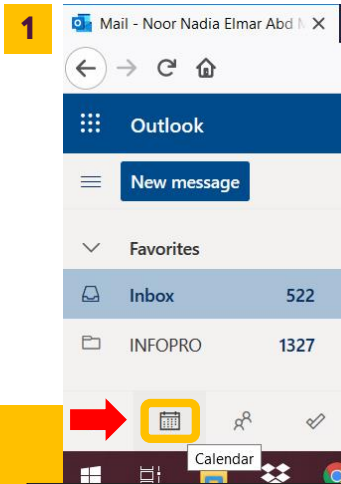


KELAS ATAS TALIAN MENGGUNAKAN

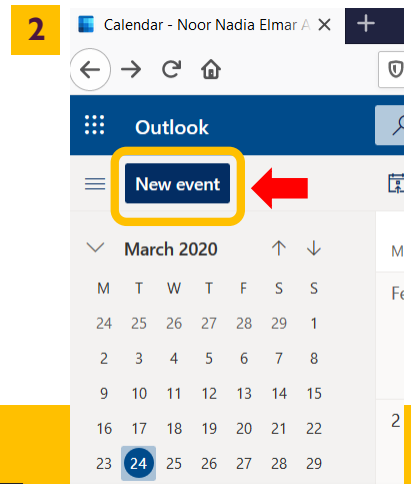


Skype for Business

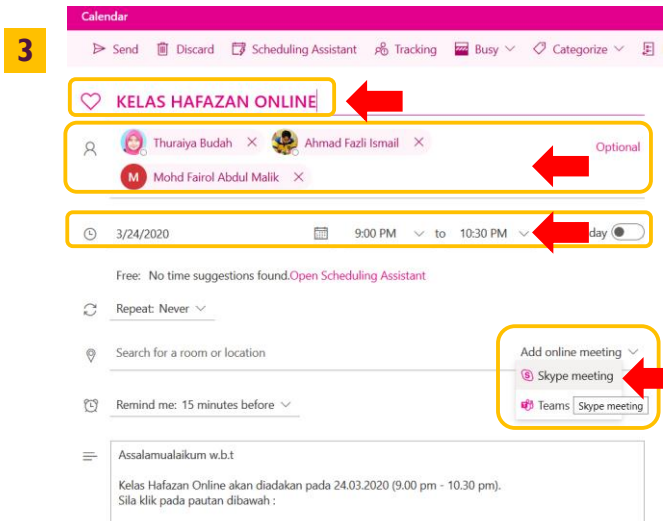
MENETAPKAN JEMPUTAN KELAS ATAS TALIAN DI DALAM E-MEL USIM



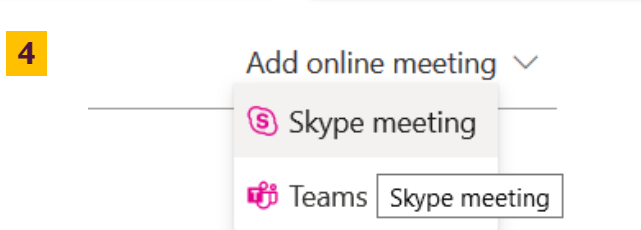
1 Log in ke akaun e-mel USIM anda dan klik pada **calendar**.



2 Klik pada **New Event** untuk menetapkan kelas anda.



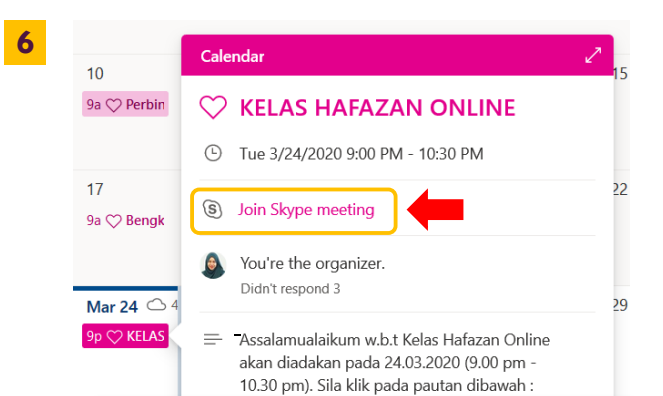
3 Isikan ruangan **Add Title, Invite Attendees, Date** dan **Time**.



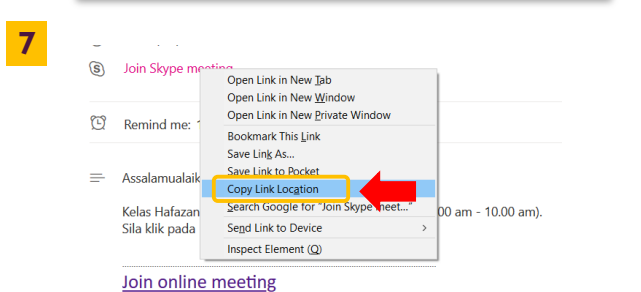
4 Di ruangan **Add online meeting**, pilih **Skype meeting**.



5 Isikan maklumat ringkas berkaitan kelas yang akan diadakan di ruangan **Add a description or attach documents**. Klik **Send**



6 Kelas yang telah ditetapkan kini ada di **calendar** anda. Klik pada kelas tersebut dan pilih **Join Skype meeting**.



7 Klik kanan pada **Join Skype meeting** untuk **Copy Link Location** dan dihantar melalui **Telegram** atau **Whatsapp** dan juga dimasukkan di **Facebook** atau **Instagram**.



KELAS ATAS TALIAN MENGGUNAKAN



Skype for Business

MENETAPKAN KELAS YANG AKAN
DILAKSANAKAN MENGGUNAKAN
SKYPE

1 All set! Your meeting will open in a new Skype Meetings App window.

Trouble with the app?
Try to join the meeting again
Try to reinstall Skype Meetings App (web)
Join with my Skype for Business desktop client
View more error messages

2 Skype for Business

Sign in

Sign-in address:
nadiaelmar@usim.edu.my
Use the sign-in address for your organization - not a Skype Name or Microsoft account
Learn More
Delete my sign-in info
Need help signing in?

Sign in as:
Available
Sign In

Sign in menggunakan akaun e-mel USIM anda.

Klik pada *Join with Skype for Business desktop client*.

3 Skype for Business

what's happening today?

Noor Nadia Elmar Abd Malek
Available
Set Your Location

Meet Now Meetings

TODAY

KELAS HAFAZAN ONLINE
9:00 PM - 10:30 PM

Join

Klik pada icon meeting dan klik *Join*.

4 Join Meeting Audio

Use Skype for Business (full audio and video experience)

Call me at:
[dropdown]

Don't join audio

Don't show this again
FY: Find these settings in Options under Skype Meetings.

OK Cancel

Pilih *Use Skype for Business (full audio and video experience)*.

5

Start Recording
Manage Recordings
IM Text Display Size
Change Font...
High Priority
Meeting Entry Info
Skype Meeting Options
End Meeting
Skype for Business Help

Noor Nadia Elmar Abd Malek

Klik pada icon *...* dan pilih *Skype Meeting Options*.

6 Skype Meeting Options

Meeting

These people don't have to wait in the lobby:
Anyone (no restrictions)
 Announce when people enter or leave

Who's a presenter?
People scheduled as presenters

Who can annotate PowerPoint presentations?
Presenters only

Who can look at content on their own?
Everyone

OK Cancel

Pilih tetapan seperti di atas.

7 Conversation (1 Participant)

1 Participant
Open Participant Pane

Looks like you're the only one on the call.

You might be a little too close to your mic.

PARTICIPANTS

Presenters (1)

Noor Nadia Elmar Abd Malek

Klik pada *Open Participant Pane* dan senarai nama *participants* akan dipaparkan.

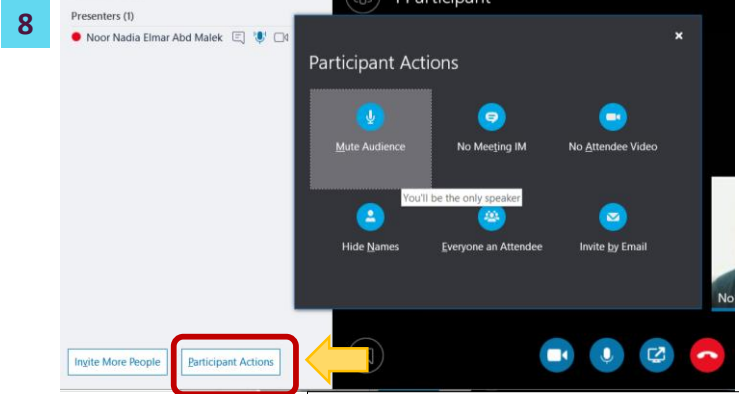


KELAS ATAS TALIAN MENGGUNAKAN

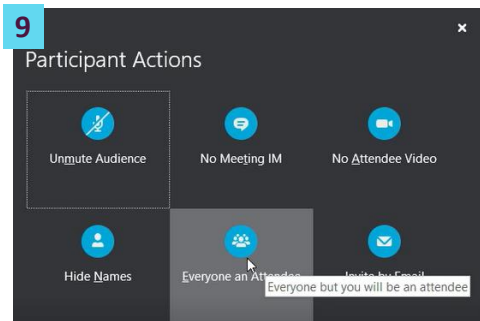


Skype for Business

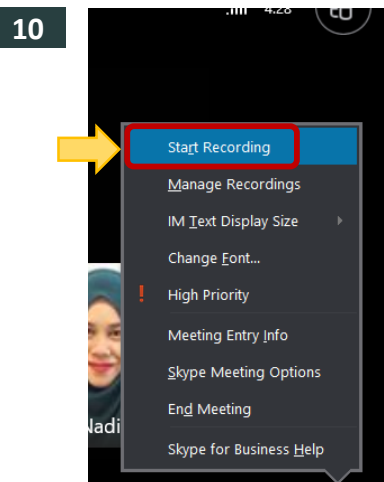
MENETAPKAN KELAS YANG AKAN DILAKSANAKAN MENGGUNAKAN SKYPE



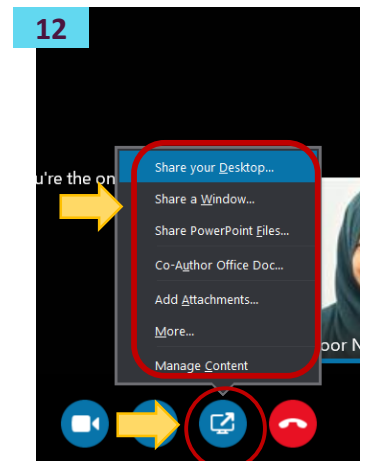
Untuk menetapkan kawalan pada *participants*, klik **Participant Actions**.



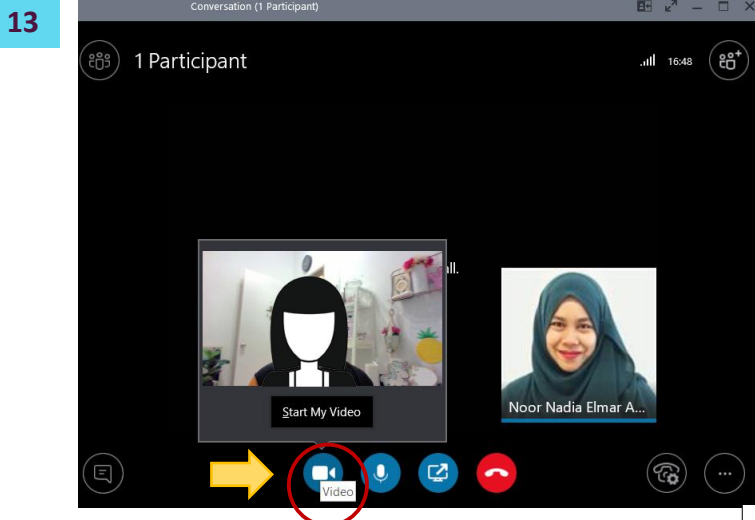
Anda boleh menentukan sama ada **Mute Audience**, **No Attendee Video** atau **Everyone an Attendee**.



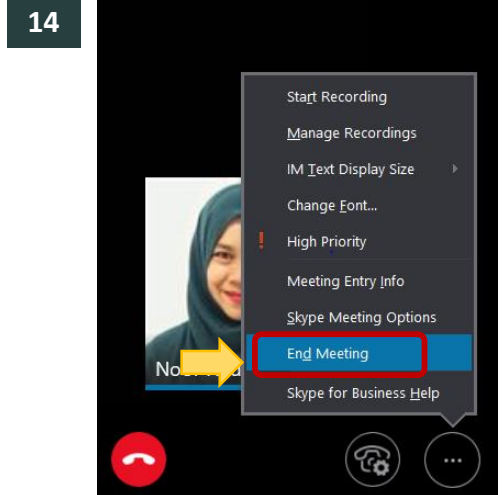
Untuk merekodkan kelas anda, klik pada icon dan pilih **Start Recording**.



Anda juga boleh berkongsi bahan pembelajaran bersama *participants* yang lain.



Klik pada icon untuk memulakan video anda.



Klik pada **End Meeting** untuk menamatkan kelas anda.

