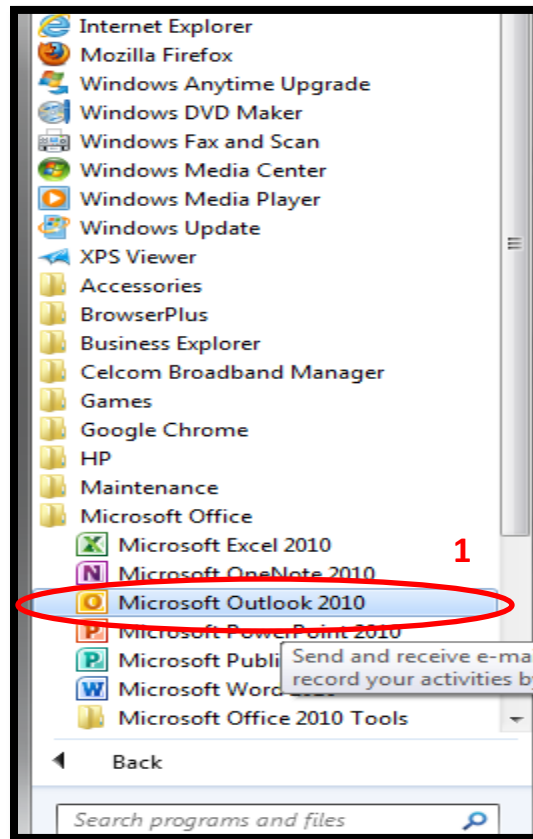
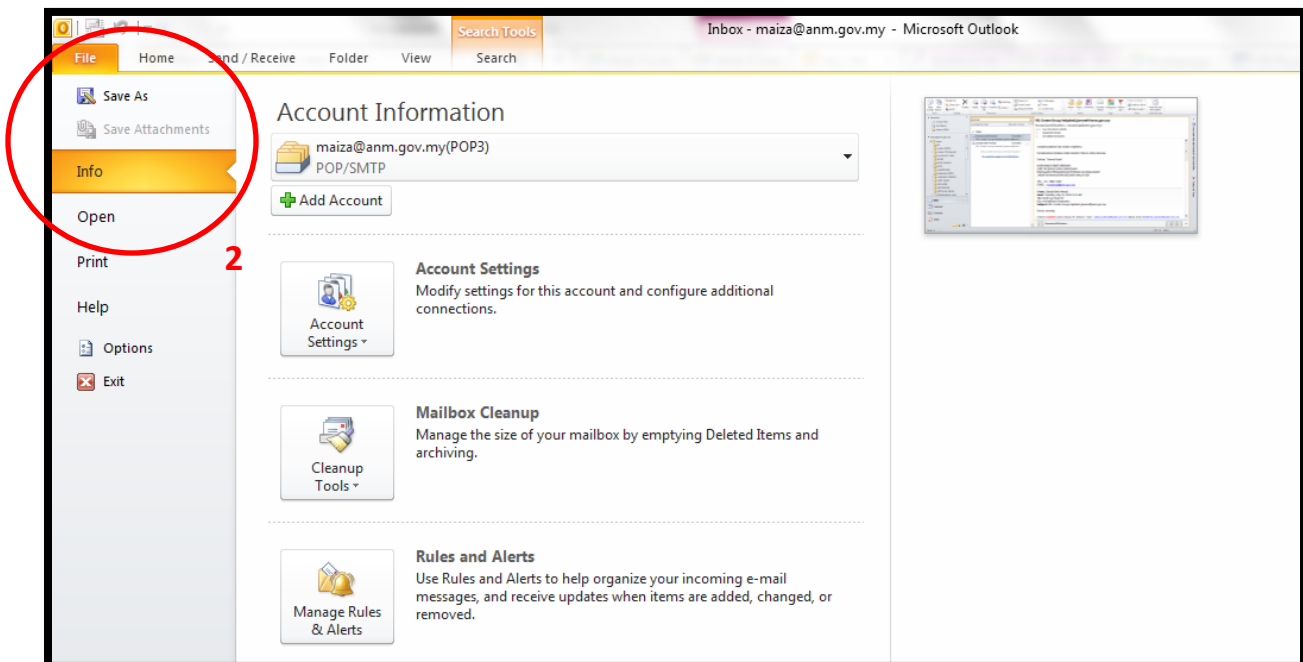


MANUAL RESET KATA LALUAN MENGGUNAKAN MICROSOFT OUTLOOK 2010

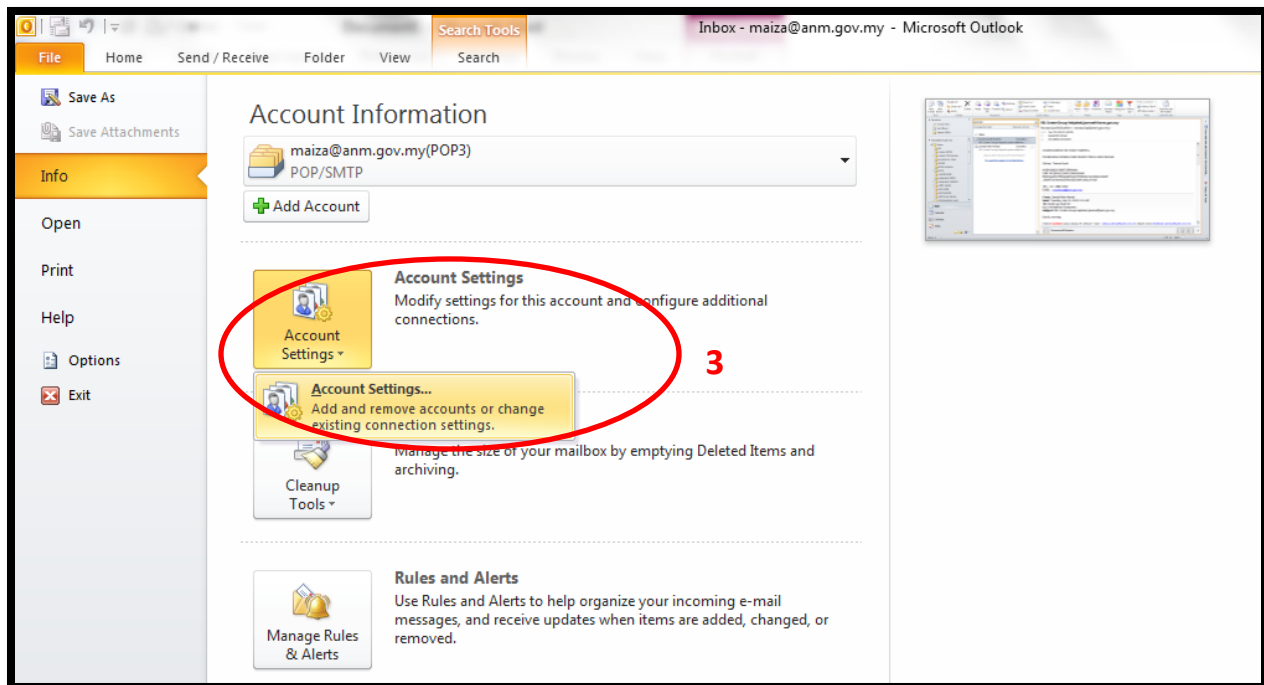
1. Sila pergi ke **Program** – Pilih **Microsoft Outlook 2010**



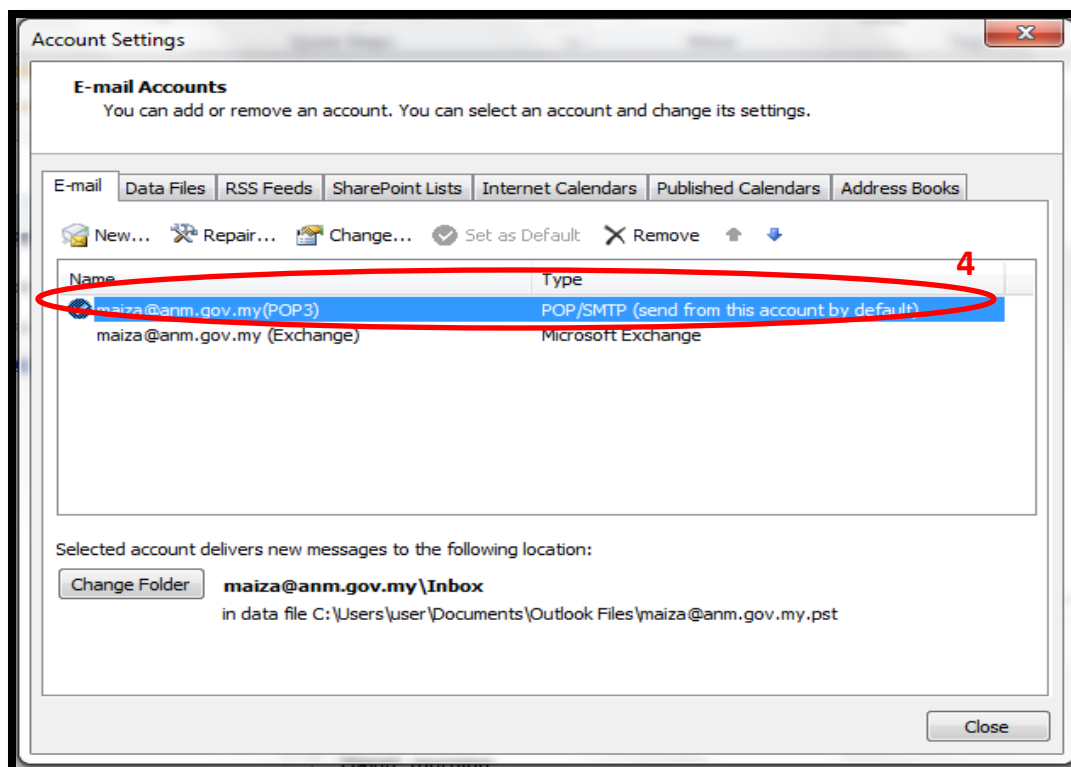
2. Setelah MS Outlook di buka, klik **File** – Pilih **Info**



3. Klik Account Setting



4. Double klik pada default account setting



5. Masukkan **kata laluan baru** pada **Logon Information**
6. Klik **Next**
7. **PENTING**: Pastikan kata laluan yang digunakan pada Outlook Web Application (OWA) dan Ms Outlook 2010 adalah kata laluan yang sama !

Change Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information (circled in red, labeled 5)
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

 Test Account Settings by clicking the Next button

8. Pop-up windows akan terpapar – tunggu sehingga **Completed**

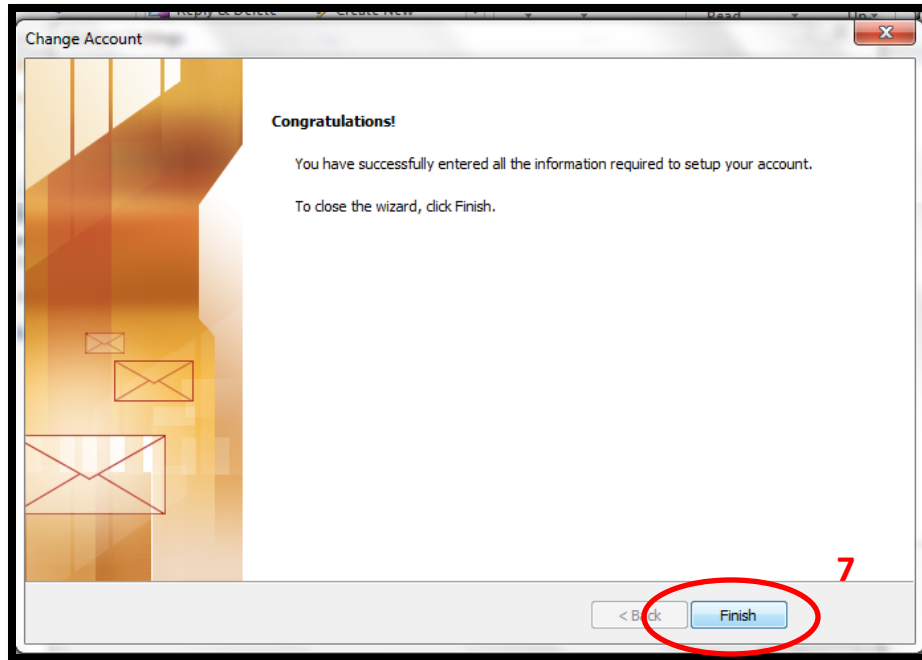
Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

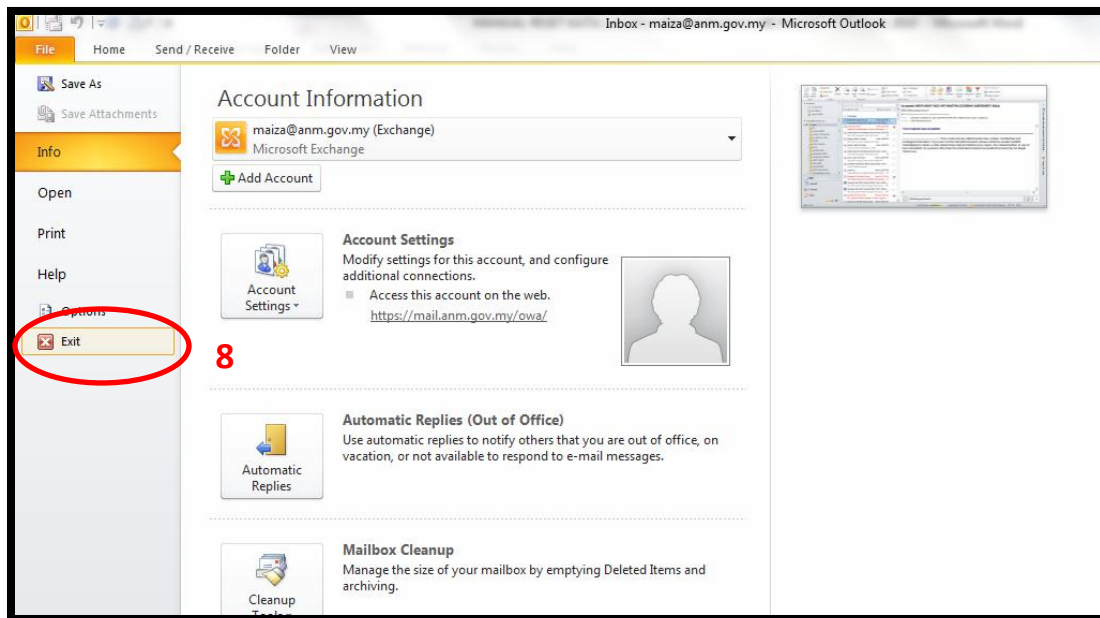
Tasks **Errors** (circled in red, labeled 6)

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

9. Klik Finish



10. Pergi ke File – Klik Exit



11. Buka semula Ms Outlook dan gunakan sistem emel seperti biasa.