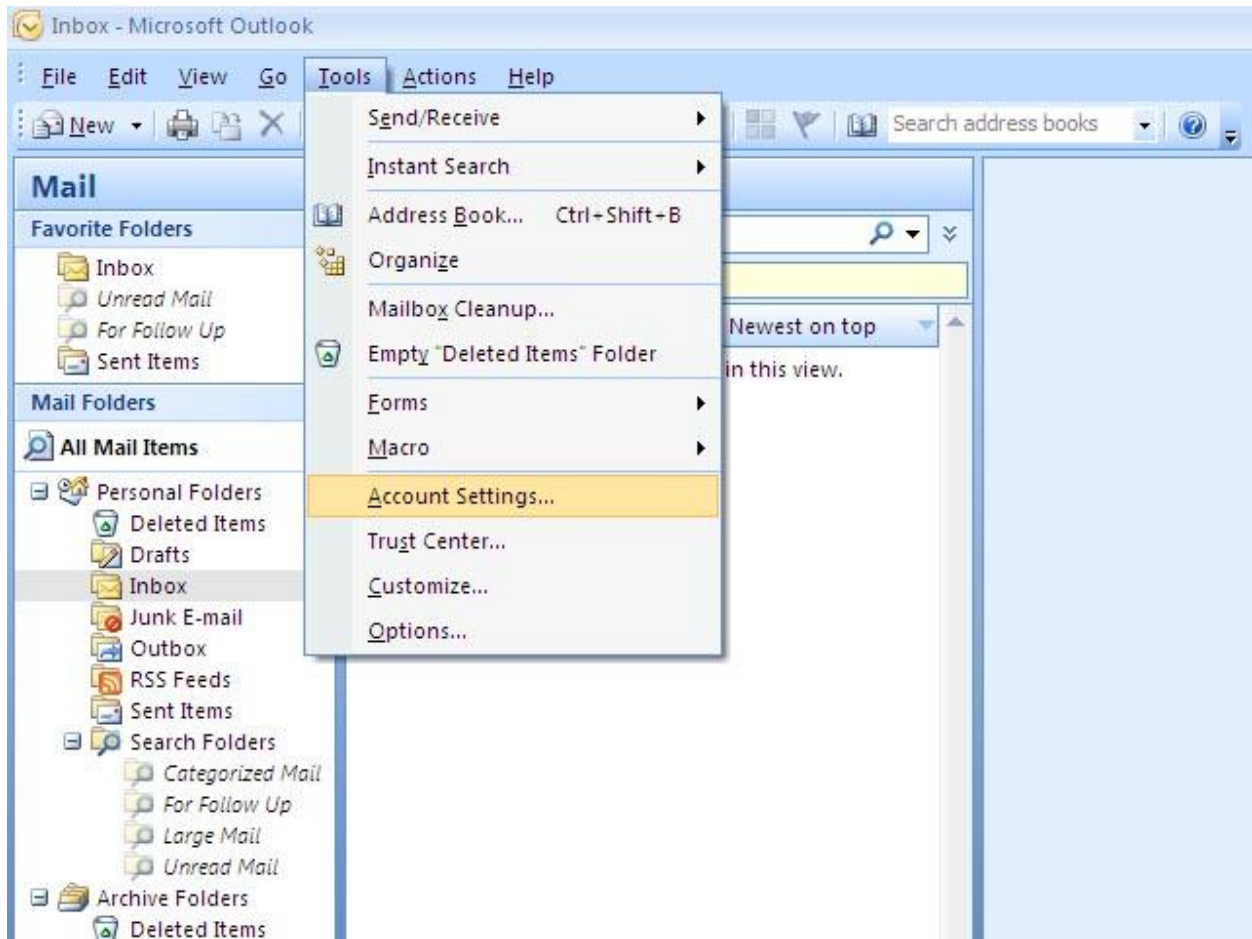


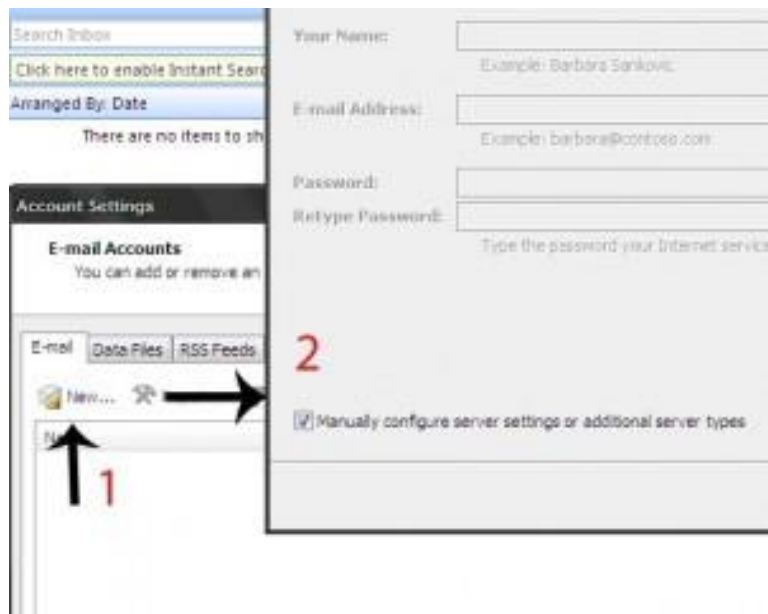
Setting e-mail di Outlook 2007

Panduan berikut ini akan menunjukkan cara mengatur/menambahkan account e-mail ke Microsoft Outlook 2007 email klien sehingga pengguna dapat mengakses, membaca, menulis atau Hotmail membalas pesan dari desktop. Set-up langkah ini juga tidak jauh berbeda pada versi Outlook dan hampir sama untuk Outlook Express dan Windows Live Mail.

Pertama, jalankan Microsoft Outlook 2007. Kemudian klik menu Tools pada bar dan pilih Account Settings dari menu pull down.



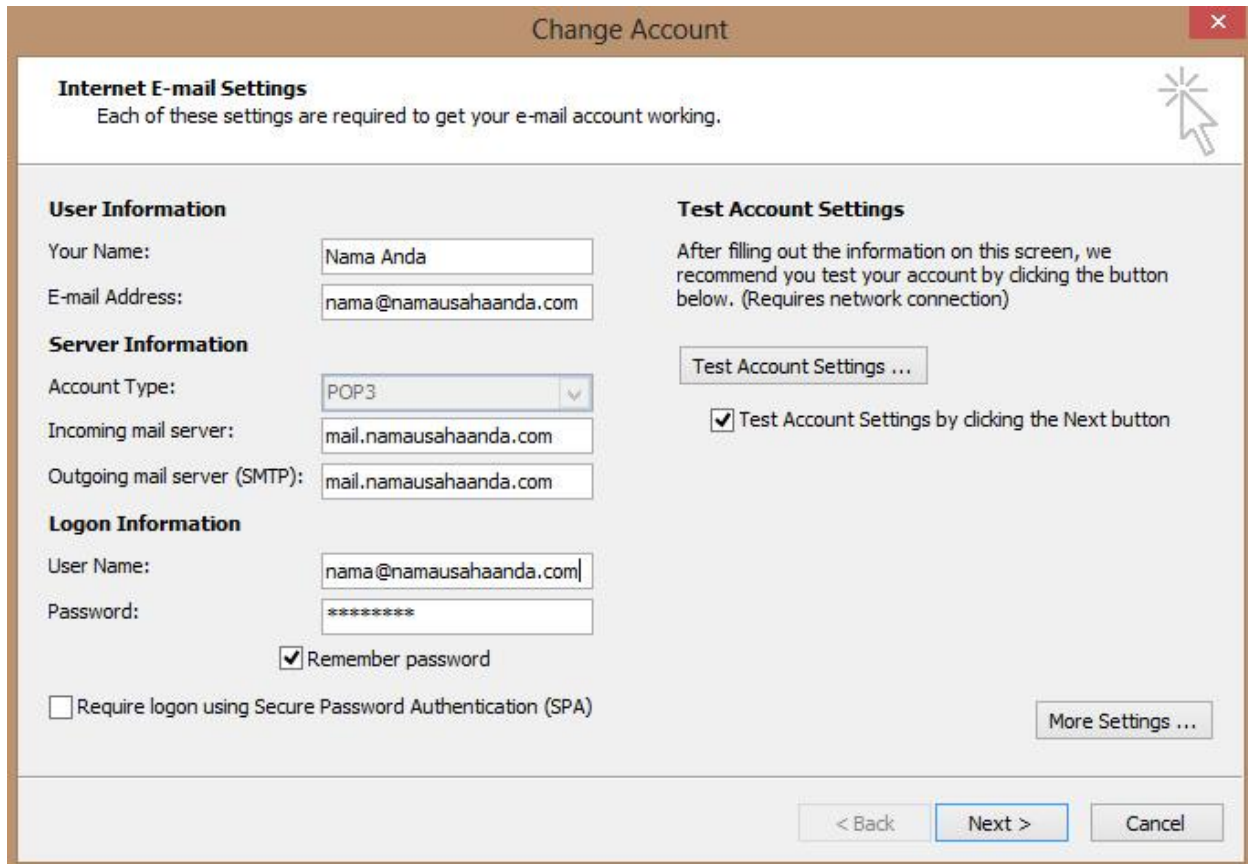
Klik New lalu klik di 'Manually configure settings



Pilih Internet Email

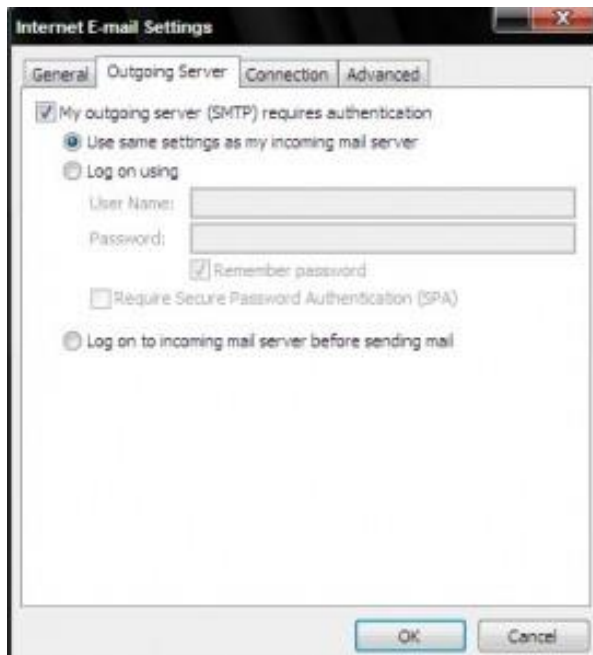


Isi field yang ada sesuai dengan informasi yang dibutuhkan Gunakan gambar berikut sebagai panduan. Yang perlu diperhatikan disini, username harus berupa alamat e-mail account lengkap.



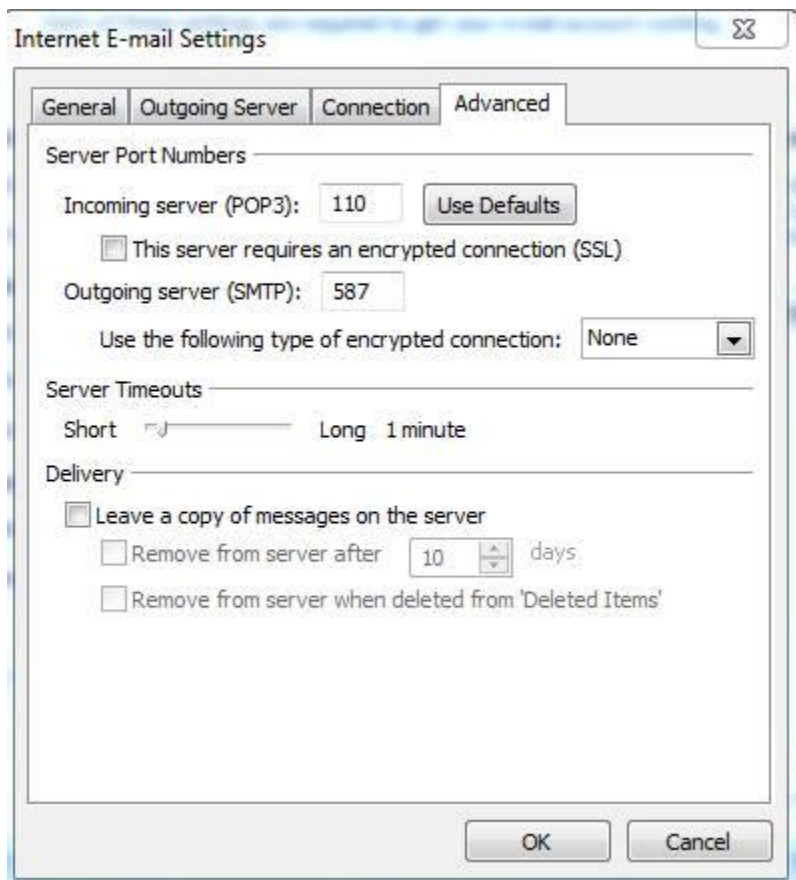
The screenshot shows the 'Change Account' dialog box with the 'Internet E-mail Settings' tab selected. The window title is 'Change Account'. Below the title bar, there is a section for 'Internet E-mail Settings' with a sub-header and a note: 'Each of these settings are required to get your e-mail account working.' The settings are organized into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Account Settings'. 'User Information' includes 'Your Name' (Nama Anda) and 'E-mail Address' (nama@namausahaanda.com). 'Server Information' includes 'Account Type' (POP3), 'Incoming mail server' (mail.namausahaanda.com), and 'Outgoing mail server (SMTP)' (mail.namausahaanda.com). 'Logon Information' includes 'User Name' (nama@namausahaanda.com), 'Password' (masked with asterisks), and a checked 'Remember password' checkbox. There is also an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox. The 'Test Account Settings' section includes a 'Test Account Settings ...' button and a checked checkbox 'Test Account Settings by clicking the Next button'. At the bottom right, there is a 'More Settings ...' button. At the very bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Setelah terisi semua, klik di 'More Setting' Klik di tab 'Outgoing Server' dan pilih 'My Outgoing server (SMTP) requires authentication'.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The window title is 'Internet E-mail Settings'. The 'Outgoing Server' tab is active, showing options for authentication. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Below it, there are three radio button options: 'Use same settings as my incoming mail server' (selected), 'Log on using' (with 'User Name' and 'Password' fields), and 'Log on to incoming mail server before sending mail'. There is also a checked 'Remember password' checkbox and an unchecked 'Require Secure Password Authentication (SPA)' checkbox. At the bottom, there are 'OK' and 'Cancel' buttons.

Klik di tab 'Advanced'



NB: "Leave a copy of message on the server" bisa Anda ceklist bila ingin file email tidak hilang dari server
Biarkan setting yang lain (default). selanjutnya >> klik Ok >> finish

Selamat Mencoba!