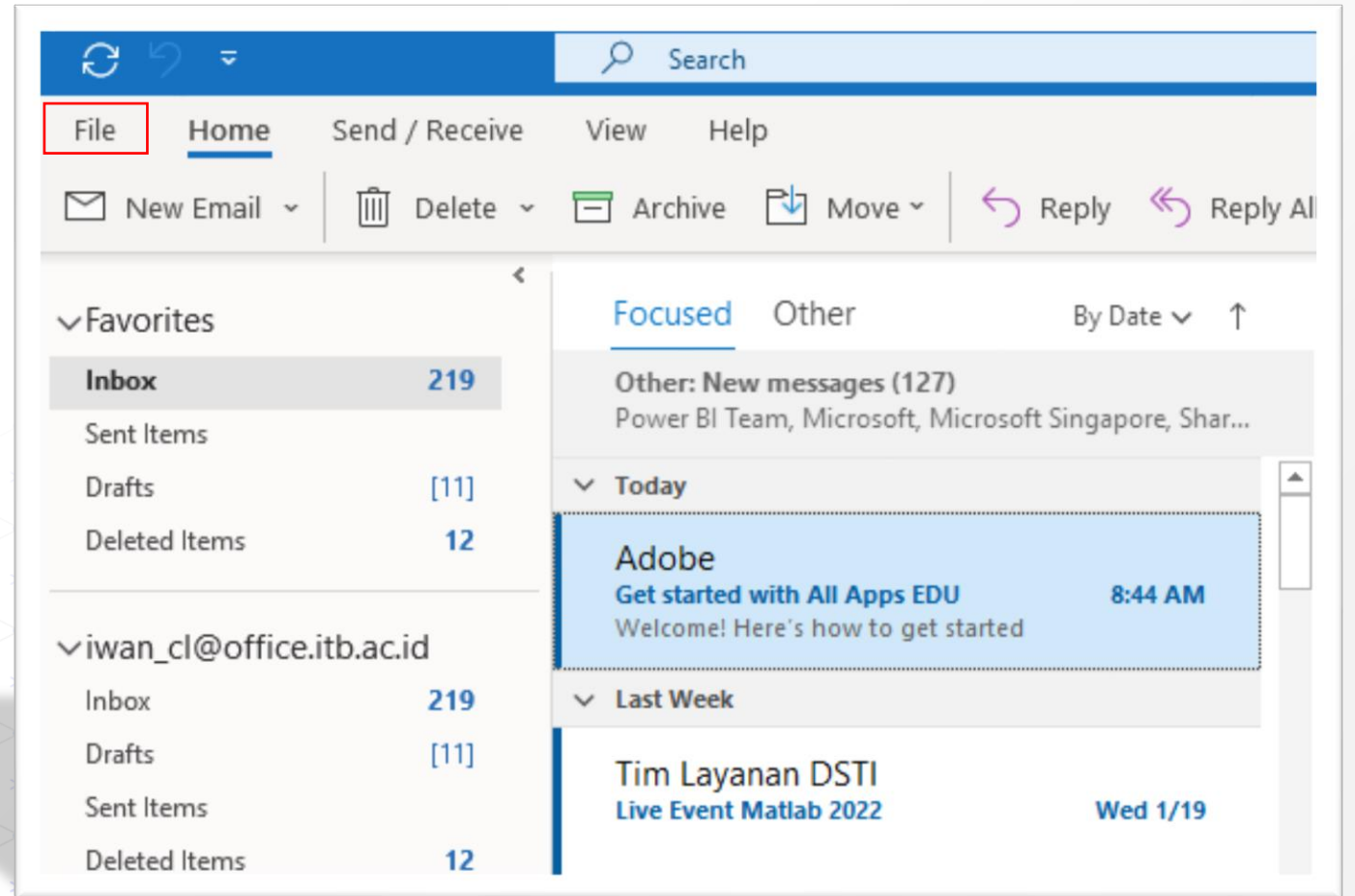


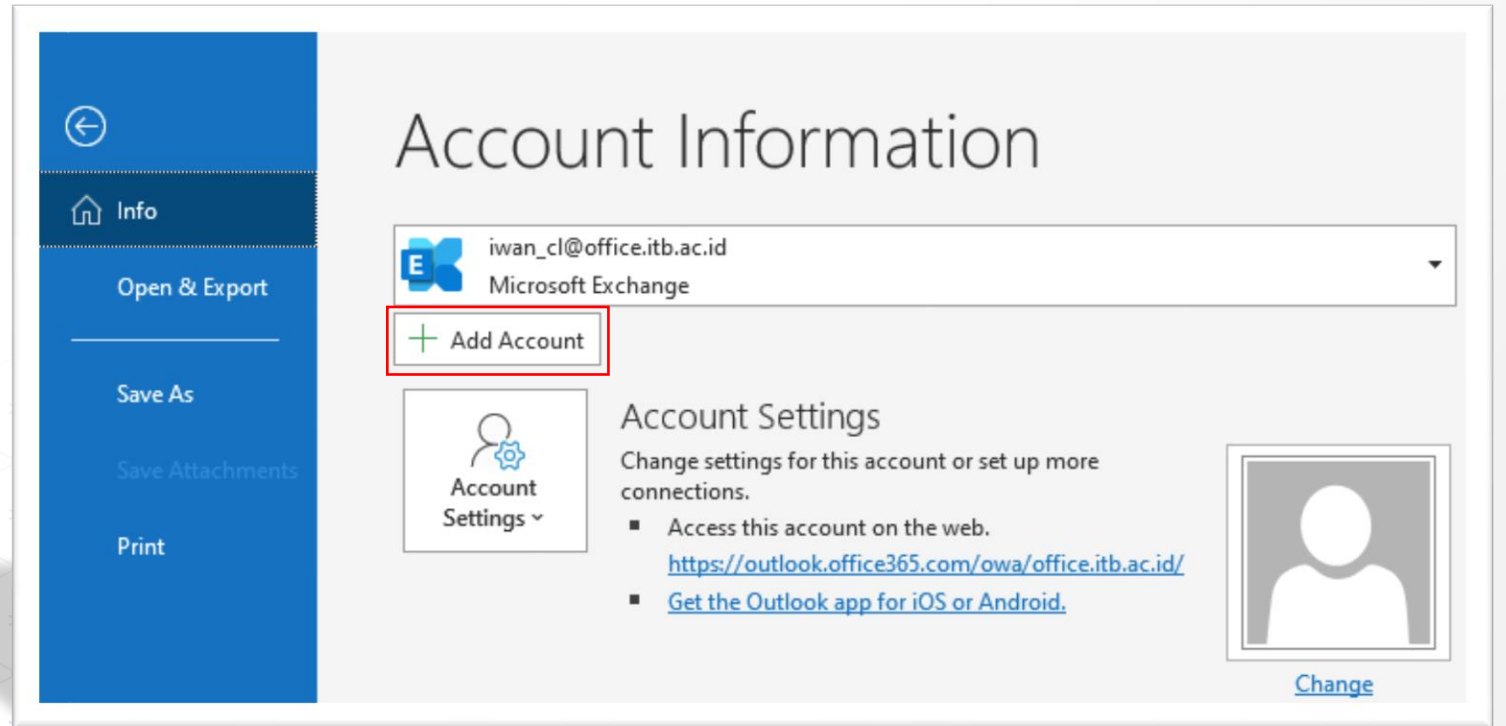


**PANDUAN KONFIGURASI  
EMAIL ITB MENGGUNAKAN APLIKASI  
MICROSOFT OUTLOOK 365**

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



Klik tombol **Add Account**



Account Information

iwan\_cl@office.itb.ac.id  
Microsoft Exchange

**+ Add Account**

Account Settings  
Change settings for this account or set up more connections.

- Access this account on the web.  
<https://outlook.office365.com/owa/office.itb.ac.id/>
- [Get the Outlook app for iOS or Android.](#)

[Change](#)

Info  
Open & Export  
Save As  
Save Attachments  
Print

1. Masukkan alamat email ITB Anda, kemudian klik **Advanced options** lalu klik checkbox **Let me set up my account manually**.
2. Klik tombol **Connect**.

Outlook

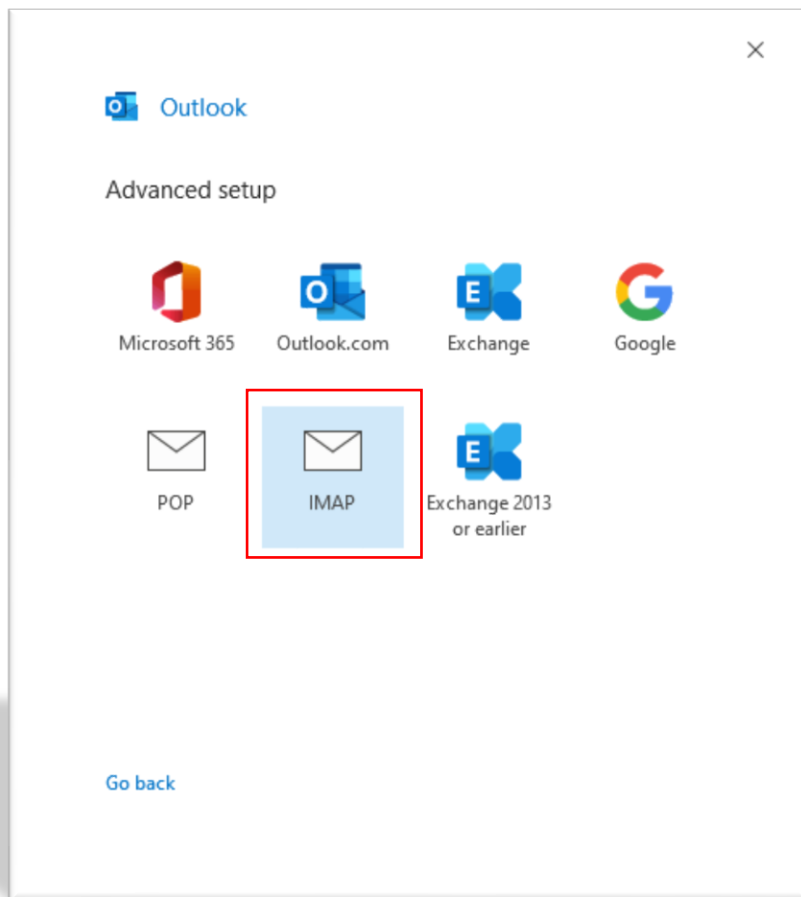
Email address

dummy1@staff.itb.ac.id

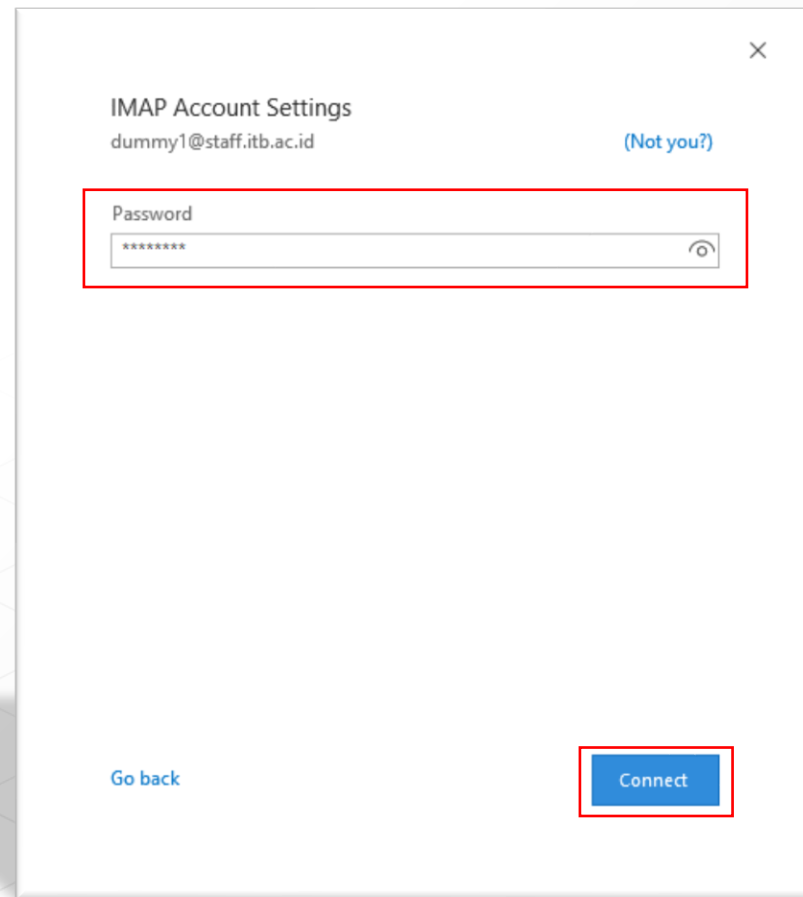
Advanced options ^

Let me set up my account manually

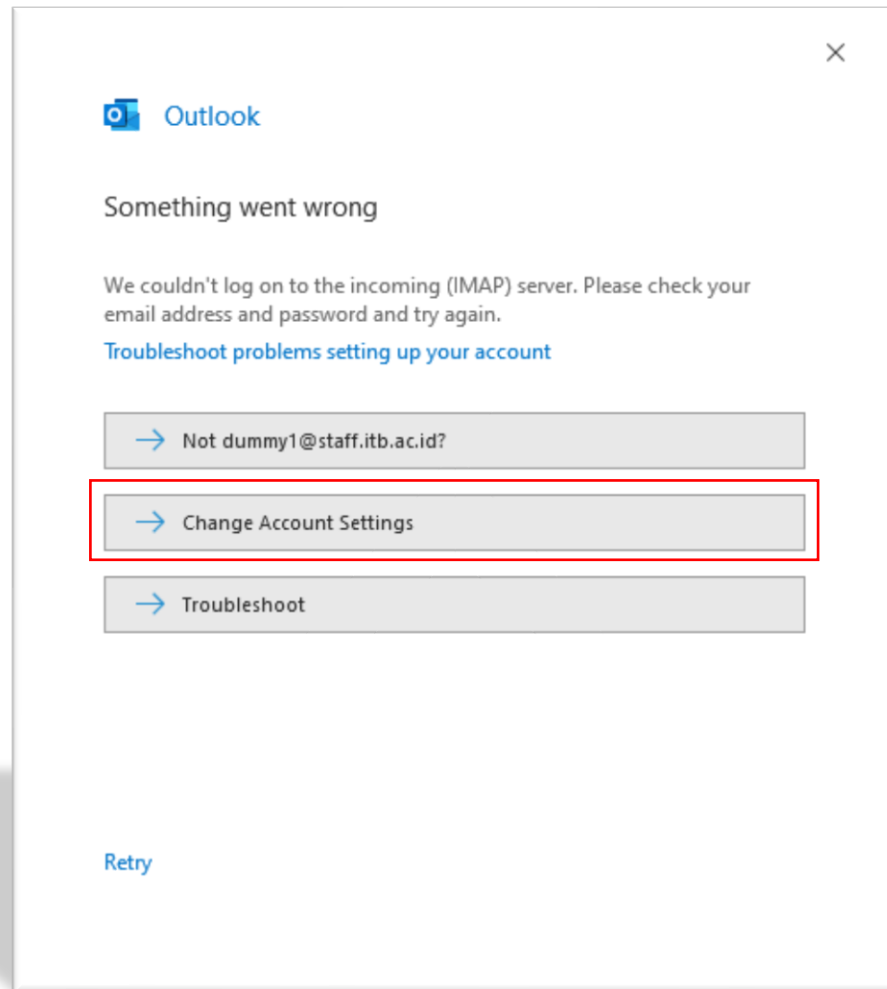
Connect



Klik **IMAP**



1. Masukkan password email Anda.
2. Klik **Connect**



1. Jika tidak muncul notifikasi error silahkan menggunakan panduan opsi 1.
2. Pada bagian ini klik **Change Account Settings**.

IMAP Account Settings  
dummy1@staff.itb.ac.id (Not you?)

Incoming mail  
Server: staff.itb.ac.id Port: 993  
Encryption method: SSL/TLS  
 Require logon using Secure Password Authentication (SPA)

Outgoing mail  
Server: staff.itb.ac.id Port: 465  
Encryption method: SSL/TLS  
 Require logon using Secure Password Authentication (SPA)

Go back **Next**

## Incoming mail

1. **Server:** staff.itb.ac.id
2. **Port:** 993
3. **Ecrption metode:** SSL/TLS

## Outgoing mail

1. **Server:** staff.itb.ac.id
2. **Port:** 465
3. **Ecrption metode:** SSL/TLS

## Contoh mail server:

1. mail.itb.ac.id,
2. pusat.itb.ac.id,
3. mail.logistik.itb.ac.id,
4. dll.

Klik **Next**

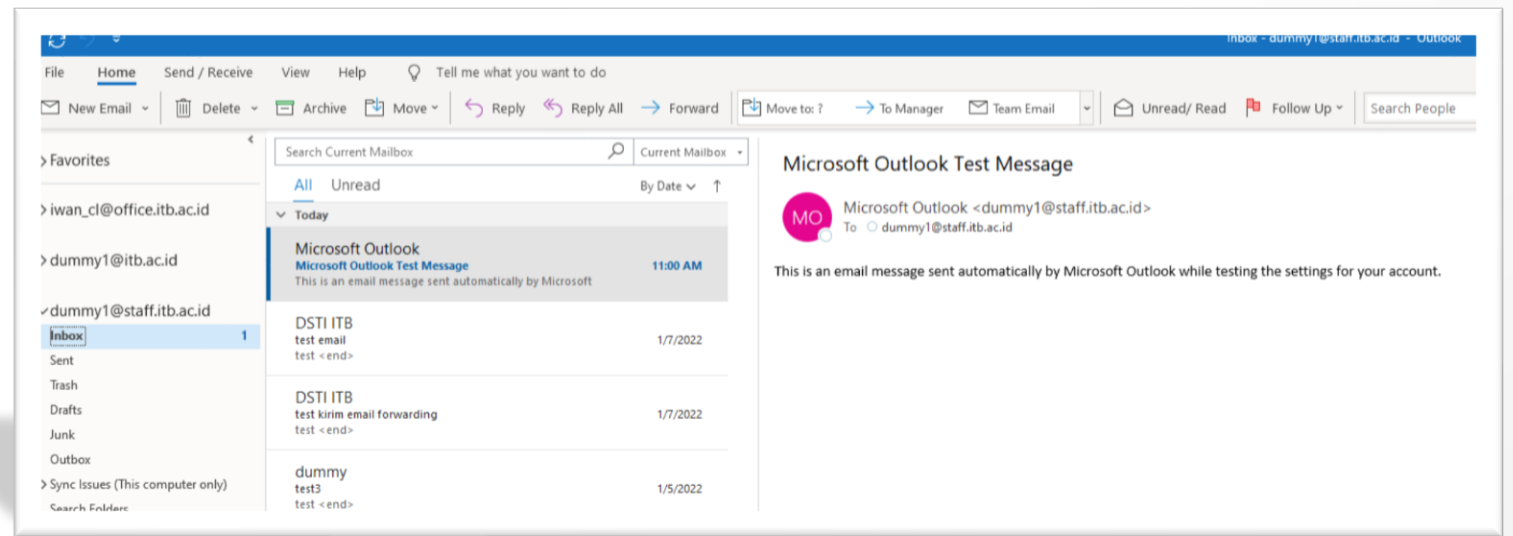
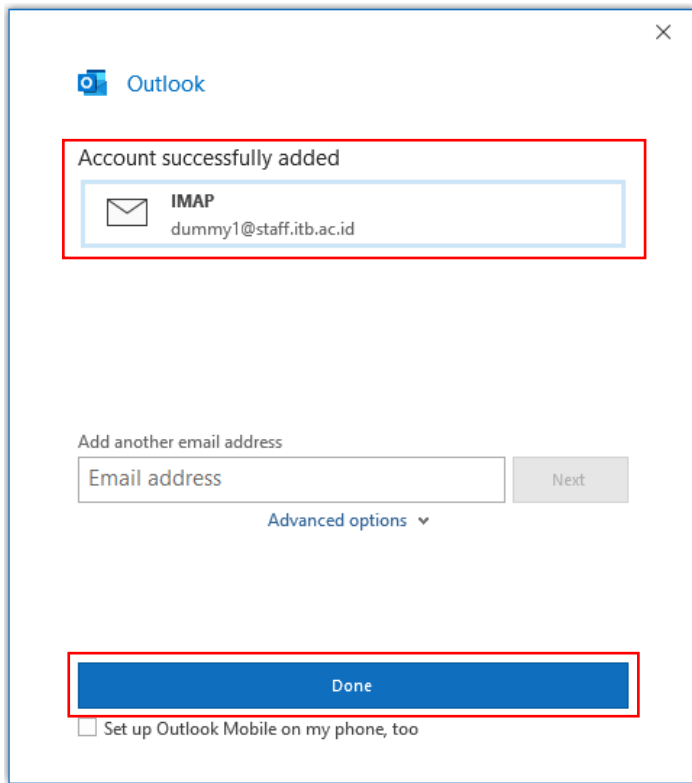
IMAP Account Settings  
dummy1@staff.itb.ac.id [\(Not you?\)](#)

Password  
\*\*\*\*\*

Go back [Connect](#)

1. Masukkan **password** email Anda.
2. klik **Connect**.





Klik **Done**

1. Alamat email [dummy1@staff.itb.ac.id](mailto:dummy1@staff.itb.ac.id) 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.