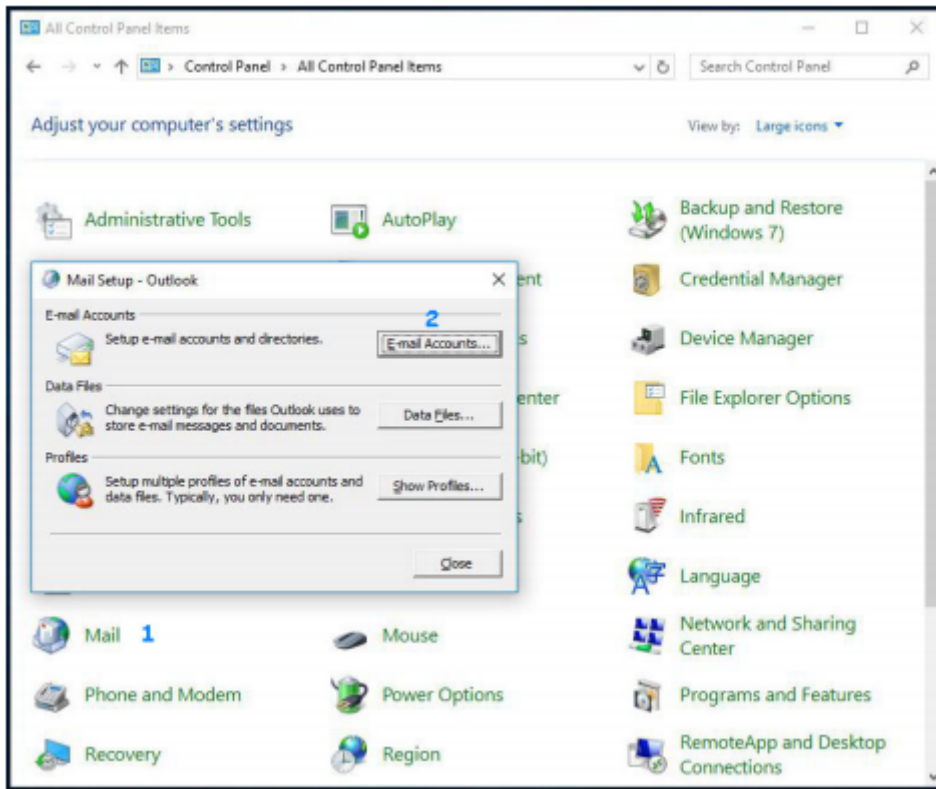


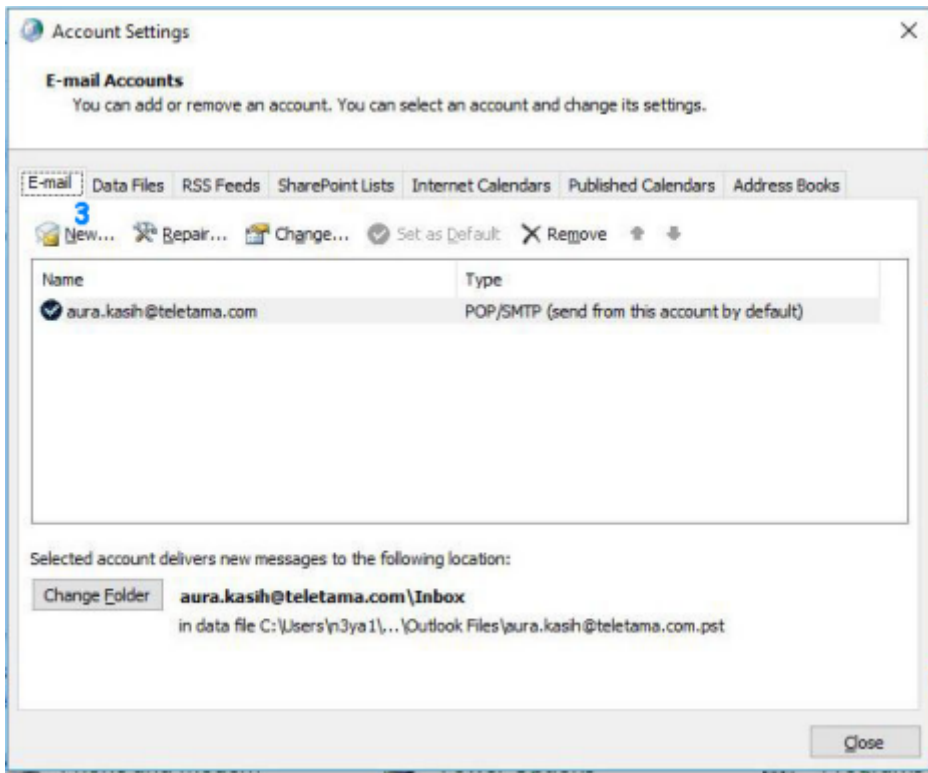
# Setting Email Account Baru

a. Masuk ke CONTROL PANEL.

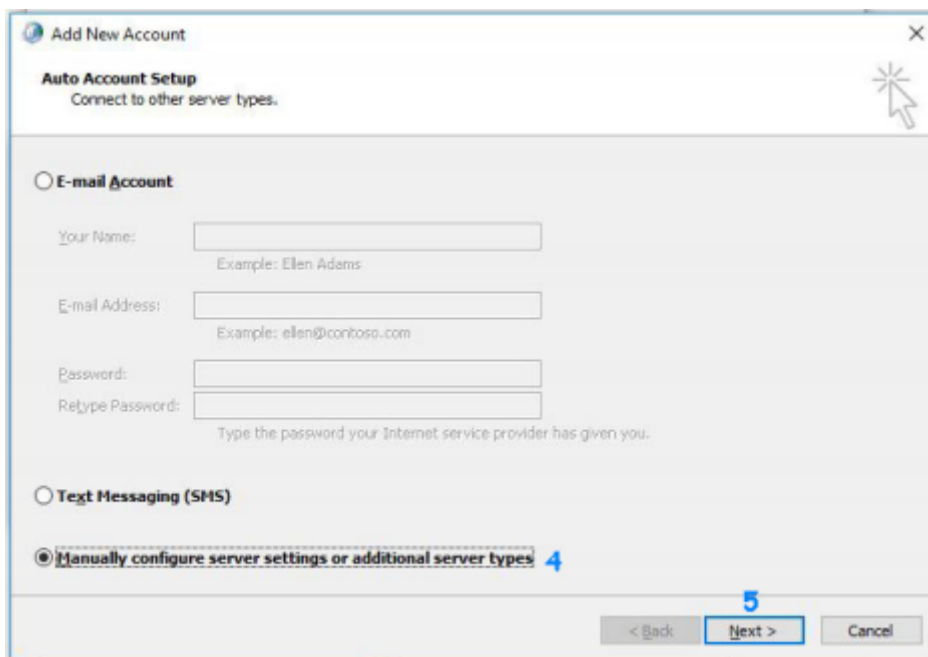
b. Setelah masuk ke CONTROL PANEL cari dan pilih icon MAIL (1). Setelah muncul box Mail Setup – OUTLOOK pilih Email Accounts. (2)



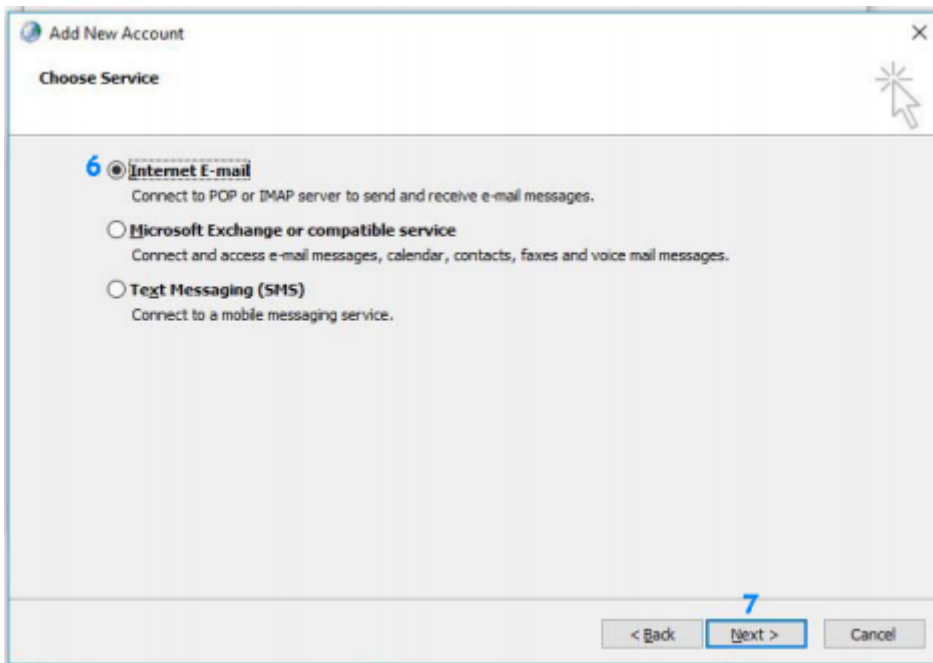
c. Setelah muncul Account Setting tampak account email lama, yaitu aura.kasih@teletama.com. Langkah selanjutnya adalah menambahkan account email baru, aura.kasih@erajaya.com. Caranya adalah pilih **New**. (3)



d. Setelah muncul box Add New Account, pilih Manually configure (4) settings or additional server types (4) kemudian pilih **Next**. (5)



e. Setelah itu pilih Internet E-mail (6) dan kemudian **Next**.



- f. Setelah muncul box Internet E-mail Setting langkah selanjutnya adalah
- (8) Isikan dengan nama lengkap anda
  - (9) Isikan dengan account email baru anda, misalnya aura.kasih@erajaya.com
  - (10) Account type HARUS di isi dengan POP3
  - (11) & (12) incoming dan outgoing mail server untuk @erajaya.com adalah sama, yaitu mail.erajaya.com
  - (13) isikan username lengkap dengan domainnya sesuai email address, misalnya aura.kasih@erajaya.com
  - (14) isikan password email anda dengan PASSWORD BARU yg sudah dirubah melalui <https://mail.erajaya.com>
  - (15) beri tanda centang di remember password sehingga tiap kali send/receive email tidak perlu input password
  - (16) kemudian masuk ke bagian More Setting

**Add New Account**

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

**User Information**  
 Your Name:  **8**  
 E-mail Address:  **9**

**Server Information**  
 Account Type:  **10**  
 Incoming mail server:  **11**  
 Outgoing mail server (SMTP):  **12**

**Logon Information**  
 User Name:  **13**  
 Password:  **14**  
☒ **15** 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 by clicking the Next button

**Deliver new messages to:**  
☒ New Outlook Data File  
☐ Existing Outlook Data File

**16**

g. Dibagian more setting ini ada beberapa hal yg harus diperhatikan :

(17) Pilih bagian Outgoing Server.

(18) beri tanda centang bagian My outgoing server (SMTP) requires authentication.

Pastikan terpilih bagian Use

same setting ass my incoming mail server.

**Internet E-mail Settings**

**17** General Outgoing Server Connection Advanced

☒ **18** My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

☐ Log on to incoming mail server before sending mail

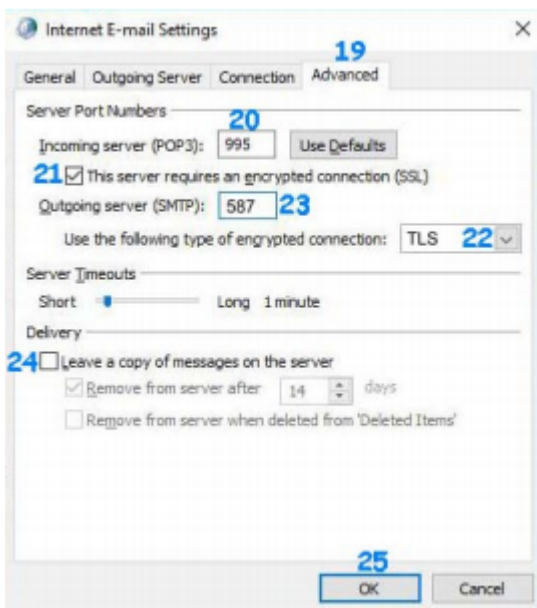
h. Pada Tab Advance, isi sbb.

(19) Kemudian pilih bagian Advanced

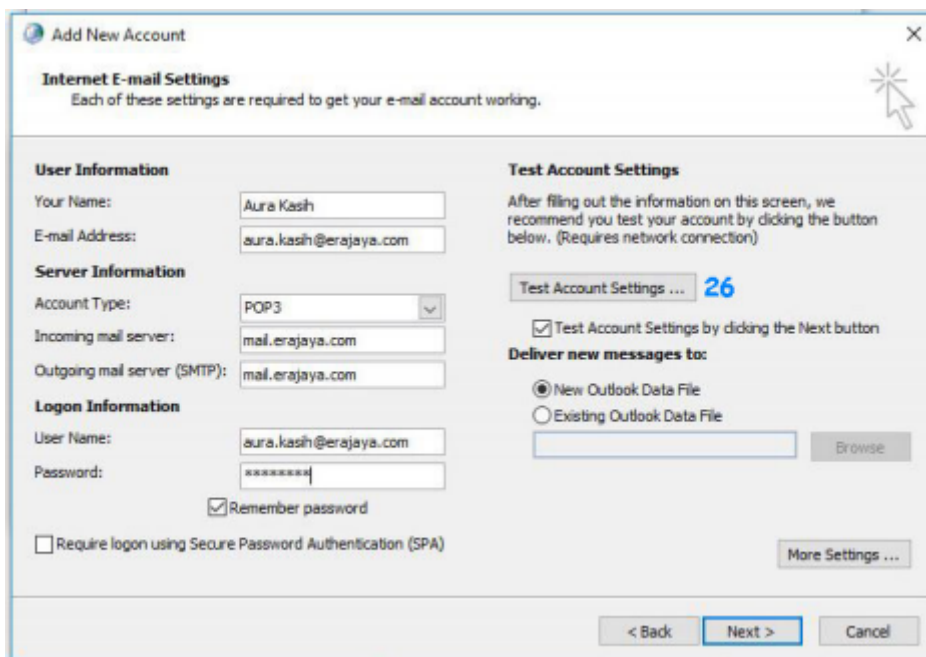
(20) Pastikan incoming server POP3 menggunakan port 995

(21) Beri tanda centang bagian This server requires an encrypted connection (SSL)

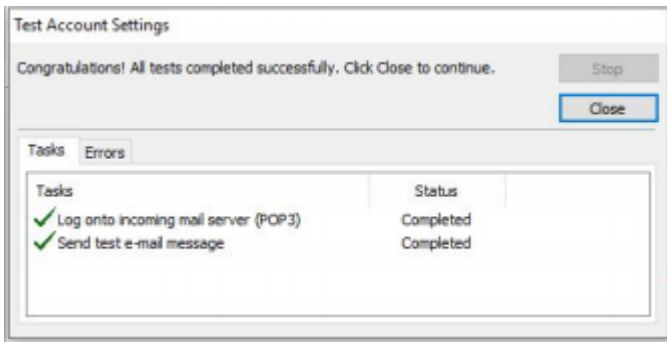
- (22) Pastikan tipe enkripsinya adalah TLS
- (23) Pastikan outgoing server (SMTP) nya adalah port 587
- (24) hilangkan tanda centang dibagian leave a copy of messages on server
- (25) kemudian pilih OK



i. Lakukan Test Account Setting (26) untuk mengetest apakah settingan yg kita buat sudah benar.



j. Jika sudah benar akan muncul tampilan sbb :



k. Jika sudah muncul completed, pilih Next (27)

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

**User Information**  
Your Name: Aura Kashi  
E-mail Address: aura.kasih@erajaya.com

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.erajaya.com  
Outgoing mail server (SMTP): mail.erajaya.com

**Logon Information**  
User Name: aura.kasih@erajaya.com  
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

**Deliver new messages to:**  
☒ New Outlook Data File  
☐ Existing Outlook Data File  
Browse

More Settings ...

< Back **27** Next > Cancel

Revision #1

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