

# PANDUAN PENGATURAN MAIL.ITB.AC.ID DI APLIKASI MICROSOFT OUTLOOK

Panduan ini dapat dilakukan pada aplikasi Ms Outlook 2016 dan Ms Outlook 2013, dan menggunakan sistem operasi Windows (7, 8/8.1, 10).

Panduan ini tidak dapat digunakan pada Outlook365 (bundel dengan Ms Office365).

Pada tutorial ini, contoh user yang akan digunakan menggunakan detail sbb :

- **Akun email ITB**

Alamat Email : mailuser@itb.ac.id

Password : (password email)

- **Akun INA**

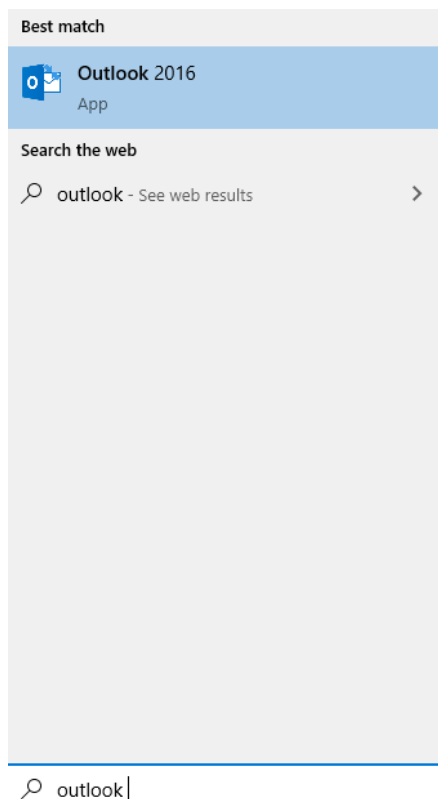
Nama akun : dwiharyanto22

Password : (password INA/SSO)

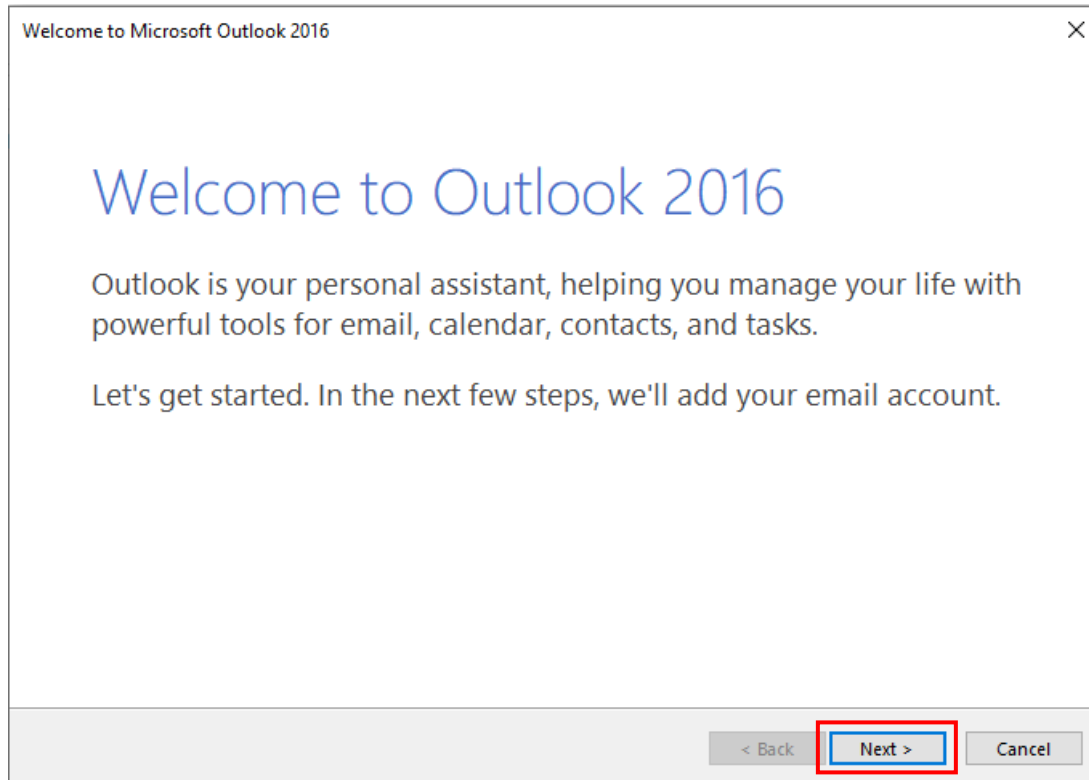
Pada setting di perangkat yang akan anda gunakan, silahkan sesuaikan username, email address, dan password anda.

## TUTORIAL SETTING

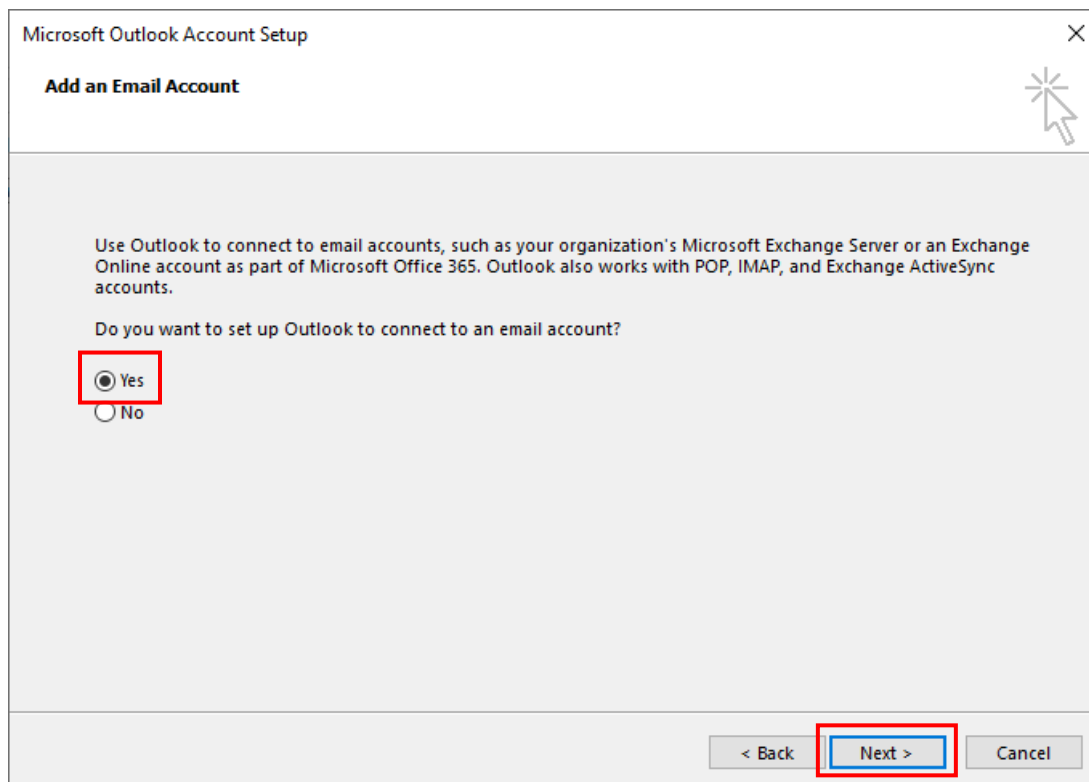
1. Jalankan aplikasi Ms Outlook dengan menetik **Outlook** pada search bar lalu lakukan **double-klik** pada icon Outlook



2. Pada tampilan aplikasi Outlook klik **Next**



3. Pada tampilan **Add an Email Account** Pilih **Yes** dan klik **Next**



4. Pada tampilan **Auto Account Setup**, pilih **Manual setup or additional server types**, lalu klik **Next**

Add Account ×

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

5. Pada Tampilan **Choose Service**, pilih **POP or IMAP**, lalu klik **Next**

Add Account ×

**Choose Service**

Outlook.com or Exchange ActiveSync compatible service  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**  
Connect to a POP or IMAP email account

6. Pada tampilan **POP and IMAP Account Settings**, lakukan pengaturan sebagai berikut :

#### User Information

- Your Name : di isi dengan **nama pengguna**
- Email Address : di isi dengan **alamat email pengguna (harus lengkap dengan domain)**

#### Server Information

- Account Type : **IMAP**
- Incoming mail server : **mail server yang digunakan (mail.itb.ac.id, mail.\*.itb.ac.id contoh : mail.stei.itb.ac.id, mail.ftsl.itb.ac.id, mbox3.itb.ac.id, dll)**
- Outgoing mail server (SMTP) : **smtp.itb.ac.id**

#### Logon Information

- User Name : di isi dengan **alamat email pengguna (harus lengkap dengan domain)**
- Password : di isi dengan **password email pengguna**

Setelah semua pengaturan selesai dilakukan, klik **More Settings**

Add Account ×

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

< Back

- Pilih tab **Outgoing Server**, lalu pada pilihan **Log on Using** masukan **username akun INA** dan **password akun INA/SSO** anda.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'Log on using' section is highlighted with a red box. The 'User Name' field contains 'dwiaryanto22' and the 'Password' field contains a masked password '\*\*\*\*\*'. The 'Remember password' checkbox is checked. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'OK' button is highlighted with a blue box.

- Pilih tab **Advanced**, lalu masukan pengaturan sebagai berikut : **Port IMAP 143 - TLS**, **SMTP 587 - TLS**. Klik **OK** setelah selesai

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section is highlighted with a red box. The 'Incoming server (IMAP)' field is set to '143' and the 'Use Defaults' button is visible. The 'Use the following type of encrypted connection:' dropdown is set to 'TLS'. The 'Outgoing server (SMTP)' field is set to '587' and the 'Use the following type of encrypted connection:' dropdown is also set to 'TLS'. The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has a 'Root folder path' field. The 'Sent Items' section has a checkbox for 'Do not save copies of sent items'. The 'Deleted Items' section has a checkbox for 'Mark items for deletion but do not move them automatically' and a checked checkbox for 'Purge items when switching folders while online'. The 'OK' button is highlighted with a blue box.

9. Setelah semua setting dilakukan, klik **Next**

Add Account ✕

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

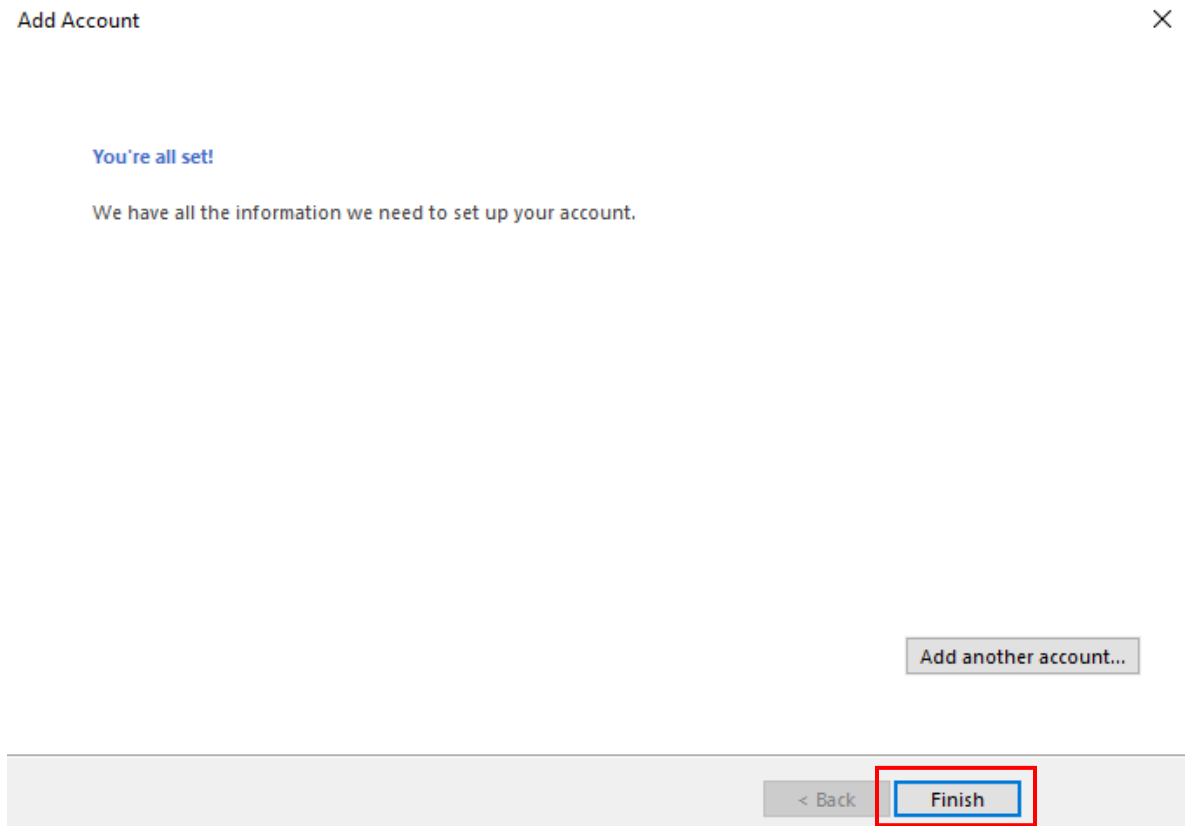
10. Sistem akan melakukan Test Account, setelah selesai klik **Close**

**Test Account Settings**

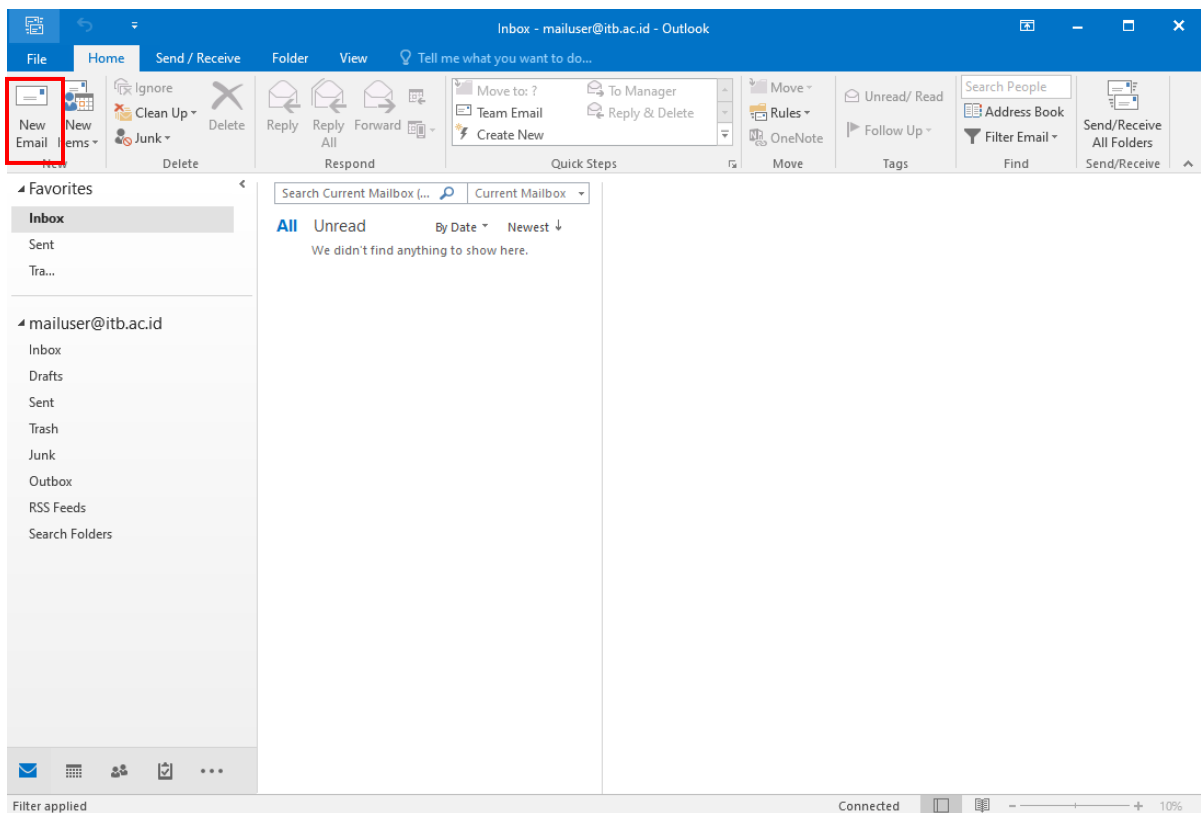
Congratulations! All tests completed successfully. Click Close to continue.

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

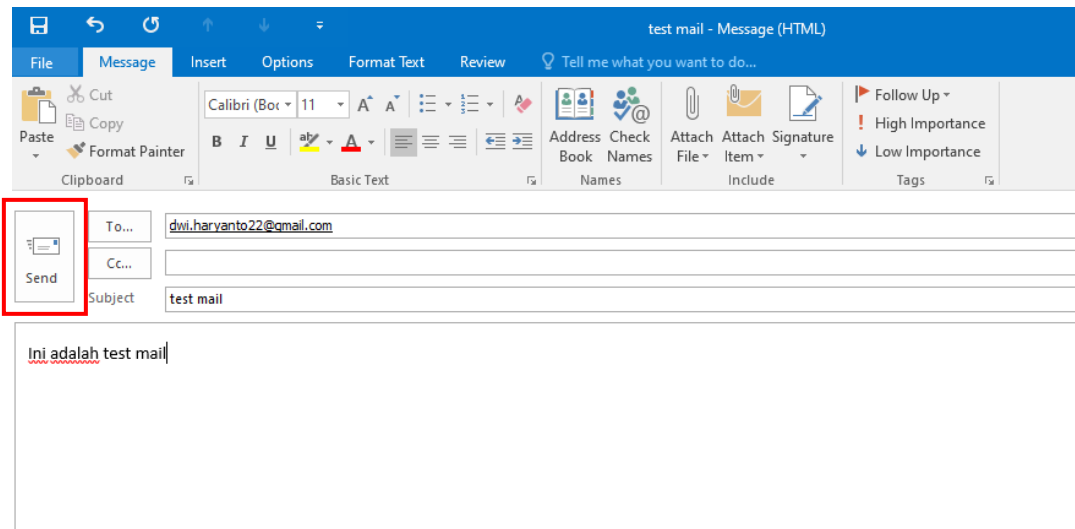
11. Pada tampilan berikut klik **Finish**



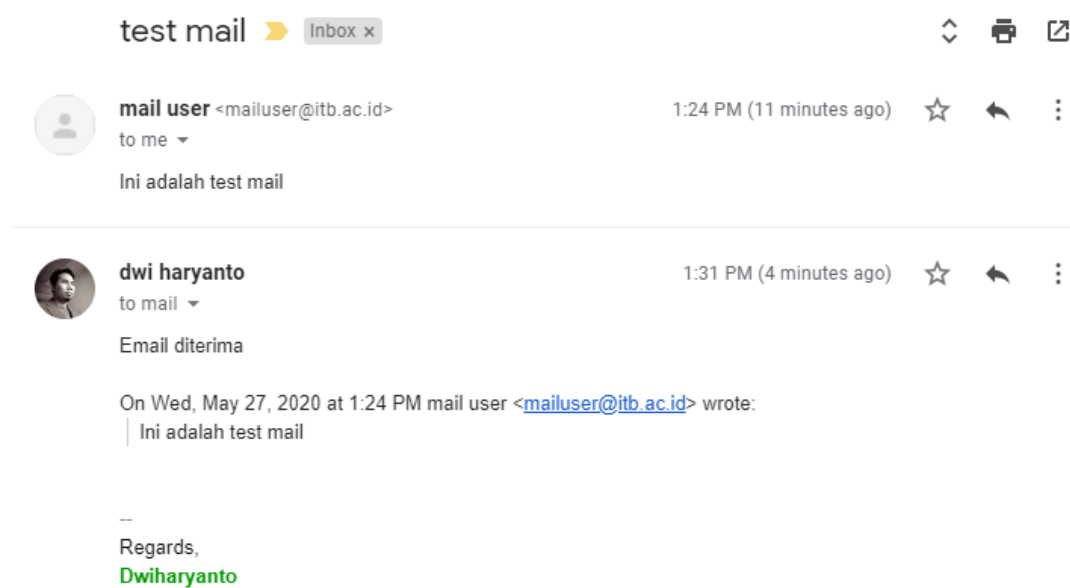
12. Ms Outlook sudah aktif dan dapat digunakan. Untuk melakukan compose email, klik **New Email**



13. Pada contoh berikut, dikirimkan email ke alamat email google (gmail), klik **Send** untuk mengirimkan email

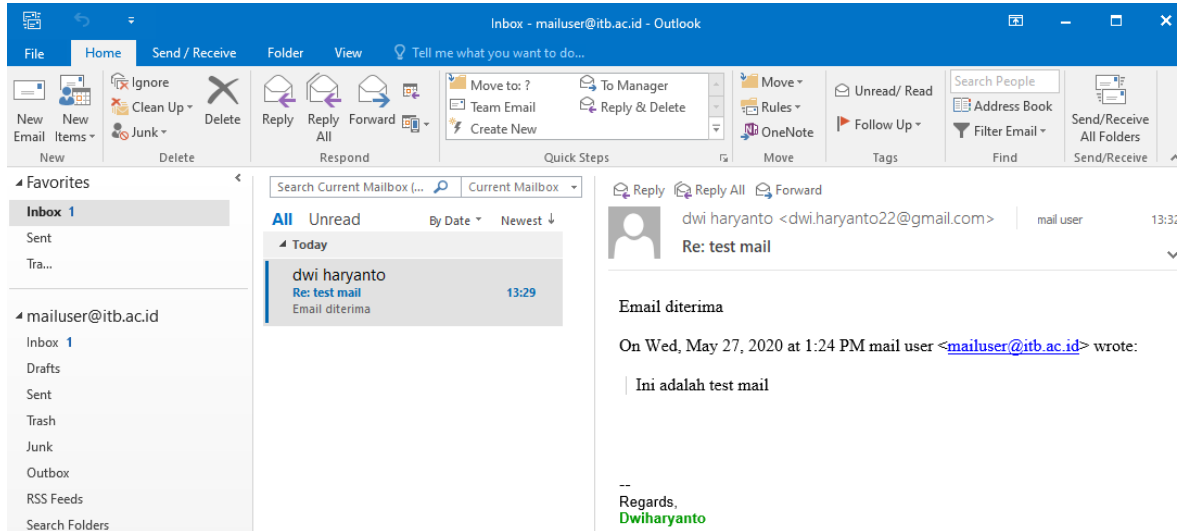


Email sampai ke penerima :





Email balasan dapat dibaca pada aplikasi Outlook :



14. Anda dapat melakukan penambahan akun lain di aplikasi Outlook dengan melakukan klik **File** lalu pilih **Add Account**

