Tutorial Setting Email Client

- 1. Setting Email Client Ms Outlook
- Pertama-tama buka terlebih dahulu aplikasi Microsoft Outlook
- Klik menu File



• Klik Account Settings





• Kemudian klik **New**

Account	Settings	×
Email Yo	Accounts ou can add or remove an account. You can select an account and change its settings.	
Email	Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
S Ne	🗰 🛠 Repair 👕 Change 📀 Set as Default 🗙 Remove 👚 🔸	
Name	Туре	
	Close	

 Setelah klik New, kemudian isikan kolom Email Address pada tampilan Outlook, dan pada Advanced option ^, klik Let me set up my account manually seperti tampilan di bawah ini:





• Klik *Connect*, dan akan muncul tampilan seperti berikut:



- Pilih konfigurasi yang anda inginkan, apabila anda ingin mendownload seluruh isi email anda dapat menggunakan konfigurasi POP, sedangkan apabila anda hanya ingin email dengan sistem sync anda dapat menggunakan konfigurasi IMAP
- Disini saya akan menampilan konfigurasi menggunakan IMAP
- Setelah muncul tampilan seperti di atas, kemudian klik **IMAP**, dan masukan *password email* yang anda gunakan kemudian klik **Connect.**

×	
Outlook	IMAP Account Settings admin@namahosting.id (Not you?)
Advanced setup	Password

Microsoft 365 Outlook.com Exchange Google POP IMAP Exchange 2013 or earlier Image 2013 or earlier	
<u>Go back</u>	Go back Connect



• Setelah anda klik **Connect** kemudian akan muncul tampilan akun anda sudah berhasil ditambahkan, dan klik **Done** seperti berikut:

outl	look	
Account	t successfully added	
	IMAP admin@namahosting.id	
Add anoth	ner email address	
Add anoth Email a	ner email address address	Next
Add anoth Email a	ner email address address Advanced options A	Next
Add anoth Email a	ner email address address Advanced options A Let me set up my account manually	Next
Add anoth Email a	Advanced options A	Next
Add anoth Email a	Advanced options A	Next
Add anoth Email a	her email address address Advanced options A Let me set up my account manually Outlook Mobile on my phone, too	Next

- Apabila email masih tidak bisa digunakan cek kembali konfigurasi *incoming* dan *outgoing*.
- Untuk mengubah konfigurasi email Klik menu *File*, kemudian klik *Account Setting* dan pilih *Server Settings*.

	Inbox - admin@namahosting.id - Outlook
e	Account Information
Dpen & Export	admin@namahosting.id IMAP/SMTP
Save As Save Attachments Print	+ Add Account Account Settings Account Settings or this account or set up more connections. • Get the Outlook app for iOS or Android.
	Account Settings Add and remove accounts or change existing connection settings. Add and remove accounts or change existing connection settings. y emptying Deleted Items and archiving. Image: Set of the set of
Office Account	Add and remove profiles or change existing profile settings.
Feedback Options	
Exit	



• Kemudian ubah konfigurasi email, dan sesuaikan kembali seperti berikut:

IMAP Account Settings	IMAP Account Settings
admin@namahosting.id	admin@namahosting.id
Incoming mail	Incoming mail 🗸
User name admin@namahosting.id	Outgoing mail
Password *******	Server mail.namahosting.id Port 465
Remember password	Encryption method SSL/TLS 🔻
Server mail.namahosting.id Port 993	Server timeouts
Encryption method SSL/TLS 🔻	Require logon using Secure Password Authentication
Require logon using Secure Password Authentication	(SPA)
(SPA)	 My outgoing (SMTP) server requires authentication
Outgoing mail 🗸	 Use same settings as my incoming mail server
	C Log on using user name and password
Next	Next

- Server konfigurasi
 Incoming mail server : mail.namahosting.id port 993 (SSL/TLS)
 Outgoing mail server : mail.namahosting.id port 465 (SSL/TLS)
- Apabila konfigurasi email sudah sesuai klik Next.



2. Setting Email Client Thunderbird

- Pertama-tama buka terlebih dahulu aplikasi Thunderbird
- Kemudian klik Tools, pilih Account Settings, dan klik Account Actions

Deduis Germahanian id	
28 aumin@namanosting.id	ey Activant settings A
Barring and manufacting and Barring and manufacting and Barring and	Account Settings - admin@namahosting.id Account Mame admin@namahosting.id Default Identity Each account has an identity, which is the information that other people see when they read your messages. Your Name: NAMA HOSTING ADMINISTRATOR Email Address: admin@namahosting.id Reply-to Address: Recipients will reply to this other address Organization: Signature tegt: Use HTML (e.g., <bbold< b="">) </bbold<>
	Attach my <u>v</u> Card to messages Egit Card
	Reply from this identity when delivery headers match: Ist@example.com, *@example.com
	Outgoing Server (SMTP): admin@namahosting.id - mail.namahosting.id (Default) v Edit SMTP server
	Manage Identities
Account Actions	
段 Thunderbird Settings 静 Add-ons and Themes	
(0)	

• Setelah pilih Account Actions, pilih Add Mail Account...



 Anda akan diarahkan pada halaman konfigurasi email, kemudian isi Kolom <u>Your</u> <u>full name</u> dengan nama yang anda gunakan sebagai identitas pada email, dan <u>Email address</u> serta <u>password</u> email yang anda gunakan, kemudian klik **configure manually** seperti berikut:



Thunderbird will automatically s	ess fill in your credentials. earch for a working and recommended server con	figuration.
Your full name Admin Namahosting	0	
Email address		
admin@namahosting.id	<u> </u>	
Password		
•••••	<i>M</i>	U S S
Remember password		Sen A Cost
Configure manually	Cancel	

 Sesuaikan konfigurasi incoming server dan outgoing server Incoming mail server : mail.namahosting.id port 993 (SSL/TLS) Outgoing mail server : mail.namahosting.id port 465 (SSL/TLS)

lanual configuration	
INCOMING SERVER	
Protocol:	IMAP ~
Hostname:	mail.namahosting.id
Port	993
Connection security:	SSL/TLS ~
Authentication method:	Autodetect ~
Username:	admin@namahosting.id
OUTGOING SERVER	
Hostname:	mail.namahosting.id
Port	465 🔨
Connection security:	SSL/TLS V
Authentication method:	Autodetect ~
Username:	admin@namahosting.id
	Advanced con
Re-test	Cancel Done
Thunderbird will attempt to aut	o-detect fields that are left blank.
Your credentials will only be sto	red locally on your computer.

• Kemudian klik **Re-test**, dan apabila konfigurasi sudah selesai klik **Done**.

