Panduan Setting Email Exchange Office 365

A. Android

Langkah-langkah setting email exchange office 365 di android baik smartphone maupun tab, sbb:

- ClockColor Dots
GO...ContactsCPU-ZdetikcomImage: Color Dots
GO...Image: Color Dots
GO...Image: Color Dots
Image: Color DotsImage: Color Dots<
- 1. Pilih icon email pada menu android

2. Klik menu option (sesuai gambar yang ditunjuk)



3. Pilih menu settings



4. Pada settings, klik manage accounts



5. Klik tanda + pada manage accounts untuk menambahkan account office365



6. Tuliskan email Atma Jaya Office365 beserta password mail office365 sesuai dengan yang dibuka di portal.office.com, lalu pilih manual setup

Sele one	ct an exist in a few si	ing accou mple step	int or a os.	dd a nev	v
Enter	t existing a sign-in detail	s			
	Show pas	Sword	.ac.id		
	Set as def	ault acco	unt		
	_		L		

7. Pilih account : microsoft exchange activesync

🚾 🛇 🛇 🖾 🖃 ᄤ 🧠 🕲 💲 📶 15% 🗎 2:53 PM
← Add email account
What type of account?
POP3 ACCOUNT
IMAP ACCOUNT
MICROSOFT EXCHANGE ACTIVESYNC
Û

- 8. Pada Exchange server settings, ketikan sesuai email anda yang berada di office365,sbb:
 - a. email address : email Atma Jaya (ditulis lengkap)
 - b. domain\username : email Atma Jaya (ditulis lengkap)
 - c. password : sesuai password yang di portal.office.com
 - d. Exchange server : outlook.office365.com

Lalu check kotakbox SSL dan pilih next, sesuai gambar di bawah ini.

Exchange server se	ttings
fransiska.selvia@atmajaya.ac.ic	A 🗢
Domain\username	
fransiska.selvia@atmajaya.ac.ic	
Password	
с	
Show password	
Exchange server	
outlook.office365.com	D
Use secure connection (SSL)	
Use client certificate	
CLIENT CERTIFIC	ATE

9. Muncul dialog box dan klik OK.



10. Check kembali apakah emailnya sudah benar, jika sudah klik done.



B. IOS (Apple Operating System

- B.1 IPhone maupun IPad, langkah-langkahnya sebagai berikut:
- 1. Pilih menu settings, choose Mail, Contacts, Calendars



2. Pilih add account

••••• TSEL 3G 3:09 P	м 👻	10	2
Settings Mail, Cont	acts, Calend	ars	
ACCOUNTS			
iCloud iCloud Drive, Contacts and	9 more	>	
PCMan Mail, Contacts, Calendars,	Reminders, Note	>	
Add Account	1	>	
Fetch New Data	Pus	h >	
MAIL			
Preview	2 Line	s >	
Show To/Cc Label			

3. Pilih Exchange



4. Ketikan Email Atma Jaya lengkap & password email office365 serta description Atma Jaya



5. Pilih item-item yang mau di sync, lalu pilih save.



6. Email anda sudah di sync



7. Verify mailbox email anda

••••• TSEL 3G	3:11 PM	@ 1	•
< Atmajaya	Inbox	E	dit
Fransiska S tes puskom 12.08	elvia Naftali	12:09 PM	>
Fransiska S tes cc 12.02	elvia Naftali	12:02 PM	>
Fransiska S testing ke 2 C This message	elvia Naft C from portal has no conte	Yesterday nt.	>
Fransiska S testing cc fro This message	elvia Naft m portal e has no conte	Yesterday nt.	>
U 1	pdated Just Now Unsent Message		4

B.2 IMac, langkah-langkahnya sebagai berikut:

1. Masuk ke menu system preferences, Pilih Mail, contacts & Calenders



2. Pilih Microsoft Exchange

00	Mail, Contacts & Calendars
Show All	Q
Mail, Contact Messages, ar	ts & Calendars sets up your accounts to use with Mail, Contacts, Calendar nd other apps.
Exchange Contacts and 1 more	🖾 iCloud
	Microsoft Exchange
	Gmail
	Twitter 😏
	facebook
	YAHOO!
+ -	ΔοΙ. (?)

3. Tuliskan email address (A) : sesuai email Atma Jaya dan tuliskan password dengan benar. Lalu pilih Continue

Name:	testoffice365	
Email Address:	testoffice365@atmajaya.ac.id	A <
Password:	•••••	в
		-

4. Pastikan email address & password benar, lalu tuliskan nama server : outlook.office365.com

dan klik continue

count Settings	
Account type:	Exchange
Description:	(optional)
User Name:	testoffice365@atmajaya.ac.id
Password:	•••••
Server Address:	outlook.office365.com

5. Verify email dan server name anda, lalu klik continue

rs found a server account for ovided. The following account
mputer:
nge
ice365
ice365@atmajaya.ac.id
k.office365.com
п
Go Back Contin

6. Pilih item yang mau di sync, lalu klik add acount



7. Masuk ke MAIL, cek mailbox anda, dan lihat email sudah terupdate otomatis.

