

# Panduan Penggunaan Akun Microsoft Office365

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# Pendaftaran

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Prasyarat pembuatan akun Office365 adalah sbb :

- Mahasiswa
  - Masih aktif perkuliahan
  - Memiliki akun email students ITB (\*@students.itb.ac.id)
- Dosen atau Staff
  - Memiliki akun INA
  - Memiliki akun email dengan domain ITB (\*@itb.ac.id atau \*@\*.itb.ac.id)

Pendaftaran akun Microsoft Office365 dapat dilakukan dengan 2 metode :

1. Mengunjungi langsung layanan Helpdesk DSTI di Gedung Fisika Dasar Lt. 1
2. Mengirim permintaan melalui email ke nicadm@itb.ac.id, dengan subjek request pembuatan akun Microsoft Office365 menggunakan akun email domain itb (@students.itb.ac.id dan \*@itb.ac.id atau \*@\*.itb.ac.id)

# Kompabilitas Perangkat

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## Install status

Detected installs: 0

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

[Manage installs](#)

Satu akun Microsoft Office365 dapat digunakan sampai dengan 5 (lima) buah perangkat meliputi :

- Personal Computer (PC)
- Mac Devices
- Smartphone (Android dan Windows)

# Akses ke sistem Microsoft Office365

<https://portal.office.com>



Work or school account

Keep me signed in

[Sign in](#)

[Back](#)

[Can't access your account?](#)

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# Akses ke sistem Microsoft Office365

Masukan **Username** dan **Password** anda, kemudian klik **Sign In**



Work or school account

itb365@office.itb.ac.id

.....

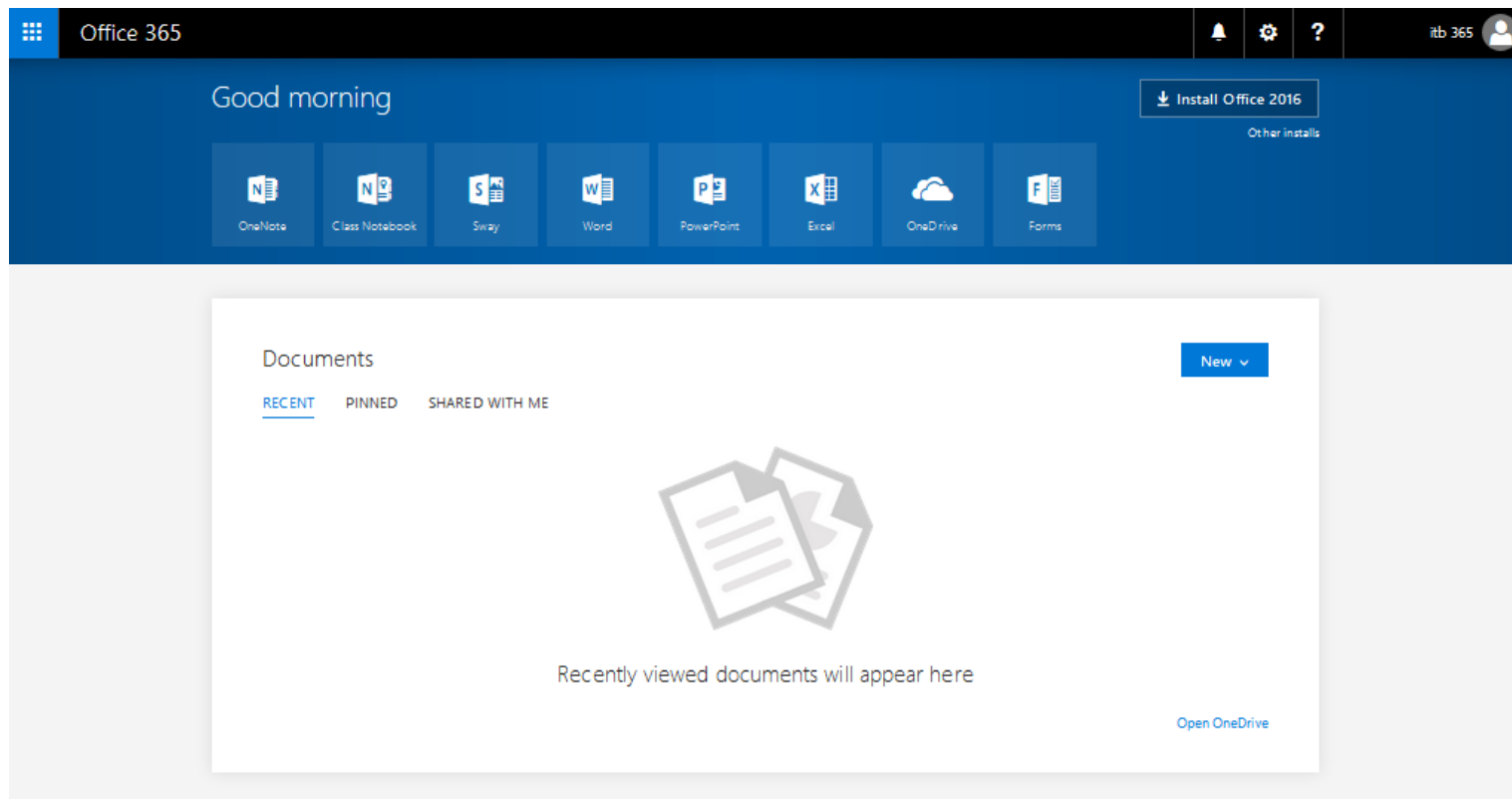
Keep me signed in

[Sign in](#) [Back](#)

[Can't access your account?](#)

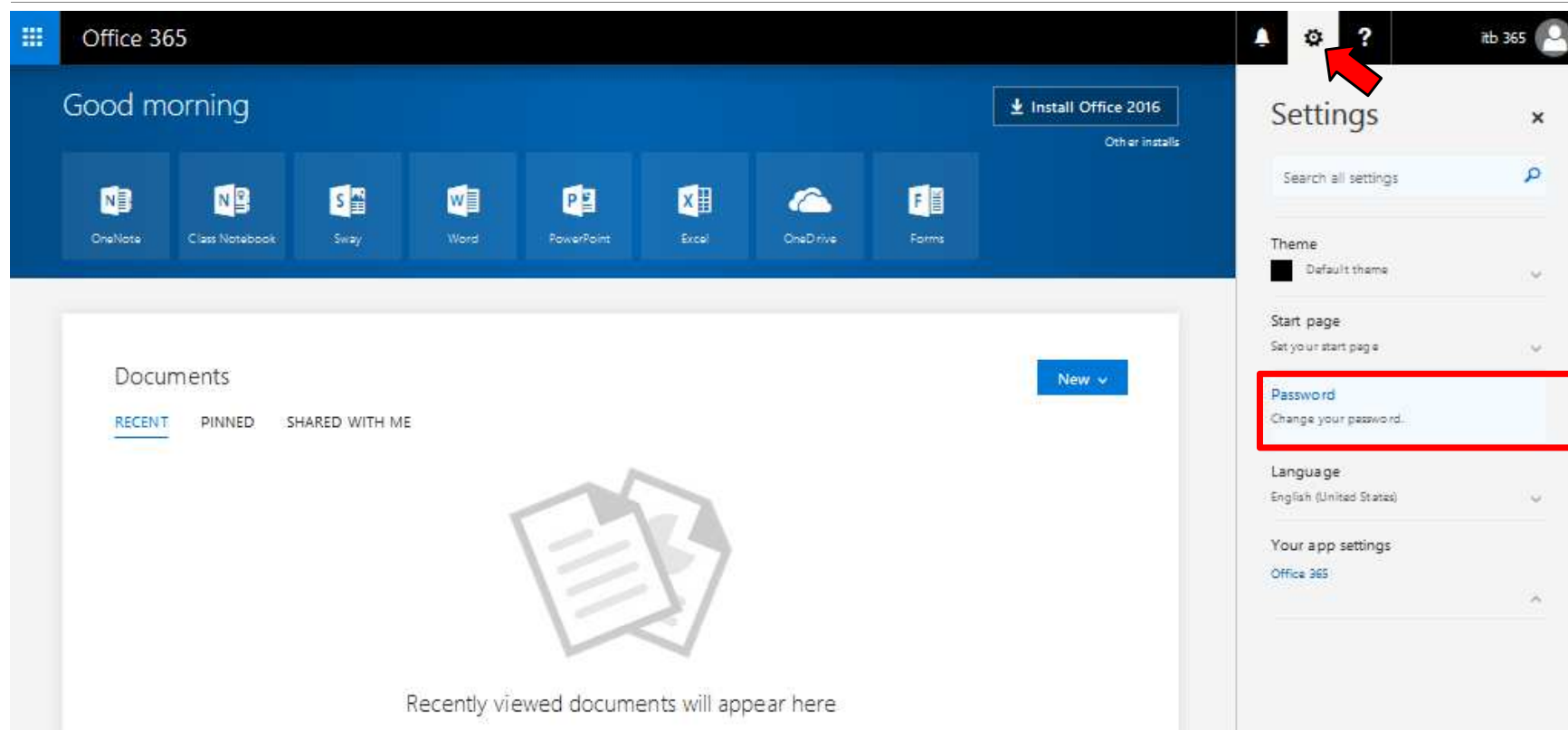
© 2017 Microsoft

# Halaman Dashboard Microsoft Office365



# Reset Password (optional)

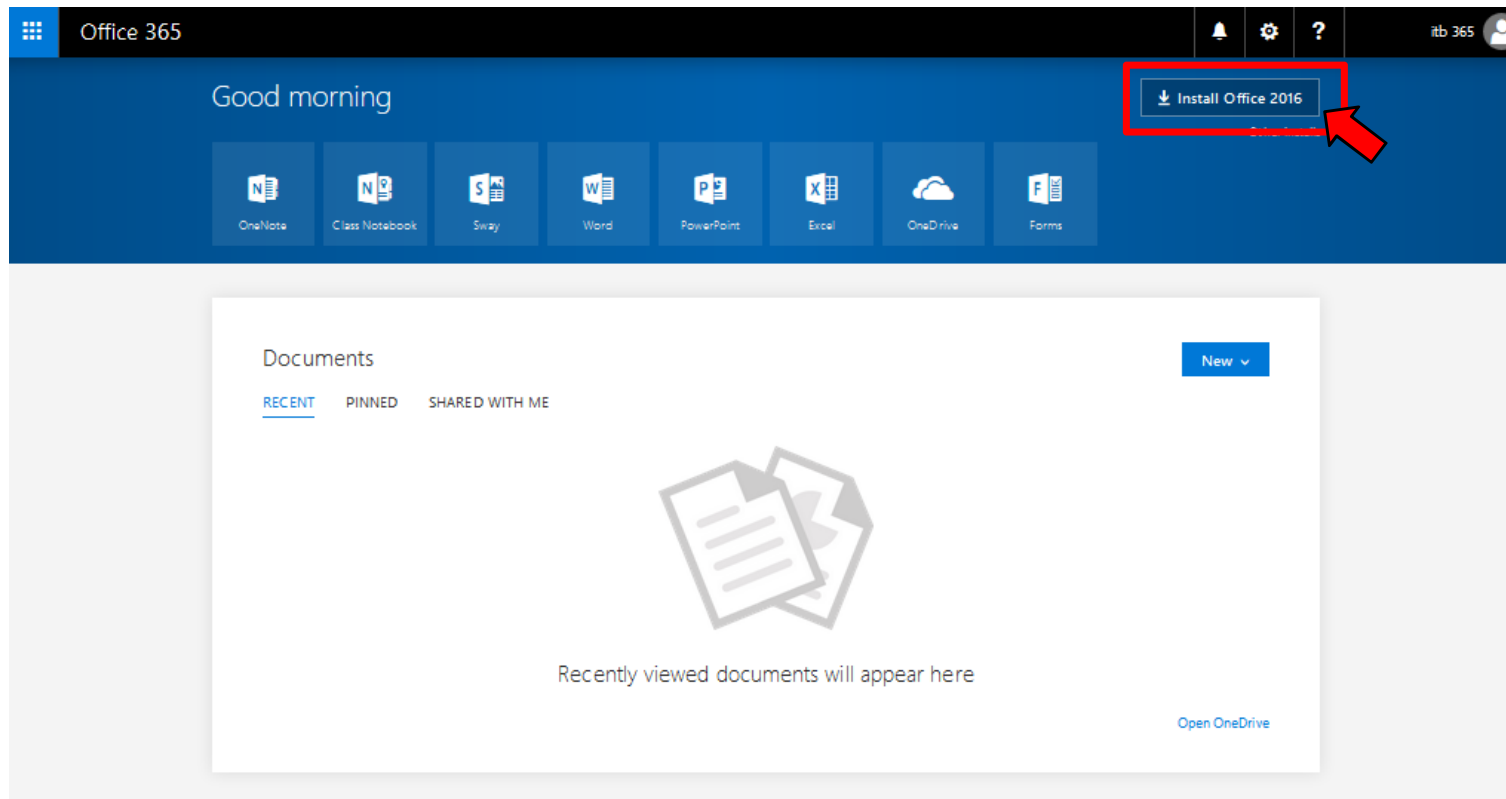
Jika diperlukan, user dapat melakukan penggantian password



The screenshot displays the Office 365 user interface. At the top, the navigation bar includes the Office 365 logo, a search bar, and icons for notifications, settings, and help. A red arrow points to the settings icon. The main content area shows a 'Good morning' greeting, an 'Install Office 2016' button, and a row of application tiles for OneNote, Class Notebook, Sway, Word, PowerPoint, Excel, OneDrive, and Forms. Below this is a 'Documents' section with tabs for 'RECENT', 'PINNED', and 'SHARED WITH ME'. A large document icon is centered, with the text 'Recently viewed documents will appear here' below it. On the right, the 'Settings' panel is open, showing options for Theme, Start page, Language, and Your app settings. The 'Password' option, which includes the text 'Change your password...', is highlighted with a red rectangular box.

# Instalasi Microsoft Office365

Untuk melakukan instalasi Office365, klik tombol **Install Office 2016**

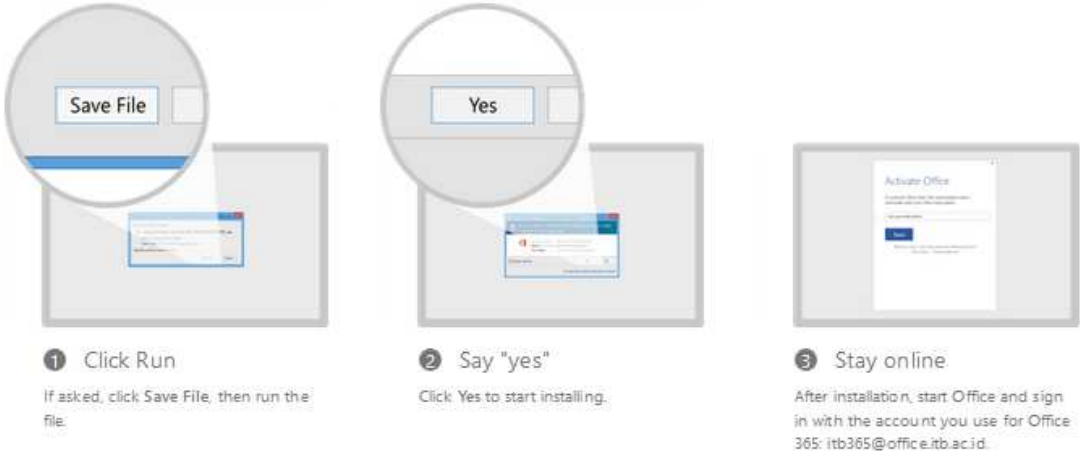




# Instalasi Microsoft Office365

Download file installer ke dalam perangkat anda

Just a few more steps...




- 1 Click Run**  
If asked, click Save File, then run the file.
- 2 Say "yes"**  
Click Yes to start installing.
- 3 Stay online**  
After installation, start Office and sign in with the account you use for Office 365: itb365@office.itb.ac.id.

[Need help installing?](#)

Opening Setup.X86.en-us\_O365ProPlusRetail\_04954c19-7b...


You have chosen to open:

 ...il\_04954c19-7b85-4caf-af57-4b251c7b058e\_TX\_SG\_b\_32\_.exe  
which is: Binary File (4.1 MB)  
from: <https://c2rsetup.officeapps.live.com>

What should Firefox do with this file?

Open with

DownThemAll!

dTa OneClick! 

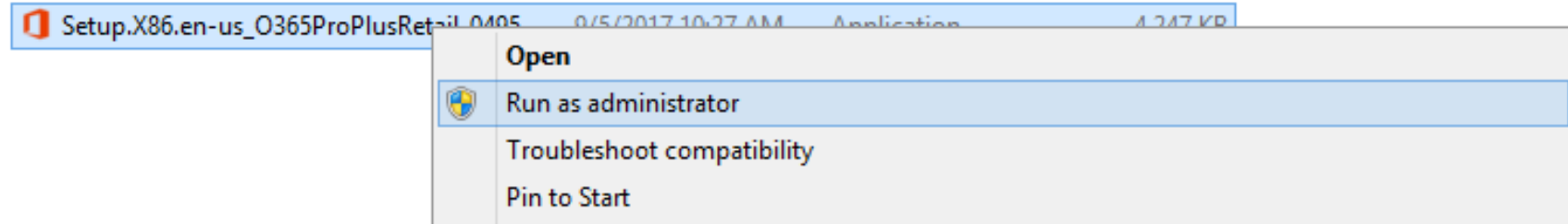
Save File

Do this automatically for files like this from now on.

# Instalasi Microsoft Office365

Jalankan file installer Microsoft Office365, dengan cara **klik kanan** pada file dan pilih **Run as administrator**

- Instalasi Microsoft Office365 harus dilakukan secara **online** dengan koneksi internet yang memadai
- Jika Instalasi selesai lisensi Office365 sudah secara online teraktivasi



# Instalasi Microsoft Office365

Proses Instalasi akan berjalan

- Waktu instalasi akan bervariasi sesuai dengan kecepatan koneksi internet

 Office



Please stay online while Office downloads

We'll be done in just a moment.

# Fitur tambahan

Microsoft Office365 juga memiliki beberapa fitur tambahan yang dapat diakses langsung dari dashboard, seperti :

- OneNote
- Office Online (Word,Excel,dan Powerpoint)
- Onedrive
- Forms

