

Pengenalan Tatacara Penggunaan Microsoft Teams

Pusat Kebangsaan E-Kerajaan
Kementerian Pengangkutan dan Infokomunikasi

Isi Kandungan

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Dasar Umum

Kepada semua Pengguna Pasukan Microsoft (disediakan oleh EGNC),

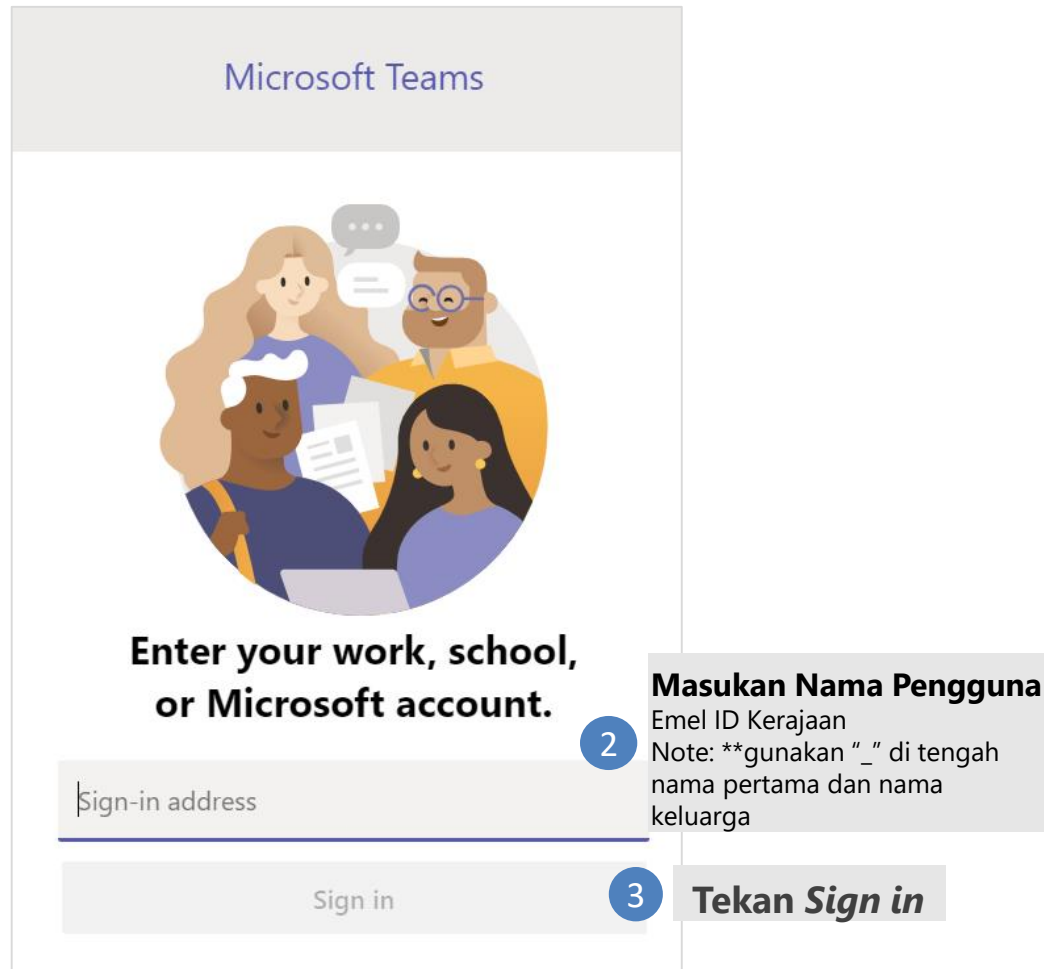
1. Sukacita merujuk kepada Surat Pemberitahuan **MTIC (ref. KP (MC) SUT / 10)**, Microsoft Teams yang disediakan bagi tempoh **enam (6) bulan** sehingga **14/09/2020** (Perkara ini telah diperkenalkan berdasarkan pandemik COVID-19 baru-baru ini dan dalam mendukung usaha-usaha ke arah mempermudah lagi *flexible work arrangement* secara online;
2. **PENTING:** Bagi sebarang komunikasi dan perkongsian data, semua pengguna hendaklah mematuhi peraturan-peraturan sepertimana yang digariskan dalam **Manual Keselamatan Perlindungan Kerajaan** yang dikeluarkan oleh **Jabatan Keselamatan Dalam Negeri (KDN), Jabatan Perdana Menteri** melalui Pegawai Keselamatan Jabatan (DSO) dan Pegawai Keselamatan Informasi (ISO) Jabatan masing-masing;
3. Semua pengguna adalah disarankan untuk menggunakan platform ini untuk berkomunikasi melalui panggilan audio dan video untuk sebarang kerjasama
4. Bagi perkongsian fail, pengguna adalah dinasihatkan untuk menggunakan *Intranet* sedia ada iaitu; *Sharepoint Platform*; Note: Cloud storage akan dikosongkan setelah tamat tempoh enam (6) bulan.



Daftar Masuk (Pilihan 1)

Pilihan 1 – Jika awda sudah mempunyai Microsoft Teams

- 1 Pengguna Windows, Klik **Start**  > **Microsoft Teams**.
Pengguna Mac, pilih **Applications** fail dan klik **Microsoft Teams**.
Pengguna mobile, klik aplikasi **Teams**



Microsoft Teams

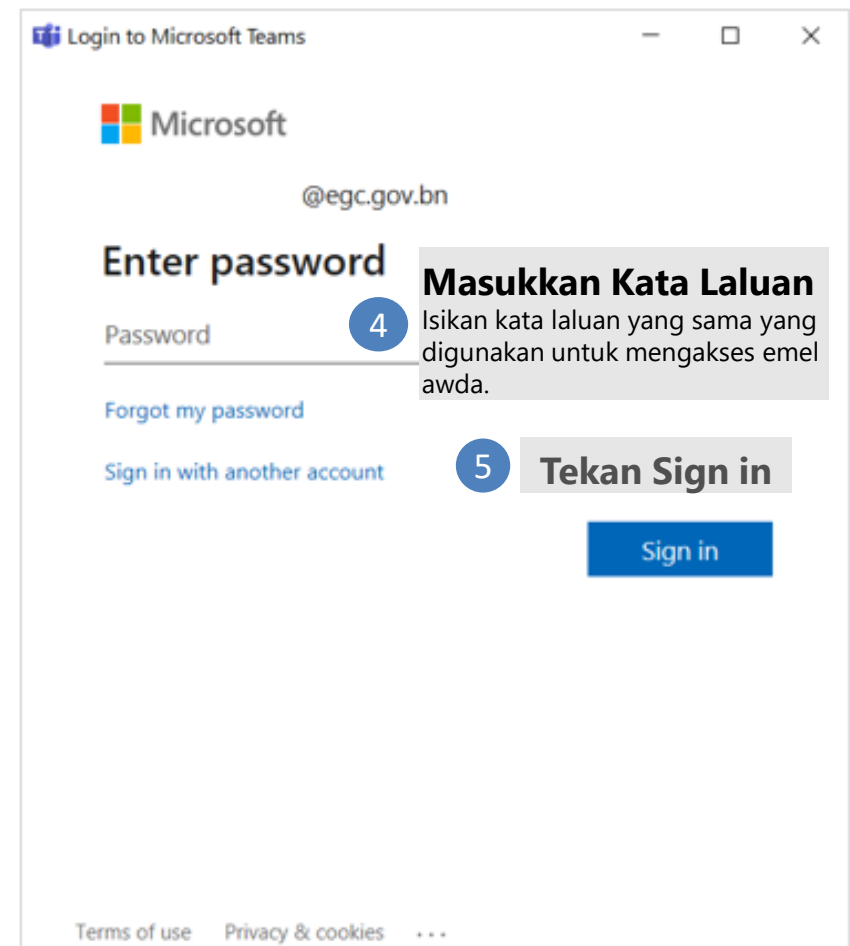
Enter your work, school, or Microsoft account.

Sign-in address

Sign in

2 Masukan Nama Pengguna
Emel ID Kerajaan
Note: **gunakan "_" di tengah nama pertama dan nama keluarga

3 Tekan *Sign in*



Login to Microsoft Teams

Microsoft

@egc.gov.bn

Enter password

Password

Forgot my password

Sign in with another account

Sign in

4 Masukkan Kata Laluan
Isikan kata laluan yang sama yang digunakan untuk mengakses emel awda.

5 Tekan Sign in

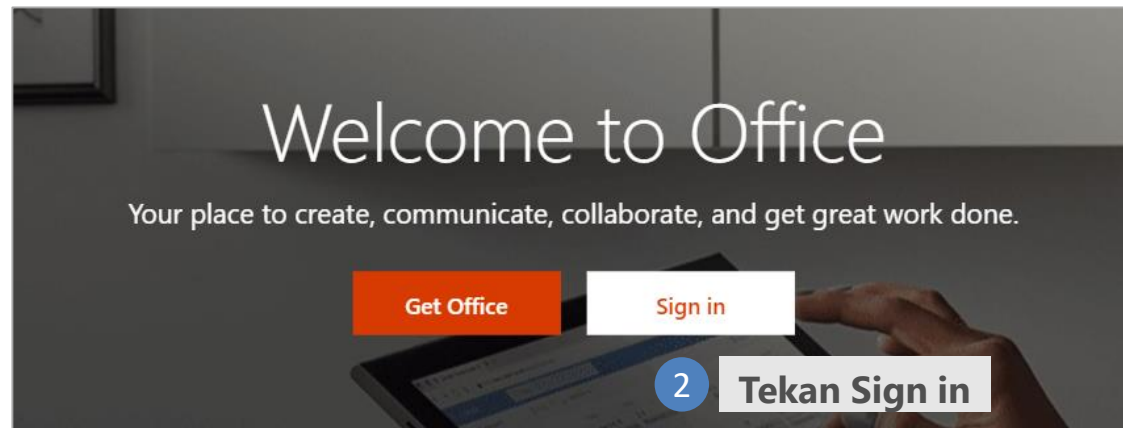
Terms of use Privacy & cookies ...



Daftar Masuk (Pilihan 2)

Pilihan 2 – Daftar masuk menggunakan Office 365

1 Layari www.office.com



The screenshot shows the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A blue circle with the number "3" is overlaid on the "Sign in" text, with a grey box containing the text "Masukan Nama Pengguna" and "Emel ID Kerajaan Note: **gunakan \"_\" di tengah nama pertama dan nama keluarga". Below this is a text input field with the placeholder text "Email, phone, or Skype ID". Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there is a blue button labeled "Next". A blue circle with the number "4" is overlaid on the "Next" button, with a grey box containing the text "Tekan Next".

The screenshot shows the Microsoft Enter password page. At the top left is the Microsoft logo. Below it, there is a back arrow and the email address "i@egc.gov.bn". The text "Enter password" is displayed. A blue circle with the number "5" is overlaid on the "Enter password" text, with a grey box containing the text "Masukkan Kata laluan" and "Isikan kata laluan yang sama yang digunakan untuk mengakses emel awda.". Below this is a password input field. Below the input field, there is a link "Forgot my password". At the bottom right, there is a blue button labeled "Sign in". A blue circle with the number "6" is overlaid on the "Sign in" button, with a grey box containing the text "Tekan Sign in".




Mulakan Team (1)

The screenshot displays the Microsoft Teams application interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Calls, Files, Planner, and OneNote. The main area is titled 'Teams' and shows a list of 'Your teams' with initials like PG, GR, SP, QW, SP, TM, PD, and GI. A search bar at the top right contains the text 'Search or type a command'. The central focus is a 'Join or create a team' dialog box with two main options: 'Create a team' and 'Join a team with a code'. The 'Create a team' option includes a 'Create team' button. The 'Join a team with a code' option includes an 'Enter code' input field. Three numbered callouts are overlaid on the image: '1 Tekan Teams' points to the Teams icon in the navigation bar; '2 Tekan Join or create a team' points to the 'Join or create a team' button at the bottom left of the main area; and '3 Tekan Create team' points to the 'Create team' button in the dialog box.

Mulakan Team (2)

Create your team



Build a team from scratch 4 **Tekan pilihan ini**

Create from...
An existing Office 365 group or team

What kind of team will this be?

Private
People need permission to join 5 **Pilih Private or Public**

Public
Anyone in your org can join

Some quick details about your private team

Team name

Project Falcon 6 **Isikan maklumat**

Description

Let people know what this team is all about

7 **Tekan Create**

< Back Create

Add members to Project Falcon

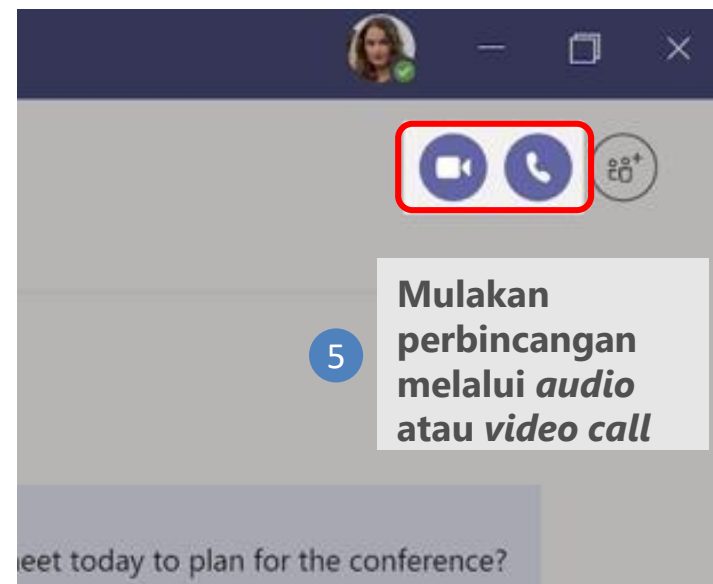
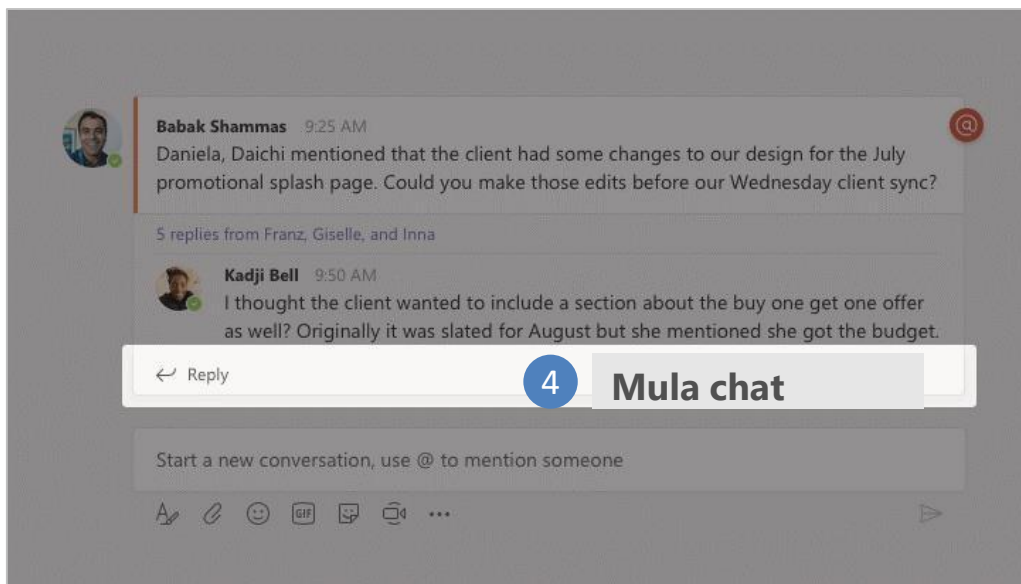
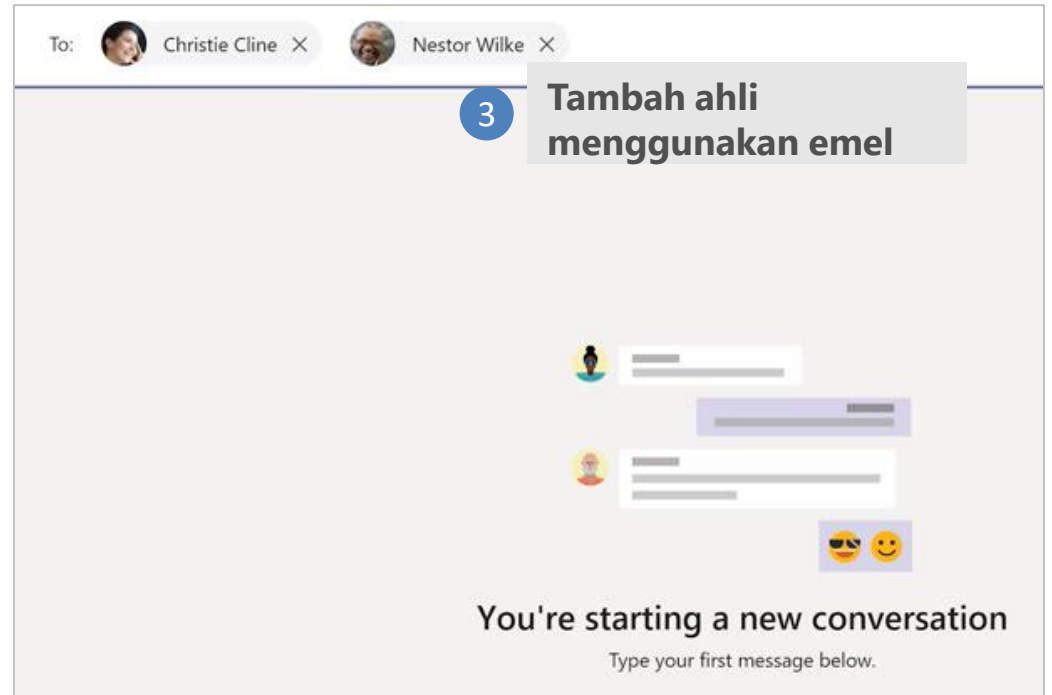
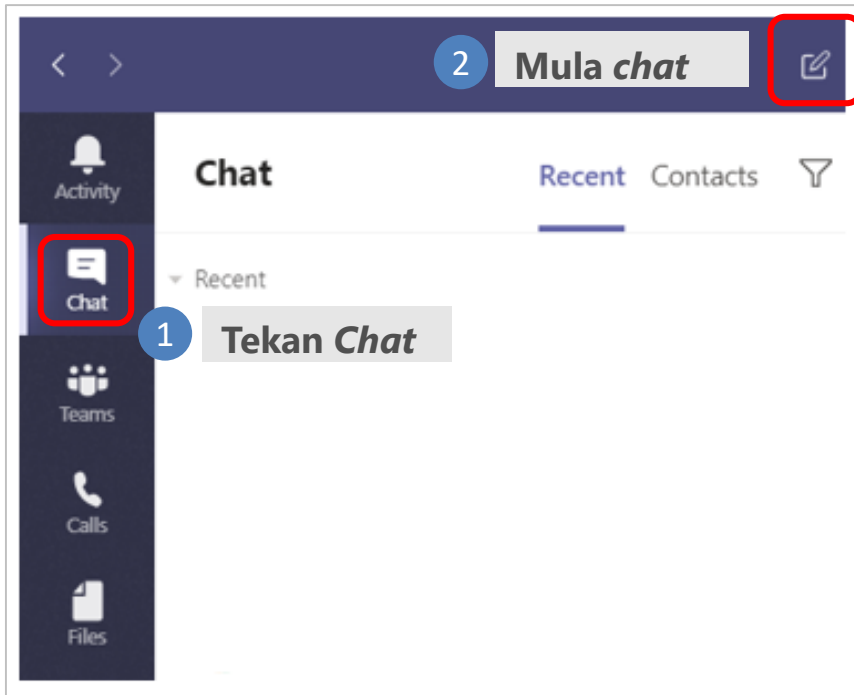
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Alex Wilber × Lidia Holloway ×
Lynne Robbins × Adele Vance × Add

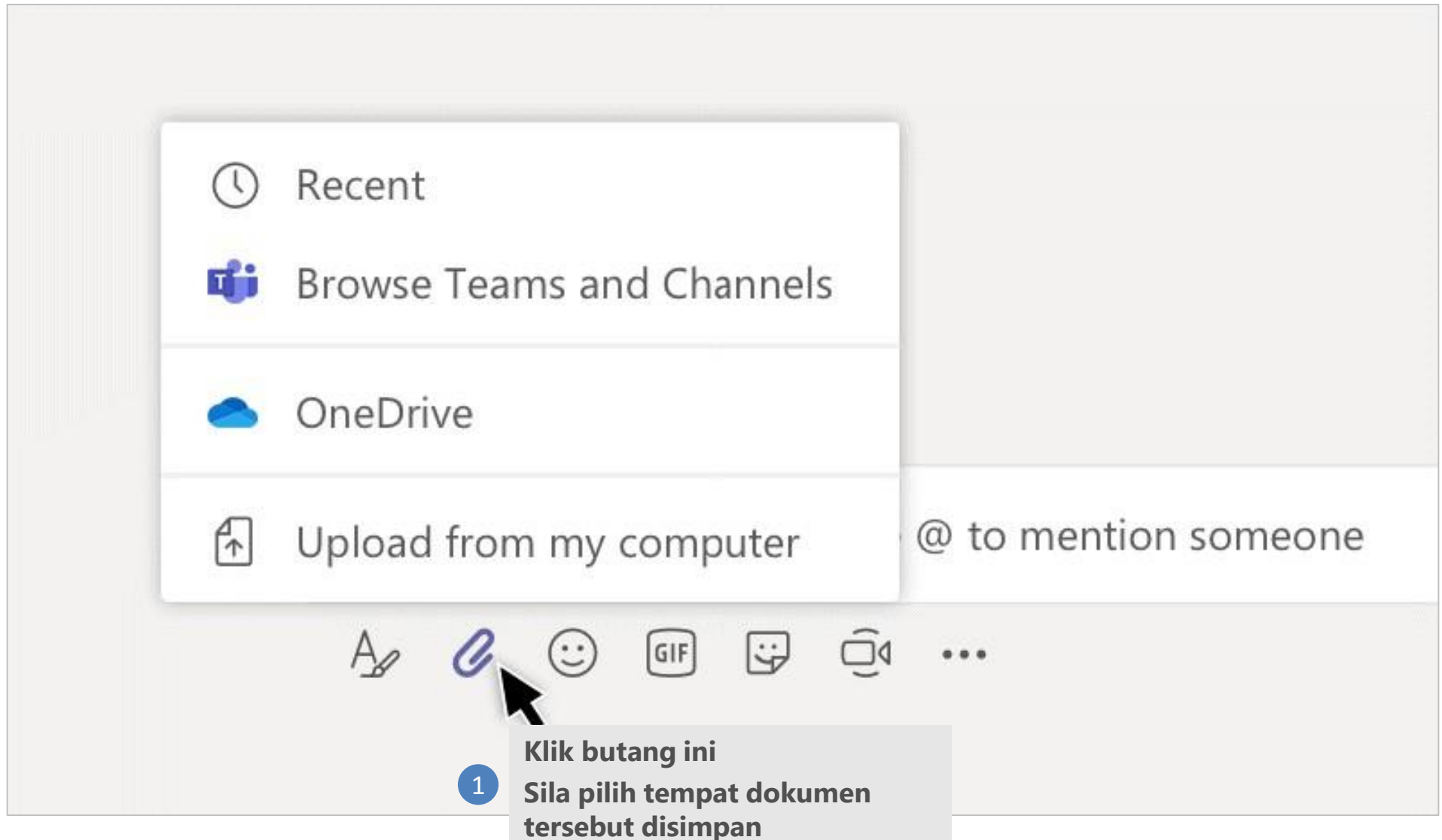
8 **Tambah ahli** 9 **Tekan Add**



Mulakan Perbincangan



Berkongsi Fail



The screenshot shows the Microsoft Teams chat interface. A menu is open, displaying the following options:

- Recent
- Browse Teams and Channels
- OneDrive
- Upload from my computer

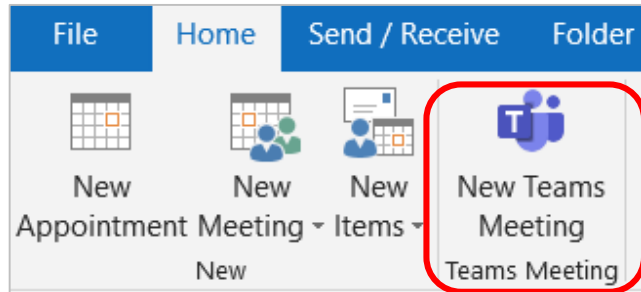
To the right of the menu, the text "@ to mention someone" is visible. Below the menu, the chat toolbar contains icons for text, attachments, emojis, GIFs, reactions, video, and a more options menu. A mouse cursor is pointing at the attachment icon (a paperclip). A callout box with a blue circle containing the number "1" contains the following text:

Klik butang ini
Sila pilih tempat dokumen tersebut disimpan

Note: Cloud Storage akan dikosongkan setelah tempoh enam (6) bulan



Mesyuarat menggunakan Outlook



- Buka aplikasi **Outlook**
- Tekan **Calendar**
- Di bahagian atas panel, di bawah **Home**, Tekan **New Teams Meeting**

A screenshot of the Outlook meeting creation form. The 'To...' field contains two email addresses: 'ali@company.com.bn;' and 'husin@companyb.com.bn'. The 'Subject' field contains 'Meeting with Company A and B'. The 'Location' field contains 'Microsoft Teams Meeting'. The 'Start time' is set to 'Sat 4/11/2020' at '11:00 AM'. The 'End time' is set to 'Sat 4/11/2020' at '11:30 AM'. There is an 'All day event' checkbox which is unchecked. A blue circle with the number '2' is next to the 'To...' field. A blue circle with the number '3' is next to the 'Subject' field. A blue circle with the number '4' is next to the 'Start time' and 'End time' fields. Below the form, a red box highlights a link that says 'Join Microsoft Teams Meeting' with the subtext 'Learn more about Teams | Meeting options'. A blue circle with the number '5' is next to this link.

2 Isikan emel (termasuk emel pengguna lain)

3 Isikan nama meeting

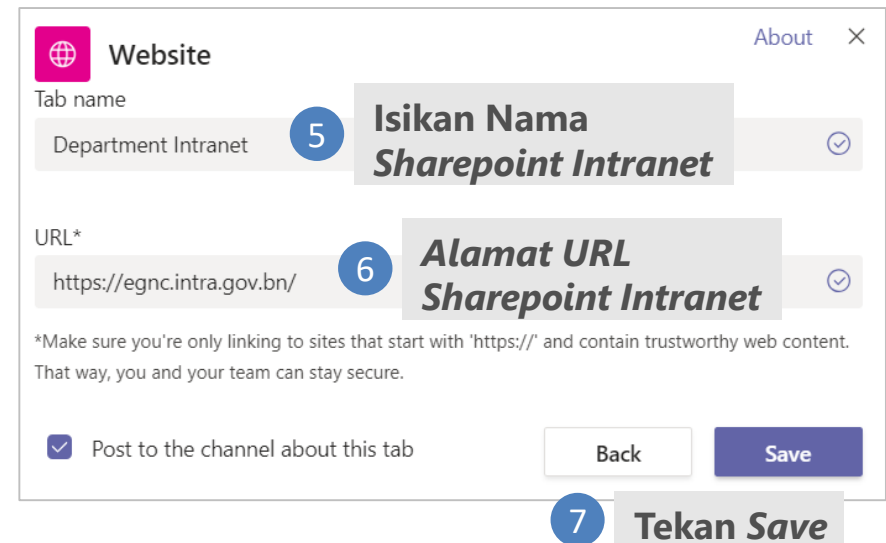
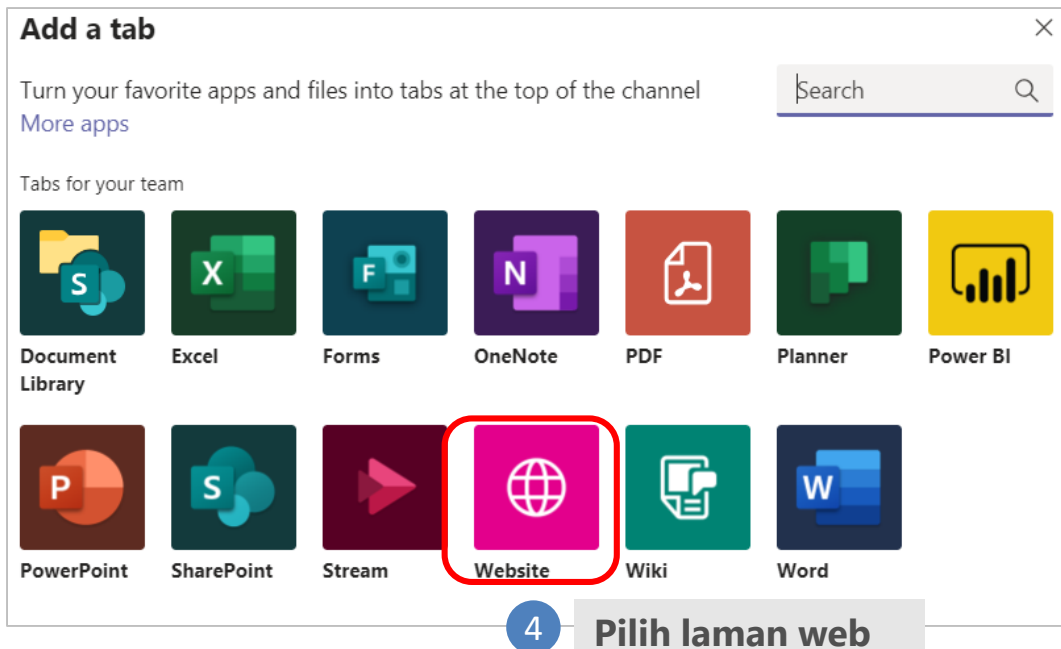
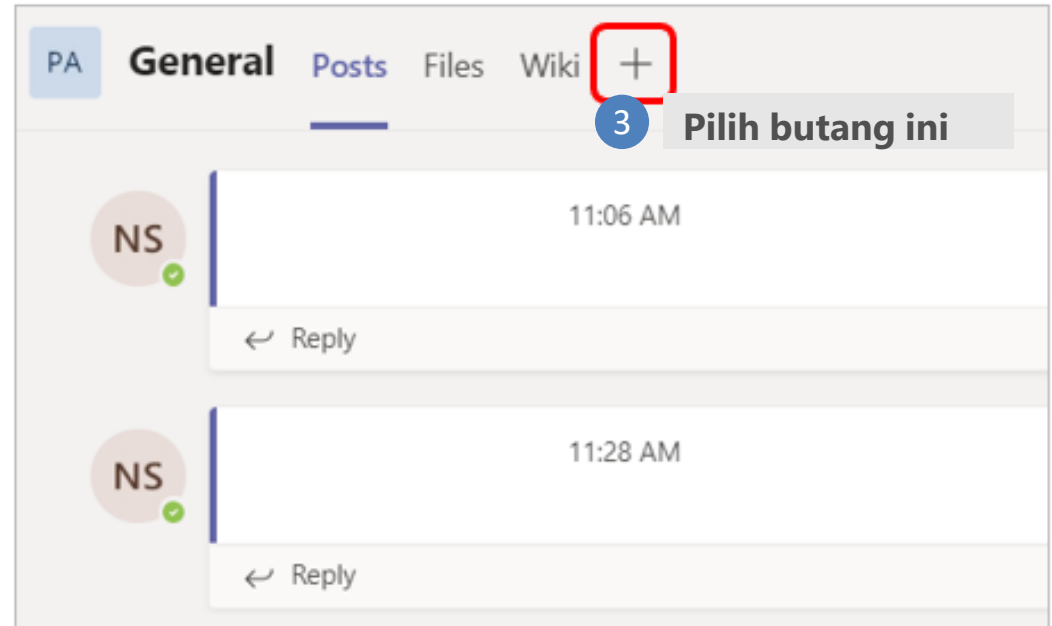
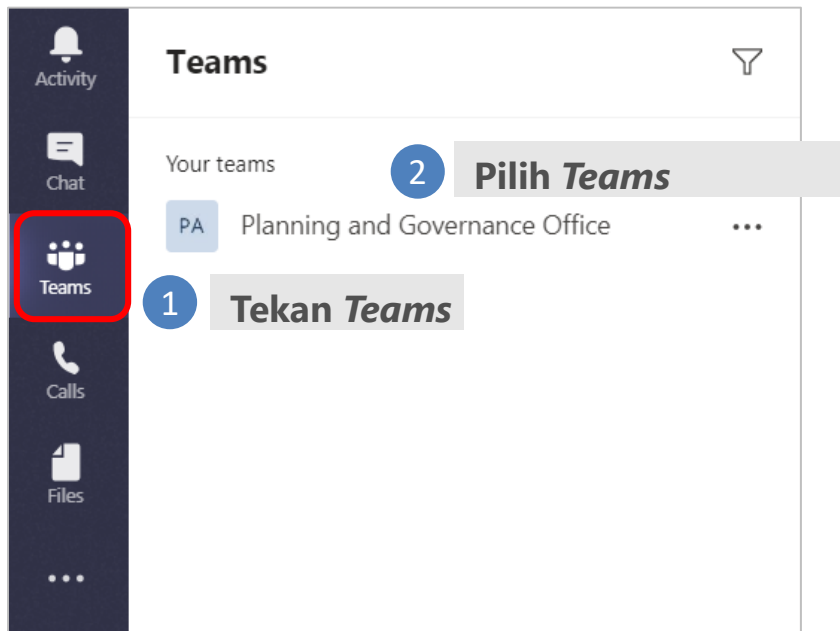
4 Waktu – Jam dan Hari

- Pengguna akan menerima **jemputan emel**
- Klick pautan untuk menyertai **mesyuarat Microsoft Teams Meeting**

Nota: Jika mereka tidak mempunyai *Microsoft Teams* – dengan menekan klik pautan tersebut awda akan disuruh untuk memuat turun *Microsoft Teams*



Cara menggunakan *Sharepoint Teams* (1)



Halaman seterusnya ➔

Cara menggunakan *Sharepoint Teams* (2)

The screenshot displays the top navigation bar of a SharePoint site. The tabs include 'PA', 'General', 'Posts', 'Files', 'Wiki', and 'Department Intranet'. The 'Department Intranet' tab is highlighted with a red box and a blue circle containing the number 8. A callout box next to it contains the text: 'Halaman *Intranet Sharepoint* akan ditambah di bahagian atas panel'. Below the navigation bar, there is a blue bar with 'SharePoint' on the left and 'Newsfeed', 'OneDrive', and 'Sites' on the right. Underneath, there are 'BROWSE' and 'PAGE' options. The main content area shows a 'Documents' library with a '+ new document or drag files here' button. A table header is visible with columns for 'Name', 'Modified', and 'Modified By'. The table contains several folder icons. A blue circle with the number 9 is positioned next to the first folder icon, with a callout box containing the text: 'Akses dan kongsi fail awda'.

8 Halaman *Intranet Sharepoint* akan ditambah di bahagian atas panel

9 Akses dan kongsi fail awda

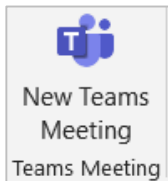
Protokol Mesyuarat *Teams*

Bagi penganjur mesyuarat

Persediaan sebelum mesyuarat

1 Menghantar jemputan mesyuarat

*Melalui kalendar



[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

2 Menghantar protocol mesyuarat kepada ahli

*melalui emel

3 Penyampai taklimat

*memastikan dokumen yang berkenaan sudah dihantar melalui emel atau *sharepoint*

4 Mencuba membuat panggilan

*memastikan semua kualiti audio dan video dalam keadaan baik.

Semasa mesyuarat

1 Peringatan mengenai protokol mesyuarat

*Mic dan kamera ahli hendaklah ditutup

Bersedia

2

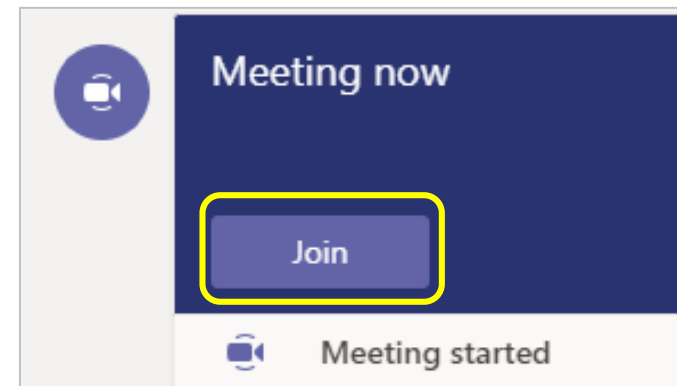
*Kesemua ahli dibenarkan menyual melalui *Chat*

*Pihak penganjur mesyuarat akan memberikan maklum balas melalui *Chat* atau audio

3

Terputus rangkaian

*Ahli boleh menyertai kembali mesyuarat tersebut melalui pautan jemputan atau *Teams Group (Meeting now)*



Protokol Mesyuarat *Teams*

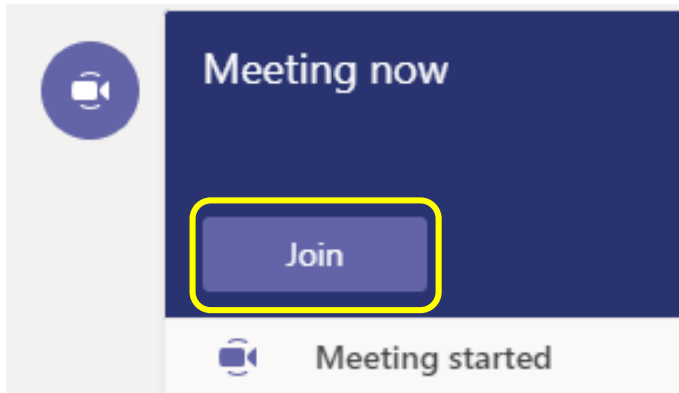
Bagi ahli-ahli mesyuarat yang dijemput

Persediaan sebelum mesyuarat



- 1 Bersedia **5 minit** sebelum waktu mesyuarat dimulakan
- 2 Terima panggilan dari pihak pengerusi (penganjur) mesyuarat

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)



Semasa Mesyuarat

- 1 **Pada permulaan mesyuarat semua peserta dikehendaki menutup Mic**
*hanya pengerusi mempunyai membuka Mic

- 2 **Semua interaksi akan melalui Chat**
*kecuali pengerusi membenarkan mana-mana ahli untuk berinteraksi

- 3 **Pengerusi akan menjemput penyampai taklimat**
*sama ada ingin berkongsi skrin atau fail
- 4 **Komen / soalan dihantar melalui Chat**
*Persoalan ini akan ditangani oleh penganjur selepas setiap topik
- 5 **Terputus rangkaian**
*Sertai semula melalui pautan invite atau dari group Teams (Meeting Now)
*atau beritahu penganjur melalui one-to-one chat



Rakaman *Live Demo*

The screenshot shows a Microsoft Teams meeting interface. The title bar reads "Introduction to Microsoft Teams". On the right side of the title bar, there is a "Need help?" link, a "Leave" button, and icons for chat and settings. The main content area features a blue background with the Microsoft Teams logo and the text "Microsoft Teams". Below this, there is an illustration of three people in a meeting: one person is pointing at a laptop, another is looking at the screen, and a third is standing. To the right of the illustration is a green shield with a white checkmark, and further right is a blue shield with a white padlock icon. The bottom of the meeting window shows a playback bar with the date "25TH MARCH 2020", a pause button, a volume icon, and a progress indicator "0:00:12 / 1:00:26". The names of the participants, "NURUL HJ EMRAN" and "EZZATI ABDUL MANAN", are listed on the right side of the playback bar. On the left side of the meeting window, there is a vertical sidebar with icons for Activity, Chat, Teams, Calls, Files, Planner, OneNote, and Apps, along with a "Help" icon at the bottom.

[Sesi 1](#)

[Sesi 2](#)



For support:

Helpdesk
E-Government National Centre
Ministry of Transport and Infocommunications
Brunei Darussalam

Tel: +673 2424959; Fax: +673 2424940

Email: helpdesk@egc.gov.bn

Website: www.egnc.gov.bn