

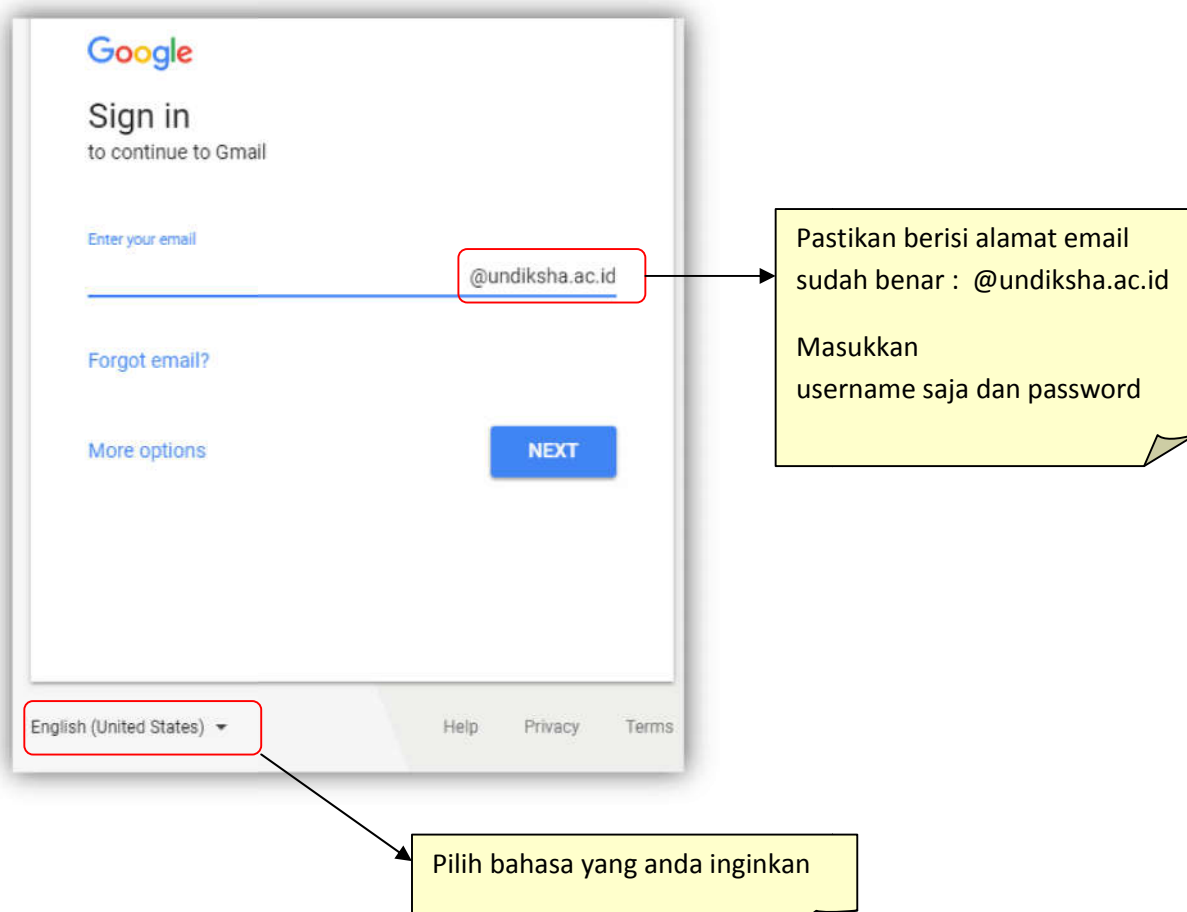
PANDUAN PENGGUNAAN EMAIL UNDIKSHA

TAHUN 2018

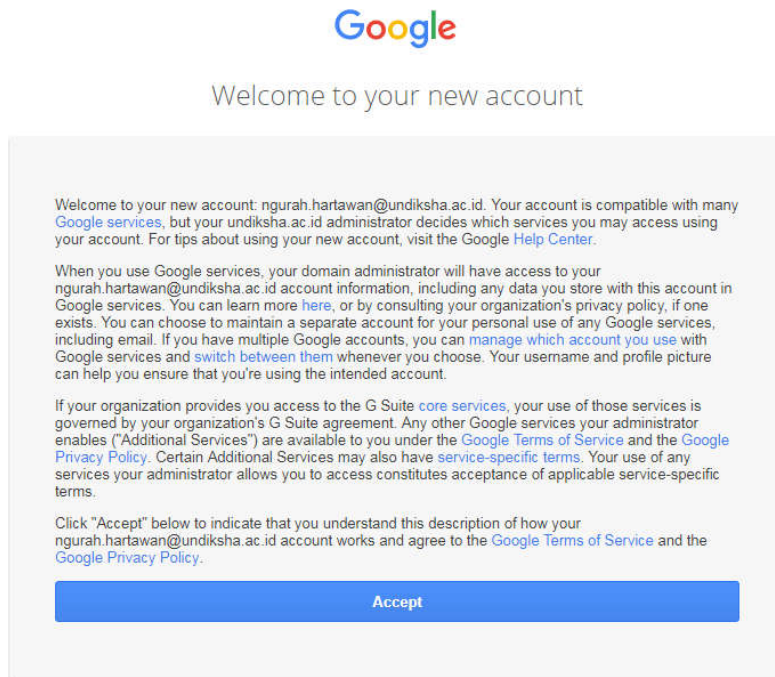
Sehubungan dengan usaha peningkatan layanan email di Universitas Pendidikan Ganesha terutama pada penanganan email spam dan stabilitas koneksi, maka telah kami mengalihkan server layanan ke server baru (powered by Google). Untuk mengakses mailbox di server baru tersebut, dibutuhkan akses tersendiri. Oleh sebab itu kami telah membuat password acak bagi setiap pengguna, yang nantinya dapat diubah oleh pengguna.

Berikut adalah langkah-langkah yang dapat dilakukan untuk mengakses mailbox email Undiksha untuk pertama kali:

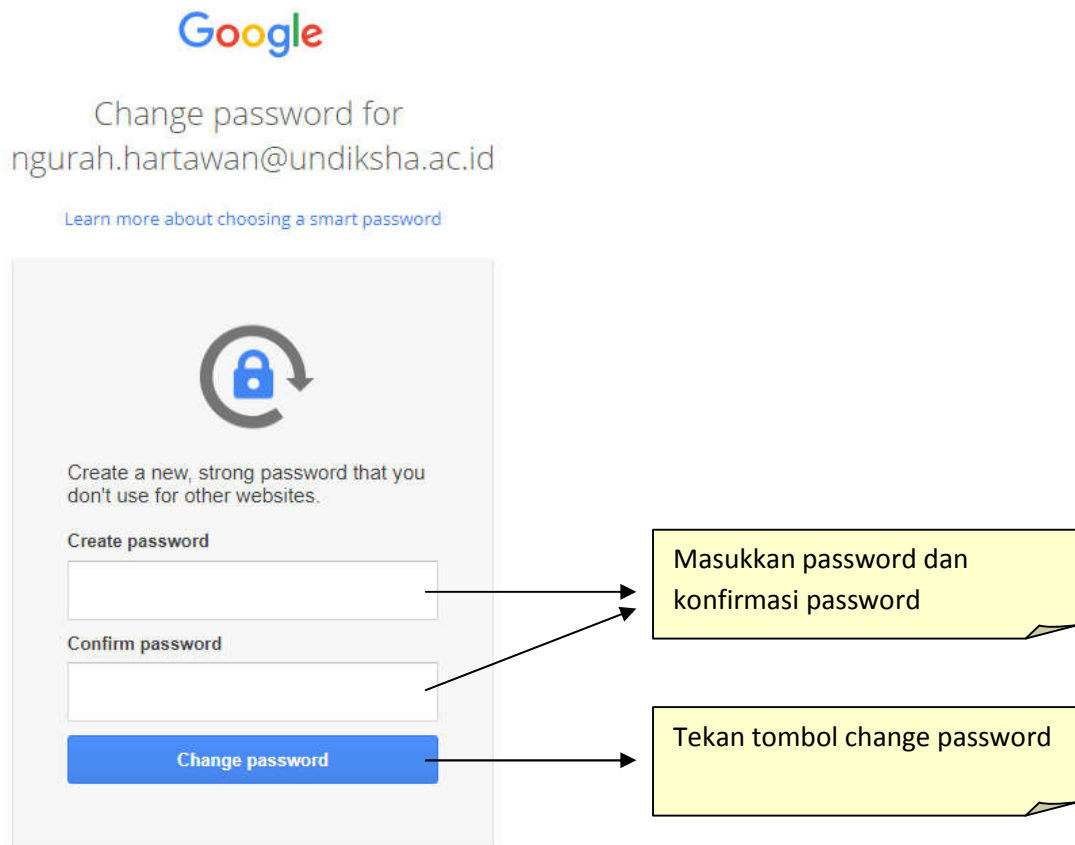
1. Login melalui laman : mail.undiksha.ac.id



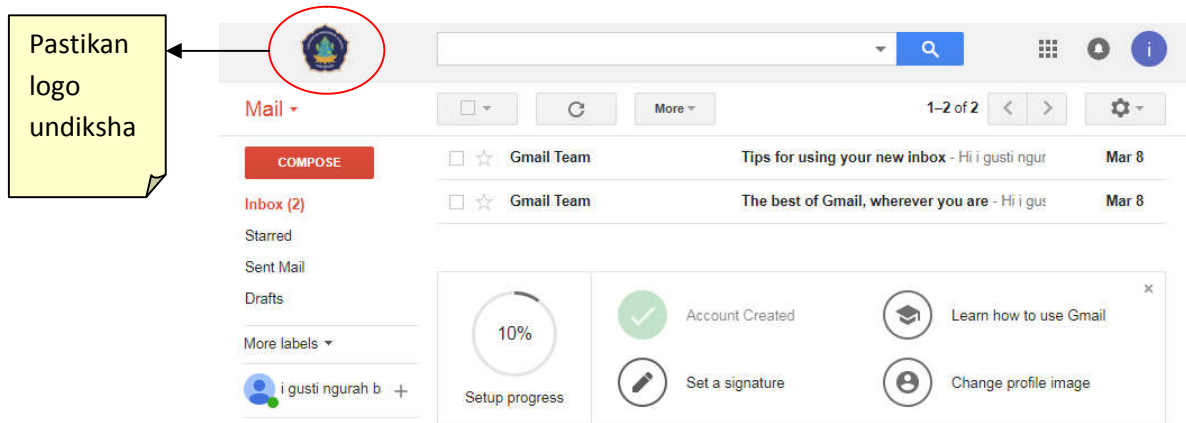
2. Ucapan selamat datang akan tampil, kemudian tekan tombol **ACCEPT**



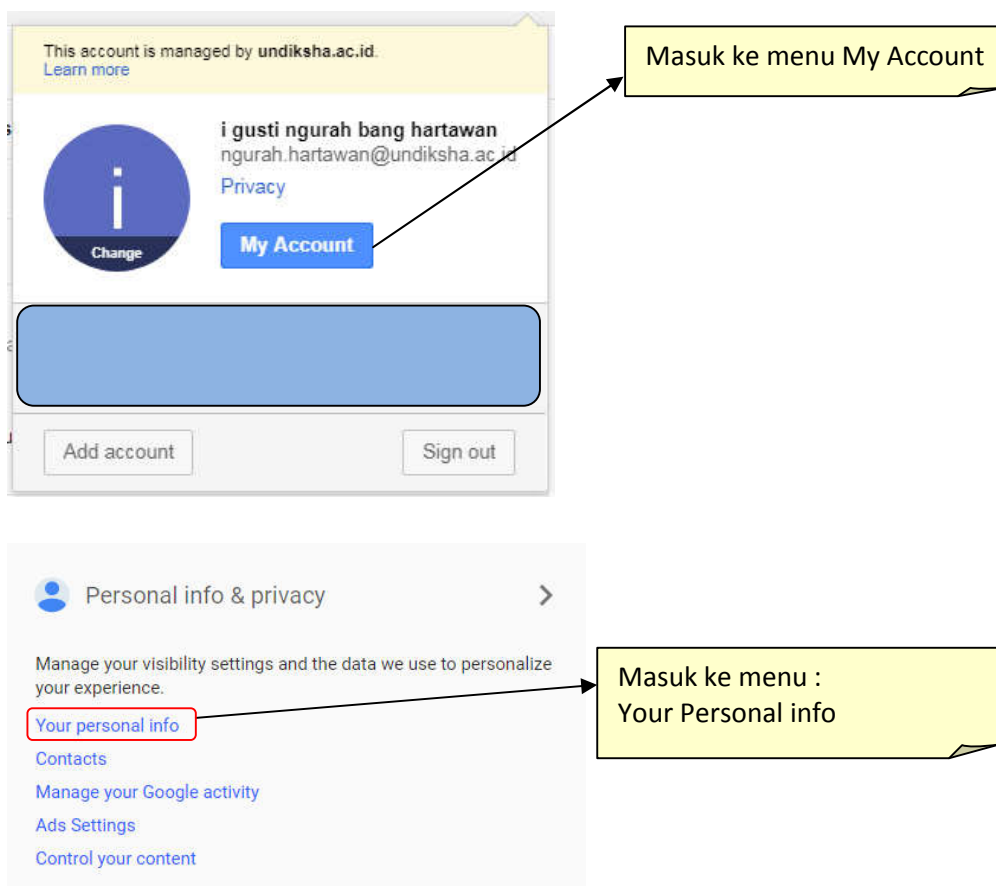
3. Jika belum pernah login , anda akan diminta untuk mengganti password agar lebih aman dan mudah diingat, tolong dicatat dan disimpan baik-baik, jangan sampai hilang dan lupa.



4. Email @undiksha.ac.id anda siap digunakan



5. Daftarkan Nomer Handphone anda untuk jaga-jaga jika terjadi lupa password



Your personal info

Manage this basic information – your name, email, and phone number – to help others find you on Google products like Hangouts, Gmail, and Maps, and make it easier to get in touch.

Name
i gusti ngurah bang hartawan

Email
ngurah.hartawan@undiksha.ac.id
ngurah.hartawan@undiksha.ac.id.test-google-a.com

Phone
Add a phone number to help secure your account

Masuk ke menu : Phone

← Phone ?

For your phone numbers, some associated services are listed. Other Google services may use these numbers or other numbers you've provided. If you've added your phone number in a service not listed here, editing or deleting your number here may not affect that service. [Learn more](#)

Your phone number

Add a recovery phone number for security purposes, such as sending you a security alert or helping you get back into your account if you forget your password.

[ADD RECOVERY PHONE](#)

Masuk ke menu :
ADD RECOVERY PHONE



Hi i gusti ngurah bang

ngurah.hartawan@undiksha.ac.id

To continue, first verify it's you

Enter your password

[Forgot password?](#)

NEXT

Masukkan password anda

Add phone

Enter the number you'd like to use

CANCEL NEXT

Masukkan No HP anda yang aktif

Kemudian tekan tombol NEXT

Phone

For your phone numbers, some associated services are listed. Other Google services may use these numbers or other numbers you've provided. If you've added your phone number in a service not listed here, editing or deleting your number here may not affect that service. [Learn more](#)

Your phone number

+62 878-60 [REDACTED]

Usage: [Account recovery](#)

- Help people who have your number connect with you across Google services. [Learn more](#)
- Also help them find your name, photo, and other information that you've made visible on Google. [Learn more](#)

If you have an Android device, you may also need to go to your device settings to change how Google uses your device phone number to allow people to connect with you. [Learn more](#)

Nomer anda sudah terdaftar dan dapat digunakan untuk recovery password

6. Berikut layanan yang dapat digunakan di server mail baru

The image shows a screenshot of the Google Workspace app launcher interface. On the left, there is a vertical sidebar with a grid of app icons: My Account, Mail, Calendar, Meet, Google+, Sites, Contacts, and Groups. The 'Contacts' icon is highlighted with a white border. On the right, there is a larger grid of app icons: YouTube, Maps, Photos, Vault, Hangouts, Cloud Search, Earth, BetterCloud, Classroom, and gPanel. At the bottom of the right grid, it says 'More from Apps Marketplace'.