

UNIVERSITAS MULTIMEDIA NUSANTARA

USER GUIDE – IT DEPARTMENT

AKTIVASI AKUN OFFICE 365 & MIGRASI FILE KE ONE

DRIVE

Revisi 1

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Distribusi Dokumen		
No.	Nama Penerima	Area (Department / Program Studi)
1	Staff UMN	Seluruh Department UMN
2	Dosen UMN	Seluruh Program Studi UMN
3	Mahasiswa UMN	Seluruh Program Studi UMN

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1. Tujuan

Dokumen ini dibuat sebagai panduan bagi Civitas UMN untuk aktifasi atau login Office 365 dengan menggunakan MFA (Multi-Factor Authentication).

2. Referensi

Panduan ini dibuat dengan referensi dokumen penggunaan MFA pada akun Microsoft office 365.

3. Rincian Panduan

3.1. Login & Aktivasi Akun Mengggunakan MFA

Deskripsi	Alur aktifasi atau login akun Office 365 menggunakan MFA
Menu	-
Langkah:	

1. Akses laman office.com di taksbar search dan klik sign in



- Student (@student.umn.ac.id)
- Staff & Dosen Fulltime (@umn.ac.id)
- Dosen Parttime (@lecturer.umn.ac.id),

Kemudian klik Next

	Microsoft	
	Sign in	
	Email, phone, or Skype	
	No account? Create one!	
	Can't access your account?	
	Back Next	
	🖏 Sign-in options	
3. Masukkan password Default	t	
a. Mahasiswa yaitu : U i	nimediaTanggalLahir(DDMMYYYY) (Contoh Jika Mahasiswa
Lahir pada Tanggal 1	7 Agustus 1945, maka Password De	efault nya adalah
Unimedia17081945)	atau Password yang telah ditentuka	n / didapat
b. Staff & Dosen FullTi	me/Parttime; Password dikirim mela	alui email oleh microsoft
dengan subject " Acc e	ount information for new or modifi	i ed users ". Jika pada
inbox email tidak dite	mukan, cek pada bagian Spam	
klik Sign in		
ſ		
	Microsoft	
	← dummy@umn.ac.id	
	Enter password	
	Password	
	Forgot my password	
	Sign in	
4. Jika berhasil langkah beriku	tnya adalah mengganti password de	ngan password vang baru
sesuai dengan aturan pemb	uatan password pada Office 365, se	telah diisi klik Sign in

		Microsoft	
		dummy@umn.ac.id	
		Update your password	
		You need to update your password because this is the first time you are signing in, or because your password has expired.	
		Current password	
		New pareword	
		Confirm password	
		Sign in	
5	lika berbasil Aka	n muncul senerti ini. Ialu klik Nevt	
5.			-
		Microsoft	
		dummy@umn.ac.id	
		More information required	
		Your organization needs more information to keep	
		your account secure	
		Use a different account	
		Learn more	
		You have 14 days until this is required.	
		Ask later Next	
6.	Proses berikutny	a adalah melengkapi informasi terkait MFA	(multi factor authentication)
	seperti yang ditu	njuk pada gambar. Pengguna Wajib mempu	nya Aplikasi Authentificator.
	.lika belum lalu u	nduh anlikasi nada handnhone, dengan pilih	Download Now
		Universitas Multimedia Nusantara	
		Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
		Method 1 of 2: App	
		App Phone	
		Microsoft Authenticator	
		Start by getting the app On your phone, install the Microsoft Authenticator app. Download now	
		After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app	
		Next	
7	Catalah :		Jikaai
1.	Setelan itu akan i	nuncul nalaman seperti ini, lalu klik install Ap	DIIKASI



SPT-14/PM-01/SOP-01/Form-05-Rev.0



9. Klik Next.	
Universitas M	ultimedia Nusantara
	Keep your account secure Your organization requires you to us tue the following methods of proving who you are.
	Method 1 of 22 App
	2 App Phone
	Authenticator app
	Set up your account in your app, add a new account.
	Back Noret
10.Tahap berikutnya adalah	pengguna diminta scan QR Code yang muncul pada layar
menggunakan Aplikasi Mi	crosoft Authenticator yang ada di HP.
	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.
	Method 1 of 2: App
	App Phone
	Microsoft Authenticator
	Scan the QR code
	use the microsoft Authenticator app to scan the Cark code. This will connect the microsoft Authenticator app with your account. After you scan the QR code, choose "Next",
	Can't scan image?
a. Scan QRcode yang	ada di browser menggunakan Microsoft Authenticator
	11 XL Axiata 🗢 10.48 @ 💻
	ζ Scan QR code
	Microsoft Authenticated
	Scan the QR code
	Use the Microsoft Authenticator applic to cave for data uses Application your account. • Advery your account.
	Your account provider will display a QR code
	Or enter code manually
b. Jika berhasil, pada	a laman Microsoft Authenticator akan ditambahkan satu akun
sesuai dengan yan	g terdaftar

11.Kembali ke halaman brow	vser, lalu klik Next		
	Keep your ac	count secure	
	Your organization requires you to set up the	following methods of proving who you are.	
	Method 1	of 2: App	
	Арр	Phone	
	Microsoft Authenticator		
	Scan the QR code		
	Use the Microsoft Authenticator app to scan the Q	R code. This will connect the Microsoft Authenticator	
	After you scan the QR code, choose "Next".		
	Can't scan image?	Back Next	
12.Pada layar akan menamp	b ilkan angka secara Keep your acco	acak seperti contol	ו pada gambar,
	Your organization requires you to set up the follo	owing methods of proving who you are.	
	Method 1 of 2 App	2 Phone	
Micr	rosoft Authenticator		
]	
	an the QK code	de This will connect the Microsoft Authenticator	
app	with your account.	de, mis will connect the microsoft Authenticator	
After	er you scan the QR code, choose "Next".		
	Can't scan image?	Back Next	
13. Kembali pada Microsoft A	Authenticator yang a	ada di HP, akan mu	ncul pop up seperti ini dan



	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are
	the segment require you to see up the reliance of proving the you are
	Method 2 of 2: Phone
	ripp rinne
	Phone
	Please show you are not a robot.
	1 MARS
	VBY AT
	inarund
	Back Next
	I want to set up a different method
17 Maaukkan kada yang au	dah dikirimkan malakui SMS ka namar Handnhana, lalu klik Navt
	dan dikininkan melalui Sivis ke nomor handphone, lalu kiik Next
	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.
	Method 2 of 2: Dhone
	App Phone
	Phone
	We just sent a 6 digit code to +62 087771030968. Enter the code below.
	Enter code
	Resend code
	Back Next
	I want to set up a different method
19 lika Suksos klik Novt	
TO. JINA SUNSES, NIK INEXL	
	Keen vour account secure
	Reep your account sective
	Your organization requires you to set up the following methods of proving who you are.
	Method 2 of 2: Phone
	App Phone
	Phone
	SMS verified. Your phone was registered successfully.
	Next
19 Akan muncul halaman ir	ni lalu klik Done

Keep your account secure Your organization requires you to set up the following methods of proving who you are	
Your organization requires you to set up the following methods of proving who you are	
	6
Method 2 of 2: Done	
App Phone	
Success!	
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:	
Phone +62 087771030968	
Microsoft Authenticator	
 Microsoft Authenticator 	
~	Dens
	Done
	1
Microsoft	
dummy@umn.ac.id	
dummy@umn.ac.id Stay signed in?	
Microsoft dummy@umn.ac.id Stay signed in? Do this to reduce the number of times you are asked to sign in.	
Microsoft dummy@umn.ac.id Stay signed in? Do this to reduce the number of times you are asked to sign in. Don't show this again	
Microsoft dummy@umn.ac.id Stay signed in? Do this to reduce the number of times you are asked to sign in. Don't show this again No Yes	
Microsoft dummy@umn.ac.id Stay signed in? Do this to reduce the number of times you are asked to sign in. Don't show this again No	

3.2. Memindahkan file dari Drive ke OneDrive (Opsi 1)

Deskripsi	Berfungsi bagi user untuk memindahkan File yang ada di Google Drive Ke OneDrive .
	Panduan dan Video juga dapat dilihat di :
	https://support.microsoft.com/id-id/office/memindahkan-file-dari-drive-ke-
	onedrive-for-business-91054781-1bdd-4d5d-9480-
	be09f6958387#ID0EBBD=Cobalah!
Menu	

Langkah:

- 1. Aktivasi akun Microsoft 365 pada OneDrive
- 2. Masuk ke akun Gmail Anda, klik ikon Google Apps di sudut kanan atas, lalu pilih drive.
- 3. Di drive, pilih semua dokumen Anda, klik kanan, dan pilih Unduh.
- 4. Setelah file Anda dikompresi ke dalam file yang diunduh. zip, pilih Simpan sebagai di bagian bawah layar Anda, dan simpan file. zip ke desktop Anda.
- 5. Di desktop Windows Anda, klik ikon awan OneDrive di baki sistem (terletak di bilah tugas Windows), dan pilih pengaturan pada menu.
- 6. Dalam kotak dialog Microsoft OneDrive , pilih Tambahkan akun, lalu masuk dengan alamat email dan kata sandi Microsoft 365 Anda.
- 7. Ikuti langkah-langkah dalam panduan penyetelan, lalu pilih buka folder OneDrive saya.
- 8. Dari desktop Anda, buka file. zip yang telah Anda unduh sebelumnya dari Google Drive, pilih semua file, dan seret ke folder OneDrive Anda.

File akan mulai mengunggah dan menyinkronkan ke OneDrive for Business, seperti yang ditunjukkan oleh tanda centang hijau.

3.3. Memindahkan file dari Drive ke OneDrive (Opsi 2)

Deskripsi	Berfungsi bagi user untuk memindahkan File yang ada di Google Drive Ke
	OneDrive dengan opsi menginstal Google Drive Versi Desktop Terlebih dahulu.

User Guide Aktifasi Akun Office 365 Rev 2

Menu Langkah: 1. Aktivasi akun Microsoft 365 pada OneDrive 2. Download dan Instal Google Drive versi dekstop 3. Aktivasi akun Google pada GoogleDrive desktop 4. Untuk Migrasi file, Dari Google Drive Versi desktop Anda, pilih semua file, dan seret ke folder OneDrive Anda

- 5. Cek status migrasi
- 6. Akses file hasil migrasi di OneDrive