



## Panduan Konfigurasi Setting Manual Outlook Anywhere

Versi Dokumen : 1.0

-Infynys System Indonesia-

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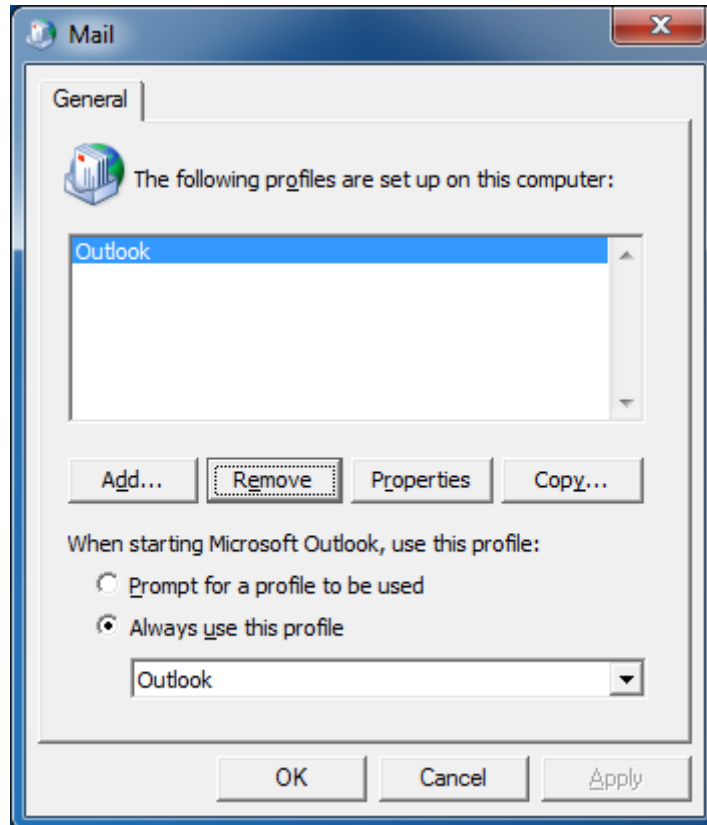
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## Panduan Konfigurasi Setting Manual Outlook Anywhere

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Berikut merupakan panduan untuk melakukan setting manual outlook anywhere di windows 7 untuk outlook(2007 dan 2010):

- Klik *Start (kiri bawah)* --> *Control Panel* --> *Mail* --> **Show Profiles**
  1. klik **Add**.



Gambar 1

2. di **Profile Name** box, isi nama profil (boleh apapun, Contoh: Outlook Anywhere) lalu klik **OK**.

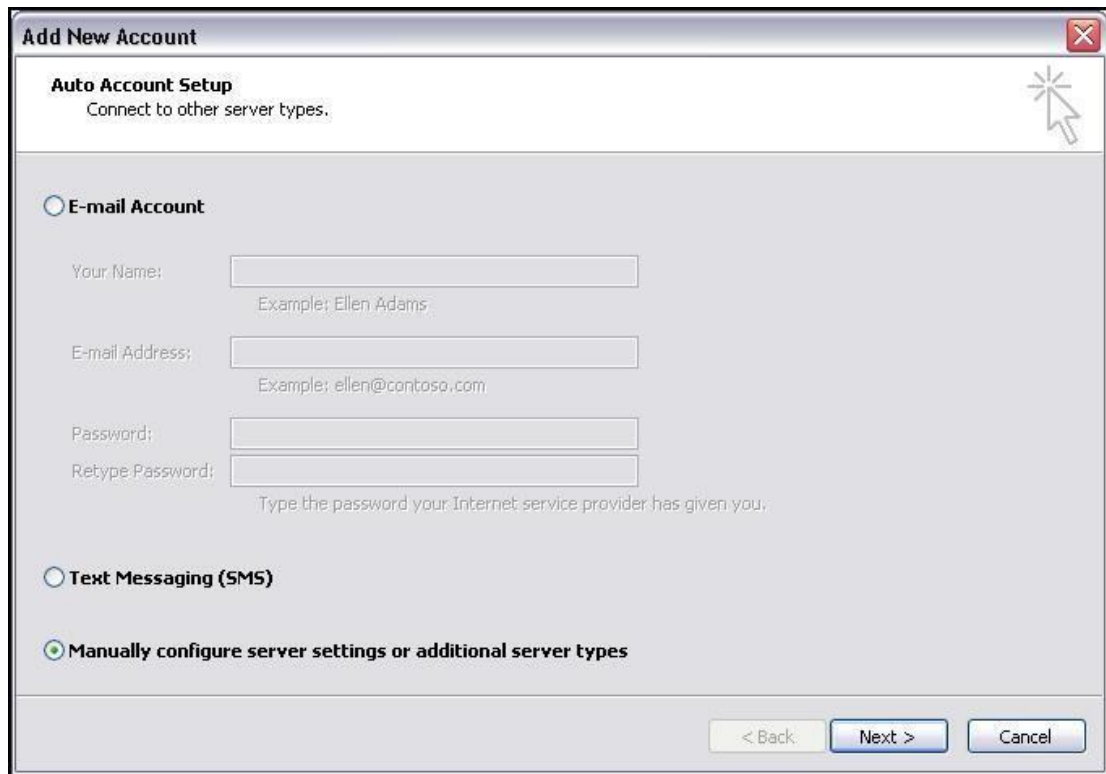


Gambar 2

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3. klik **Manually configure server settings or additional server types** lalu klik **Next**.



**Add New Account**

**Auto Account Setup**  
Connect to other server types.

☐ **E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

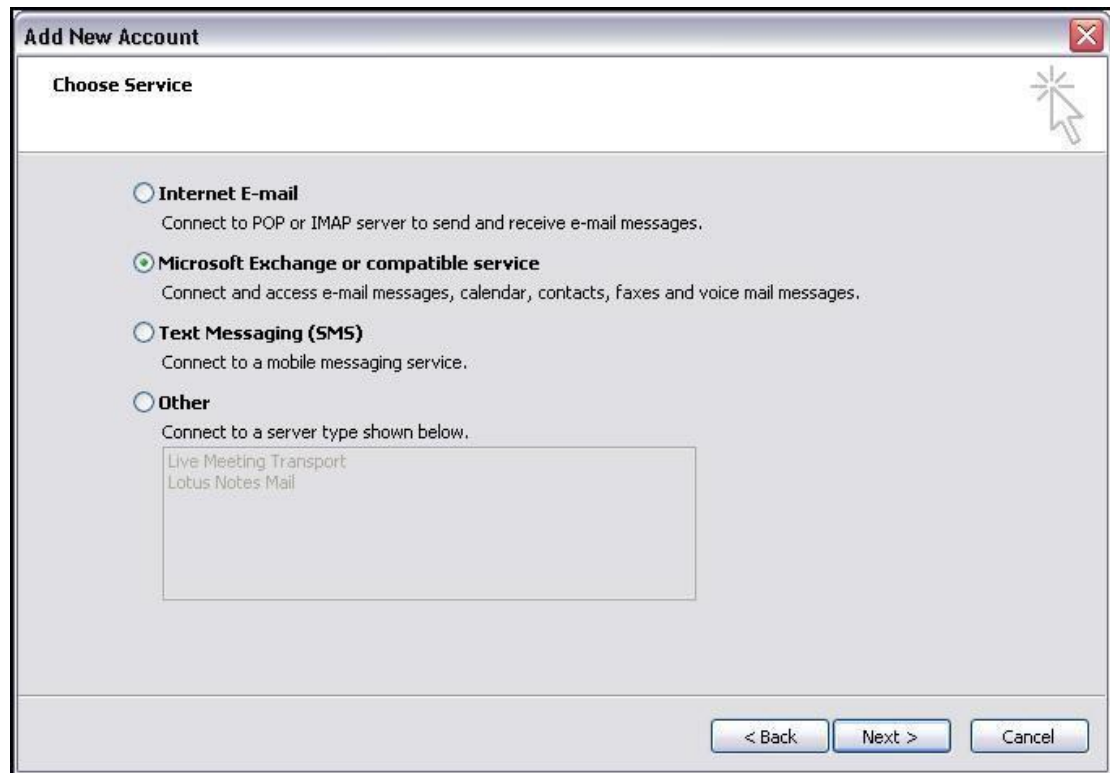
☐ **Text Messaging (SMS)**

☒ **Manually configure server settings or additional server types**

< Back   Next >   Cancel

Gambar 3

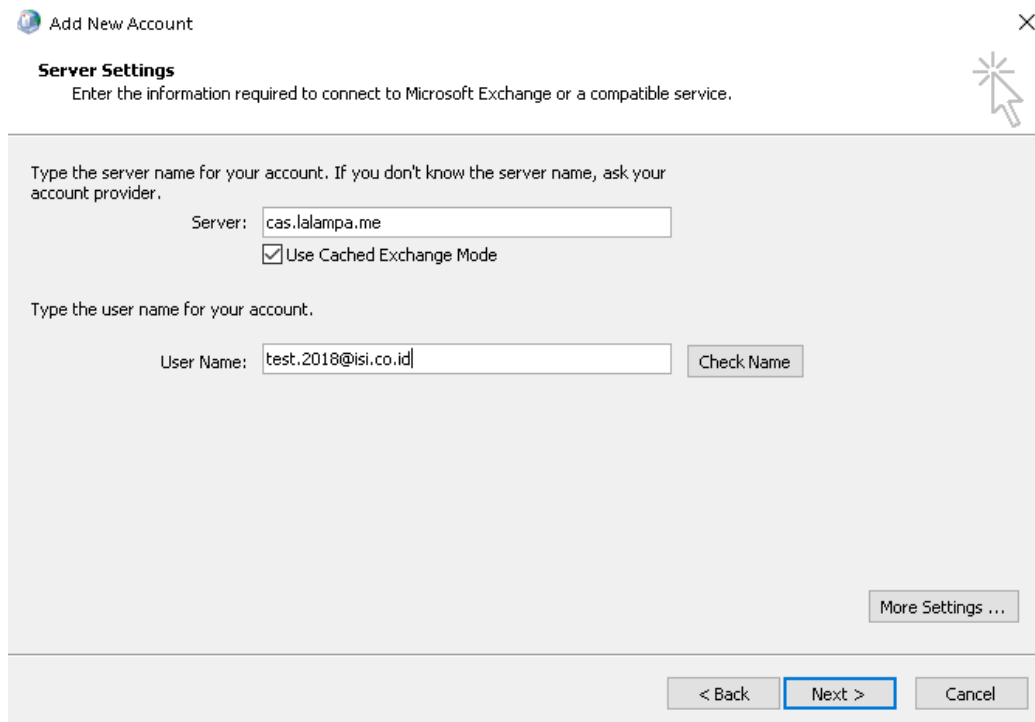
4. klik **Microsoft Exchange or compatible service** lalu klik **Next**.



Gambar 4

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5. Di dalam **Server** box, ketik *cas.lalampa.me*. Di dalam **User Name** box, ketik *email user*(disesuaikan). Klik **More Settings**.



Add New Account

**Server Settings**  
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

☒ Use Cached Exchange Mode

Type the user name for your account.

User Name:

Gambar 5

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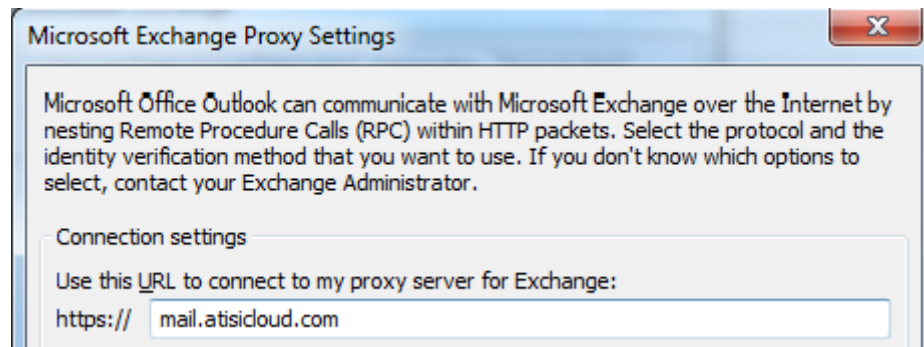
6. Klik **Connection** tab. Pilih **Connect to Microsoft Exchange using HTTP** pada pilihan 'check box' lalu klik **Exchange Proxy Settings**.



Gambar 6

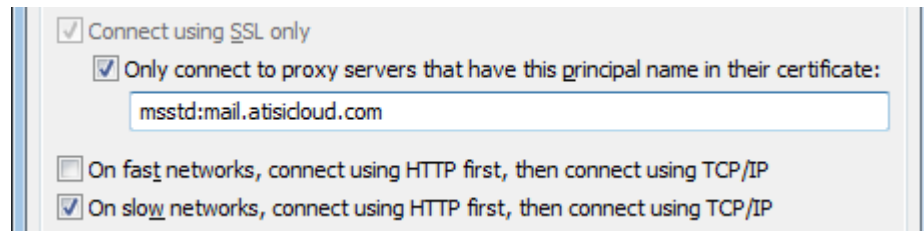
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7. Di 'https://' textbox, ketik *mail.atisicloud.com*,



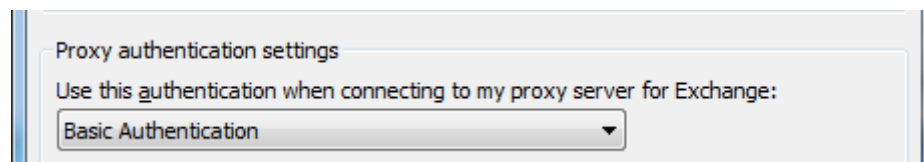
Gambar 7a

Pilih **connect using SSL only** lalu pilih juga **Only connect to proxy servers that have this principal name in their certificate:** Ketik di dalam box *msstd:mail.atisicloud.com* lalu pilih checkbox juga di **On slow networks, connect using HTTP first, then connect using TCP/IP**



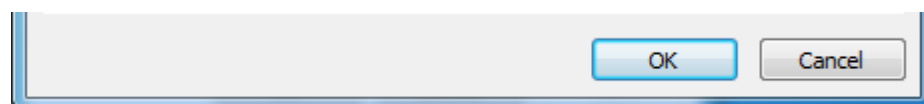
Gambar 7b

setelah itu di **Use this authentication when connecting to my proxy server for Exchange** menu, dropdown listnya lalu pilih **Basic Authentication**.



Gambar 7c

Klik **OK**.



Gambar 7d



8. klik **OK** lagi.

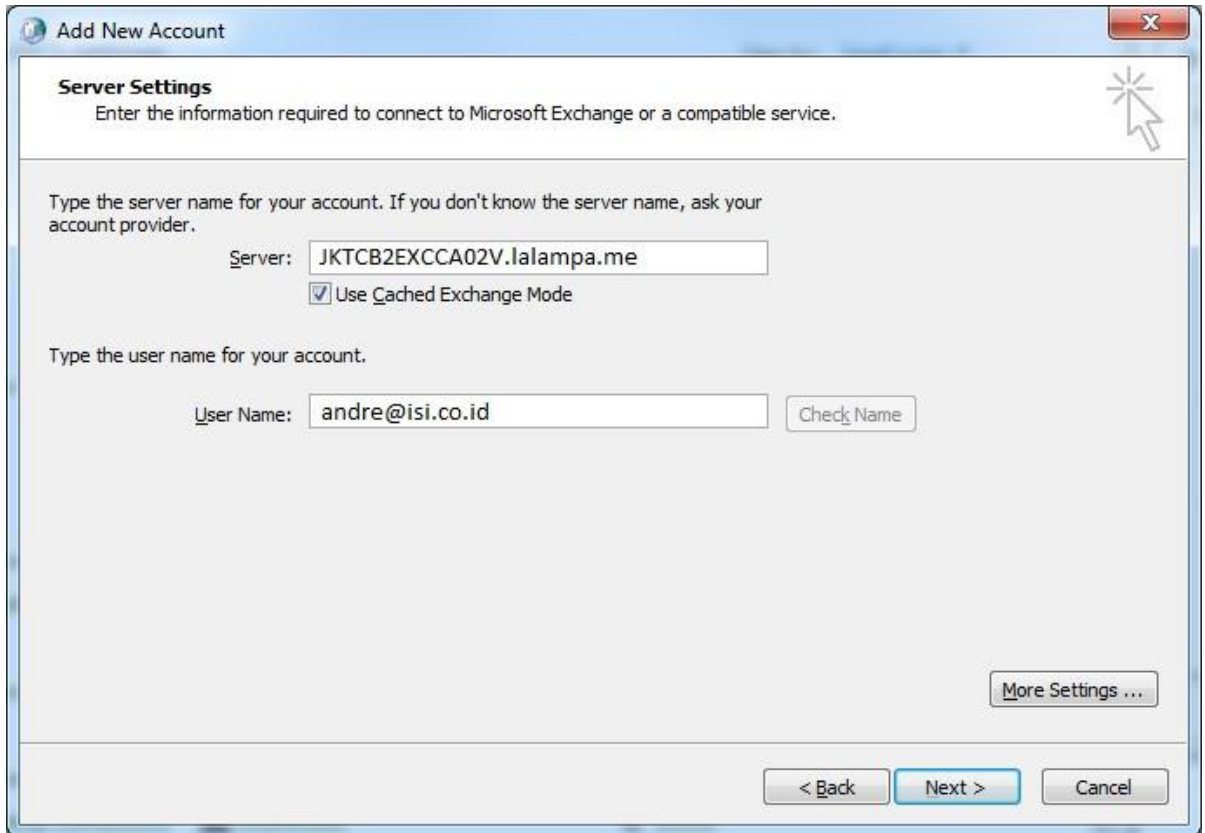


Gambar 8

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9. Klik **Check Name**. Bila muncul credential silahkan masukkan credential untuk user tersebut. Setelah system selesai 'check', klik **Next**.



The screenshot shows the 'Add New Account' window with the 'Server Settings' tab selected. The window title is 'Add New Account'. Below the tab, it says 'Enter the information required to connect to Microsoft Exchange or a compatible service.' The 'Server' field is populated with 'JKTCB2EXCCA02V.lalampa.me' and the 'Use Cached Exchange Mode' checkbox is checked. The 'User Name' field is populated with 'andre@isi.co.id'. A 'Check Name' button is located to the right of the 'User Name' field. At the bottom right, there is a 'More Settings ...' button. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

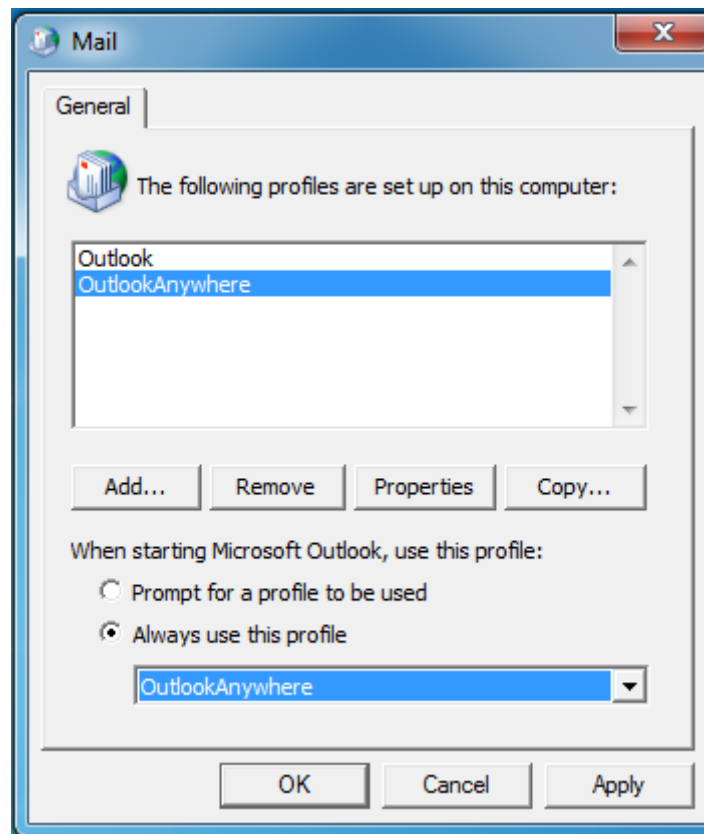
Gambar 9

10. Klik **Finish**.



Gambar 10

11. klik **Always use this profile** lalu cari profile yang baru dibuat. Klik **OK**.



Gambar 11