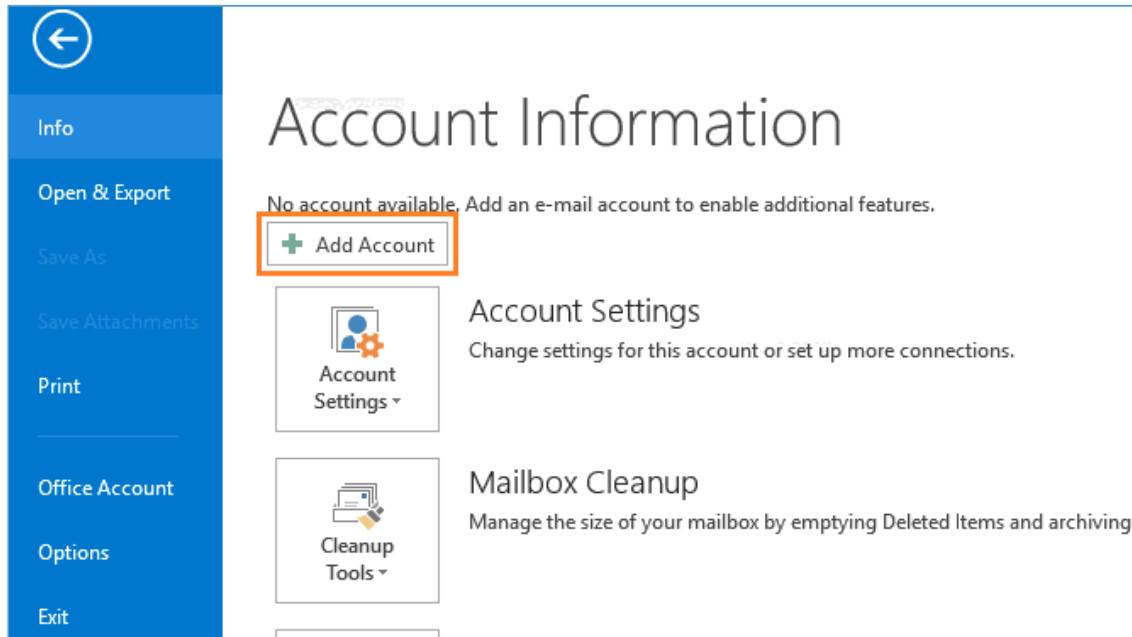


Panduan Pengaturan Gmail UB untuk Aplikasi Outlook

Berikut cara memasukkan akun Gmail UB ke Microsoft Outlook 2013 dan 2016.

1. Dari Microsoft Outlook, klik **File > Info > Add Account**

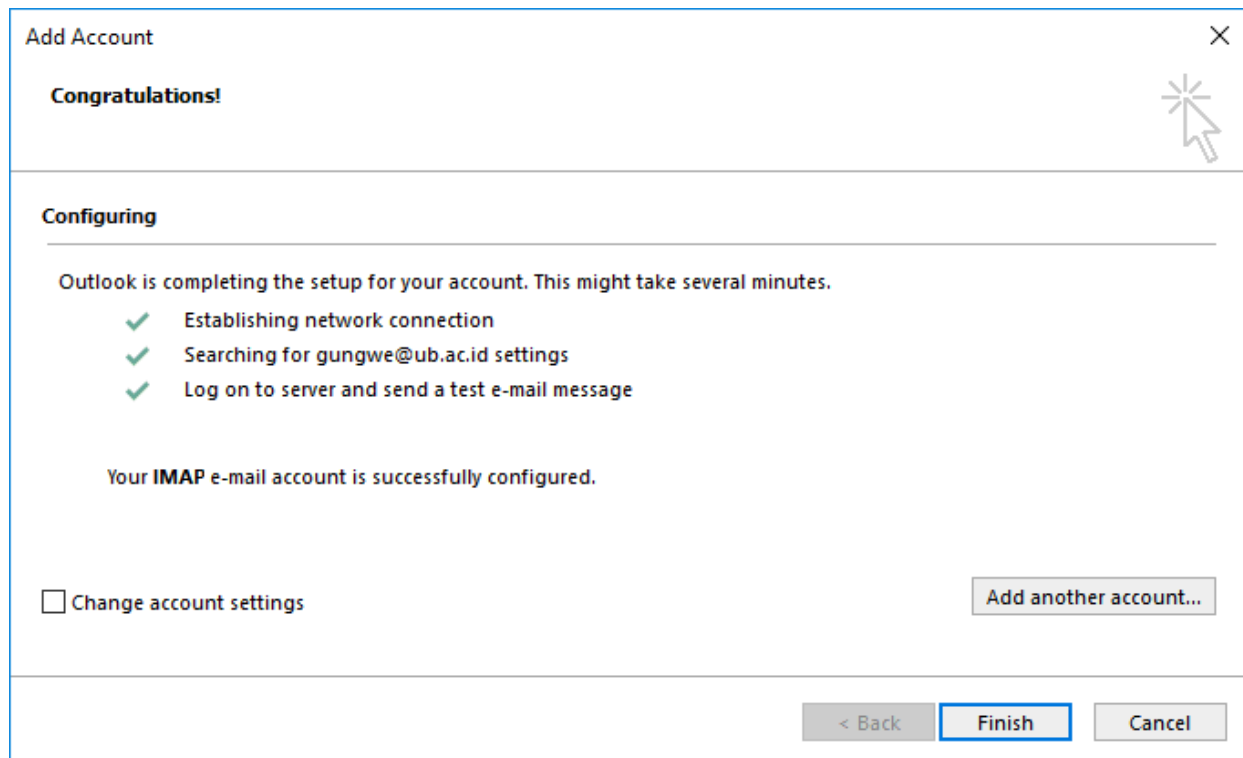


2. Masukkan nama, alamat email UB, kemudian password Anda dua kali. Setelah itu klik **Next** dan tunggu proses konfigurasi email sampai selesai selama beberapa menit.

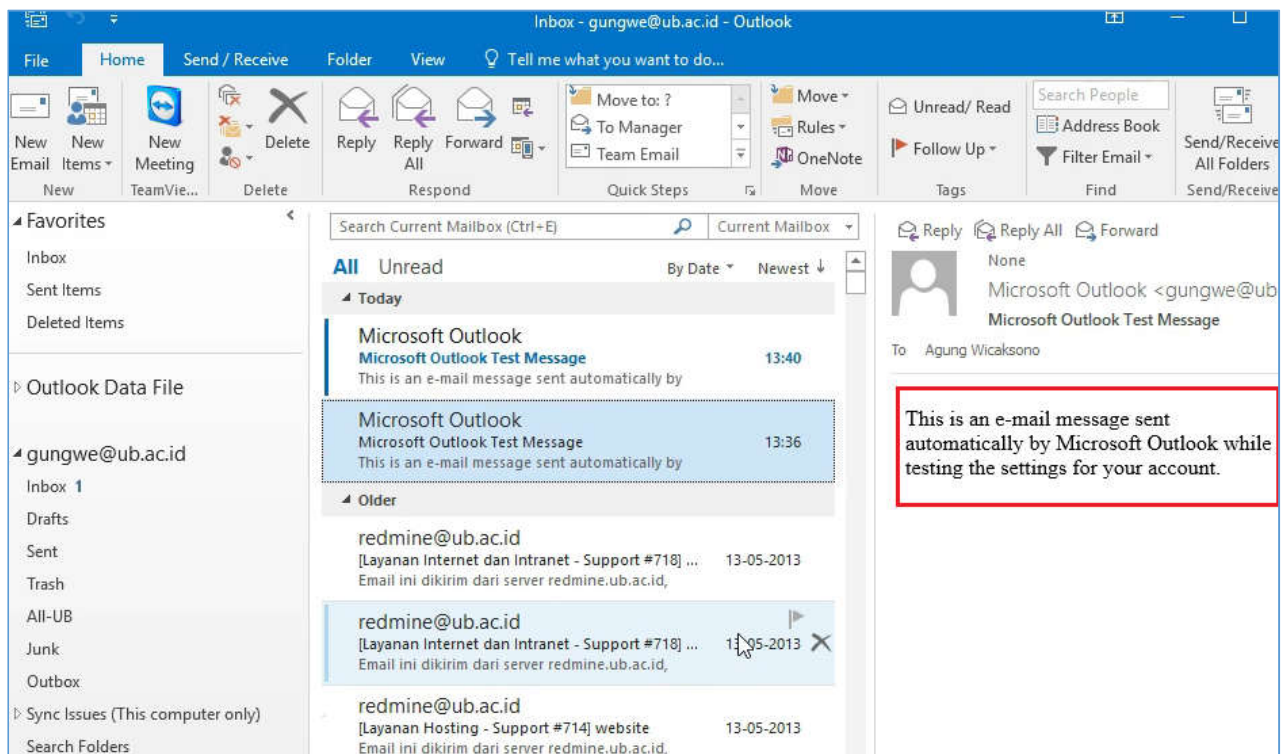
The screenshot shows the Outlook 'Add Account' dialog box. The title bar reads 'Outlook Today - Outlook'. The ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Tell me what you want to do...'. The left sidebar shows 'New Email', 'New Items', 'Favorites' (Inbox, Sent Items, Deleted Items), and 'outlook da' (Inbox, Drafts, Sent Items, Deleted Items, Junk E-mail, Outbox, RSS Feeds, Search Folders). The main area is titled 'Add Account' and contains the following elements:

- Auto Account Setup**: Outlook can automatically configure many email accounts.
- E-mail Account** (selected):
 - Your Name: Agung Wicaksono (Example: Ellen Adams)
 - E-mail Address: gungwe@ub.ac.id (Example: ellen@contoso.com)
 - Password: [masked]
 - Retype Password: [masked] (Type the password your Internet service provider has given you.)
- Manual setup or additional server types** (unselected)
- Buttons: < Back, Next >, Cancel

3. Setelah konfigurasi selesai dan sukses, klik **Finish**.



4. Selanjutnya Anda akan menerima email uji coba dari Outlook. Kemudian Outlook sedang melakukan sinkronisasi inbox. Anda tinggal menunggu sinkronisasi selesai dan bisa menggunakan Outlook.



Informasi lebih lanjut:

Hubungi Helpdesk UPT TIK

Gedung Rektorat Lt. 2 Universitas Brawijaya, Malang
Telp. (0341) 551611 ext. 134 langsung 0341 575878
Email: [helpdesk\[at\]ub.ac.id](mailto:helpdesk[at]ub.ac.id)
Twitter: [@UB_IT](https://twitter.com/UB_IT)