



# Tutorial Mengubah Tampilan Nama Pengirim E-mail pada SUKAmail

UPT. PUSAT TEKNOLOGI INFORMASI DAN PANGKALAN DATA



## Gerbang SUKAmail

Singel akun login

[ SUKAdemia ] [ SUKAmail ] [ SUKAnet ]

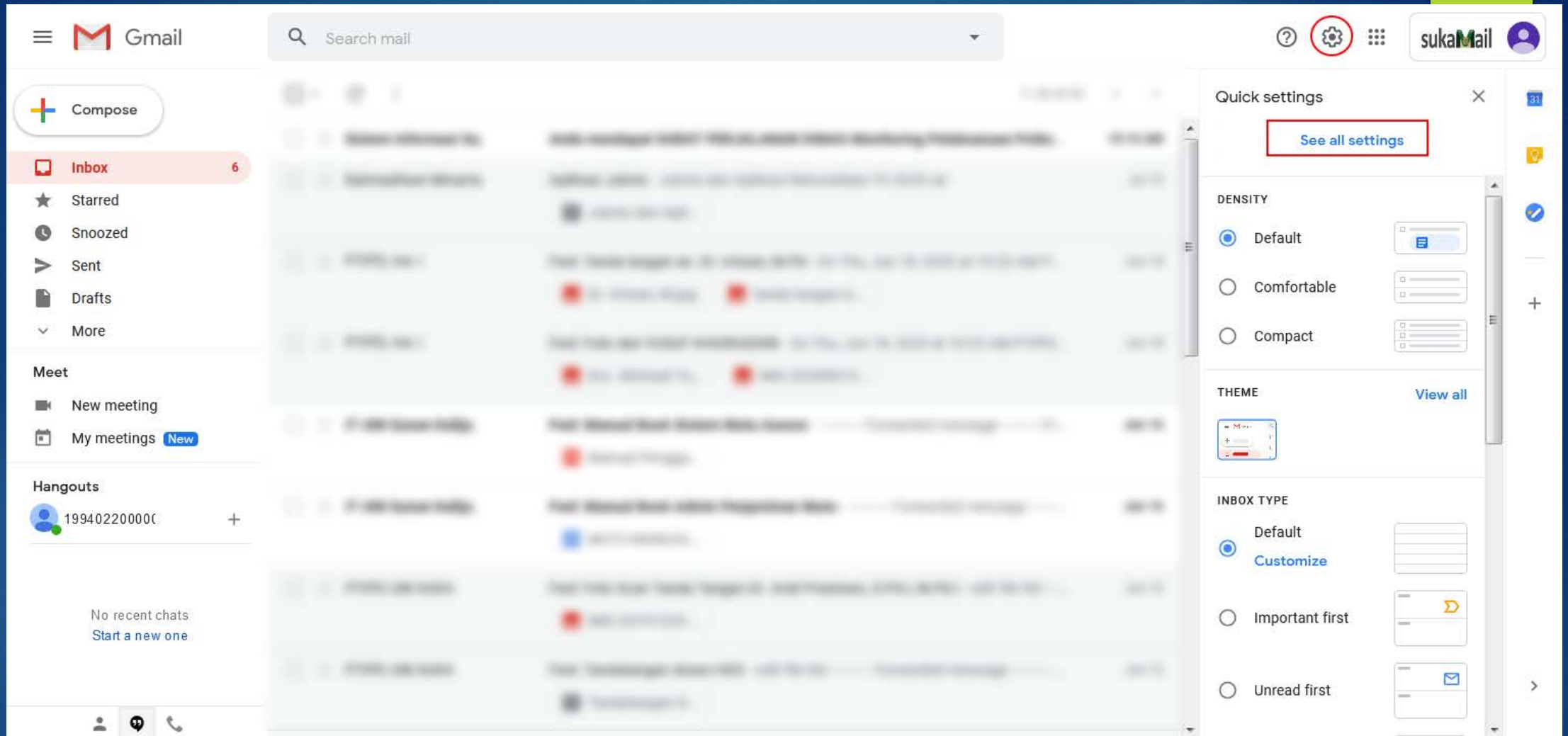
[Bantuan login?](#)

**LOGIN**

Kontak kami

| [Website](#) | [Phone](#) | [WhatsApps](#) |

- ▶ Akses melalui link : [mail.uin-suka.ac.id](mailto:mail.uin-suka.ac.id)
- ▶ Masukkan NIP dan Password
- ▶ Kemudian klik tombol **Login**



- ▶ Klik icon 
- ▶ Kemudian Pilih See all settings

## Settings

General Labels Inbox **Accounts** Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

**Change account settings:** [Google Account settings](#)  
Change your password and security options, and access other Google services.

**Send mail as:** 199402200000001101 199402200000001101 <199402200000001101@uin-suka.ac.id> [edit info](#)  
(Use Universitas Islam Negeri Sunan Kalijaga Yogyakarta Mail to send from your other email addresses) [Add another email address](#)  
[Learn more](#)

**Check mail from other accounts:** [Add a mail account](#)  
[Learn more](#)

**Add additional storage:** **Using 1.77 GB.**  
Need more space? [Purchase additional storage](#)

Using 1.77 GB  
[Manage](#)

[Program Policies](#)  
Powered by Google

Last account activity: 6 minutes ago  
[Details](#)

- ▶ Setelah itu pilih menu Accounts
- ▶ Kemudian pilih [edit info](#)

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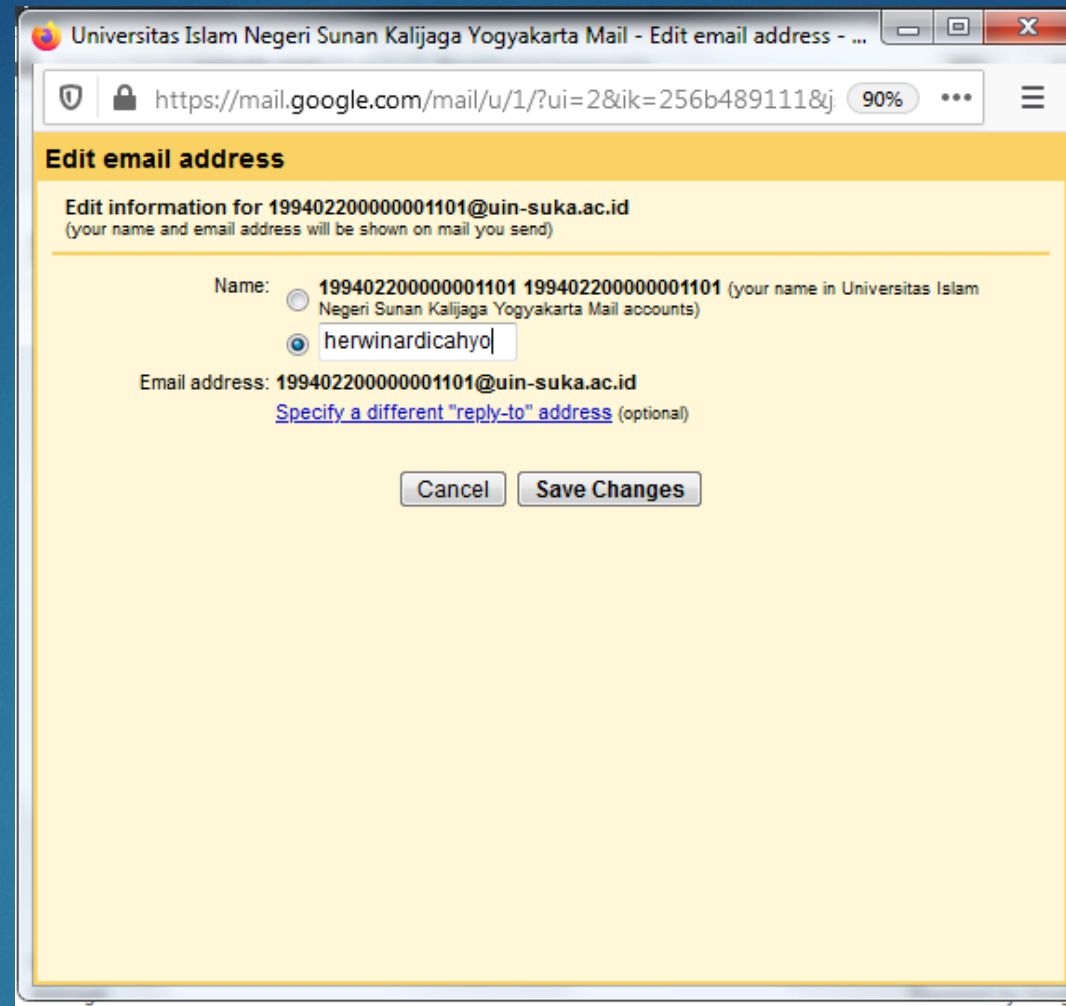
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- ▶ Isikkan nama sesuai dengan alias yang telah diberikan
- ▶ Kemudian klik tombol **Save Changes**
- ▶ Maka nama pengirim akan ditampilkan setiap mengirim e-mail

Search mail

Settings

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**Send mail as:** **herwinardicahyo <19940220000001101@uin-suka.ac.id>** [edit info](#)  
(Use Universitas Islam Negeri Sunan Kalijaga Reply-to address: herwinardicahyo@uin-suka.ac.id  
Yogyakarta Mail to send from your other email addresses) [Add another email address](#)  
[Learn more](#)

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- Tampilan nama pengirim telah berhasil diubah

Search mail

suKaMail

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[Learn more](#)

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- Pilih **Add another email address** untuk menambahkan alamat e-mail



Universitas Islam Negeri Sunan Kalijaga Yogyakarta Mail - Add another email a...

https://mail.google.com/mail/u/1/?ui=2&ik=256b489111&j 90%

### Add another email address you own

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)  
[Specify a different "reply-to" address](#) (optional)

- Isikan email address sesuai dengan nama alias. Kemudian klik tombol

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### Change account settings:

[Google Account settings](#)

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### Send mail as:

herwinardicahyo <199402200000001101@uin-suka.ac.id>

default

[edit info](#)

(Use Universitas Islam Negeri Sunan Kalijaga Reply-to address: herwinardicahyo@uin-suka.ac.id

Yogyakarta Mail to send from your other email addresses)

**herwinardicahyo <herwin.ardicahyo@uin-suka.ac.id>**

**make default**

[edit info](#)

[delete](#)

[Learn more](#)

[Add another email address](#)

### When replying to a message:

Reply from the same address the message was sent to

Always reply from default address (currently 199402200000001101@uin-suka.ac.id)

(Note: You can change the address at the time of your reply. [Learn more](#))

### Check mail from other accounts:

[Add a mail account](#)

[Learn more](#)

### Add additional storage:

Using 1.77 GB.

Need more space? [Purchase additional storage](#)

- ▶ Alamat Email berhasil ditambahkan
- ▶ Kemudian pilih **make default** untuk menjadikan alamat email utama
- ▶ Untuk login pada SUKAmail tetap menggunakan NIP dan Password

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**Terima kasih**