



جامعة تكنولوجى مارا
UNIVERSITI
TEKNOLOGI
MARA

MANUAL PENGGUNA MICROSOFT OFFICE 365

2020

Untuk Staf dan Pelajar UiTM

ISI KANDUNGAN

Contents

1.0 PENGENALAN KEPADA OFFICE 365.....	1
2.0 CAPAIAN KEPADA OFFICE 365.....	2
3.0 KEMASKINI KATA LALUAN BARU.....	5
4.0 KEMASKINI EMEL ALTERNATIF DI OFFICE 365.....	7
5.0 INSTALASI OFFICE	11
6.0 APLIKASI-APLIKASI OFFICE 365.....	16
7.0 MICROSOFT TEAMS.....	18
Sign in to Teams	18
Pick a team and channel (For Lecturers/ Students)	19
Create a class team in Microsoft Teams (For Lecturers).....	19
Add a student to a class team (For Lecturers).....	19
Remove students from a class team (For Lecturers)	21
Add a co-teacher to a class team (For Lecturers).....	22
Remove a co-teacher from a class team (For Lecturers)	25

1.0 PENGENALAN KEPADA OFFICE 365

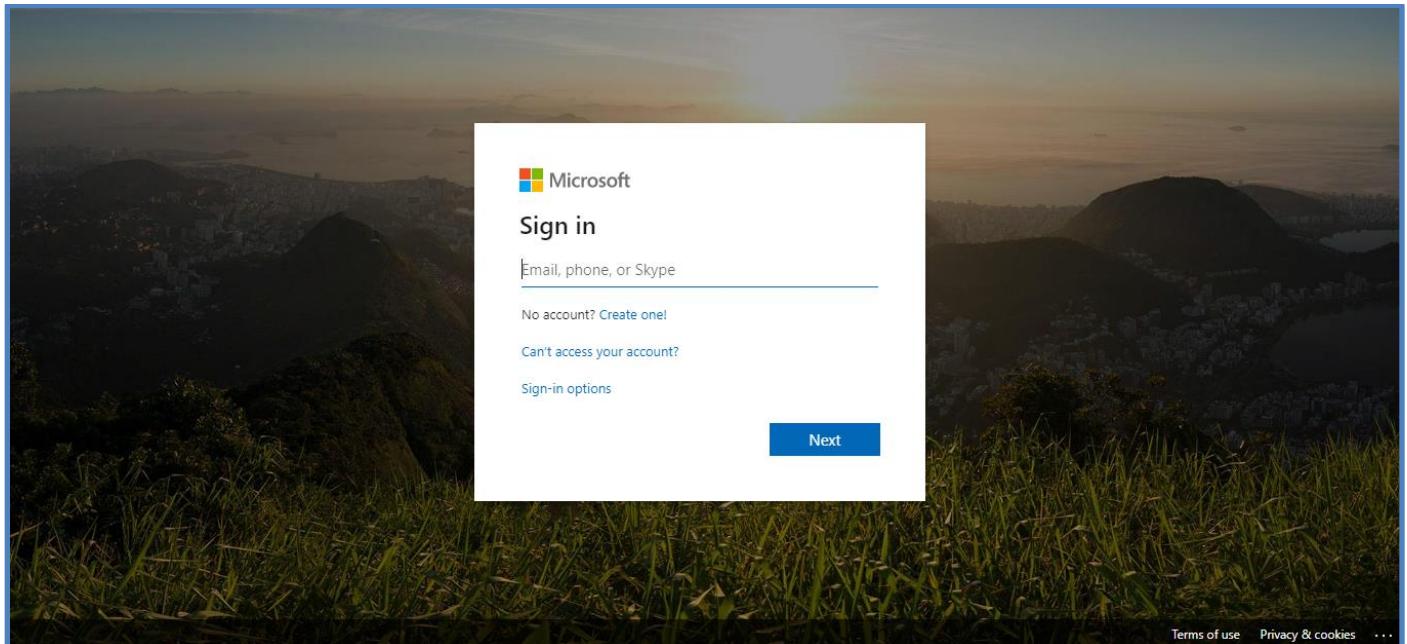
1.0 PENGENALAN KEPADA OFFICE 365

Office 365 merupakan kombinasi Microsoft Office Destop dengan *cloud* Office 365 (termasuk Microsoft Exchange Online, Microsoft SharePoint Online, and Microsoft Office Web Apps) yang mana

Antara pelayar yang boleh digunakan ialah :

- Internet Explorer 10 (Windows 7 & 8)
- Internet Explorer 9 (Windows 7, Vista SP2)
- Internet Explorer 8 (Windows 7, Vista SP2, XP SP3 32 bit, XP SP 2 64 bit)
- Firefox – Latest version
- Chrome – Latest version
- Safari – Latest version

Untuk mendapatkan maklumat lanjut berkaitan microsoft 365, sila rujuk pautan web: <https://www.microsoft.com/en-my/>



Sekiranya ada cadangan dan pandangan untuk mempertingkatkan dokumen ini, boleh emelkan kepada:

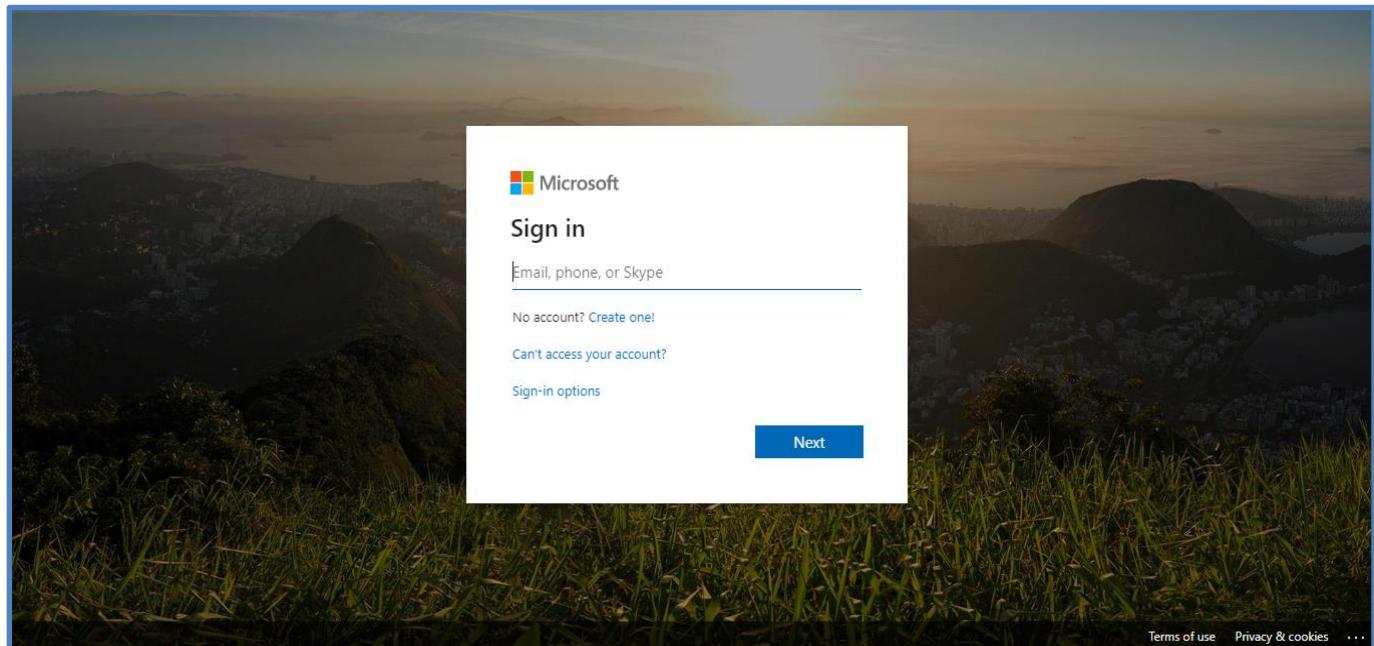
administrator@uitm.edu.my

2.0 CAPAIAN KEPADA OFFICE 365

2.0 CAPAIAN KEPADA OFFICE 365

1. Untuk membuka Office 365, salin link berikut di browser :

<https://login.microsoftonline.com/>



2. Masukkan username dan password .

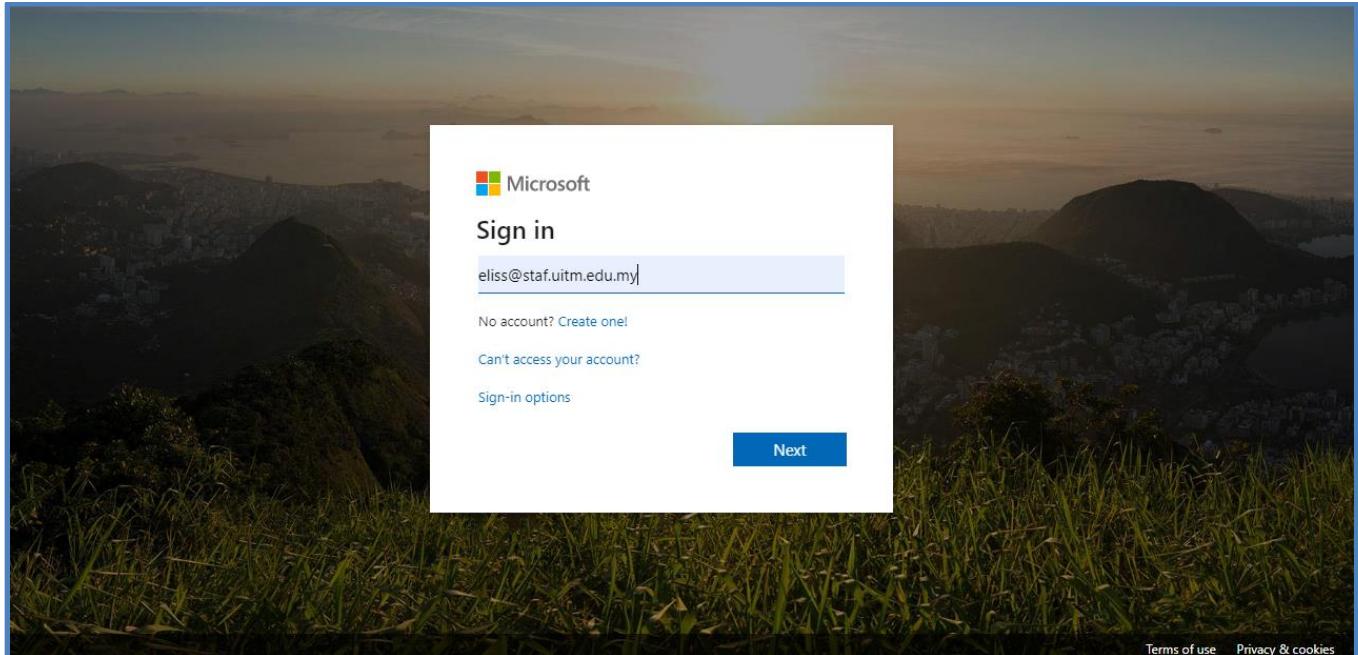
Username untuk staf username@staf.uitm.edu.my

contoh nawfa@staf.uitm.edu.my jika Email Rasmi UiTM adalah nawfa@uitm.edu.my.

Untuk pelajar No StudentID@isiswa.uitm.edu.my

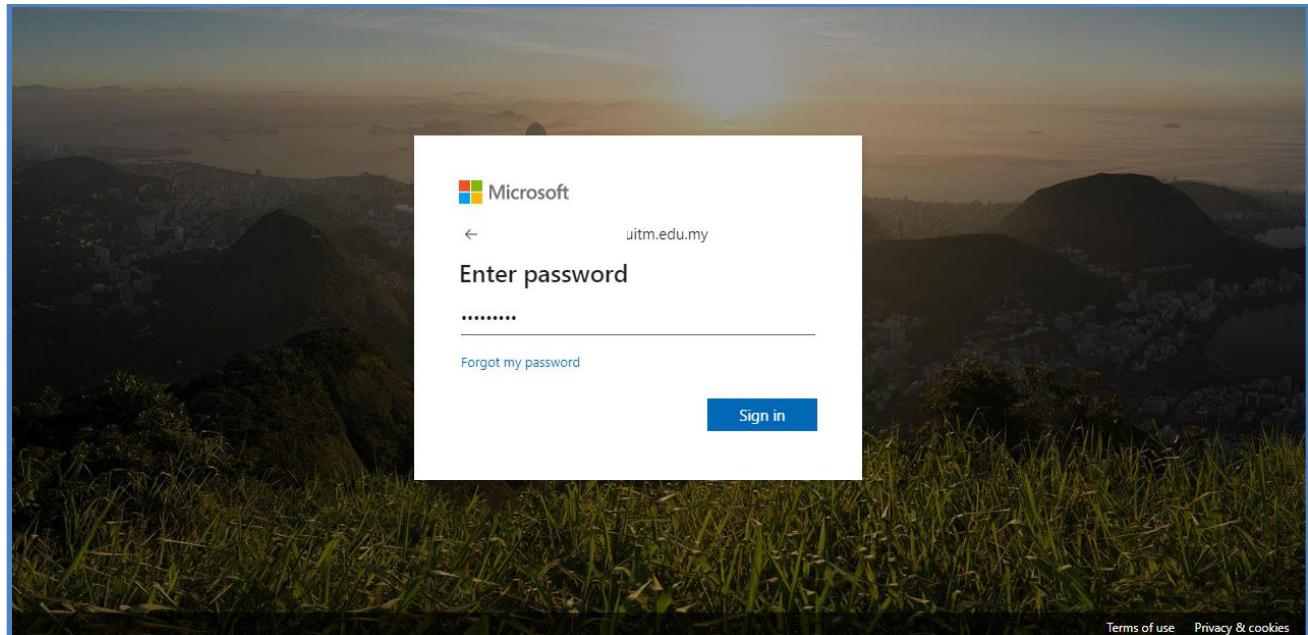
contoh 2020691982@isiswa.uitm.edu.my

2.0 CAPAIAN KEPADA OFFICE 365



3. Masukkan Username dan tekan butang Next.

2.0 CAPAIAN KEPADA OFFICE 365



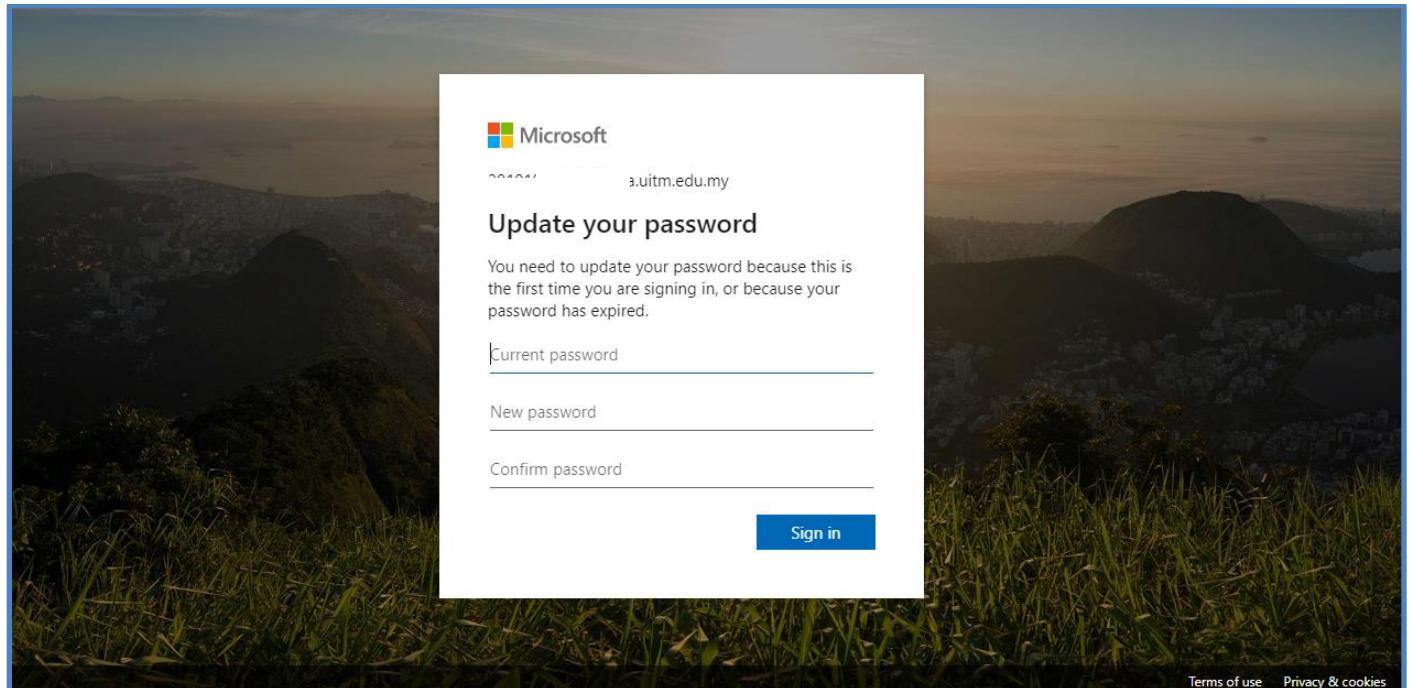
4. Masukkan password dan tekan butang Sign In.

3.0 KEMASKINI KATA LALUAN BARU

3.0 KEMASKINI KATA LALUAN BARU

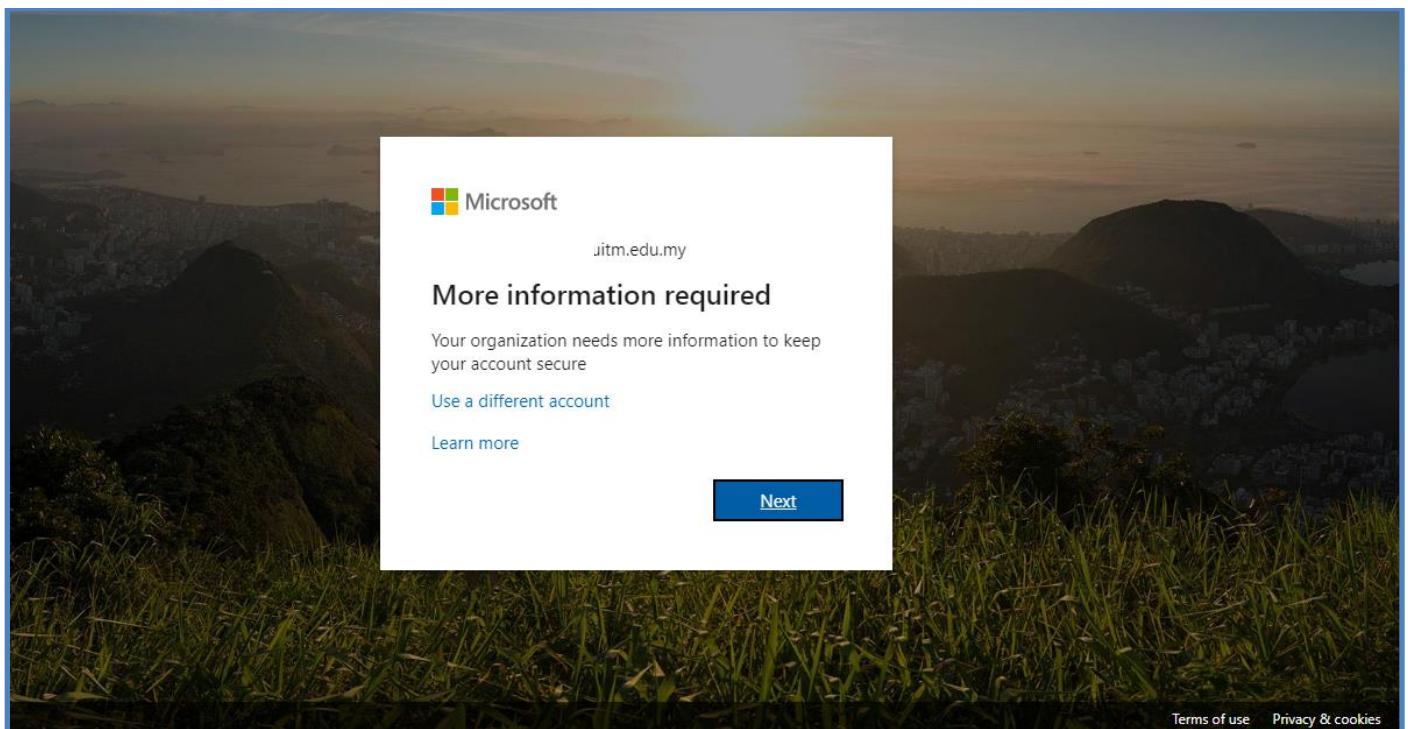
Selepas berjaya login, Office 365 akan meminta anda untuk kemaskini kata laluan lama ke kata laluan baru.

3.1.1 Rajah berikut akan terpapar memohon anda untuk kemaskini kata laluan yang lama kepada kata laluan yang baru.



3.1.2 Masukkan id emel anda, kata laluan lama serta kata laluan baru. Pastikan kata laluan baru bukan user id emel, mempunyai 8 karakter dan perlu ada huruf besar,huruf kecil,nombor dan simbol. Contoh : P@ssword123

3.0 KEMASKINI KATA LALUAN BARU

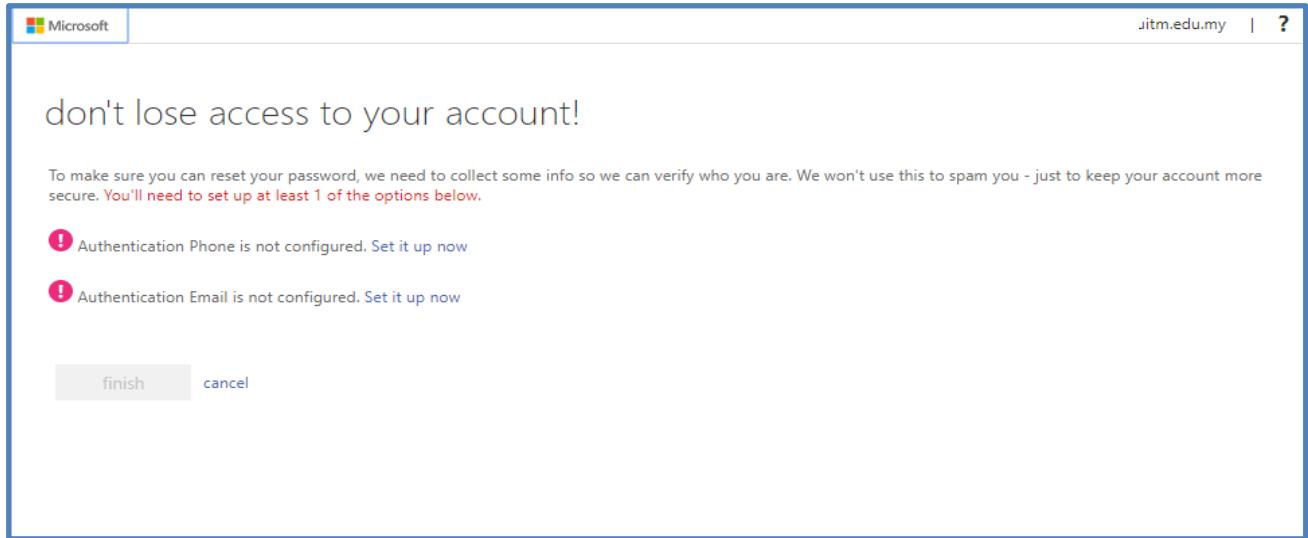


Klik butang Next.

4.0 KEMASKINI EMEL ALTERNATIF DI OFFICE 365

4.0 KEMASKINI EMEL ALTERNATIF DI OFFICE 365

- Setelah berjaya kemaskini kata laluan baru, satu paparan berikut akan dipaparkan untuk anda kemaskini emel alternatif dan telefon anda di Office 365.



4.0 KEMASKINI EMEL ALTERNATIF DI OFFICE 365

1. Klik pada Set it up now.

Paparan berikut akan dipaparkan. Masukkan emel alternatif anda dan klik butang email me.

The screenshot shows a Microsoft Office 365 web interface. At the top, there's a blue header bar with the Microsoft logo and the URL 'uitm.edu.my'. Below the header, a large text area says 'don't lose access to your account!'. Underneath, a message reads 'Please verify your authentication email address below. Don't use your primary work or school email.' A text input field is labeled 'Authentication Email' and contains the text '@gmail.com'. Below the input field are two buttons: a blue 'email me' button and a grey 'back' button.

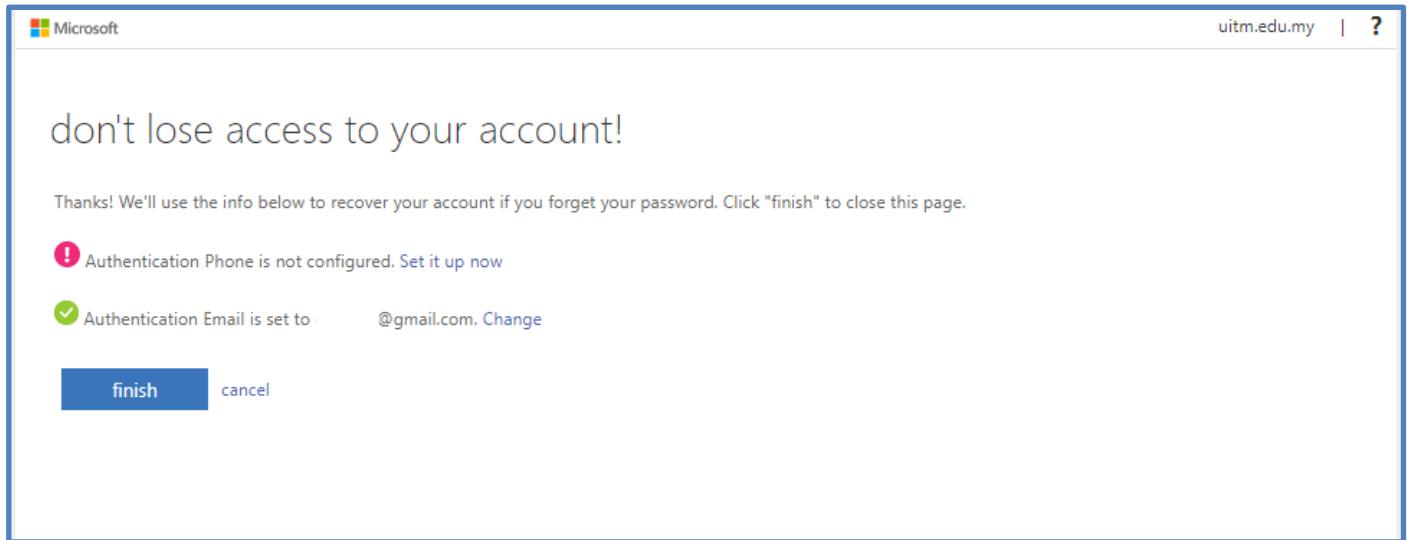
4.0 KEMASKINI EMEL ALTERNATIF DI OFFICE 365

* Sila pastikan emel alternatif yang dimasukkan bukanlah Emel Rasmi UiTM.

The screenshot shows a Microsoft login page with a blue header bar. The main content area has a light gray background. At the top, it says "don't lose access to your account!". Below that, a message reads: "Please verify your authentication email address below. Don't use your primary work or school email." An "Authentication Email" input field contains "@gmail.com". A "email me" button is next to it. Below this, a message states: "We've sent an email message containing a verification code to your inbox." An input field contains the verification code "227656". To its right are "verify" and "try again" buttons. At the bottom left is a "back" button.

2. Semak emel alternatif anda. Masukkan *verification code* yang telah dihantar ke emel alternatif anda oleh **Microsoft Online Services Team** dan klik butang verify.

4.0 KEMASKINI EMEL ALTERNATIF DI OFFICE 365

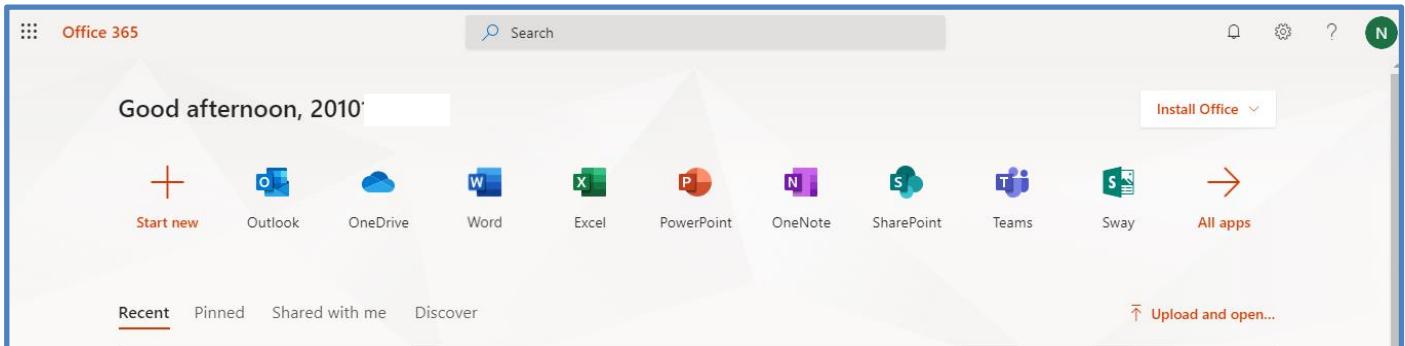


3. Setelah berjaya klik butang finish .

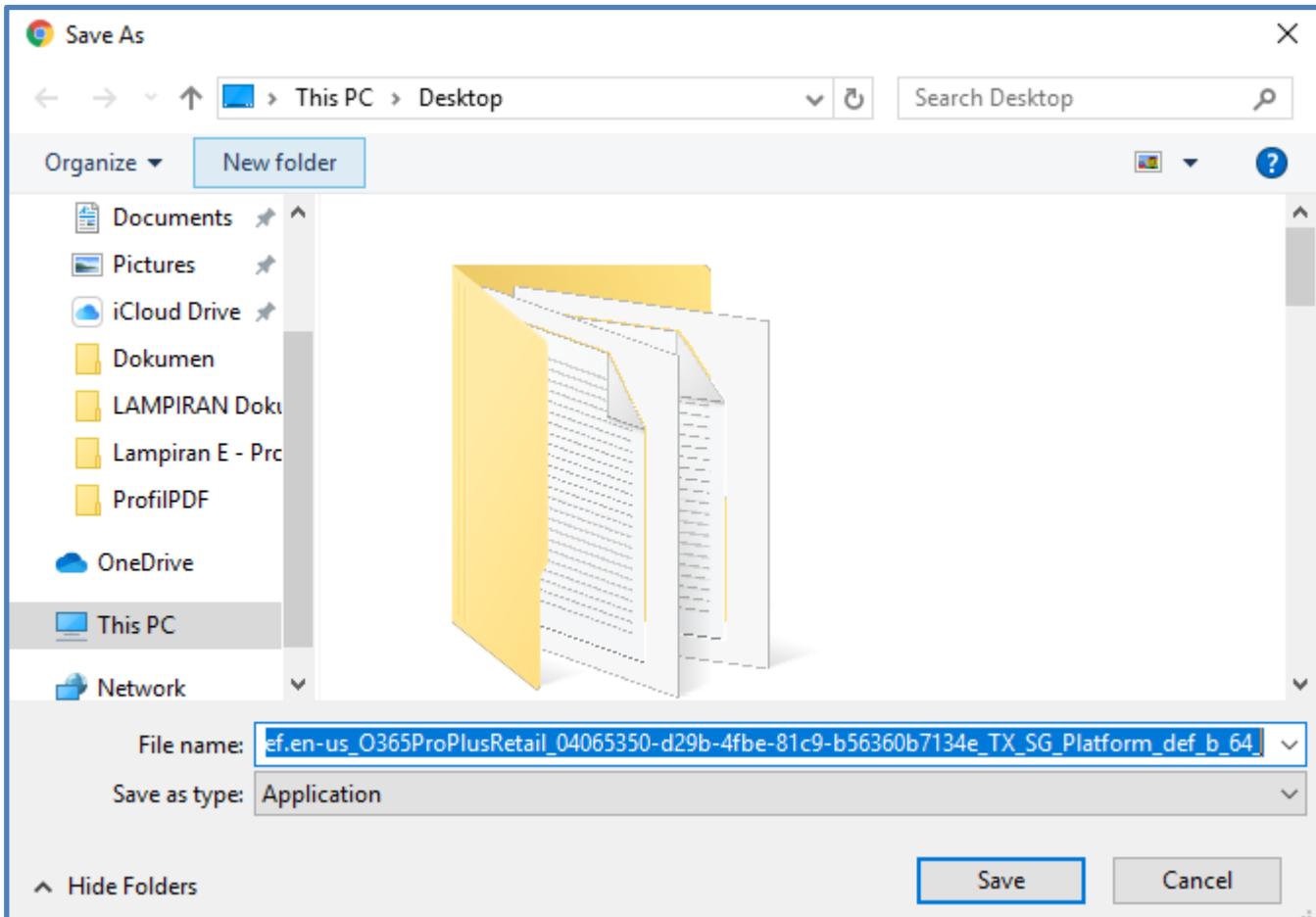
5.0 INSTALASI OFFICE

5.0 INSTALASI OFFICE

Seterusnya, klik Install Office sekiranya ingin mendapatkan software Office .



Save Installer Office seperti berikut.



5.0 INSTALASI OFFICE

Setelah butang Save diklik, komputer akan memuat turun software Office.

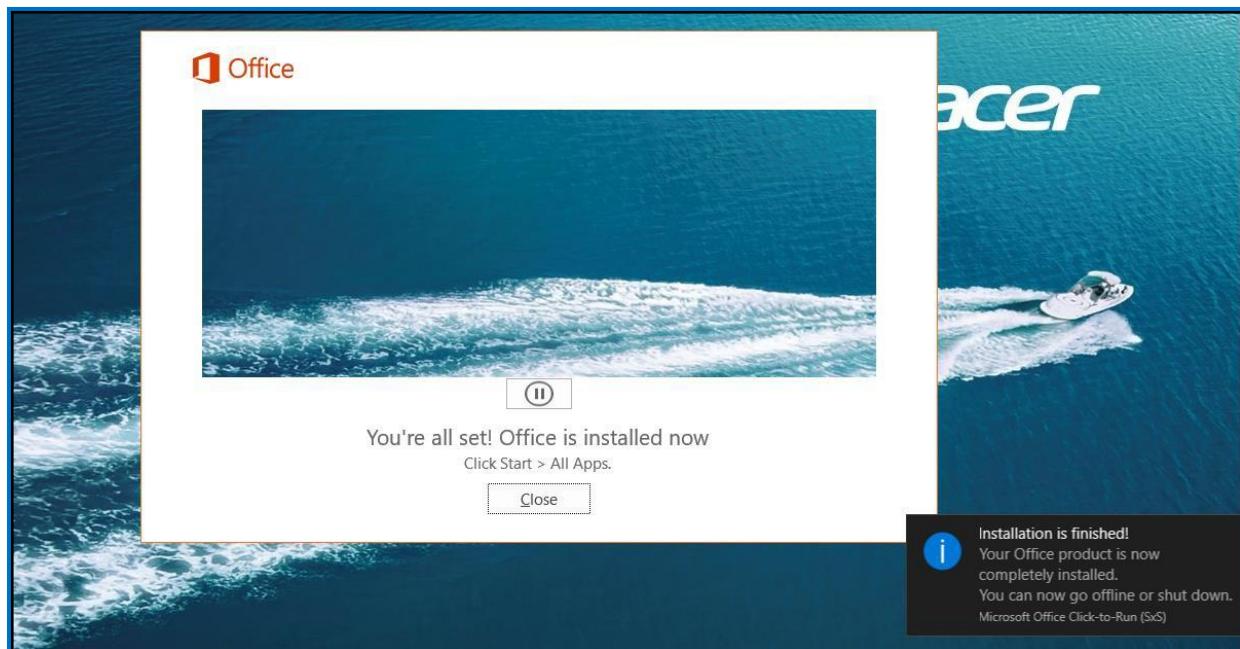


Klik Run dan klik Yes pada installer Office.

① Click Run
Click the Setup file at the bottom of the screen.

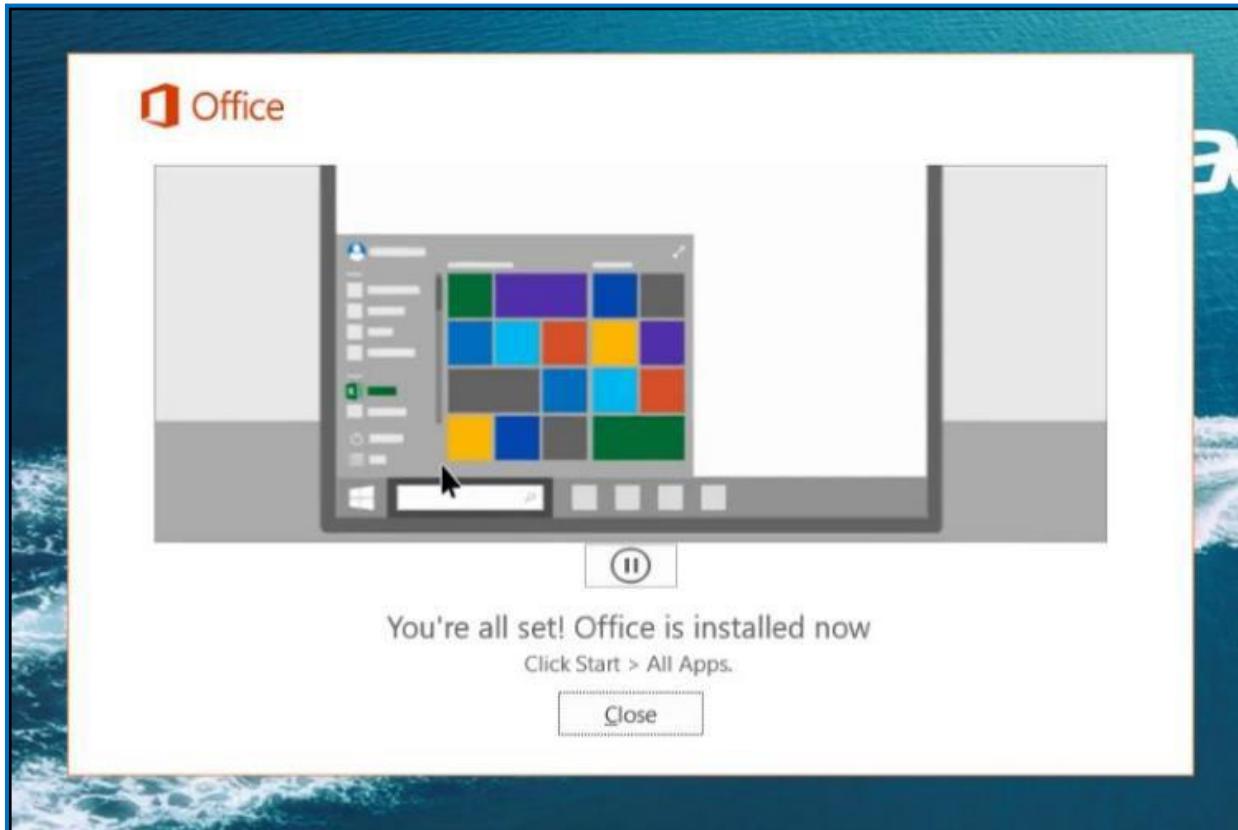
② Say "yes"
Click Yes to start installing.

5.0 INSTALASI OFFICE



5.0 INSTALASI OFFICE

Setelah instalasi Office telah berjaya, paparan berikut akan dipaparkan



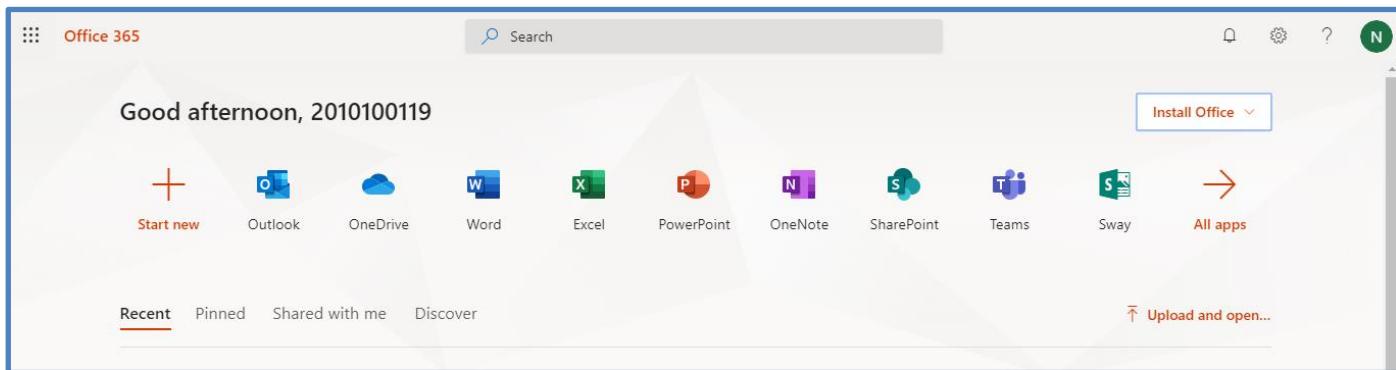
5.0 INSTALASI OFFICE

Anda boleh menyemak senarai aplikasi Office di butang Start pada komputer anda.



6.0 APLIKASI OFFICE 365

6.0 APLIKASI-APLIKASI OFFICE 365



Office 365 akan memaparkan jenis-jenis aplikasi yang disediakan.

Aplikasi	Fungsinya
 Outlook	Takes you to your mail and calendar in Outlook on the web.
 OneDrive	Takes you to your OneDrive for Business library
 Word	Creates a new Word document in the browser window (Word for the web), which is saved automatically to your OneDrive for Business library
 Excel	Creates a new Excel workbook in the browser window (Excel for the web), which is saved automatically to your OneDrive for Business library
 PowerPoint	Creates a new PowerPoint presentation in the browser window (PowerPoint for the web), which is saved automatically to your OneDrive for Business library

6.0 APLIKASI OFFICE 365

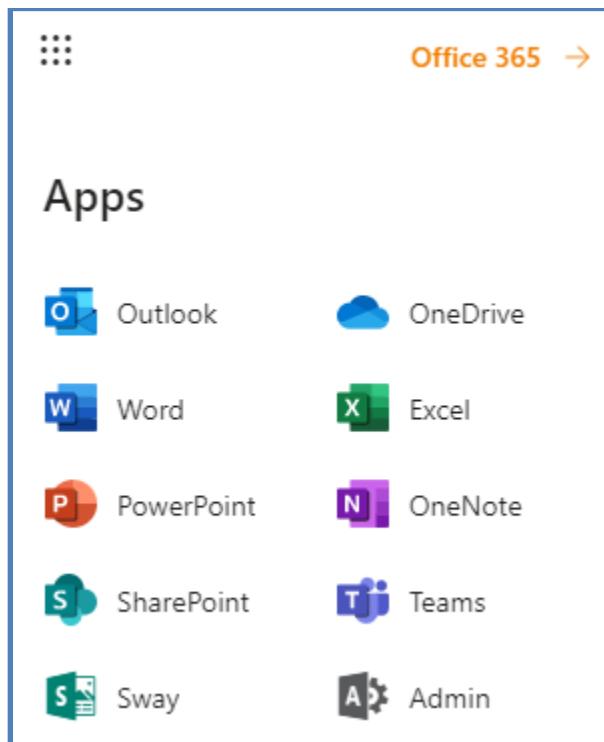
Aplikasi	Fungsinya
 OneNote	Opens your OneNote notebook in the browser window (OneNote for the web), which is saved automatically to your OneDrive for Business library
 SharePoint	Opens SharePoint, where you can share your work, work with others, organize your projects and teams and discover people and information
 Teams	Opens Teams, a chat-centered workspace
 Sway	Create and share interactive reports, presentations, and personal stories.

7.0 MICROSOFT TEAMS

7.0 MICROSOFT TEAMS

Sign in to Teams

1. Start Teams.
 - o In browser, click Apps - **Teams**.



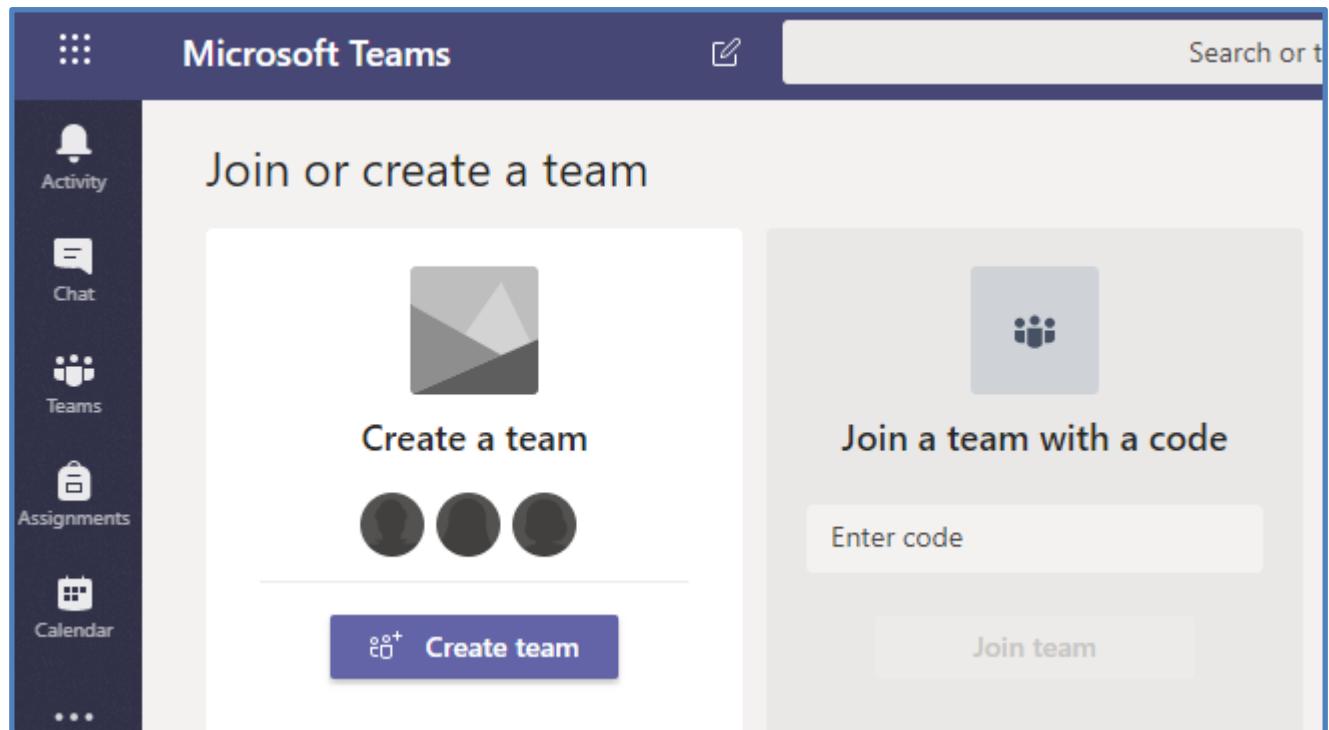
6.0 APLIKASI OFFICE 365

Pick a team and channel (For Lecturers/ Students)

A *team* is a collection of people, conversations, files, and tools — all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic.

The best way to get familiar with teams and channels is to pick a team and channel and start exploring.

1. Select **Teams** ☰ on the left side of the app and then pick a team.
2. Select a channel and explore the **Conversations**, **Files**, and other tabs.



Create a class team in Microsoft Teams (For Lecturers)

Add a student to a class team (For Lecturers)

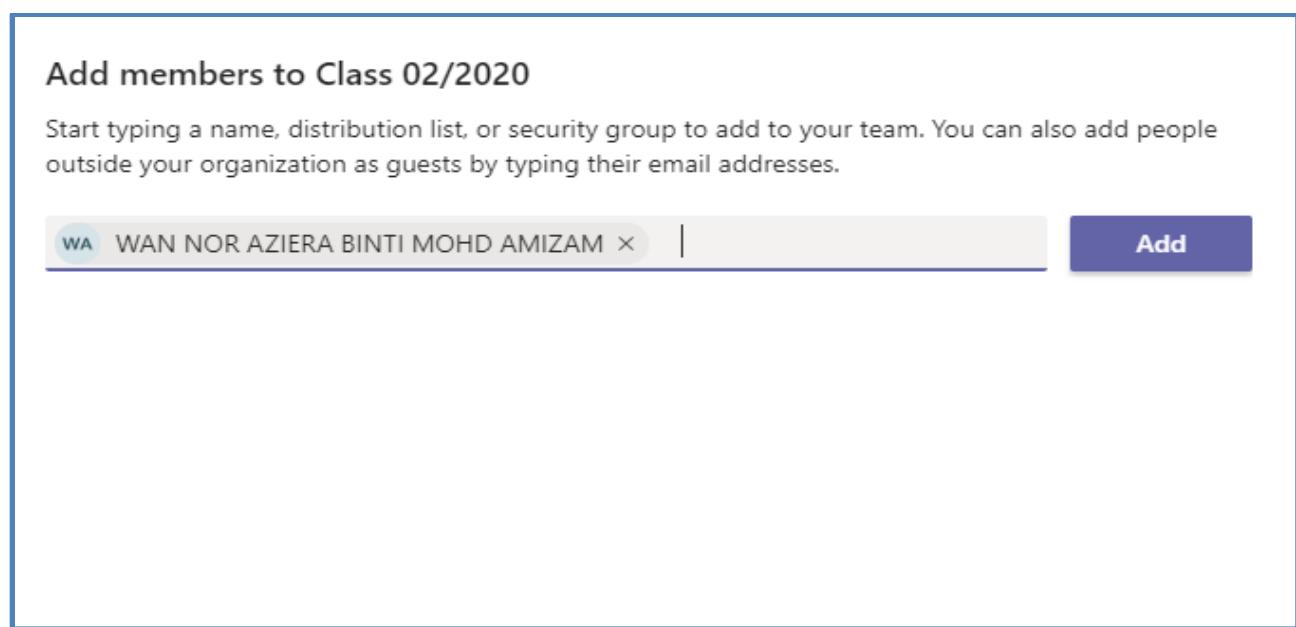
Class teams currently support up to 200 students. To add a student, follow these instructions:

Tip: If you plan on adding a large number of students at once, consider making an Office 365 group for your class team and adding the group during this step.

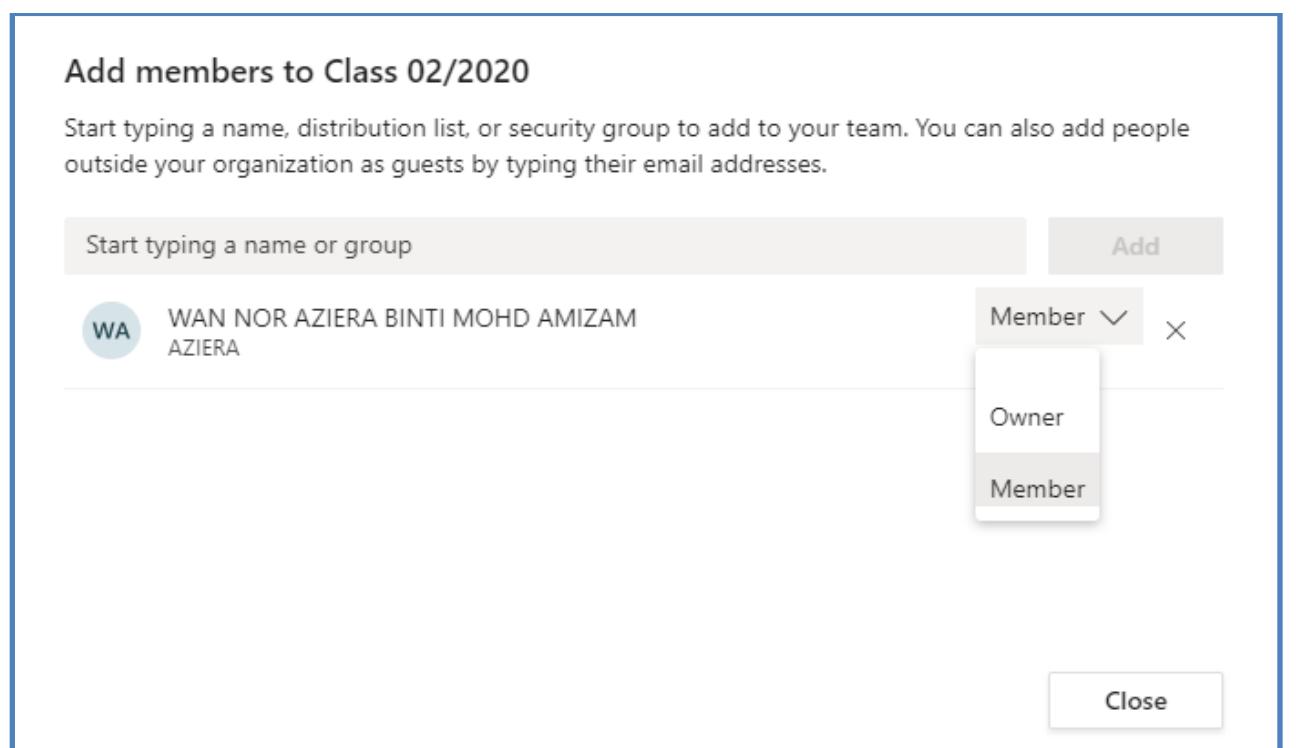
1. Navigate to the class team you'd like to add a student to, then select **More options** ⋮ next to your class team.
2. Select **Add member**.

6.0 APLIKASI OFFICE 365

3. Select the **Students** tab.
4. Type in the name of the student(s) and select **Add**.



5. If you'd like a student to have owner permissions select the arrow next to **Member** and select **Owner**.



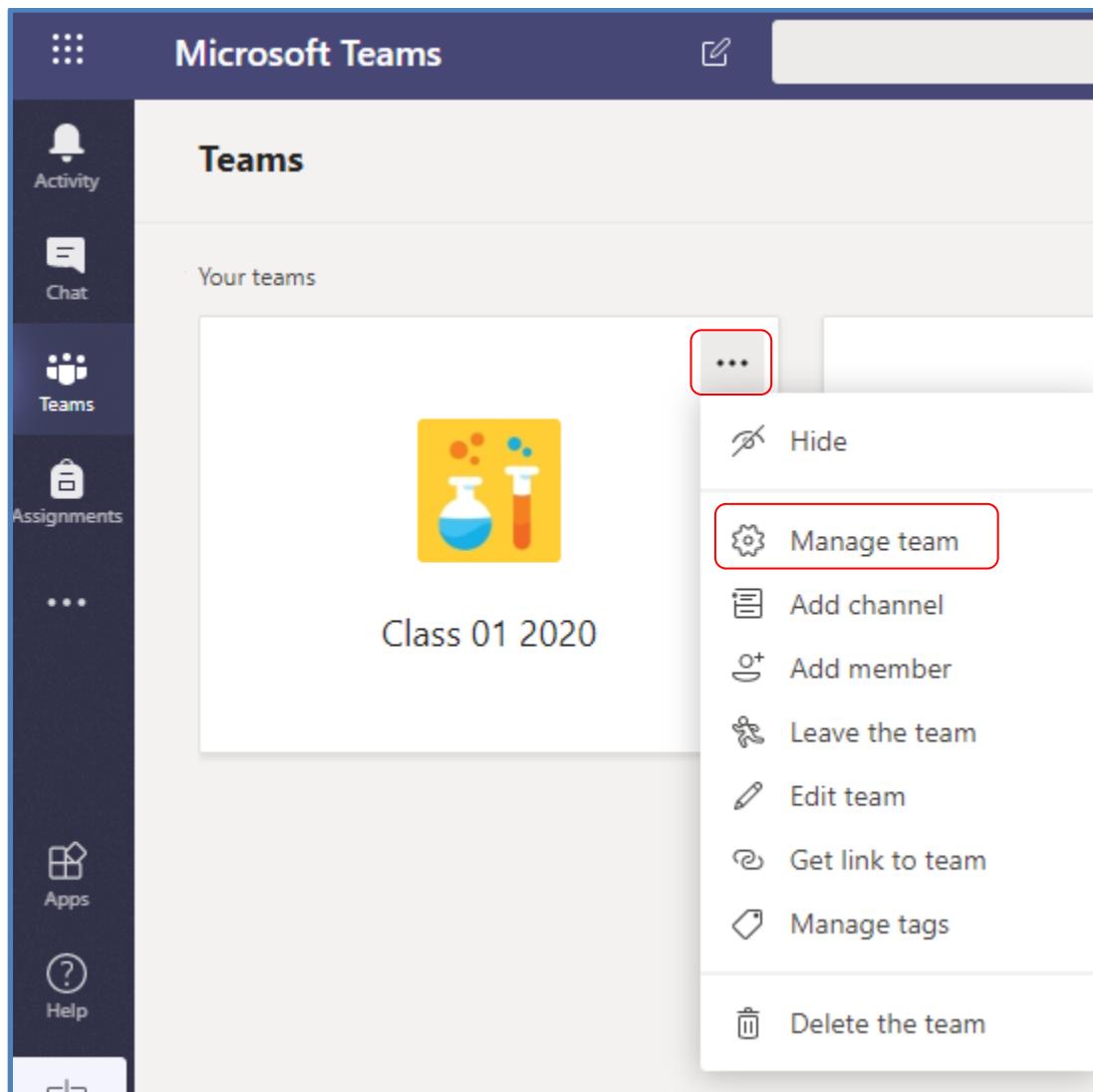
6.0 APLIKASI OFFICE 365

6. Select **Close**.

Remove students from a class team (For Lecturers)

Teachers are team owners and can remove a student from a class team. If you're having trouble removing a student, ask your IT Admin to check on your permissions.

1. Navigate to the class team and select **More options ... > Manage team**.



6.0 APLIKASI OFFICE 365

2. Select the X next to the student you want to remove from your class. Their role will be listed as "Member."

The screenshot shows the Microsoft Teams interface for a class named "Class 01 2020". The "Members" tab is selected. At the top, there's a search bar labeled "Search for members" and a blue "Add member" button. Below the search bar, there are two sections: "Owners (2)" and "Members and guests (1)". Under "Members and guests", there is a table with columns: Name, Title, Location, Tags, and Role. One row is shown, listing "NURUL ATHIRAH BI..." with the role "Member". To the right of the table, there are "Member" and "X" dropdown arrows.

3. The student will be removed from your class.

Add a co-teacher to a class team (For Lecturers)

Teachers can add up to 10 co-teachers to a class team. Each co-teacher will have the same permissions to:

- Set team members' permissions for channels and conversations
- Control @*[team name] mentions that will notify everyone on the team
- Allow @channel or @*[channel name] mentions, which will notify members who've favorited the channel
- Allow use of stickers

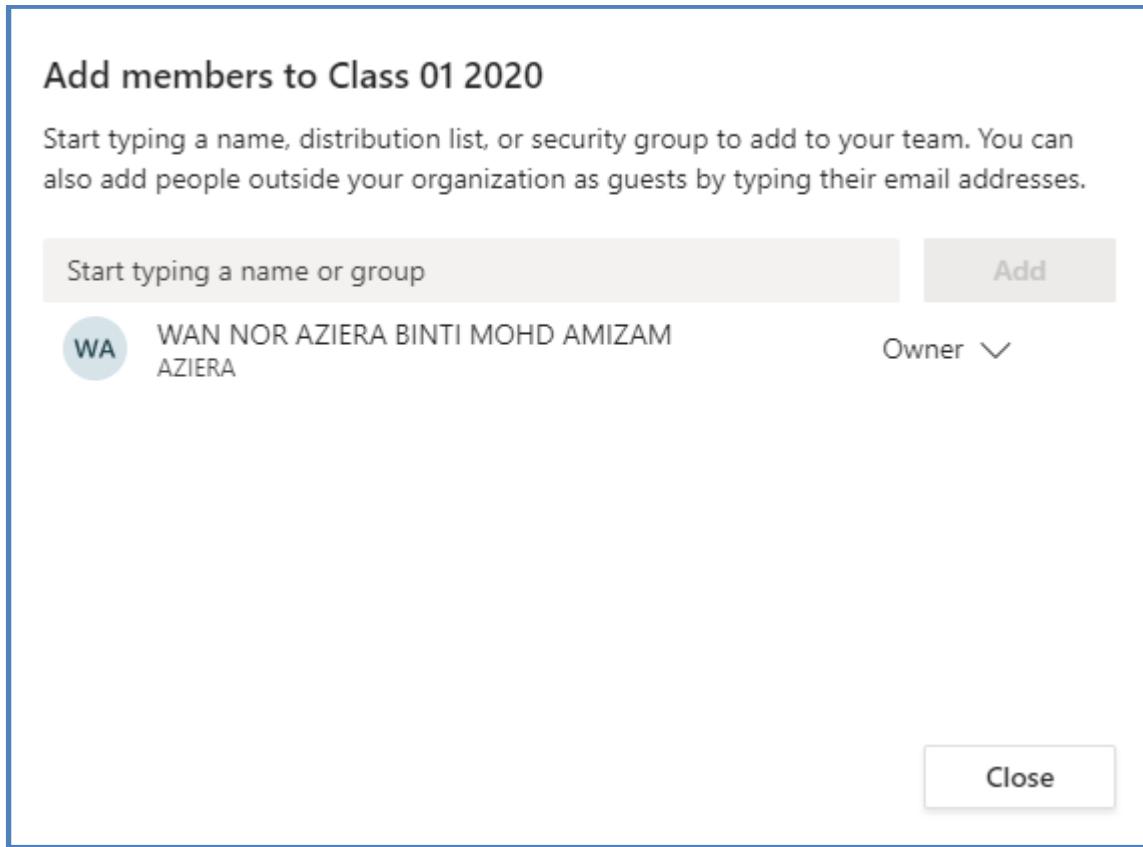
1. Navigate to the class team you'd like to add your co-teacher to.
2. Select **More options** *** next to your class team, then select **Add members**.

6.0 APLIKASI OFFICE 365

The screenshot shows the Microsoft Teams application interface. On the left is a dark sidebar with icons for Activity, Chat, Teams (selected), Assignments, three dots, Apps, and Help. The main area is titled "Teams" and shows "Your teams". A team named "Class 01 2020" is listed, featuring a yellow icon with two flasks and the text "Class 01 2020". To the right of the team name is a vertical ellipsis menu. A red box highlights the "Add member" option, which is accompanied by a person icon and the text "Add member". Other options in the menu include "Hide", "Manage team", "Add channel", "Leave the team", "Edit team", "Get link to team", "Manage tags", and "Delete the team".

6.0 APLIKASI OFFICE 365

3. Select the teacher's name or email and then select Add. Only UiTM's staff can be added as a co-lecturer.



4. Select the arrow next to **Member** and select **Owner**. Select **Close** to return to teams.

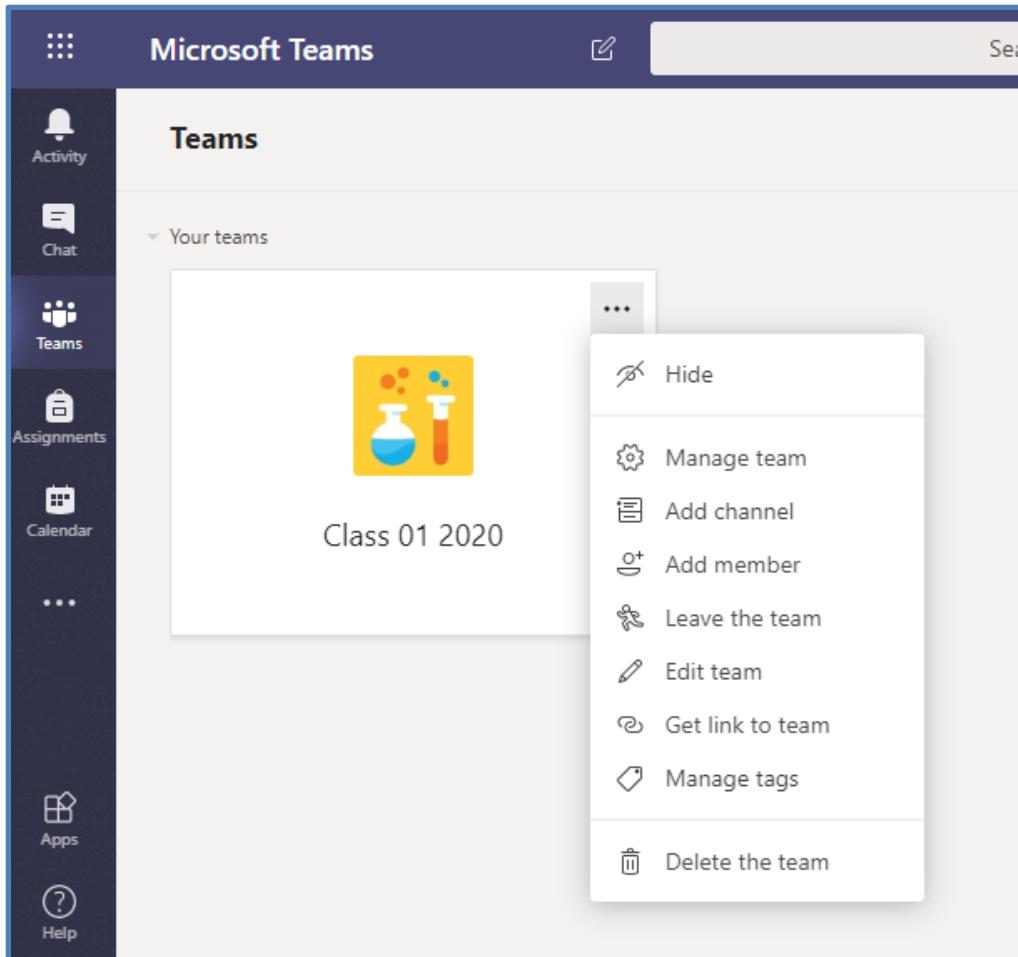
6.0 APLIKASI OFFICE 365

Remove a co-teacher from a class team (For Lecturers)

Teachers are team owners and can remove co-teachers from a class team. Removing a co-teacher removes their owner permissions in the team.

Remove a co-teacher

1. Navigate to a class team and select **More options** **...** > **Manage team**.



6.0 APLIKASI OFFICE 365

2. Navigate to the co-teacher you're removing and change their role from **Owner** to **Member** by selecting the downward arrow.

The screenshot shows the 'Members' tab of a Microsoft Teams class named 'Class 01 2020'. The 'Owners' section contains two entries:

Name	Title	Location	Tags	Role
NM	NORELISSURYANI BI...			Owner
A	admin@isiswa.uitm....			Owner

The 'Members and guests' section is currently empty.

3. Now, select the X at the end of the co-teacher's row underneath **Members and guests**. The co-teacher will be removed from your class.

The screenshot shows the 'Members' tab of the same Microsoft Teams class. The 'Owners' section now only has one entry:

Name	Title	Location	Tags	Role
A	admin@isiswa.uitm....			Owner

The 'Members and guests' section now contains one entry:

Name	Title	Location	Tags	Role
NM	NORELISSURYANI BI...			Member

A red 'X' icon is visible next to the 'Member' role indicator for the co-teacher's row.

END OF MANUAL