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Institute of Indonesia Chartered Accountants



TUTORIAL SKYPE FOR BUSINESS VERSI WINDOWS



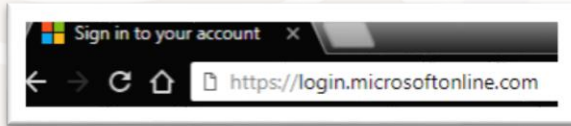


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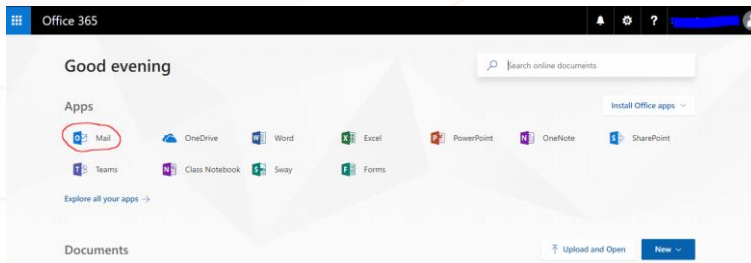
Download Skype for Business

1. Akses Office365 <http://login.microsoftonline.com>

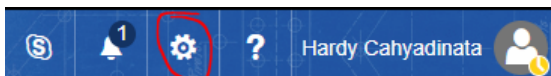


2. Login menggunakan akun & password
@akuntanindonesia.or.id

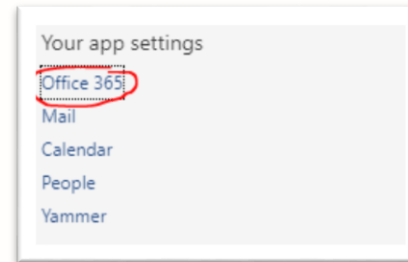
3. Pilih “Mail” pada halaman depan Office365



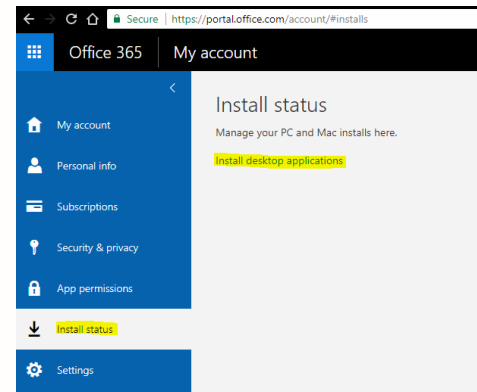
4. Pilih icon “Roda Gerigi” pada bagian kanan atas layar



5. Klik Menu “Office 365” pada menu “Gerigi” bagian



6. Pada halaman portal Office 365, pilih menu “Install Status”, lalu klik link “Install desktop application”



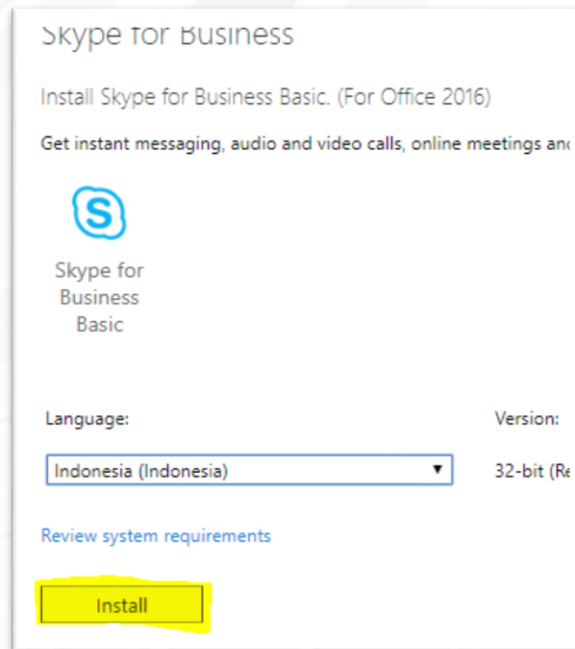


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7. Klik "Install"



8. Ikuti setiap langkah instalasi software Skype for Business



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LOGIN APLIKASI SKYPE FOR BUSINESS



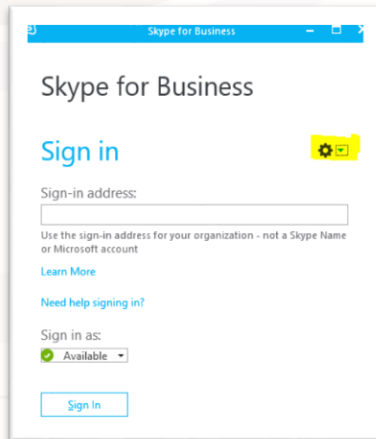


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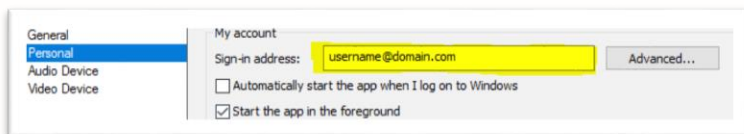


Login Aplikasi Skype for Business

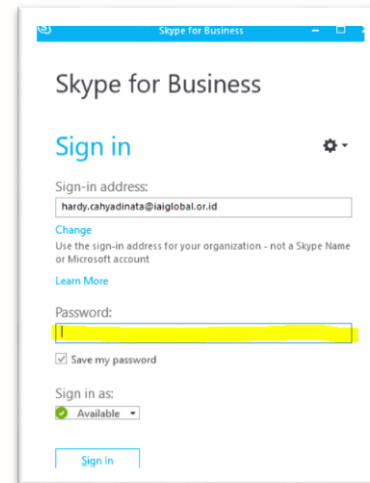
1. Setelah membuka klik tanda “grigi” -> File -> Change Sign In Address



2. Ketikan akun @akuntanindonesia pada kolom “Sign in address” lalu klik tombol “OK”



3. Ketikan password @akuntanindonesia pada kolom password



4. Klik tombol “Sign In”



Login Aplikasi Skype for Business

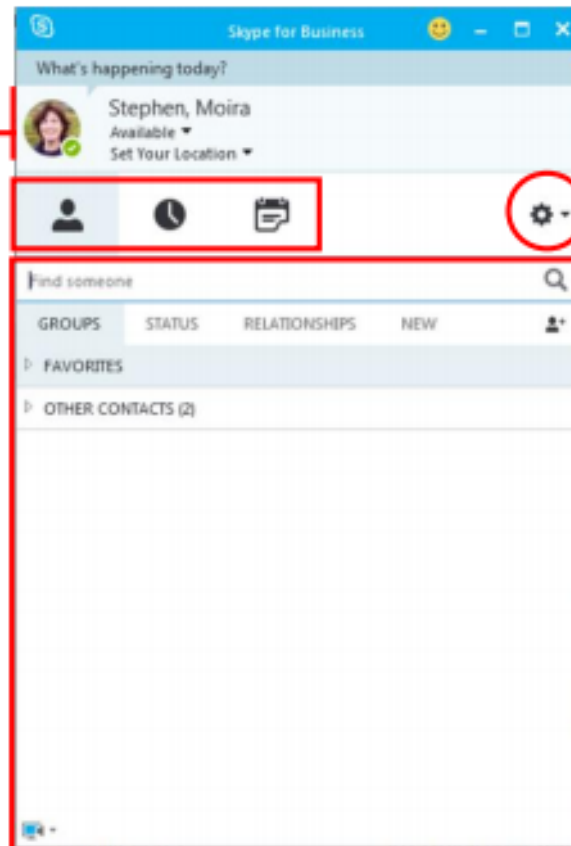
JENDELA UTAMA SKYPE FOR BUSINESS

Your status information

if you have uploaded a profile picture, it will appear here with the coloured icon indicating your availability. Enter text in the box above it to let others know what you're up to, change your availability using the drop- down menu, or add your location.

Tools and communication

- Contacts
- Conversations
- Meetings



Options menu

Close, sign out or exit
Change settings for:

- Login
- Contact display
- Your status
- Showing/hiding your picture
- Audio and video devices

Main viewing and interaction area changes depending on the tool you are using. Contacts options displayed.



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MEMBUAT SKYPE MEETING DENGAN MS OUTLOOK

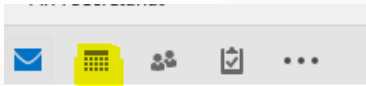


Melalui aplikasi desktop Ms Outlook

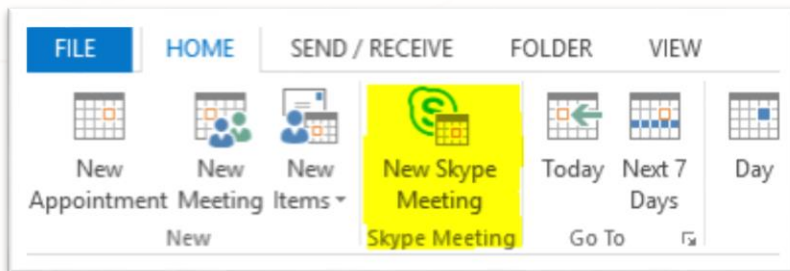
1. Buka aplikasi Ms. Outlook



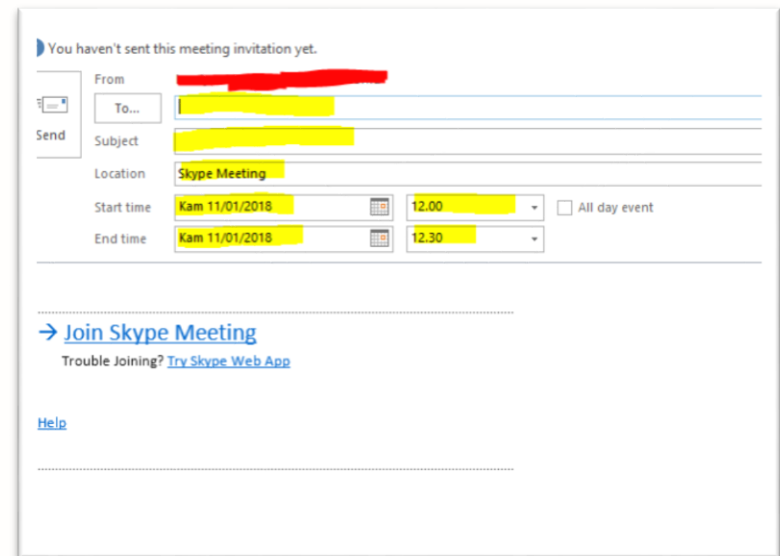
2. Klik icon “Calendar” pada bagian kiri bawah layar



3. Pada halaman “Calendar” klik icon “New Skype Meeting” dibagian menu atas layar.



4. Pada halaman “New Skype Meeting”, masukkan user email yang akan diundang, Subject Meeting, Periode Meeting, serta Deskripsi Meeting.



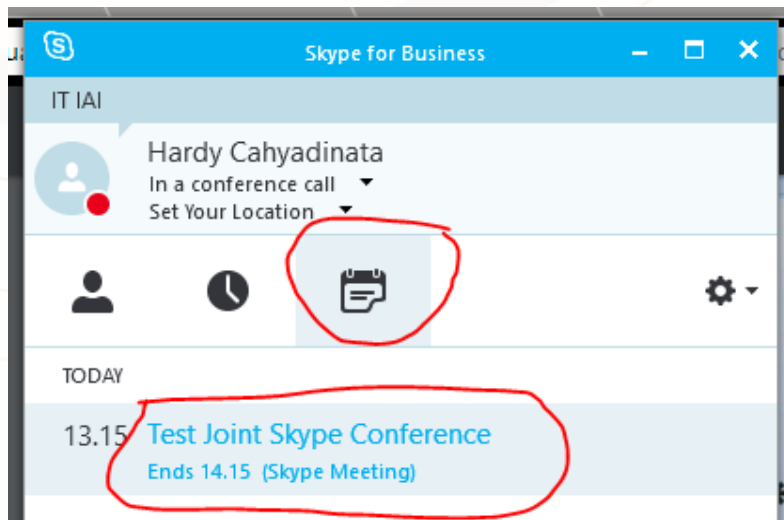
5. Klik icon “Calendar” pada bagian kiri bawah layar

[→ Join Skype Meeting](#)

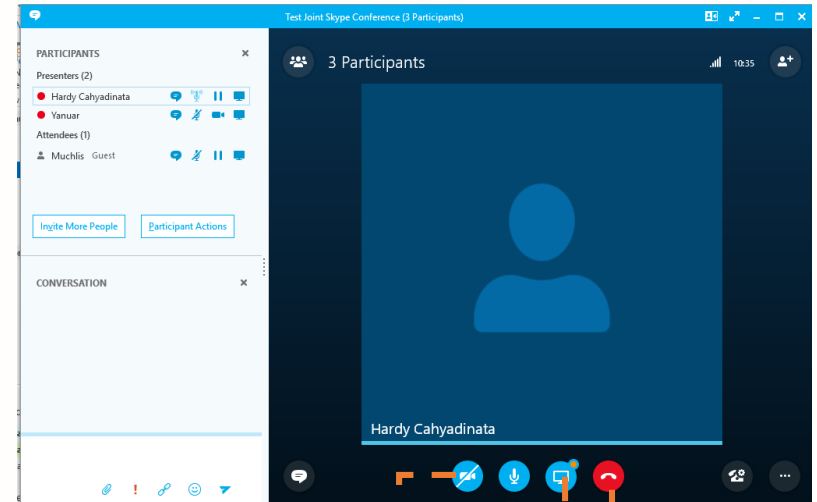
Trouble Joining? [Try Skype Web App](#)

Melalui aplikasi desktop Ms Outlook

7. Selanjutnya akan diarahkan ke aplikasi Skype for Business yang telah terinstal
8. Klik link icon calendar dan pilih/klik Meeting Shedule yang tela dijadwalkan



9. Tampilan layar Skype Meeting



- Icon On/Off Video
- Icon Mute/On Audio
- Icon Keluar Meeting
- Icon Share Layar Presentasi