



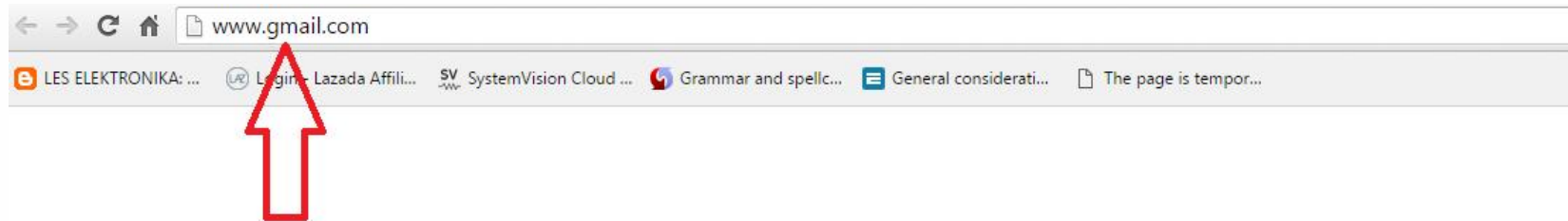
PEMANFAATAN GOOGLE DRIVE UNTUK MANAJEMEN FILE DAN DOKUMEN

Oleh : Danny Kurnianto, S.T., M.Eng
Sekolah Tinggi Teknologi Telematika Telkom

MEMBUAT EMAIL DI GMAIL



- Untuk membuat email di Gmail, pertama anda harus menuliskan di browser www.gmail.com, lalu tekan enter.



Telusuri di Google atau ketik URL







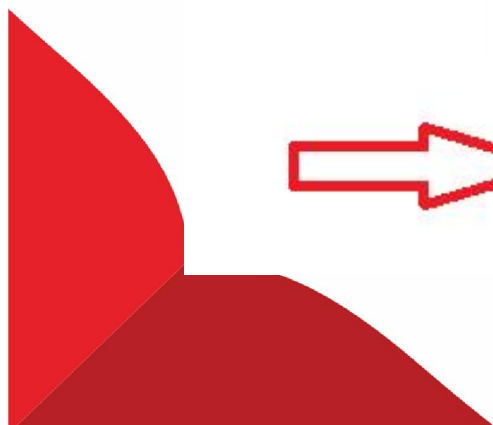


☐ Klik Add Account pada halaman Gmail

Google

Choose an account

	Danny Kurnianto dannykurnianto@st3telkom.ac.id	>
	infotel infotel infotel@st3telkom.ac.id	>
	lppm lppm@st3telkom.ac.id	>
	dani lopis ketum_be@yahoo.com	>
Add account		Remove




□ Isikan data-data berikut ini untuk membuat akun Gmail



Create your Google Account

One account is all you need
One free account gets you into everything Google.



Take it all with you
Switch between devices, and pick up wherever you left off.



Name
First Last

Choose your username
 @gmail.com

Create a password

Confirm your password


Birthday
Month Day Year

Gender
I am...

Mobile phone
 +62

Your current email address

Prove you're not a robot
 Skip this verification (phone verification may be required)



Type the text:

Location
Indonesia

I agree to the Google Terms of Service and Privacy Policy



Create your Google Account



One account is all you need

One free account gets you into everything Google.



Take it all with you

Switch between devices, and pick up wherever you left off.



Name

Pelatihan

LPPM

Choose your username

pelatihanlppm01

@gmail.com

Create a password

.....

Confirm your password

.....

Birthday

April

01

1980

Gender

Male

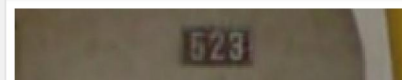
Mobile phone

+62

Your current email address

Prove you're not a robot

Skip this verification (phone verification may be required)



Type the text:

523



Location

Indonesia

I agree to the Google [Terms of Service](#) and



☐ Verifikasi Melalui SMS

Verify your account

You're almost done! We just need to [verify your account](#) before you can start using it.

Phone number

ex: (061) 2345678

- Google will only use this number for account security.
- Standard text messaging rates may apply.

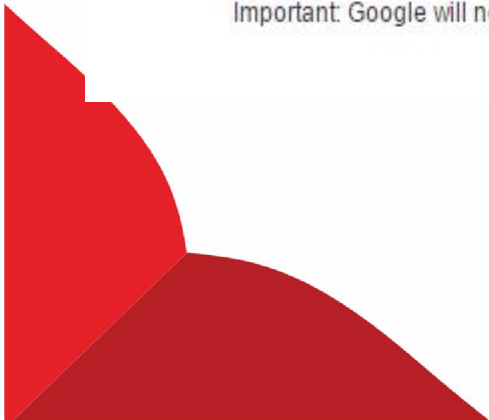
How should we send you codes?

Text message (SMS)

Voice Call

Continue


Important: Google will never share your number with other companies or use it for marketing purposes.





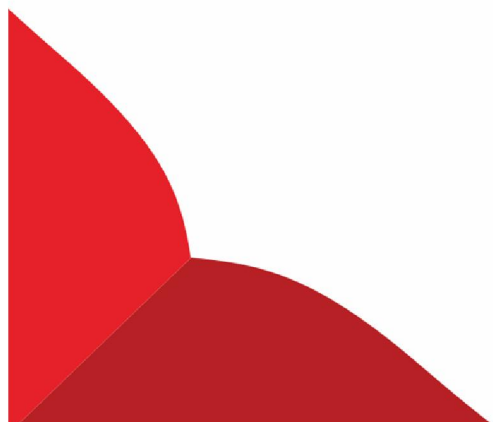
☐ Masukkan kode verifikasi SMS

Verify your account



Enter verification code

Didn't get your code? Sometimes it can take up to 15 minutes. If it's been longer than that, [try again](#).





☐ Tampilan halaman email pada Gmail

The screenshot displays the Gmail web interface. At the top, there is a Google search bar and a navigation bar with the user's name 'Pelatihan', a grid icon, a notification bell, and a profile picture. Below this, the Gmail header includes a 'Gmail' dropdown, a refresh button, a 'More' dropdown, and a '1-1 of 1' indicator with navigation arrows and a settings gear. The main content area shows the 'Primary' tab selected, with 'Social' and 'Promotions' tabs also visible. An email from 'Andy from Google' is shown in the inbox, with the subject 'Pelatihan, get more out of your new Google Account - Hi Pelatihan, I'm so glad you decided to try out Gmail. Here are a few tips' and a timestamp of '9:14 pm'. Below the email, a 'Setup progress' bar is visible, showing a 10% completion rate. The bar includes several options: 'Account Created' (checked), 'Learn how to use Gmail', 'Get Gmail for mobile', 'Choose a theme', 'Import contacts and mail', and 'Change profile image'. A search bar for the user 'Pelatihan' is located in the bottom left corner of the interface.

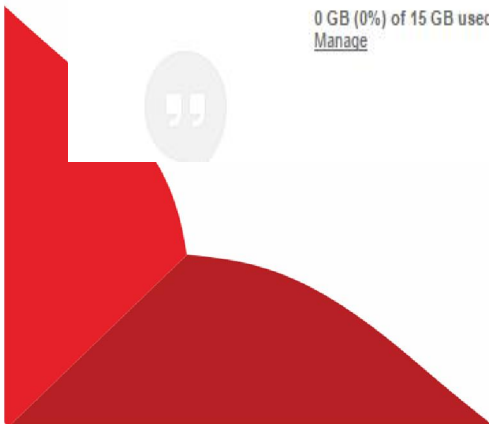
- ☐ Kepemilikan Akun di Gmail sudah otomatis berlaku juga untuk seluruh produk Google, termasuk Google Drive.



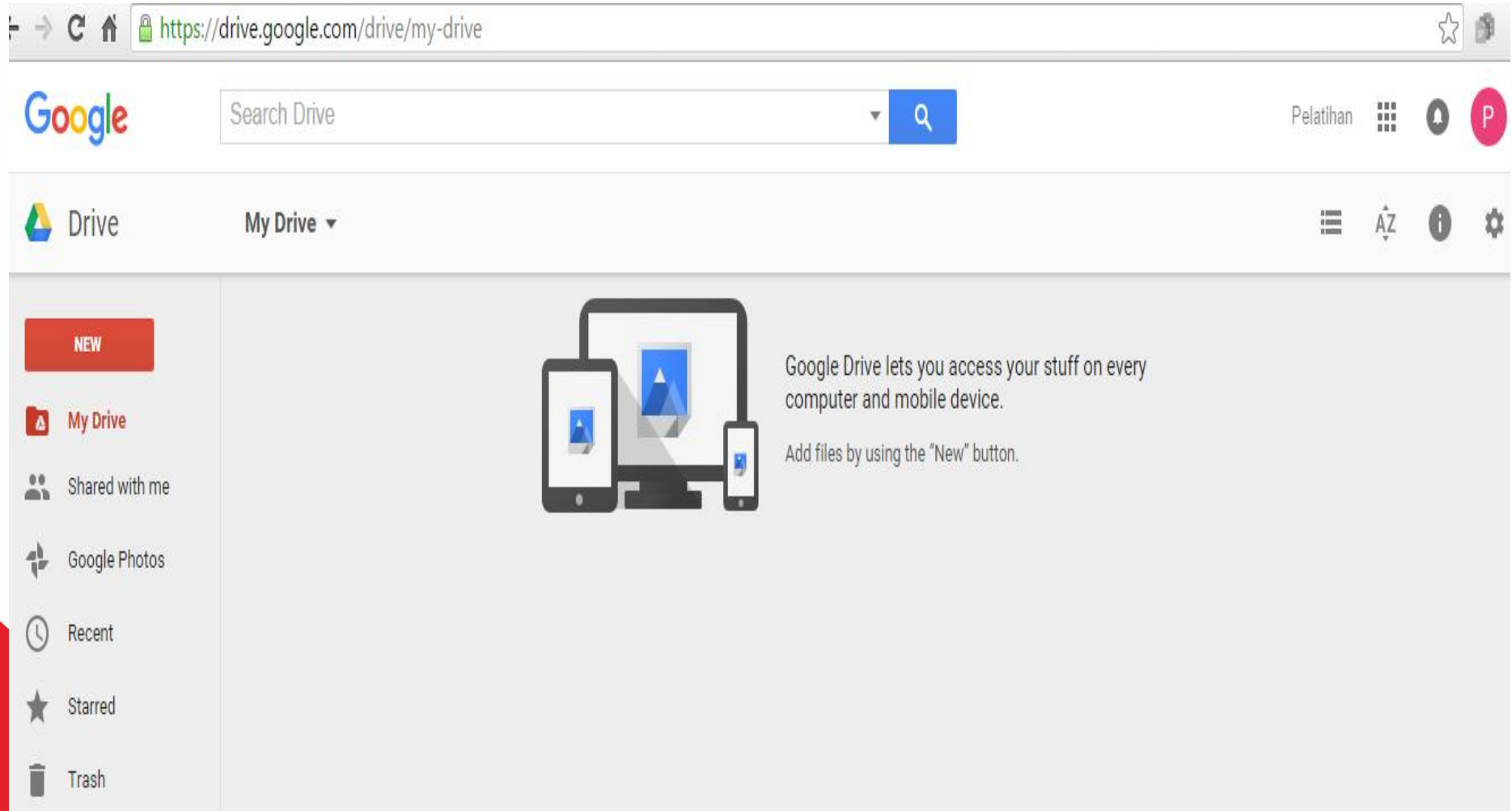
MEMBUKA GOOGLE DRIVE



The screenshot displays the Gmail interface. At the top, the Google logo and search bar are visible. The main content area shows the 'Primary' inbox with a message from 'Andy from Google' titled 'Pelatihan, get more out of your new Google Account'. Below the inbox, there are several setup progress indicators: 'Setup progress' at 10%, 'Account Created' (checked), 'Learn how to use Gmail', 'Get Gmail for mobile', 'Choose a theme', 'Import contacts and mail', and 'Change profile image'. At the bottom left, it shows '0 GB (0%) of 15 GB used' with a 'Manage' link. On the right side, the app launcher is open, showing icons for My Account, Search, Maps, YouTube, Play, Gmail, Drive, Calendar, Google+, Translate, and Photos. The 'Drive' icon is highlighted.

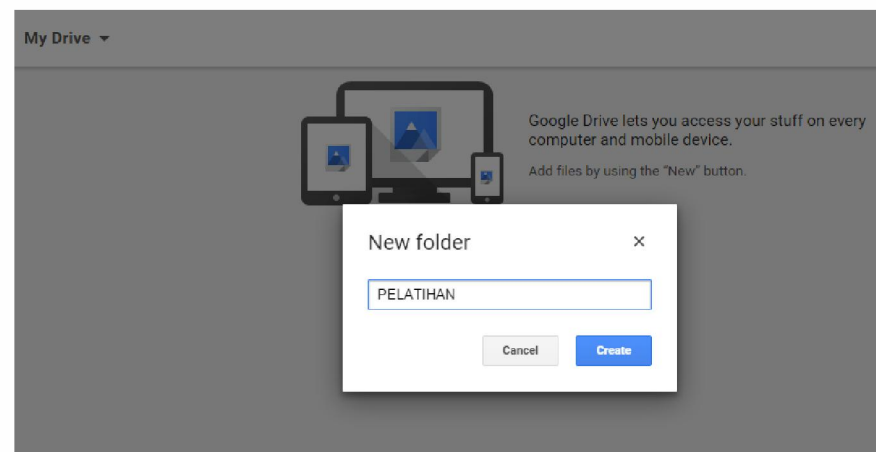
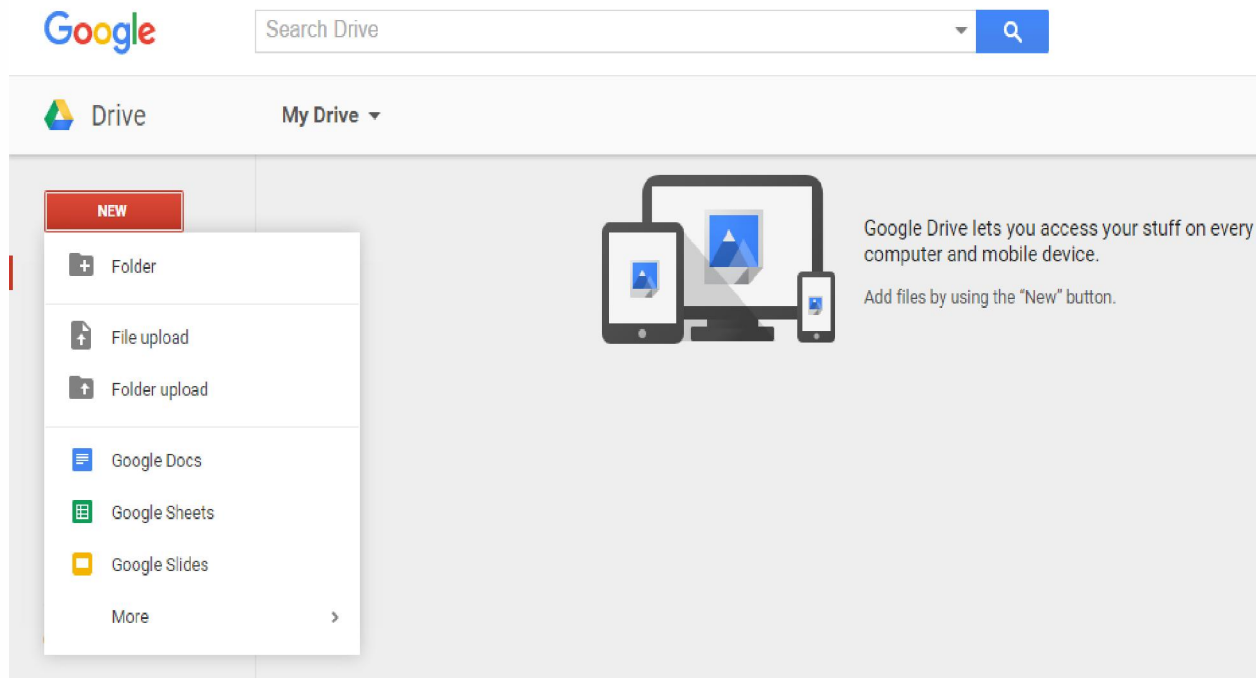


Tampilan halaman awal Google Drive





Membuat Folder Pada Google Drive





Google

Search Drive



Drive

My Drive ▾

NEW

▾ My Drive

▾ PELATIHAN

▾ Shared with me

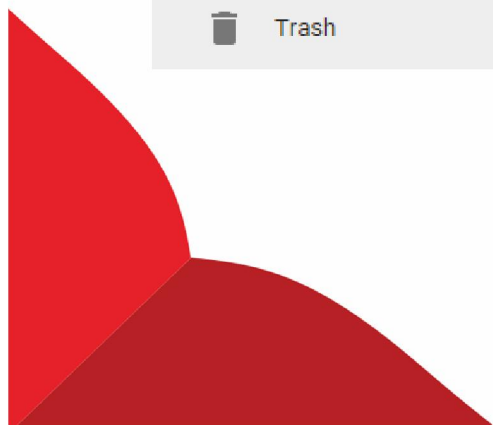
▾ Google Photos

▾ Recent

▾ Starred

▾ Trash

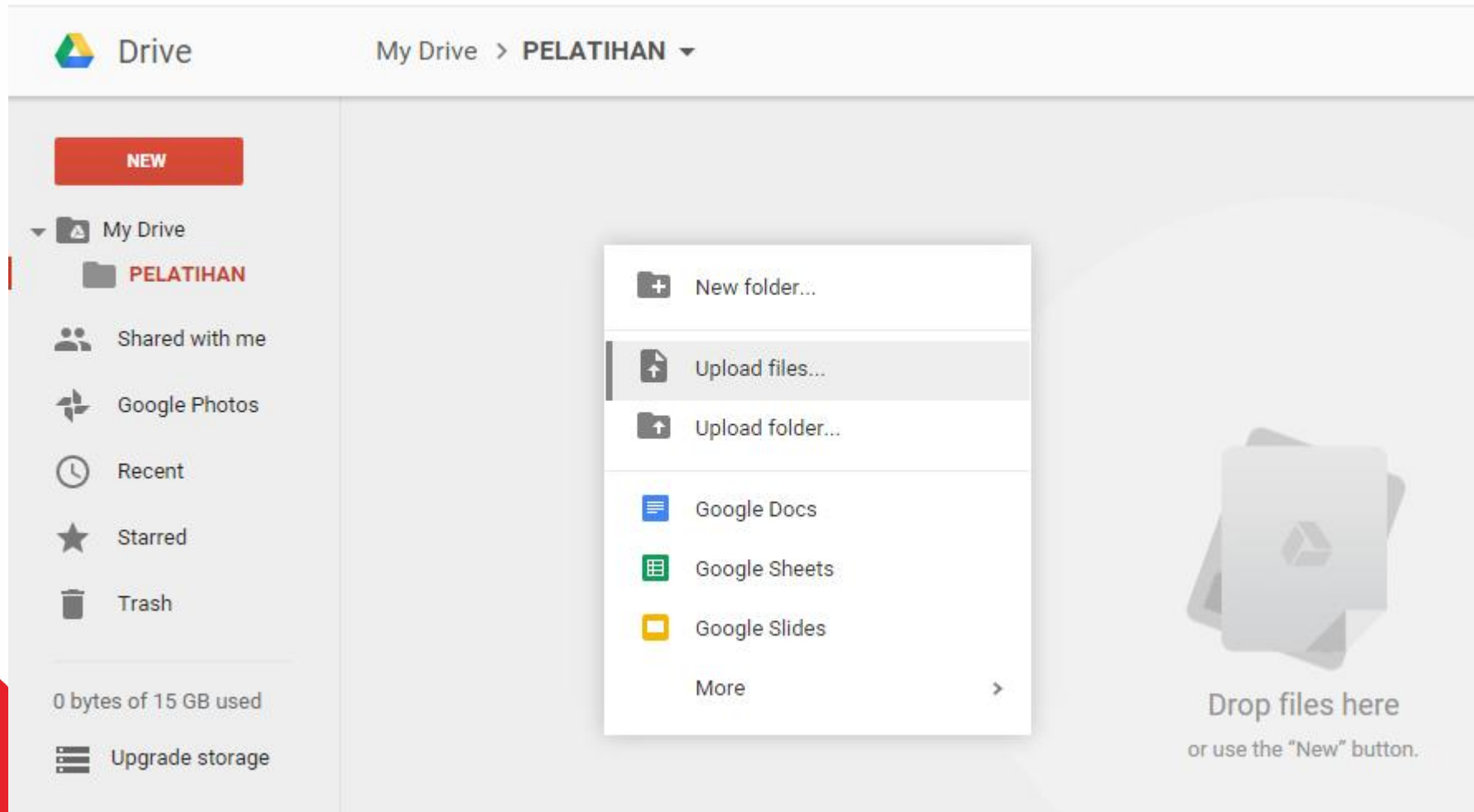
▾ PELATIHAN





☐ Masuk ke Folder dan Copy File ke dalam Folder

- ✓ Klik Kanan pada Mouse, pilih Upload File






☐ Satu File ter-Upload

My Drive > PELATIHAN ▾


☰ A-Z ⓘ ⚙

KONTRAK PERKULIAHAN
MIKROPROSESOR DAN MIKROPROSENGALU

Dikah Deny Kurniawan, S.T., M.Eng.
Bekas Staf Teknologi Sistem Informasi

 KONTRAK PERKU...

1 upload complete ▾ ✕

 KONTRAK PERKULIAHAN.pdf ✓

✓ Copy File Dengan Cara Drag dan Drop File Langsung dari Window Explorer



The image shows a Google Drive interface on the left and a Windows File Explorer window on the right. The File Explorer window is open to the 'Materi' folder on the 'S1 TT' drive. A file named 'Temu - 1b Pengantar Sistem Mikroprosesor' is selected and being dragged over a 'Copy' button in the Google Drive interface. The Google Drive interface shows a folder named 'PELATIHAN' and a file named 'KONTRAK PERKULIAHAN'. A blue button at the bottom of the Google Drive interface says 'Drop files to instantly upload them to: PELATIHAN'.

Search Drive

My Drive > PELATIHAN

KONTRAK PERKULIAHAN MIKROPROSESOR DAN MIKROPENGENDALI

KONTRAK PERKU...

Copy

Drop files to instantly upload them to:
PELATIHAN

Materi

File Home Share View

< > << >> S1 TT > Materi Search Materi

Quick access

OneDrive

This PC

Desktop

Documents

Downloads

Compressed

Documents

Music

Programs

Video

TM3&4

Music

Pictures

Videos

Local Disk (C:)

Name

- KONTRAK PERKULIAHAN
- KONTRAK PERKULIAHAN
- Temu - 1a Sejarah Mikroprosesor
- Temu - 1b Pengantar Sistem Mikroprosesor
- Temu - 1b Pengantar Sistem Mikroprosesor
- Temu - 1c Introduction To Computing
- Temu - 1c Introduction To Computing
- Temu - 2a The AVR Microcontroller
- Temu - 2a The AVR Microcontroller
- Temu - 2b AVR Architecture
- Temu - 2b AVR Architecture
- Temu - 2c AVR Architecture
- Temu - 3 AVR Hardware Design Issue
- Tugas 1

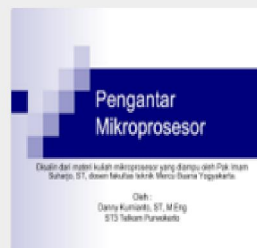
14 items 1 item selected 1.03 MB




My Drive > PELATIHAN ▾




 KONTRAK PERKU...



 Temu - 1b Pengan...

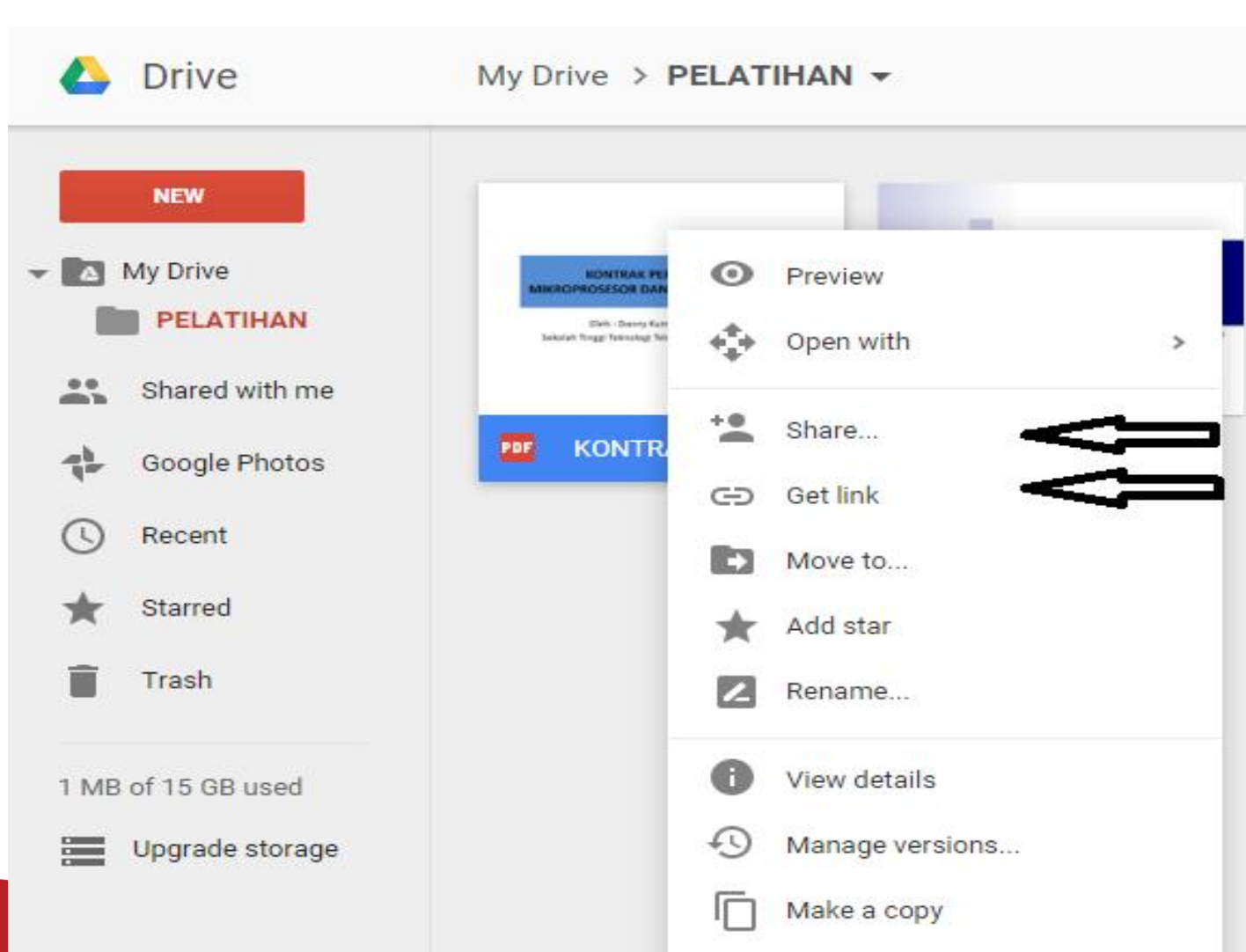
1 upload complete ▾ ✕

 Temu - 1b Pengantar Sistem Mikroproses... 



❑ Membagi Link File Ke Orang Lain

- ❑ Dapat dilakukan melalui Share With Other atau Get Link





☐ Mengatur Hak Akses File

My Drive > PELATIHAN

Share with others Get shareable link

Link sharing on [Learn more](#)

Anyone with the link can view Copy link

<https://drive.google.com/file/d/0B866qEeuJpVzQIQ2d2VzZmpEVFk/view?usp=sha>

People

Enter names or email addresses... Can view

Done Advanced





☐ Mengatur Hak Akses File

My Drive > PELATIHAN

Share with others Get shareable link

Link sharing on [Learn more](#)

Anyone with the link can view ▾	Copy link
OFF - only specific people can access	
Anyone with the link can edit	
Anyone with the link can comment	
✓ Anyone with the link can view	
More...	

Done Advanced

KONTRAK PERKULIAHAN MIKROPROSESOR DAN MIKROPENGENDALAN
Dik. Benny Kresnanto, S.T., M.Eng.
Sekolah Tinggi Teknologi Telkom - Bandung

PDF KONTRAK PERKU...








More Setting

My Drive > PELATIHAN

KONTRAK PERKULIAHAN
MAGISTER DAN MAGISTER
Jalan: Sekeloa Utara 1, 27156
Surabaya, Jawa Timur, Indonesia

PDF KONTRAK PERKU...

Link sharing

-  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) [Can view](#) ▾

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

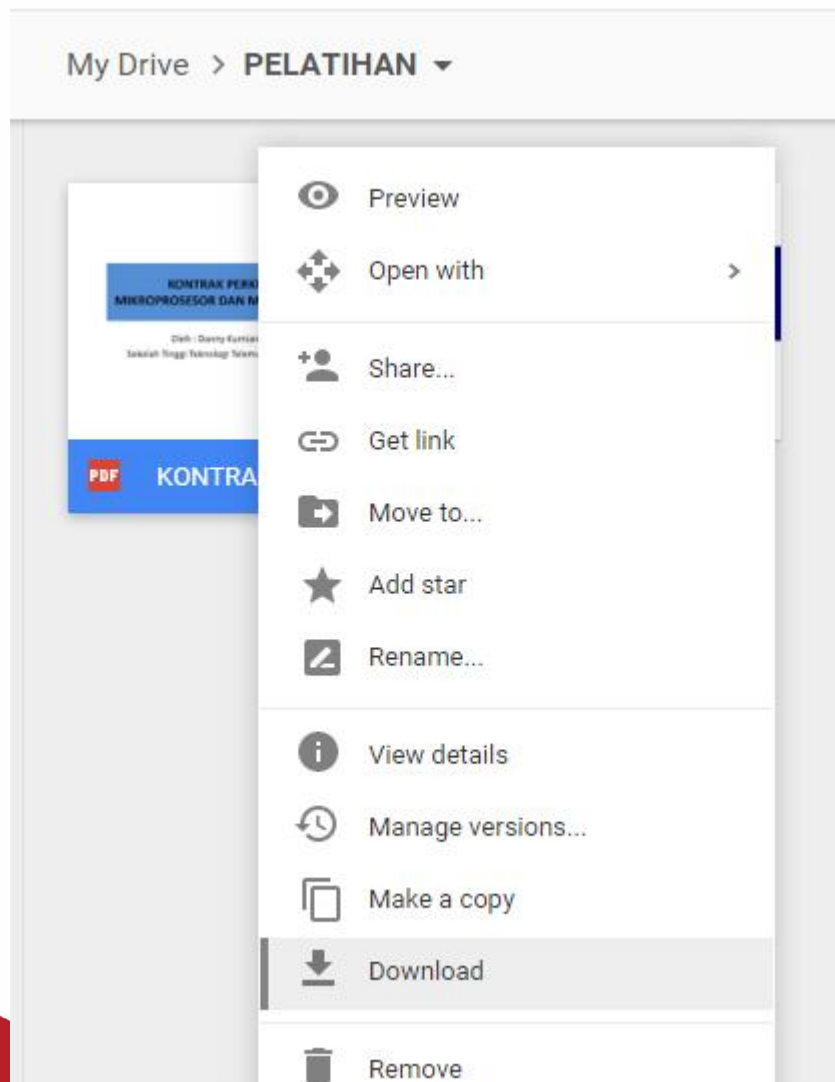
[Save](#) [Cancel](#) [Learn more about link sharing](#)





☐ Mengunduh File Yang Ada di Google Drive

- ✓ Klik Kanan Pada File Yang Akan di Unduh, lalu pilih Download





MATERI INI DAPAT DI UNDUH DI BLOG DENGAN ALAMAT
<http://dannykurnianto.dosen.st3telkom.ac.id/>

