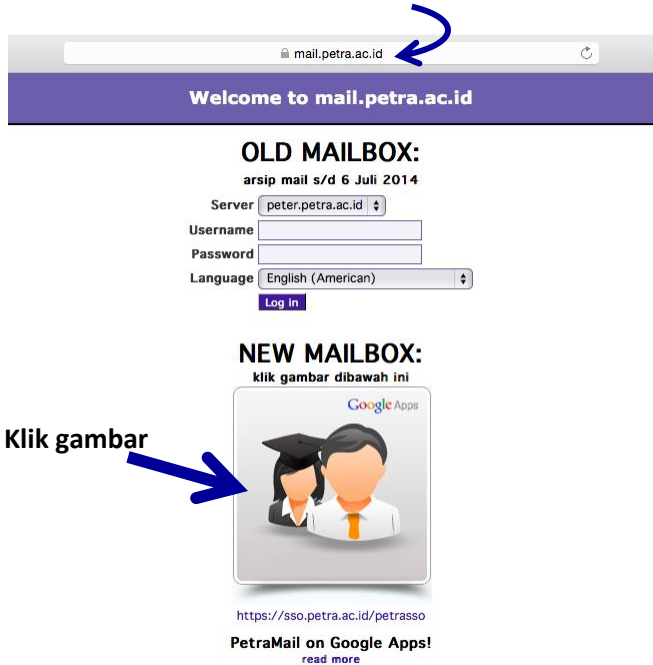
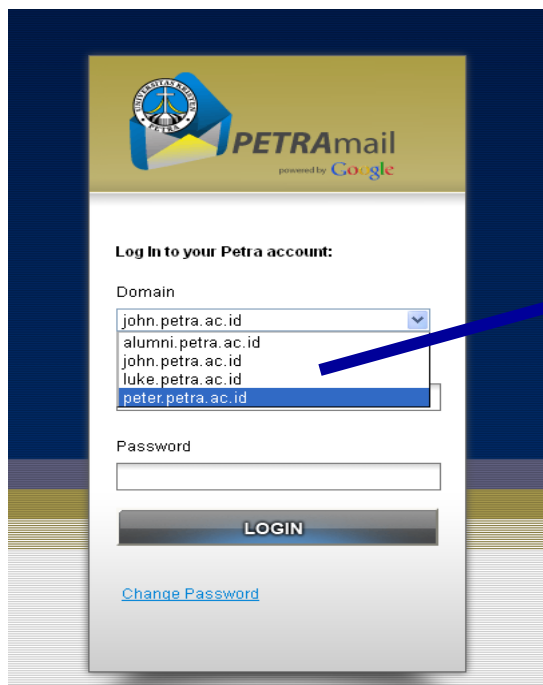


Akses e-mail UK Petra melalui Google Mail

Masuk ke <https://mail.petra.ac.id>



The screenshot shows the homepage of mail.petra.ac.id. At the top, there is a navigation bar with the text "Welcome to mail.petra.ac.id". Below this, there is a section for the "OLD MAILBOX:" with the date "arsip mail s/d 6 Juli 2014". The login form includes fields for "Server" (set to peter.petra.ac.id), "Username", "Password", and "Language" (set to English (American)), with a "Log in" button. Below the old mailbox section is a "NEW MAILBOX:" section with the instruction "klik gambar dibawah ini" and a button with a graduation cap icon. A blue arrow points to this button with the text "Klik gambar". Below the button is the URL "https://sso.petra.ac.id/petrasso" and the text "PetraMail on Google Apps!" with a "read more" link.



The screenshot shows the PetraMail login page. At the top, there is a logo for "PETRAmail" powered by Google. Below the logo, there is a section titled "Log In to your Petra account:". The "Domain" field is a dropdown menu with the following options: john.petra.ac.id, alumni.petra.ac.id, john.petra.ac.id, luke.petra.ac.id, and peter.petra.ac.id. A blue arrow points to the "peter.petra.ac.id" option. Below the domain field is a "Password" field and a "LOGIN" button. At the bottom, there is a "Change Password" link.

Pilih domain:

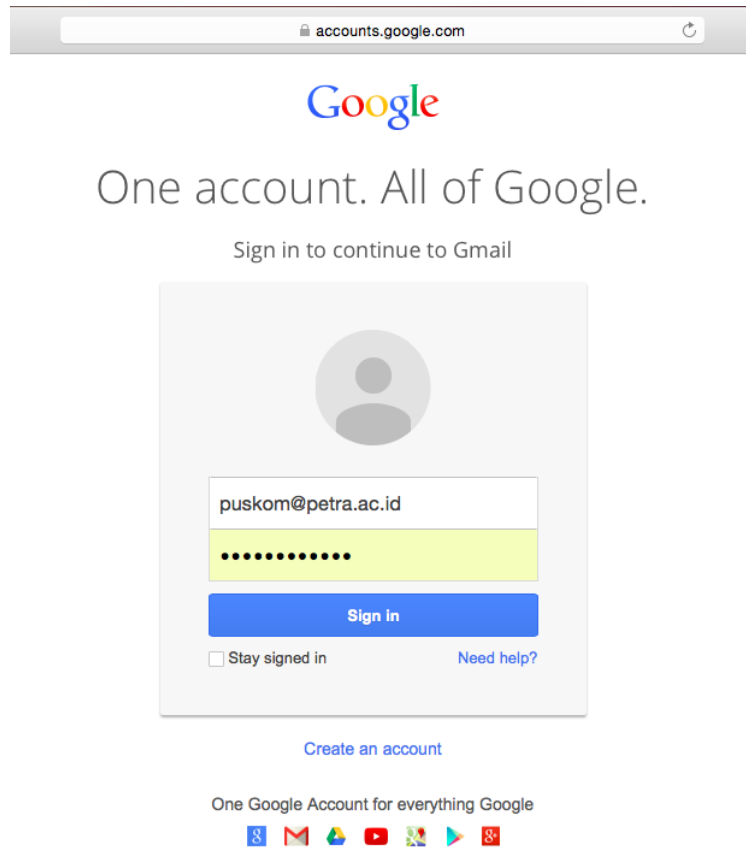
- **peter.petra.ac.id** – untuk pegawai
- **john.petra.ac.id** – untuk mahasiswa

Isikan username dan password

Catatan penting:

I. Login melalui Gmail

Apabila halaman login diatas tidak berhasil, bisa melakukan login melalui Gmail dengan cara membuka <http://gmail.com> atau <https://accounts.google.com>, lalu username diisi dengan **alamat email lengkap**, contoh:



II. Bila masih membutuhkan pengiriman email dengan from address **@peter.petra.ac.id** (karena yang ada saat ini menggunakan @petra.ac.id), caranya sebagai berikut:

1. Buka menu Settings (gambar gear di kanan atas)
2. Pilih Accounts
3. Di bagian "Send mail as:" klik "Add another email address you own" . Tulis alamat sendiri namun dengan **@peter.petra.ac.id**
4. Klik tombol "Send Confirmation", dan anda diminta untuk memasukkan kode konfirmasi
5. Lihat Inbox untuk mendapatkan kode konfirmasi. Masukkan kode konfirmasi di menu Setting , klik "Verify" **atau** klik link yang diberikan
6. Mulai saat ini pada saat Compose akan terdapat pilihan From address, yaitu mengirim dengan @petra.ac.id atau @peter.petra.ac.id