How to Use VPN

1

click **Start**

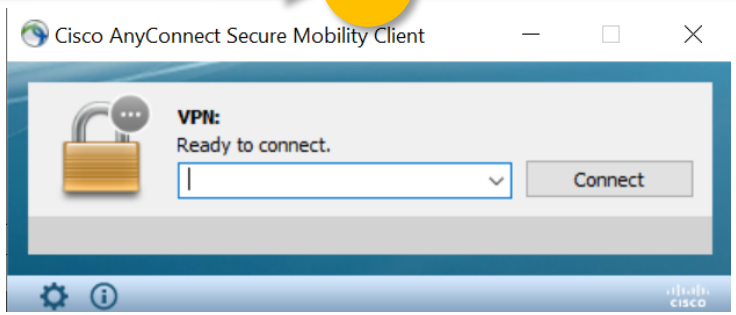
2

type Cisco Anyconnect

3

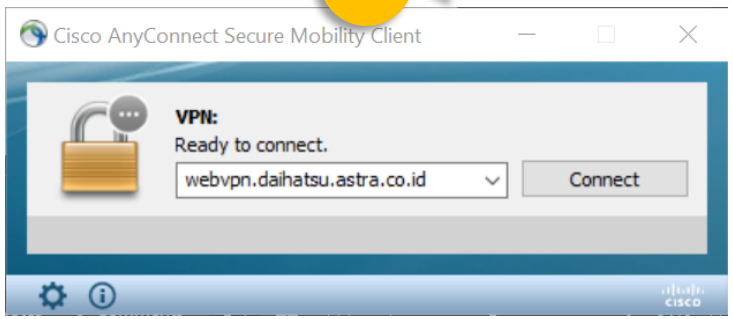
click Open

4



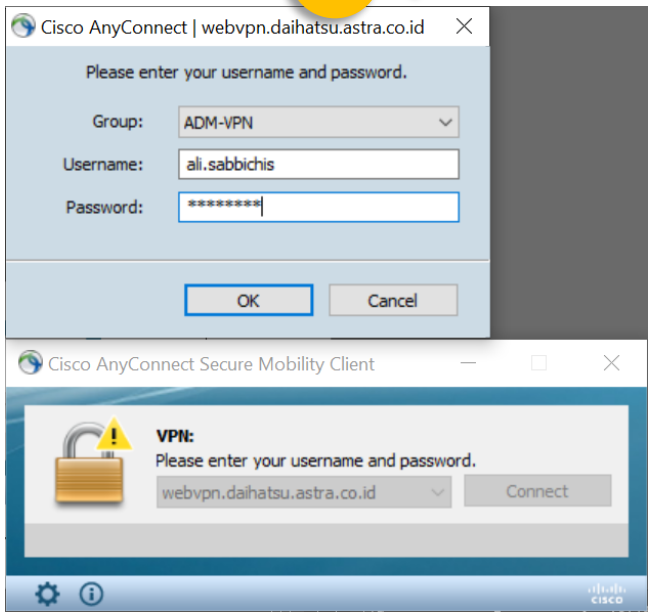
Cisco AnyConnect will open

5



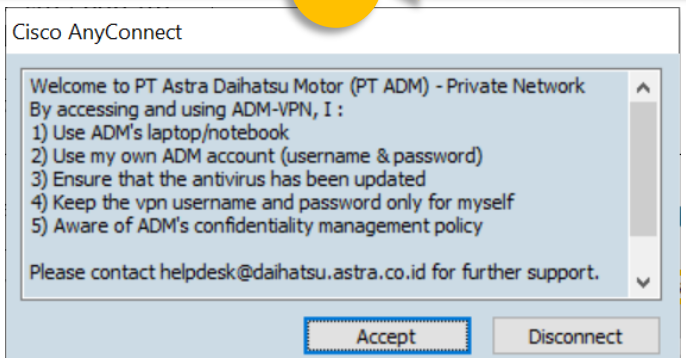
If form blank,
fill "webvpn.daihatsu.astra.co.id",
and click Connect

6



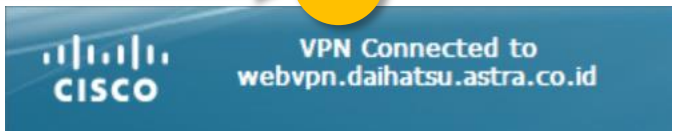
Fill your username and password **(same with PC login)**
Remember to choose Group ADM-VPN

7



Greeting pop-up. **Click Accept**

8



You are connected!

Microsoft Teams – **Login**

1

click Start

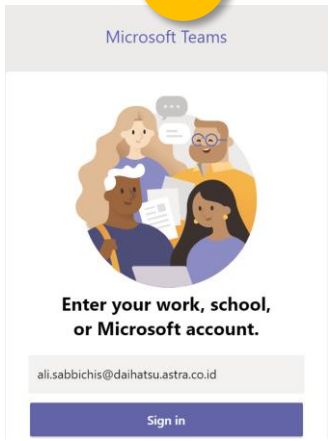
2

type Microsoft teams

3

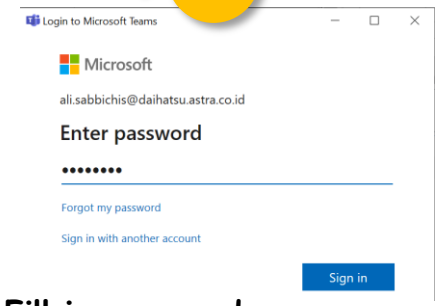
click Open

4



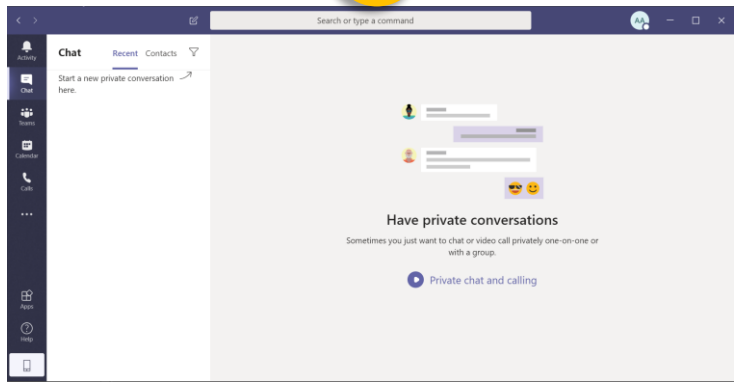
Fill username with your email address,
Ex. **ali.Sabbichis@Daihatsu.astra.co.id**
@daihatsu.astra.co.id -> OK
@ad.Daihatsu.astra.cio.id -> NoK

5



Fill in password
Initial Default Password: Astra123
Should be changed on first login

6



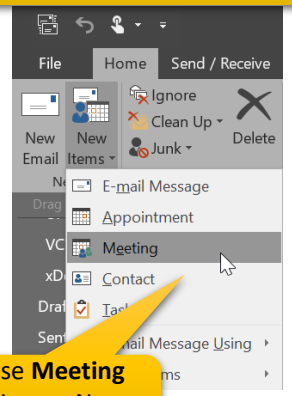
Login success

How to use Microsoft Teams – **Meeting**

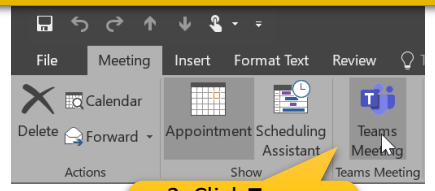
All meeting (ADM Internal or External) please sent invitation using Outlook Calendar.

Meeting Organizer

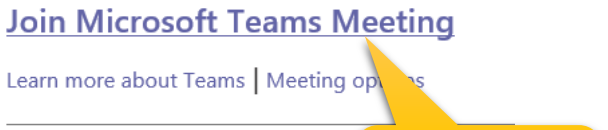
Must have MS Teams Account



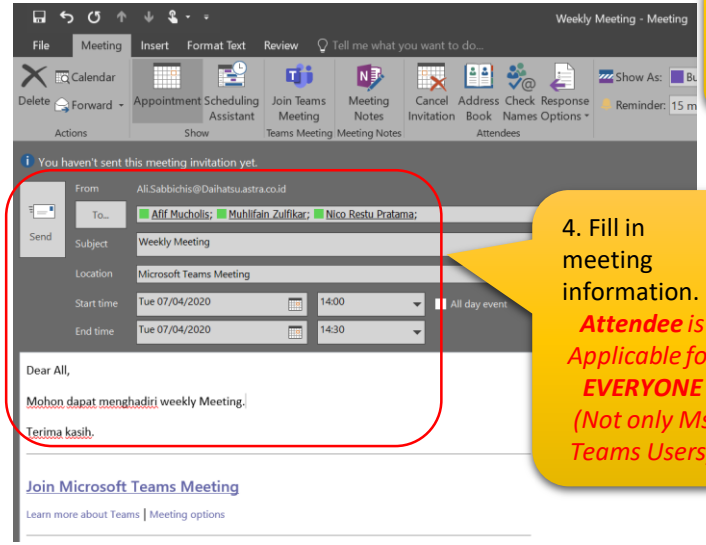
1. Choose **Meeting** in Tab Home - New Items



2. Click **Teams Meeting** in Tab Meeting



3. Make sure link **Join Meeting** is appear in body email

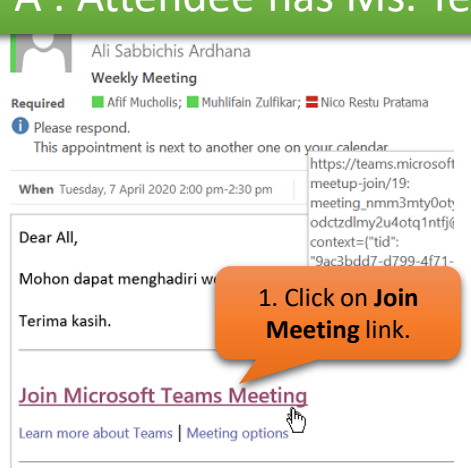


4. Fill in meeting information.
***Attendee** is Applicable for **EVERYONE** (Not only Ms Teams Users)*

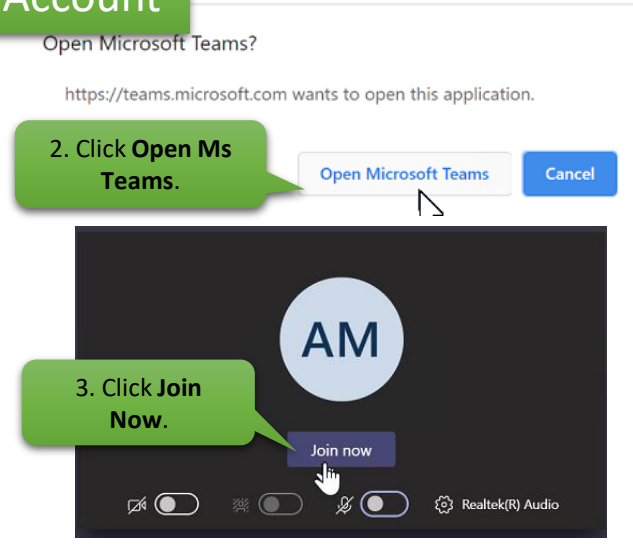
Meeting Attendee

All invited attendee will receive email invitation from Meeting Organizer

Case A : Attendee has Ms. Teams Account



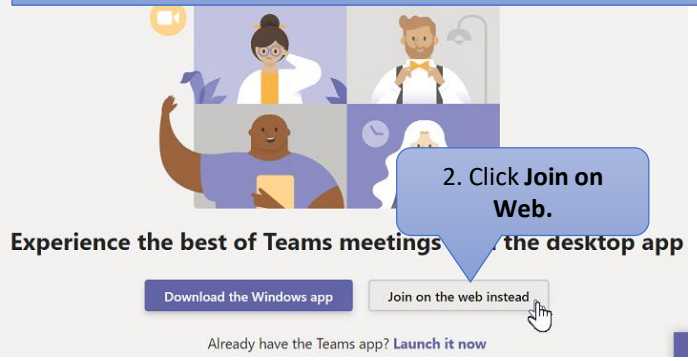
1. Click on **Join Meeting** link.



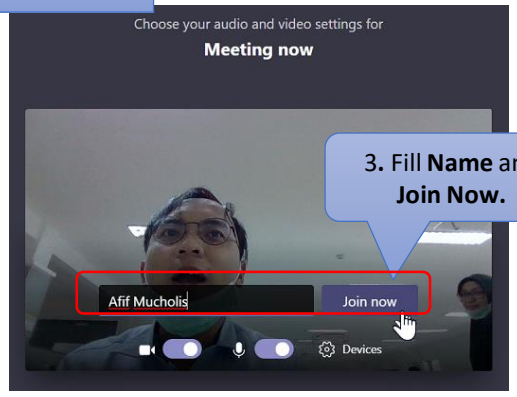
2. Click **Open Ms Teams**.

3. Click **Join Now**.

Case B : Attendee join with Web Browser



2. Click **Join on Web.**



3. Fill **Name** and **Join Now.**