Panduan Membuka Email UB di Mail App Windows 10

1. Silahkan buka aplikasi Mail pada Windows dengan klik ikon **Search** (1) dan ketik "**mail**" (2), kemudian dari hasil pencarian klik **Mail** (3) atau klik **Open** (4).

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_ ■	Settings		🔊 Unpin from Start				
	🖾 Email & accounts	>	-ಐ Pin to taskbar				
-	🔄 Choose a default email app	>	App settings				
	🖾 Add, remove, or manage email		> Rate and review				
-	accounts	· ·	☐ Share				
	Search school and web		🕮 Uninstall				
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2. Selanjutnya untuk memasukkan akun Email UB silahkan klik Accounts.



3. Kemudian klik Add account.



4. Selanjutnya klik Google.



5. Kemudian masukkan akun Email UB Anda (1), dan klik Next (2).



6. Selanjutnya pada Auth UB masukkan email UB Anda (1) beserta password-nya (2) dan klik Sign In (3).

Sistem Autentikasi Universita Brawijaya	S
Email UB:	
gungwe@ub.ac.id 1	\bowtie
*) Gunakan alamat email UB dengan '@'. Contoh: someone@ub.ac.id	
Password:	
••••••• 2	
Sign In 3	
I forgot my password	

7. Kemudian klik Allow.

				-					
Windows wants to access your									
Google Account									
gungwe@ub.ac.id									
This will allow Windows to:									
M	Read, compose, send, and permanently delete all your email from Gmail				i				
8	See, edit, download, and permanently delete your (contacts								
31	See, edit, share, and permanently delete all the G								
Make sure you trust Windows									
You may be sharing sensitive info with this site or app. You can always see or remove access in your Google Account .									
Learn	how Google helps you <mark>s</mark>	share dat	a safely.						
See Windows's Privacy Policy and Terms of Service.									
	Cancel		Allow						

8. Dan klik Yes jika pengguna PC/Laptop Anda sendiri.



9. Kemudian proses set up sudah selesai, klik Done.



10. Anda sudah bisa menggunakan layanan email UB. Jika Anda memasukkan dua akun, cukup klik salah satu akun untuk pindah inbox.



Informasi lebih lanjut hubungi Helpdesk:

Direktorat Teknologi Informasi Universitas Brawijaya

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