

MEMORANDUM

Daripada : Ketua Bahagian Teknologi Maklumat, KHEU

Kepada : Seperti pembahagian *

Tarikh: 06 Syaaban 1441H
31 Mac 2020M

Ruj. Kami : 22 / KHEU / BTM / 2 / MEM / 2018

السلام عليكم ورحمة الله وبركاته

PENGGUNAAN APLIKASI MICROSOFT TEAMS BAGI PENGGUNA MORA.GOV.BN

Dalam usaha bersama pihak Pusat Kebangsaan E-Kerajaan (EGNC) dan Bahagian Teknologi Maklumat untuk membendung penularan wabak COVID-19, penyelesaian kerja jarak jauh atau secara atas talian yang lebih produktif dan terjamin telah diperkenalkan iaitu Aplikasi '*Microsoft Office 365 (Teams)*'.

2. Sehubungan dengan itu, bersama ini disertakan Tatacara Penggunaan dan juga Panduan *Interface Microsoft Teams* yang mana disediakan oleh Pusat Kebangsaan E-Kerajaan, Kementerian Pengangkutan dan Info-Komunikasi sebagai rujukan.
3. Jika ada sebarang masalah untuk log in dan menggunakan Microsoft Teams bolehlah berhubung terus dengan EGNC Helpdesk di emel helpdesk@egc.gov.bn atau di talian 2424959.

Sekian disampaikan untuk makluman dan perhatian mengenainya.

والسلام

“ Jimat Air Amalan Mulia ”



[HASLINAH SUSANTI BINTI HAJI MD HASSAN]

Ketua Bahagian Teknologi Maklumat

Kementerian Hal Ehwal Ugama

[haslinah.hassan@mora.gov.bn]

SEPERTI PEMBAHAGIAN:-

- Pejabat Menteri Hal Ehwal Ugama, KHEU
- Pejabat Timbalan Menteri Hal Ehwal Ugama, KHEU
- Pejabat Setiausaha Tetap, KHEU
- Pejabat Timbalan Setiausaha Tetap, KHEU
- YM Rae's Kolej Universiti Perguruan Ugama Seri Begawan, KHEU
- YM Pengarah Pentadbiran, KHEU
 - YM Pmk Penolong Pengarah Pentadbiran I (Bahagian Petadbiran), KHEU
 - YM Penolong Pengarah Pentadbiran II (Bahagian Kewangan), KHEU
 - YM Ketua Bahagian Perancangan dan Pembangunan Sumber Manusia, KHEU
 - YM Ketua Unit Perumahan, Jabatan Pentadbiran, KHEU
 - YM Ketua Unit Pembaharuan Perkhidmatan Awam, Jabatan Pentadbiran, KHEU
 - YM Ketua Unit Penghapusan, Jabatan Pentadbiran, KHEU
- YM Pengarah Pusat Da'wah Islamiah, KHEU
- YM Pengarah Perundangan Islam, KHEU
- YM Setiausaha Majlis Ugama Islam, KHEU
 - YM Ketua Unit Program Pengupayaan Asnaf Zakat (PROPAZ)
- YM Pengarah Hal Ehwal Masjid, KHEU
- YM Pengarah Hal Ehwal Syariah, KHEU
- YM Pengarah Pengajian Islam, KHEU
- YM Pengarah Urusan Haji, KHEU
- YM Ketua Bahagian Penguatkuasa Agama, KHEU
- YM Ketua Bahagian Pendakwaan Syar'ie, KHEU
- YM Ketua Bahagian Perhubungan Awam, KHEU
- YM Ketua Bahagian Antarabangsa dan MABIMS, KHEU
- YM Ketua Bahagian Kemajuan Syiar Islam, KHEU
- YM Ketua Bahagian Dasar, Perancangan dan Penyelidikan, KHEU
- YM Ketua Bahagian Peperiksaan, JPI (Lantai Bawah, KHEU)
- YM Ketua Bahagian Bangunan dan Pemeliharaan, KHEU
- YM Ketua Unit Audit dalaman, KHEU
- YM Ketua Unit Kesihatan, Keselamatan, Kawalan Keselamatan dan Alam Sekitar, KHEU
- YM Ketua Pegawai Ugama Daerah Tutong, KHEU
- YM Ketua Pegawai Ugama Daerah Belait, KHEU
- YM Ketua Pegawai Ugama Daerah Temburong, KHEU
- YM Pengetua Institut Tahfiz Al-Quran Sultan Haji Hassanal Bolkiah, KHEU

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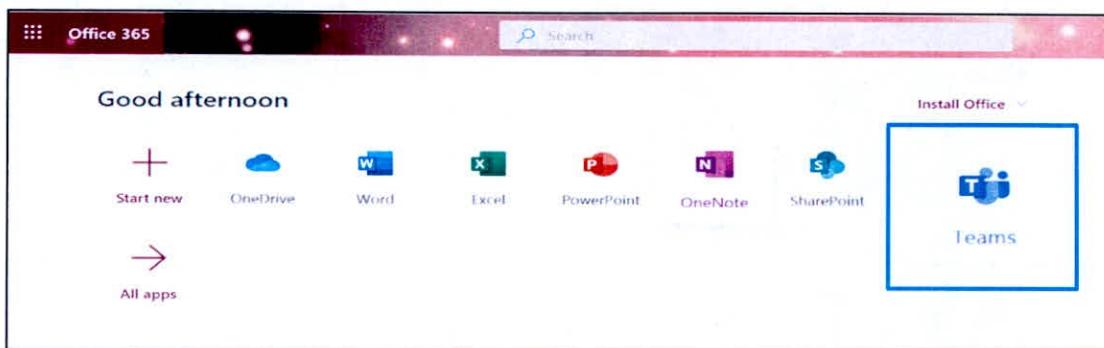
PENGGUNAAN APLIKASI MICROSOFT TEAMS BAGI PENGGUNA MORA.GOV.BN

Dalam usaha bersama pihak Pusat Kebangsaan E-Kerajaan (EGNC) dan Bahagian Teknologi Maklumat untuk membendung penularan wabak COVID-19, penyelesaian kerja jarak jauh atau secara atas talian yang lebih produktif dan terjamin telah diperkenalkan iaitu **Aplikasi 'Microsoft Office 365 (Teams)'.**

TATACARA PENGGUNAAN

Untuk menggunakan *Microsoft Teams*, pengguna perlu mempunyai alamat emel kerajaan yang rasmi (@mora.gov.bn)

1. Sila layari www.office.com.
2. Gunakan alamat emel kerajaan yang rasmi untuk *log in*.
Sila gunakan ***underscore* “_”** dan bukannya ***dot .*** di dalam alamat emel.
Gunakan **katalaluan (password) yang sama** dengan **katalaluan (password) emel**.
Contoh:
Username: ali_husin@mora.gov.bn
Password: Katalaluan yang sama dengan katalaluan emel.
3. Selepas sign in, tekan butang **Teams**.
4. Seterusnya, pengguna bolehlah menggunakan *Microsoft Teams*.



Atau boleh muat turun menerusi aplikasi mudahalih **Teams** bagi pengguna **Android** atau **iOS**



PERHATIAN

Sila ambil maklum dan perhatian kepada perkara-perkara berikut:

- i. Penggunaan *Microsoft Teams* adalah untuk tempoh **enam (6) bulan sahaja** (akan berakhir pada hujung bulan **September 2020**).
- ii. Penggunaan *Microsoft Teams* adalah untuk komunikasi melalui ***chat, audio call*** dan ***video call*** sahaja. Manakala bagi perkongsian fail adalah dinasihatkan untuk menggunakan Emel atau *Sharepoint (Intranet)* sahaja.
- iii. Semua perkongsian komunikasi dan fail mesti terikat dengan prosedur yang telah disediakan oleh Manual Keselamatan yang dikeluarkan oleh Keselamatan Dalam Negeri (KDN)

Sebarang masalah untuk *log in* dan menggunakan MS Teams bolehlah berhubung terus dengan EGNC Helpdesk email - helpdesk@egc.gov.bn atau **24/7 hotline di 2424959**.

Untuk makluman lanjut mengenai penggunaan MS Teams, sila rujuk lampiran “*Quick Start on Microsoft Teams*” dan layari [Microsoft Teams Video Training](#).



Microsoft Teams

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

Move around Teams

Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

View and organize teams

Click to see your teams. In the teams list, drag a team name to reorder it.

Find personal apps

Click to find and manage your personal apps.

Add apps

Launch Apps to browse or search apps you can add to Teams.

Every team has channels

Click one to see the files and conversations about that topic, department, or project.

Start a new chat

Launch a one-on-one or small group conversation.

Add tabs

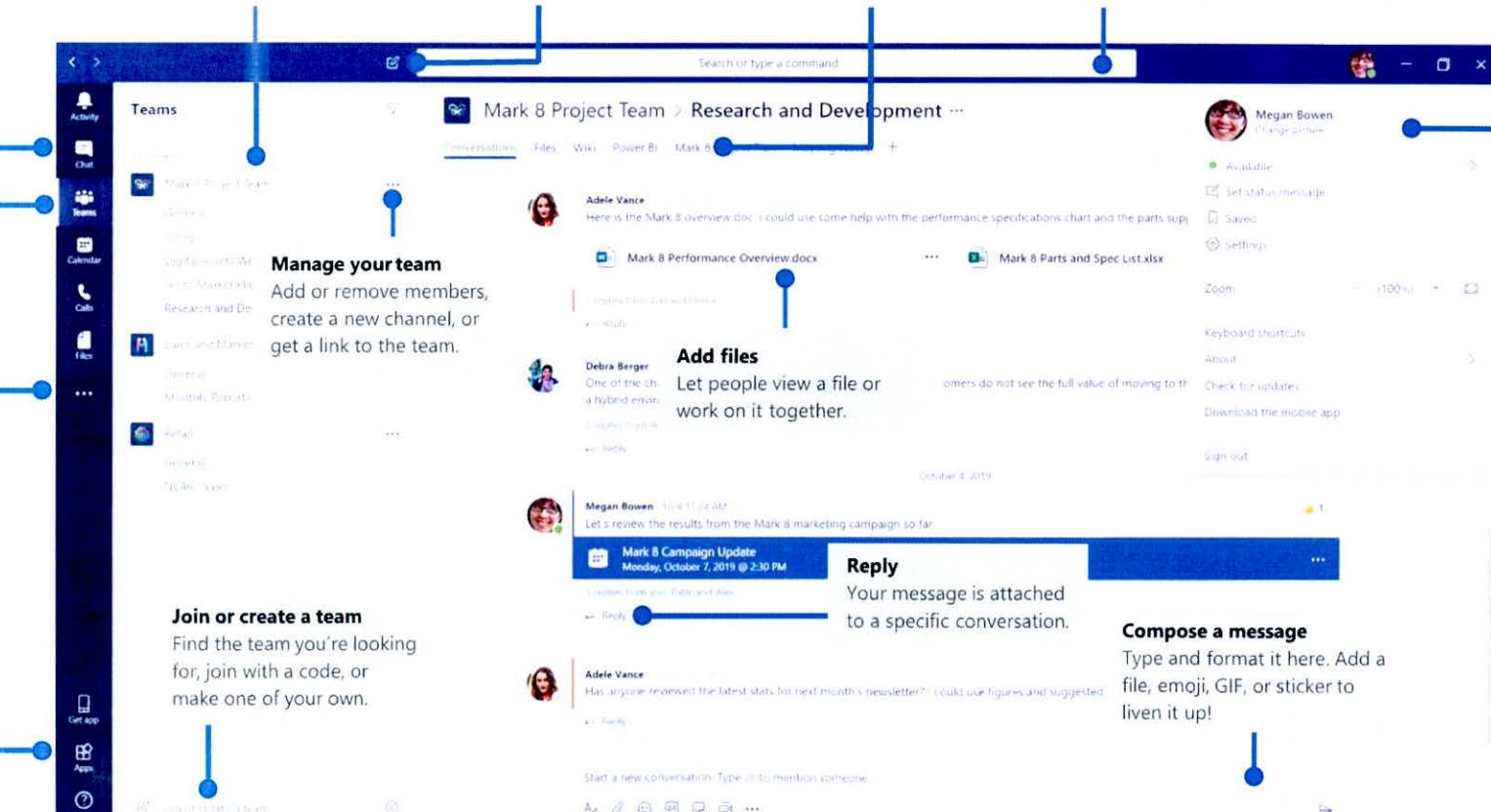
Highlight apps, services, and files at the top of a channel.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Manage profile settings

Change app settings, change your pic, or download the mobile app.



The screenshot shows the Microsoft Teams desktop application. At the top is a dark blue header bar with the Microsoft logo. Below it is a light blue navigation bar with icons for Activity, Chat, Teams, Calendar, Calls, and Files. The main area is divided into several sections:

- Activity:** Shows a list of recent activity, including a team named "Mark 8 Project Team".
- Teams:** A sidebar showing a list of teams, with "Mark 8 Project Team" selected. It includes options to "Join", "Create", and "Edit".
- Chat:** A list of conversations with team members Adele Vance, Debra Berger, and Megan Bowen.
- Files:** A list of files attached to conversations, such as "Mark 8 Performance Overview.docx" and "Mark 8 Parts and Spec List.xlsx".
- Power BI:** A section showing a chart titled "Mark 8 Campaign Update" from Monday, October 7, 2019.
- Compose Area:** A large text input field with placeholder text "Start a new conversation. Type @ to mention someone." and a toolbar below it.
- Profile and Settings:** On the right, there's a user profile for Megan Bowen, options to change picture, set status message, and save, along with links for keyboard shortcuts, check for updates, download the mobile app, and sign out.

Microsoft Teams

Sign in

In Windows, click **Start** > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)



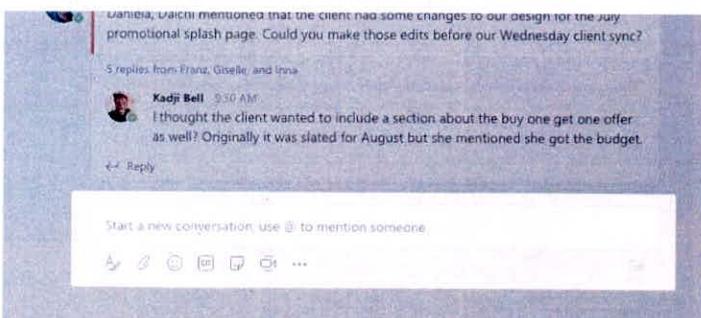
Important:

1. Enter your government email ID, please take note to use underscore "_". [Do not use dot between first name and last name]
2. **Password:** enter the same password you normally use to access your email.

Start a conversation

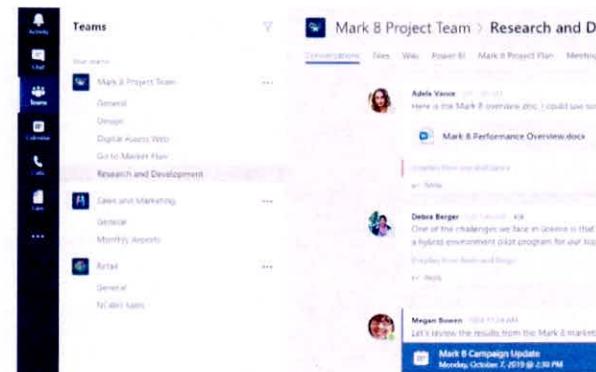
With the whole team... Click **Teams** , pick a team and channel, write your message, and click **Send** .

With a person or group... Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .



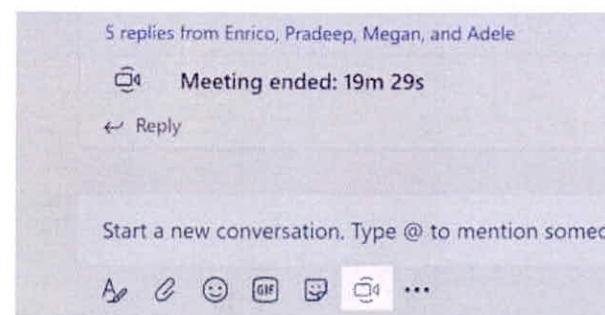
Pick a team and channel

A **team** is a collection of people, conversations, files, and tools—all in one place. A **channel** is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.



Start a meeting

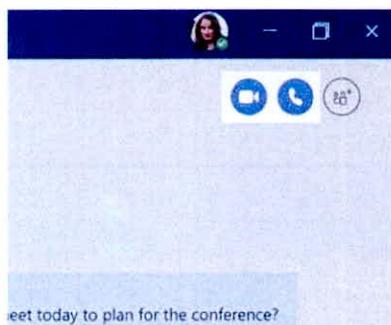
Click **Meet now** under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



Microsoft Teams

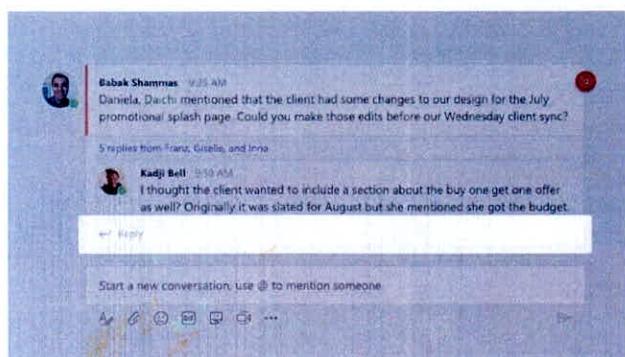
Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



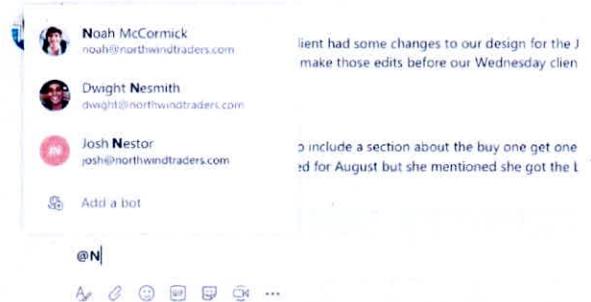
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** ➤



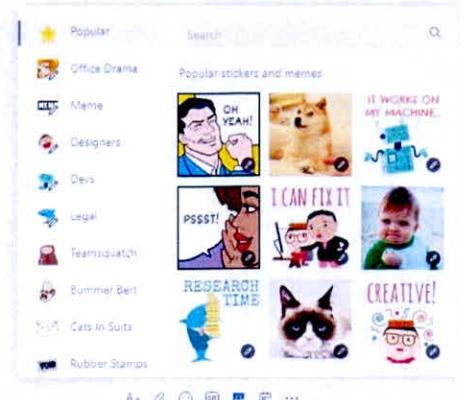
@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



Add an emoji, meme, or GIF

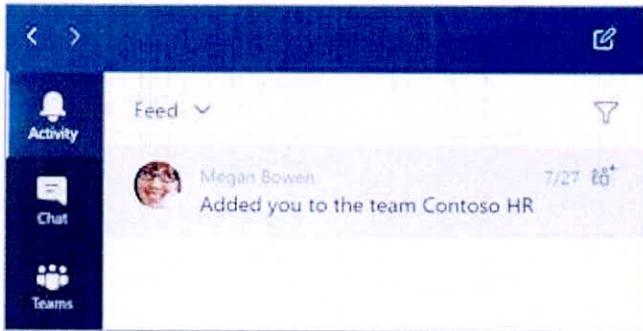
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



Microsoft Teams

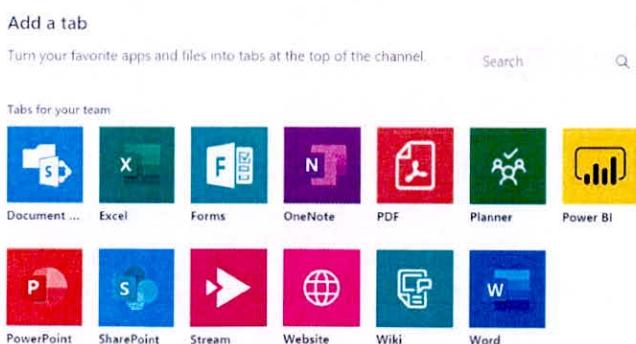
Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.



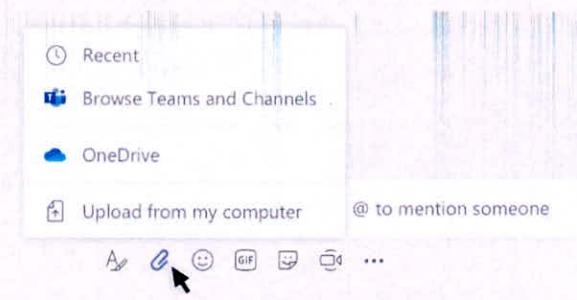
Add a tab in a channel

Click  by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



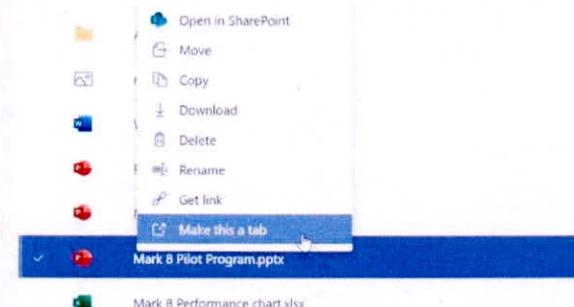
Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Work with files

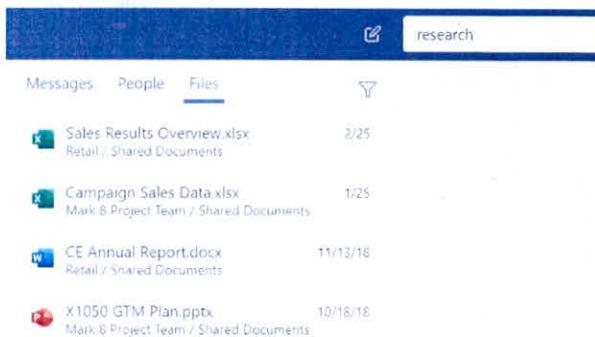
Click **Files**  on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



Microsoft Teams

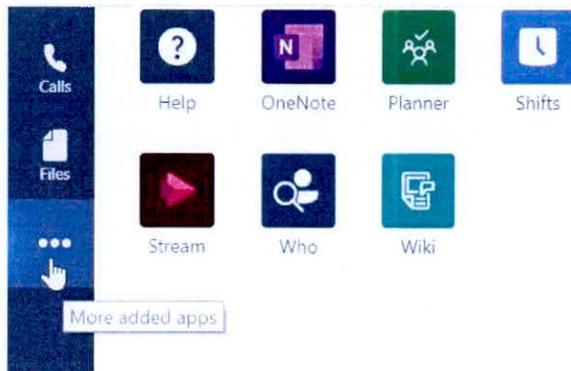
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter**  to refine your search results.



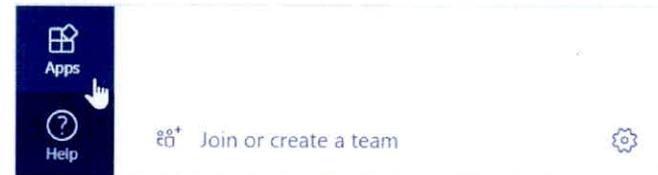
Find your personal apps

Click **More added apps** ... to see your personal apps. You can open or uninstall them here. Add more apps under **Apps** .



Add apps

Click **Apps**  on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



Next steps with Microsoft Teams

See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

Send us your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help**  > **Give feedback**. Thank you!

Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.