Panduan Mengaktifkan Fitur Forgot Password Zimbra

Panduan ini dibuat untuk memudahkan pengguna email depok.go.id dalam mengaktifkan fitur forgot password yang berguna untuk me-reset kata sandi apabila pengguna email lupa akan kata sandi. Berikut adalah langkah-langkah dalam mengaktifkan fitur Forgot Password,

1. Log in, dengan cara akses ke alamat <u>https://mail.depok.go.id</u> dan lakukan login ke salah satu akun email, seperti tampilan dibawah ini.

	Q *	
Username:		
Password:		
	Stay signed in	Sign In
		Forgot Password
Version:	Default	What's This?

Gambar 1. Halaman login.

2. Masukkan Username dan Password, lalu klik Sign In seperti gambar dibawah ini

Username:	eko	
Password:		۴×
	Stay signed in	Sign In
		Forgot Password
Version:	Default	What's This?

Gambar 2. Masukkan username dan password.

3. Setelah sukses sign in akan tampil tampilan email seperti gambar dibawah ini,

@ zimbra		ļ	🖂 👻 Search
Mail Contacts	Calendar Tasks Briefcase Open Drive Preferences		
New Message	Reply Reply to All Forward Archive Delete Spam		
 Mail Folders 	© Sorted by Date		
🔻 🛓 Inbox (176) 👻	Infobiox 8:06 AM		To view a conversation, click on it.
Drafts	Why cloud-managed DDI is your edge - View as webpage		
.Sent	A Country Technologies 8-02 AM		
.Trash	 Sangtor recinologies 6.03 Am Happy New Year 2022. Download Your Cybersecurity Hygiene Calendar 2022 - V 		
Andri			
Aptika (2)	Searchinform Dec 29		
Cyberoam	nappy new and Sate tear: - from Searchinform https://searchinform.us4.list-manage		
🛅 Duta Kuningan (60)	EC-Council I CodeRed Dec 28		
🛅 Eko	Last Chance! Get Bonus Courses with EC-Council's 20th Anniversary Celebratik 障		
im firewall note	Alexey Pinchuk Dec 24		
🛅 Julian	Merry X-mas and Happy NY! - During the Holiday season more than ever, our thoug		
Lintasarta	Dec 24		
🛅 Lukman	Intobiox Dec 24 Top network reliability risks at the network edge - View as webpage		
Milis .	· · · · · · · · · · · · · · · · · · ·		
Nural	Kendra Luciano Dec 23		
Pajak	Happy Holidays from Extreme Networks! - Extreme Networks, the Rocky Balboa of		
Saleh	EC-Council University Dec 23		
Sangfor (104)	From a certification to a degree. Complete your cyber security education journe		
Sophos	EC-Council CodeBed Dec 18		
E Sent	An Exclusive 20th Anniversary Offer: Get Cybersecurity Courses for \$1.99 on Er		

Gambar 3. Halaman email pengguna

4. Setelah tampil, lalu klik menu Preferences dan klik Account.

🕲 zimbra [.]				🖂 👻 Search	Q Eko Arie Febriono
Mail Contacts	Calendar Tasks Brief	case Open Drive Prefe	erences		
Save Cancel	Undo Changes				
 Preferences 	Accounts				
General					
Accounts	Account Name	Status Email Address			Туре
🖂 Mail	Primary Account	OK eko@depok.go.	id		Primary
Y Filters	Add External Account	Add Persona Delete			
Signatures					
0.1.1.0					

Gambar 4. Halaman Preferences

5. Kemudian akan muncul form baru, "Password Recovery Account Setting". Seperti gambar dibawah ini.

Password Recovery Acco	unt Settings:	
	Account	Status
		Unset
	Enter an email address to set as your password recovery email.	
Email:	Add Recovery Email	

Gambar 5. Password Recovery Account Settings.

6. Lalu masukkan alamat email alternatif/lain untuk mengaktifkan fiturnya kemudian *email* yang akan mengirimkan kode verifikasi untuk *forgot password* ke alamat *email* alternatif.

Password Bacovary Acc	unt Sattinne:	
Passiona necotory Acc	Annu on the second s	Otativa.
	Account	Pending Verification
	We have sent an email with a validation code to confirm your recovery email address. Enter the code in the field below and click the associa address.	ted button to validate this email
	Don't see the email in your Inbox? Check your Junk folder. If you still don't see it, click the 'Resend Code' button below and we will resend	the code to the requested email.
Enter Code:	Verify Code	
Options	Reset Recovery Email Resend Code	

Gambar 6. Memasukkan alamat email alternatif.

 Setelah memasukkan email alternatif, lalu cek email alternatif tersebut untuk melihat kode validasinya. Untuk yang memasukkan alamat email gmail sebagai email alternatifnya bisa lakukan pengecekan pada folder SPAM.

Berikut adalah contoh email yang berisi verifikasi kode forgot password.

Request for recovery email address verification by Rizky 📑 🖬			
Rizky Pratama to me 👻	10:57 AM (1 minute ago)	*	
Verification of your recovery email addres	ŝŝ		
Recovery email verification code: Recovery email verification code: Recovery email verification code: Recovery email verification code expires by Fri, 27 Jul 2018 09:13:16 GMT			
What is this? It's working! Yes, I conf	firm.		
What is this? It's working! Yes, I conf	firm.		

Gambar 7. Verifikasi email

8. Setelah berhasil membuka email alternatif, lalu kopikan Recovery email verification code dan paste pada halaman *password recovery account settings email zimbra*. Dan jika kode benar akan muncul keterangan "*we have validated yout recovery email address*" seperti gambar dibawah ini.

Password Recovery Acco	unt Settings:	
	Account	Status
	on este mail de musiles en	Email Verified
	We have validated your recovery email address. You can choose to delete this address by clicking on the reset button below.	
Options:	Reset Recovery Email	

Gambar 8. Status Email Verified

9. Pada tahapan ini dilakukan ujicoba fungsi dari forgot password dengan melakukan akses pada alamat https://mail.depok.go.id dan muncul halaman login email zimbra.

Username:		
Password:		
	Stay signed in	Sign In
		Forgot Password [Beta]
Version:	Default	What's This?

Gambar 9. Halaman login Zimbra

10. Lakukan klik pada Forgot Password.

	O DUCT	
Username:		
Password:		
	Stay signed in	Sign In
		Forgot Password Beta]
Version:	Default	What's This?

Gambar 10. Halaman login (Forgot Password)

11. Kemudian masukkan alamat email zimbra, lalu klik Submit. Seperti gambar dibawah ini.

Please enter your username so we may retrie	we the recovery email you have on record.
Don't have a recovery email on record? Pleas resetting your password.	e contact your system administrator for help
Username:	
Username:	

Gambar 11. Halaman username Reset Password

12. Setelah memasukkan elamat email zimbra akan muncul konfirmasi send code verifikasi untuk forgot password, kemudian klik Request Code.

Do you have access to the email address below	w:
rzp*******@gmail.com	
Click the Request Code button, and we will ser this code to validate by pasting it on the next	nd you a recovery code to this address. Use form.
Back to sign in	Request Code

Gambar 12. Halaman Request Code

13. Cek email pada alamat email recovery yang telah didaftarkan, kemudian catat/salin kode yang terdapat pada email tersebut dan masukkan kode pada Reset Code.

A SYNACOR PRODUC	a Peroven: Code to your i	recovery email This cod	e is velid for
10 minutes. Please enter it h	ere and submit by clicking	g on the 'Verify Code' bu	tton below
	The second	lider. If you still don't se	a it. click the
Don't see the email in your I Resend Code' button below Reset Code:	and we will resend the co	ode to the requested em	ail.
Don't see the email in your I Resend Code' button below Reset Code:	and we will resend the co	ode to the requested err	ail.

Gambar 13. Halaman Reset Code

14. Setelah itu masukkan password email zimbra yang baru, seperti gambar dibawah ini.

Please enter a new password here.	
New Password Confirm Password	
Continue with Session	Submit

Gambar 14. Penggantian Password.

15. Email telah berhasil reset password dengan fitur forgot password