

Panduan Akses Email Pribadi Dan Share mailbox di Android Menggunakan mail client Gmail



Direktorat Pengembangan Teknologi
dan Sistem Informasi



Deskripsi



Nama Panduan : Panduan akses email pribadi share mailbox di Android menggunakan mail client Gmail

Tujuan Panduan : Memberikan langkah-langkah cara membuka Email Pribadi dan share mailbox di Android

Pengguna : Dosen dan Tendik

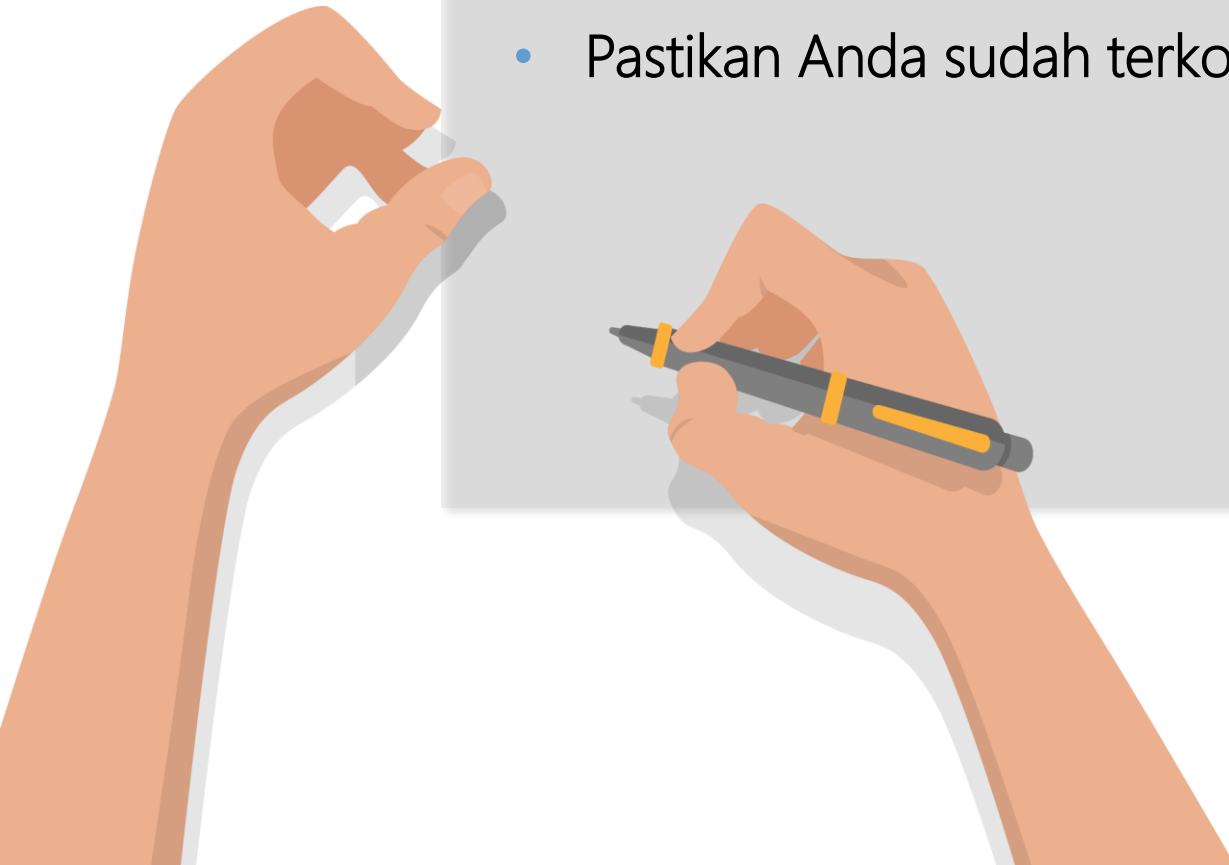
Tanggal Panduan : 01 Agustus 2019

Penulis : Rizki Rinaldi

Unit : Direktorat Pengembangan Teknologi dan Sistem Informasi

Wajib di Ketahui

- Pastikan mailbox email sudah di office 365.
- Pastikan akun Office 365 tidak bermasalah.
- Pastikan Android Anda sudah ada mail client gmail, Dan
- Pastikan Anda sudah terkoneksi dengan jaringan Internet.



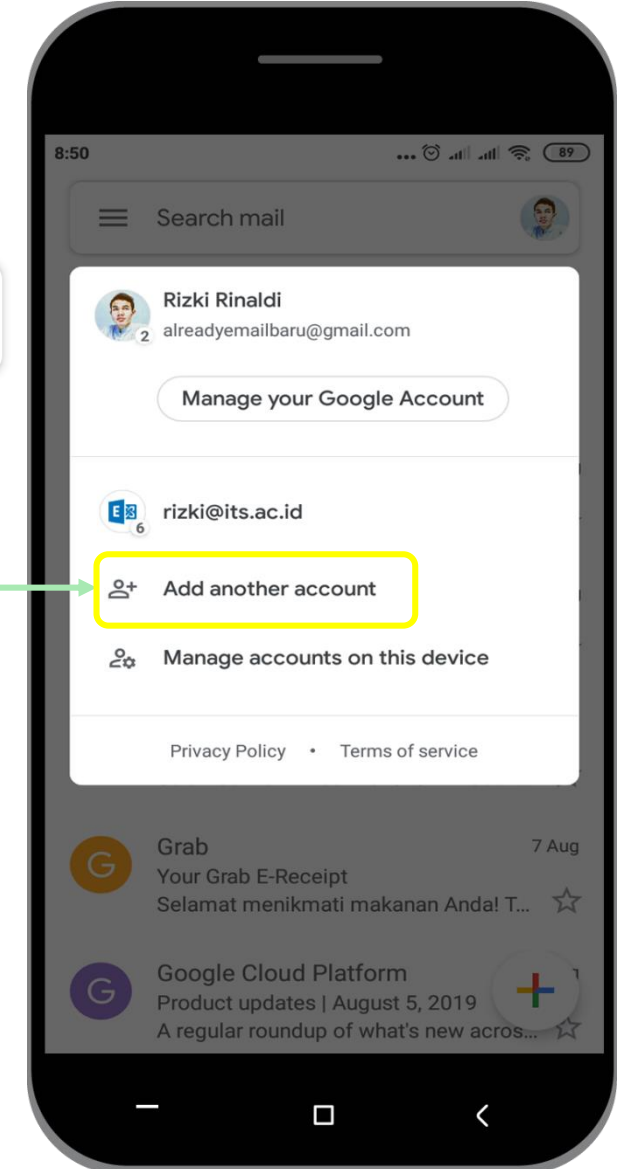
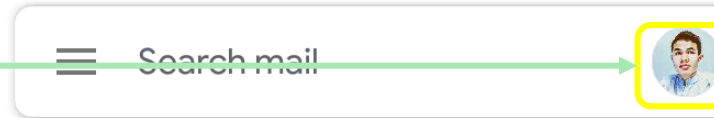


Akses Email Pribadi O365 di Android Menggunakan Mail Client Gmail



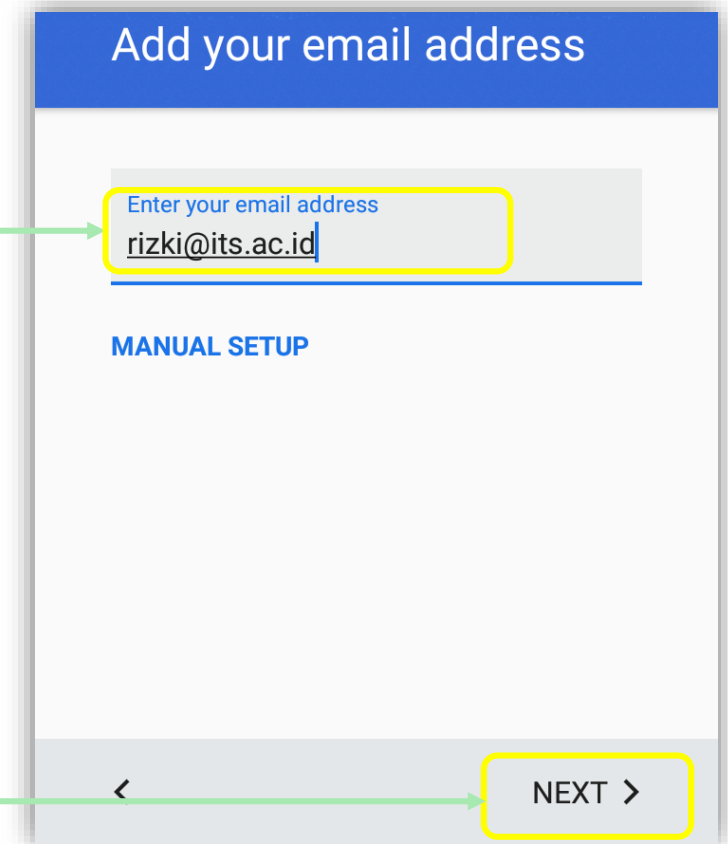
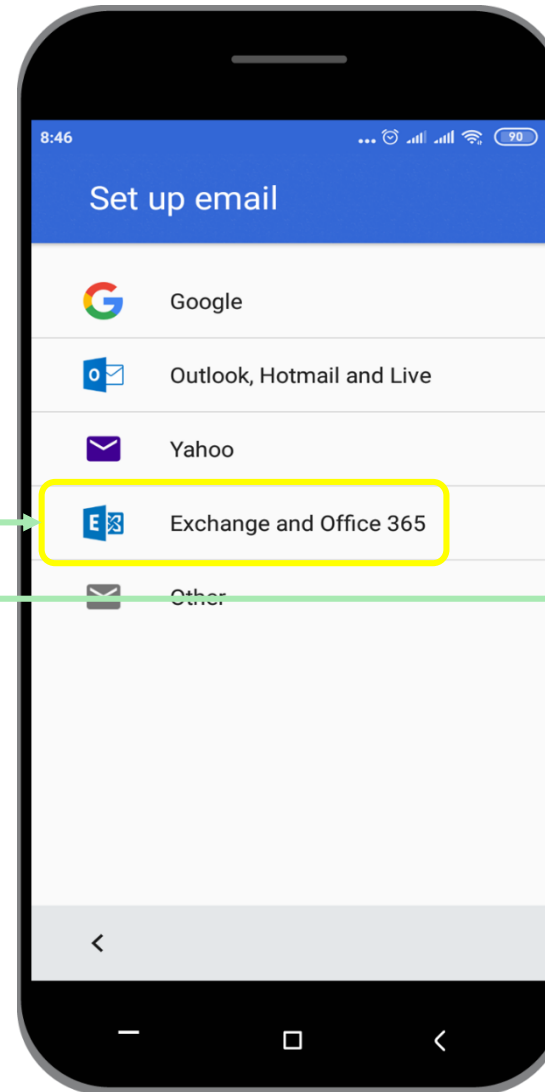
Menambahkan email pribadi di mail client google

- Buka mail client gmail.
- Klik menu detail profil.
- Kemudian pilih menu *"Add another account"*.



Menambahkan email pribadi di mail client google

- Pada menu *Set up email* pilih menu *Exchange and Office 365*.
- Masukkan email pribadi / username O365 pribadi.
- Kemudian klik next



Setting Incoming server email pribadi O365

- Masukkan password integra pribadi.
- Klik next.
- Setting Incoming server
 1. masukan username O365 pribadi.
 2. Server incoming.
 3. Port.
 4. Security.
- Klik next.

Password

Client certificate
None

Mobile device ID
androidc1529401179

NEXT >

8:49

Incoming server settings

Domain\Username
rizkiitsacid@staff.integra.its.ac.id

Password
.....

Client certificate
None

Mobile device ID
androidc1529401179

Server
outlook.office365.com

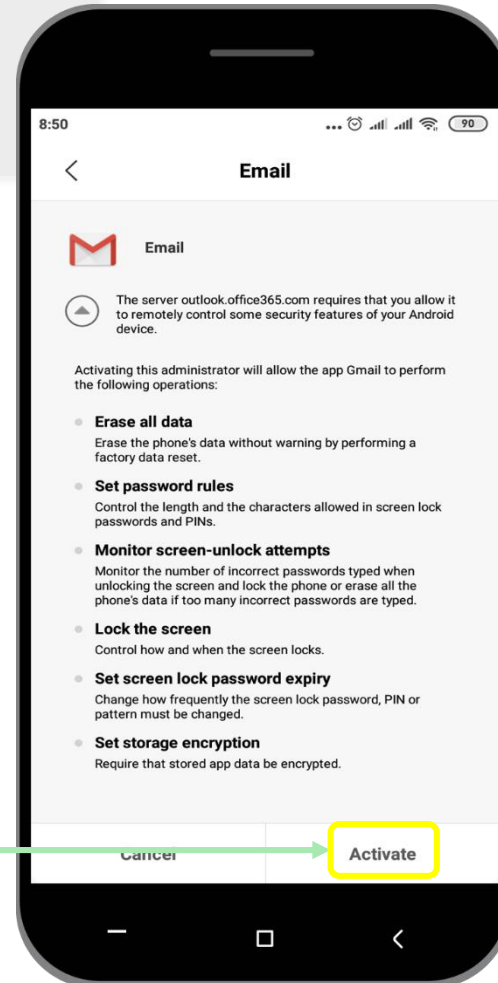
Port
443

Security type
SSL/TLS

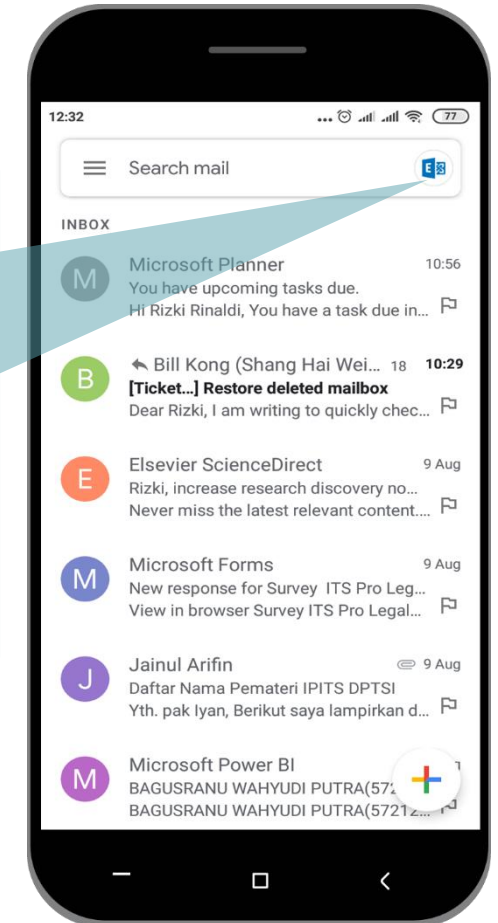
NEXT >

Mengaktifkan email pribadi O365

- Terakhir klik button Active.



Email Pribadi O365
berhasil di buka di Mail
Client Gmail Android
**Jangan lupa
memastikan mengirim
email dan menerima
sudah berhasil.**



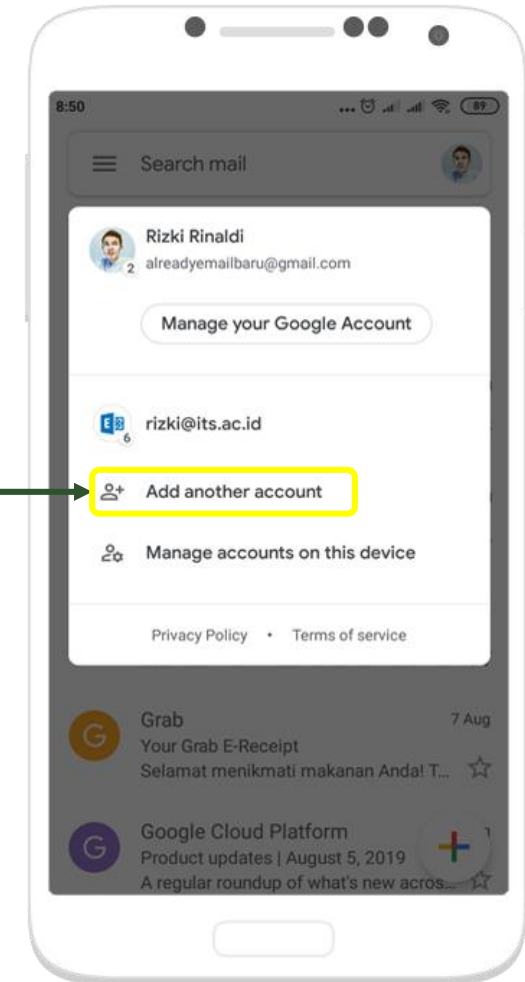
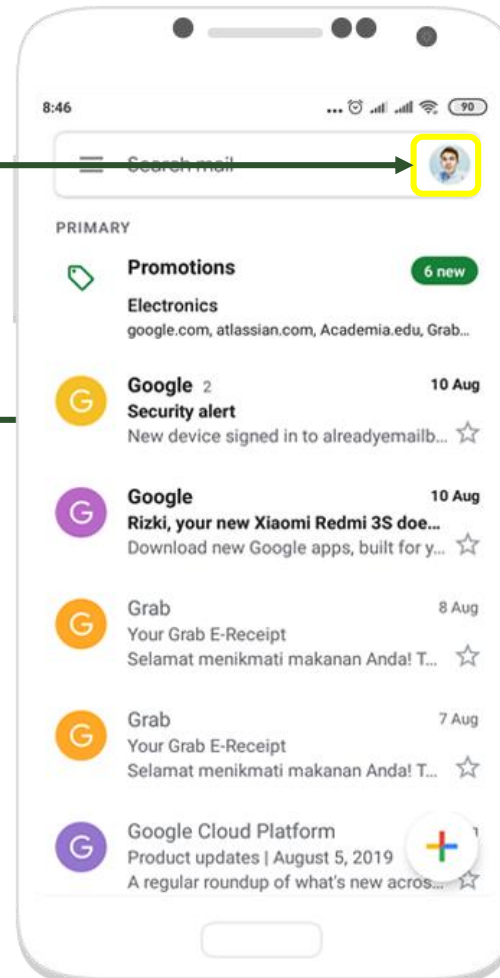


Akses Share Mailbox O365 di Android Menggunakan Mail Client Gmail



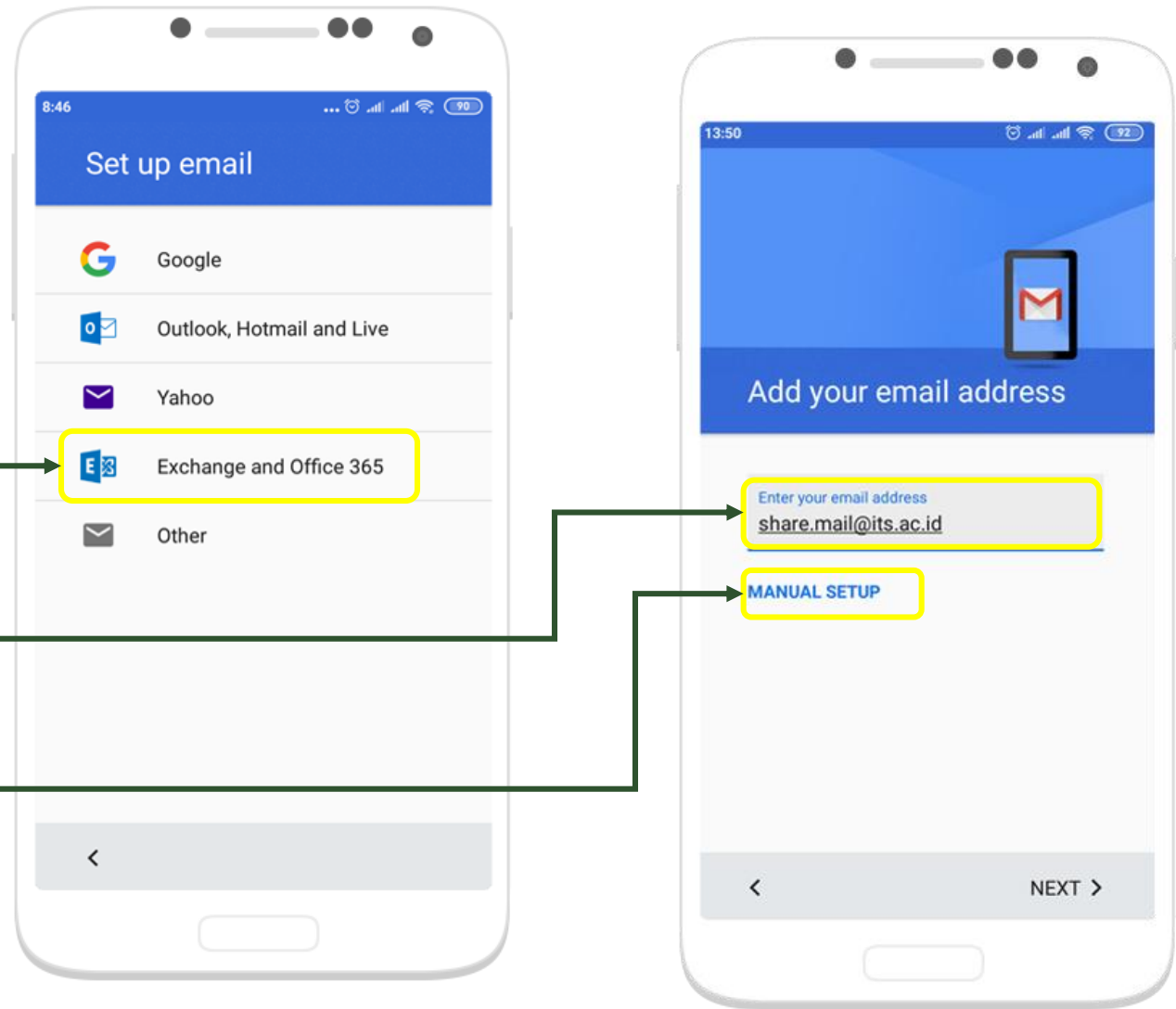
Menambahkan Share mailbox di mail client google

- Buka mail client gmail.
- Klik menu detail profil.
- Kemudian pilih menu *"Add another account"*.



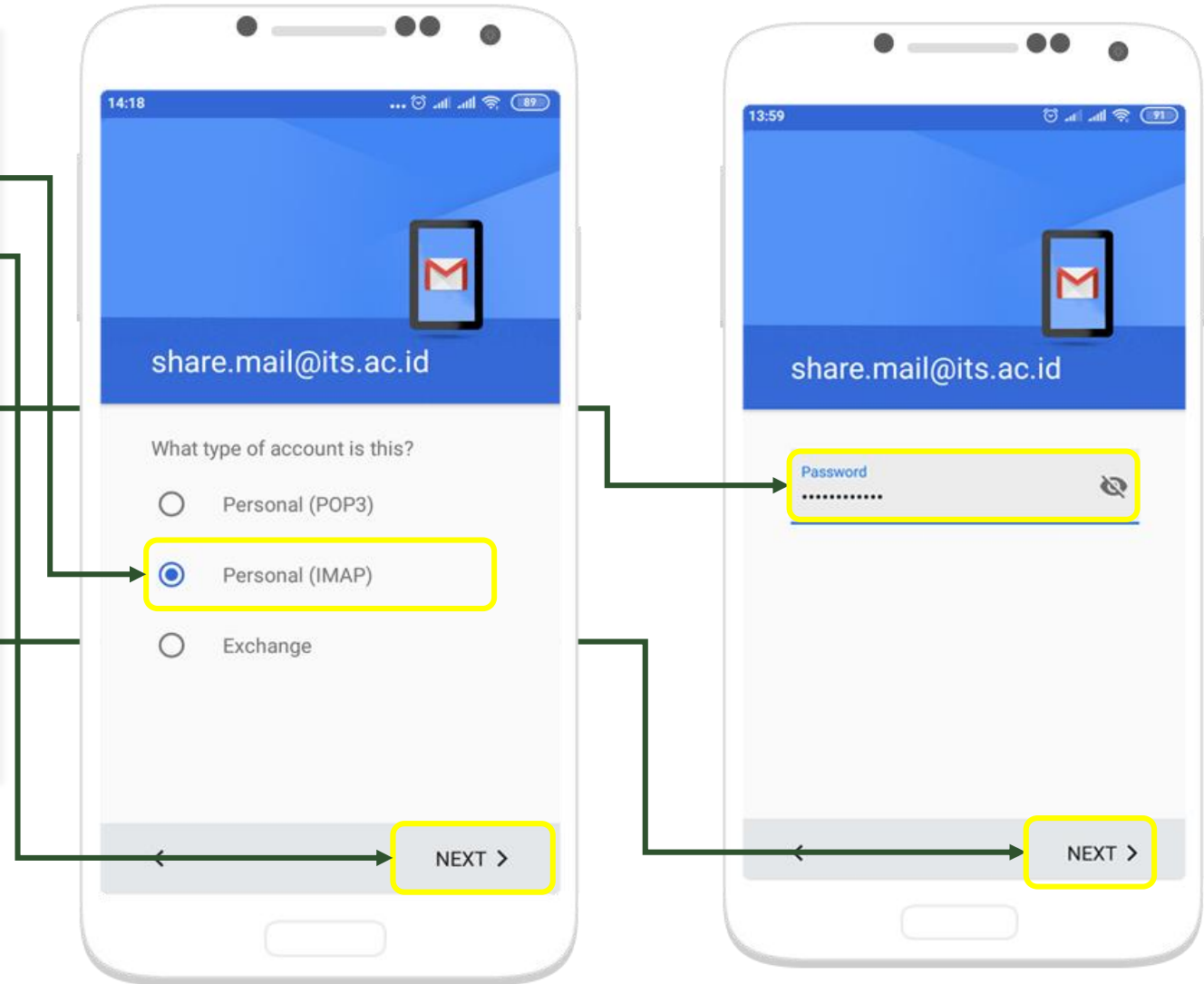
Menambahkan Share mailbox di mail client google

- Pada menu *Set up email* pilih menu *Exchange and Office 365*.
- Masukkan email pribadi / username O365 pribadi.
- Kemudian klik next.
- Masukkan alamat email share mailbox.
- Kemudian klik manual setup.



Menambahkan Share mailbox di mail client google

- Pilih type akun email "*Personal (IMAP)*".
- Klik Next.
- Masukan Password Integra Pribadi.
- Kemudian klik next untuk masuk pengaturan incoming (Email Masuk).



Setting Incoming Share mailbox

- Username : diisi dengan username office365 pribadi dan nama alias share mailbox.
- Masukan domain server *outlook.office365.com*.
- Klik next untuk pengaturan Outgoing (Email Keluar).

Contoh :
Share mailbox = **share.mail@its.ac.id**
Username Office365 =
rizkiitsacid@staff.integra.its.ac.id
Penulisan username =
rizkiitsacid@staff.integra.its.ac.id\share.mail

The screenshot shows an Android phone screen with the title 'Incoming server settings'. There are three input fields: 'Username' containing 'cid@staff.integra.its.ac.id\share.mail', 'Password' with masked characters and an eye icon, and 'Server' containing 'outlook.office365.com'. A yellow box highlights the 'NEXT >' button at the bottom right. Arrows from the text blocks point to these fields: from the first list item to the Username field, from the second list item to the Server field, and from the third list item to the NEXT button.

Setting Outgoing Share mailbox

- Username : diisi dengan username office365 pribadi.
- Masukan smtp server *smtp.office365.com*.
- Klik next untuk pengaturan Outgoing (Email Keluar).
- Kemudian klik next.

Contoh :
Penulisan username =
rizkiitsacid@staff.integra.its.ac.id

The screenshot shows the 'Outgoing server settings' screen on an Android phone. The status bar at the top shows the time 14:47 and various icons. The screen has a blue header with the title 'Outgoing server settings'. Below the header, there is a toggle switch for 'Require sign-in' which is turned on. There are three input fields: 'Username' containing 'rizkiitsacid@staff.integra.its.ac.id', 'Password' with masked characters and an eye icon, and 'SMTP server' containing 'outlook.office365.com'. At the bottom right, there is a 'NEXT >' button. Green lines from the list on the left point to these specific fields and the button.

Setting Outgoing Share mailbox

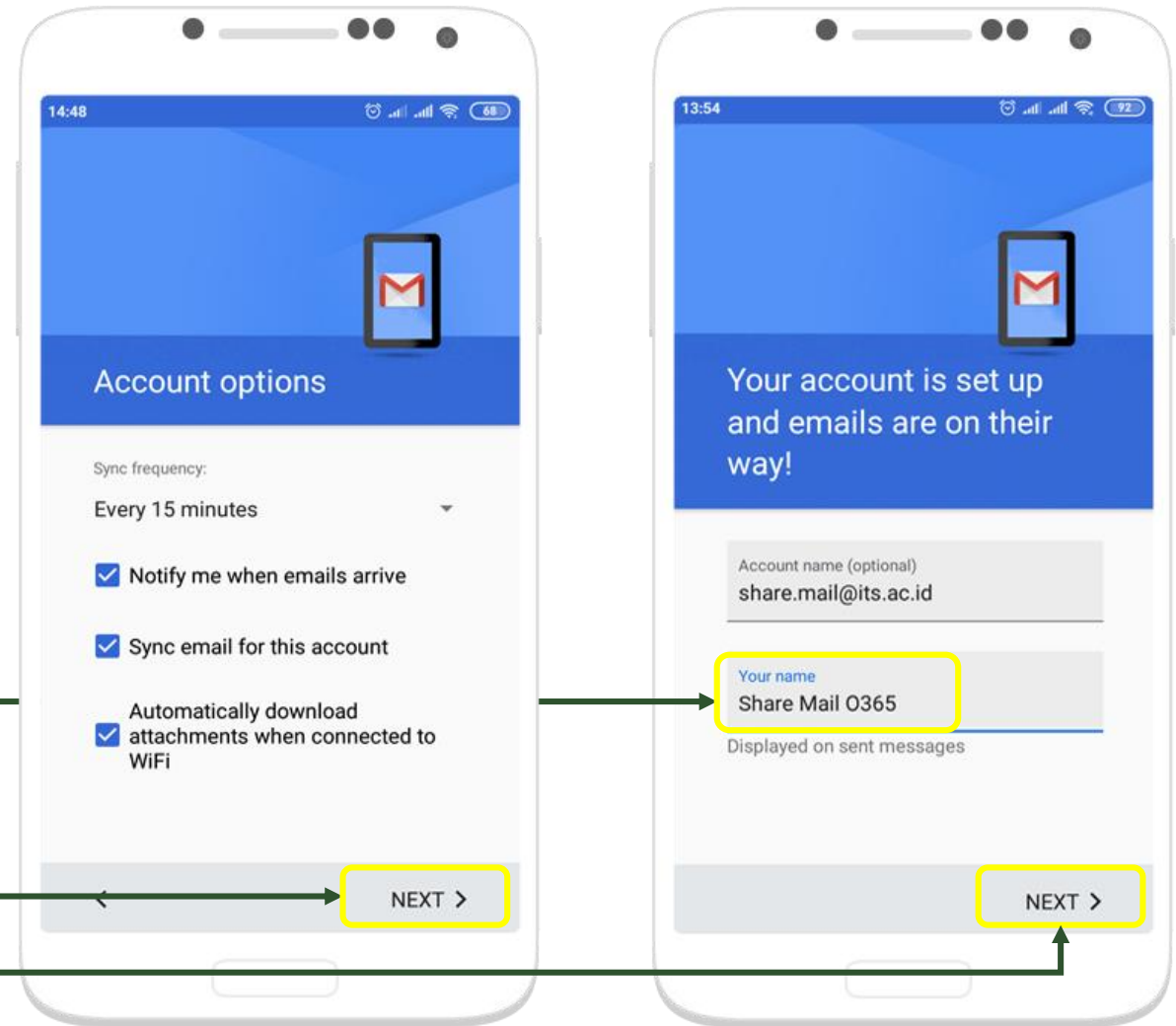
- Username : diisi dengan username office365 pribadi.
- Masukan smtp server *smtp.office365.com*.
- Klik next untuk pengaturan Outgoing (Email Keluar).
- Kemudian klik next.

Contoh :
Penulisan username =
rizkiitsacid@staff.integra.its.ac.id

The screenshot shows the 'Outgoing server settings' screen on an Android phone. The status bar at the top shows the time 14:47 and various icons. The screen has a blue header with the title 'Outgoing server settings'. Below the header, there is a toggle switch for 'Require sign-in' which is turned on. There are three input fields: 'Username' containing 'rizkiitsacid@staff.integra.its.ac.id', 'Password' with masked characters and an eye icon, and 'SMTP server' containing 'outlook.office365.com'. At the bottom right, there is a 'NEXT >' button. Green lines from the list on the left point to these fields: the first line points to the Username field, the second line points to the SMTP server field, and the third line points to the NEXT button.

Setting Nama Share mailbox

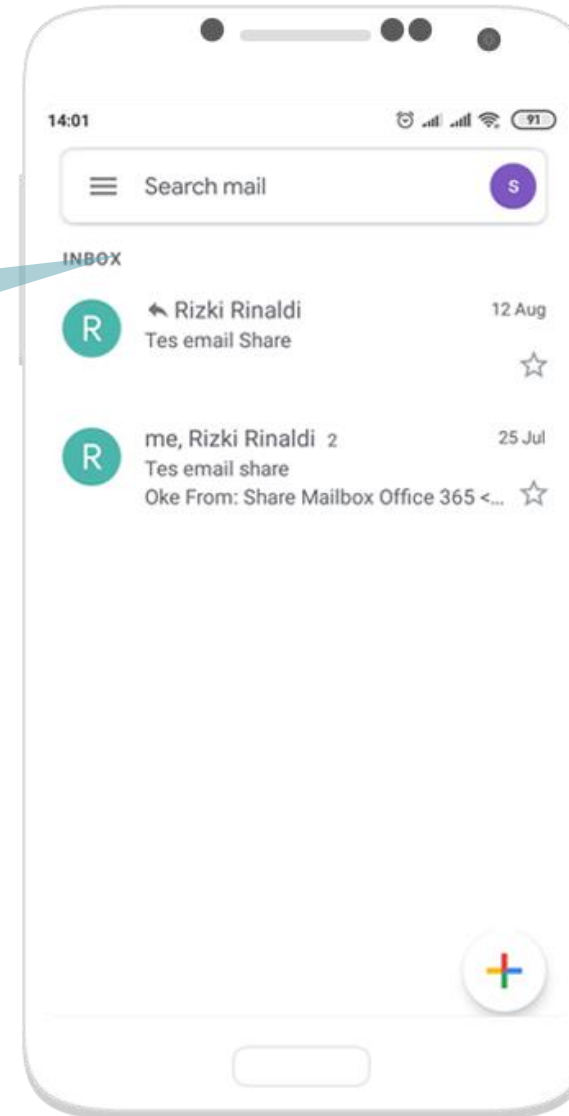
- Pengaturan akun tetap default dan klik next.
- Masukkan Your name dengan nama akun share mailbox misal : Nama jabatan, nama Unit, nama Jurnal dan lain-lain.
- Klik NEXT untuk selesai.



Share Mailbox Berhasil di Setting

Email Share mailbox Non Personal
O365 berhasil di buka di Mail Client
Gmail Android

Jangan lupa memastikan mengirim
email dan menerima sudah
berhasil.



Kontak Kami

Website : its.ac.id/dptsi
Keluhan/Permintaan : servicedesk.its.ac.id
Email : dptsi@its.ac.id
Telepon : (031) 5947270
Penanggung Jawab : Subdit Layanan Teknologi Sistem Informasi



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