

PANDUAN PENGGUNAAN
AKUN OFFICE 365



polman astra

Disusun Oleh : MIS
Departemen : Badan Penyelenggara Umum dan
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POLITEKNIK MANUFaktur ASTRA
JAKARTA UTARA
2019

DOKUMEN HISTORI REVISI

Code	Penulis	Tanggal	Deskripsi
00	Adnan dan Kristina	19 Februari 2019	<ul style="list-style-type: none">• Membuat dokumen panduan pengenalan pada tahap awal• Membuat konten sesuai dalam daftar isi

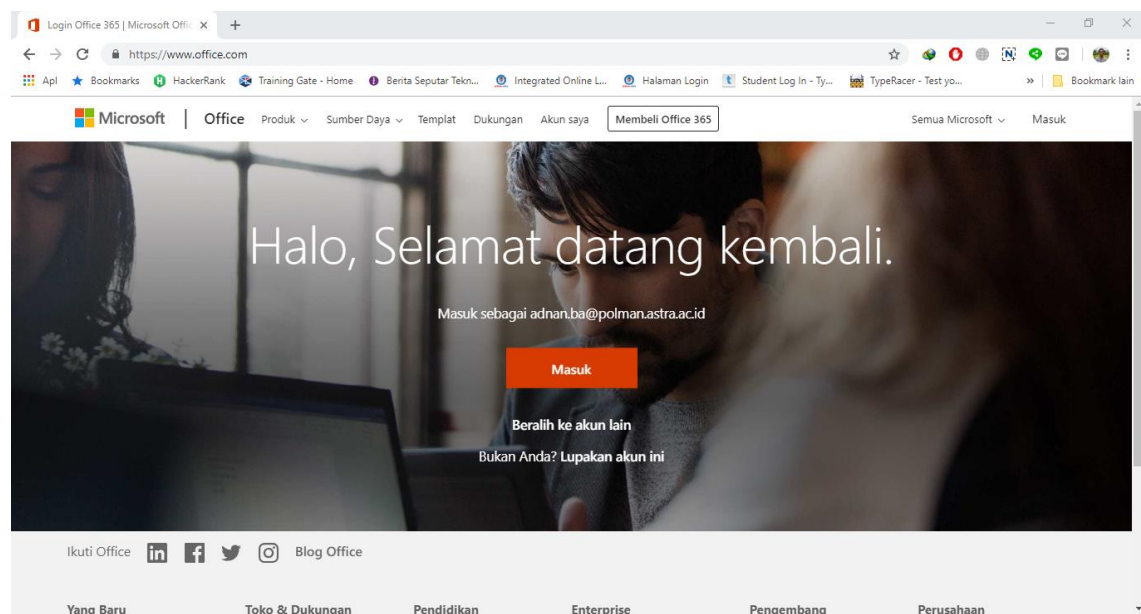
DAFTAR ISI

DOKUMEN HISTORI REVISI	2
<i>1 KONFIGURASI OFFICE 365</i>	<i>4</i>
<i>2 KONFIGURASI AZURE FOR STUDENT</i>	<i>7</i>
<i>3 KONFIGURASI MICROSOFT OUTLOOK</i>	<i>11</i>

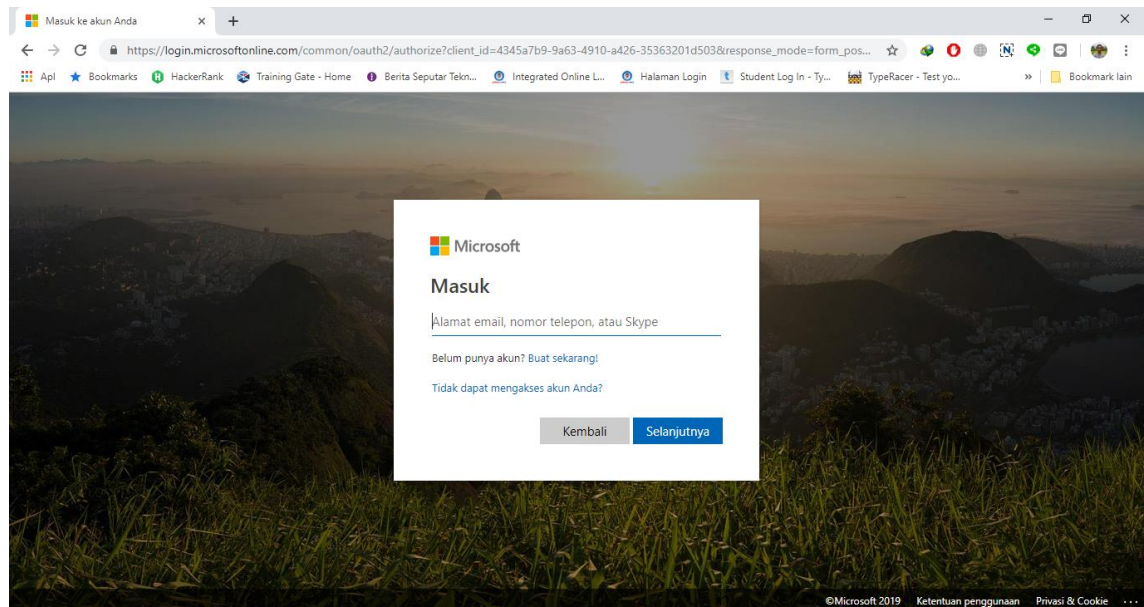
KONFIGURASI OFFICE 365

Berikut merupakan langkah-langkah untuk melakukan konfigurasi awal pada akun Office 365:

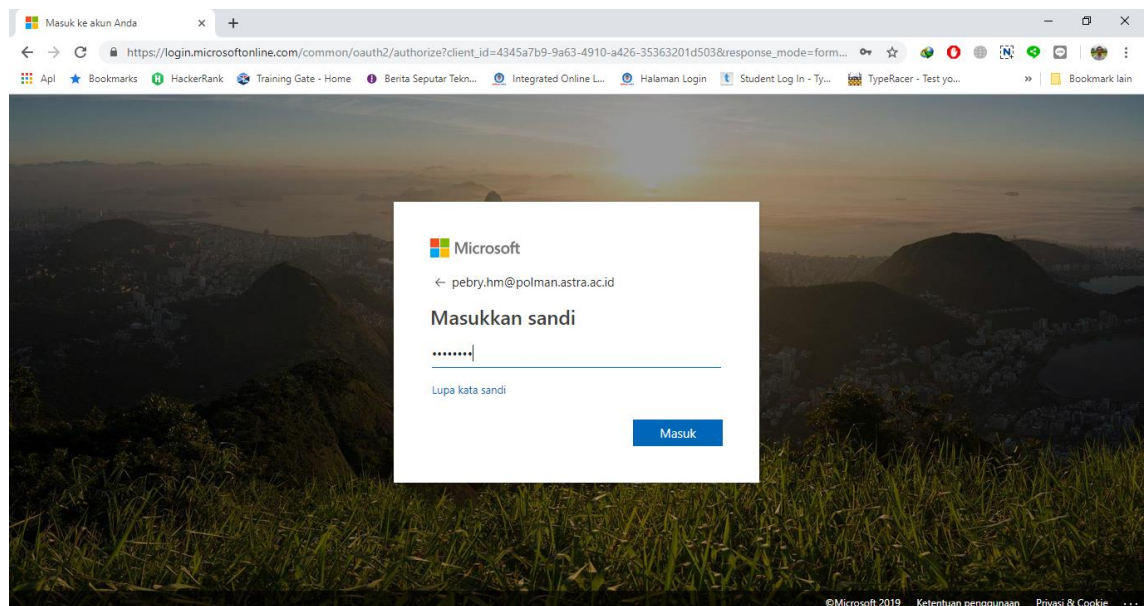
1. Buka *Web Browser* dan mengetikkan <https://www.office.com/> pada URL. Pilih tombol **Masuk**.



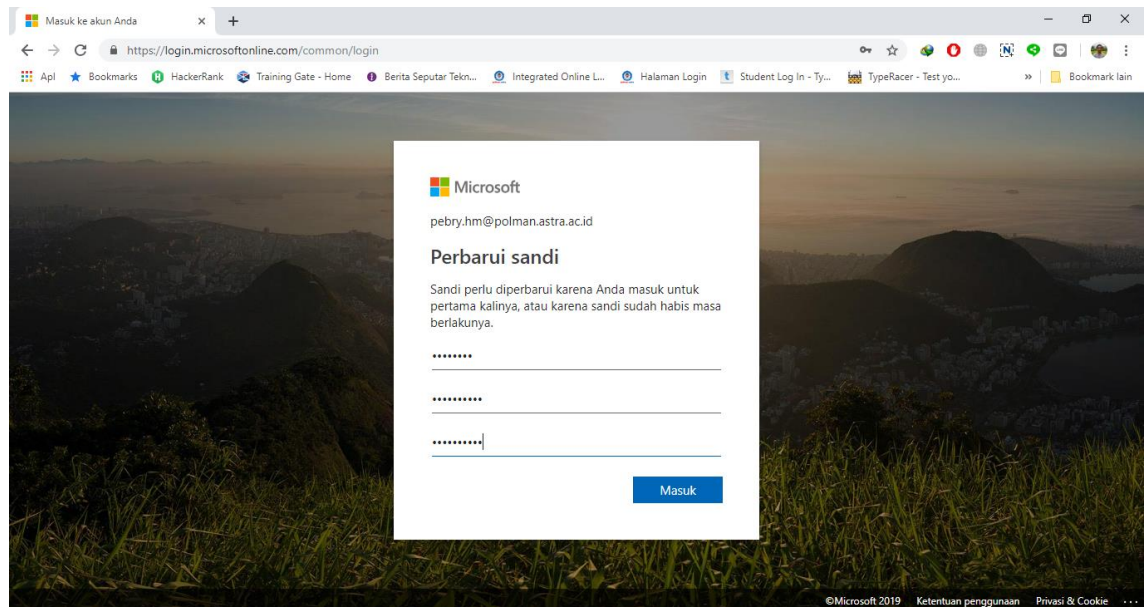
2. Masukkan username dengan email yang sudah didapatkan saat mendaftar dengan domain @polman.astra.ac.id.



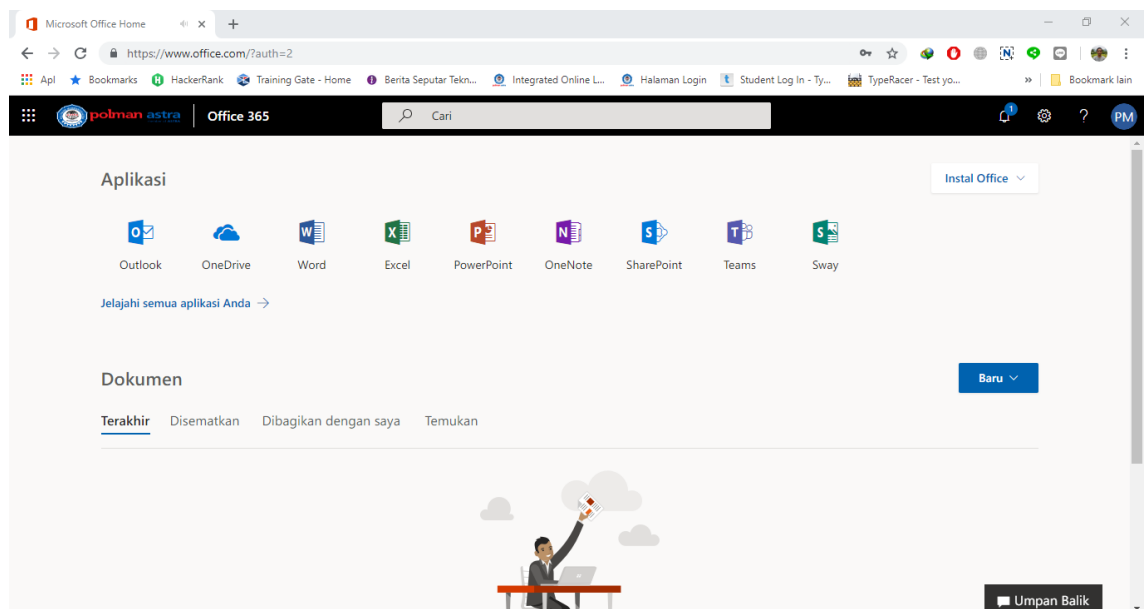
3. Masukkan kata sandi yang didapat.



4. Perbarui sandi dengan kata yang mudah diingat. Usahakan password mengandung huruf kapital, angka, huruf dan *character*.



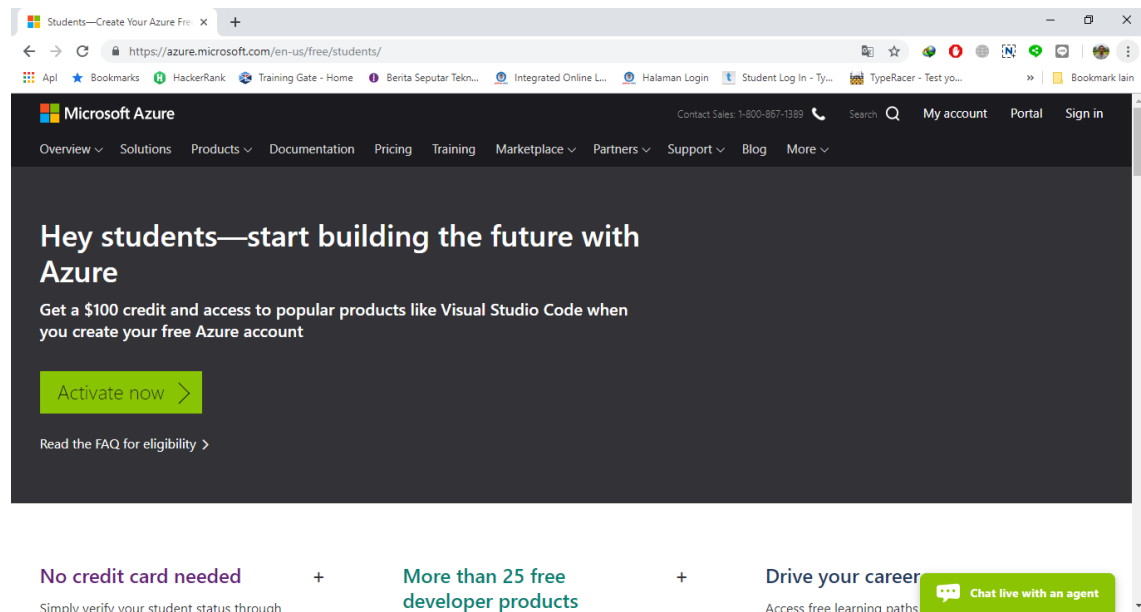
5. Setelah melakukan serangkaian langkah-langkah, maka Akun Office 365 telah dapat digunakan secara daring/*online* maupun luring/*offline*. Jika ingin menggunakan *offline*, maka lakukan instalasi office 365 dengan mendownload office 365 yang terdapat dalam halaman ini.



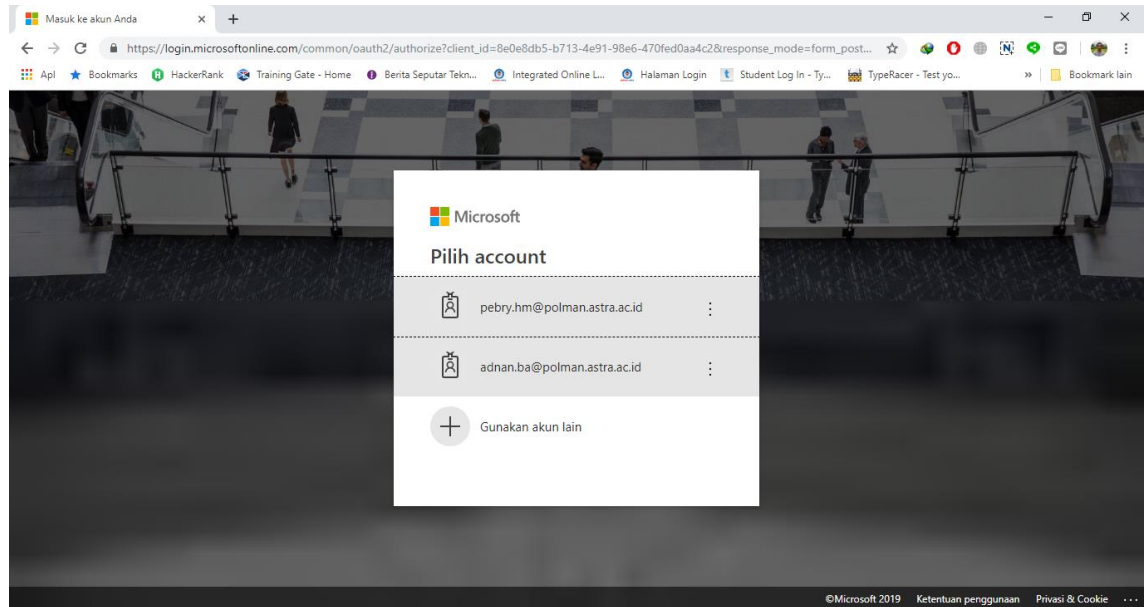
KONFIGURASI AZURE FOR STUDENT

Berikut merupakan langkah-langkah untuk melakukan registrasi awal pada *azure for student*:

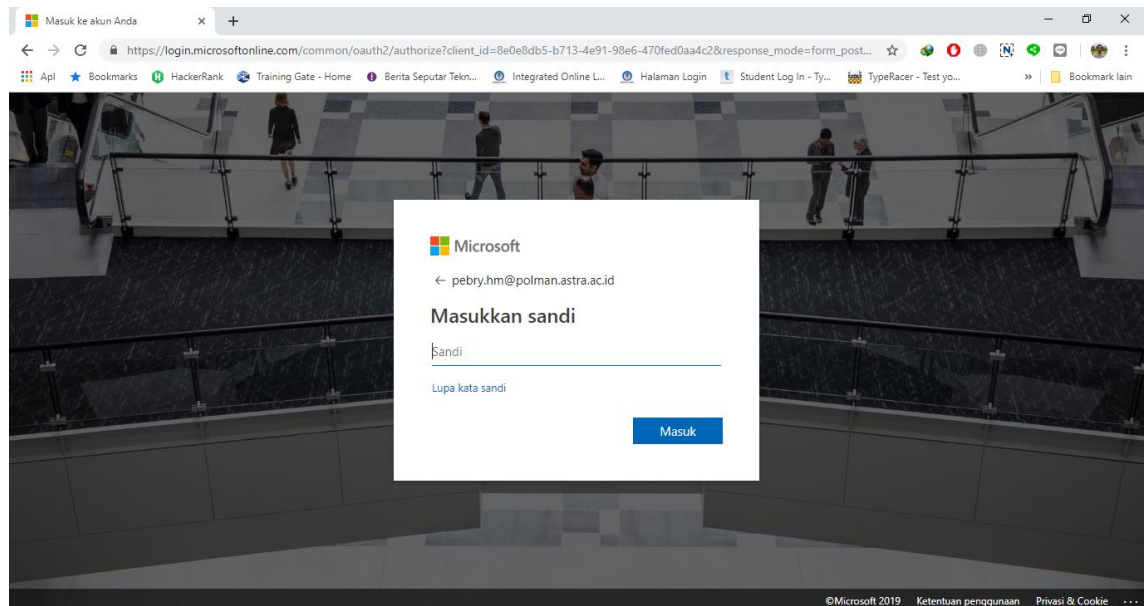
1. Buka *Web Browser* dan menetikkan <https://azure.microsoft.com/en-us/free/students/> pada URL. Pilih tombol Activate Now.



- Pilih atau masukkan username dengan email yang sudah didapatkan saat mendaftar dengan domain @polman.astra.ac.id.



- Masukkan kata sandi yang didapat/yang telah diubah.



4. Masukkan informasi data diri dan nomor telepon. Nomor telepon yang dimasukkan akan digunakan untuk verifikasi data diri.

Azure - Sign up

https://signup.azure.com/signup?offer=MS-AZR-0170P&correlationId=9fd8719a-f7b3-4357-9092-e079404d58fc&appId=StudentVerification

Microsoft Azure

pebry.hm@polman.astra.ac.id Sign out

Azure for Students

Get \$100 in Azure credits and free access to popular cloud services plus developer tools like Visual Studio Code

1 About you

Country/Region
Indonesia

First name
Pebny

Last name
Harnelfi Mirza

Email address for important notifications

Menunggu signup.azure.com...

5. Pilih pada agreement untuk menyepakati penggunaan dan aturan yang ada dalam azure for student. Pilih tombol *Sign up*.

Azure - Sign up

https://signup.azure.com/signup?offer=MS-AZR-0170P&correlationId=9fd8719a-f7b3-4357-9092-e079404d58fc&appId=StudentVerification

Microsoft Azure

pebry.hm@polman.astra.ac.id Sign out

Azure for Students

Get \$100 in Azure credits and free access to popular cloud services plus developer tools like Visual Studio Code

1 About you

2 Identity verification by phone

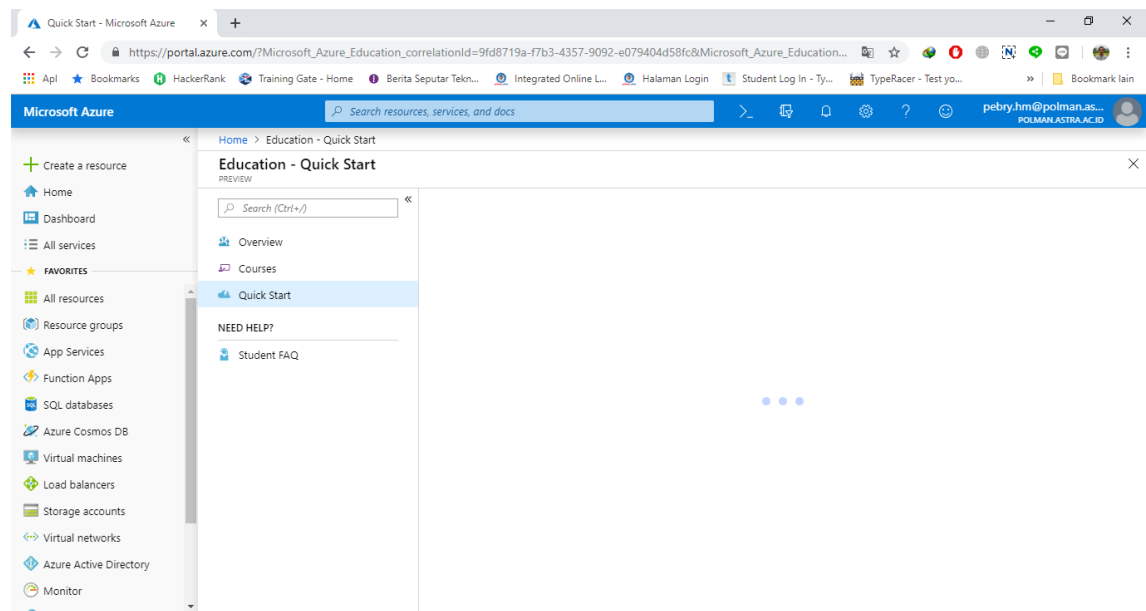
3 Agreement

☒ I agree to the [subscription agreement](#), [offer details](#), and [privacy statement](#)

☒ I would like information, tips, and offers from Microsoft or selected partners about Azure, including Azure Newsletter, Pricing updates, and other Microsoft products and services.

Sign up

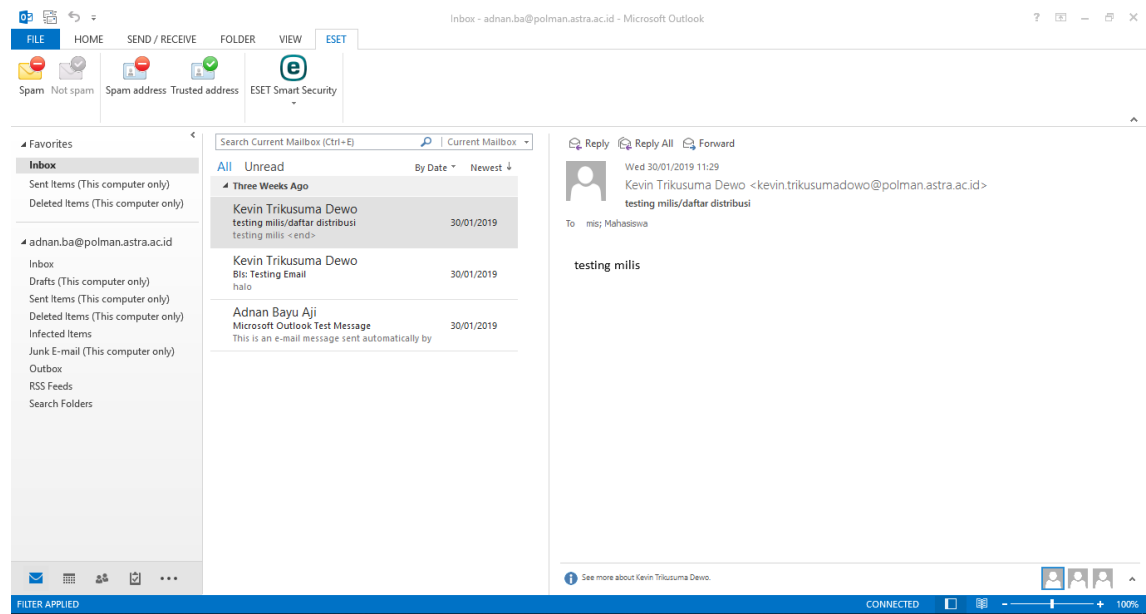
6. Halaman utama azure for student akan terlihat seperti pada gambar dibawah ini.



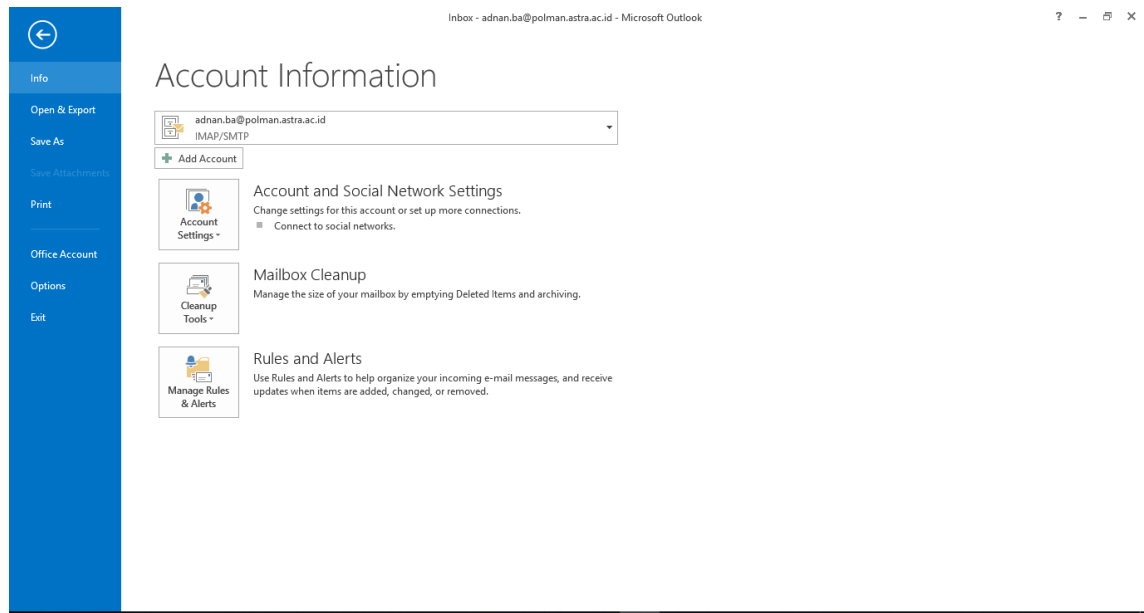
KONFIGURASI MICROSOFT OUTLOOK

Berikut merupakan langkah-langkah untuk melakukan registrasi awal pada *azure for student*:

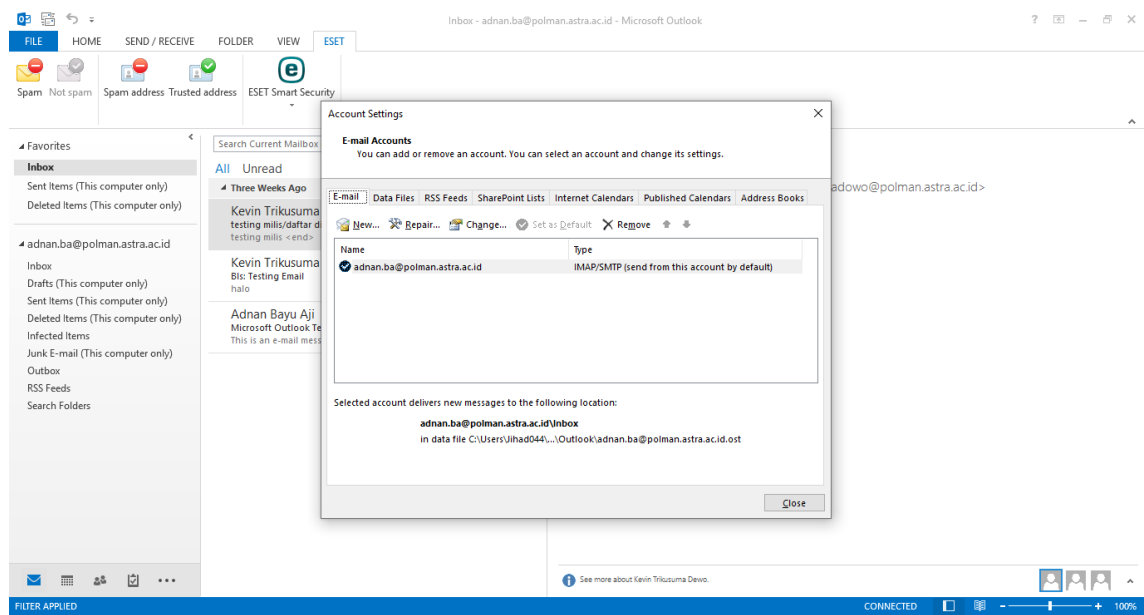
1. Buka microsoft outlook yang telah terinstall di dalam masing-masing komputer atau laptop yang akan digunakan. Pilih menu File.



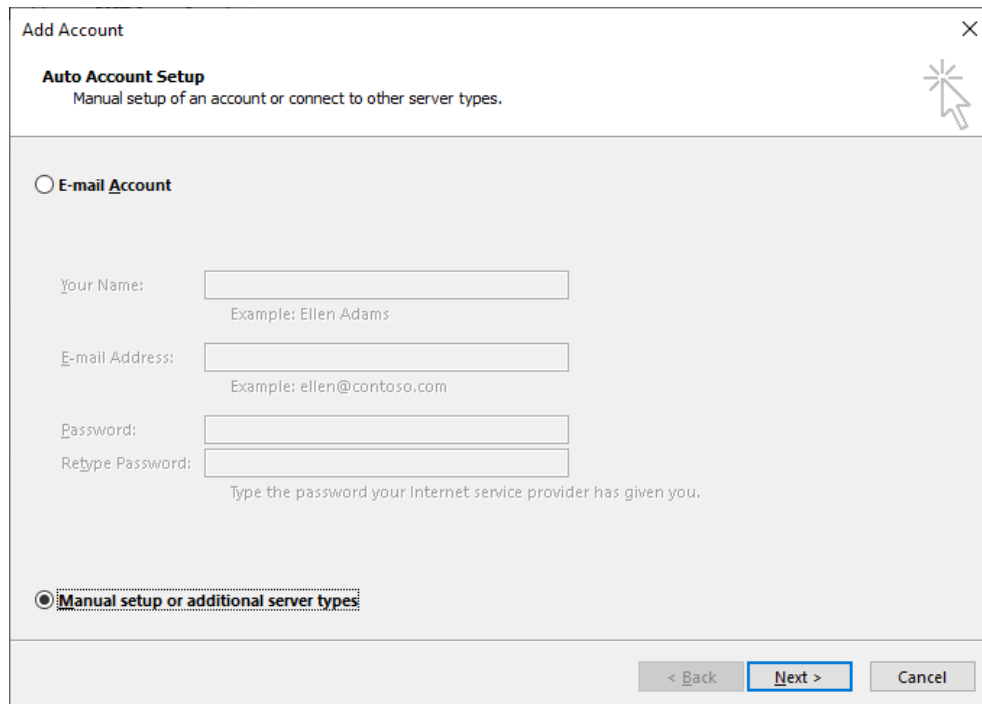
2. Pada menu file, pilih Account Settings, kemudian pilih Account Settings...



3. Pada dialog Account Settings, pilih New...

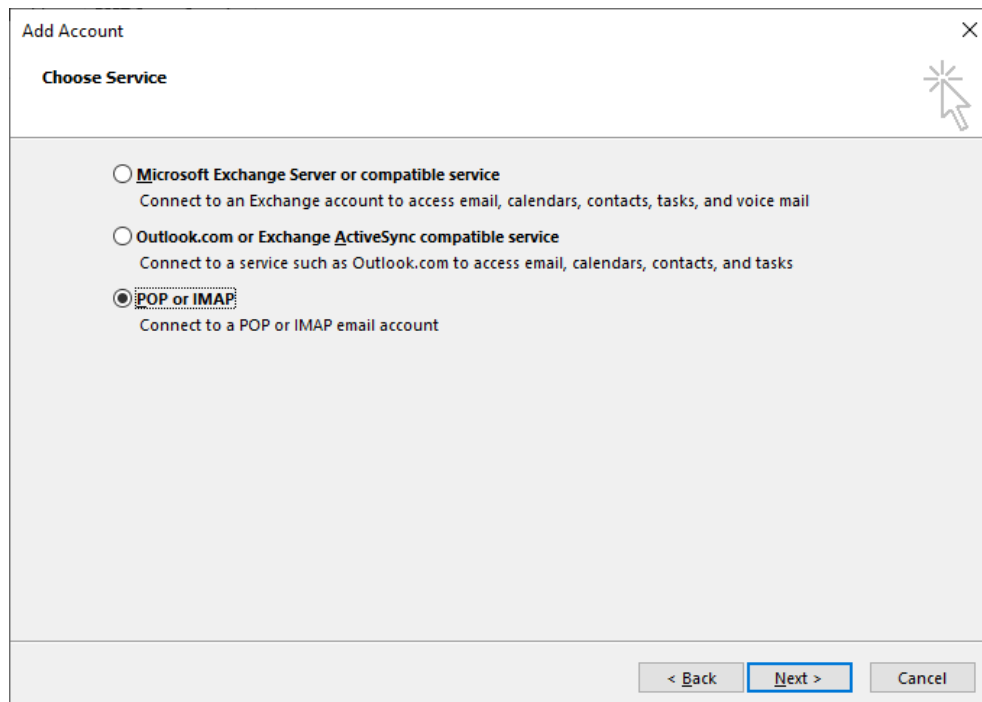


4. Pada dialog Add Account – Auto Account Setup, pilih Manual setup or additional server types.



The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' tab selected. The title bar says 'Add Account' and there is a close button (X) in the top right corner. Below the title bar, the text 'Auto Account Setup' is followed by 'Manual setup of an account or connect to other server types.' There are two radio buttons: 'E-mail Account' (unselected) and 'Manual setup or additional server types' (selected). Below the 'E-mail Account' option, there are four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:'. Below the 'Retype Password' field, there is a note: 'Type the password your internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'.

5. Pada dialog Add Account – Choose Service, pilih POP or IMAP.



The screenshot shows the 'Add Account' dialog box with the 'Choose Service' tab selected. The title bar says 'Add Account' and there is a close button (X) in the top right corner. Below the title bar, the text 'Choose Service' is followed by three radio button options: 'Microsoft Exchange Server or compatible service' (unselected) with the description 'Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail'; 'Outlook.com or Exchange ActiveSync compatible service' (unselected) with the description 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'; and 'POP or IMAP' (selected) with the description 'Connect to a POP or IMAP email account'. At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'.

6. Pada dialog Add Account – POP and IMAP Account Settings, masukan beberapa informasi yaitu :

a. User Information

- Your Name : diisi dengan nama pribadi
- Email Address : diisi dengan email yang terdaftar

b. Server Information

- Account Type : IMAP
- Incoming mail server : outlook.office365.com
- Outgoing mail server : smtp.office365.com

c. Logon Information

- User Name : diisi dengan email yang terdaftar
- Password : diisi dengan password yang didapat/yang telah dirubah

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Mail to keep offline: All

[More Settings ...](#)

< Back Next > Cancel

7. Kemudian pilih tombol More Settings..

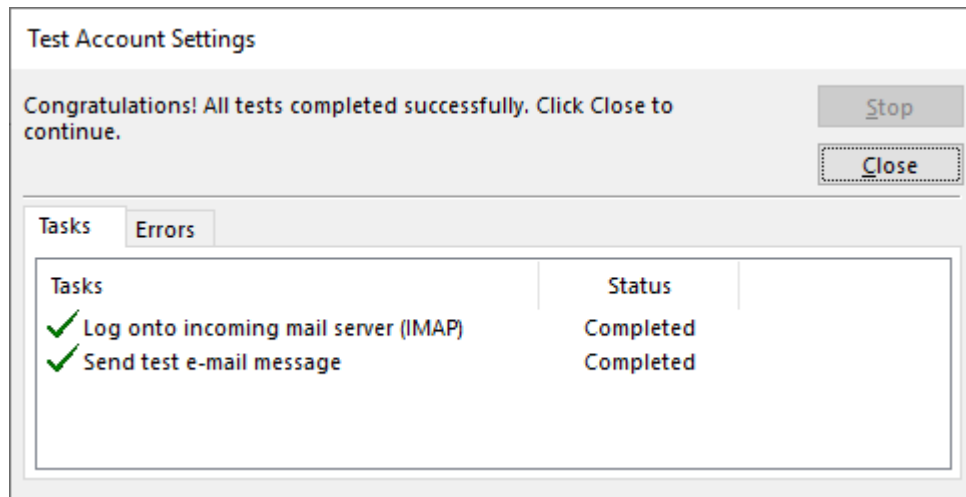
8. Pada dialog Internet E-mail Settings tab Outgoing Server, pilih My Outgoing Server (SMTP) requires authentication. Kemudian pilih Log on using dan isikan username dan password sama seperti yang diisi pada poin 6 – Logon Information.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Below it, the 'Log on using' radio button is selected. The 'User Name' field contains 'pebry.hm@polman.astra.ac.id' and the 'Password' field contains a masked password '*****'. The 'Remember password' checkbox is checked, and the 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'OK' and 'Cancel' buttons are at the bottom right.

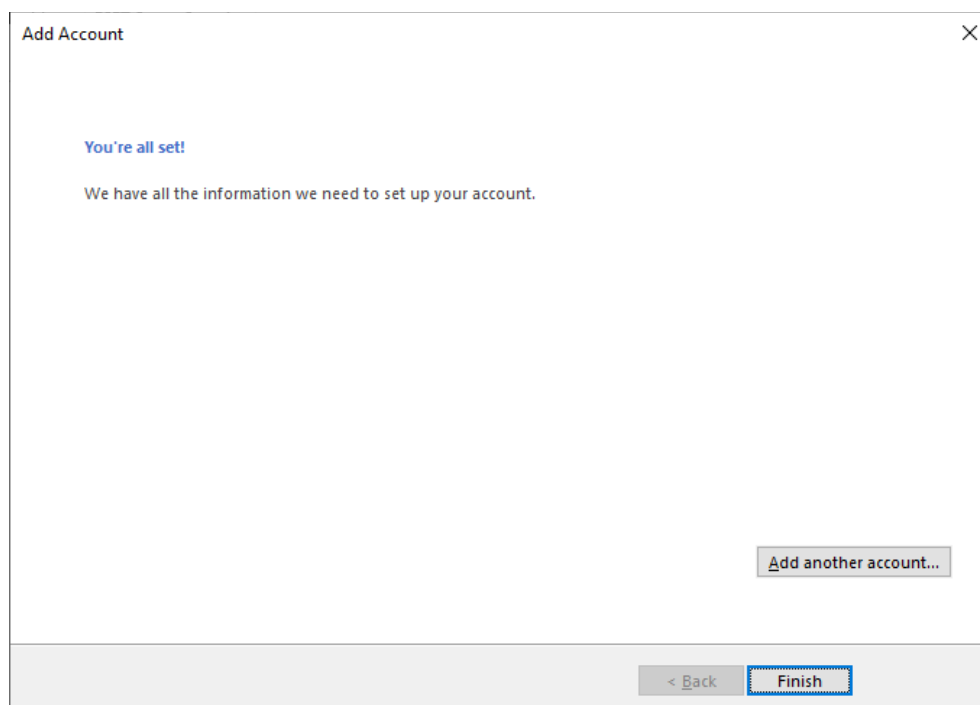
9. Pada dialog Internet E-mail Settings tab Advanced, Incoming server adalah 993 dengan enkripsi SSL dan Outgoing server 587 dengan enkripsi TLS. Pilih tombol OK.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. Under 'Server Port Numbers', the 'Incoming server (IMAP)' is set to '993' and 'Use the following type of encrypted connection' is set to 'SSL'. The 'Outgoing server (SMTP)' is set to '587' and 'Use the following type of encrypted connection' is set to 'TLS'. Under 'Server Timeouts', the 'Short' slider is positioned towards the 'Long' end, which is labeled '1 minute'. Under 'Folders', the 'Root folder path' field is empty. Under 'Sent Items', the 'Do not save copies of sent items' checkbox is unchecked. Under 'Deleted Items', the 'Mark items for deletion but do not move them automatically' checkbox is unchecked, and the 'Purge items when switching folders while online' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

10. Pilih tombol next. Akan muncul dialog Test Account Settings dan harus tercentang semua. Pilih tombol close.



11. Jika berhasil, maka akan muncul dialog berikut ini.



12. Halaman awal microsoft outlook yang dapat digunakan sebagai media E-mail akan tampil seperti gambar dibawah ini.

