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 options lalu klik checkbox Let me set up my account manually.
- 2. Klik tombol **Connect**.









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?

→ Change Account Settings

→ Troubleshoot

Retry

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



 \times

| dummy1@staff.itb.ac.id | (Not you |
|------------------------------------|-------------------------|
| Incoming mail | |
| Server staff.itb.ac.id | Port 993 |
| Encryption method SSL/TLS 🔻 | |
| Require logon using Secure Passwor | rd Authentication (SPA) |
| Outgoing mail | |
| Server staff.itb.ac.id | Port 465 |
| Encryption method SSL/TLS - | |
| Require logon using Secure Passwor | rd Authentication (SPA) |
| | |
| | |
| | |
| | |
| | |
| Go back | Next |
| | |

Incoming mail

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

Outgoing mail

- 1. Server: staff.itb.ac.id
- **2.** Port: 465
- 3. Ecryption 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 ******* | 6 | | | - 1 | ٨٨٥ | nsuko | | 166/11/0 | ord o | mail | And | 2 | |
| | | | | 2 | . 740 2. klik | Con | nect | | | mai | | ٦. | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Go back | Connect | | × | × | × | × | × | × | × | × | × | × | |
| | | \sum | × | × | × | × | × | × | × | | | | |
| | | | | × | \searrow | × | | | | | | | |



| 87 * | | | inbox - duminy (estatf.itb.ac.id - Outlook | | | | |
|--|---|-------------------|---|--|--|--|--|
| File Home Send / Receive View Help 🛇 Tell me what you want to do | | | | | | | |
| 🖄 New Email 👻 🕅 Delete 👻 | 🖃 Archive 📑 Move 🗸 🕤 Reply 🖑 Reply Al | I → Forward | Move to: ? → To Manager 🖸 Team Email 🔹 🎦 Unread/ Read 🎦 Follow Up × Search People | | | | |
| > Favorites | Search Current Mailbox | Current Mailbox 🔸 | Microsoft Outlook Test Message | | | | |
| | All Unread | By Date ∽ 1 ↑ | | | | | |
| > iwan_cl@office.itb.ac.id | ac.id v Today | | MO Microsoft Outlook <dummy1@staff.itb.ac.id></dummy1@staff.itb.ac.id> | | | | |
| >dummy1@itb.ac.id | Microsoft Outlook Microsoft Outlook Test Message This is an email message sent automatically by Microsoft | 11:00 AM | This is an email message sent automatically by Microsoft Outlook while testing the settings for your account. | | | | |
| <pre>>dummy1@staff.itb.ac.id Inbox 1 Sent</pre> | DSTI ITB test email test <end></end> | 1/7/2022 | | | | | |
| Trash Drafts Junk | DSTI ITB test kirim email forwarding test <end></end> | 1/7/2022 | | | | | |
| Outbox > Sync Issues (This computer only) Search Folderc | dummy test3 test <end></end> | 1/5/2022 | | | | | |

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

Klik Done