



# Panduan Microsoft Teams Mengatur Pertemuan

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The screenshot shows the Microsoft Teams interface for a class named "Pemrograman Dasar R1". The interface includes a sidebar with navigation options (Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, Help) and a main content area. The main content area displays a "Welcome to Pemrograman Dasar R1" message with the instruction "Choose where you want to start". Two options are presented: "Upload Class Materials" (represented by a book icon) and "Set up Class Notebook" (represented by a notebook icon). A "New conversation" button is located at the bottom center. The top navigation bar includes "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The top right corner shows "Team" and "Meet" options.

Untuk mengatur pertemuan pada Microsoft Teams klik ...

# Add Channel / Buat Pertemuan



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The screenshot shows the Microsoft Teams interface for a team named 'Pemrograman Dasar R1'. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area displays the 'General' channel with a welcome message: 'Welcome to Pemrograman Dasar R1. Choose where you want to start.' Below the message are two buttons: 'Upload Class Materials' and 'Set up Class Notebook'. A context menu is open over the 'General' channel, listing the following options: Manage team, Add channel, Add member, Leave the team, Edit team, Get link to team, Manage tags, and Delete the team. The 'Add channel' option is highlighted.

Klik **Add Channel**.



## Create a channel for "Pemrograman Dasar R1" team

Channel name

Pertemuan Ke 1



Description (optional)

Silahkan masukan sesuai dengan RPS yang bapak/ibu buat.

Privacy

Standard - Accessible to everyone on the team



Automatically show this channel in everyone's channel list

Cancel

Add

1. Silahkan isi form create a channel.
2. Klik tombol **Add** untuk menyimpan pertemuan.

# Daftar Pertemuan



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The screenshot shows the Microsoft Teams interface. On the left, there is a sidebar with navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a list of teams under 'All teams'. The selected team is 'Pemrograman Dasar R1'. Under the 'General' channel, there is a list of meetings: 'Pertemuan Ke 1', 'Pertemuan Ke 2', 'Pertemuan Ke 3', 'Pertemuan Ke 4 Tugas', 'Pertemuan Ke 5', and 'Pertemuan Ke 6 UTS'. The 'Pertemuan Ke 1' channel is selected, showing a welcome message: 'Welcome to the class! Try @mentioning the class name or student names to start a conversation.' Below the message, there is a note: 'Deddy Rusdiansyah,M.Kom set this channel to be automatically shown in the channels list.' At the bottom of the channel, there is a 'New conversation' button. In the bottom right corner, there is a 'Activate Windows' notification: 'Activate Windows Go to Settings to activate Windows.'

Daftar Pertemuan berdasarkan RPS yang bapak / ibu buat.