Panduan Setting Email Office 365 di MS Outlook 2013 & 2016

Pada Dasarnya <u>setting MS outlook 2013 & 2016 SAMA</u>, dalam panduan ini diberi contoh MS outlook 2016, yakni:

1. Masuk ke start pilih Control Panel, klik mail (Microsoft outlook 2016)(32bit)



2. Pilih Show profiles



3. Pilih Add

General				
The fo	llowing pr <u>o</u> f	iles are set	up on this	computer:
export				•
0365				
Outlook				
rekkalender				
				*
A <u>d</u> d	R <u>e</u> move	Proper	ties	Сору
When startin	a Microsoft	Outlook, u	use this pro	file:
Prompt	for a profile	to be use	d	
	use this province	file		
Aivvays	use this pro	inc		
Outlo	ok			*
				0

4. Isilah profile name anda sesuai yang diinginkan, lalu klik OK



- 5. Pilih Email Account, dan isilah email & password office365, sbb:
 - A. Your Name : Nama outlook yang diinginkan
 - B. Email Address : Email Office365
 - C. Password : Password email office365

Retype : confirmed password

D. lalu pilih Next

Add Account Auto Account Setup Outlook can autor	atically configure many email accounts.	 * ~
• E-mail Account		
<u>Y</u> our Name:	test A CEA	
<u>E</u> -mail Address:	testing@atmajaya.ac.id B Example: ellen@contoso.com	
<u>P</u> assword: Re <u>t</u> ype Password:	**************************************	
	Type the password your Internet service provider has given you.	
) <u>M</u> anual setup or ac	ditional server types	
	< <u>B</u> ack	Cancel

6. Masukan kembali password anda untuk security, lalu pilih OK

Windows Secu	irity 🗾 🛁 🎽
Mail Applica Connecting to	ation testing@atmajaya.ac.id
	testing@atmajaya.ac.id
	OK Cancel

7. Tunggu sampai muncul tulisan successfully lalu klik finish.

Congratula	tions!	×
Configuring		
Outlook is	completing the setup for your account. This might take several minutes.	
~	Establishing network connection	
~	Searching for testing@atmajaya.ac.id settings	
~	Logging on to the mail server	
Congr	atulations! Your email account was successfully configured and is ready to use.	
	count settings	Add another account

8. Lalu kembali ke Tab Mail tadi, pilih profile test office365, pilih always use this profile dropdown cari email yang tadi sudah dibuat, terakhir klik OK.

Ø Mail	x
General	
The following pr <u>o</u> files are set up on this compu	ter:
imap o365	*
Outlook	
test office365	
	-
A <u>d</u> d R <u>e</u> move P <u>r</u> operties Cop <u>y</u>	
When starting Microsoft Outlook, use this profile:	
Prompt for a profile to be used	
Always use this profile	_
test office365	•
	ply

9. Masuk ke start klik All programs pilih Microsoft Office Outlook 2013 atau 2016 (Yang sudah diinstalkan), lalu muncul choose profie, pilih profile yang baru dibuat lalu klik OK.

Choose Profile			x
Profile <u>N</u> ame:	test office365	▼ Ne <u>w</u>	
	ОК	Cancel Options	>>

10. Tunggu beberapa saat untuk menarik data, lalu akan muncul langsung tampilan outlooknya.

🛱 5 🕫		Inbox - testing@atmajaya.ac.id - Outlook			- 0
File Home Send / Receive	Folder View 🛛 Tell	me what you want to do			
New New Delete	Reply Forward All Respond	Move to: ? Gamma To Manager Team Email Done Reply & Delete Create New Quick Steps	Move ▼ ▼ Rules ▼ ▼ OneNote F Move	 □ Unread/ Read □ Categorize * □ Follow Up * Tags 	Search People Address Book Filter Email • Find
✓ testing@atmajaya.ac.id	Search Current Mailbox (🔎 Current Mailbox 👻			
Inbox Imports Imports	All Unread B We didn't find anythin	y Date ▼ Newest ↓ g to show here.			

Silakan mencoba & semoga berhasil 😊