

Instalasi dan Aktivasi Office 365

Sebelum melakukan instalasi, pastikan Anda sudah mendaftarkan diri untuk mendapatkan lisensi MS Office 365 di UGM. Jika belum mendaftar silakan ikuti prosedur di <https://layanan.dssdi.ugm.ac.id/aktivasi365> .

Instalasi MS Office 365 dilakukan secara online. Instalasi dapat dilakukan di mana saja tanpa harus berada di lingkungan kampus UGM. Tahapannya adalah sebagai berikut:

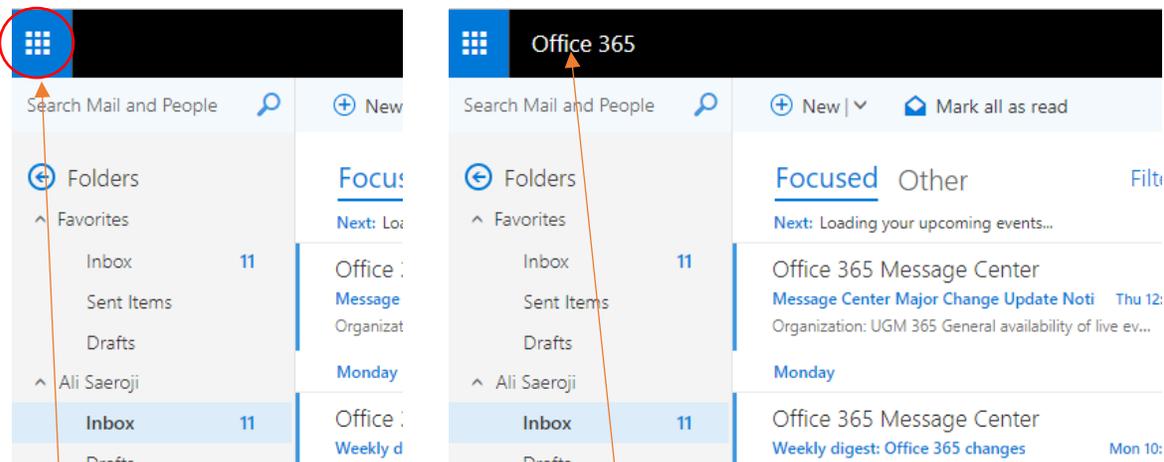
1. Buka laman <http://365.ugm.ac.id> menggunakan akun SSO-UGM. Jika berhasil login maka akan muncul tampilan sebagai berikut

Office 365 UGM Portal

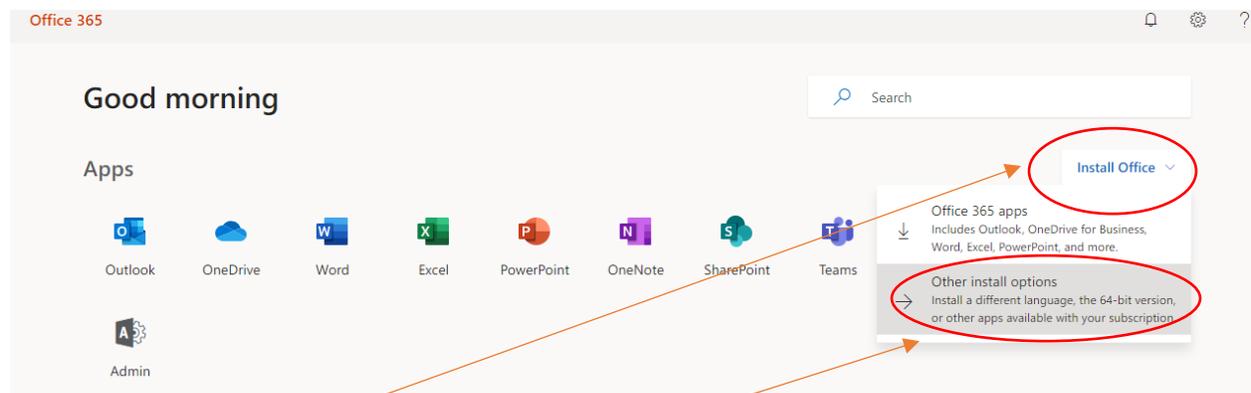
Llogin berhasil. Silakan klik tombol untuk masuk pada Dashboard Office 365

Menuju Dashboard Office365

2. Klik tombol "Menuju Dashboard Office365"

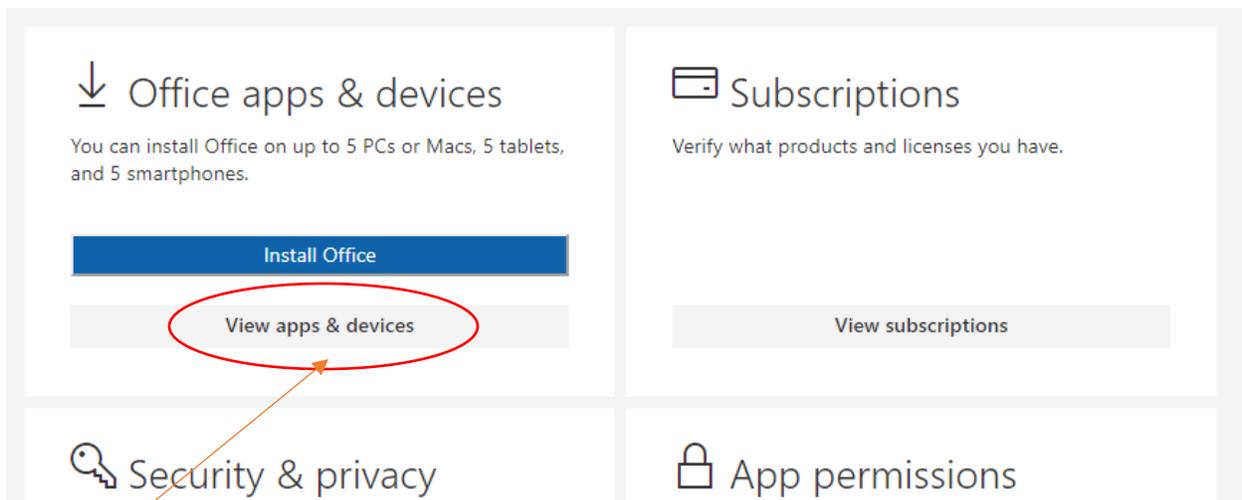


3. Klik kemudian akan muncul tulisan Office 365, kemudian click tulisan tersebut ..



Klik Install Office

Pilih Other install options

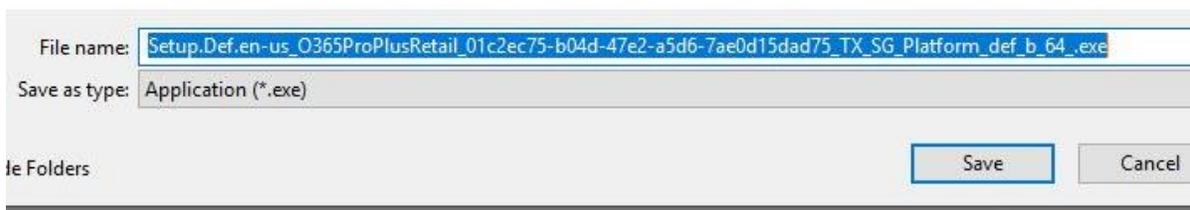


Click

Pilih Versi hardware yang sesuai (64 bit atau 32 bit) dan bahasa (Language) yang dikehendaki.

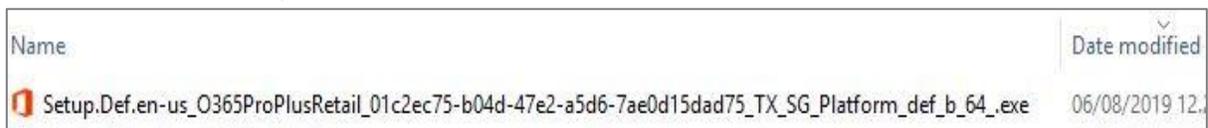


4. Selanjutnya klik Install Office, langkah ini akan mendownload tool instalasi dengan ukuran 5,5 MByte



Klik Save , dan pastikan lokasi file-nya , tunggu sampai download selesai.

5. Jika selesai download, cari file tersebut

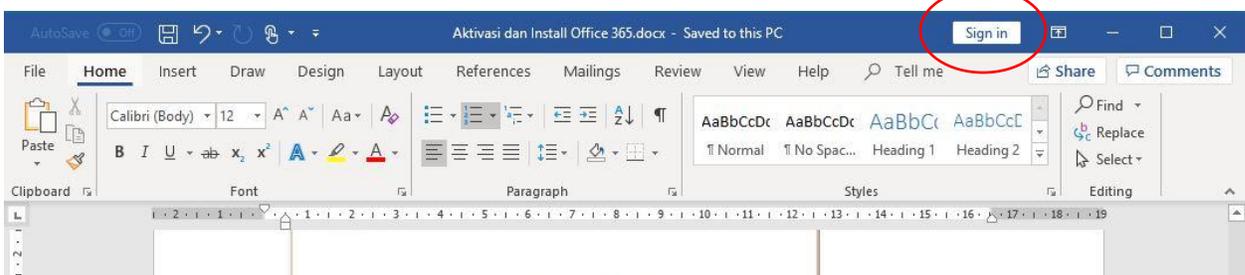


6. Kemudian jalankan file tersebut , maka proses instalasi akan berlangsung.

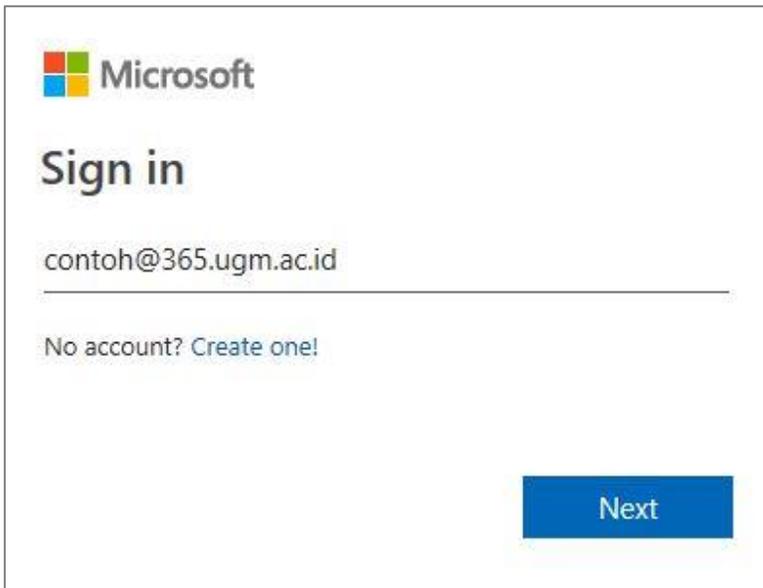


Tunggu sampai proses selesai .

7. Setelah selesai instalasi, jalankan Office 365 , klik Sign In



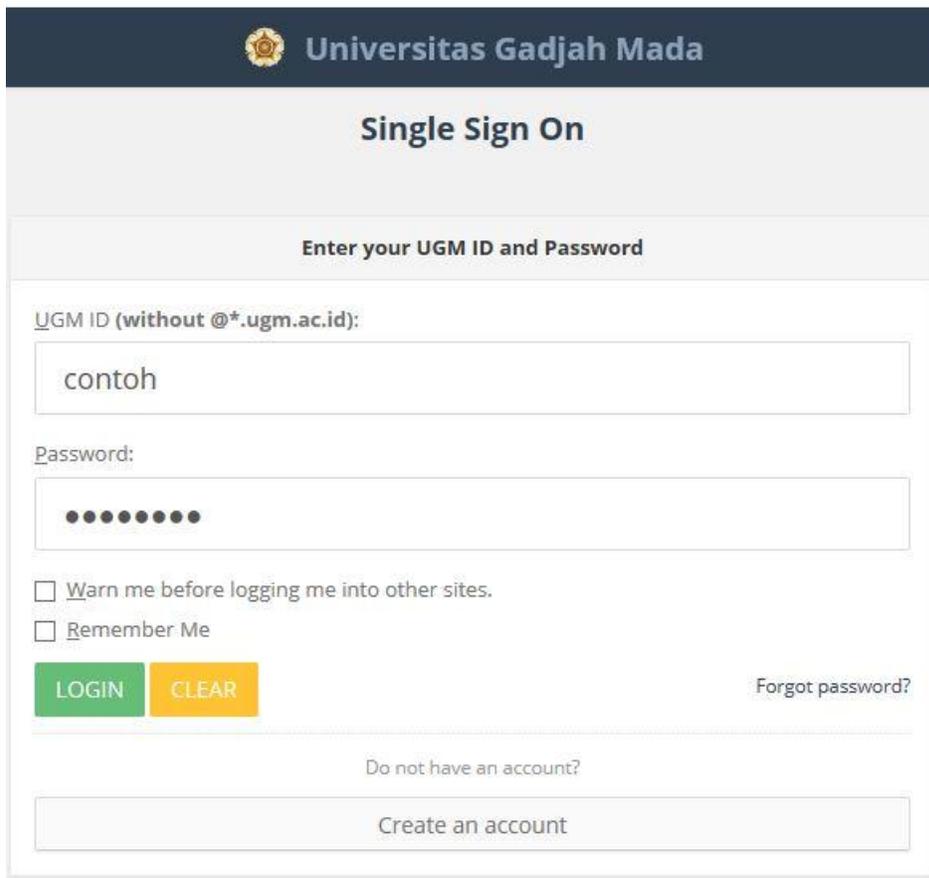
Maka akan menuju ke login akun 365 UGM



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the email address "contoh@365.ugm.ac.id". Below the input field, there is a link that says "No account? Create one!". At the bottom right of the page, there is a blue button with the text "Next".

Masukkan akun 365 UGM , klik Next

8. Selanjutnya akan menuju login SSO, isikan username dan password



The image shows the Single Sign On (SSO) login page for Universitas Gajah Mada. At the top, there is a dark blue header with the university's logo and name "Universitas Gajah Mada". Below the header, the text "Single Sign On" is centered. Underneath, there is a section titled "Enter your UGM ID and Password". This section contains two input fields: "UGM ID (without @*.ugm.ac.id):" with the text "contoh" entered, and "Password:" with a masked password represented by ten dots. Below the input fields, there are two checkboxes: "Warn me before logging me into other sites." and "Remember Me", both of which are unchecked. At the bottom of the login section, there are two buttons: a green "LOGIN" button and a yellow "CLEAR" button. To the right of these buttons is a link that says "Forgot password?". Below the login section, there is a link that says "Do not have an account?" and a button that says "Create an account".

Jika berhasil login, maka Office 365 akan aktif.