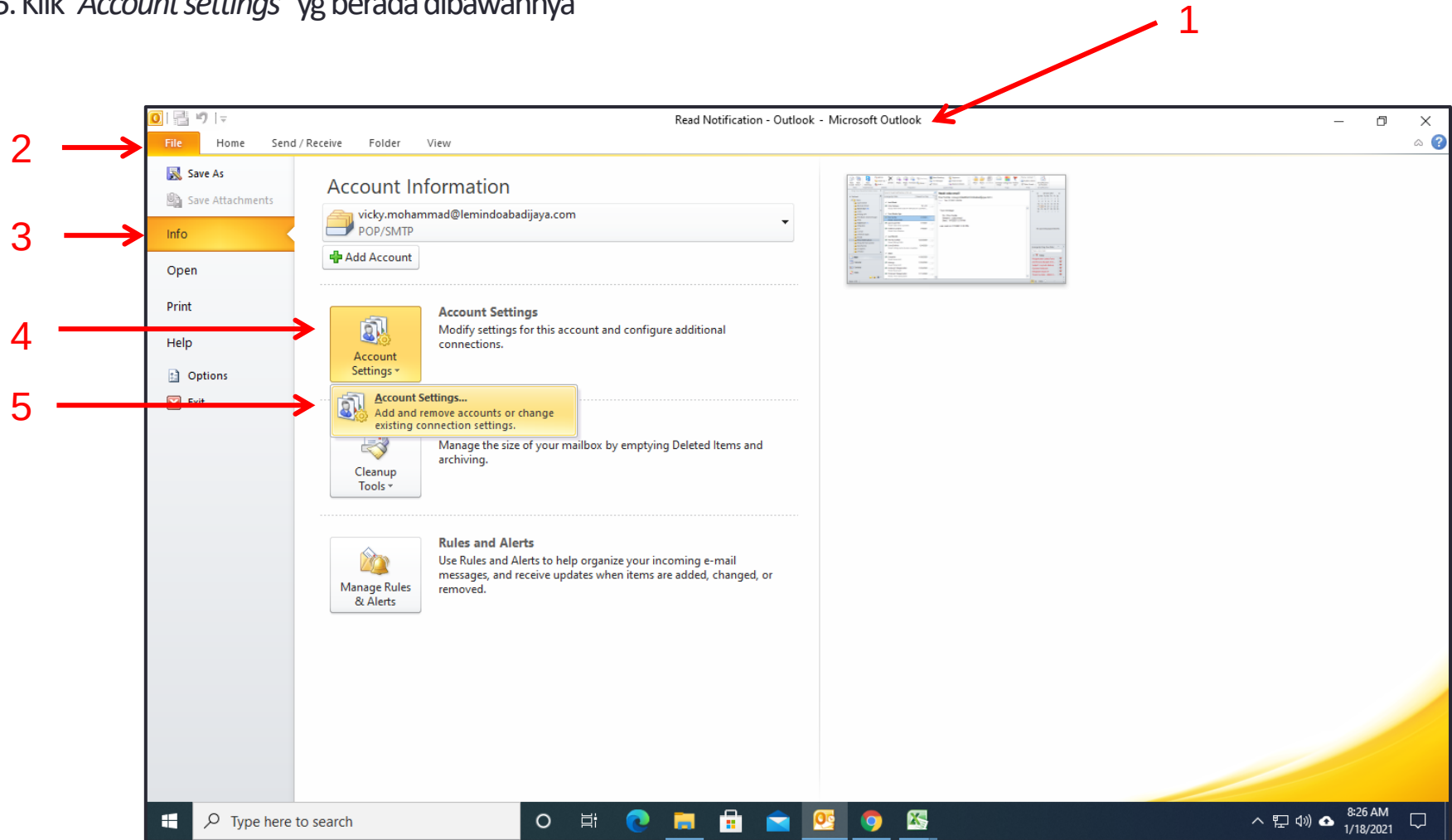


USER MANUAL

Cara setting akun email di outlook

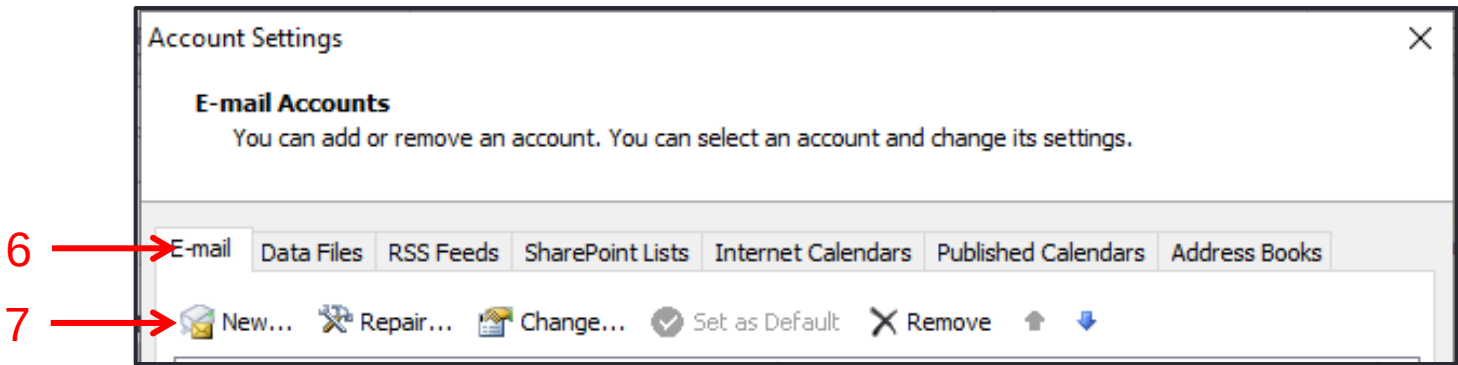
1. Buka Microsoft Outlook
2. Klik "File"
3. Klik "Info"
4. Klik "Account settings"
5. Klik "Account settings" yg berada dibawahnya



Jik a sudah muncul halaman Account Settings, langkah selanjutnya yaitu :

6. Klik pada Tab “Email”

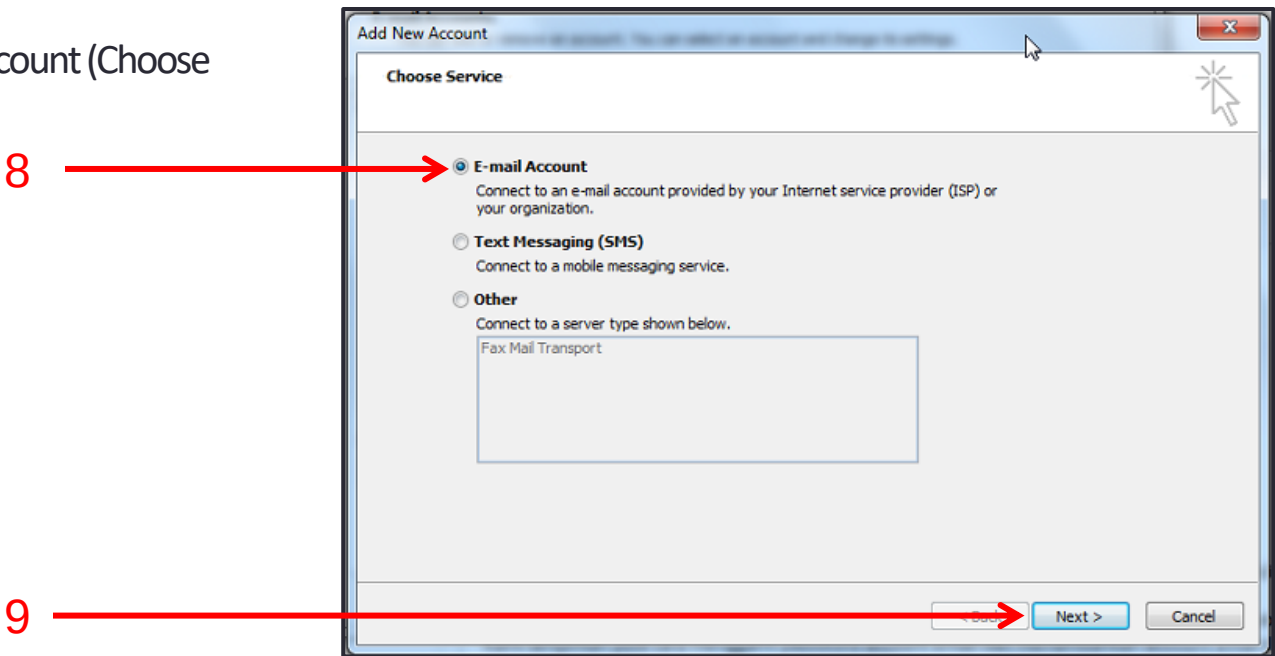
7. Klik “New”



Setelah muncul halaman Add New Account (Choose Services), maka :

8. Pilih “E-mail account”

9. Klik “Next”



Setelah muncul halaman Add New Account (Auto Account Setup), maka :

10. Pilih *"Manually configure server settings additional Server types"*

11. Klik *"Next"*

Add New Account

Auto Account Setup
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.

☐ **Text Messaging (SMS)**

☒ **Manually configure server settings or additional server types**

Setelah muncul halaman Add New Account (Choose Service), maka :

12. Pilih “Internet E-mail”

13. Klik “Next”

Add New Account

Choose Service

☒ **Internet E-mail**
Connect to POP or IMAP server to send and receive e-mail messages.

☐ **Microsoft Exchange or compatible service**
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

☐ **Text Messaging (SMS)**
Connect to a mobile messaging service.

< Back Next > Cancel

Setelah muncul halaman Add New Account, (Internet E-mail Settings) maka :

14. Isi “User Information”

Your Name : (Nama Lengkap)

E-mail Address : (alamat email masing – masing)

15. Klik “Server information”

Incoming mail server :

mail.konishi-lemindo.co.id

Outgoing mail server (SMTP) :

mail.konishi-lemindo.co.id

16. Logon Information

User Name : (alamat email)

Password : (Password email)

17. Klik “More Settings”

Change Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Vicky Mohammad Nur
E-mail Address: vicky.mohammad@konishi-lem

Server Information
Account Type: POP3
Incoming mail server: mail.konishi-lemindo.co.id
Outgoing mail server (SMTP): mail.konishi-lemindo.co.id

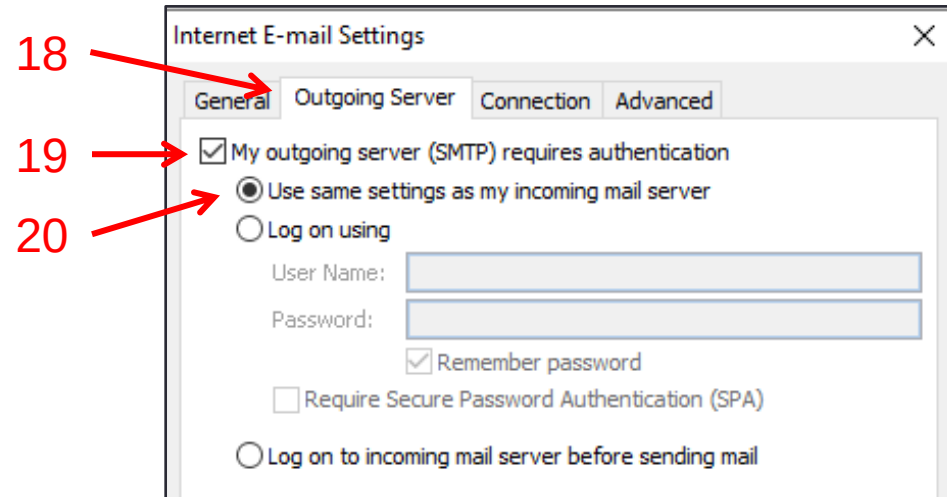
Logon Information
User Name: vicky.mohammad@konishi-lem
Password: *****
☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
☒ Test Account Settings by clicking the Next button

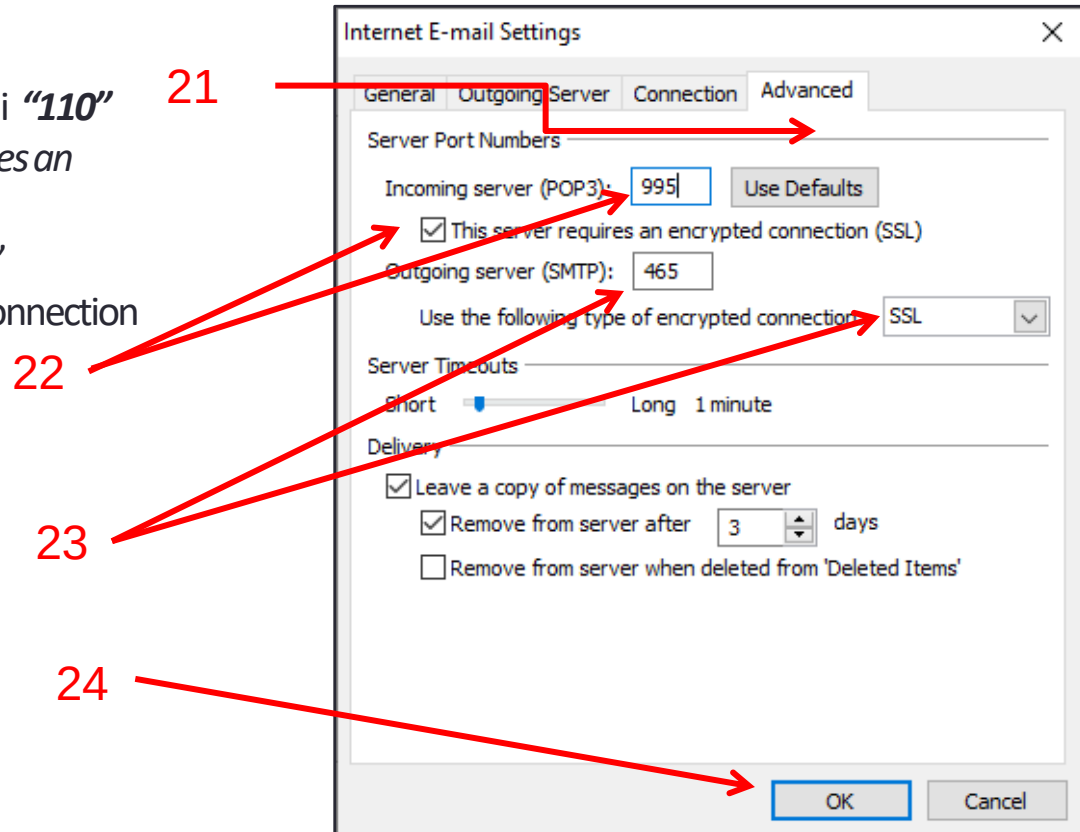
More Settings ...

< Back Next > Cancel

- Setelah muncul halaman Internet E-mail Settings,
18. Klik Tab *"Outgoing Server"*
 19. Klik Beri tanda centang pada kotak *"My Outgoing (SMTP) requires authentication"*
 20. Pilih *"Use same settings as my incoming mail server"*



21. Klik Tab *"Advanced"*
22. Ubah port pada Incoming server (POP3) menjadi **"110"** dan beri tanda centang pada *"This server requires an encrypted connection (SSL)"*
23. Ubah port Outgoing server (SMTP) menjadi **"25"** dan pada Use the following type of encrypted connection ganti menjadi **"SSL"**
- 24.. Klik *"OK"*



Setelah kembali ke halaman internet E-mail setting,
25. Klik Tab "Next"

Change Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Vicky Mohammad Nur
E-mail Address: vicky.mohammad@konishi-lem

Server Information
Account Type: POP3
Incoming mail server: mail.konishi-lemindo.co.id
Outgoing mail server (SMTP): mail.konishi-lemindo.co.id

Logon Information
User Name: vicky.mohammad@konishi-lem
Password: *****
☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
☒ Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

25

Muncul halaman Test Account Settings

26. Klik Close

Noted : Jika pada saat Test Account Setting muncul
gambar dibawah ini pastikan user name dan password
sudah benar (point no. 14)

26

Test Account Settings

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

Stop

Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

Internet E-mail - vicky.mohammad@konishi-lemindo.co.id

Enter your user name and password for the following server.

Server: mail.konishi-lemindo.co.id

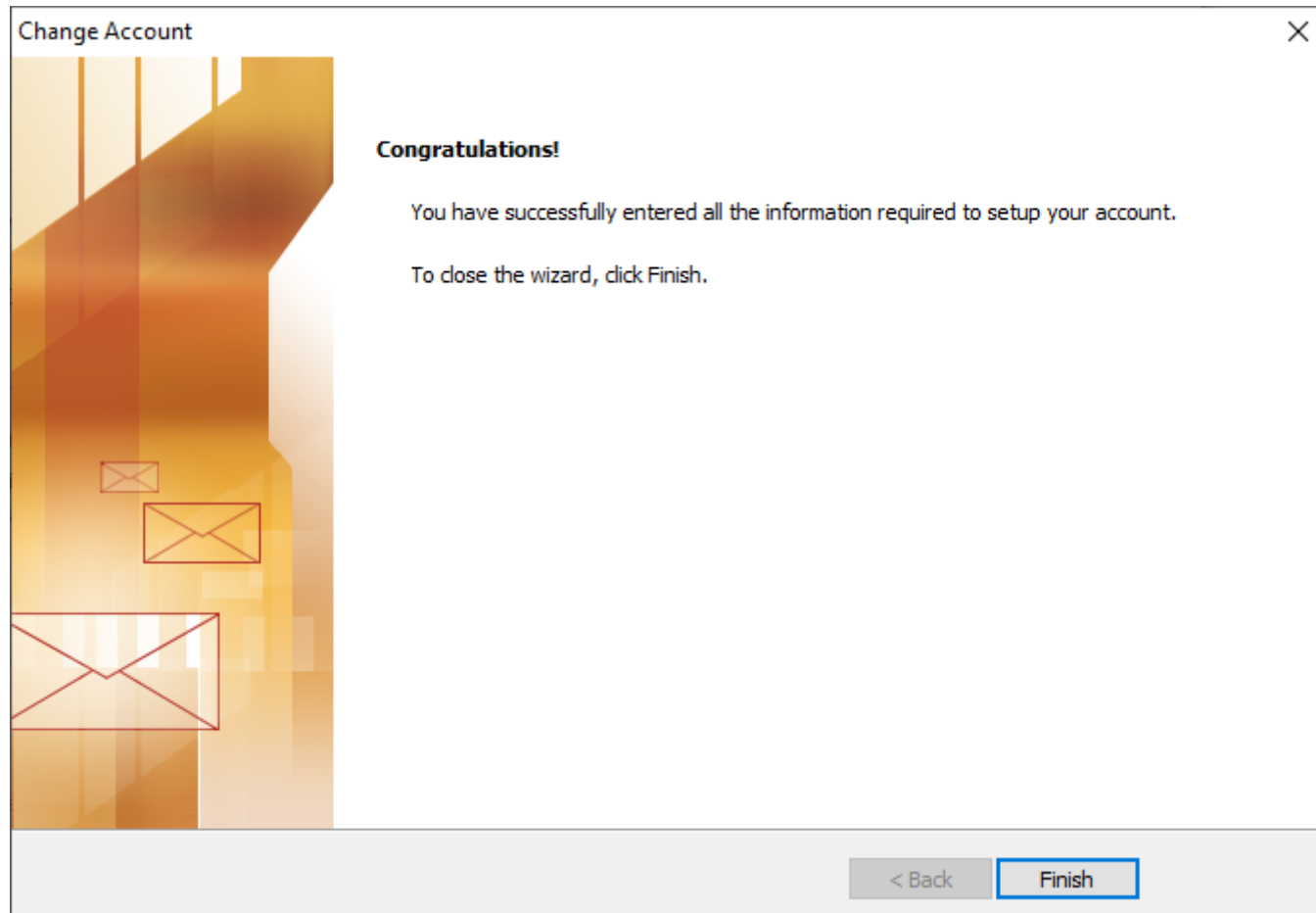
User Name: vicky.mohammad@konishi-lemindo.co.id

Password: *****

☐ Save this password in your password list

OK Cancel

Finish



Mengganti default email

1. Klik pada alamat email yg akan menjadi **Default**
2. Klik **Set as Default**

1

2

