

1. Login di <http://webmail.unp.ac.id>
2. Setelah memasukkan email dan password, anda akan menjumpai halaman di bawah ini, kemudian Klik Accept.



Google

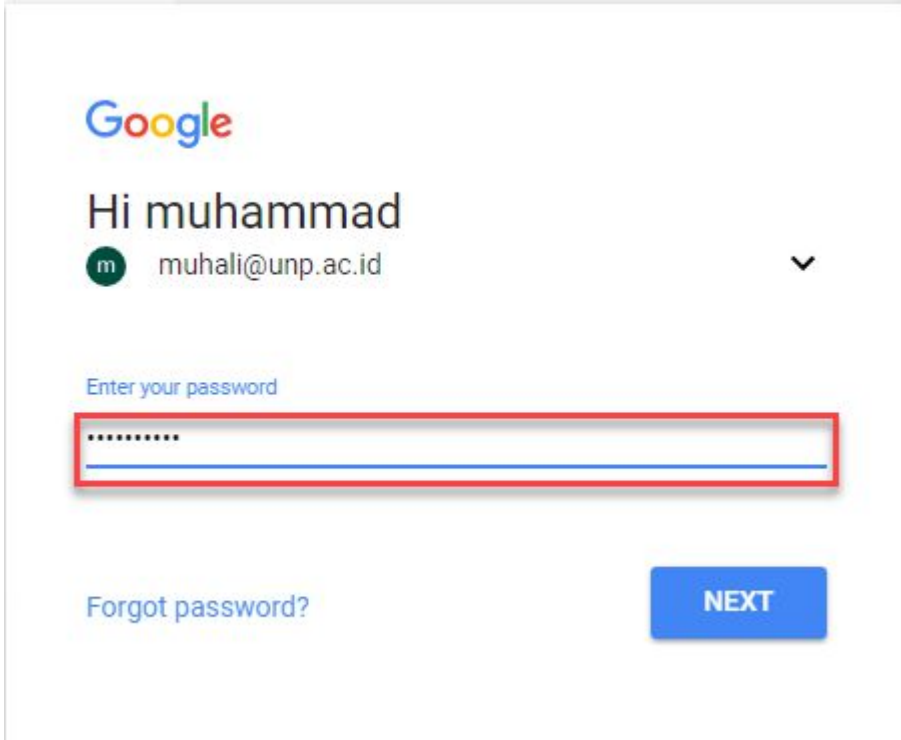
## Sign in

to continue to Gmail

Email or phone


[Forgot email?](#)

[More options](#) [NEXT](#)



Google

## Hi muhammad

 muhali@unp.ac.id [▼](#)

Enter your password

[Forgot password?](#) [NEXT](#)



## Welcome to your new account

Welcome to your new account: muhali@unp.ac.id. Your account is compatible with many [Google services](#), but your unp.ac.id administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your muhali@unp.ac.id account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

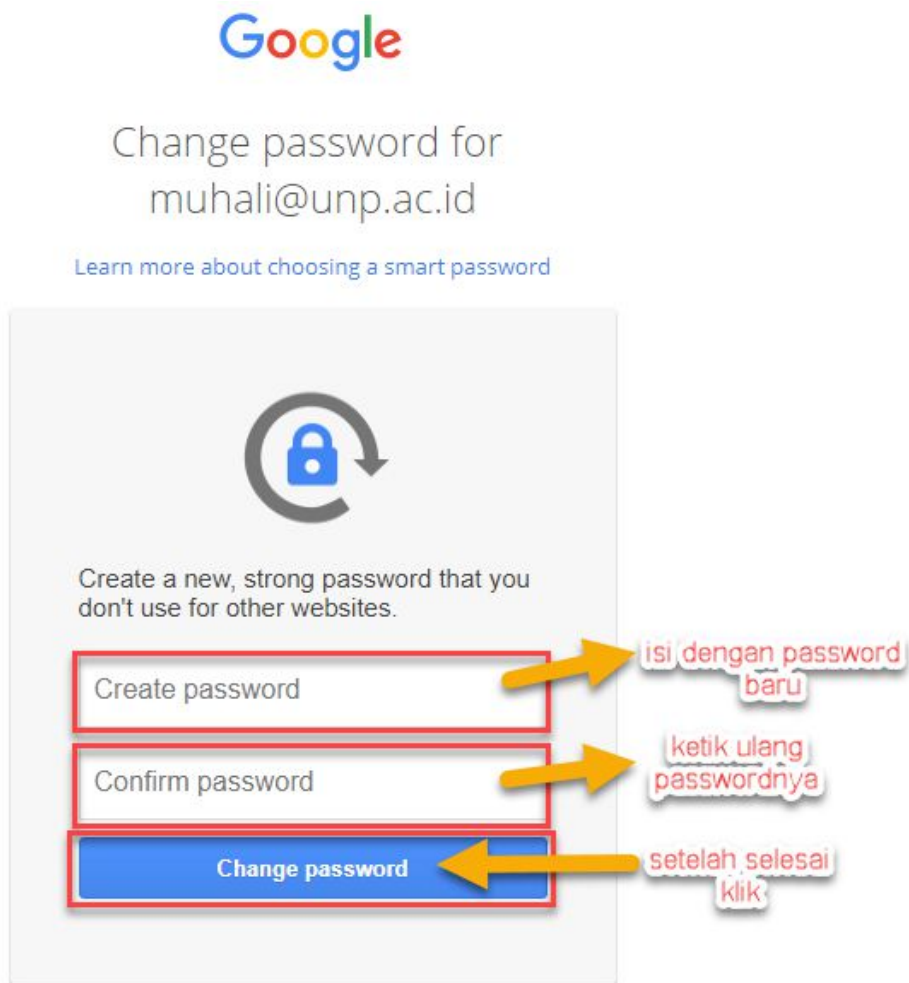
If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your muhali@unp.ac.id account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

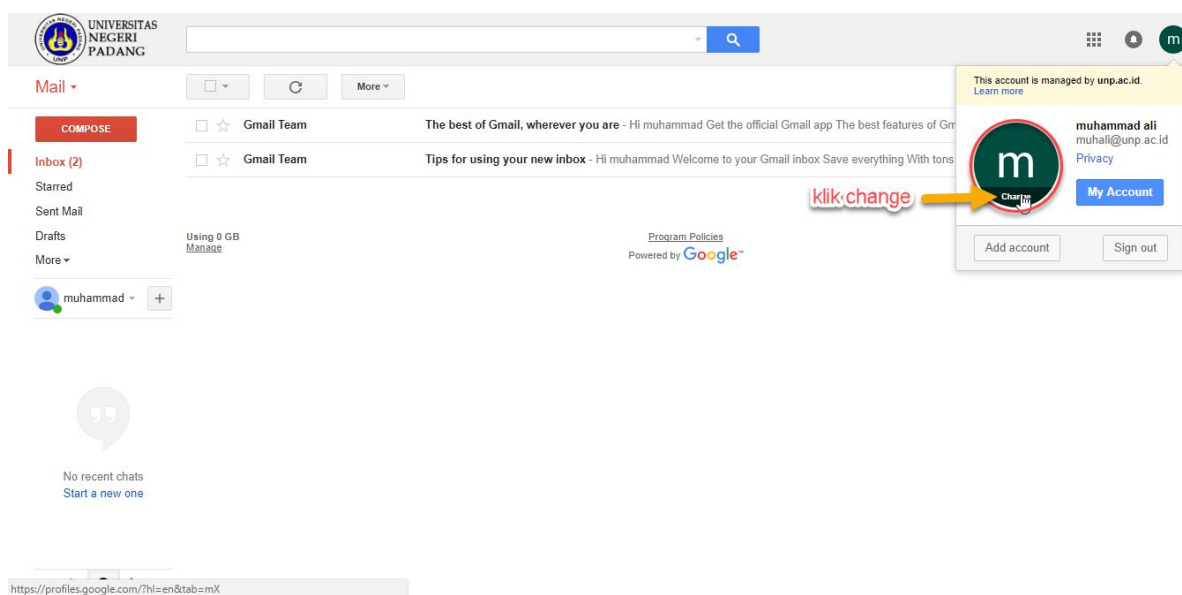


3. Membuat password baru agar lebih aman, klik change password.

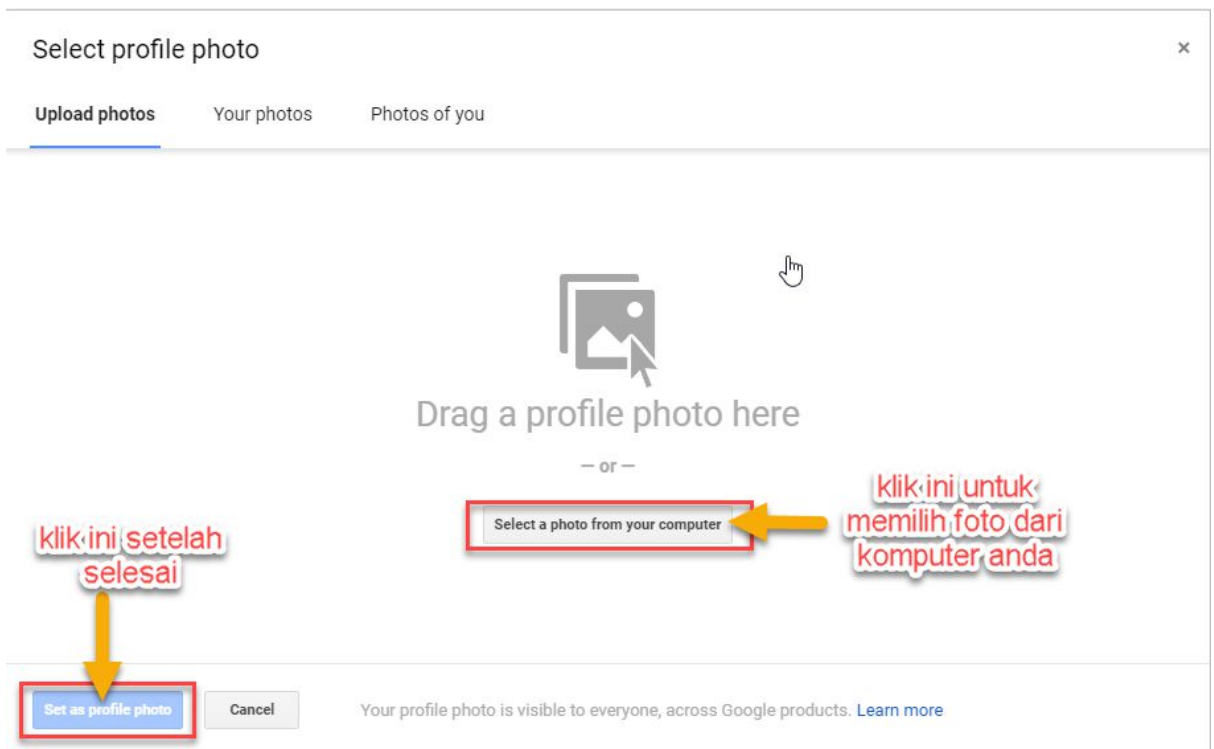


4. Merubah Photo

- a. Dipojok kanan atas halaman email anda dapat merubah photo profil , klik change.

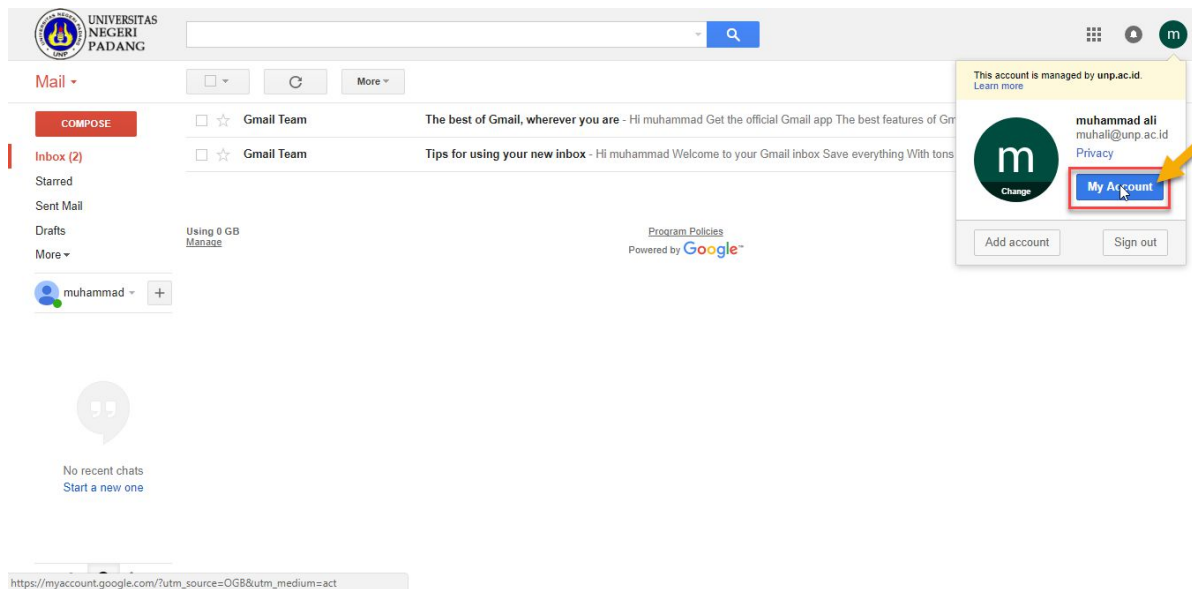


b. Kemudian pilih photo profil dari komputer anda, terakhir set as profile photo

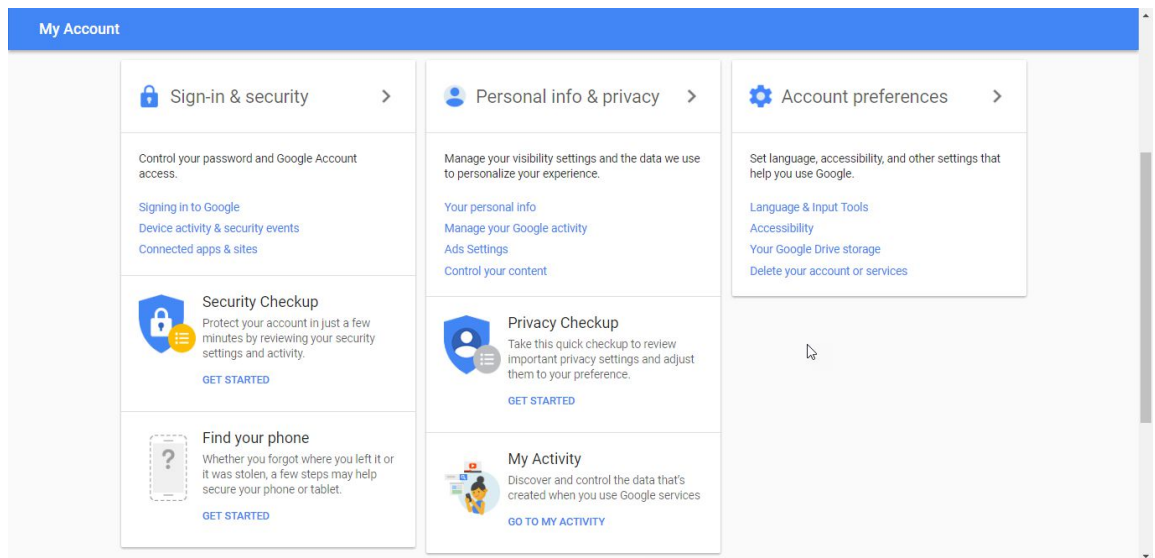


5. Merubah pengaturan Akun anda

a. Di halaman email pojok kanan atas, klik *My Account*.

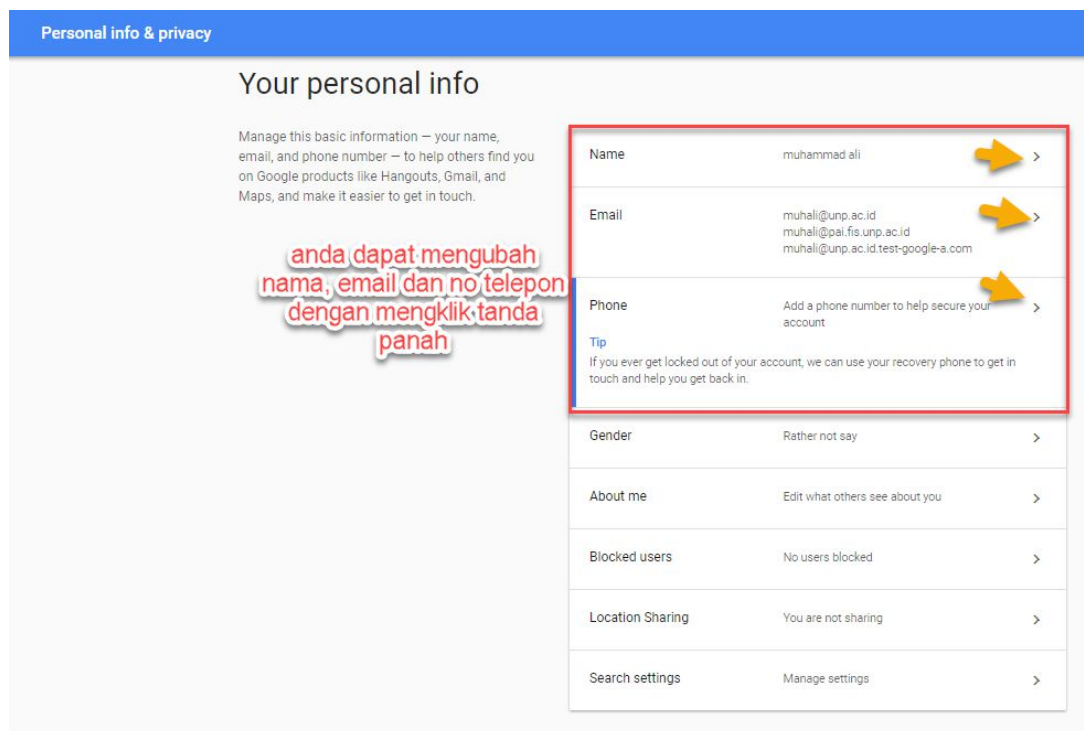


b. Berikut pilihan yang dapat anda atur perubahannya.



### 1) Personal info & privacy

Kelola informasi dasar ini - nama, email, dan nomor telepon Anda - untuk membantu orang lain menemukan Anda di produk Google seperti Hangouts, Gmail, dan Maps, dan membuatnya lebih mudah untuk menghubungi.



## 2) Sign-in & security

Kontrol password dan akses akun Anda, beserta pilihan cadangan jika Anda terkunci dari akun Anda.

The screenshot shows two sections of account settings. The first section, 'Password & sign-in method', includes a note about password confirmation and options for 'Password' (last changed 3 hours ago) and '2-Step Verification' (currently off). The second section, 'Account recovery options', explains that this information is used to help recover the account. It features two options: 'Recovery email' and 'Recovery phone'. Red annotations with yellow arrows point to the right-hand side of these options, with text explaining that adding an email helps with recovery if the user forgets their email or is hacked, and adding a phone number helps secure the account.

Password & sign-in method		
<b>Note:</b> To change these settings, you will need to confirm your password.		
Password	Last changed: 3 hours ago	>
2-Step Verification	Off	>

Account recovery options		
If you forget your password or cannot access your account, we will use this information to help you get back in.		
Recovery email	Add a recovery email to help secure your account	>
Recovery phone	Add a recovery phone to help secure your account	>

### a) Recovery email

The screenshot shows the 'Recovery email' setup process. The top part shows the 'Recovery email' screen with a blue header and a back arrow. Below the header, there is a text line explaining the purpose of the recovery email and a 'Learn more' link. A red box highlights the 'ADD RECOVERY EMAIL' button, with a yellow arrow pointing to it. The bottom part shows a modal dialog titled 'Add recovery email' with a close button (X). Inside the modal, there is a text input field containing 'you@example.com', which is highlighted with a red box and a yellow arrow. At the bottom of the modal, there are 'CANCEL' and 'DONE' buttons.

← Recovery email

Your recovery email is used to reach you in case we detect unusual activity in your account. [Learn more.](#)

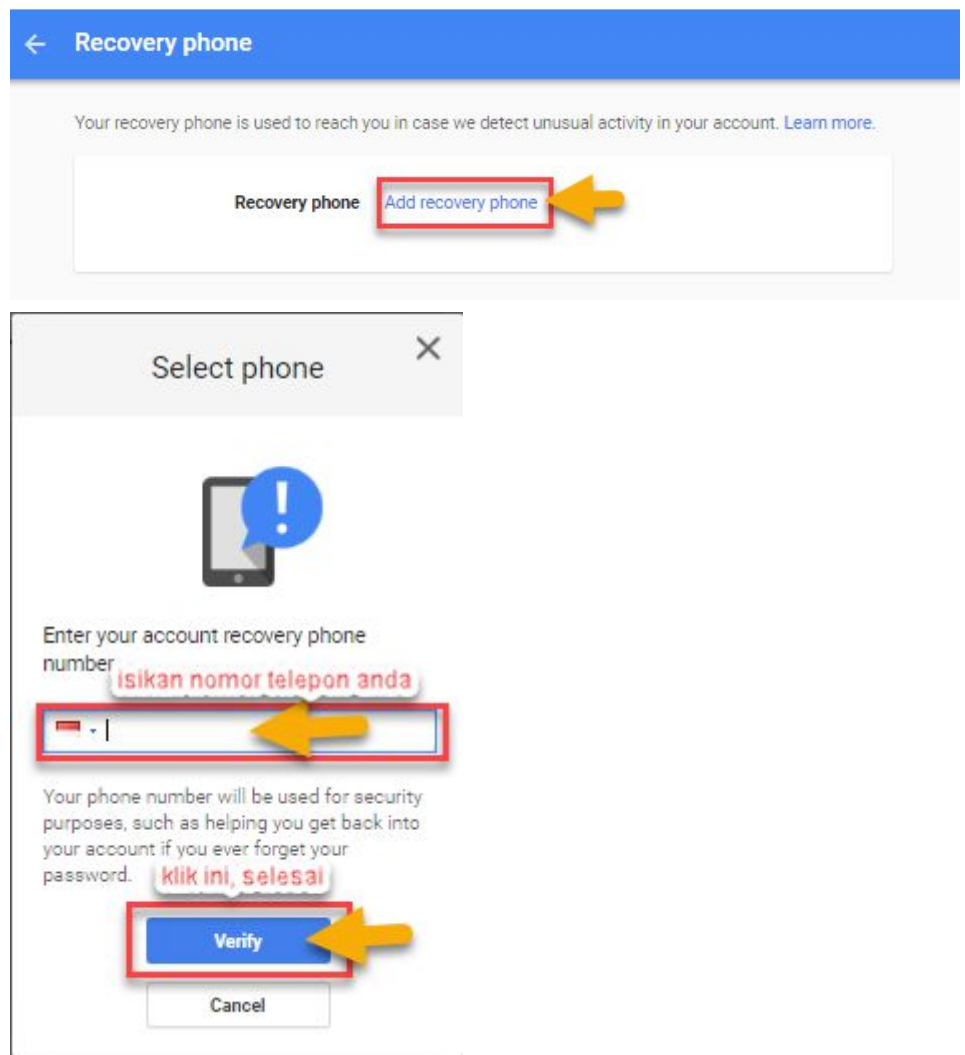
ADD RECOVERY EMAIL

Add recovery email X

you@example.com

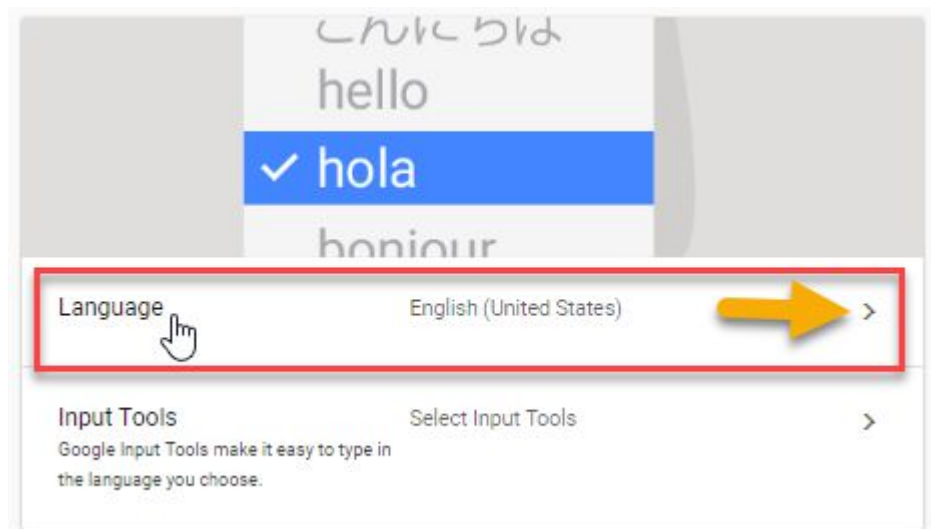
CANCEL DONE

b) Recovery phone



3) Account Preference

Tetapkan layanan Google di web untuk bekerja dalam bahasa pilihan Anda.



← Language

Your preferred language for Google Assistant is English (United States). You can change this in the settings app. If you change your language, Google Assistant will use the spelling or vocabulary of the language you select.

Default language

English  
United States

Other languages you understand

[ADD ANOTHER LANGUAGE](#)

Select language

Search

- ʻŌlelo Hawaiʻi
- Ichibemba
- Igbo
- Ikirundi
- Indonesia
- Interlingua
- isiZulu
- Íslenska
- Italiano
- Javanese
- Kinyarwanda
- Kiswahili

CANCEL