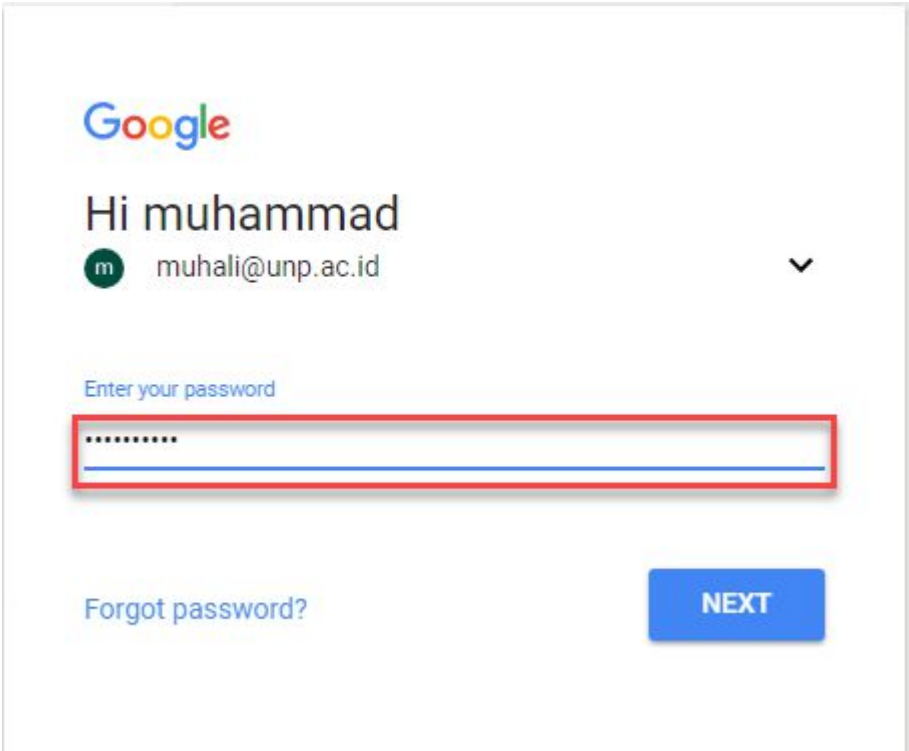
1. Login di http://webmail.unp.ac.id
2. Setelah memasukkan email dan password, anda akan menjumpai halaman di bawah ini, kemudian Klik Accept.



Google

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.

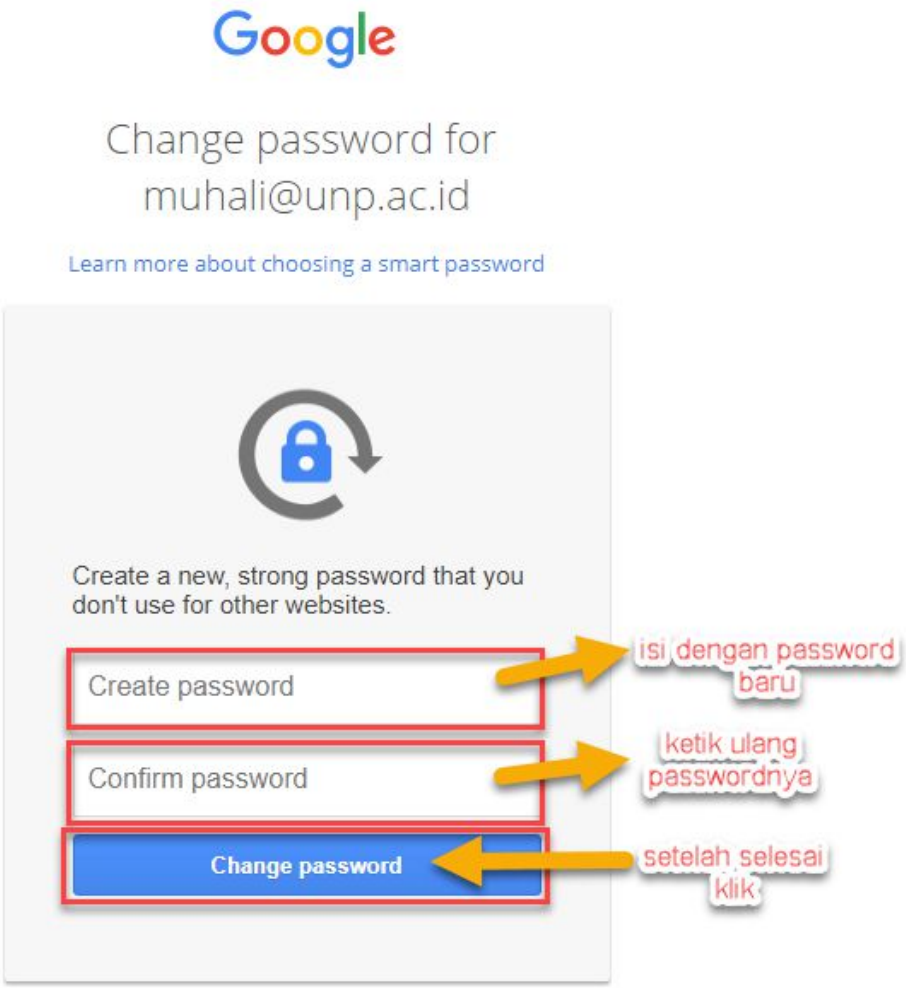
When you use Google services, your domain administrator will have access to your muhali@unp.ac.id account information, including any data you store with this account in Google services. You can learn more here, or by consulting your organization's privacy policy, if one exists. You can choose to maintain 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.

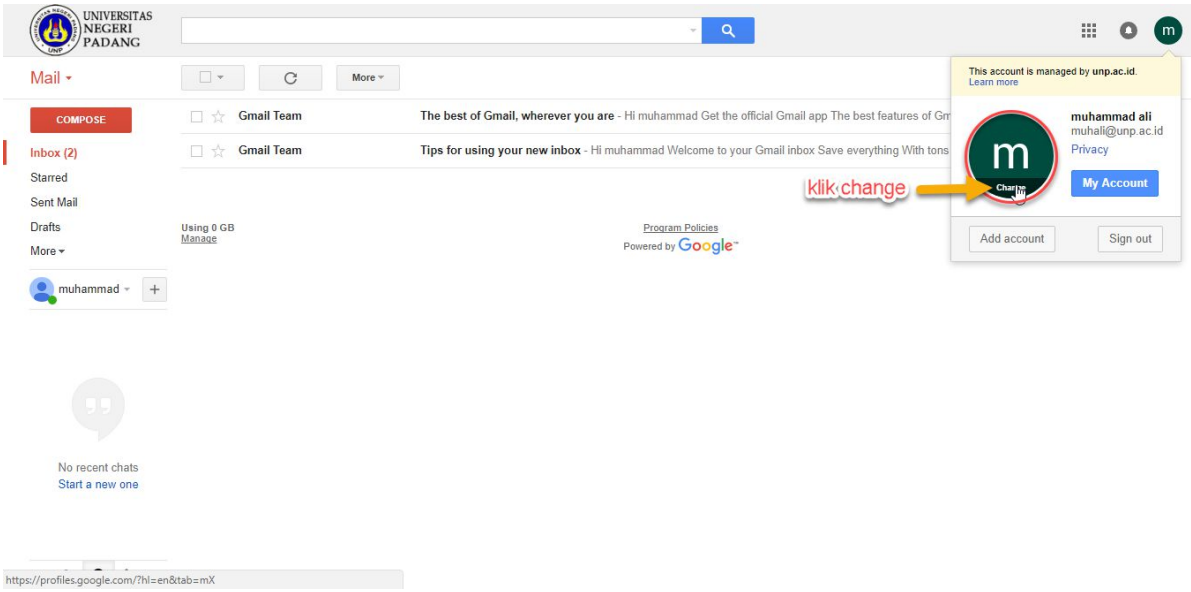
Accept

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

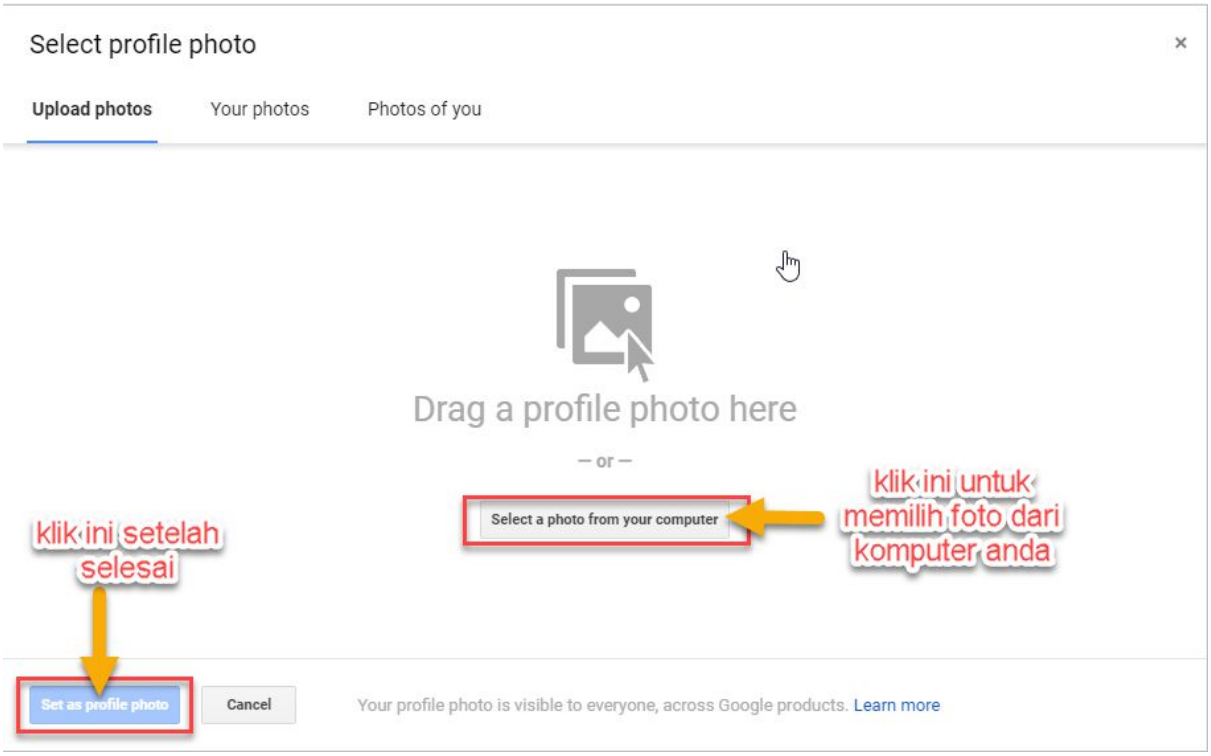


4. Merubah Photo

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

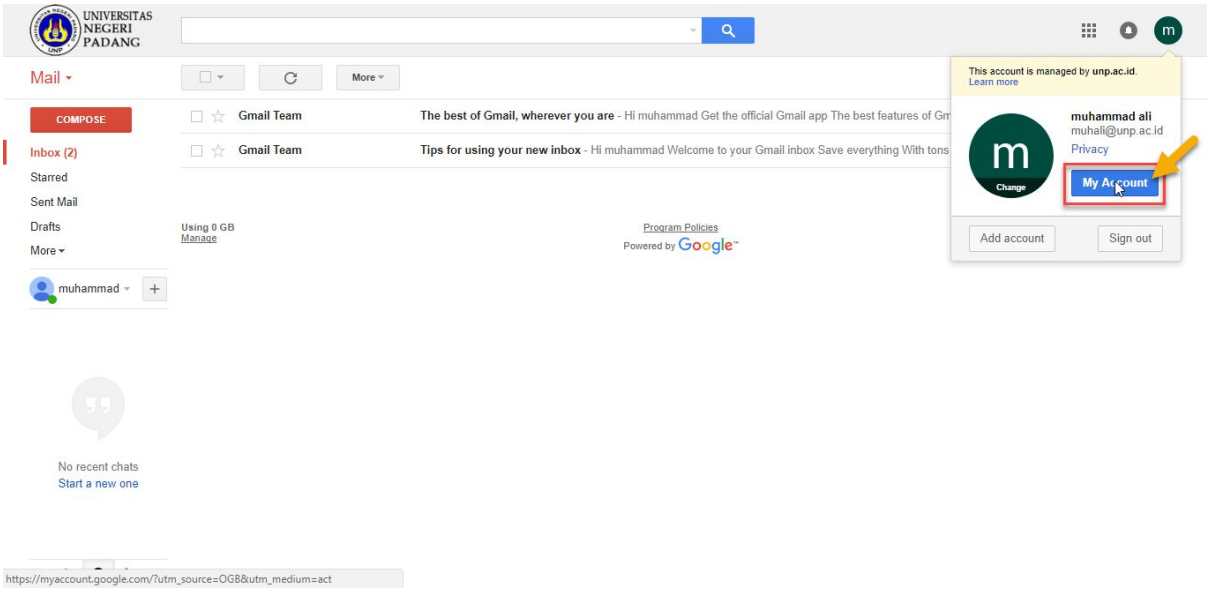


b. Kemudian pilih photo profil dari komputer anda, terakhir set as profile photo

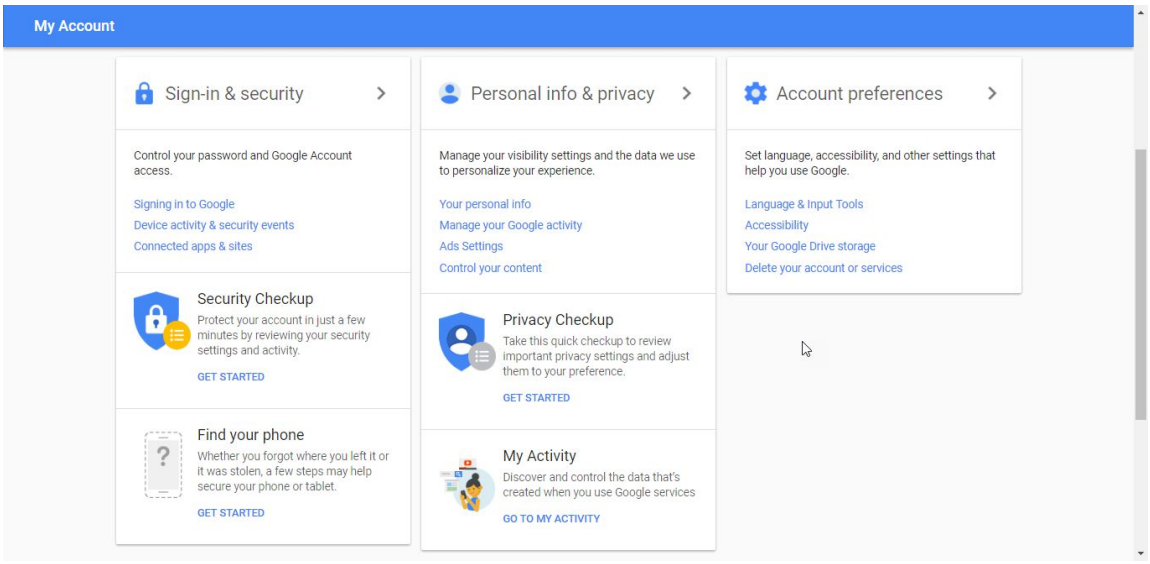


5. Merubah pengaturan Akun anda

a. Dihalaman email pojok kanan atas, klik *My Account*.

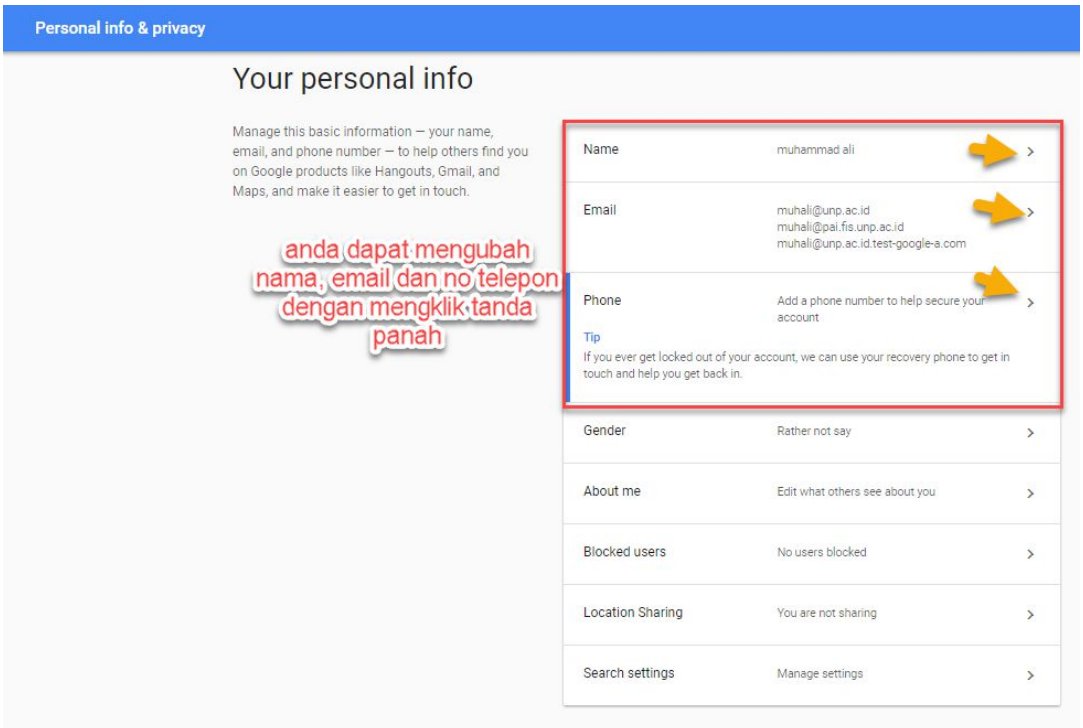


b. Berikut pilihan yang dapat anda atur perubahannya.



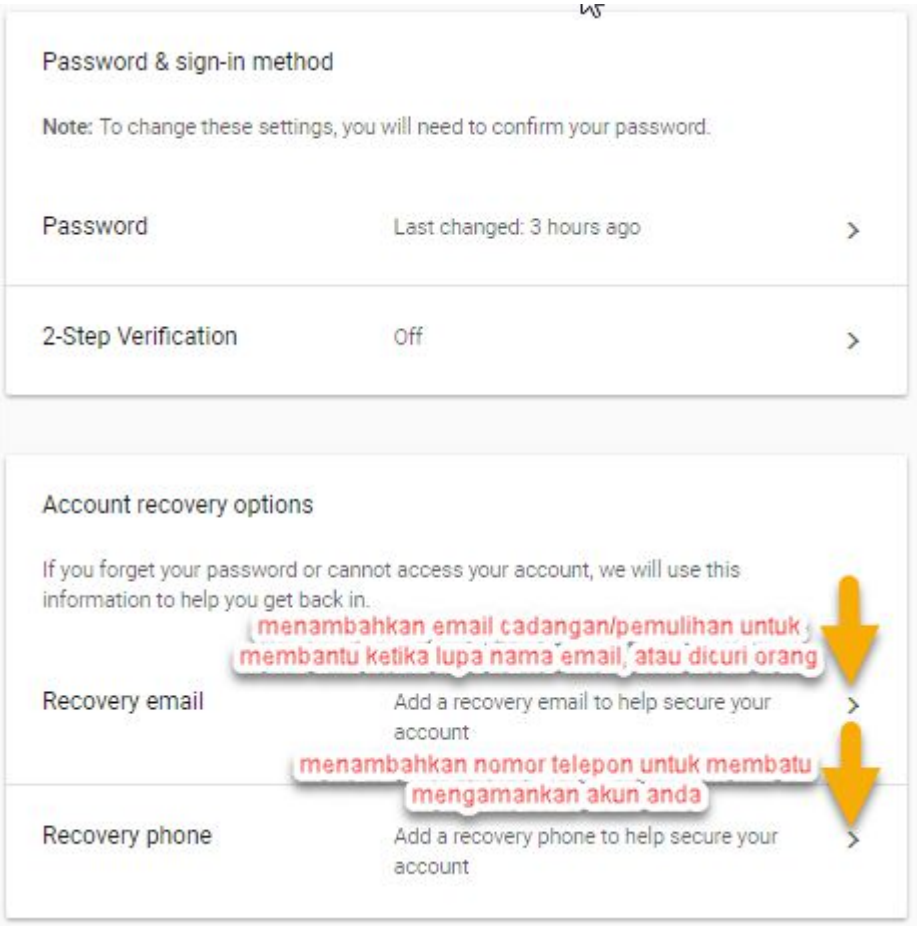
1) Personal info & privacy

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.

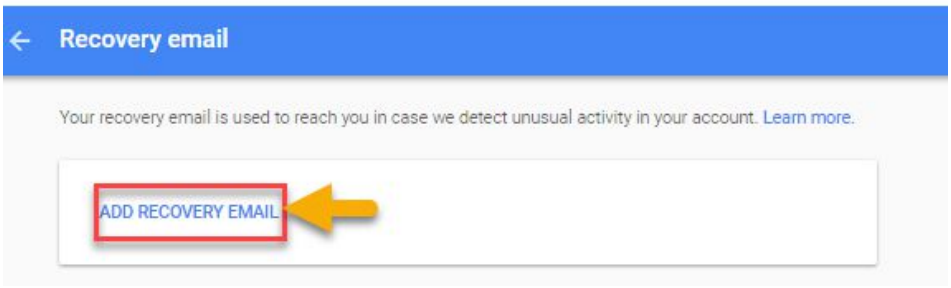


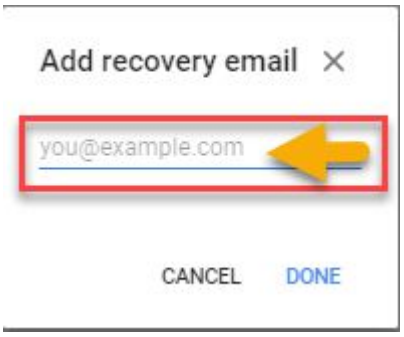
2) Sign-in & security

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

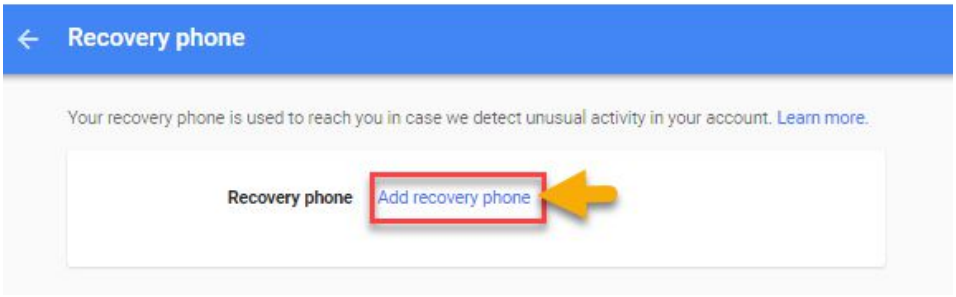


a) Recovery email



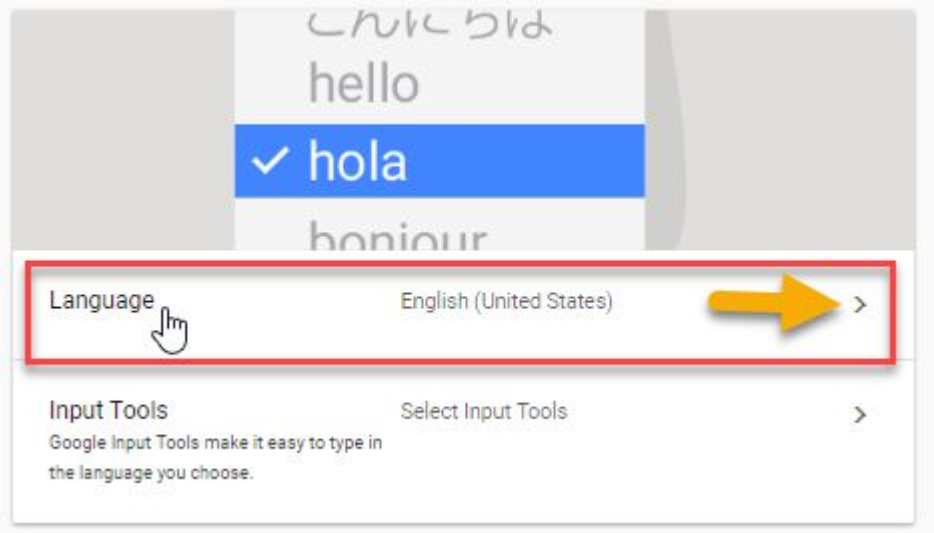


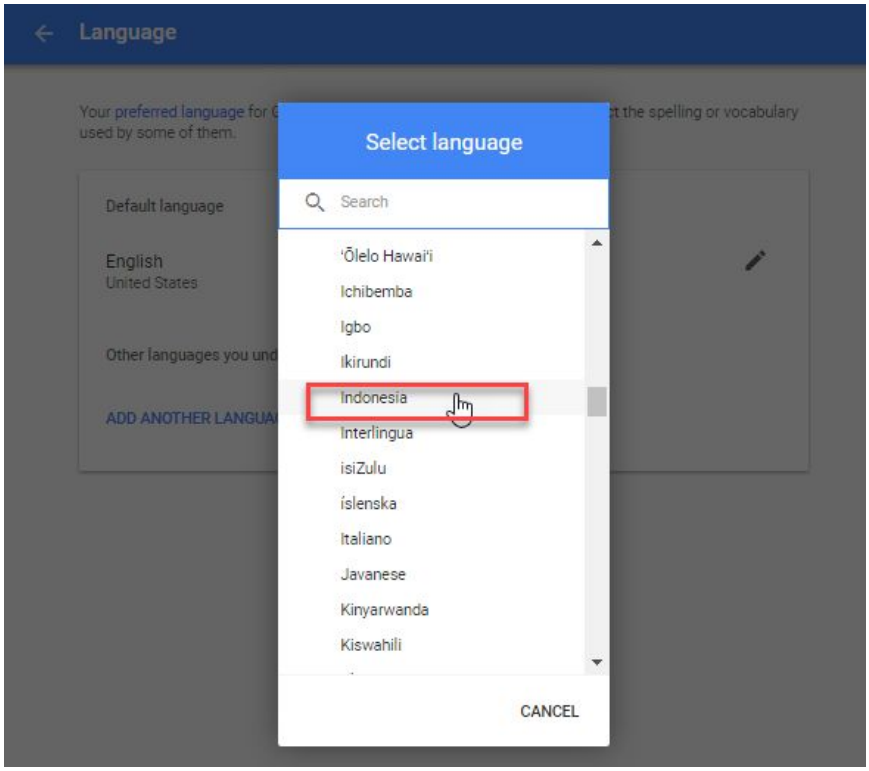
b) Recovery phone



3) Account Preference

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




Language
Your preferred language for G
used by some of them.
t the spelling or vocabulary
Default language
English
United States
Other languages you und
ADD ANOTHER LANGUA
Select language
Search
ʻŌlelo Hawaiʻi
Ichibemba
Igbo
Ikirundi
Indonesia
Interlingua
isiZulu
Íslenska
Italiano
Javanese
Kinyarwanda
Kiswahili
CANCEL