

# **PANDUAN KONFIGURASI EMAIL ITB PADA WEBMAIL GMAIL**

# *Email Alias ITB Pada Webmail Gmail*

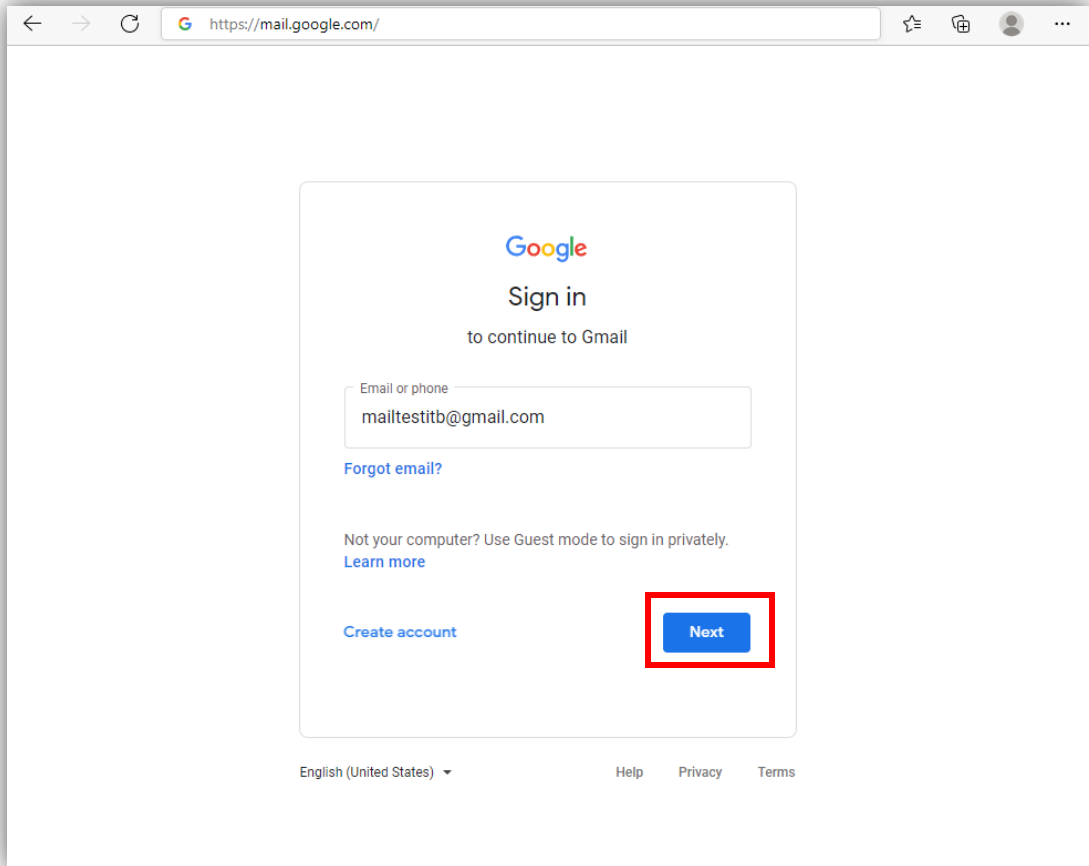
Pengguna dapat menambahkan akun *email* ITB pada aplikasi *Webmail* Gmail, hal ini dapat dilakukan agar proses pengiriman *email* dengan *domain* ITB dilakukan dari aplikasi *webmail* Gmail tanpa harus membuka *webmail* ITB terlebih dahulu

Prasyarat untuk melakukan konfigurasi tersebut adalah:

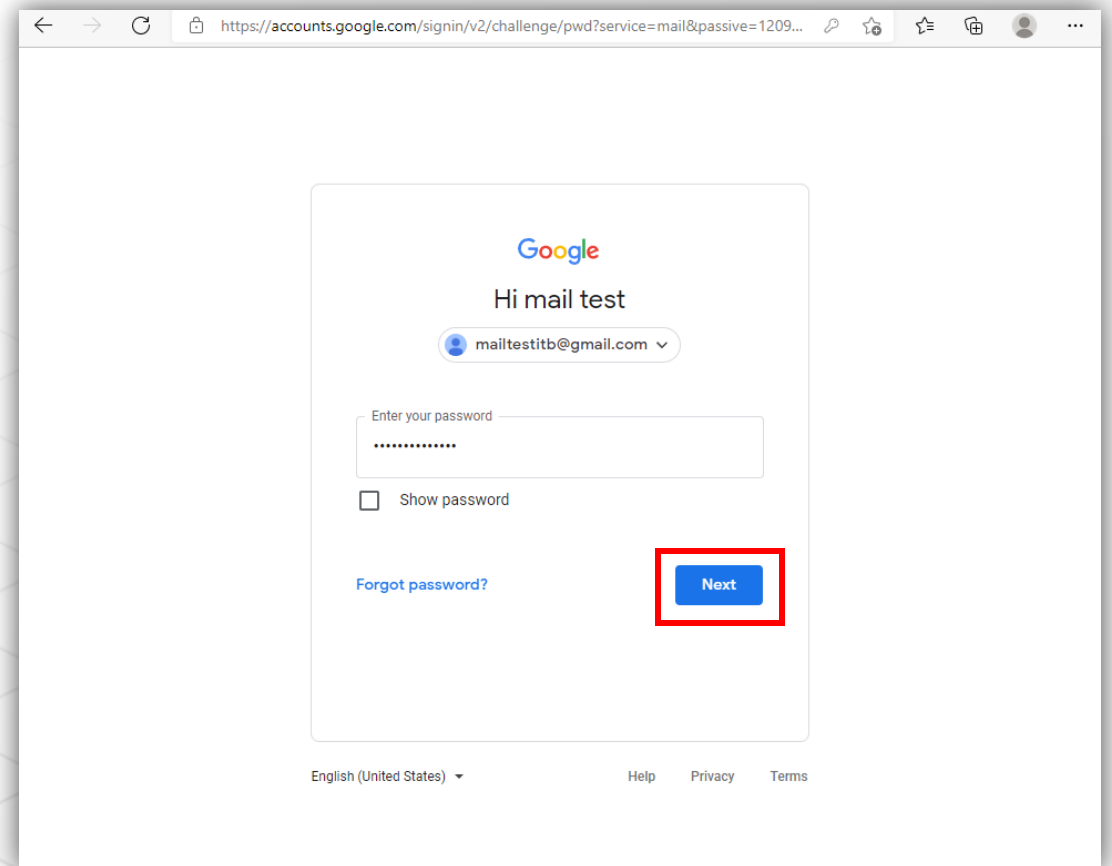
- Memiliki akun gmail aktif
- Memiliki akun email ITB aktif
- Memiliki akun INA aktif

# Konfigurasi *Webmail* Gmail

Lakukan *Login* Pada akun gmail anda pada tautan: <https://mail.google.com/>  
Silahkan mengisi *username* dan *password* akun gmail anda



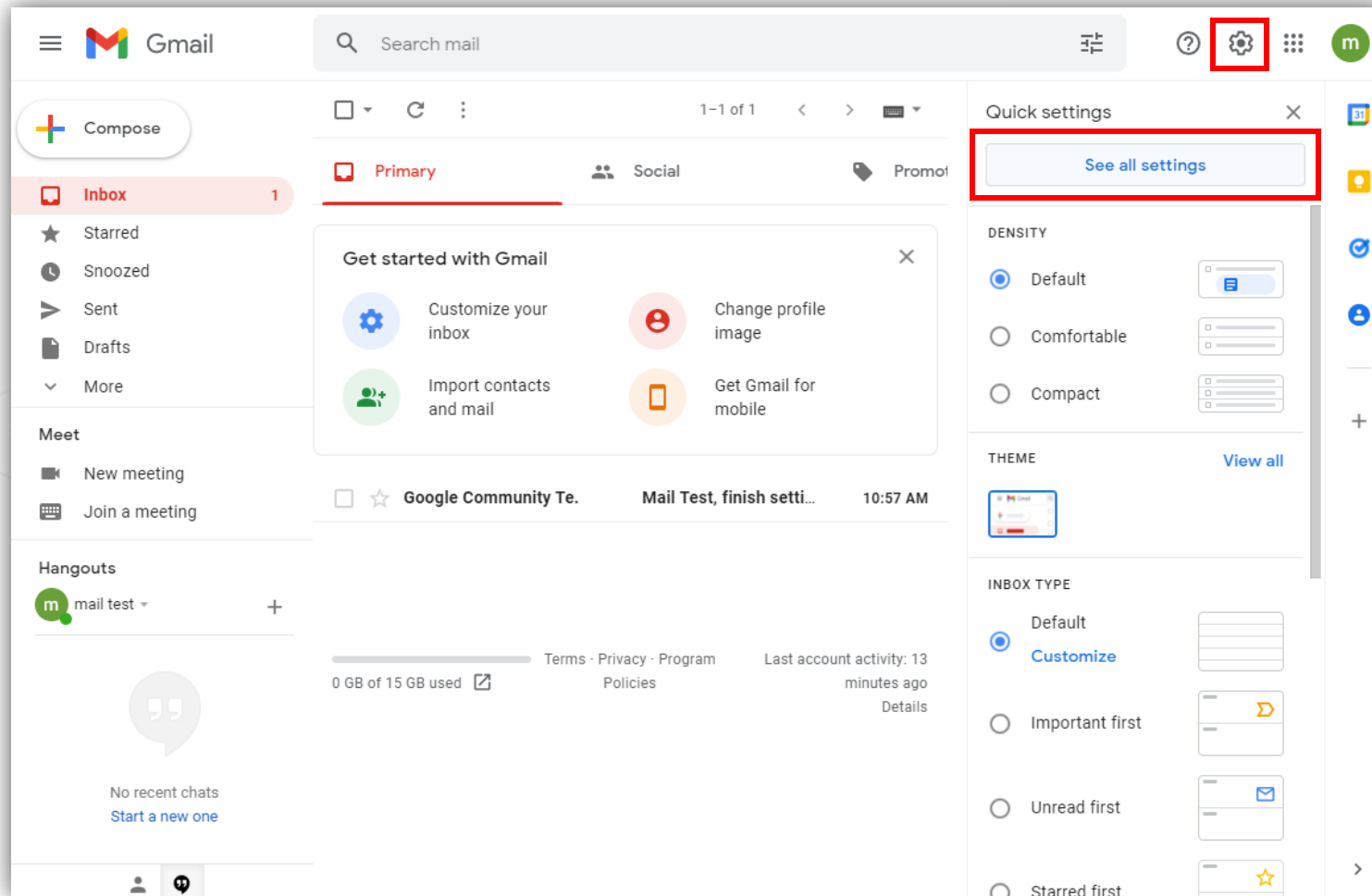
The screenshot shows the Gmail sign-in page in a browser window. The address bar displays <https://mail.google.com/>. The page features the Google logo and the text "Sign in to continue to Gmail". Below this, there is a text input field labeled "Email or phone" containing the email address "mailto:mailtestitb@gmail.com". A blue link "Forgot email?" is positioned below the input field. Further down, a message reads "Not your computer? Use Guest mode to sign in privately." with a blue link "Learn more". At the bottom left, there is a blue link "Create account". A blue button labeled "Next" is highlighted with a red rectangular border.



The screenshot shows the Gmail password entry page in a browser window. The address bar displays <https://accounts.google.com/signin/v2/challenge/pwd?service=mail&passive=1209...>. The page features the Google logo and the text "Hi mail test". Below this, there is a dropdown menu showing the email address "mailto:mailtestitb@gmail.com". A text input field labeled "Enter your password" contains a series of dots representing a masked password. Below the input field, there is a checkbox labeled "Show password" which is currently unchecked. A blue link "Forgot password?" is positioned below the input field. A blue button labeled "Next" is highlighted with a red rectangular border.

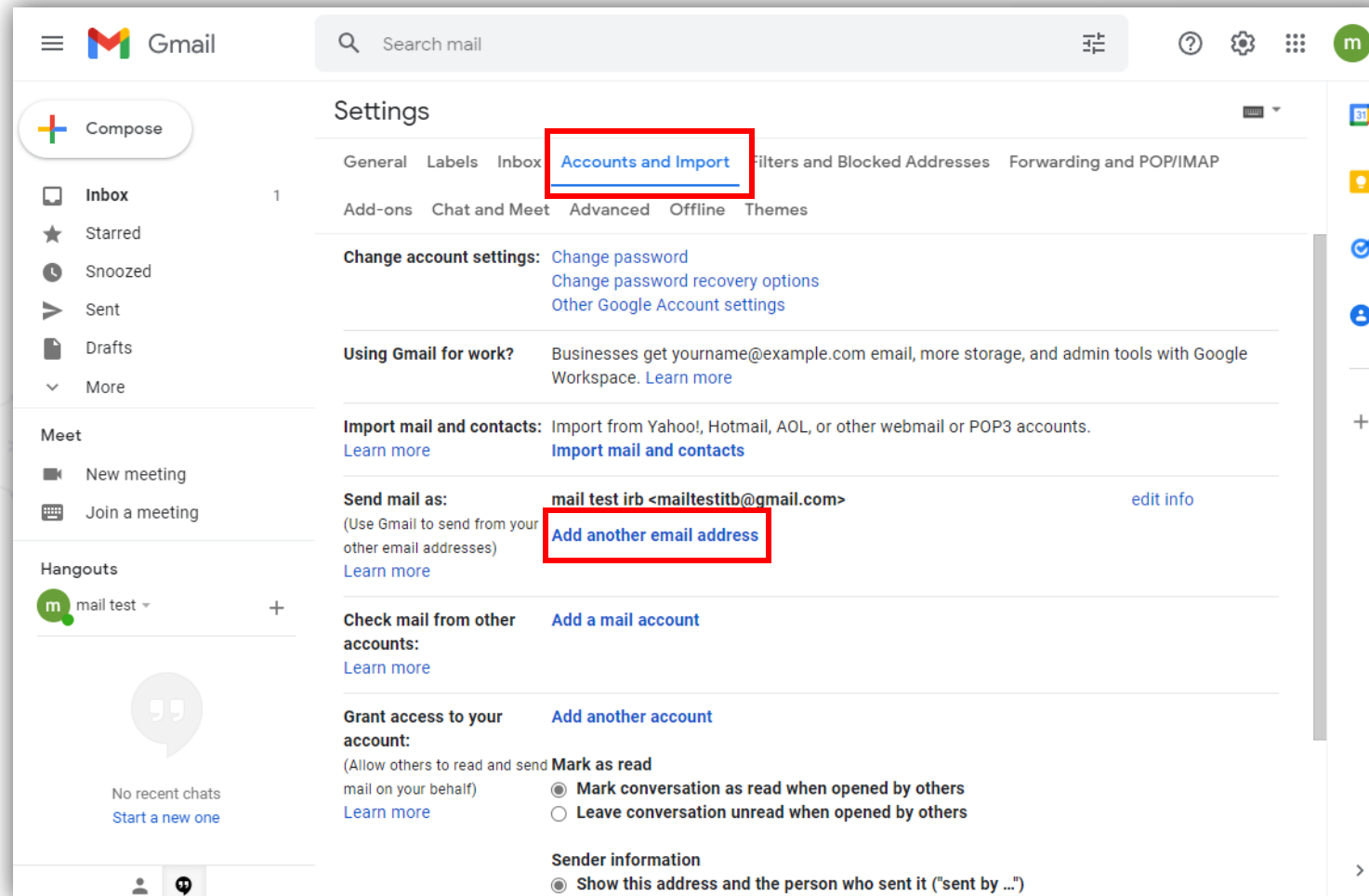
# Konfigurasi Webmail Gmail

Pada dashboard Pilih **Settings** (ikon gerigi) – **See all Settings**



# Konfigurasi Webmail Gmail

Pilih Tab **Accounts and Import** – kemudian klik **Add another email address**



The screenshot shows the Gmail Settings page with the 'Accounts and Import' tab selected. The 'Accounts and Import' tab is highlighted with a red box. Below it, the 'Send mail as:' section shows the email address 'mail test irb <mailto:mailtestirb@gmail.com>' and a red box around the 'Add another email address' link. Other sections include 'Change account settings', 'Using Gmail for work?', 'Import mail and contacts', 'Check mail from other accounts', and 'Grant access to your account'.

**Accounts and Import**

Change account settings: [Change password](#)  
[Change password recovery options](#)  
[Other Google Account settings](#)

Using Gmail for work? Businesses get yourname@example.com email, more storage, and admin tools with Google Workspace. [Learn more](#)

Import mail and contacts: Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.  
[Learn more](#) [Import mail and contacts](#)

Send mail as: mail test irb <mailto:mailtestirb@gmail.com> [edit info](#)  
(Use Gmail to send from your other email addresses) [Add another email address](#)  
[Learn more](#)

Check mail from other accounts: [Add a mail account](#)  
[Learn more](#)

Grant access to your account: [Add another account](#)  
(Allow others to read and send mail on your behalf) **Mark as read**  
 Mark conversation as read when opened by others  
 Leave conversation unread when opened by others  
[Learn more](#)

Sender information  
 Show this address and the person who sent it ("sent by ...")

# Konfigurasi Webmail Gmail

## Add another email address you own

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

Masukan alamat *email* itb dengan penulisan domain lengkap, kemudian pilih **Next Step**

## Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through itb.ac.id SMTP servers [Learn more](#)

SMTP Server:

Port:

Username:

Password:

Secured connection using [TLS](#) (recommended)

Secured connection using [SSL](#)

Pengaturan SMTP:

- SMTP Server: smtp.itb.ac.id
- Port: 587
- Username: Username INA
- Password: Password INA

Kemudian pilih **Add Account**

# Konfigurasi Webmail Gmail

**Add another email address you own**

**Confirm verification and add your email address**

Congratulations, we successfully located your other server and verified your credentials. Just one more step!

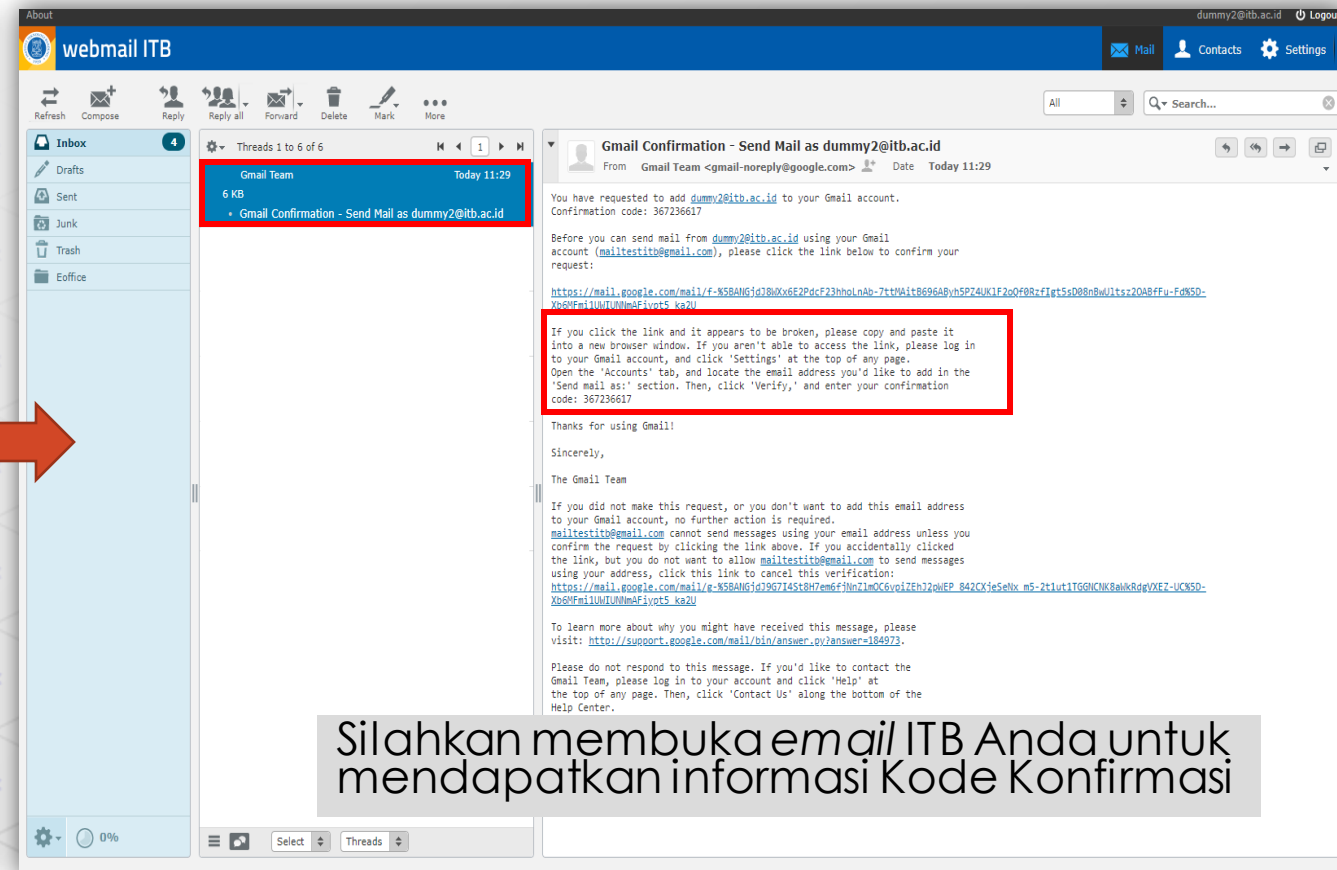
An email with a confirmation code was sent to **dummy2@itb.ac.id** [[Resend email](#)]

To add your email address, do one of the following:

Click on the link in the confirmation email **OR** Enter and verify the confirmation code

[Close window](#)

Gmail akan mengirimkan *email* berisi kode konfirmasi ke alamat *email* ITB yang telah ditambahkan



webmail ITB

Inbox 4

Threads 1 to 6 of 6

Gmail Team Today 11:29

Gmail Confirmation - Send Mail as dummy2@itb.ac.id

From Gmail Team <gmail-noreply@google.com> Date Today 11:29

You have requested to add **dummy2@itb.ac.id** to your Gmail account. Confirmation code: 367236617

Before you can send mail from **dummy2@itb.ac.id** using your Gmail account ([mailtestitb@gmail.com](mailto:mailtestitb@gmail.com)), please click the link below to confirm your request:

[https://mail.google.com/mail/f-858RANGjd180xv6F2PdcF23h0lnAb-7t4Mait8696A8ynSPZ4UK1F2oQF0RzF1et5d08n8uU1sz2OARFFu-FdNSD-YoqFsi1UUTUlnmFiyot5\\_ka2U](https://mail.google.com/mail/f-858RANGjd180xv6F2PdcF23h0lnAb-7t4Mait8696A8ynSPZ4UK1F2oQF0RzF1et5d08n8uU1sz2OARFFu-FdNSD-YoqFsi1UUTUlnmFiyot5_ka2U)

If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, please log in to your Gmail account, and click 'Settings' at the top of any page. Open the 'Accounts' tab, and locate the email address you'd like to add in the 'Send mail as.' section. Then, click 'Verify,' and enter your confirmation code: 367236617

Thanks for using Gmail!

Sincerely,  
The Gmail Team

If you did not make this request, or you don't want to add this email address to your Gmail account, no further action is required. [mailtestitb@gmail.com](mailto:mailtestitb@gmail.com) cannot send messages using your email address unless you confirm the request by clicking the link above. If you accidentally clicked the link, but you do not want to allow [mailtestitb@gmail.com](mailto:mailtestitb@gmail.com) to send messages using your address, click this link to cancel this verification: [https://mail.google.com/mail/q-858RANGjd19G74518H7em6F1Nt1m0C6vo17Eh2j0uEP\\_84ZCXje5eNk\\_m5-21u11T6GHCKR8aIk8RdgvXFZ-LCK5D-Xb6MFn1UUNmFiyot5\\_ka2U](https://mail.google.com/mail/q-858RANGjd19G74518H7em6F1Nt1m0C6vo17Eh2j0uEP_84ZCXje5eNk_m5-21u11T6GHCKR8aIk8RdgvXFZ-LCK5D-Xb6MFn1UUNmFiyot5_ka2U)

To learn more about why you might have received this message, please visit: <https://support.google.com/mail/bin/answer.py?answer=184973>

Please do not respond to this message. If you'd like to contact the Gmail Team, please log in to your account and click 'Help' at the top of any page. Then, click 'Contact Us' along the bottom of the Help Center.

Silahkan membuka *email* ITB Anda untuk mendapatkan informasi Kode Konfirmasi

# Konfigurasi Webmail Gmail

**Add another email address you own**

Confirm verification and add your email address

Congratulations, we successfully located your other server and verified your credentials. Just one more step!

An email with a confirmation code was sent to **dummy2@itb.ac.id**. [\[Resend email\]](#)  
To add your email address, do one of the following:

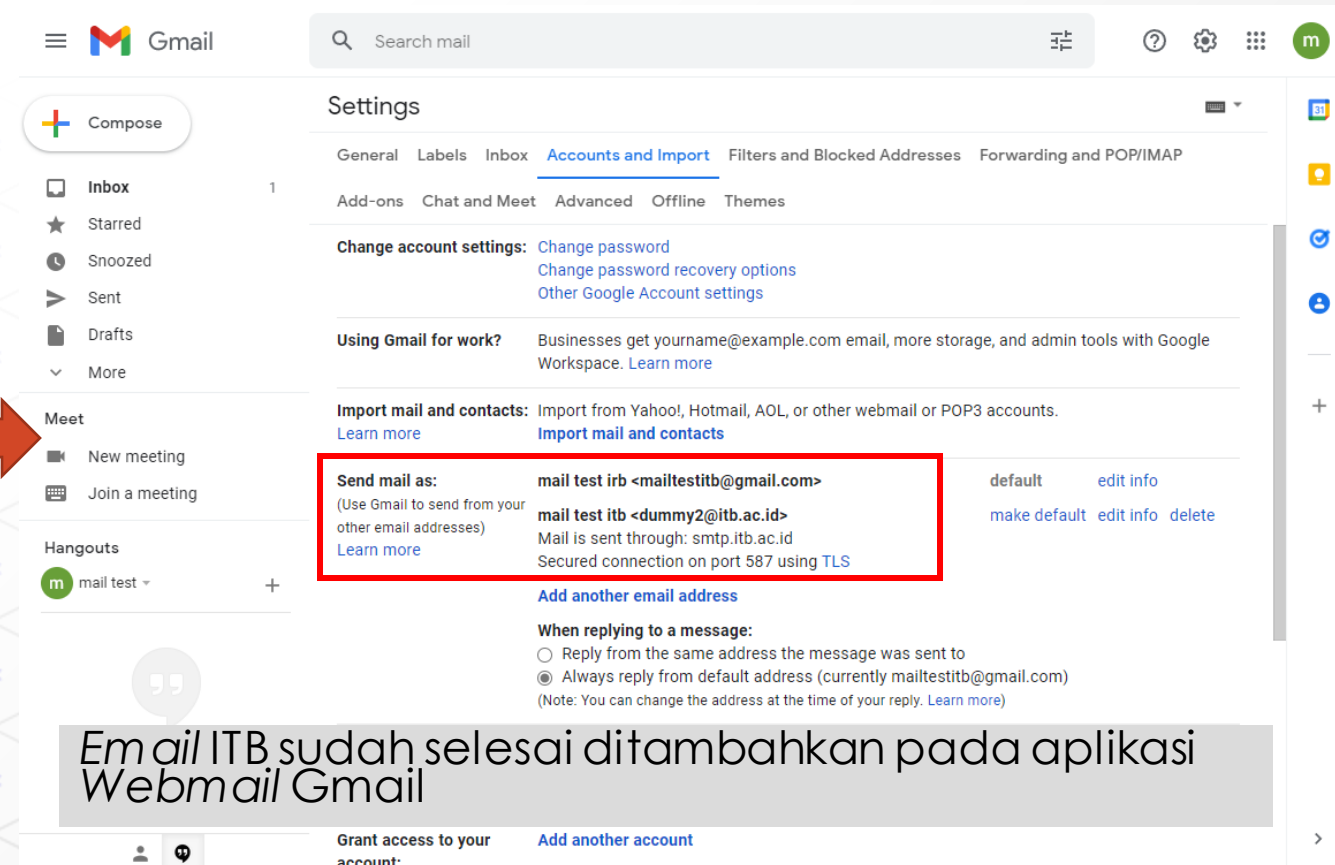
Click on the link in the confirmation email

OR

Enter and verify the confirmation code

[Close window](#)

Masukan kode konfirmasi lalu pilih **Verify**



The screenshot shows the Gmail 'Settings' page, specifically the 'Accounts and Import' tab. The 'Send mail as' section is highlighted with a red box, showing two email addresses: 'mail test irb <mailto:itb@gmail.com>' (set as default) and 'mail test itb <dummy2@itb.ac.id>'. The secondary address is configured to use 'smtp.itb.ac.id' on port 587. A red arrow points from the 'Verify' button in the verification window to the 'mail test itb' entry in the settings.

**Send mail as:**

- mail test irb <mailto:itb@gmail.com> (default)
- mail test itb <dummy2@itb.ac.id> (Mail is sent through: smtp.itb.ac.id)

**When replying to a message:**

- Reply from the same address the message was sent to
- Always reply from default address (currently mailtestitb@gmail.com)

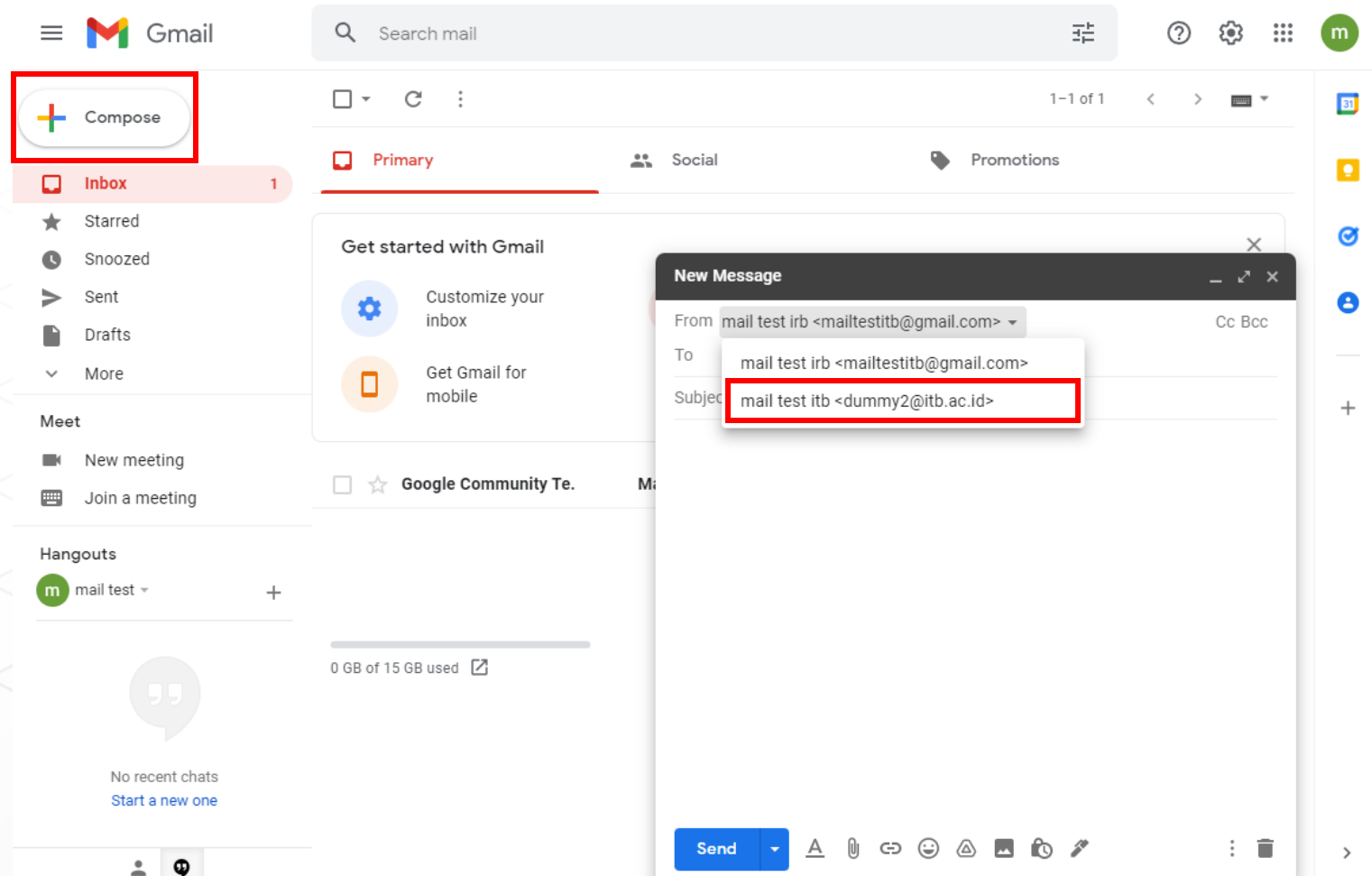
Email ITB sudah selesai ditambahkan pada aplikasi Webmail Gmail



# Pengiriman Email

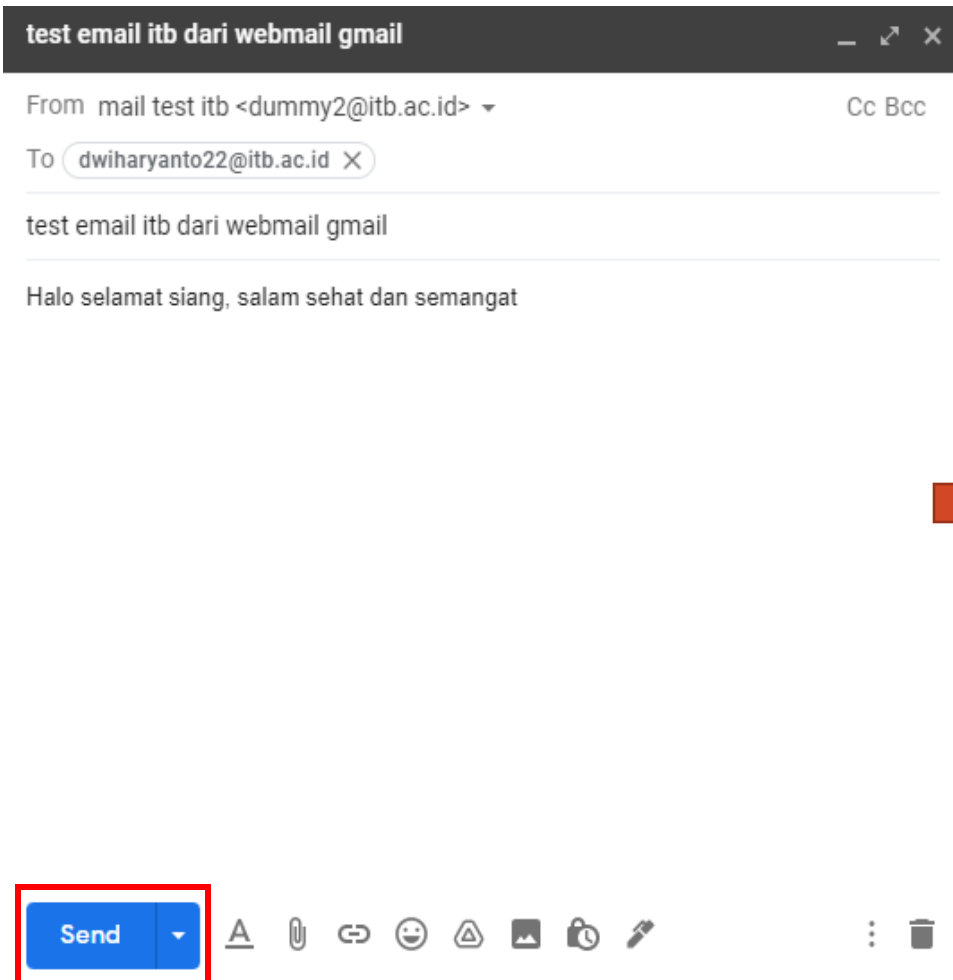
Pada *Dashboard* pilih menu **Compose**

Pada *New Message*, klik pada pilihan *menu From* lalu pilih alamat email ITB yang telah ditambahkan



# Pengiriman Email

Setelah mengisi semua *field* yang diperlukan, klik **Send** untuk mengirim *email*



test email itb dari webmail gmail

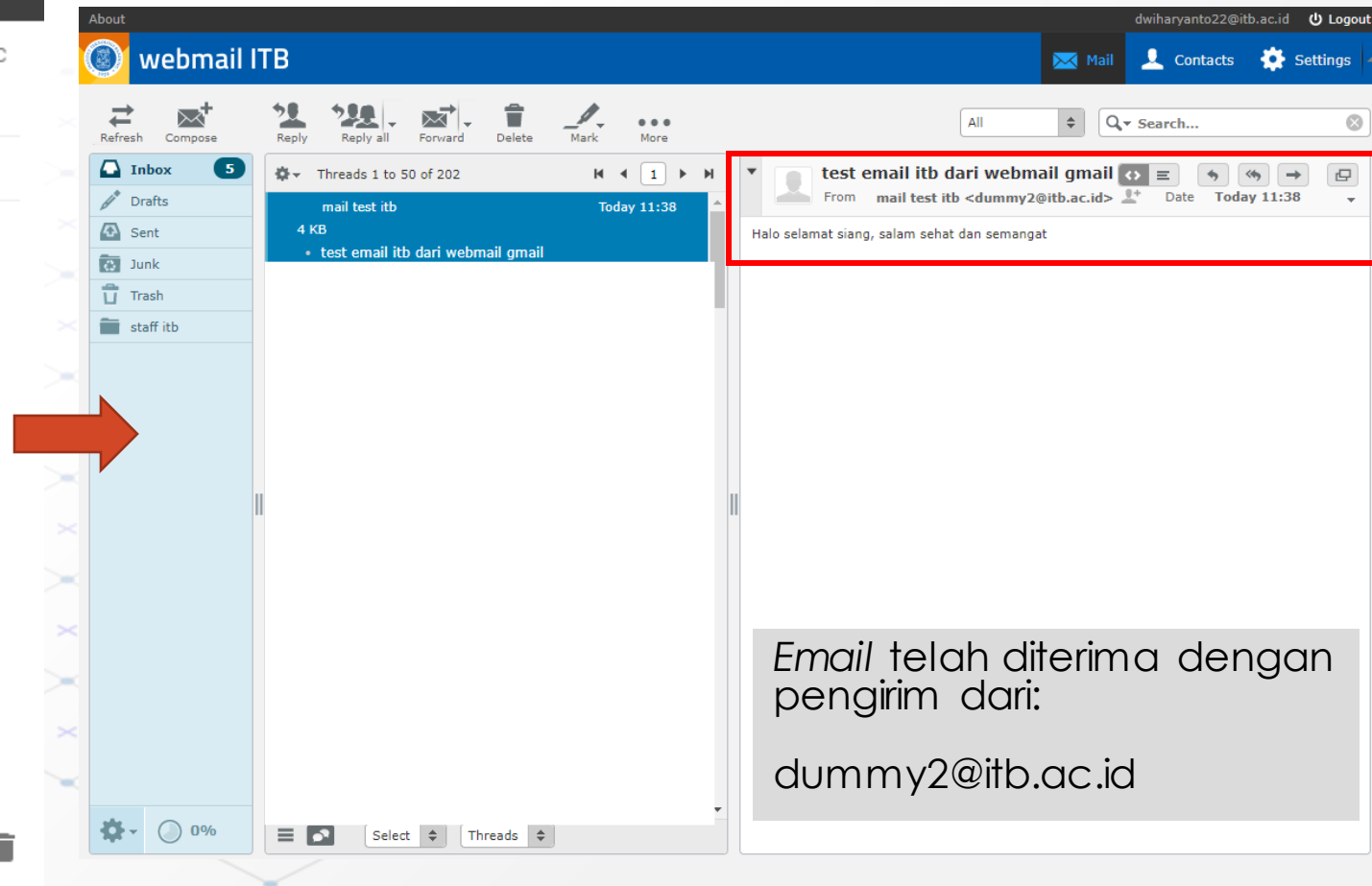
From mail test itb <dummy2@itb.ac.id> Cc Bcc

To dwharyanto22@itb.ac.id X

test email itb dari webmail gmail

Halo selamat siang, salam sehat dan semangat

Send



webmail ITB

Refresh Compose Reply Reply all Forward Delete Mark More

Inbox 5

Drafts

Sent

Junk

Trash

staff itb

Threads 1 to 50 of 202

mail test itb Today 11:38

4 KB

• test email itb dari webmail gmail

test email itb dari webmail gmail

From mail test itb <dummy2@itb.ac.id> Date Today 11:38

Halo selamat siang, salam sehat dan semangat

Email telah diterima dengan pengirim dari:  
dummy2@itb.ac.id