



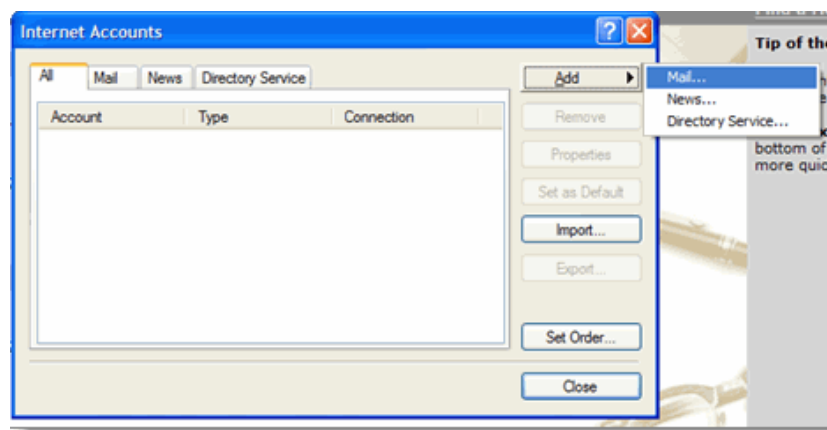
# UNP-online Service

Manual No. \_\_\_\_\_

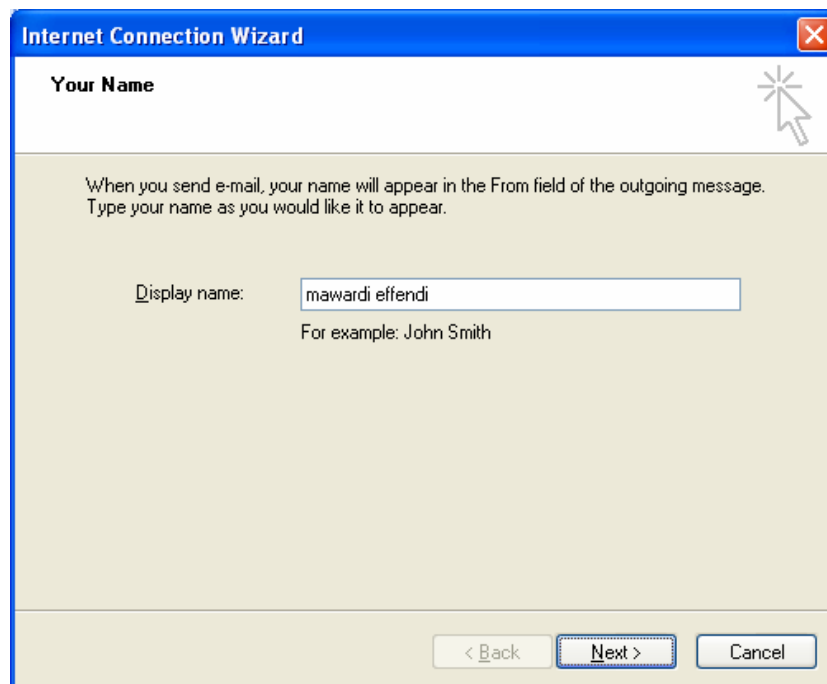
**Catatan :** Pastikan DNS Server anda sudah diarahkan ke 10.1.1.3 (lokal) dan atau 202.134.0.155

## Konfigurasi Mail Client untuk email UNP (<http://webmail.unp.ac.id>)

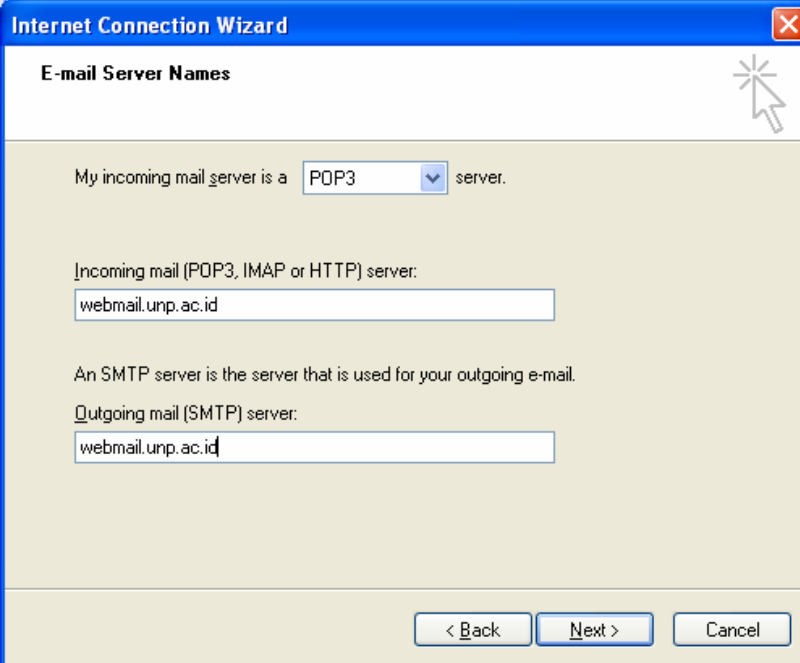
1. Buka Outlook atau Outlook Express.
2. Klik menu **Tools**, dan pilih **Accounts...**
3. Klik **Add**, kemudian klik **Mail...**



4. Masukkan nama anda di kolom **Display name**, dan klik **Next**.
5. Masukkan alamat lengkap email UNP (username@unp.ac.id; username@unit\_kerja.unp.ac.id) di kolom **Email address**, dan klik **Next**.

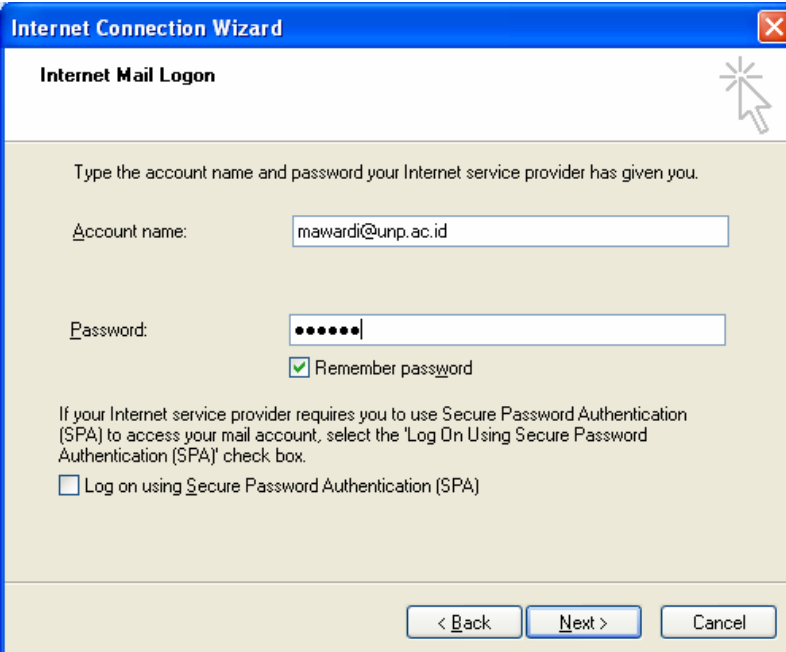


- Masukkan webmail.unp.ac.id di kolom **Incoming mail (POP3, IMAP or HTTP) server**. Masukkan Webmail.unp.ac.id di kolom **Outgoing mail (SMTP) server**.



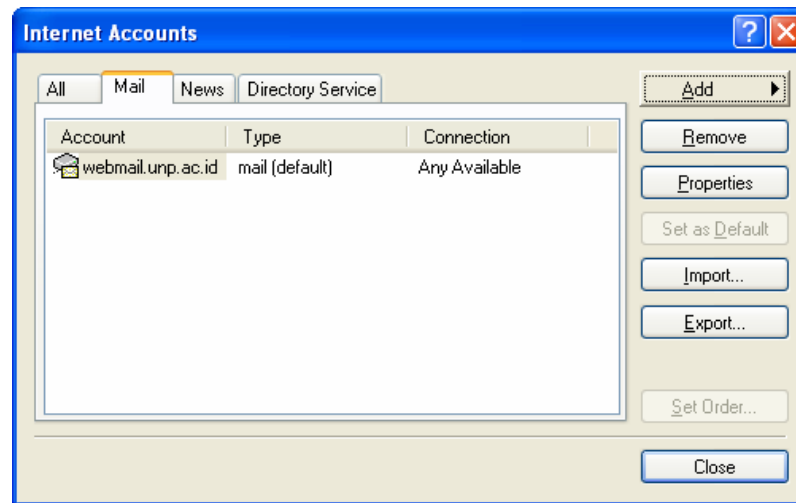
The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.' Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the text 'webmail.unp.ac.id'. The second is labeled 'Outgoing mail (SMTP) server:' and also contains 'webmail.unp.ac.id'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- Klik **Next**.
- Masukkan username anda (termasuk '@unp.ac.id'; atau '@unit\_kerja.unp.ac.id') di kolom **Account name**. Masukkan password email di kolom **Password**, dan klik **Next**.



The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text prompt: 'Type the account name and password your Internet service provider has given you.' Below this, there are two text input fields. The first is labeled 'Account name:' and contains the text 'mawardi@unp.ac.id'. The second is labeled 'Password:' and contains several dots. Below the password field, there is a checked checkbox labeled 'Remember password'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

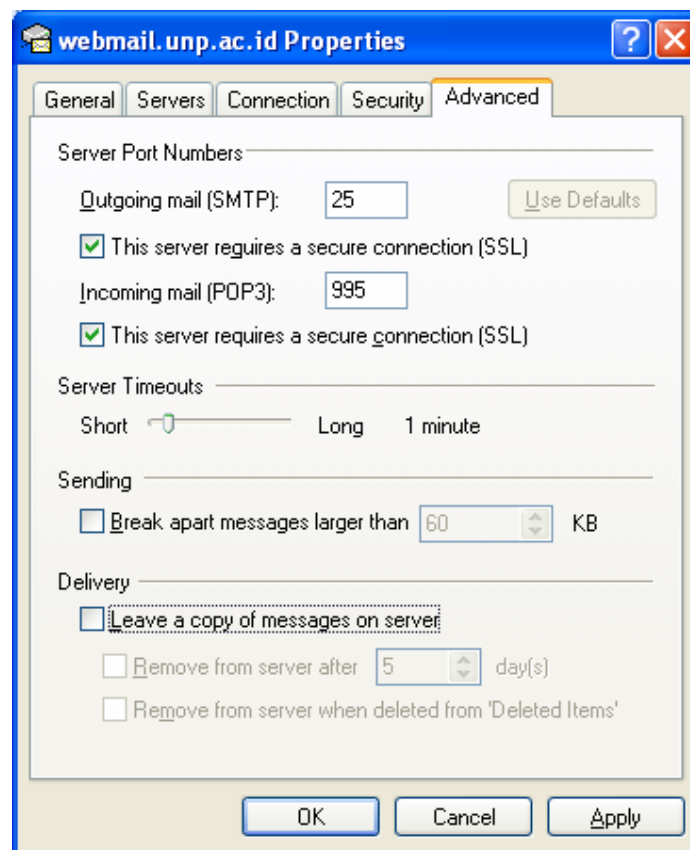
- Klik **Finish**.
- Sorot **Account** webmail.unp.ac.id, dan klik **Properties**.



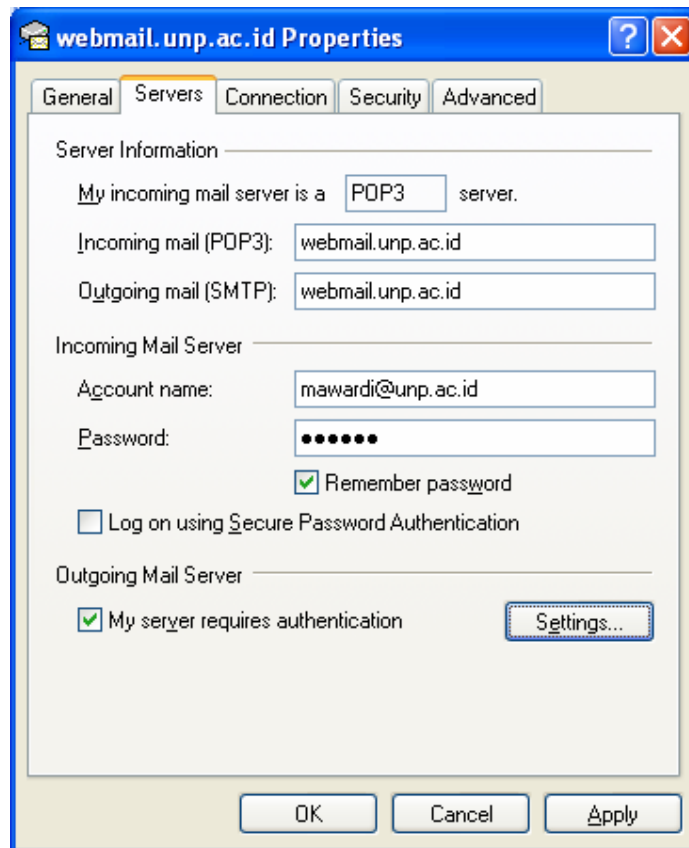
11. Klik tab **Advanced**.

12. Masukkan informasi berikut ini:\*

- Centang pilihan **This server requires a secure connection (SSL)** pada bagian **Outgoing Mail (SMTP)**.
- Masukkan 25 pada kolom **Outgoing mail (SMTP)**.
- Pada bagian **Incoming mail (POP3)**, centang pilihan **This server requires a secure connection (SSL)**. Port yang digunakan otomatis akan berubah menjadi 995.



13. Klik tab menu **Servers**, dan centang pilihan **My server requires authentication**.



14. Klik OK.

**Selamat!** Anda telah melakukan konfigurasi untuk aplikasi mail client dalam mengirim dan menerima email @unp.ac.id.