



- Prasyarat pembuatan akun Office365 adalah sbb :
- 1. Mahasiswa
 - A. Masih aktif berkuliah.
 - B. Memiliki akun INA berstatus Aktif (Tidak Expired)
 - C. Memiliki akun email students ITB (*@students.itb.ac.id).
- 2. Dosen atau Staff
 - A. Memiliki akun INA berstatus Aktif (Tidak Expired).
 - B. Memiliki akun email dengan domain ITB (*@itb.ac.id atau *@*.itb.ac.id).

Pendaftaran akun Microsoft Office365 dapat dilakukan dengan beberapa cara berikut :

1. Mengunjungi langsung layanan Helpdesk DSTI di Labtek 1 lt. 2



2. Mengirim permintaan melalui aplikasi layanan IT DSTI pada tautan :

https://ditsti.itb.ac.id/layanan

Pilih menu :

- Layanan : instalasi & aktivasi perangkat lunak berlisensi (Microsoft Office365 dll)
- Jenis layanan : Microsoft
- Pesan : Permohonan pembuatan Akun Microsoft Office365

Aplikasi ini menggunakan Akun dan Password akun INA anda

bttps://ditsti.itb.ad	c.id/layanan/	Ċ
We would love to help you	LAYANAN* Layanan instalasi & aktivasi perangkat lunak berlisensi (Micro	\$
© 62-811-130-6666	JENIS LAYANAN Microsoft	*
Admin		
	SILAKAN UPLOAD FILE JIKA DIBUTUHKAN KETERANGAN TAMBAHAN (*.JPEG[*.JPG]*.PNG]*.DOC]*.DOCX]*.PDF) Choose File no file selected Choose File no file selected Choose File no file selected Choose File no file selected Choose File no file selected	
	PESAN Permohonan pembuatan akun Microsoft Office365	✓ //

Submit →

3. Permintaan melalui email layanan IT DSTI dengan alamat : <u>it-helpdesk@itb.ac.id</u>

dengan subjek request : "pembuatan akun Microsoft Office365".

Email dikirimkan menggunakan akun email domain itb (@students.itb.ac.id, @itb.ac.id, atau @*.itb.ac.id).

Send 🔻	🔀 Cancel 🛛 🔂 Save Draft 🥒 Add Attachment 🥻 Spell Check 🕁 Signature 👻 🎡 Options 👻						
To:	it-helpdesk@itb.ac.id ×						
Cc:							
Subject:	request pembuatan akun Microsoft Office365						
Tip: drag and drop files from your desktop to add attachments to this message.							
Permohonan pembuatan akun Microsoft Office365							

Kompabilitas Perangkat

- Satu akun Microsoft Office365 dapat digunakan sampai dengan 5 (lima) buah perangkat meliputi :
- 1. Personal Computer (PC)
- 2. Apple Devices (IOS dan MacOS)
- 3. Smartphone (Android dan Windows)

Detected installs: 0

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Manage installs

Akses Microsoft Office365

Akses aplikasi Office365 pada tautan : <u>https://www.office.com/</u>

Klik Sign In



Follow Office in f 🎔 🞯 💋

What's new

Education

Developer

Akses Microsoft Office365

1. Masukan Username Office 365

Microsoft	
Sign in	
ithelpdesk@office.itb.ac.id	×
No account? Create one!	
Can't access your account?	
Sign-in options	

2. Masukan Password Office 365

← ithelpdesk@office.itb.ac.id Enter password Password Forgot my password Sign in

Halaman Dashboard Microsoft Office365

🖅 🖞 Microsoft Office Home 🗙 🕂 🗸											
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Office 365	🔎 Search										
	Good evening, IT HELPDESK							Ir	istall Office $$		
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	Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	All apps
	Recent Pinne	d Shared	with me Dis	cover							
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	No recent online Office documents										
	Share and collaborate with others. To get started, create a new document or drag it here to upload and open.										
						New					

Halaman Dashboard Microsoft Office365

2. Reset Password (optional)

Jika diperlukan, user dapat melakukan penggantian password



3. Masukan Password baru

change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID ithelpdesk@office.itb.ac.id

Old password

Create new password

Password strength

Confirm new password

submit cancel

Halaman Dashboard Microsoft Office365

4. Menu Setting Office 365 (optional)

Jika diperlukan, user dapat melakukan update kontak, instalasi software office 365 (x64 bit,x86 bit), dan lain - lain.



5. Download Microsoft Office 365

User dapat menyesuaikan pada saat download software office 365 (x64 bit,x86 bit).

	My account									
	<	Apps & devices								
ណ៍	My account	hpps & devices								
8	Personal info	Office 🚺 🖬 🖬 🕼 🕼 📭 🕼 🖉 🏍								
	Subscriptions	Language ① Version Install Office English (United States) 64-bit 32-bit								
ପ୍ସ	Security & privacy	DEVICES								
A	App permissions	Skype for Business								
\downarrow	Apps & devices	Language Version Edition Install Skype								
Þ	Tools & add-ins									
		Get Office on your phone or tablet iOS Android Windows								

Download Microsoft Office365

6. Download Installer Microsoft Office 365

Apps & devices					
Office	T ii	w x	P N A		6 🐔
Language ① V English (United States) ✓	/ersion 32-bit ⊻			Install Of	fice
DEVICES				4	
					-

7. Save file installer Microsoft Office 365 ke dalam perangkat anda

	Just a few more steps							
rsion 4-bit	Run Run Click Run If asked, click Save File, then run the file.	Yes Ves Ves Ves Ves Ves Ves Ves Ves Ves V		Office Office Stay online Downloading all of Office might take a while.				
	Close <u>Need help installing?</u>			Ļ				
1	What do you want to do with OfficeSetup.exe (5.2 M From: c2rsetup.officeapps.live.com	B)?	Run	Save 🔨	Cancel			

Instalasi Microsoft Office365

8. Jalankan file installer Microsoft Office365, dengan cara <u>klik kanan</u> pada file dan pilih <u>Run as administrator</u>



9. Waktu instalasi akan bervariasi sesua<mark>i</mark> dengan kecepatan koneksi **internet**

Office

Please stay online while Office downloads

We'll be done in just a moment.

Aktivasi Microsoft Office365

10. Jika sudah terinstal, buka aplikasi office di **Start Menu**

11. Untuk aktivasi silahkan masuk ke menu "Account" kemudian "Sign In" dengan akun office 365 yang sudah di daftarkan

Aktivasi Microsoft Office365

12. Masukan Username Office 365 (@office.itb.ac.id)

Microsoft
Sign in
ithelpdesk@office.itb.ac.id
No account? Create one!

 $\overline{}$

Aktivasi Microsoft Office365

14. Muncul Notifikasi, Klik Yes

Use this account everywhere on your device

Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.

Allow my organization to manage my device

15. Aktivasi Microsoft Office 365 berhasil, Klik Done

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

This app only

Microsoft Office365

16. Lisensi Microsoft Office 365

You have no connected services. Add one now?

Add a service *

17. Microsoft Office 365 sudah dapat digunakan dan telah berlisensi resmi

Fitur Tambahan Microsoft Office365

Microsoft Office365 juga memiliki beberapa fitur tambahan yang dapat diakses langsung dari dashboard, seperti :

KONTAK LAYANAN DSTI

https://ditsti.itb.ac.id/layanan

it-helpdesk@itb.ac.id

+62 811-1306-666