

Setting

Account Email
unsri.ac.id

Pada Outlook Express

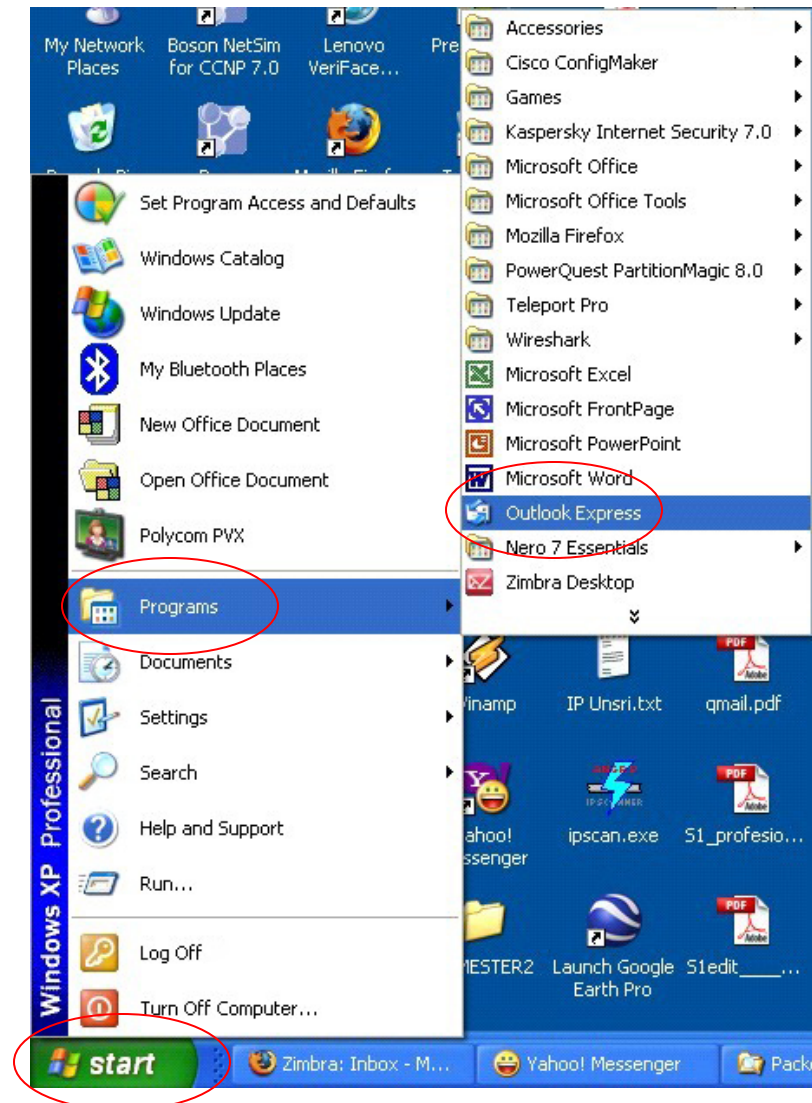
OUTLOOK EXPRESS (OE) merupakan program klien email (*email client*) yang paling populer untuk sistem operasi Windows. Program ini hadir dengan kemudahan penggunaan dan fitur yang cukup lengkap untuk urusan komunikasi dengan email.

Salah satu manfaatnya adalah anda dapat men-*download* email terlebih dahulu kemudian email-email tersebut dapat dibaca secara *offline* alias tanpa perlu terkoneksi ke Internet.

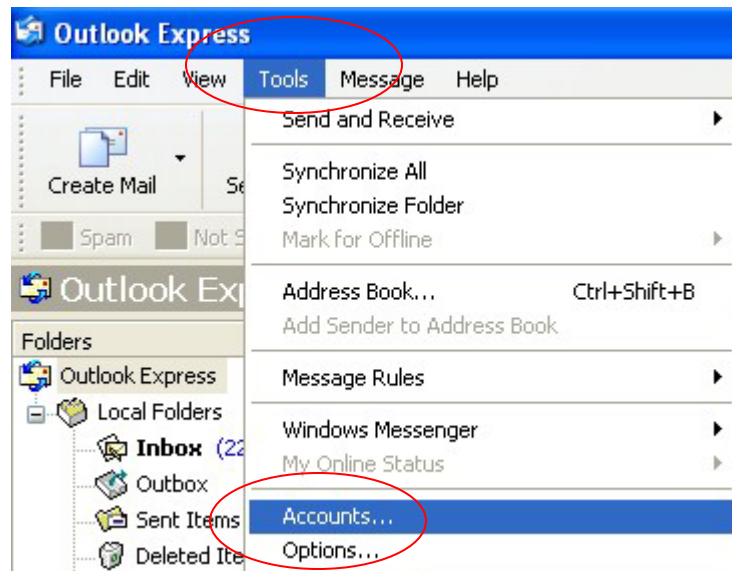
Artinya anda dapat menghemat biaya akses Internet. Untuk mendukung hal ini tentu saja email yang anda miliki harus mendukung POP. Email unsri.ac.id hadir dengan fitur yang mendukung penggunaan POP3

Setting email account student.ilkom.unsri.ac.id pada OE

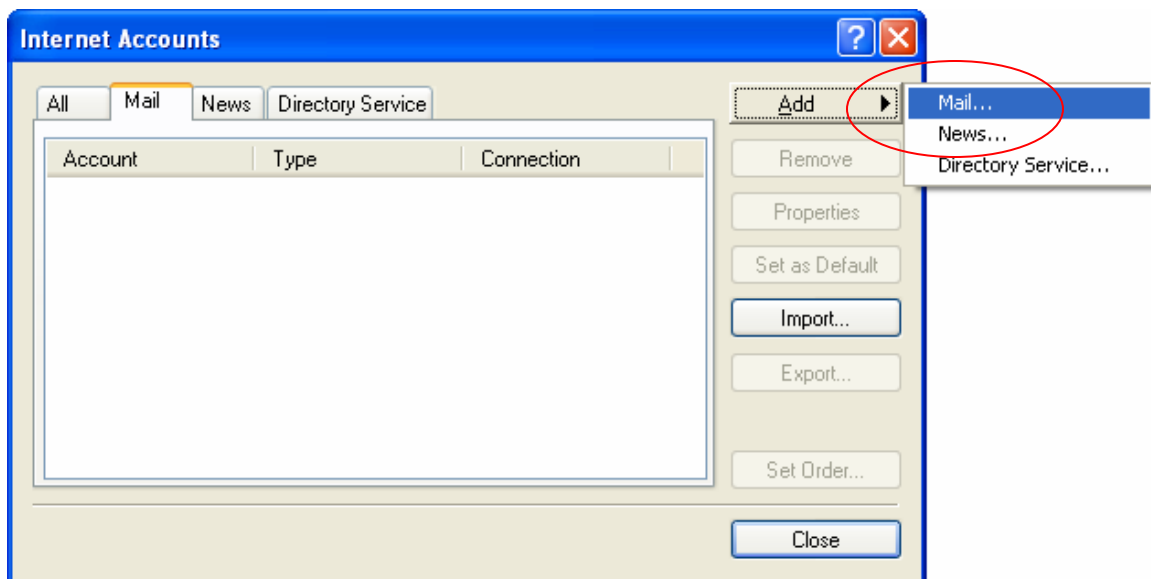
Pertama kali klik start-programs-Outlook Express



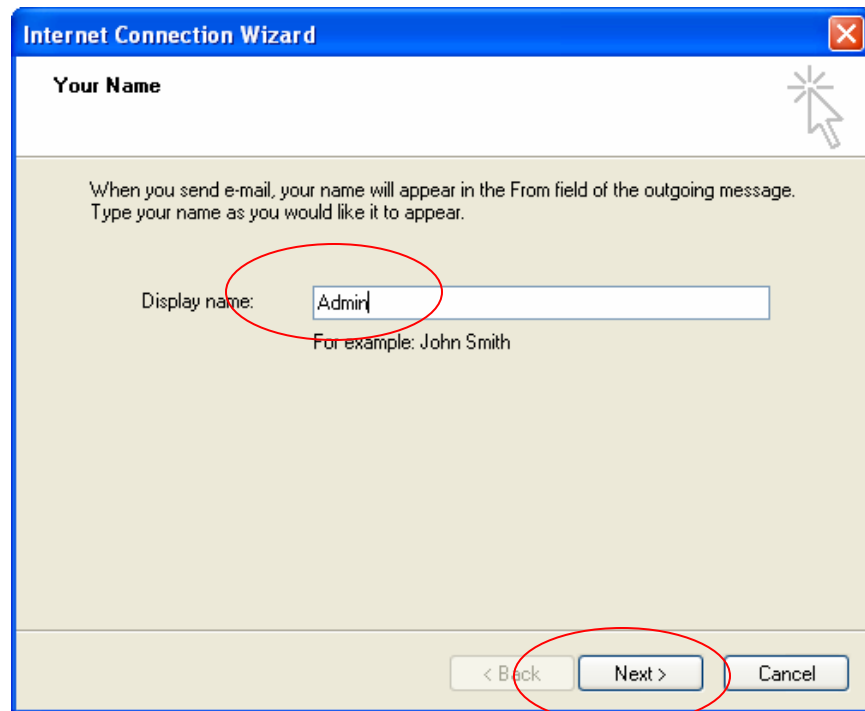
Pilih menu Tools → Account



Add → Mail

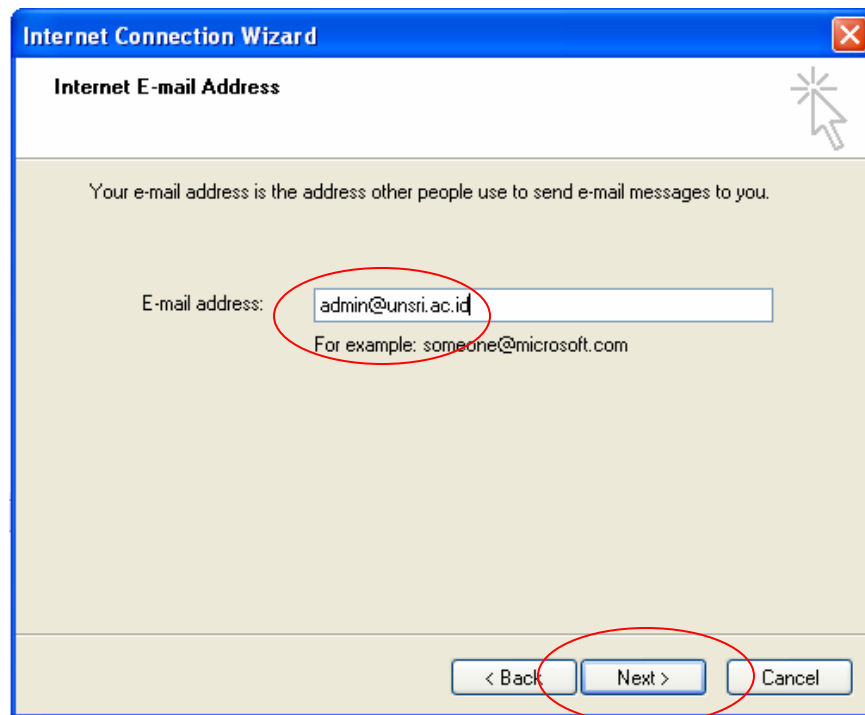


Ketikkan nama anda pada kotak Display Name. Tekan tombol Next



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The subtitle is 'Your Name'. The main text says: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this, there is a text box labeled 'Display name:' containing the text 'Admin'. A red circle highlights the 'Display name:' label and the text box. Below the text box, it says 'For example: John Smith'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red circle highlights the 'Next >' button. A mouse cursor is visible in the top right corner.

Ketikkan email anda pada kotak Email Address, misal admin@unsri.ac.id



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The subtitle is 'Internet E-mail Address'. The main text says: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a text box labeled 'E-mail address:' containing the text 'admin@unsri.ac.id'. A red circle highlights the 'E-mail address:' label and the text box. Below the text box, it says 'For example: someone@microsoft.com'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red circle highlights the 'Next >' button. A mouse cursor is visible in the top right corner.

Setelah menekan tombol Next, anda perlu mengatur *setting* Email Server Names. Pilih jenis server POP3 pada My incoming mail server, dan isikan mail.unsri.ac.id pada setting pop dan smtp-nya.

The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window has a blue title bar and a standard Windows XP-style interface. The main area is light beige. The text 'My incoming mail server is a' is followed by a dropdown menu showing 'POP3'. Below this, the text 'Incoming mail (POP3, IMAP or HTTP) server:' is followed by a text box containing 'mail.unsri.ac.id'. The text 'An SMTP server is the server that is used for your outgoing e-mail.' is followed by the text 'Outgoing mail (SMTP) server:' and a text box containing 'mail.unsri.ac.id'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. Red circles highlight the 'POP3' dropdown, the 'Incoming mail' text box, the 'Outgoing mail' text box, and the 'Next >' button.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a POP3 server.

Incoming mail (POP3, IMAP or HTTP) server:
mail.unsri.ac.id

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:
mail.unsri.ac.id

< Back Next > Cancel

Selanjutnya pada kotak Internet Mail Logon, isikan dengan nama account dan password email Anda. Untuk admin@unsri.ac.id maka nama account - nya adalah " admin@unsri.ac.id" Akhirnya tekan tombol Next dan Finish.

The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window has a blue title bar and a standard Windows XP-style interface. The main area is light beige. The text 'Type the account name and password your Internet service provider has given you.' is followed by the text 'Account name:' and a text box containing 'admin@unsri.ac.id'. Below this is the text 'Password:' followed by a password box filled with dots. A checkbox labeled 'Remember password' is checked. At the bottom, there is a paragraph of text about 'Secure Password Authentication (SPA)' and a checkbox labeled 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. Red circles highlight the 'Account name' text box, the 'Password' text box, the 'Remember password' checkbox, and the 'Next >' button.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: admin@unsri.ac.id

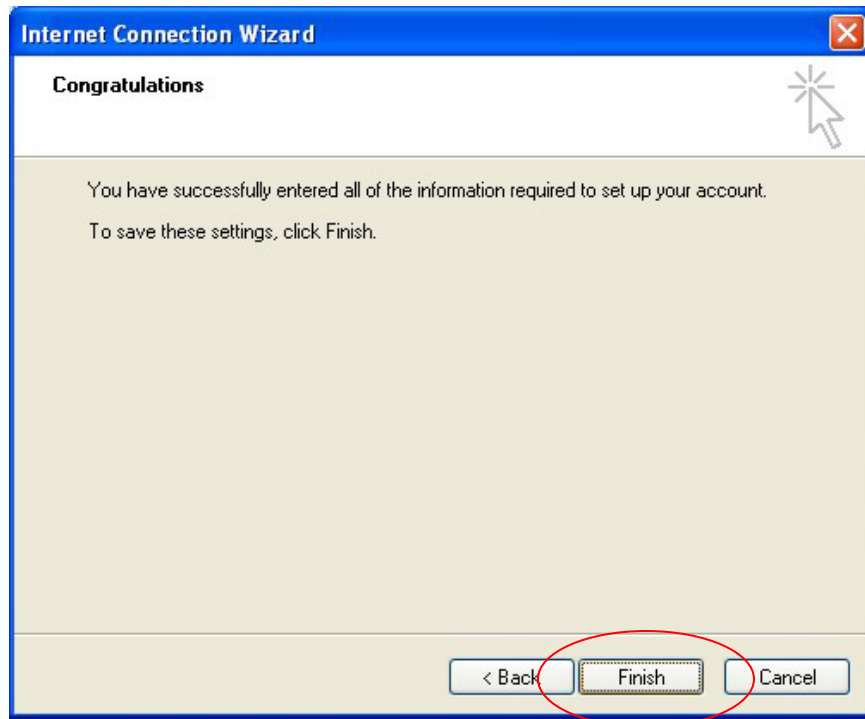
Password:

☒ Remember password

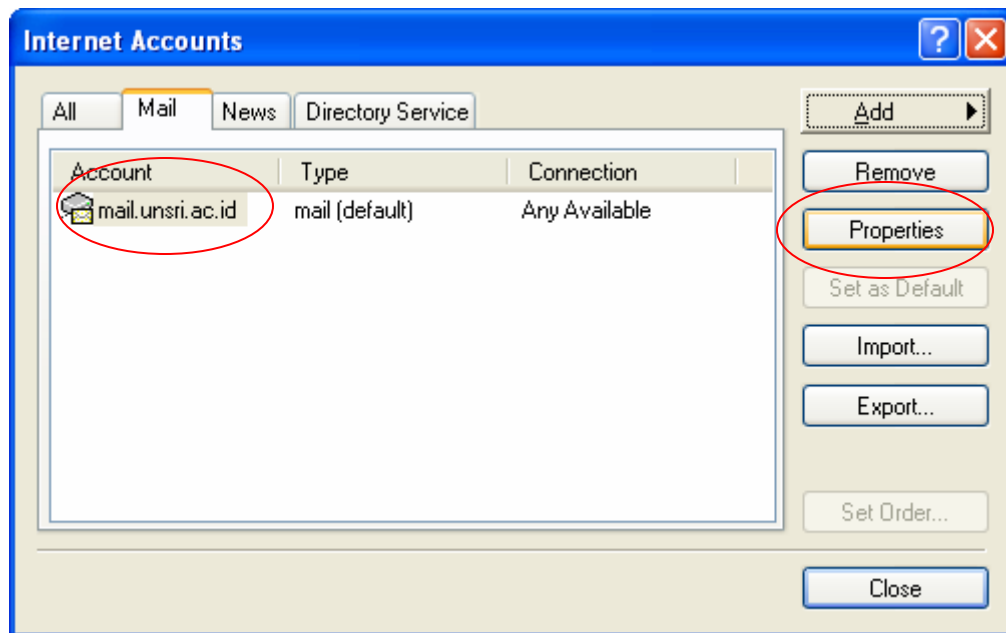
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

☐ Log on using Secure Password Authentication (SPA)

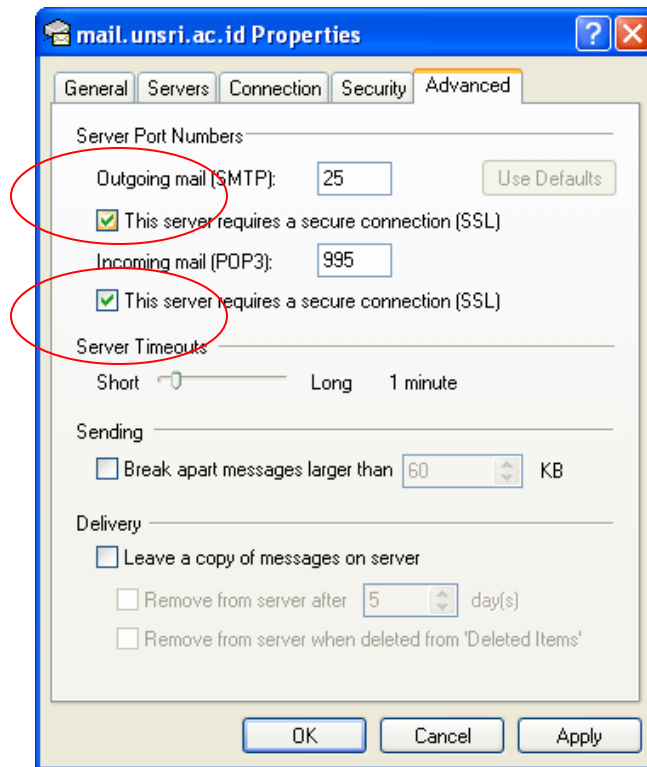
< Back Next > Cancel



Dikarenakan mail.unsri.ac.id mendukung Secure Connection atau SSL maka klik lagi Properties

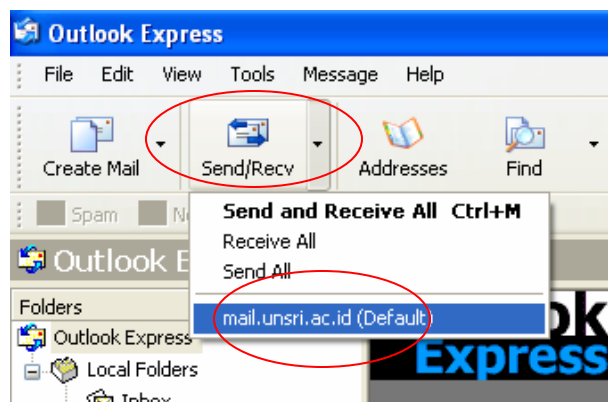


Klik Tab Advanced, beri tanda centang pada **This server requires a secure connection (SSL)** untuk Outgoing mail (SMTP) dan Incoming mail (POP3). Kemudian klik Apply



Mendownload Email

Untuk mendownload email klik Send/Receive

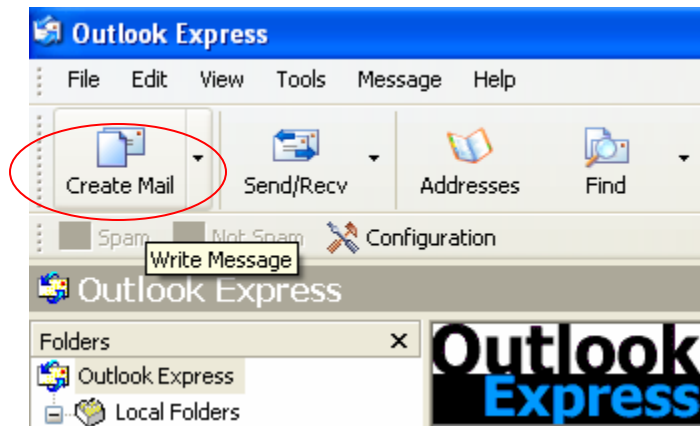


Email yang sudah didownload bisa anda lihat pada Inbox

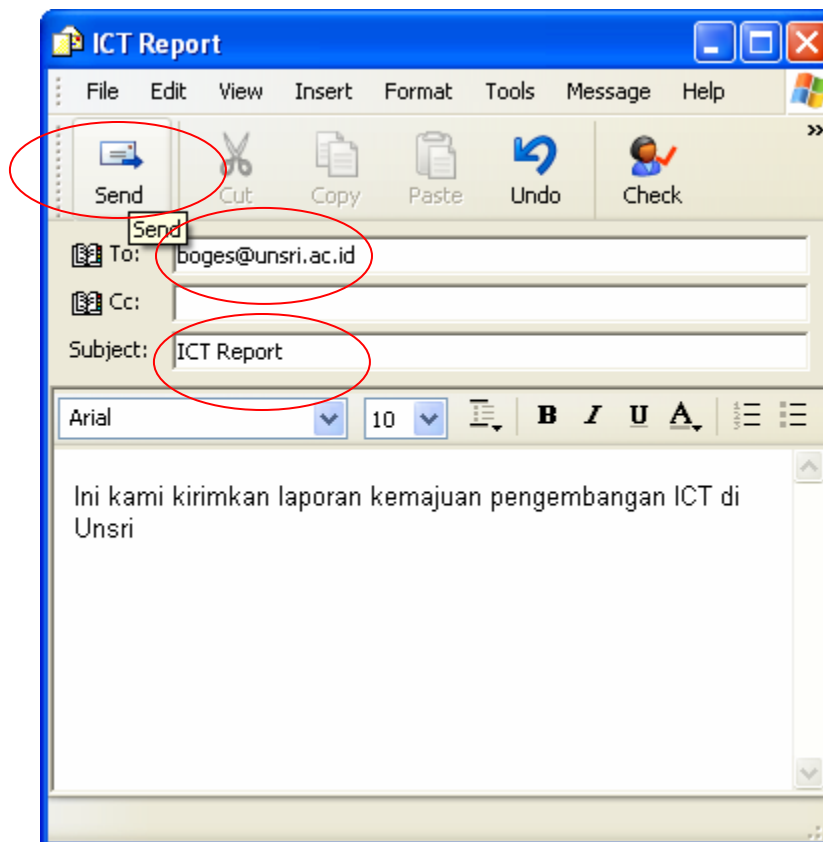
Dan jika anda login kembali melalui Web maka Mailbox anda sudah kosong dan tidak akan pernah terjadi over quota yang akan menyebabkan bouncing atau tidak bisa masuknya email karena mailbox yang penuh

Mengirim Email

Untuk mengirim email klik Create Mail



Masukkan alamat email yang dituju, subject, tulis isi email anda dan klik Send



Selamat mencoba ☺