Panduan Untuk Mengganti Email Lama ke Email Baru Pada Outlook Express

- Klik "start" pada bagian kiri bawah layar Anda, kemudian arahkan kursor Anda pada "program", lalu klik di bagian "Outlook Express". Atau secara singkat, klik tanda pada desktop Anda.
- Setelah mengikuti langkah no.1, akan ada tampilan awal Outlook Express pada layar komputer Anda, yaitu seperti gambar dibawah ini. Kemudian silahkan klik "Tools" pada kolom menu dibagian atas Outlook Express seperti yang ditunjukkan pada gambar berikut ini.

🕼 Outlook Express - lintang	
File Edit View Tools Message	Help
Create Mail Send/Recv Address	es Find
🕏 Outlook Express	
Folders	Outlook
Cutlook Express	Evproce
E Cocal Folders	CAPICSS for lintang
read	E-mail
- Cutbox	
Sent Items	
Drafts	There are <u>2 unread Mail</u> messages in your Inbox
E- C Helpdesk (2)	
data karyawan	
- C done handling	🕩 Create a <u>new Mail message</u>
read	
ticket rpangesti	Devel Mail
	Kead Mail
	Newsgroups
	Contacts

3. Langkah berikutnya adalah pilih dan klik "Email Accounts" dalam menu Tools tersebut, seperti yang ditunjukan pada gambar dibawah ini.

🗐 Outlook Express -	lintang			
File Edit View	Tools Message	Help		
	Send and Receiv	/e I	•	
Create Mail Sen	Synchronize All			
😂 Outlook Ex	Synchronize Fol Mark for Offline	der)		
Folders	Address Book	Ctrl+Shift+B		
Outlook Express	Add Sender to A	ddress Book	for lintang	
	Message Rules)		
👘 ITD mili	Windows Messe	nger)		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
- 🖾 lintang	My Online Statu	ş)		
C read	Accounts			
Sent Items	Options	-	unread Mail messages in your Inbox	
🛛 🎯 Deleted Iten	ms			
- 🕼 Drafts		Creat	e a <u>sew Mail message</u>	
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- Va data kar	ryawan	Read Mai	1	and the second s
i cone na	a rolling			
E- 🖾 ticket				
Licke	et rpangesti	Newsgroups		
		Set up a	Newsgroups account	
				-
		Contacts		1
				10
		III cree	the Address Bask	
		Den Open	the Address Dook	
		(Pa)		
		Find I	People	
		When Outlook Ever	ess starts, an directly to roy Johoy	
		I when Outdock Expr	ess starts, go unecuy to my Indox.	

4. Setelah di klik, maka akan tampil menu Internet Accounts, lalu (1) pilih tab Mail (2) pilih mail (default) yang akan diganti atau dihapus, (3) Pilih menu Remove

Account 🗸	Туре	Connection	Remove
Helpdesk	mail mail (default)	Any Available Any Available	Properties
K	(1)		Set as Defaul
			Import
	(2)	(3)	Export
	~ -7		Set Order

- 5. Selanjutnya , masih pada menu Internet Accounts, klik "Add"
- Ialu klik "Mail"



maka akan tampil menu Internet Connection Wizard, lalu

(1) ketik nama Email yang Anda mau pada kolom Display Name,

(2) klik "next" seperti gambar berikut :

ernet Connection Wizard	
Your Name	
When you send e-mail, y Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
Display name:	Rayindha Lintang Pangesti For example: John Smith
(1)	
	(2)
	< Back Next > Cancel

6. Pada Internet Connection Wizard (1) Ketik alamat email yang biasa orang gunakan untuk mengirim email kepada Anda, (contoh : <u>rpangesti@rpxholding.com</u>) (2) klik "**next**" :



7. Setting Email Server Names Anda seperti berikut, dan klik "Next

ernet Connection Wizard	
E-mail Server Names	No. of the second se
My incoming mail server is a POP	² 3 server.
Incoming mail (POP3, IMAP or HTT)	P) server:
mails.rpxholding.com	
An SMTP server is the server that is Outgoing mail (SMTP) server:	s used for your outgoing e-mail. (2)
smtp.rpxholding.com	
	<back next=""> Cancel</back>

8. Isi Account name (contoh: rpangesti@rpxholding.com) dan Password (password standard adalah yang kami berikan ,password email ini sama dgn password yang digunakan utk membuka webmail) , klik "Next".

ternet Mail Logon	بالح
temet Mail Logon	
Type the account nar	me and password your Internet service provider has given you.
Account name:	Irpangesti
Provinced	
Fassword.	Remember password
If your Internet service p (SPA) to access your m Authentication (SPA)' cl	provider requires you to use Secure Password Authentication ail account, select the "Log On Using Secure Password heck box.
If your Internet service p (SPA) to access your m Authentication (SPA)' ch Log on using Secure	provider requires you to use Secure Password Authentication ail account, select the "Log On Using Secure Password heck box. e Password Authentication (SPA)
If your Internet service p (SPA) to access your m Authentication (SPA)' ch Log on using Secur	provider requires you to use Secure Password Authentication ail account, select the "Log On Using Secure Password heck box. e Password Authentication (SPA)
If your Internet service p (SPA) to access your m Authentication (SPA)' ch	provider requires you to use Secure Password Authentication ail account, select the "Log On Using Secure Password heck box. e Password Authentication (SPA)

9. Setelah mengikuti langkah no.8, maka akan muncul tampilan seperti dibawah ini. Silakan klik "Finish".



10. Setelah Finish akan muncul tampilan seperti gambar dibawah ini, kemudian klik "Properties".

ernet Accounts			?
All Mail N	ews Directory Ser	vice	Add I
Account	Туре	Connection	Remove
Relpdesk	mail	Any Available	Properties
			Set as Default
			Import
			Export
			Set Order
			Close

11. Anda dapat melengkapi User information pada Menu General seperti contoh berikut :

mails.rpxholding	j.com Properties	? ×
General Servers	Connection Security Advanced	
Mail Account		
Type th servers Server'	e name by which you would like to refer to For example: "Work" or "Microsoft Mail	these
mails.rpxholding).com	
User Information -		
Name:	Rayindha Lintang Pangesti	
Organization:	rpxholding	
E-mail address:	rpangesti@rpxholding.com	
Reply address:	rpangesti@rpxholding.com	
Include this ac	count when receiving mail or synchronizing	
	OK Cancel A	pply

12. Klik Menu Servers dan 1). Lengkapi setingannya seperti gambar dibawah ini, kemudian 2). Tandai 🔽 pada "My server requires authentication", selanjutnya 3). Klik OK.

Server Information		-
My incoming mail serv	erisa POP3 server.	
Incoming mail (POP3):	mails.rpxholding.com	K
Outgoing mail (SMTP)	smtp.rpxholding.com	171 20
Incoming Mail Server —		
Account name:	rpangesti	
Password:	•••••	
	Remember password	
🗖 Log on using Sect	ne Fassword Authentication	
Outgoing Mail Server —		
My server requires	authenticationSet	tings
7 (3)		

13. Berikutnya akan keluar tampilan seperti berikut, dan klik

Account	Tupe	Connection	- Remove
Recount Realintang	mail (default)	Any Available	Properties
			Set as Default
			Import
			Export
			Set Order

Setelah mengikuti langkah no.13, tampilan layar komputer Anda akan kembali ke tampilan awal Outlook Express dan dengan demikian proses **mengganti email RPX pada Outlook Express** Anda telah selesai.

Selamat Mencoba !!