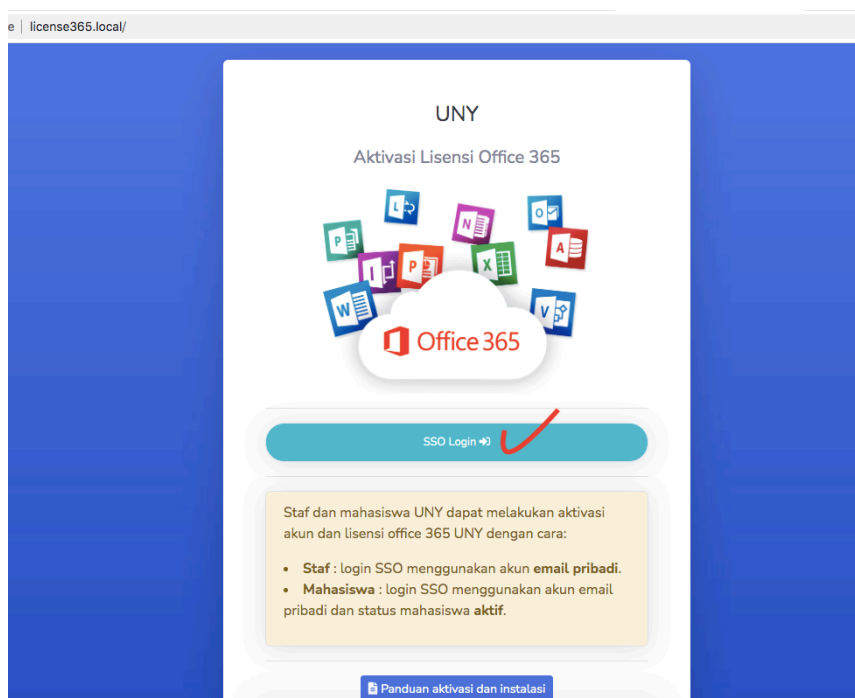
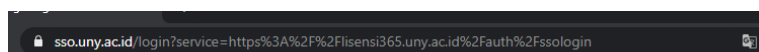


Panduan Aktivasi dan Instalasi Office 365

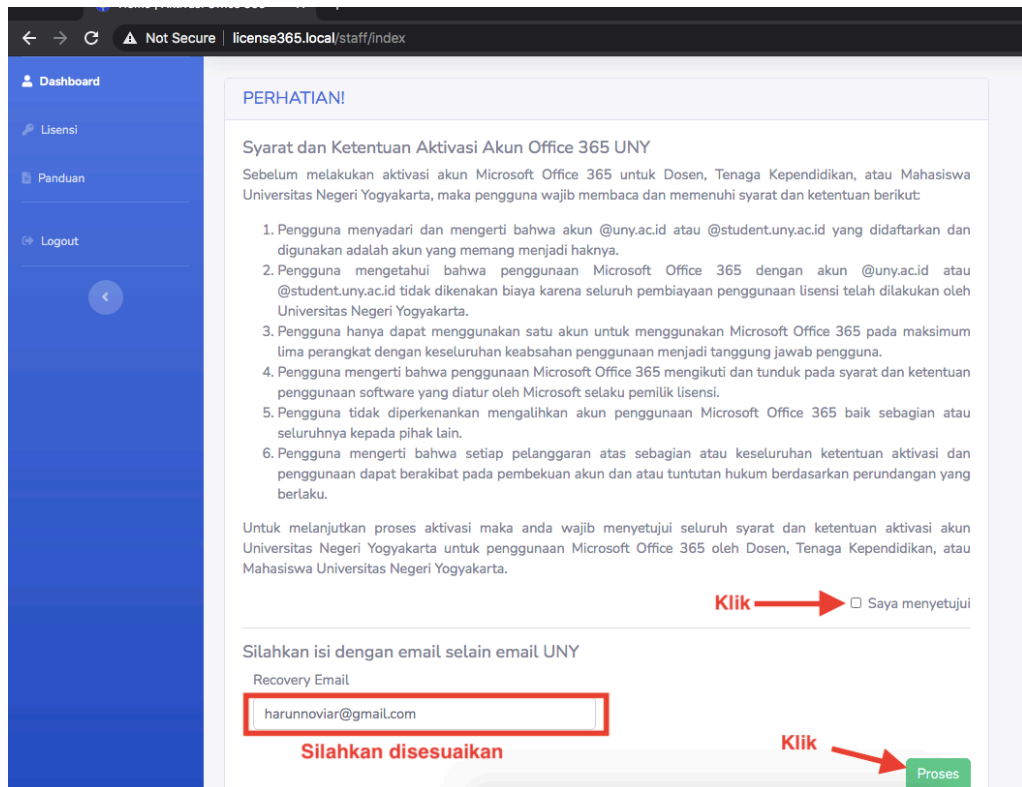
1. Buka browser kemudian akses ke <https://lisensi365.uny.ac.id/> pilih **SSO login**.



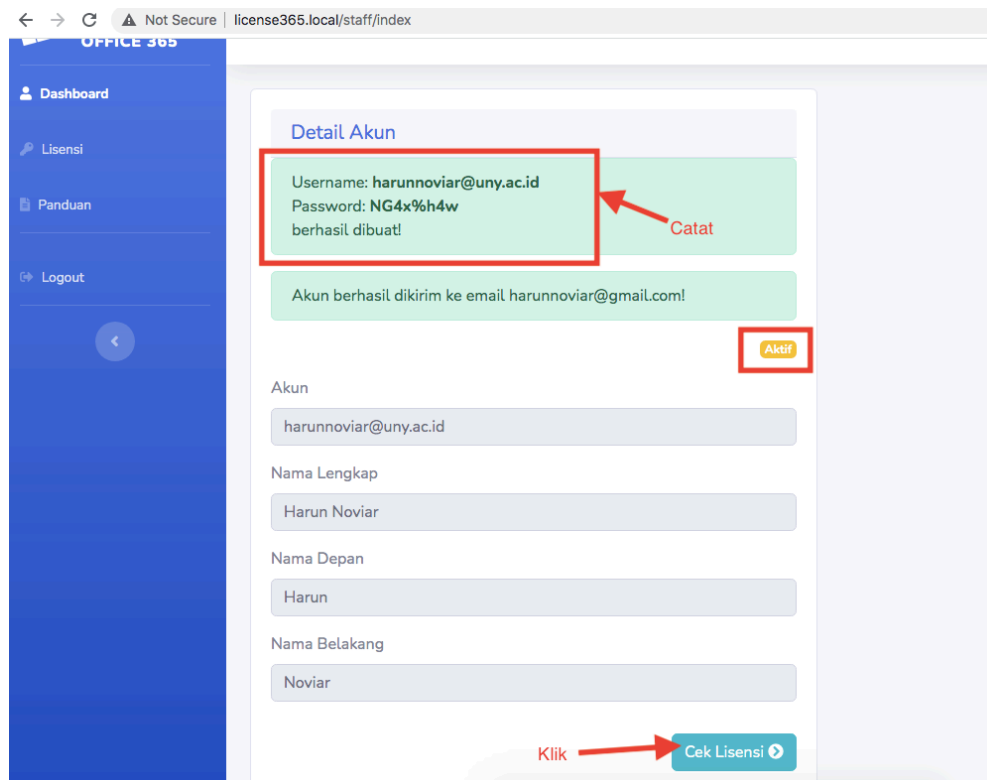
2. Masukkan akun Email UNY dan Password anda.

The screenshot shows the 'UNITY : Single Sign-on UNY' login page. On the left, there is a 'VERIFIED' badge with the text 'Aplikasi terverifikasi SSO-UNY'. Below it is a form with two input fields: 'UNITY ID :' containing 'harunnoviar@uny.ac.id' and 'Password:' with masked characters. A red box highlights these two fields. Below the form are 'LOGIN' and 'CLEAR' buttons. On the right, there is a 'Petunjuk SSO UNY' section explaining that UNY ID is based on email addresses like '@uny.ac.id' or '@student.uny.ac.id'. Below this is a 'PERHATIAN!' (Attention!) section with a warning icon and text: 'JANGAN PERNAH MEMBERIKAN INFORMASI TERKAIT UNITY ID DAN PASSWORD KEPADA SIAPA PUN!' and 'Isikan UNITY ID : - username@uny.ac.id untuk Staff - username@student.uny.ac.id untuk Mahasiswa'. At the bottom left, there is a pink box with security advice: 'Untuk alasan keamanan, mohon log out dan tutup peramban Anda setelah selesai mengakses layanan yang mengharuskan Anda log in!'.

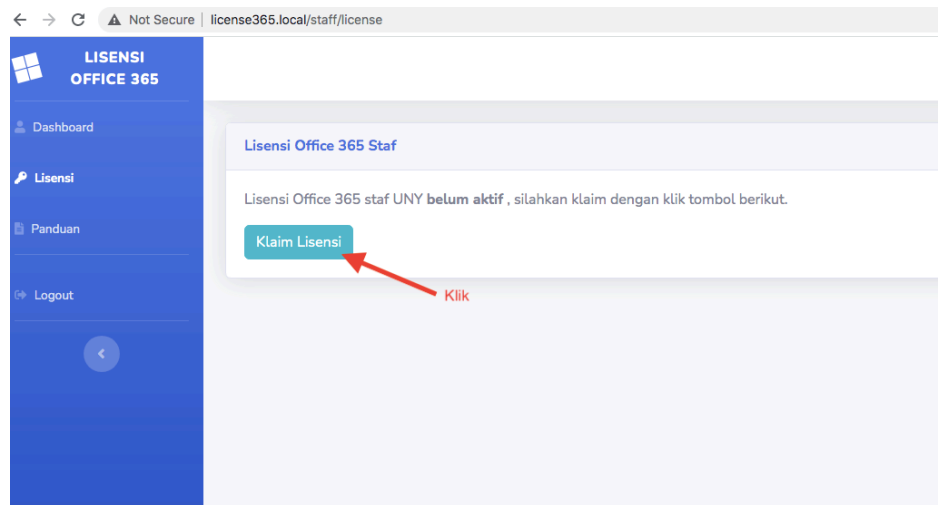
3. Baca syarat dan ketentuan, klik **"Saya menyetujui"**. Sesuaikan alamat email untuk notifikasi bila lupa password, kemudian klik **"Proses"**.



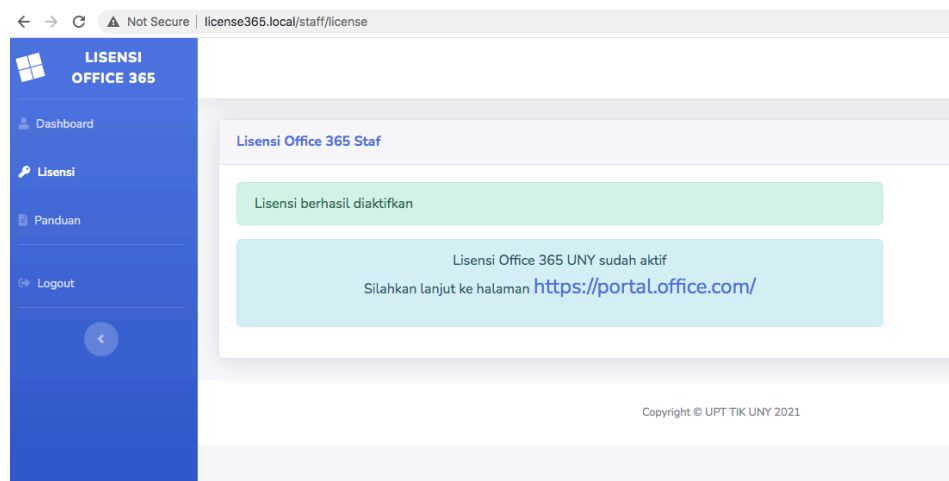
4. Catat dan simpan dengan baik Username dan Password anda, kemudian pilih **Cek Lisensi**.



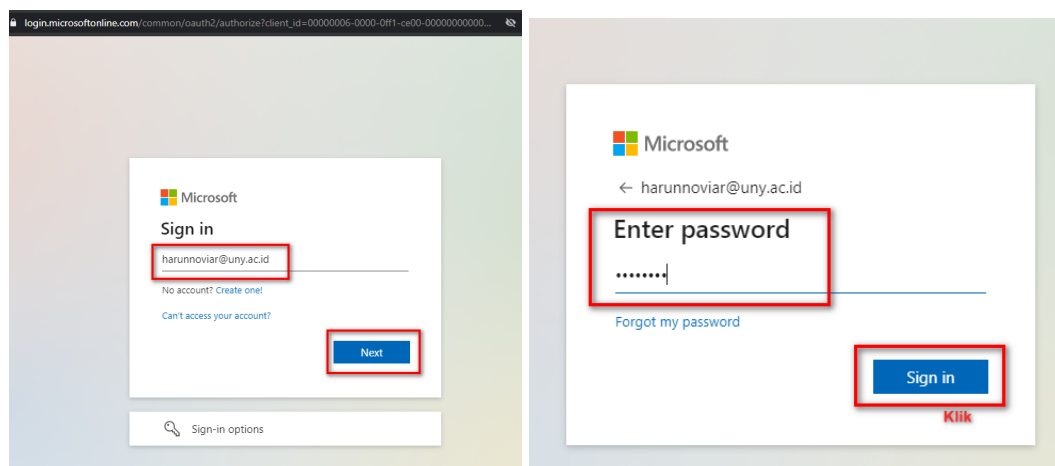
5. Pilih Klaim Lisensi.

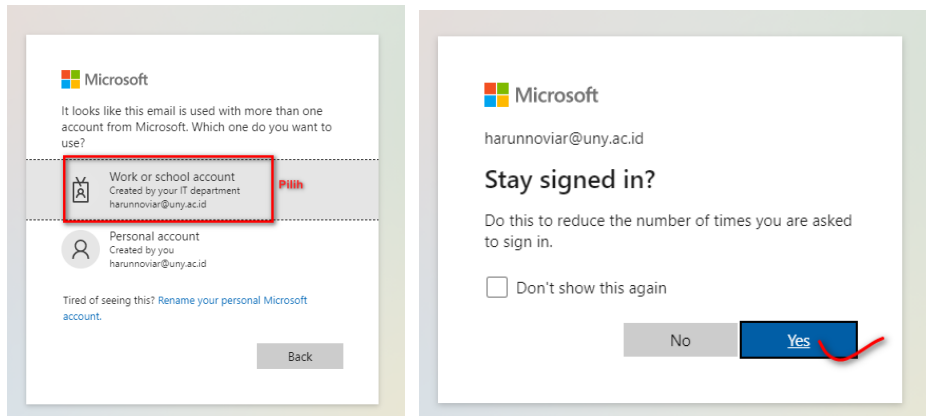


6. Lisensi sudah aktif, selanjutnya masuk ke portal <https://portal.office.com>

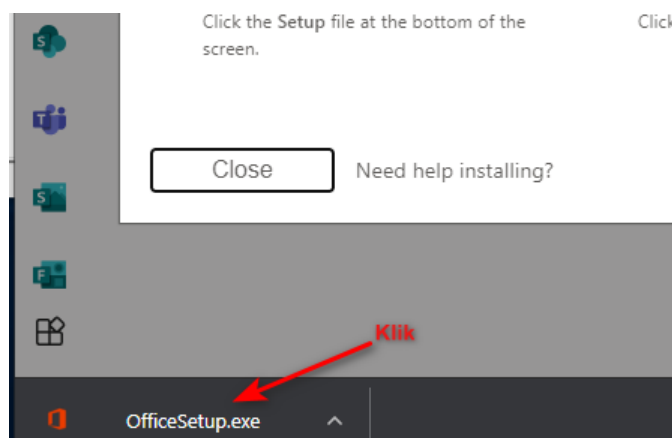
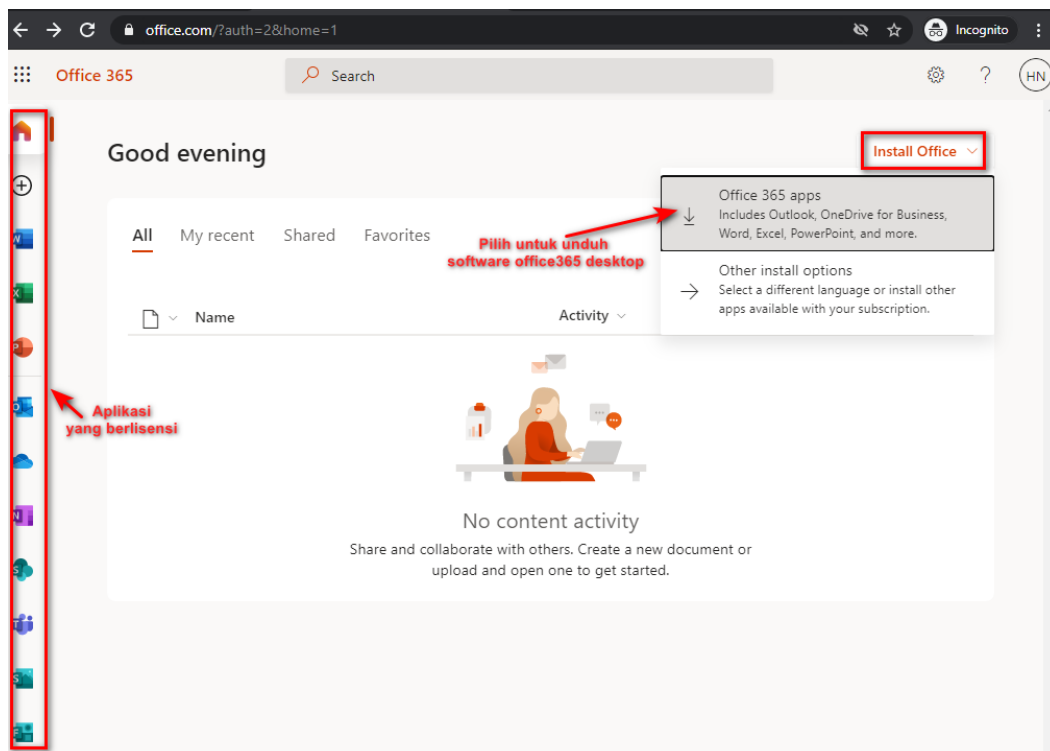


7. Masukkan username dan password yang sudah anda simpan.





8. Halaman utama microsoft office 365 terbuka, anda bisa men-download software office 365 versi dekstop.



9. Perlu diperhatikan bahwa saat instalasi membutuhkan waktu lama dan bandwidth yang besar.

