencil icon in the chat header.
- Untuk menambahkan orang**: Points to the plus sign icon in the chat header.
- Pesan terkirim didalam chat grup**: Points to a message bubble in the chat history.

The chat window displays a recent message from "Adele, Alex, and Cara" at 6:21 PM: "Hai semua, saya buatkan grup baru". The chat header shows the group name "Adele, Alex, and Cara" and the number of participants "4".

Langkah-Langkah membuat Team

Pilih teams pada bagian kiri



Pilih teams

Untuk mencari team

Pada bagian bawah Microsoft Teams, pilih **Join or Create team**

Klik tombol **Create Team.**

Langkah-Langkah membuat Team

Pilih type team yang akan dibuat

Select a team type



Class

Discussions, group projects, assignments



Class, diterapkan didalam kelas virtual yang dapat mengakomodir kebutuhan guru dan siswa



Professional Learning Community (PLC)

Educator working group



PLC, diterapkan didalam sesame guru satu matapelajaran, untuk sharing dan berkolaborasi materi pembelajaran.



Staff

School administration and development



Staff, diterapkan didalam staff. Sebagai contoh staff bidang IT, ataupun HR.



Other

Clubs, study groups, after school activities



Other, diterapkan untuk kegiatan ekstrakurikuler didalam sekolah. Contohnya ekstrakurikuler Basket, Tari, dan lain-lain

Cancel

Langkah-Langkah membuat Team

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

1

Isikan nama kelas dan deskripsi pada kolom **Name** dan **Description**. Untuk Description optional.

Create a team using an existing team as a template

Cancel **Next**

2

Klik tombol **Next**

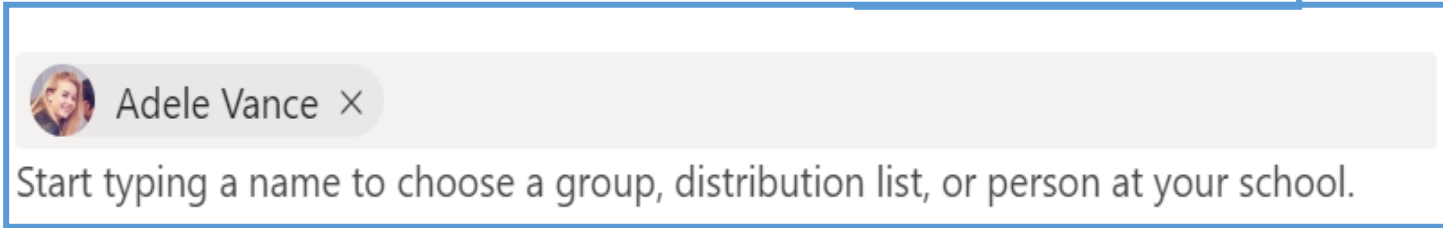
Langkah-Langkah membuat Team

Add people to "Kelas A"

Students Teachers

1 Ketikkan nama **Students** yang akan ditambahkan ke Team

2 Klik tombol **Add**



Adele Vance ×

Start typing a name to choose a group, distribution list, or person at your school.

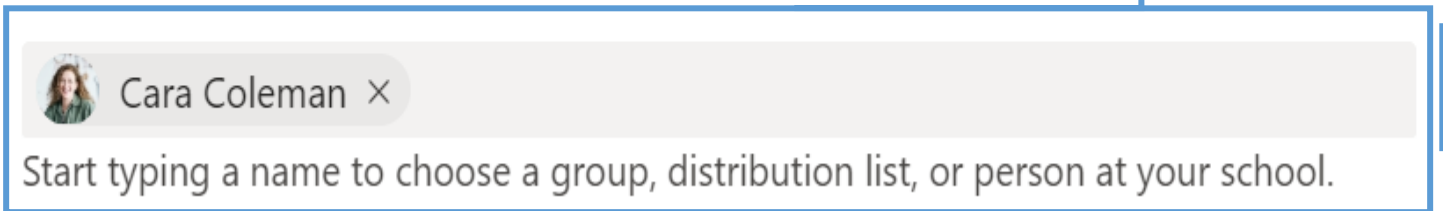
The screenshot shows the 'Add people' interface for 'Kelas A'. The 'Students' tab is selected. A search bar contains the name 'Adele Vance' with a close button (×). Below the search bar is the text 'Start typing a name to choose a group, distribution list, or person at your school.' A blue box highlights the 'Add' button. An arrow labeled '1' points from the search bar to a text box: 'Ketikkan nama **Students** yang akan ditambahkan ke Team'. Another arrow labeled '2' points from the 'Add' button to a text box: 'Klik tombol **Add**'.

Add people to "Kelas A"

Students Teachers

3 Ketikkan nama **Teachers** yang akan ditambahkan ke Team

4 Klik tombol **Add**



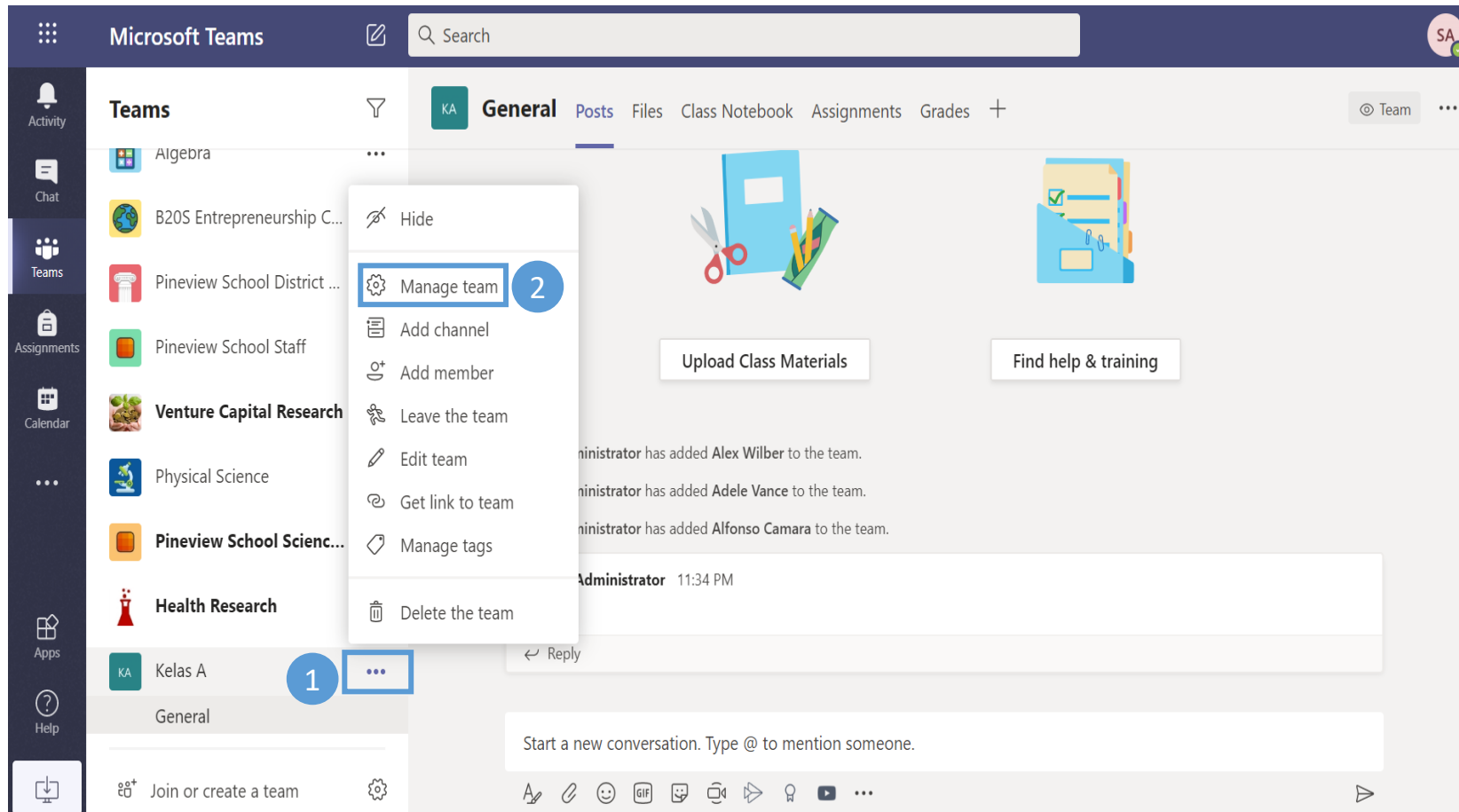
Cara Coleman ×

Start typing a name to choose a group, distribution list, or person at your school.

The screenshot shows the 'Add people' interface for 'Kelas A'. The 'Teachers' tab is selected. A search bar contains the name 'Cara Coleman' with a close button (×). Below the search bar is the text 'Start typing a name to choose a group, distribution list, or person at your school.' A blue box highlights the 'Add' button. An arrow labeled '3' points from the search bar to a text box: 'Ketikkan nama **Teachers** yang akan ditambahkan ke Team'. Another arrow labeled '4' points from the 'Add' button to a text box: 'Klik tombol **Add**'.

Mengelola Pengaturan Teams

Beberapa pengaturan yang ada dalam teams



Pengaturan kelas di Microsoft Teams dapat di akses melalui tombol:

1. Klik **More options**
2. Pilih **Manage Team**

Di dalam **More options**, terdapat menu selain Manage team, yakni:

- 1) **Add channel**, berfungsi untuk menambahkan channel
- 2) **Add members**, berfungsi untuk menambahkan anggota.
- 3) **Leave team**, berfungsi untuk meninggalkan kelas.
- 4) **Edit team**, berfungsi untuk memodifikasi kelas.
- 5) **Get link to team**, berfungsi untuk mendapatkan tautan akses kelas.
- 6) **Delete the team**, berfungsi menghapus kelas.

Mengelola Pengaturan Teams

Setelah pilih manage teams, akan tampil beberapa pilihan di team.
Klik members untuk menambah anggota

KA **Kelas A** ... Team

Berisi materi perkuliahan bagi angkatan 2019

1 **Members** Pending Requests Channels Settings Analytics Apps

Search for members

2 **Add member**

▼ **Owners (2)**

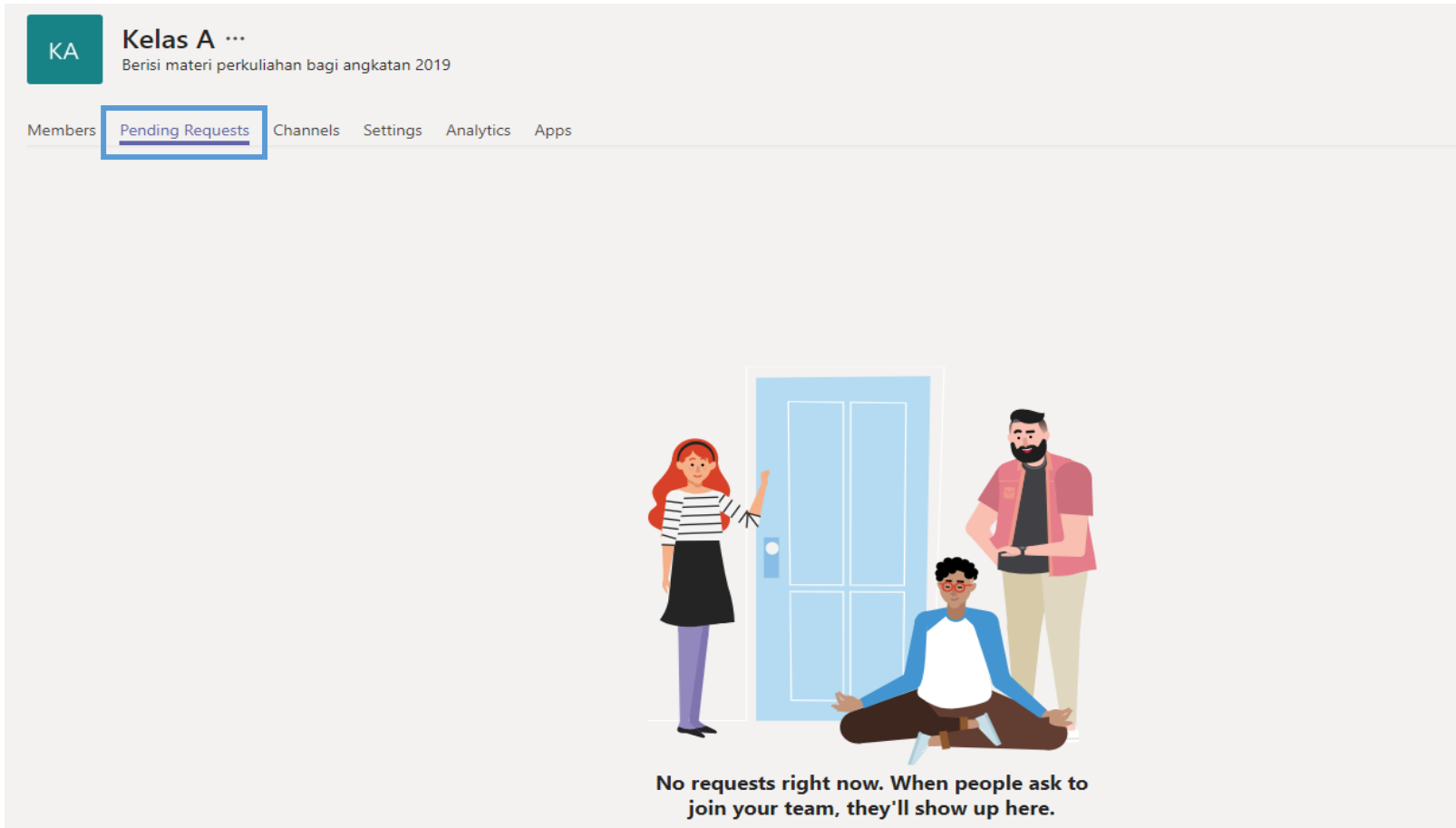
Name	Title	Location	Tags ?	Role
AC Alfonso Camara	Principal			Owner ▼
SA System Administr...	IT			Owner ▼

▶ **Members and guests (2)**

Pada tab **Members**, klik **Add member** untuk menambahkan anggota kelas baik guru atau siswa.
Anda juga dapat mengganti role apakah ada guru lain yang akan dijadikan owner atau cukup member saja.

Mengelola Pengaturan Teams

Pilih Pending Request



The screenshot shows the Microsoft Teams interface for a team named "Kelas A". The team description is "Berisi materi perkuliahan bagi angkatan 2019". The navigation bar includes "Members", "Pending Requests" (which is highlighted with a blue box), "Channels", "Settings", "Analytics", and "Apps". Below the navigation bar, there is an illustration of three people (two standing and one sitting) in front of a blue door. Below the illustration, the text reads: "No requests right now. When people ask to join your team, they'll show up here."

Tab Pending Request berfungsi sebagai tempat untuk melihat daftar orang yang melakukan permintaan untuk bergabung di Teams. Tab ini berfungsi layaknya tempat untuk mengonfirmasi permintaan bergabung dari sejumlah orang ke team.

Mengelola Pengaturan Teams

Membuat channel baru

The screenshot displays the Microsoft Teams interface for a team named "Kelas A". The "Channels" tab is selected and highlighted with a blue box and a "1" in a circle. Below the navigation bar, there is a search bar for channels. The "Add channel" button is highlighted with a blue box and a "2" in a circle. The interface shows a table of active channels, including "General".

Name	Show for me	Show for members	Description	Type	Last activity
General				🌐	Yesterday

Pada tab Channel, pengguna dapat melihat dan menghapus channel yang ada pada team yang dibuat, sekaligus dapat menambahkan channel yang dikehendaki

Mengelola Pengaturan Teams

Beberapa fungsi pengaturan yang tersedia di Team

The screenshot shows the Microsoft Teams interface for a team named 'Kelas A'. The top navigation bar includes 'Members', 'Pending Requests', 'Channels', 'Settings' (highlighted with a blue box), 'Analytics', and 'Apps'. Below the navigation bar, there is a list of settings categories, each with a right-pointing arrow and a brief description:

▶ Team theme	Pick a theme
▶ Member permissions	Enable channel creation, adding apps, and more
▶ Guest permissions	Enable channel creation
▶ @mentions	Choose who can use @team and @channel mentions
▶ Team code	Share this code so people can join the team directly - you won't get join requests
▶ Fun stuff	Allow emoji, memes, GIFs, or stickers
▶ OneNote Class Notebook	Manage notebook sections and preferences
▶ Tags	Choose who can add tags

Pada tab **Settings**, berikut beberapa fungsi pengaturan yang tersedia:

- 1) **Team theme**, mengganti tampilan tema.
- 2) **Member permissions**, mengatur perizinan akses anggota.
- 3) **Guest permissions**, mengatur perizinan guest (orang yang tidak memiliki akun Office dalam satu domain yang sama)
- 4) **@mention**, melakukan panggilan kepada rekan di Conversations.
- 5) **Team code**, mendapatkan kode akses untuk bergabung.
- 6) **Fun stuff**, mengatur status aktif emoji, memes, GIFs, dan stickers.
- 7) **OneNote Class Notebook**, Mengatur section yang ada di catatan OneNote.

Mengelola Pengaturan Teams

The screenshot shows the 'Apps' tab in a Microsoft Teams channel named 'Kelas A'. The channel description is 'Berisi materi perkuliahan bagi angkatan 2019'. The 'Apps' tab is highlighted in the navigation bar. Below the navigation bar, there is a 'More apps' button. A table lists several installed apps with their names, descriptions, and delete icons.

Name	Description	
Forms	Easily create surveys, quizzes and polls.	
OneNote	Use OneNote notebooks to collaborate on digital content and share it with your team.	
Planner	Planner makes it easy for your team to stay organized, assign tasks, and keep track of your progress. Create a new plan so you can start getting things done.	
Power BI	Pin Power BI reports to your channel to start a conversation about your data. With reports and chats in the same place, everyone stays on the same page.	
Praise	Send praise to people	
SharePoint	Add a SharePoint page or list. Lists can be edited. Pages are read only in Teams.	

Pada tab Apps, pengguna dapat menambahkan layanan aplikasi lain seperti Forms, OneNote, Youtube, dan sebagainya. Untuk melihat secara lengkap aplikasi apa saja yang bisa ditambahkan, pengguna dapat memilih tombol More apps.

Langkah-Langkah Join Team dengan Code

The screenshot illustrates the process of generating a team code in Microsoft Teams. It shows the 'Teams' list on the left and the 'Settings' page for a team named 'Kelas A' on the right. The steps are numbered 1 through 4:

1. Click the three-dot menu icon next to the team name 'Kelas A' in the 'Your teams' list.
2. In the dropdown menu, select 'Manage team'.
3. In the 'Settings' page, click the 'Settings' tab.
4. In the 'Team code' section, click the 'Generate' button.

The 'Team code' section includes the text: 'Share this code so people can join the team directly - you won't get join requests' and a note: 'Note: Guests won't be able to join with a team code'.

Ditambahkan dengan memberikan kode team yang telah di-generate. Untuk men-generate kode team pengguna dapat melakukannya melalui menu **More options > Manage team > Pilih Tab Settings > Team Code > Generate.**

Langkah-Langkah Join Team dengan Code

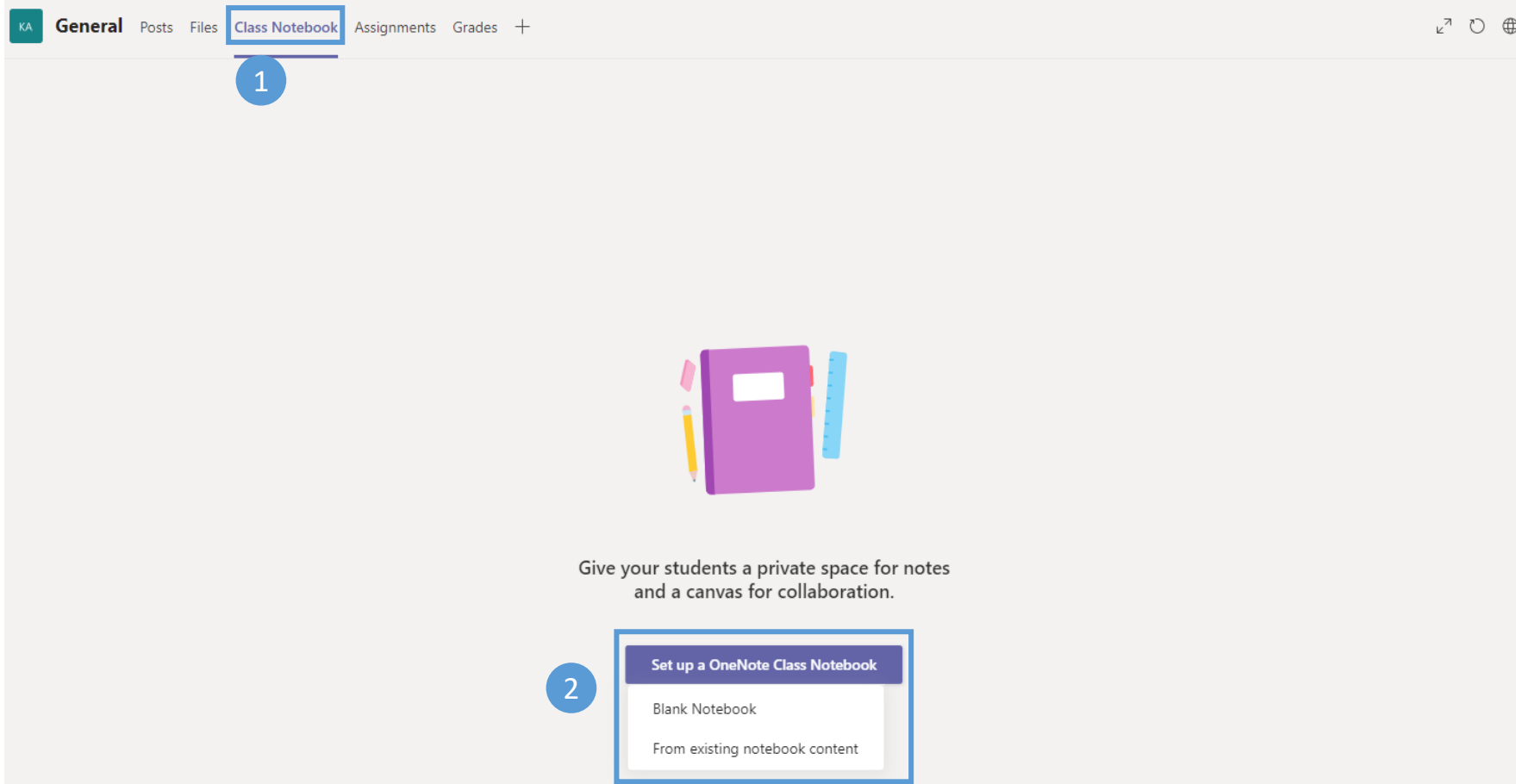
The screenshot shows the Microsoft Teams interface. On the left is a navigation sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help. The main area is titled 'Join or create a team' and contains two options: 'Create a team' and 'Join a team with a code'. The 'Join a team with a code' option is highlighted with a blue border and a blue circle containing the number '2'. Below this option is an 'Enter code' input field. At the bottom left of the main area, the 'Join or create a team' button is highlighted with a blue border and a blue circle containing the number '1'. A search bar for teams is visible in the top right of the main area.

Kode yang dihasilkan tersebut kemudian diberikan kepada siswa atau guru lain yang ingin diundang di dalam kelas. Guru atau siswa yang ingin bergabung di dalam kelas dapat memasukkan kode tersebut melalui menu **Join or create a team** > Masukkan kode team pada bagian **Join a team with a code** > **Join team**.

Catatan: dengan mengenerate kode, maka tab **Pending Requests** akan hilang pada saat memilih **Manage team**.

Membuat Class Notebook

Pada bagian atas teams, pilih Class Notebook



Pilih tab **Class Notebook**, yang ada dibagian atas dan klik **Set up a OneNote Class Notebook**.

Anda bisa memilih:

1. **Blank Notebook** : Buku catatan kosong.
2. **Set up a OneNote Class Notebook** : Buku catatan yang sudah ada sebelumnya.

Pada kasus ini akan menggunakan Blank Notebook.

Membuat Class Notebook

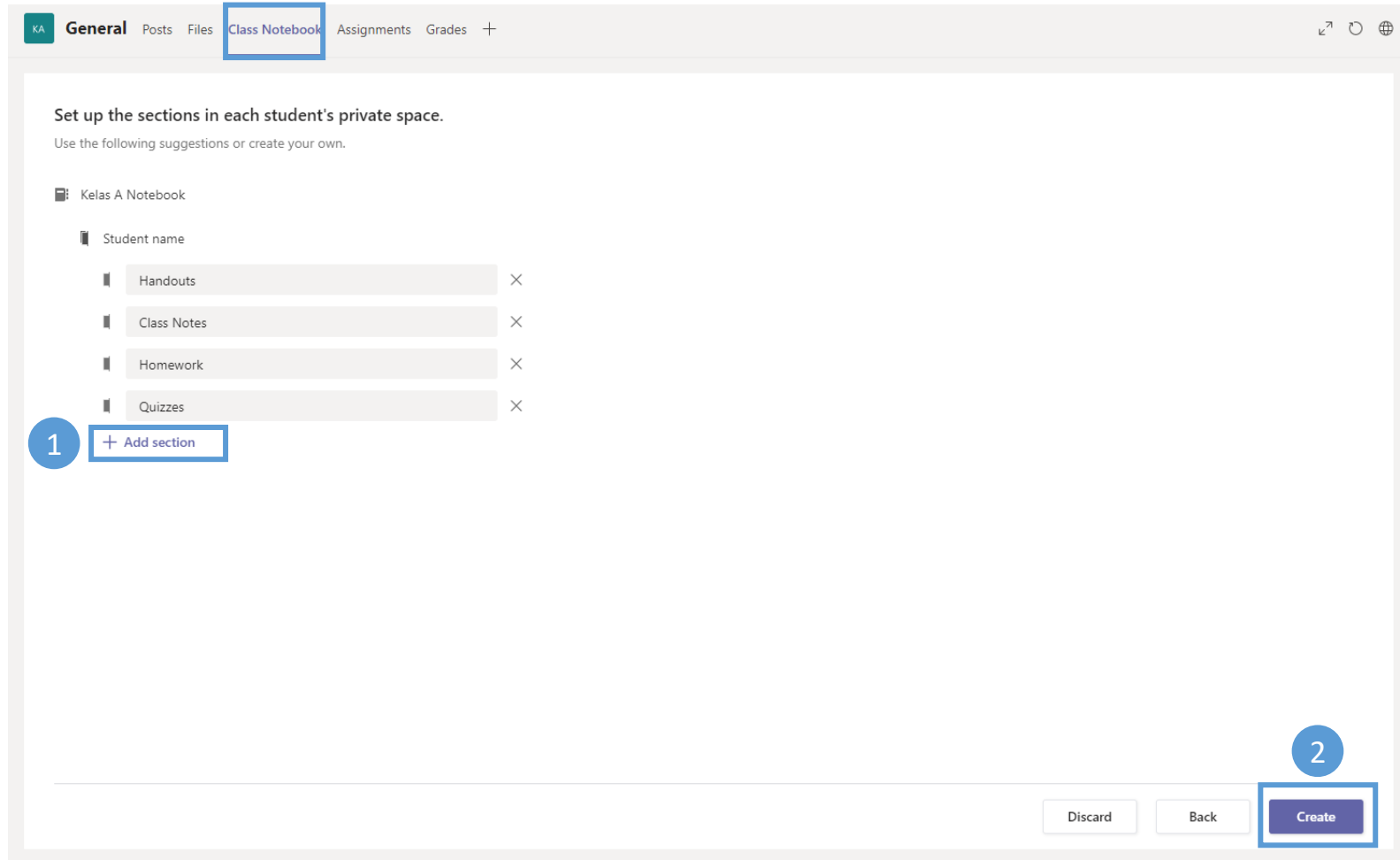
Maka kan muncul informasi yang memberitahukan, fitur apa saja yang didapatkan jika menggunakan OneNote Class Notebook. Klik **Next**.

The screenshot shows the OneNote Class Notebook setup interface. At the top, there is a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Class Notebook' tab is selected. Below the navigation bar, the main content area is titled 'Here's what you will get in your Kelas A Notebook:'. It lists four options, each with a description and a list of permissions:

- Collaboration Space**: Team notes are stored here for everyone to see. All channels will have sections here. Permissions: Teacher can edit the content, Student can edit the content.
- Content Library**: Publish course materials to students. Permissions: Teacher can edit the content, Student can only view the content.
- Teacher-Only Section**: A private space for teachers. Permissions: Teacher can edit the content, Student cannot view the content.
- Student Notebooks**: A private space for each student. Permissions: Teacher can edit the content, Student can edit his or her own content and can't view others' notebooks.

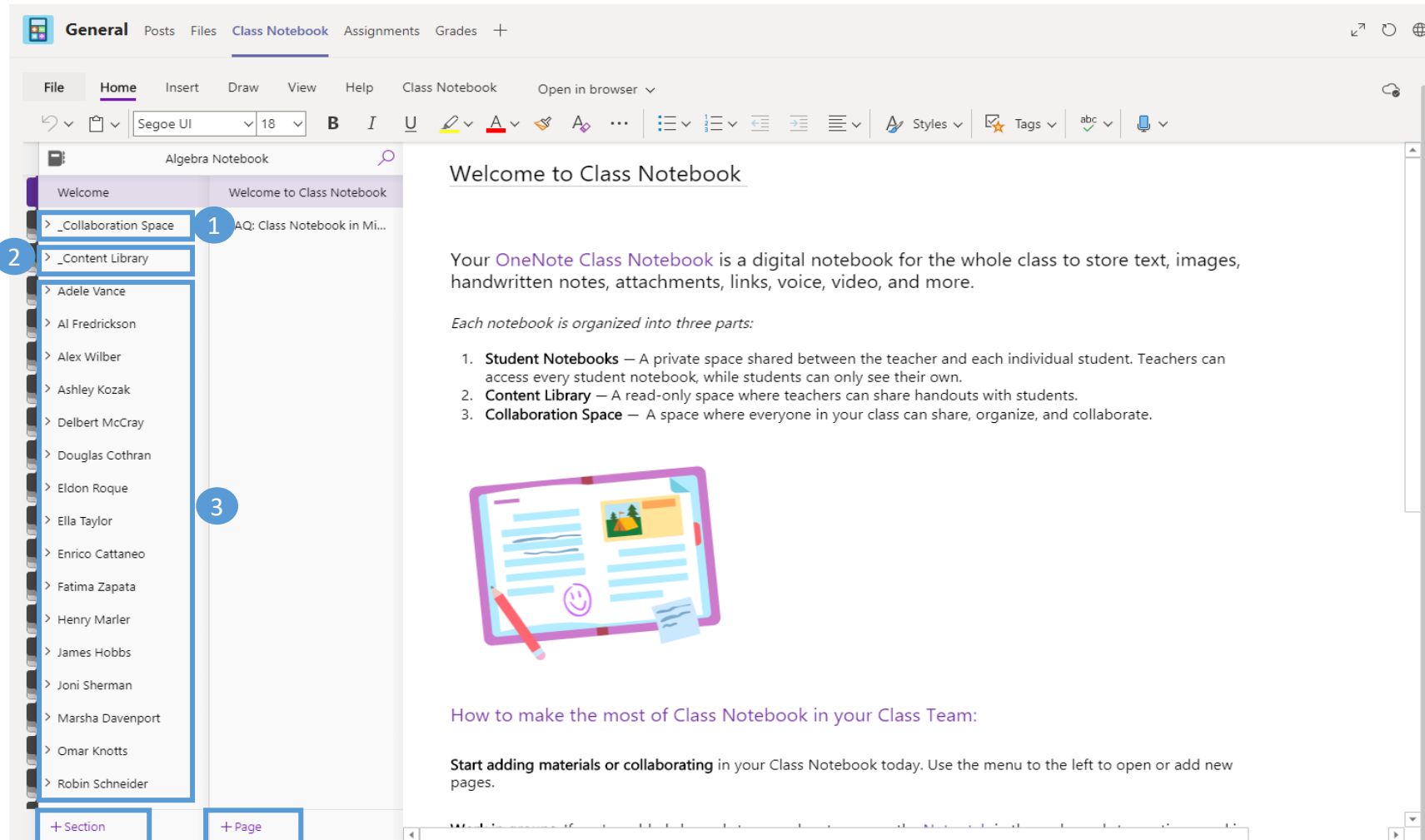
At the bottom right, there are two buttons: 'Discard' and 'Next'. The 'Next' button is highlighted with a blue border.

Membuat Class Notebook



Secara Default, OneNote Class Notebook menyediakan beberapa section yaitu, Handouts, Class Notes, Homework, Quizzes. Anda dapat mengubah nama-nama dari section tersebut dan dapat menambah section baru di bagian **Add section**. Dan klik **Create**

Membuat Class Notebook



Menambah section
Menambah Page baru

Beberapa penjelasan tentang notebook didalam Microsoft Teams:

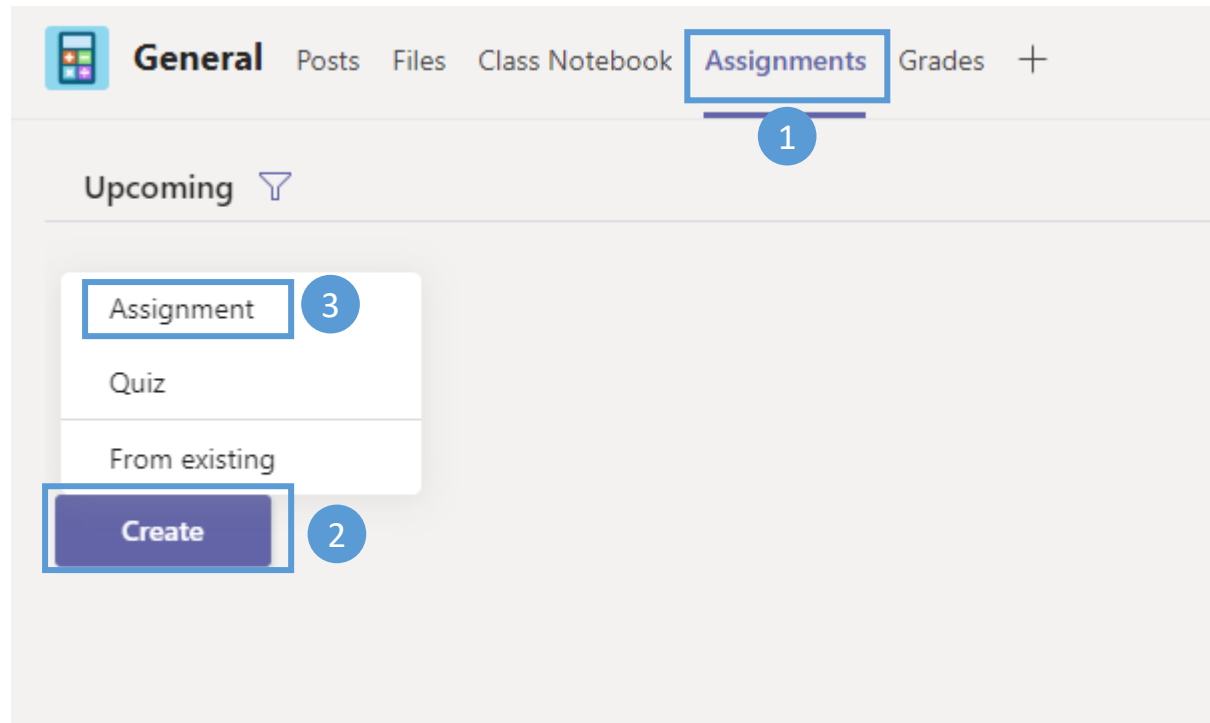
[1]. **Collaboration Space**, akan menjadi ruang kerja antara siswa dan guru, dimana siswa dan guru bisa saling mengedit halaman yang ada.

[2]. **Content Library**, akan menjadi ruang tempat guru membagikan modul/bahan ajar kepada siswa, dimana siswa tidak bisa mengedit halaman yang ada.

[3]. **Student Notebooks**, buku catatan siswa yang sifatnya pribadi (antar siswa tidak dapat saling melihat), namun guru tetap bisa memberi masukan disana.

Membuat Assigment (Tugas)

Microsoft sebagai tool yang dapat dimanfaatkan sebagai ruang kelas virtual memiliki fitur assignment yang dapat mendukung proses pembelajaran layaknya pembelajaran tatap muka. Fitur assignment di dalam Microsoft Teams memiliki dua skema, yakni tugas dan quiz untuk ujian. Tugas didistribusikan seperti pekerjaan rumah atau tugas kelompok. Setelah siswa mengerjakan tugas, guru dapat melakukan review untuk memberikan penilaian kepada masing-masing siswa. Sementara quiz dapat dibuat dengan memanfaatkan Microsoft Forms yang nantinya dapat ditampilkan di Microsoft Teams.



Pilih tab **Assignment** > **Create** > **Assignment** seperti yang terlihat pada gambar di samping.

Note:

1. Assignment, digunakan untuk tugas yang nilainya otomatis diinput.
2. Quiz, untuk tugas dengan tipe soal pilihan berganda
3. From existing, Tugas yang sudah dibuat

Membuat Assigment (Tugas-Guru)

Isikan semua kolom yang tersedia:

The screenshot shows the 'New assignment' form in the Canvas LMS interface. The form is titled 'New assignment' and includes the following fields and options:

- Title (required):** 'Tugas Matematika'
- Instructions:** 'Enter instructions'
- Resources:** 'Teacher.csv'
- Points:** '100'
- Assign to:** 'Algebra' and 'All students'
- Date due:** 'Thu, Jul 16, 2020'
- Time due:** '11:59 PM'

The 'Assign' button is highlighted with a blue box. The form also includes a 'Save' button and a 'Discard' button. The 'Assign' button is located at the top right of the form, next to the 'Save' and 'Discard' buttons.

Isikan semua kolom yang tersedia mulai dari:

- 1) **Title**, nama judul tugas.
- 2) **Category**, kategori topik tugas. Bisa juga dimanfaatkan guru untuk memberikan kategori berdasarkan tingkat
- 3) **Instructions**, instruksi tugas yang diberikan oleh guru.
- 4) **Resources**, sumber daya pendukung seperti soal ujian, slide, dll.
- 5) **Points**, memberikan point tugas
- 6) **Rubric**, memberikan rubrik penilaian.
- 7) **Assign to**, distribusikan tugas ke kelas
- 8) **Assign to**, distribusikan tugas ke kelas
- 9) **Date due & Time due**, tanggal dan waktu pengumpulan tugas

Kemudian klik tombol **Assign** jika langsung mendistribusikan tugas.

Mengerjakan Tugas

Buka Teams, tugas yang telah didistribusikan akan tampil di channel general.

The screenshot displays the Microsoft Teams interface. On the left, the 'Teams' sidebar shows 'Your teams' with 'Physical Science', 'Algebra', 'Kelas A', and 'General'. The 'General' channel is selected. The main area shows the 'General' channel with tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Posts' tab is active, showing a message from 'System Administrator' dated 'Yesterday 11:34 PM' with the text 'Hi'. Below this, a message from 'System Administrator' dated 'Today 8:16 PM' contains an assignment card titled 'Tugas Matematika' with a due date of 'Due Jul 16'. The card has a 'View assignment' button highlighted with a blue box. A blue arrow points from this button to a blue text box at the bottom of the image.

Klik **View Assigment** untuk melihat tugas

Mengerjakan Tugas

The screenshot shows the Microsoft Teams interface for a class named 'KA'. The 'Assignments' tab is active, displaying an assignment titled 'Tugas Matematika' due tomorrow at 11:59 PM, worth 100 points. The interface includes a left sidebar with team options (Physical Science, Algebra, Kelas A, General) and a top navigation bar with tabs (General, Posts, Files, Class Notebook, Assignments, Grades). Three numbered callouts are present: 1 points to a 'Teacher.csv' file in the 'Reference materials' section; 2 points to the '+ Add work' button in the 'My work' section; and 3 points to the 'Turn in' button in the top right corner.

Untuk mulai mengerjakan tugas, siswa dapat mengklik Reference untuk melihat soal kemudian klik button **Add Work** apabila tugas telah selesai dikerjakan >Pilih dokumen tugas di mana tugas tersebut di simpan > **Turn in** untuk mengirimkan tugas

Pemeriksaan Tugas

Berikut ini merupakan langkah-langkah untuk melakukan pemeriksaan terhadap pekerjaan siswa:

KA **General** Posts Files Class Notebook **Assignments** Grades +

Upcoming

> Drafts

Assigned (1)

Tugas Matematika 1/2 turned in

Due tomorrow at 11:59 PM

> Graded

Create

Pilih tab **Assignment**>
Pilih tugas yang akan diperiksa >Pilih nama siswa yang akan diperiksa

Tugas Matematika

Due tomorrow at 11:59 PM

To grade (2) Graded (0)

Search students

<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/ 100
<input type="checkbox"/>	Vance, Adele 3	✓ Turned in		
<input type="checkbox"/>	Wilber, Alex	⊘ Not turned in		

Pemeriksaan Tugas

The image shows a Microsoft Word document titled "Tugas Matematika.docx" with the content "1. 2x2=4". On the right side, a feedback sidebar is open, containing the following elements:

- A "Close" button at the top right.
- A user profile for "Adele V..." with a "View History" link.
- A document preview for "Tugas Matematika.docx" with a circled "1" and an arrow pointing to the text "Untuk melihat tugas".
- A "Feedback" section with a text input field containing "Enter feedback" and a circled "2" with an arrow pointing to the text "Feedback dari tugas".
- A "Points" section with a numeric input field containing "/ 100" and a circled "3" with an arrow pointing to the text "Memberikan point".
- A "Return" button with a circled "4" and an arrow pointing to the text "Klik tombol Return untuk mengirim penilaian tugas ke siswa".

Membuat Jadwal Meeting

1. Pada menu tab kiri, pilih Calender

The screenshot shows the Microsoft Teams interface with the calendar view active. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar (highlighted with a blue box and a '1' in a circle), Apps, and Help. The main area displays a calendar for April 2020, showing days 13 through 17. A meeting titled 'Tes Meeting Trial' by 'Admin 365' is scheduled for Thursday, April 16, from 10 AM to 11 AM. Another meeting titled 'Microsoft Teams' by 'Microsoft Teams' and 'Andrew Robertson' is scheduled for the same day from 1 PM to 2 PM. In the top right of the calendar area, there are two buttons: 'Meet now' and '+ New meeting' (highlighted with a blue box and a '2' in a circle). A blue arrow points from the '1' in the sidebar to the 'Calendar' tab, and another blue arrow points from the '2' in the top right to the '+ New meeting' button.

Pilih tombol
Calender

Klik tombol
New meeting

Membuat Jadwal Meeting

Microsoft Teams

Search or type a command

AR

New meeting Details Scheduling Assistant

2 Save Close

Time zone: (UTC+07:00) Bangkok, Hanoi, Jakarta

Add title

Add required attendees + Optional

Apr 16, 2020 5:30 PM → Apr 16, 2020 6:00 PM 30m All day

Does not repeat

Add channel

Add location

B *I* U ~~S~~ | ~~V~~ A AA Paragraph *I*_x | | ...

Type details for this new meeting

1

Akan muncul jendela baru yang berisi kolom yang harus diisi, diantaranya:

- 1) **Title:** Judul rapat pertemuan.
- 2) **Add Attendees:** Input peserta yang diundang rapat, defaultnya adalah Microsoft Teams.
- 4) **Start & End:** Tentukan tanggal dan jam mulai dan berakhirnya rapat.
- 5) **Select channel to meet in:** Pilih akan dijadwalkan ke channel mana rapat ini. Jika tidak ada, pilih None.
- 6) **Location:** Tempat berlangsung
- 7) **Details:** Deskripsi tentang rapat.

Kemudian klik tombol **Save**.

Join Meeting ada dua cara, melalui Teams dan Outlook

1. Berikut ini cara join meeting melalui teams

The screenshot shows the Microsoft Teams interface. The top navigation bar includes the Microsoft Teams logo, a search bar with the placeholder text "Search or type a command", and a user profile icon labeled "AR". Below the navigation bar, the "Calendar" view is active, showing a weekly calendar for April 2020. The calendar grid displays days from Monday (13) to Friday (17). A meeting titled "Microsoft Teams" by "Andrew Robertson" is scheduled for Wednesday, April 15th, from 6 PM to 7 PM. A blue box highlights the "Join" button on the meeting card. A red dashed line connects the "Join" button to the "Calendar" icon in the left-hand navigation pane. Two numbered callouts are present: "1" points to the "Calendar" icon in the navigation pane, and "2" points to the "Join" button on the meeting card.

Pilih tombol Calender

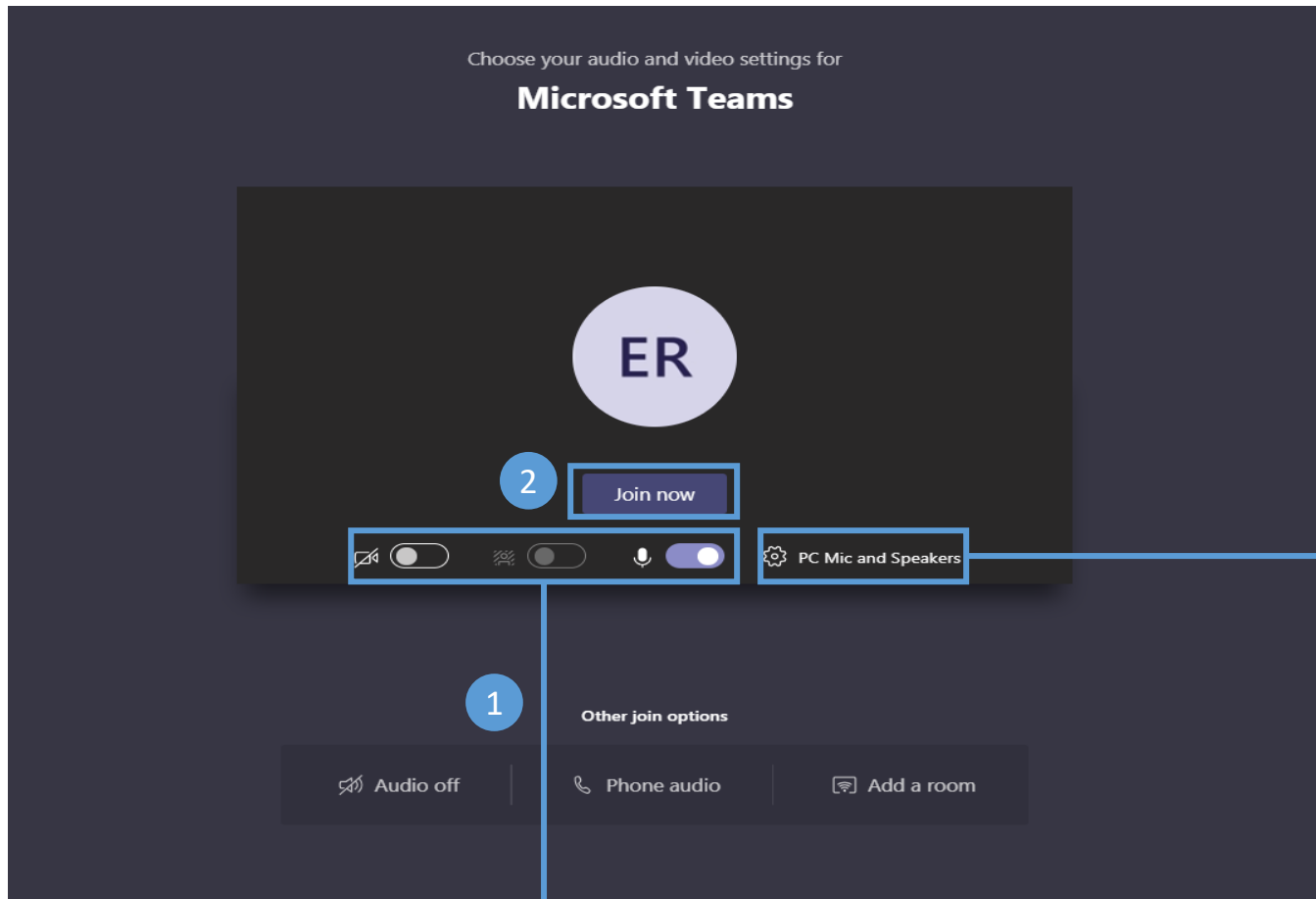
Klik tombol Join

2. Berikut ini cara join meeting melalui Outlook

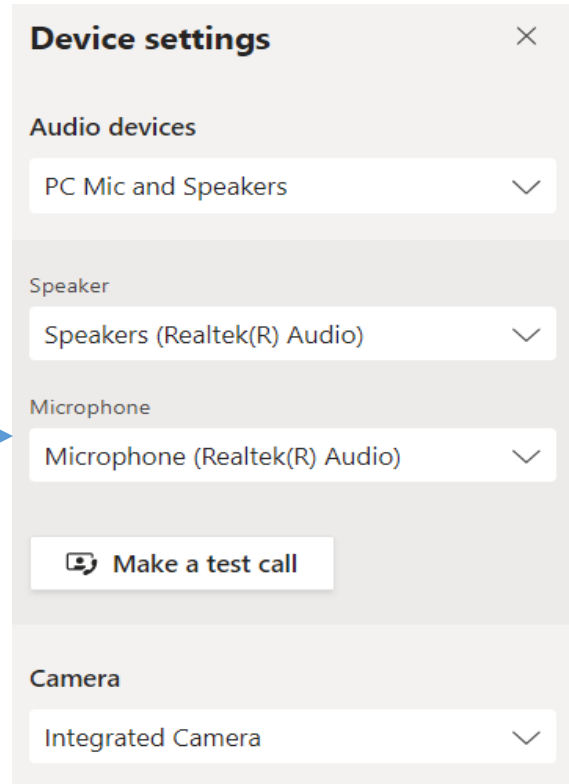
The screenshot shows the Microsoft Outlook interface. The top navigation bar includes the Outlook logo, a search bar, and various utility icons. Below this, a secondary bar contains actions like 'New message', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categorize', 'Snooze', and 'Undo'. The left sidebar shows the 'Favorites' section with 'Inbox' selected, and a list of folders including 'Inbox', 'Drafts', 'Sent Items', 'Deleted Items', and 'Junk Email'. The main content area displays an email from 'Ervin Sahrati Rangkuti' regarding Microsoft Teams. Below the email, a section titled 'Last month' shows two Microsoft Teams notifications. The bottom of the email content features a blue button labeled 'Join Microsoft Teams Meeting', which is highlighted with a blue box and a circled number '1'. Below the button are links for 'Learn more about Teams' and 'Meeting options'. At the bottom of the Outlook window, a URL is visible: 'teams.microsoft.com/join/.../0?context=%7b%22Tid%3a%22de9c0aba-c...'.

Klik pada tautan
Join Microsoft Teams Meeting

Langkah-Langkah Join Meeting



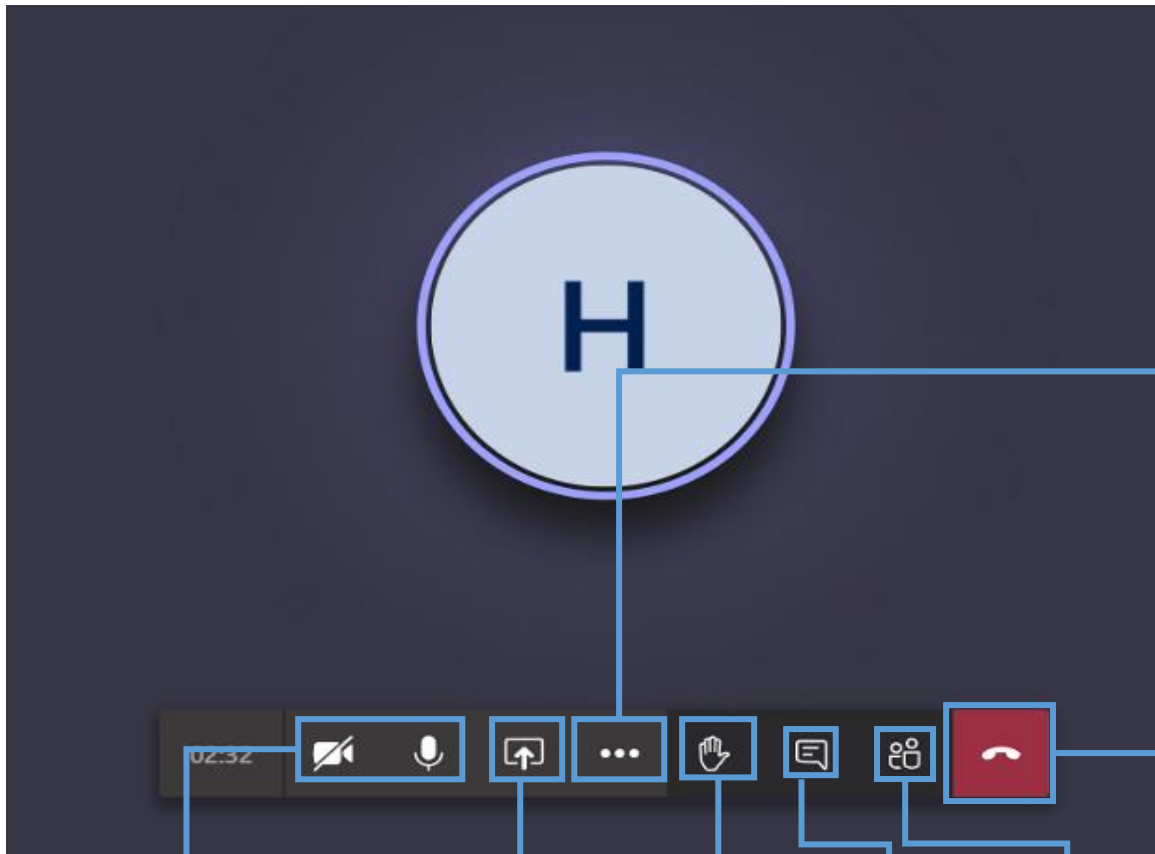
Untuk mengatur Device Settings, seperti Audio dan Kamera



Kamera dan Audio
Aktifkan kamera untuk memperlihatkan wajah dan aktifkan Audio untuk berbicara,
Kemudian klik tombol **Join now**.

Fitur saat melakukan Meeting

Ini adalah tampilan pada saat melakukan meeting online.



Pilihan untuk menyalakan atau mematikan: **Camera, Microphone**

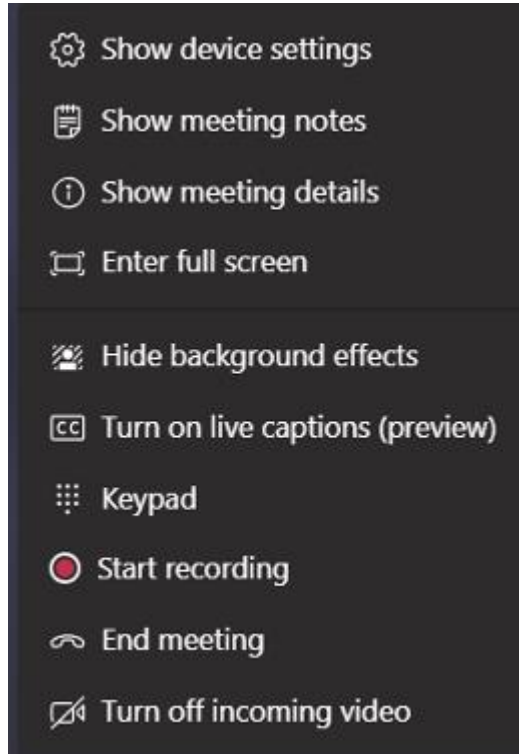
Berbagai atau presentasi

Angkat tangan

Chat box

Tambah participant

Akhiri panggilan



Beberapa fitur pada saat Meeting:

- 1). **Show device settings**, Untuk pengaturan device
- 2). **Show meeting notes**, melihat catatan meeting
- 3). **Show meeting details**, melihat details meeting
- 4). **Enter full screen**, melihat tampilan meeting dengan layar penuh
- 5). **Background effects**, membuat effect
- 6). **Turn on live captions**, subtitle
- 7). **Keypad**, menampilkan papan tombol
- 8). **Start recording**, mulai merekam
- 9). **End meeting**, Akhiri meeting
- 10). **Turn off incoming video**, mematikan video masuk

Fitur saat melakukan Meeting

Cara menggunakan Fitur Background Effect

1

Klik more options, pilih Hide background effects

2

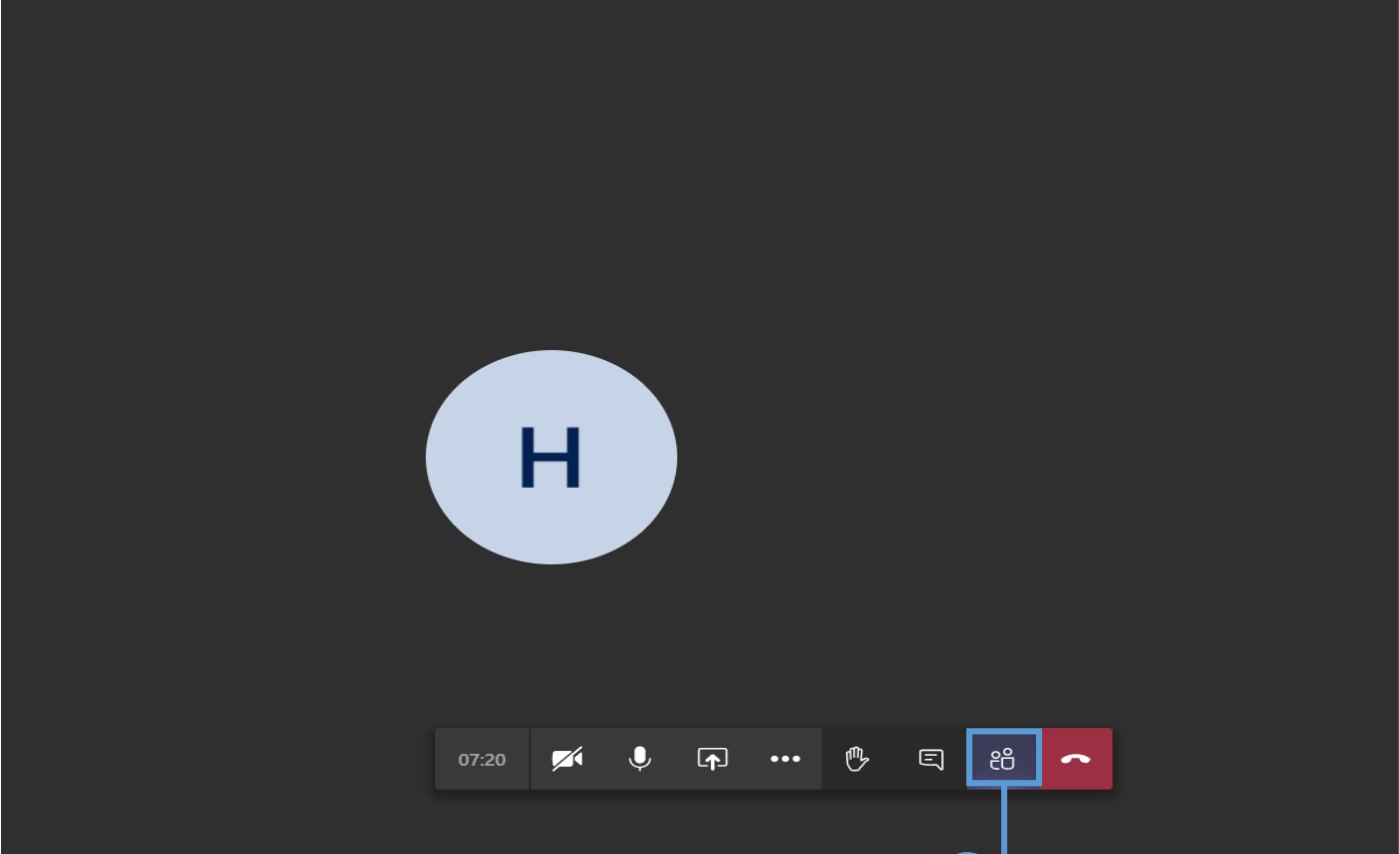
Klik tombol Add new untuk mengupload effect custom

3

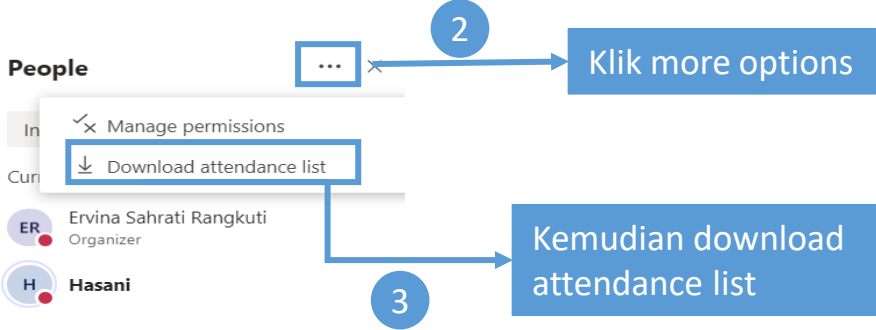
Klik tombol Apply.

Fitur saat melakukan Meeting

Beikut ini Langkah-Langkah mendownload Daftar Hadir Peserta Meeting



1
Klik tombol diatas



2
Klik more options

3
Kemudian download attendance list

Join Meeting untuk Guest

1. Buka akun email, kemudian pilih jadwal meeting di kotak masuk

The screenshot shows an email interface with a search bar at the top. On the left, there's a sidebar with folders: 'Tulis', 'Kotak Masuk' (233), 'Berbintang', 'Ditunda', 'Ter kirim', and 'Draf' (5). The main content area displays an email from 'Microsoft Teams' with the subject 'Microsoft Teams' and a link 'Lihat di Google Kalender'. The meeting details are: 'Kapan: Kam, 16 Apr 2020 5pm - 6pm (WIB)', 'Di mana: Microsoft Teams', and 'Siapa: Andrew Robertson*'. Below the details are buttons for 'Ya', 'Mungkin', 'Tidak', and 'Opsi lainnya'. The email body starts with 'Dear Bapak/Ibu,' followed by a message about a presentation and a meeting invitation. At the bottom of the email body, there is a link 'Join Microsoft Teams Meeting' which is highlighted by a blue box and a callout bubble containing the number '1'. An arrow points from this callout to another blue box containing the text 'Klik pada tautan Join Microsoft Teams Meeting'. The footer of the email includes 'Learn more about Teams | Meeting options'.

2. Tampilan Microsoft Teams di browser, untuk browser bisa menggunakan Microsoft Edge, Mozilla, atau Chrome

The screenshot shows a browser window with the URL `teams.microsoft.com/dl/launcher/launcher.html?url=%2f_%23%2f%2fmeetup-join%2f19%3ameeting_Yjk0MzE1YWItMml2Mi00MGJmLTk0ZDQtMzM5ZjI0NTBh...`. The page title is "Join conversation". The main content area displays "Microsoft Teams" and a "Join on the web instead" button. A modal dialog box is open, asking "Open Microsoft Teams?" with "Open Microsoft Teams" and "Cancel" buttons. An arrow labeled "1" points from the "Cancel" button to a blue box containing the text: "Klik tombol **Cancel** untuk tetap membuka Teams dari Browser". Another arrow labeled "2" points from the "Join on the web instead" button to a blue box containing the text: "Klik **Join on the web instead**". Below the main content, there is a section titled "Experience the best of Teams meetings with the desktop app" with buttons for "Download the Windows app" and "Join on the web instead". A link "Already have the Teams app? Launch it now" is also present. At the bottom, there is a link for "Third-Party Disclosures".

1

Klik tombol **Cancel** untuk tetap membuka Teams dari Browser

2

Klik **Join on the web instead**

Microsoft Teams

Join conversation

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

Open Microsoft Teams Cancel

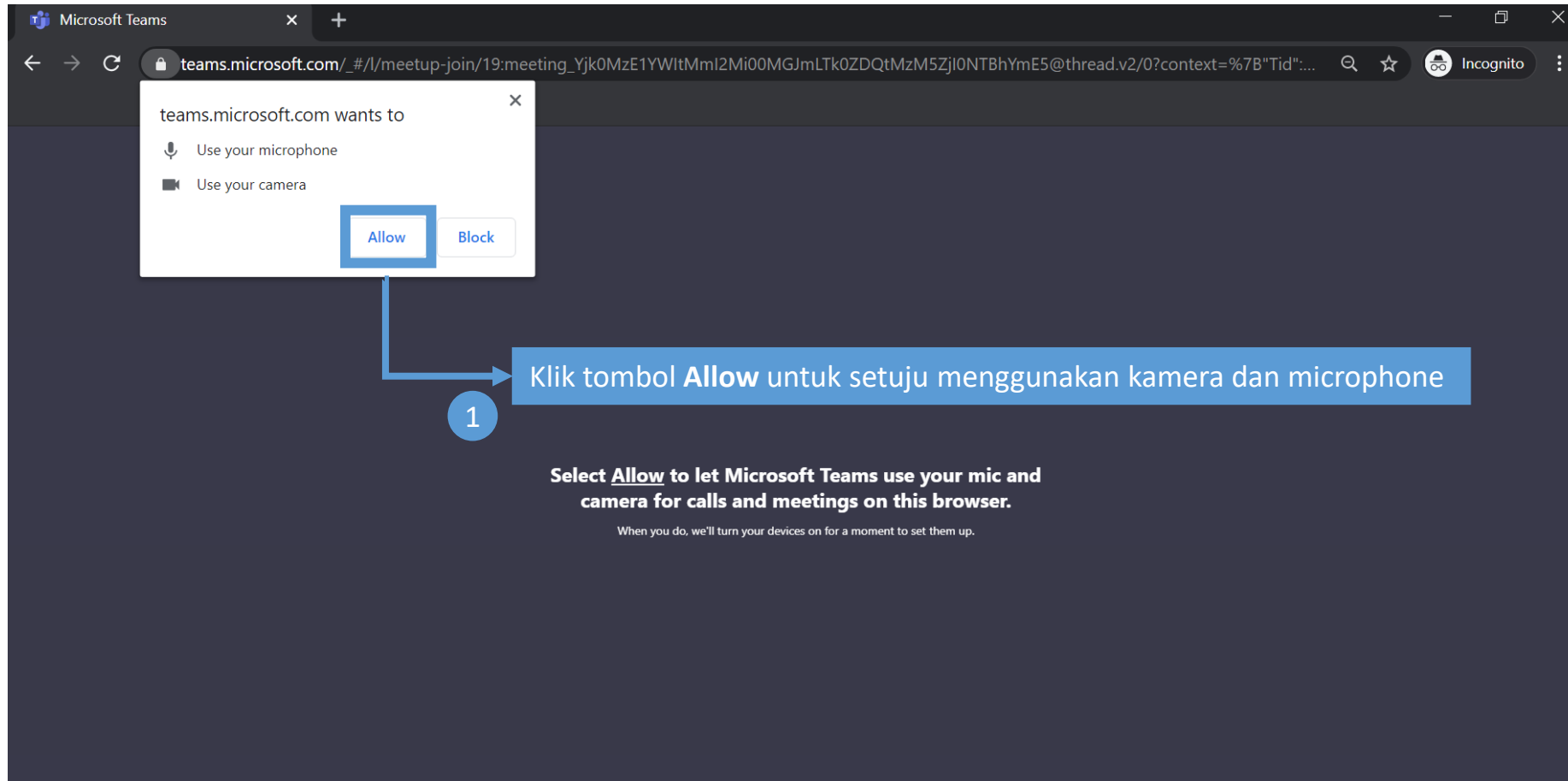
Experience the best of Teams meetings with the desktop app

Download the Windows app Join on the web instead

Already have the Teams app? Launch it now

Third-Party Disclosures

3. Tampilan untuk tetap menggunakan kamera dan microphone



4. Tampilan untuk on/off kamera dan microphone



The image shows a screenshot of the Microsoft Teams pre-join call settings interface. The browser address bar shows the URL: `teams.microsoft.com/_#/pre-join-calling/19:meeting_Yjk0MzE1YWItMml2Mi00MGJmLTk0ZDQtMzM5ZjI0NTBhYmE5@thread.v2`. The main heading is "Choose your audio and video settings for Meeting now". Below this is a central panel with a camera icon and a microphone icon. At the bottom of this panel are four numbered callouts: 1 points to the "Enter name" text box; 2 points to the camera toggle switch; 3 points to the microphone toggle switch; and 4 points to the "Join now" button. A blue text box on the left says "Ketikkan nama sebagai pengenalan" with an arrow pointing to callout 1. A larger blue text box at the bottom says "Kamera dan Audio Aktifkan kamera untuk memperlihatkan wajah dan aktifkan Audio untuk berbicara, Kemudian klik tombol **Join now**." with arrows pointing to callouts 2 and 3.

Ketikkan nama sebagai pengenalan

Kamera dan Audio
Aktifkan kamera untuk memperlihatkan wajah dan aktifkan Audio untuk berbicara,
Kemudian klik tombol **Join now**.

Thank you.