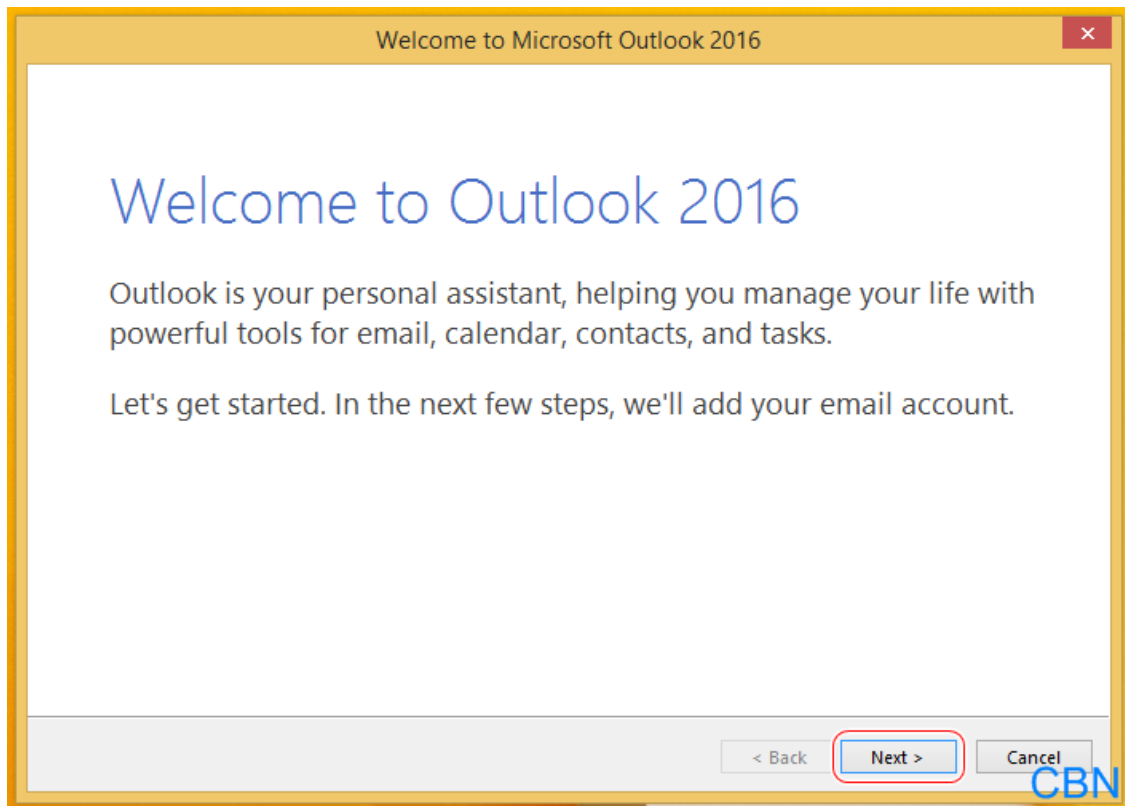


Panduan pengaturan email CBN untuk Ms. Outlook 2013/2016

CBN email setup guideline for Ms. Outlook 2013/2016

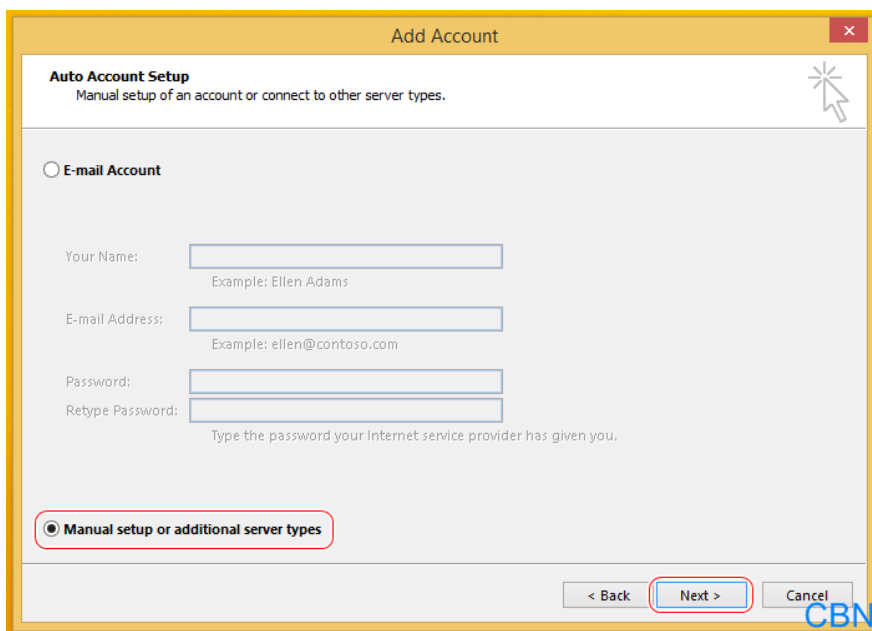
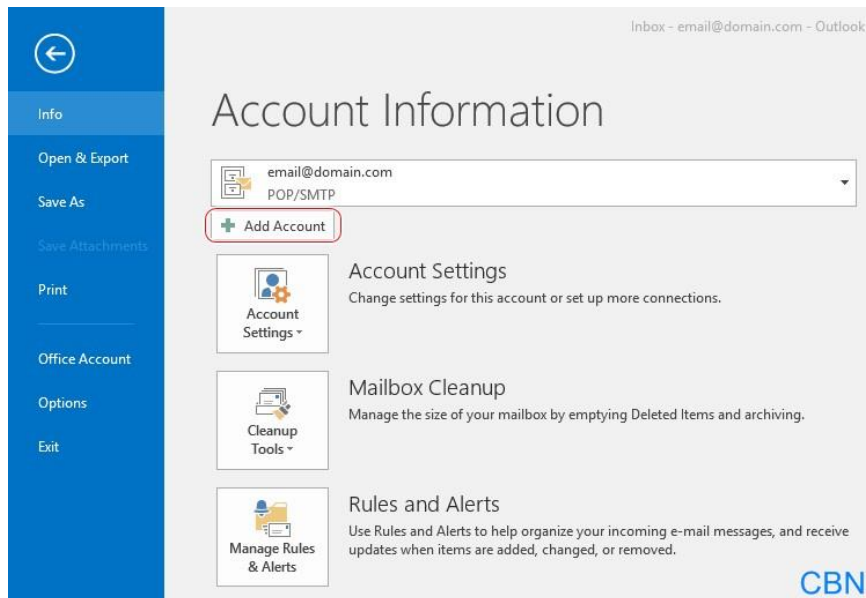
1. Apabila Anda baru pertama kali membuka Ms. Outlook 2016, klik **Next** – pilih **Yes** – **Next** – cek kotak pilihan **Manual setup or additional server types** – **Next** dan ikuti panduan nomor 3.

*If this is the first time you run Ms. Outlook 2013, click **Next** – choose **Yes** – **Next** – check the option **Manual setup or additional server types** – **Next** and go to step number 3.*



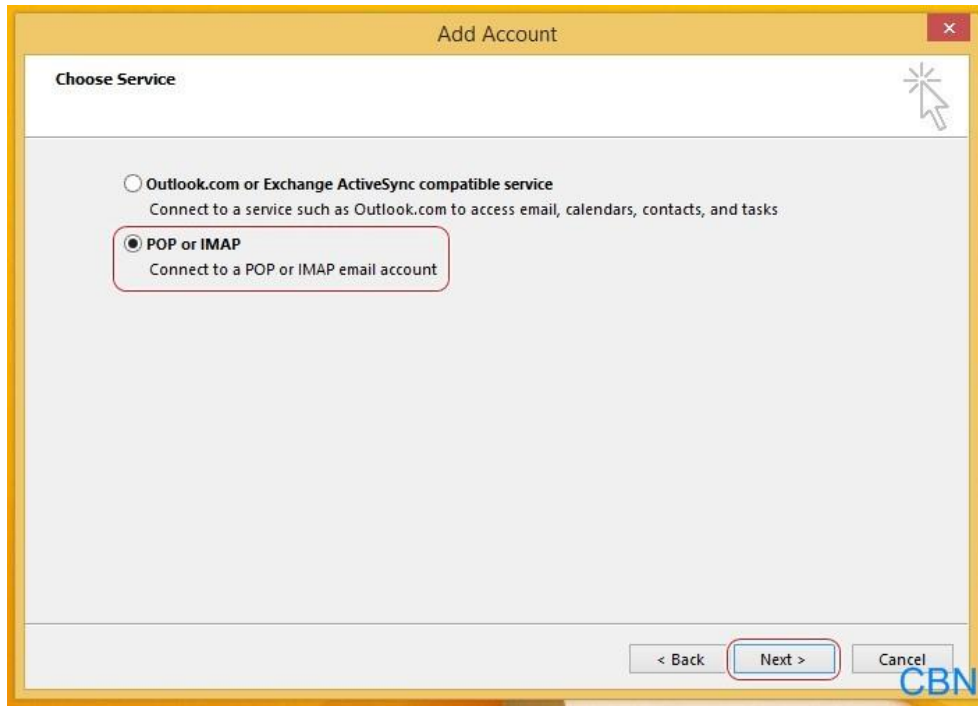
2. Jika Anda telah membuka Ms. Outlook sebelumnya, klik **File – Info – Add Account – Manual setup or additional server types**, kemudian klik **Next**.

*If you opened Ms. Outlook before, click **File – Info – Add Account – Manual setup or additional server types**, then click **Next**.*



3. Pilih **POP or IMAP** – Next.

Choose **POP or IMAP** – Next.



- Masukkan informasi dibawah ini, kemudian klik **More Settings**.

Fill in the information below, then click **More Settings**.

Your Name : your display name

E-mail Address : your email address

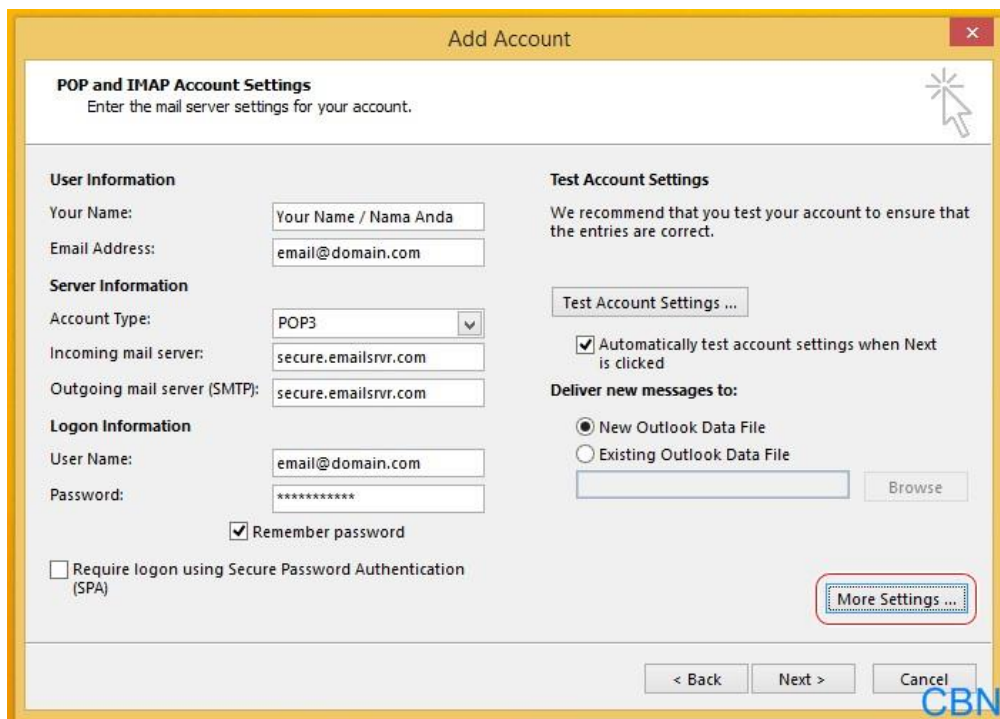
Account Type : POP3

Incoming mail server : secure.emailsrvr.com

Outgoing mail server (SMTP) : secure.emailsrvr.com

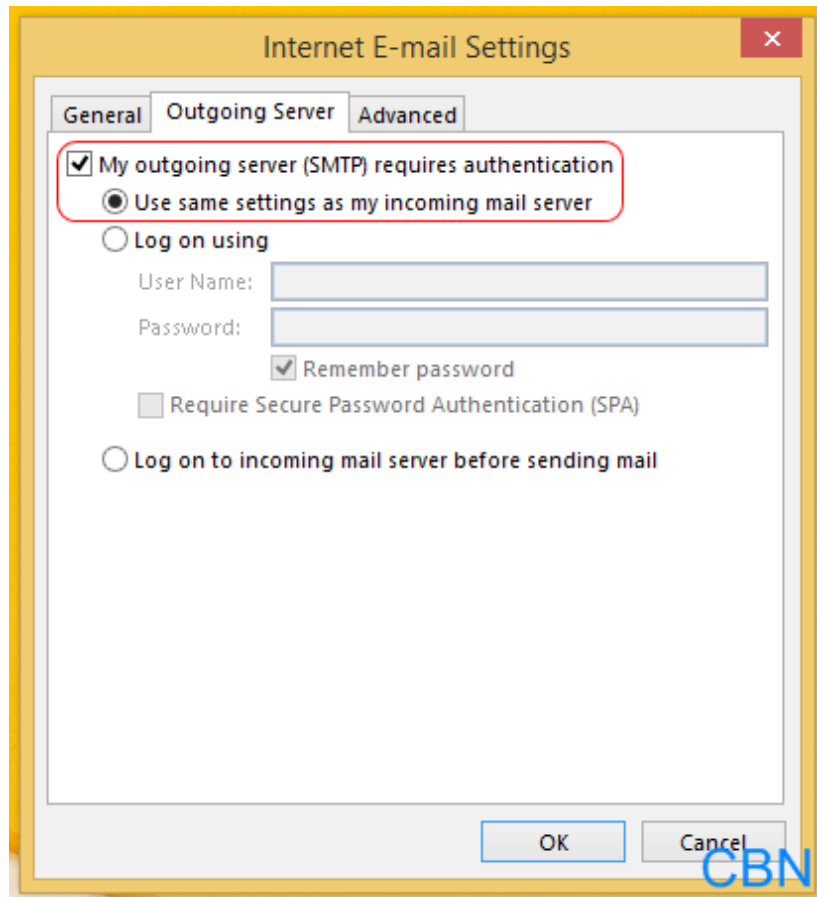
User Name : your email address

Password : your email password



5. Pilih tab **Outgoing Server** dan cek kotak pilihan **My outgoing server (SMTP) requires authentication**, kemudian pilih tab **Advanced**.

*Choose Outgoing Server tab and check the option **My outgoing server (SMTP) requires authentication**, then choose **Advanced** tab.*



6. Masukkan informasi dibawah ini, kemudian klik **OK**.

*Fill in the information below, then click **OK**.*

Incoming server (POP3) : 995

*check the option **This server requires an encrypted connection (SSL)***

Outgoing server (SMTP) : choose one 587 / 465

Use the following type of encrypted connection : Auto/TLS (587) / SSL (465)

Opsi tambahan :

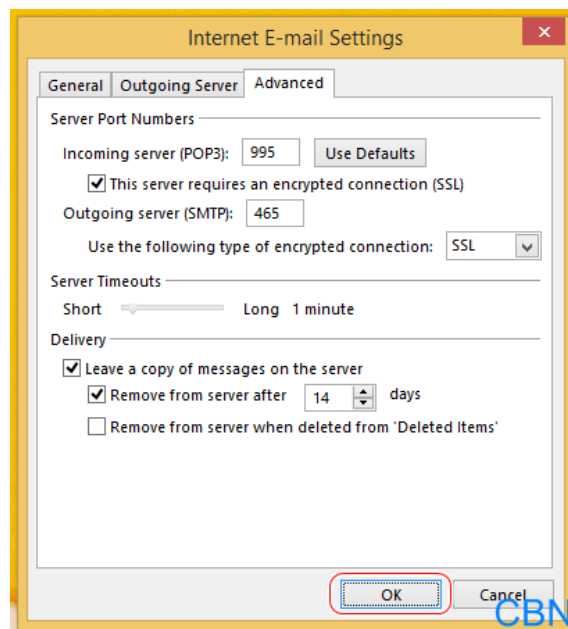
Jika Anda mengakses email ini dari beberapa perangkat secara bersamaan, disarankan untuk memilih opsi **Leave a copy of messages on server**.

Serta untuk menghindari penuhnya mailbox, disarankan untuk memilih opsi **Remove from server after [] day(s)**. Pengisian hari dapat disesuaikan dengan rutinitas email Anda.

Optional :

*If you access this email with several devices at the same time, it is recommended to check the option **Leave a copy of messages on server**.*

*And to avoid full mailbox, it is recommended to check the option **Remove from server after [] day(s)**. The number of days can be adjusted to your email routines.*



7. Klik **Next** maka akan muncul tab **Test Account Settings** untuk mengetes penerimaan dan pengiriman email. Pastikan hasil yang tertera adalah **Status Completed**, kemudian klik **Close** dan **Finish**.

*Click **Next** then it will display tab **Test Account Settings** to test reception and delivery of mail. Make sure the result is **Status Completed**, then click **Close** and **Finish**.*

