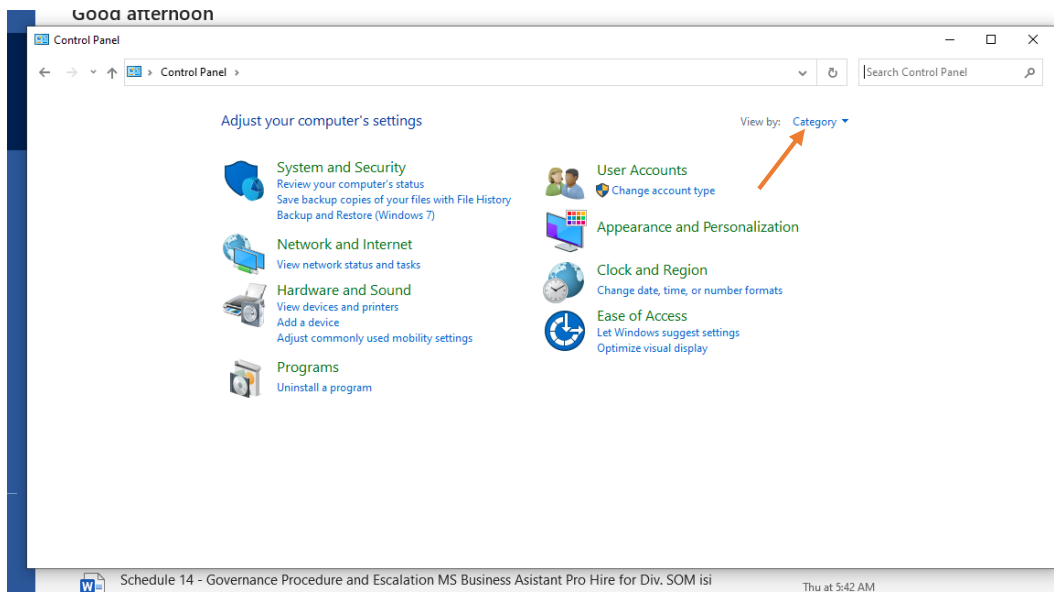
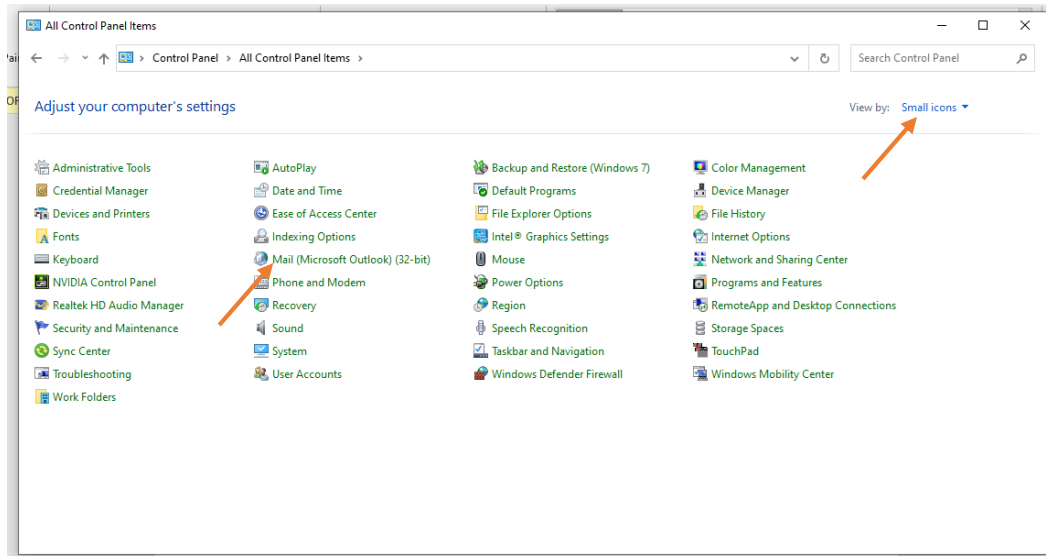


Panduan Setting Email Outlook Melalui Control Panel

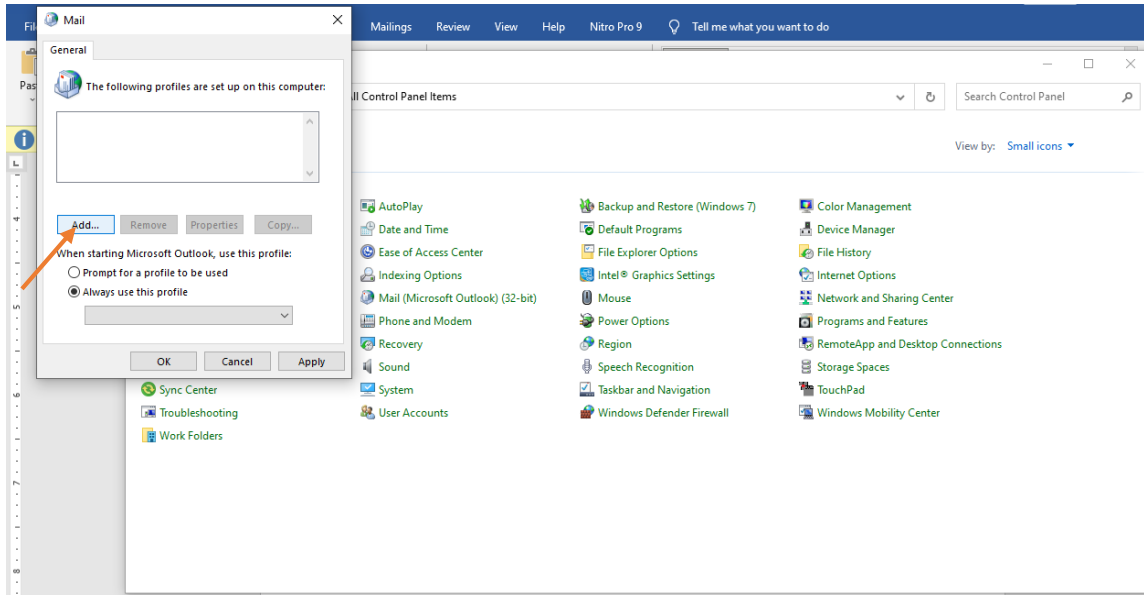
Pertama, Ketik 'control panel' di menu pencarian windows



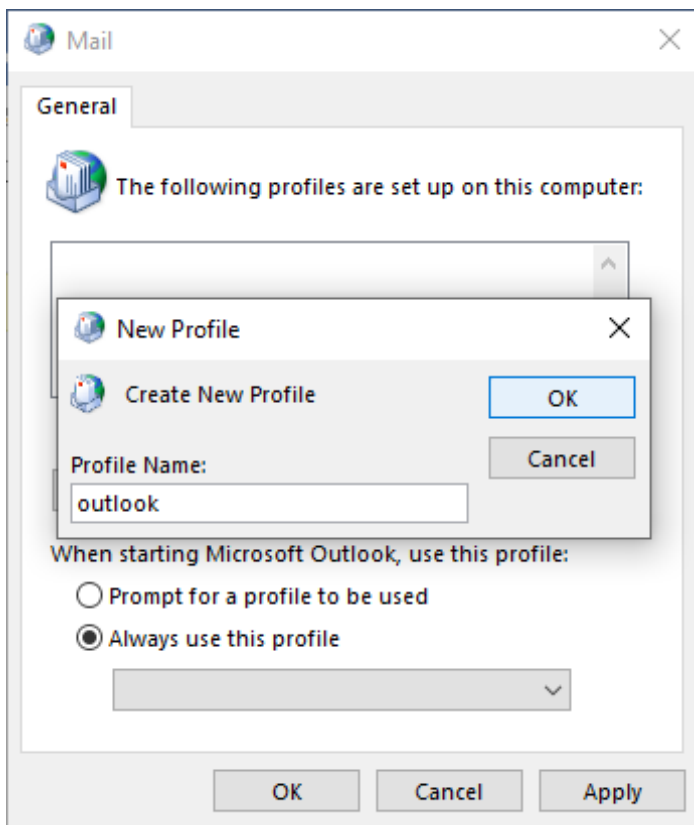
Lalu klik pada bagian 'Category' pilih 'Small Icons'



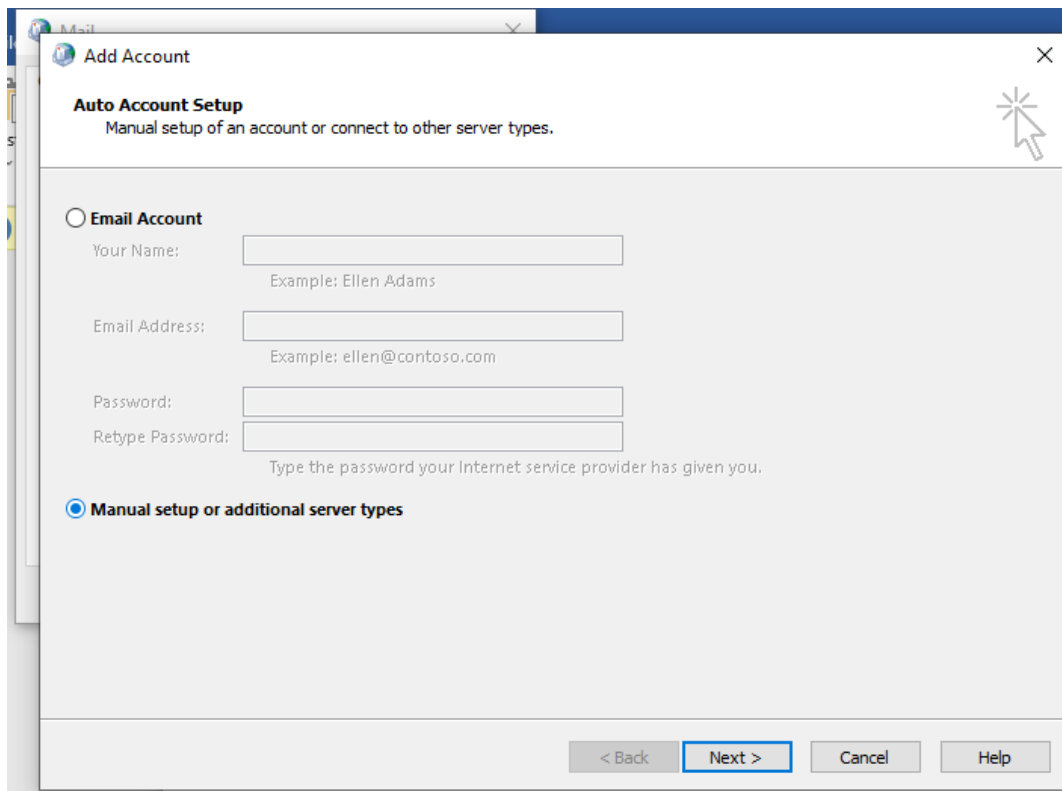
Pilih dan Klik 'Mail',



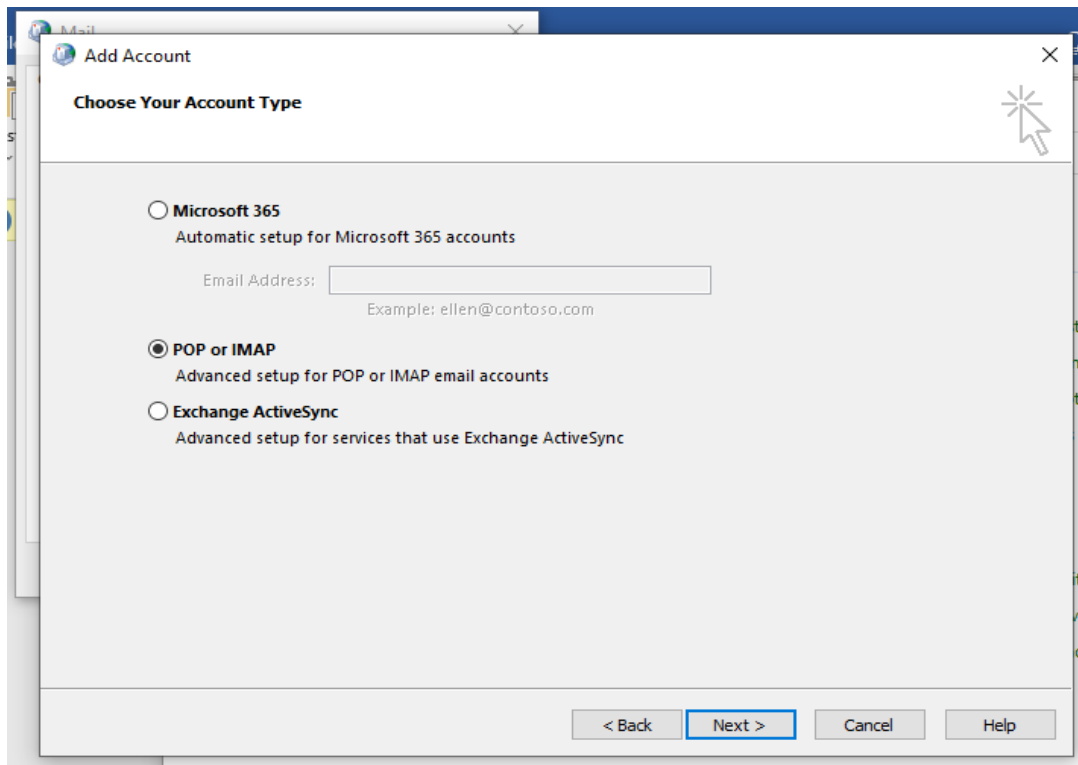
Pilih dan Klik 'Add', seperti di gambar.



Buat Nama Profil pada kolom 'Profil Name', lalu klik ok dan ok



Pilih Manual Setup, Klik Next



Pilih POP or IMAP, Next

Masuk User name dan Email, seperti di gambar,

Untuk Mail server, gunakan : mail.gos.co.id,

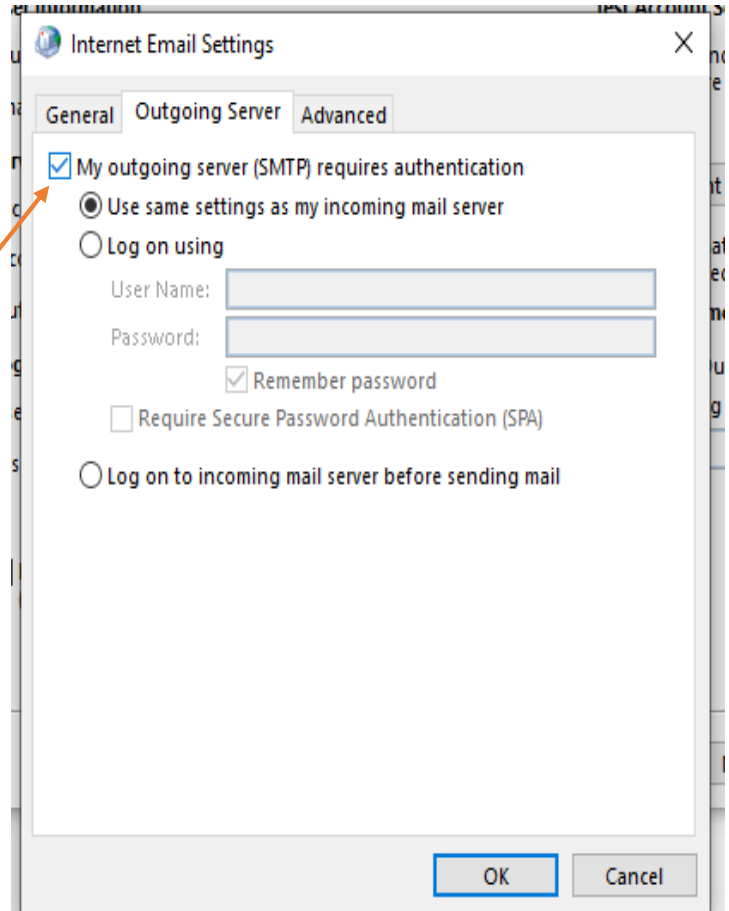
Untuk 'Logon Information', masukan dengan alamat email.

The screenshot shows the 'Add Account' dialog box in Outlook. The title is 'Add Account' and the subtitle is 'POP and IMAP Account Settings'. Below the subtitle, it says 'Enter the mail server settings for your account.' The dialog is divided into several sections: 'User Information' with fields for 'Your Name' (MUHAMAD PARID) and 'Email Address' (mad.parid@fasindoraya.co.i); 'Server Information' with a dropdown for 'Account Type' (POP3), and text boxes for 'Incoming mail server' (mail.gos.co.id) and 'Outgoing mail server (SMTP)' (mail.gos.co.id); 'Logon Information' with fields for 'User Name' (muhamad.parid@fasindoraya) and 'Password' (masked with asterisks), and a checked 'Remember password' checkbox; and 'Test Account Settings' with a 'Test Account Settings ...' button and a checked option for 'Automatically test account settings when Next is clicked'. There are also radio buttons for 'Deliver new messages to:' with 'New Outlook Data File' selected. At the bottom right, there is a 'More Settings ...' button. Navigation buttons at the bottom include '< Back', 'Next >', 'Cancel', and 'Help'. Orange arrows point to the 'Outgoing mail server (SMTP)', 'User Name', 'Password', and 'More Settings ...' fields.

Klik More Setting ...

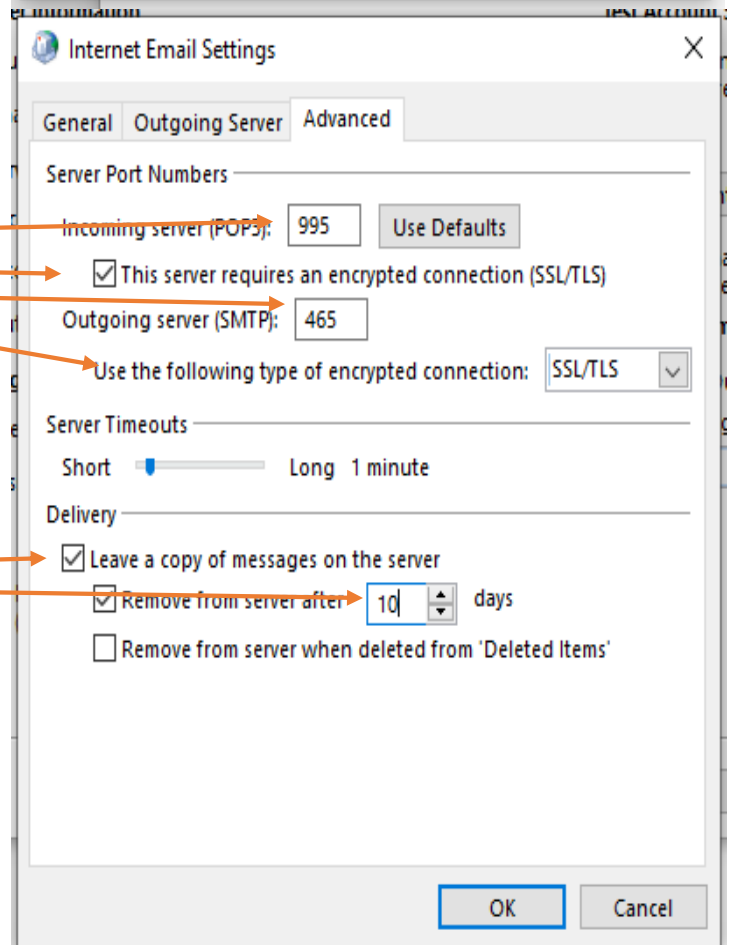
The screenshot shows the 'Internet Email Settings' dialog box in Outlook. The title is 'Internet Email Settings'. It has three tabs: 'General', 'Outgoing Server', and 'Advanced'. The 'General' tab is active. It contains a 'Mail Account' field with the text 'muhamad.parid@fasindoraya.co.id' entered. Below this is a text box with the instruction 'Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"'. There are also fields for 'Other User Information', including 'Organization:' and 'Reply Email:'. At the bottom, there are 'OK' and 'Cancel' buttons.

Klik **Outgoing Server**, dan Centang...



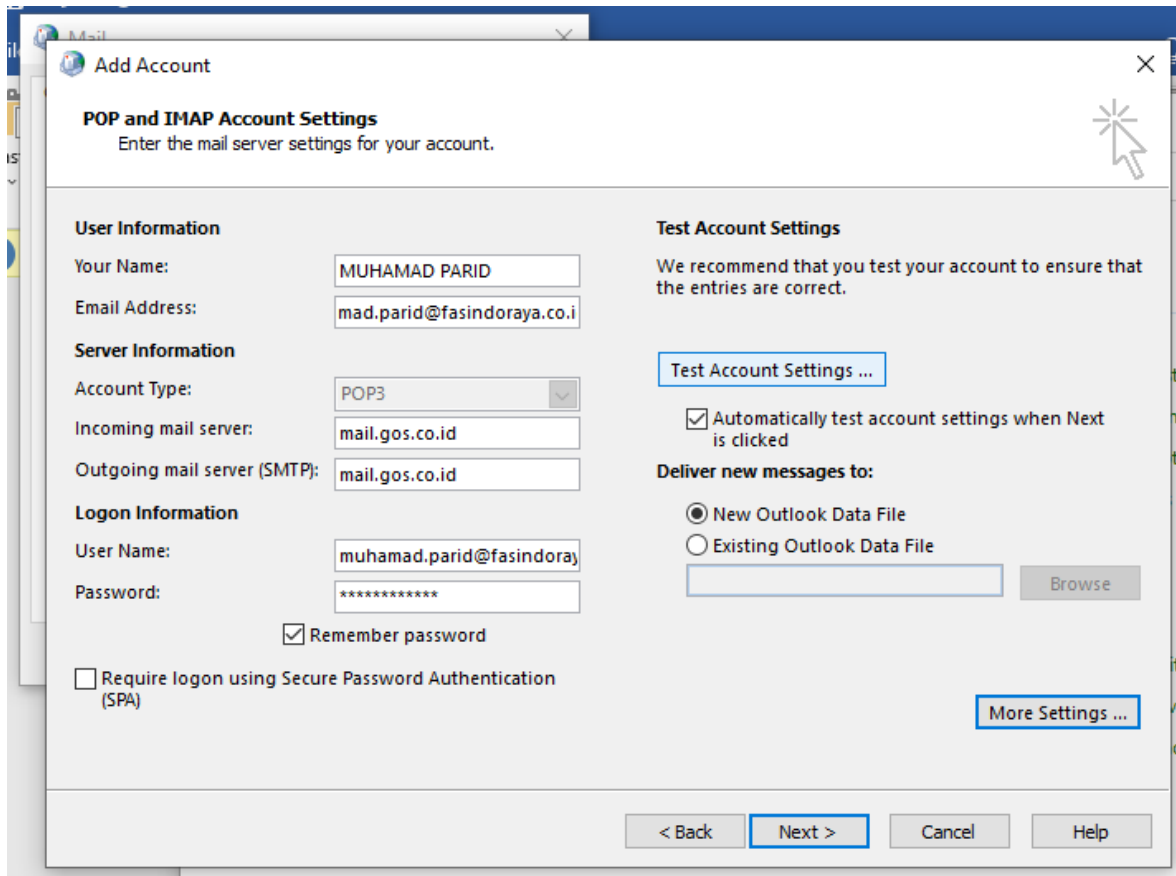
Klik **Advanced**

- Incoming server (POP3): 995
 - Centang **SSL**
 - Outgoing server(SMTP): 465
- Use the following type of encrypted connection: **SSL/TLS**



Centang pada bagian tsb,
rubah menjadi 10 days

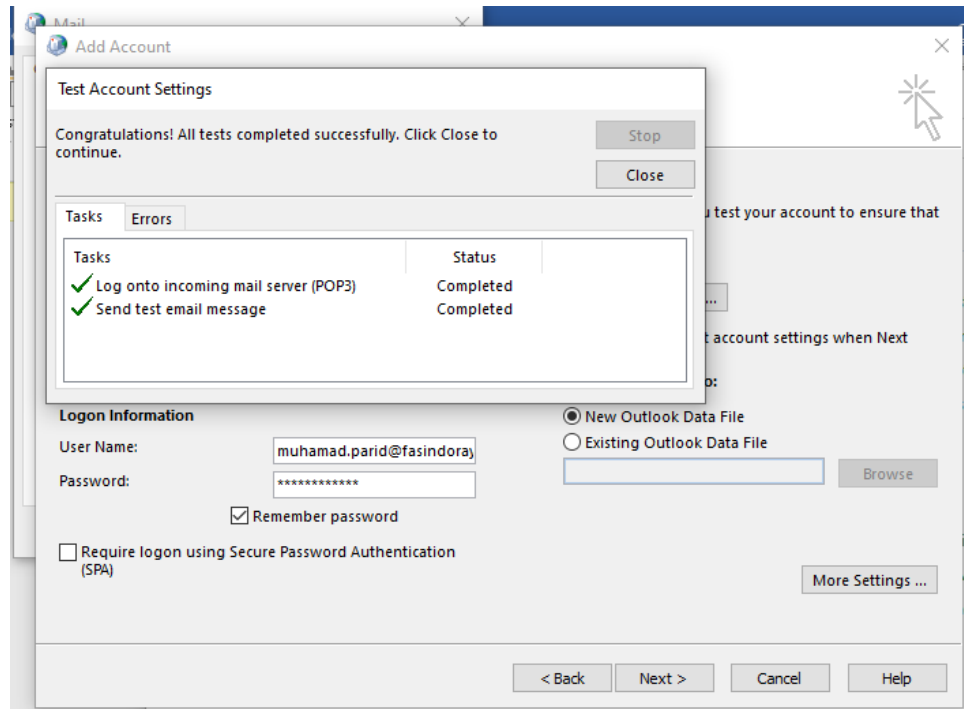
Klik **'OK'**



Klik Next >

Klik 'Yes',





Sampai Muncul 2 Centang Hijau, Lalu close, FINIST

Selanjutnya Buka Aplikasi Outlook yang terInstall...