# PANDUAN KONFIGURASI EMAIL ITB MENGGUNAKAN APLIKASI MICROSOFT OUTLOOK 365

- 1. Buka aplikasi Microsoft Outlook yang telah Anda *install*.
- 2. Klik File.

89 ₹		♀ Search
File Home Se	nd / Receive	View Help
🖸 New Email 👻 [	🗓 Delete 👻	🖻 Archive 🔁 Move ~ 🕤 Reply 🖔 Reply Al
	<	
✓Favorites		Focused Other By Date ✓ ↑
Inbox	219	Other: New messages (127)
Sent Items		Power BI Team, Microsoft, Microsoft Singapore, Shar
Drafts	[11]	✓ Today
Deleted Items	12	Adobe
		Get started with All Apps EDU 8:44 AM
∨iwan_cl@office.itb.	ac.id	Welcome! Here's how to get started
Inbox	219	✓ Last Week
Drafts	[11]	Tim Lavanan DSTI
Sent Items		Live Event Matlab 2022 Wed 1/19
Deleted Items	12	

#### Klik tombol Add Account



- 1. Masukan alamat email ITB Anda, kemudian klik Advanced option lalu klik checkbox let me set up my account manually.
- 2. Klik tombol Connect.





	Dutlook		
Addin	g dummy1@itb.ac.id		
	la're antting things ready		
	ve re getting things ready		
Inter	net Email - dummy1@itb.ac.id X		
	Enter your user name and password for the following server.		
3	Server smtp.itb.ac.id		
	User Name: iwan_cl		
	Password: ********		
	Save this password in your password list		
	OK Cancel		

- 1. Masukan username dan password Akun INA Anda.
- 2. Klik **OK.**

	$\times$
Outlook	
Something went wrong	
We couldn't log on to the incoming (IMAP) server. Please check your email address and password and try again.	
Troubleshoot problems setting up your account	
→ Not dummy1@staff.itb.ac.id?	
ightarrow Change Account Settings	
ightarrow Troubleshoot	
Retry	

### Catatan:

Jika muncul notifikasi error seperti gambar di atas, silahkan menggunakan Panduan opsi 2.

Account successfully added		
IMAP dummy1@itb.ac.id		
Add another email address Fmail address	Nevt	
Add another email address Email address Advanced options	Next	
Add another email address Email address Advanced options A V Let me set up my account ma	Next	
Add another email address Email address Advanced options A I Let me set up my account ma	Next	

Klik Done

File Home Send / Receive	View Help Q Tell me what	t you want to do
🖄 New Email 👻 🔟 Delete 🗸	🖃 Archive 🖄 Move 🗸 🕤 Rep	oly 🖔 Reply
> Favorites	Search Current Mailbox	Current Mailbox 👻
	All Unread	By Date ∽ ↑
>iwan_cl@office.itb.ac.id	We didn't find anything to show h	here.
∨dummy1@itb.ac.id		
Inbox		
Outbox		

- 1. Alamat email <u>dummy1@itb.ac.id</u> sudah berhasil ditambahkan pada aplikasi Microsoft Outlook 365.
- 2. Untuk melakukan sinkronisasi dengan mail server ITB diperlukan pengaturan pada **Incoming Server** dan **Outgoing Server**.
- 3. Klik File.



### Klik Account Settings



IMAP Account Settings dummy1@itb.ac.id Incoming mail A User name dummy1@itb.ac.id	Incoming mail
Password *********  Remember password  Server mail.itb.ac.id Port 143  Encryption method STARTTLS  Require logon using Secure Password Authentication (SPA)  Outgoing mail	Username: alamat email ITB Anda. Password: password email ITB Anda. Server: mail.itb.ac.id Port: 143 Encryption methode: STARTTLS
Next Klik Outgoing mail	

dummy1@itb.ac.id	
Incoming mail 🐱	
Outgoing mail 🔺	
Server smtp.itb.ac.id	Port 587
Encryption method S	TARTTLS 🔻
Server timeouts 🚽	
Require logon using	Secure Password Authentication (SP
✓ My outgoing (SMTP	) server requires authentication
O Use same setti	ngs as my incoming mail server
Log on using u	user name and password
User name	iwan_cl
Password	********
	Remember password

## **Outgoing mail**

Server: smtp.itb.ac.id Port: 587 Encryption methode: STARTTLS

- 1. Masukan informasi alamat Mail server, Port dan Encryption methode.
- 2. Klik Checkbox **My outgoing (SMTP)** kemudian masukan username dan password **Akun INA** Anda.
- 3. Klik Next.

<

Next

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- 1. Email <u>dummy1@itb.ac.id</u> sudah berhasil ditambahkan dan dapat diakses menggunakan aplikasi Microsoft Outlook 365.
- 2. Untuk memastikan konfigurasinya berhasil silahkan coba kirim email menggunakan aplikasi Microsoft Outlook 365.