

# CARA AKSES EMAIL DOMAIN (WEBMAIL CLIENT)

Oleh Pesonaweb.com

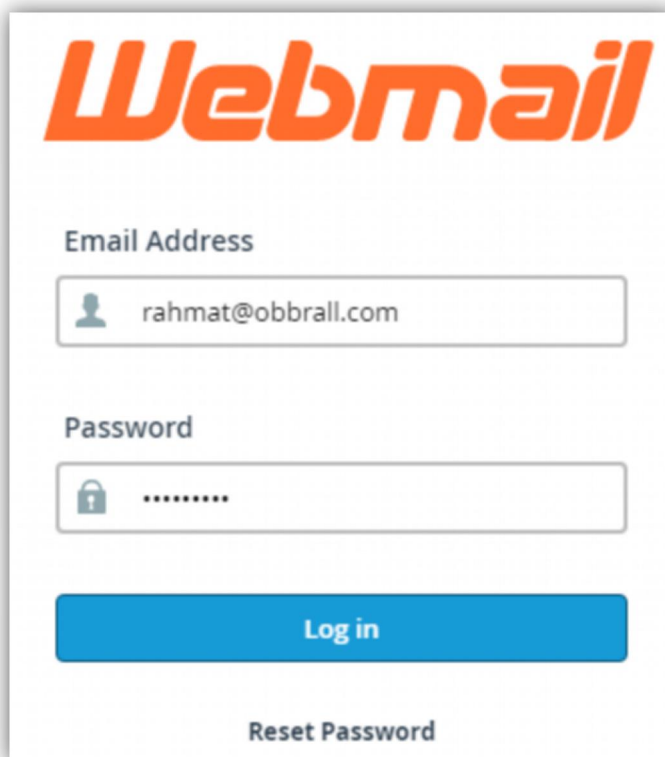


## CARA MEMBUKA EMAIL DOMAIN

1. Silahkan **login** webmail melalui link berikut:

<https://domainanda.com/webmail/>

akan tampil **kotak dialog** seperti gambar dibawah ini:



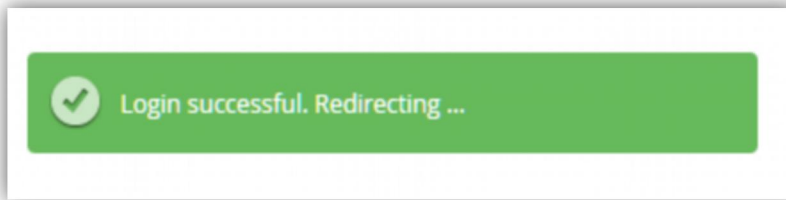
Contoh:

**Isi email address:** lihat file .txt yang dikirim via WA/email

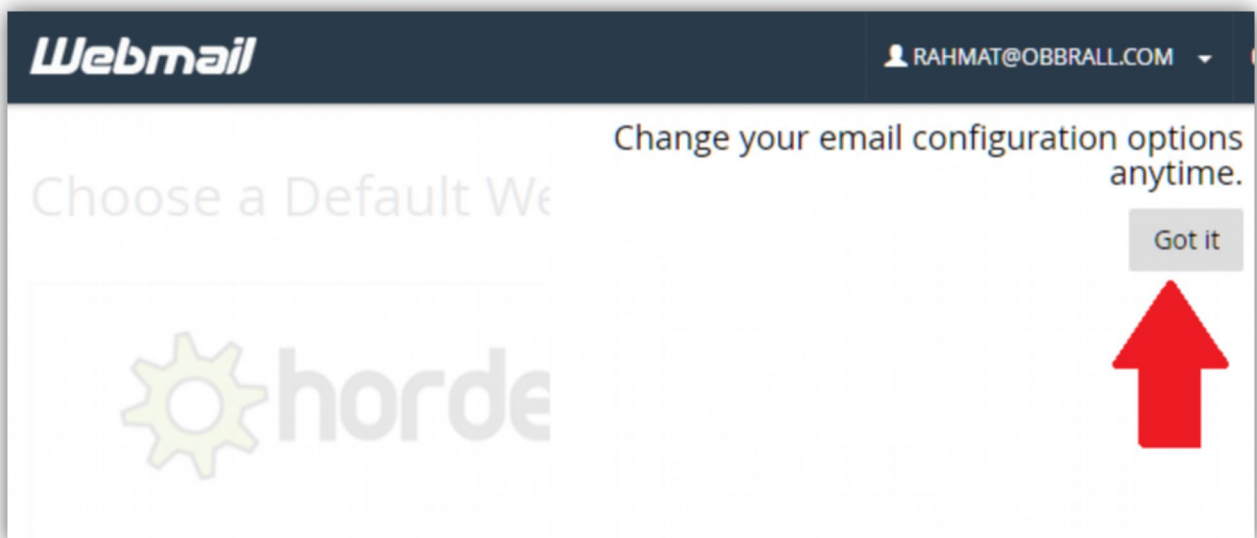
**Isi password:** lihat file .txt yang dikirim via WA/email

Kemudian klik **Log In**

2. Jika log in berhasil, maka akan tampil kotak dialog seperti ini:



3. Anda akan dibawa ke halaman seperti gambar di bawah ini, Klik **Got it**



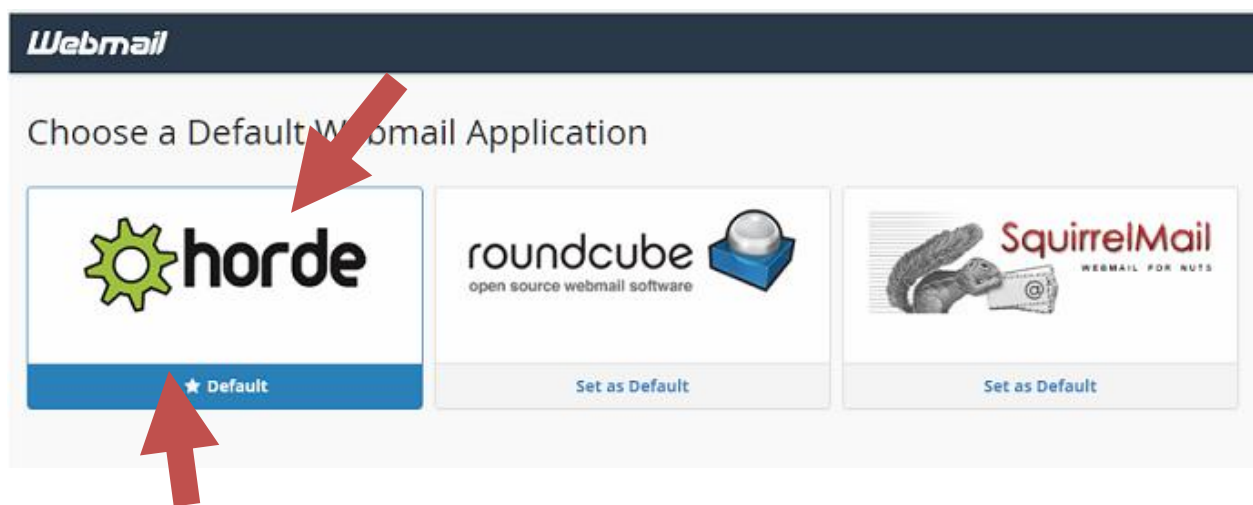
Kemudian akan muncul tampilan berikut,

Silahkan pilih salah satu

Saya lebih merekomendasikan **horde** karena kita bisa ekspor impor data email.

Silahkan klik **Set as default** pada **horde** kemudian klik **Horde >>** tunggu hingga

loading **Horde mail** selesai,



#### 4. Akan muncul kotak dialog setting.

Atur tampilan email sesuai keinginan anda, kemudian klik **submit**

**Welcome to SquirrelMail. Please supply your full name and email address.**

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**Name and Address Options**

Full Name

E-mail Address

Reply To

Signature

Multiple Identities [Edit Advanced Identities](#) (discards changes made on this form so far)

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**Timezone Options**

Your current timezone

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**Reply Citation Options**

Reply Citation Style

User-Defined Citation Start

User-Defined Citation End

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**Signature Options**

Use Signature

Prefix Signature with '-- ' Line

## 5. Tampilan Sukses di simpan

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#)

Successfully Saved Options: Personal Information

### Options

#### [Personal Information](#)

This contains personal information about yourself such as your name, your email address, etc.

#### [Message Highlighting](#)

Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.

#### [Index Order](#)

The order of the message index can be rearranged and changed to contain the headers in any order you want.

#### [Accessibility Preferences](#)

You can configure features that improve interface usability.

#### [Display Preferences](#)

You can change the way the language, and other settings

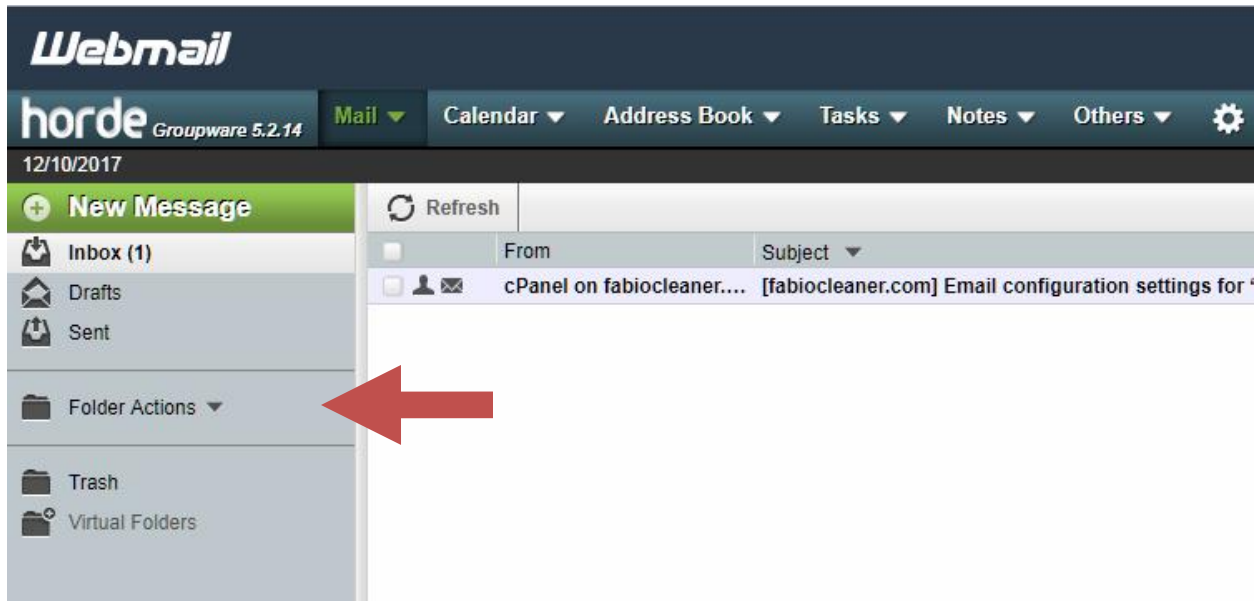
#### [Folder Preferences](#)

These settings change the v

#### [Compose Preferences](#)

Control the behaviour and le

## 6. Tampilan Horde Mail



*Keterangan:*

**INBOX** : List Email yang masuk

**Draft** : email yang masih dalam bentuk draft (belum dikirim)

**Sent** : email yang sudah dikirimkan ke klien/pelanggan

**Trash**: email sampah

**Compose** : untuk mengirim email

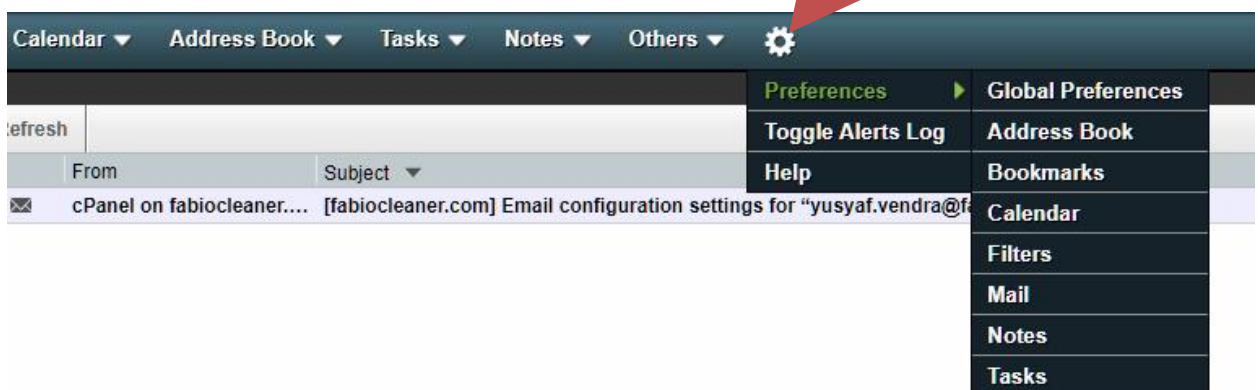
**Addresses** : List Alamat email pelanggan/klien

**Options** : Setting email

**Read**: email yang sudah dibaca

**Unread** : email yang belum dibaca

**Forward**: mereply email klien/pelanggan



## CARA MENGIRIM EMAIL :

1. Klik **“New Message”**
2. Cara pengisian:  
Silahkan lihat Gambar
  1. To diisi dengan alamat email tujuan
  2. Subject diisi dengan judul email
  3. Pilih file yang akan dikirim jika tidak ada kosongkan
  4. Isi pesan email
  5. Kirim email
3. Jika content email sudah oke, silahkan Klik **“send”** untuk mengirim email

