



Panduan Microsoft Teams Mengatur Pertemuan

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E-Learning





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 the 'Pemrograman Dasar R1' team. 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, it says 'Deddy Rusdiansyah,M.Kom set this channel to be automatically shown in the channels list.' At the bottom, there is a 'New conversation' button and an 'Activate Windows' notification.

Silahkan Pilih **Pertemuan ke 1** pada daftar Pertemuan yang sudah dibuat.

Upload Materi



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The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes 'All teams', 'Chat', 'Teams', 'Assignments', 'Calendar', 'Calls', 'Files', 'Apps', and 'Help'. The main area displays a channel named 'PD Pertemuan Ke 1'. The channel header includes 'Posts', 'Files', and 'Notes'. Below the header, there are options for '+ New', 'Upload', 'Sync', 'Copy link', 'Download', 'Add cloud storage', and 'Open in SharePoint'. The main content area shows a folder icon with a downward arrow and the text 'Drag files here'. At the bottom right, there is a watermark for 'Activate Windows'.

Silahkan Pilih **Files**.

Upload Materi



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PD **Pertemuan Ke 1** Posts **Files** Notes + ↗ ↻ Meet

+ New ▾ ↑ Upload ▾ ↻ Sync 🔗 Copy link ↓ Download + Add cloud storage 🔗 Open in SharePoint ☰ All Documents ▾

Pertemuan Ke Files
Folder

📄 Name ▾	Modified ▾	Modified By ▾
📄 Panduan SIAKUPG Login.pdf	A few seconds ago	Deddy Rusdiansya...

Klik menu **Upload** dan pilih **Files**

Upload Materi



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The screenshot shows a Windows File Explorer window titled 'Open' with the address bar set to 'This PC > Data (D:) > pusdatin > panduan SI'. The left sidebar shows the navigation pane with 'Data (D:)' selected. The main area displays a list of files with columns for Name, Date modified, Type, and Size.

Name	Date modified	Type	Size
Panduan Email Dosen.pdf	07/11/2020 14:07	Chrome HTML Do...	1.335 KB
Panduan Email Mahasiswa.pdf	07/11/2020 14:01	Chrome HTML Do...	1.027 KB
Panduan Microsoft Teams Membuat Kelas.pdf	10/11/2020 11:07	Chrome HTML Do...	1.375 KB
Panduan Microsoft Teams Mengatur Pertemuan.pdf	10/11/2020 11:17	Chrome HTML Do...	699 KB
Panduan SIAKUPG KRS.pdf	07/11/2020 11:49	Chrome HTML Do...	812 KB
Panduan SIAKUPG Login.pdf	07/11/2020 11:21	Chrome HTML Do...	707 KB
Panduan Email Dosen.pptx	07/11/2020 14:07	Microsoft PowerP...	2.939 KB
Panduan Email Mahasiswa.pptx	07/11/2020 14:01	Microsoft PowerP...	2.317 KB
Panduan Microsoft Teams Membuat Kelas.pptx	10/11/2020 11:07	Microsoft PowerP...	2.007 KB
Panduan Microsoft Teams Mengatur Pertemuan.pptx	10/11/2020 11:15	Microsoft PowerP...	822 KB
Panduan Microsoft Teams Upload Materi.pptx	10/11/2020 11:23	Microsoft PowerP...	713 KB
Panduan Microsoft Teams.pptx	10/11/2020 10:46	Microsoft PowerP...	1.989 KB
Panduan SIAKUPG KRS.pptx	07/11/2020 11:52	Microsoft PowerP...	1.325 KB
Panduan SIAKUPG Login.pptx	07/11/2020 11:21	Microsoft PowerP...	1.262 KB
Panduan SIAKUPG Templates.pptx	07/11/2020 13:04	Microsoft PowerP...	1.014 KB
Templates Panduan SIAKUPG.pptx	07/11/2020 10:46	Microsoft PowerP...	231 KB

At the bottom of the window, the 'File name' field is empty, and the file type is set to 'All Files (*.*)'. The 'Open' and 'Cancel' buttons are visible at the bottom right.

Silahkan Pilih file yang akan di upload.

Upload Materi



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< All teams

PD

Pemrograman Dasar R1 ...

General

Pertemuan Ke 1

Pertemuan Ke 2

Pertemuan Ke 3

Pertemuan Ke 4 Tugas

Pertemuan Ke 5

Pertemuan Ke 6 UTS

PD **Pertemuan Ke 1** Posts Files Notes +

+ New Upload Sync Copy link Download Add cloud storage Open in SharePoint All Documents

Pertemuan Ke 1

Name	Modified	Modified By
Panduan SIAKUPG Login.pdf	17 minutes ago	Deddy Rusdiansya...

File berhasil di upload.

Percakapan Pertemuan



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The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes 'All teams', 'Chat', 'Teams', 'Assignments', 'Calendar', 'Calls', 'Files', 'Apps', and 'Help'. The main area displays a chat for 'Pemrograman Dasar R1'. The chat history includes a 'Welcome to the class!' message and a message from 'Deddy Rusdiansyah, M.Kom' at 11:29 AM saying 'Assalamu' alaikum ... selamat pagi mahasiswa R1'. A 'New conversation' button is visible at the bottom of the chat area.

Silahkan pilih pada Pertemuan .. Kemudian klik menu **New Conversation**.

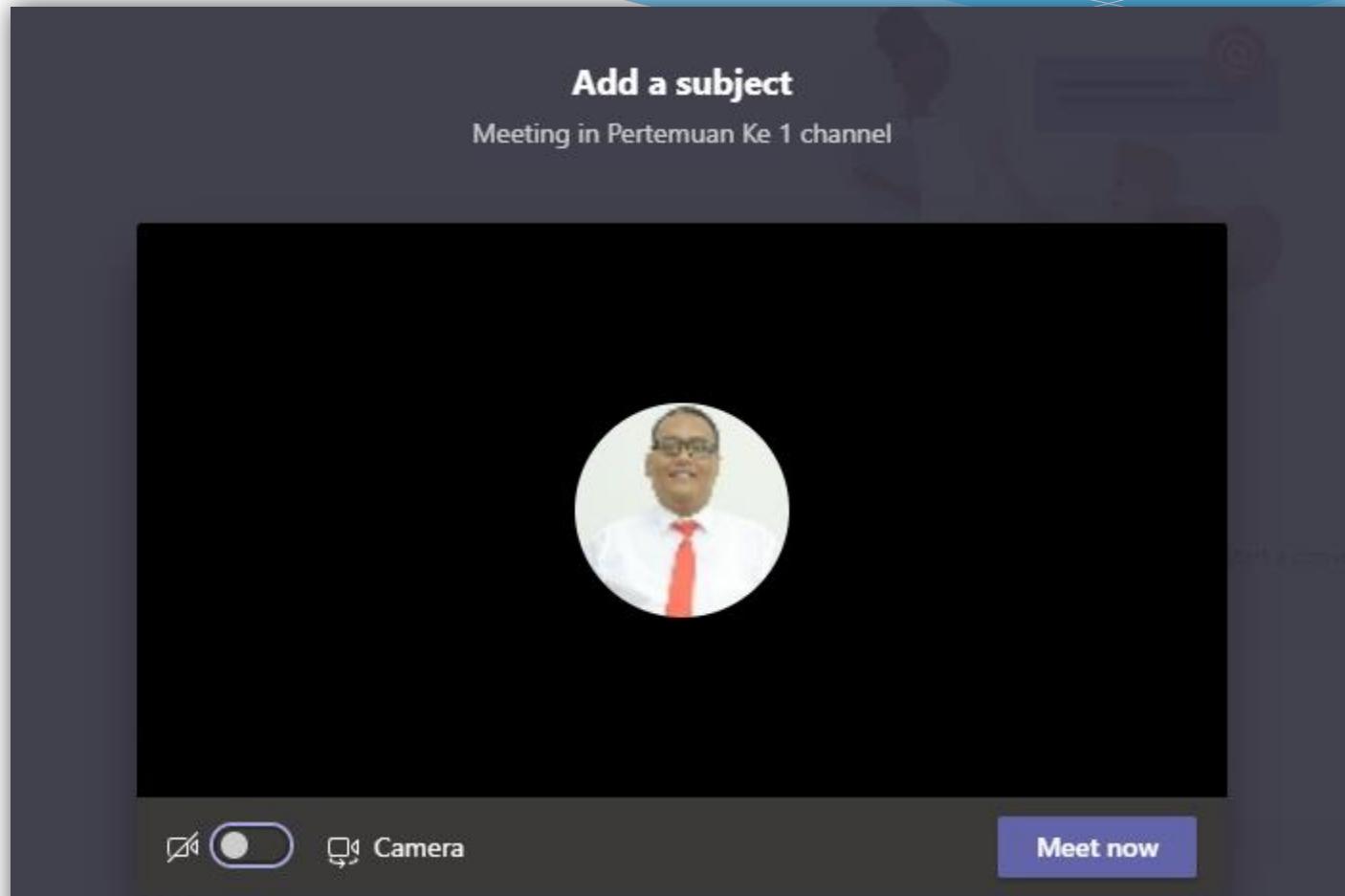
Tatap Muka Video / Meet



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The screenshot shows the Microsoft Teams interface. On the left, there is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a channel named 'Pertemuan Ke 1' under the team 'Pemrograman Dasar R1'. The channel header includes tabs for Posts, Files, and Notes. In the top right corner of the channel header, there is a 'Team' button and a 'Meet' button, which is highlighted by a red arrow. Below the header, there is a welcome message and a post from 'Deddy Rusdiansyah, M.Kom' with a 'Reply' input field and various icons for actions like reply, edit, and delete. At the bottom right, there is a 'New conversation' button and a Windows activation notice.

Silahkan pilih pada Pertemuan .. Kemudian klik tombol **Meet**.



Silahkan pilih pada Pertemuan .. Kemudian klik tombol **Meet now**.

Tatap Muka Video / Meet



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Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

00:16

Invite people to join you

People

Invite someone

Currently in this meeting (1)

- Deddy Rusdiansyah, M.Kom
Organizer

Suggestions (1)

- PI Pusat Data dan Informasi

Activate Windows
Go to Settings to activate Windows.