O Panduan Konfigurasi Ouline Meeting Menggunakan Skype for Business



Direktorat Sistem dan Sumber Daya Informasi - UGM

ALTI

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Pengantar

Untuk mengoptimalkan penggunaan perangkat lunak yang dilanggan universitas khususnya Microsoft Office, berikut ini kami susun panduan untuk mengkonfigurasi Microsoft Outlook 365 for Windows dan Skype for Business untuk kegiatan *online meeting*.

Microsoft Outlook adalah sebuah program personal information manager dari Microsoft, dan bagian dari suite Microsoft Office . Walaupun biasanya hanya digunakan untuk mengirim dan membaca surat elektronik, program ini juga memiliki fungsi kalender, jadwal kerja, catatan, dan jurnal.

Skype adalah sebuah program komunikasi dengan teknologi P2P (peer to peer). Program ini merupakan program bebas (dapat diunduh gratis) dan dibuat dengan tujuan penyediaan sarana komunikasi suara (voice) berkualitas tinggi yang murah berbasiskan internet untuk semua orang di berbagai belahan dunia.

Sedangkan untuk kegiatan meeting online, bisa menggunakan Skype for Business, yang merupakan versi berbayar Skype.



Konfigurasi Microsoft Outlook 365

1. Membuka Microsoft Outlook



Jika Anda menggunakan Windows 10, Anda bisa membuka Microsoft Outlook 365 dengan mengetikkan di pencarian Cortana seperti pada gambar diatas.



Konfigurasi Microsoft Outlook 365



Jika muncul jendela aktivasi seperti pada gambar diatas, masukkan username email Anda dengan format seperti pada gambar diatas (username email diikuti @365. ugm.ac.id). Sehingga Anda akan diarahkan ke halaman SSO seperti pada gambar dibawah ini.



Konfigurasi Microsoft Outlook 365



Kemudian, masukkan username dan password email Anda, tanpa diikuti @ugm. ac.id ataupun @365.ugm.ac.id.

Setelah Anda berhasil melakukan aktivasi, akan ditampilkan jendela Microsoft Outlook Anda.

Setelah Microsoft Outlook 365 terbuka, akan ditampilkan antarmuka kurang lebih seperti pada gambar dibawah.

Fi S F	Inbox -	Outlook Data File - Outlook		GYX	
File Home Send / Receive	Folder View ADOBE PDF Q Tell me what	you want to do			
New New Email Items • New Delete	Archive Reply Reply Forward I More * Reply Reply Reply Forward I More * All Respond	e to: ? 🕞 To Manager n Email 🗸 Done y & Delete 🍹 Create New Quick Steps	Move OneNote	 ○ Unread/ Read ○ Categorize * ○ Follow Up * Tags 	Search People III Address Book ▼ Filter Email ▼ Find Adobe Se ▲
▲ Favorites	Search Current Mailbox (Ctrl+E)	🔎 🛛 Current Mailbox 👻	•		
Inbox Sent Items Deleted Items Outlook data file Inbox Drafts Sent Items Deleted Items Junk E-mail Outbox RSS Feeds Search Folders	All Unread We didn't find anything to she	By Date ▼ Newest ↓ w here.			
<u>م</u> ۵۵ ک					64
items: u					ugu

1. Mengkonfigurasi Pengguna Microsoft Outlook 365

Setelah Microsoft Outlook 365 terbuka, silahkan Anda klik menu File, seperti dicontohkan pada gambar dibawah ini.



Setelah itu, silahkan diklik toolbar/tombol Account Settings, seperti dicontohkan pada gambar dibawah.



Kemudian akan ditampilkan gambar seperti dibawah ini.

Account	Settings						>
E-mai Yo	l Accounts u can add o	r remove an a	account. You can s	elect an account and	change its settings.		
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
🧺 Nev	w 🛠 Rep	pair 🔳 C	hange 📀 Set	as Default 🗙 Remo	ove 🕈 🖶		
Name				Туре			
						Close	

Silahkan Anda klik tombol New, seperti pada gambar dibawah ini.



Setelah itu akan ditampilkan gambar seperti berikut :

Add Account		×
Auto Account Setup Outlook can autom	atically configure many email accounts.	× ×
E-mail Account		
Your Name:	Direktorat Sistem Dan Sumber Daya Informasi U(Example: Ellen Adams	
E-mail Address:	dssdi@365.ugm.ac.id Example: ellen@contoso.com	
Password: Retype Password:	*****	
	Type the password your Internet service provider has given you.	
O Manual setup or ac	Iditional server types	
	< Back Next >	Cancel

Setelah itu, silahkan mengisikan informasi yang diminta sesuai dengan akun Microsoft Office 365 Anda. Jika biasanya akun email Anda adalah @ugm.ac.id atau @mail. ugm.ac.id, maka pada akun Microsoft Office 365 ini akun Anda menjadi @365.ugm. ac.id. Setelah semuanya diisi, silahkan menekan tombol **Next >**.

Tunggu sebentar, Microsoft Outlook sedang mencari konfigurasi yang baru saja Anda isikan, seperti ilustrasi pada gambar dibawah ini.

Add Account		×
Searching f	for your mail server settings	×
Configuring		
Outlook is (completing the setup for your account. This might take several minutes.	
~	Establishing network connection	
→	Searching for dssdi@365.ugm.ac.id settings	
	Logging on to the mail server	
	< Back Next >	Cancel

Setelah selesai proses pada gambar diatas, Microsoft Outlook meminta kita untuk menutup dan membuka kembali Microsoft Outlook, seperti pada pesan gambar dibawah ini.

Add Account	×
Congratulations!	Microsoft Outlook X
Configuring	You must restart Outlook for these changes to take effect.
Outlook is completing the setup for your accour	OK
 Establishing network connection 	OK
Searching for dssdi@365.ugm.ac.id	s settings
 Logging on to the mail server 	
Congratulations! Your email account was su	uccessfully configured and is ready to use. <u>A</u> dd another account
	< Back Finish Cancel

Silahkan Anda tekan tombol OK.

₽ S ÷	Outlook Today - Outlook	▶
File Home Send / Receive Folder Image: Send / Receive Folder Image: Send / Receive Folder Image: Send / Receive Image: Send / Receive Image: Send / Receive Folder Image: Send / Receive Image: Send / Receive Image: Send / Receive Folder Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive <td>View ADOBE PDF Q Tell me what you want to do</td> <td>d/ Read Search People orize * V Up * s Find Address Sook My Account * Addoe Se A</td>	View ADOBE PDF Q Tell me what you want to do	d/ Read Search People orize * V Up * s Find Address Sook My Account * Addoe Se A
▲ Favorites ^{<} Sela	Account Settings X	Customize Outlook Today
Inbox Cale Sent Items Deleted Items	E-mail Accounts You can add or remove an account. You can select an account and change its settings.	Messages Inbox 0 Drafts 0
(authorized at file	E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	Outbox 0
	🦓 New 🎌 Repair 👕 Change 🔗 Set as Default 🗙 Remove 👚 🗣	
Drafts	Name Туре	
Sent Items		
Deleted Items		
Junk E-mail		
Outbox		
RSS Feeds		
Search Folders		
	Close	
M		~
Done		■ ■

Silahkan klik tombol Close. Kemudian tutup Microsoft Outlook Anda, setelah itu buka kembali Aplikasi Microsoft Outlook 365 Anda. Tampilannya kurang lebih seperti pada gambar dibawah, hanya berbeda di nama pengguna.

Fi S -	Inbox - dss	sdi@365.ugm.ac.id - Outlook				×
File Home Send / Receive	Folder View ADOBE PDF Q Tell me what y	ou want to do			v 3	
New New Delete Archive Delete	Reply Reply Forward En v All Respond Quick Steps 15	Move Move Curread/ Read Read Categorize Categorize Follow Up Move Tags	 New Group Browse Groups Groups 	Search People Address Book Filter Email - Find	Store My Add-ins Adobe Send & Track	~
∡ Favorites <	Search Current Mailbox (Ctrl+E)	🔎 Current Mailbox 👻				
Inbox Sent Items Drafts	All Unread We didn't find anything to show	By Date ▼ Newest ↓ w here.				
✓ dssdi@365.ugm.ac.id Inbox Drafts Sent Items Deleted Items Conversation History Junk Email Outbox RSS Feeds						
▷ Search Folders ▷ Groups						
outlook data file Inbox Drafts Sent Items Deleted Items Junk E-mail Outbox					64	
Items: 0		All folders are up to date. Co	onnected to: Microsoft E	Exchange	III+ 1	0%

1. Membuat jadwal Meeting/Rapat

Pada tab/menu Home, silahkan Anda klik toolbar New Items, kemudian klik menu Meeting seperti pada gambar dibawah.

E S ≠	Inbox - dssdi@365.ugm.ac.id - Outlook	œ – □ ×
File Home Send / Receive	Folder View ADOBE PDF Q Tell me what you want to do	
New New Email Items • Control	Reply Forward Move to: ? Move to: ? Move * Move * Move * Strength * New Groups All Team Email Team Email Move Strength * Follow Up * Provide tags Follow Up * Quick Steps Groups Move Tags Groups	pp roups Search People III Address Book ▼ Filter Email ~ Find Add-ins Adobe Send & Track ∧
▲ Fave Appointment	Search Current Mailbox (Ctrl+E)	
Inbo Meeting Sent & Group Meeting Draff S Contact I Task dsst E-mail Message Using > Inbo More Items > Draff S Skype Meeting Sent Items Deleted Items Conversation History	All Unread By Date * Newest 4 g (Ctrl+Shift+Q) We didn't find anything to show here.	
Outbox RSS Feeds		
Search Folders		
▷ Groups		
outlook data file Inbox Drafts Sent Items Deleted Items Junk E-mail Outbox The second s		
Items: 0	All folders are up to date. Connected to: Mi	crosoft Exchange

Setelah itu, akan ditampilkan jendela seperti pada gambar dibawah ini.

H	5 ð 1	ψ				Untitled - Meeting				= –	□ ×
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() You	naven't sent thi	s meeting invitation vet.	skype weering wee	eting Notes	Attendees	ι Ορ	nions	ia la gs	Add-Ir	Doors Finder	- ×
Youlus	To Subject Location Start time End time	s meeting invitation yet.	10.00 10.30	▼ All day	event			▼ Room	5	Image: Second Finder Image: Second Finder Min Sen Sel Rab Kam 8 29 30 31 1 4 5 6 7 11 12 13 14 15 11 12 13 14 15 12 25 26 27 28 29 2 3 4 5 6 Good Fair Choose an available room None Suggested times: 10.00 - 10.30 No conflicts 11.00 - 11.30 No conflicts 11.30 - 12.00	 X Jum Sab 2 3 9 10 16 17 23 24 30 16 7 8
										12.00 - 12.30 No conflicts	

Setelah itu, cari dan klik toolbar Skype Meeting seperti pada gambar dibawah ini.

File	Meeting	Insert Fe	ormat Text	Review	v Ş	Tell me what	you want t	o do	
\mathbf{X}	c Calendar			6				44	3
Delete 🔁	👌 Forward 👻	Appointment	Scheduling Assistant	Sky Meet	pe 🝌 ing	Meeting Notes	Cancel Invitation	Address Book	Check Res Names Op
Ac	tions	Sho	w	Skype N	leeting	Meeting Notes		Atten	dees
You h	aven't sent this To <u>.</u> S <u>u</u> bject Locat <u>i</u> on	s meeting invita	ition yet.	Skype Meeting Create a new Skype Meeting. The default options might allow uninvited people to join your meeting. Use meeting options to control access to your meetings.					
	S <u>t</u> art time	Sel 13/06/2017			10.00		r 🗌 All d	ay e <u>v</u> ent	
	En <u>d</u> time	Sel 13/06/2017			10.30	-	~		



Jika muncul pesan peringatan seperti diatas, silahkan menjalankan Skype for Business terlebih dahulu. Jika Anda menggunakan Windows 10, bisa mengetikkan di pencarian seperti pada gambar dibawah ini.

Panduan Konfigurasi Online Meeting menggunakan Skype for Business



Jika Anda belum login, akan ditampilkan jendela SSO seperti pada gambar dibawah ini. Silahkan mengisikan username dan password email UGM Anda.

	Untitled - Meeting	
🕲 Skype for Business – 🗆 🗙	e what you want to do	
What's happening today?	🗟 📅 🚯 🤽 🖻 🗷 Show Ar 🗖 Private	
Direktorat Sistem dan Sumber Daya Informasi Available Set Your Location	Cancel Address Check Response Reminder: 15 minutes Recurrence Time Room Categorize Usw Importance Address Address Address Categorize Usw Importance Address Ad	Office \dd-ins
上 🛈 🗒 🔅 -		Room Finder 🔹 🗙
Find someone Q	👾 Universitas Gadjah Mada	Juni 2017
GROUPS STATUS RELATIONSHIPS NEW ▲ People who've added you as a contact will show up here. Add them to your Contacts list to make sure they can contact you and see when you're around.	Image: Single Sign On Image: Single Sign On <td< td=""><td>28 29 30 31 12 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 Good Fair Poor Choose an available room: None</td></td<>	28 29 30 31 12 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 Good Fair Poor Choose an available room: None
<u>III</u> 4 -	□ <u>W</u> arn me before logging me into other sites. □ Remember Me LOGIN CLEAR Forgot password?	Suggested times: 10.00 - 10.30 No conflicts 10.30 - 11.00 No conflicts 11.00 - 11.30 No conflicts 11.30 - 12.20 No conflicts 12.00 - 12.20 No conflicts

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🕲 Skype for Business — 🗆 🗙	he what you want to do		
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上 🛈 🛱 🔅 * -			Room Finder 🔹 🗙
Find someone Q	🔅 Universitas Gadjah Mada		
GROUPS STATUS RELATIONSHIPS NEW L* People who've added you as a contact will show up here. Add them to your Contacts list to make sure they can contact you and see when you're around.	Single Sign On I day egent I day egent I day egent I day egent I day egent I day egent I day egent I day egent I day egent I day egent I day egent I day egent I day egent I	Rooms	22 23 24 25 6 7 1 2 3 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 27 28 29 0 1 25 26 27 28 29 0 1 26 3 4 5 6 7 8 Good Fair Poor Poor Choose an available room:
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	LOGIN CLEAR Forgot password?		10.30 - 11.00 No conflicts
			11.00 - 11.30 No conflicts
E *			11.30 - 12.00 No conflicts
			12.00 - 12.30 No conflicts

Setelah mengisikan username dan password, silahkan mencoba mengklik toolbar Skype Meeting kembali.

				Untitled - Meeting		7) ⊡ - □
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ت ا ا	To Subject Location Start time	Sel 13/06/2017	The default options might allow uninvited people to join your meeting. Use meeting options to control access to your meetings.		▼ Rooms	Juni 2017 Juni 2017 Min Sen Sel Rab Kam Jum Sab 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 3 11 12 13 14 15 16 17 18 19 20 21 22 23 24
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Setelah itu, secara otomatis akan ditampilkan link/URL untuk bergabung ke Skype Meeting seperti ditunjukkan pada gambar dibawah ini.

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File Meeting Insert Format Text Review Q Tell me what you want to do			
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			2017
Subject Send		Min Sen Sel Ra 28 29 30 31	b Kam Jum Sab 1 1 2 3
Location Skype Meeting	Rooms	4 5 6 7 11 12 13 14	8 9 10 4 15 16 17
Start time Sel 13/06/2017 III 10.00 V All day event		18 19 20 21 25 26 27 28	1 22 23 24 8 29 30 1
		2 3 4 5	6 7 8
→ Join Skype Meeting This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync. Help		Good Choose an available	Fair Poor 9 room:
		Suggested times:	
		10.00 - 10.30 No conflicts	
		10.30 - 11.00 No conflicts	
		11.00 - 11.30 No conflicts	
		11.30 - 12.00 No conflicts	
		12.00 - 12.30 No conflicts	~

Setelah itu, Anda bisa mengisikan alamat tujuan peserta Skype yang akan diundang untuk bergabung dengan Skype *online meeting* seperti ditunjukkan pada gambar dibawah berikut ini.

								C MIMIT
		-						Unt
File	Meeting	Insert	Format Text	Review	© Tell	me what you	want to do	
\mathbf{X}	c Calendar			S		N	👿 🗳] 🐝 📮
Delete 🧧	🔒 Forward 🔹	Appointme	nt Scheduling Assistant	Join Sky Meetin	pe Meeting g Options	Meeting Notes	Cancel Addre Invitation Book	ss Check Response k Names Options ▼
A	ctions	5	how	Skype	Meeting	Meeting Note	es Att	endees
1 You ł	naven't sent this	meeting in	vitation yet.					
-	To							
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Send	Locat <u>i</u> on	Skype Meet	ing					
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1 You haven't sent	this meeting invitation yet.		Select Attendees and Resources	Global Address List			×	Room Finder 👻 🗙
To			Search: Name only OMo	re columns Addres	s Book			↓ Juni 2017 ►
Send Location	Skype Meeting		Name	Title	Business Pr	none Location	Roo <u>m</u> s	28 29 30 31 1 2 3 4 5 <u>6</u> 7 8 9 10
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→ Join Skyp This is an onlin meetings and	De Meeting ne meeting for Skype for Busine communications app formerly I	ss, the professional known as Lync.	a.karim a.karim a.s.udiarso aan haris prasetyo aan setyono Aazokhi Waruwu Abdul Malik abdul qoyyim Abdul Rahman Siregar				v	Good Fair Poor Choose an available room: None

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OK Cancel

Required -> Optional ->

Resources ->

Suggested times:

10.00 - 10.30 No conflicts

10.30 - 11.00 No conflicts 11.00 - 11.30 No conflicts 11.30 - 12.00 No conflicts 12.00 - 12.30 0

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Top Subject Send Location Start time End time	Skype Meeting Sel 13/06/2017 Sel 13/06/2017 Total	Search: Name only More columns Address Joni Name Title Joni Joni Joni Joni Joni Joni Laborato Joni purvanto	s Book Address List - dssdi@365.ugm.ac.id v Advanced f Business Phone Location	Find Rooms	Juni 2017 Juni 2017 Min Sen Sel Rab Kam Jure Sab 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 02 12 22 2 4 25 26 27 28 29 30 1 2 3 4 5 6 7 8
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010	laver toest the	ic meeting invitation yet.						Room Finder	- ×
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Pilih daftar peserta yang ingin diundang dari daftar yang sudah ada. Atau Anda bisa langsung mengetikkan alamat email peserta yang akan diundang untuk bergabung di *online meeting* Skype.

Setelah selesai memilih peserta yang akan diundah untuk rapat online, Anda bisa menambahkan kata-kata pengantar di undangan. Jika sudah selesai, Anda bisa menekan tombol Send. 0

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File Meeting	Insert Format Text Review Q Tell me what you want to do	
Delete Calendar	Appointment Scheduling Join Skype Meeting Notes Show As: Skype Meeting Notes Show As: Skype Meeting Notes Meeting Notes Meeting Notes Attendees Options Show As: Options Transmers Options Trans	Office Add-ins Add-ins
You haven't sent the	s meeting invitation yet.	Room Finder 🔹 🗙
To Subject Location Start time Eng time Isi <u>undangan</u> terla → Join Skype This is an online meetings and co	Son Purwanto; Zudha Chofur Undangan rapat online menggunakan Skype Skype Meeting Sel 13/06/2017 10.00 All day eyent Sel 13/06/2017 10.30 Ppir. Meeting nesting for Skype for Business, the professional numurications app formerly known as Lync.	Image: Second Secon
		Suggested times: 10.00 - 10.30 No conflicts 10.30 - 11.00 No conflicts 11.00 - 11.30 No conflicts 11.30 - 12.00 No conflicts 12.00 - 12.30 No conflicts

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File Meeting	Insert Format Text	Review Q Tell me what you want to do			
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Isi <u>undangan</u> terla → Join Skype This is an online meetings and co Help	mpir. <u>e Meeting</u> meeting for Skype for Busin mmunications app formerly	ess, the professional known as Lync.			Good Fair Poor Chose an available room: None None

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Inbox
Drafts
Sent Items
Deleted Items
Junk E-mail
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ltems: 0 🚊 Reminders: 1

Gambar diatas menunjukkan Microsoft Outlook sedang mengirimkan pesan yang Anda buat.

Untuk melihat status pengiriman pesan/undangan rapat yang baru saja Anda kirim, Anda bisa mengklik Sent Items seperti pada gambar dibawah ini.



Disisi pengguna yang diundang, di akun email yang bersangkutan akan muncul tampilan yang kurang lebih seperti gambar dibawah ini.



Jika yang bersangkutan (peserta yang diundang) mengklik link Join Skype Meeting, maka akan muncul jendela yang kurang lebih seperti pada gambar dibawah ini.



Sekian panduan konfigurasi *online meeting* menggunakan Skype for Business. Jika ada pertanyaan, silahkan menghubungi dssdi@ugm.ac.id. Terima kasih.