

JABATAN PERDANA MENTERI UNIT PEMODENAN TADBIRAN DAN PERANCANGAN PENGURUSAN MALAYSIA (MAMPU)





## MANUAL PENGGUNA

Migrasi E-mel (Microsoft Outlook)

# KANDUNGAN

Rekod Pindaan	3
1.0 Pengenalan	4
2.0 Keperluan Minimum Sistem	4
3.0 Langkah-langkah Migrasi Emel Menggunakan Microsoft Outlook	5
4.0 Langkah-langkah Migrasi E-mel	6
4.1 Konfigurasi Akaun MyGovUC 2.0 – Icewarp E-mel ke Microsoft Outlook	6
4.2 Konfigurasi Akaun MyGovUC 2.0 – GWS E-mel ke Microsoft Outlook	9
4.3 Memindahkan Fail Menggunakan Outlook	12







### **Rekod Pindaan**

No Versi	Tarikh Versi	Pindaan / Pembetulan Oleh	Keterangan
1.0	18 November 2021	Pasukan Pengurusan Perubahan MyGovUC 2.0	







#### 1.0 Pengenalan

Dokumen ini menerangkan tatacara pemasangan dan konfigurasi migrasi emel dari MyGovUC 2.0 – Icewarp e-mel ke MyGovUC 2.0 – GWS e-mel menggunakan Microsoft Outlook.

#### 2.0 Keperluan Minimum Sistem

- 1. Sistem pengoperasian Windows versi 7, 8, 8.1 dan 10
- 2. Aplikasi Microsoft Outlook 2010 dan ke atas.
- 3. Rangkaian internet yang stabil.





#### 3.0 Langkah-langkah Migrasi Emel Menggunakan Microsoft Outlook

1. Konfigurasi akaun MyGovUC 2.0 - Icewarp Emel ke Mickrosoft Outlook.

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2. Konfigurasi akaun MyGovUC 2.0 - GWS Emel ke Mickrosoft Outlook.

Salin maklumat e-mel dari MyGovUC 2.0 -

3. Icewarp E-mel ke MyGovUC 2.0 - GWS E-mel.





#### 4.0 Langkah-langkah Migrasi E-mel 4.1 Konfigurasi Akaun MyGovUC 2.0 – Icewarp E-mel ke Microsoft Outlook

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NO	PAPARAN	ARAHAN
1.	All Apps Documents Web More •     Best match     Image: Controlock Apps     Apps     Outlook Apps     Image: Controlock Apps     Image: Control	Buka aplikasi <i>Microsoft Outlook</i>
2.	File Home Send / Receive Folder View Help   File Home Send / Receive Folder View Help   Image: Send / Receive Folder Image: Send / Receive Folder View Help   Image: Send / Receive Folder Image: Send / Receive Folder View Help   Image: Send / Receive Image: Send / Receive Folder View Help   Image: Send / Receive Image: Send / Receive Image: Send / Receive Image: Send / Receive   New New New New Image: Send / Receive Image: Send / Receive   New New New New Image: Send / Receive Image: Send / Receive   New New TeamViewer Delete Reply Reply   Reply Reply Reply Respond	<ul> <li>Klik butang '<i>File</i>'.</li> </ul>
3.	Image: Construction       Notice         Image: Construction       Not	<ul> <li>Kemudian klik butang <i>Add Account</i><sup>2</sup> untuk menambah akaun e-mel yang baharu.     </li> </ul>



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### MyGovUC<sup>20</sup>





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NO	PAPARAN	ARAHAN
7.	MAP Account Settings   teti@mampugov.my     Password     Total     Other     Other     Other	<ol> <li>Masukkan '<b>Password'</b> bagi akaun MyGovUC 2.0 – IceWarp E-mel sedia ada.</li> <li>Tekan butang '<b>Connect'</b>.</li> </ol>
8.	× I Outlook Account successfully added IMAP pengguna2@mampu.gov.my	<ol> <li>Setelah proses konfigurasi akaun MyGovUC 2.0 – Icewarp e-mel ke Outlook berjaya, anda akan menerima mesej 'Account successfully added'.</li> </ol>
	Add another email address          Advanced options ^         Advanced options ^         Image: Constraint of the set up my account manually         Set up Outlook Mobile on my phone, too         22	2. Tekan butang <b>'Done'</b> .



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# 4.2 Konfigurasi Akaun MyGovUC 2.0 – GWS E-mel ke Microsoft Outlook.

Nota: Setelah pengguna menerima akaun MyGovUC 2.0 – GWS E-mel baharu, pengguna boleh meneruskan konfigurasi menggunakan kaedah seperti di bawah:

NO	PAPARAN	ARAHAN
1.	File Home Send / Receive Folder View Help   File Home Send / Receive Folder View Help   Meting Image: Comparison of the temp Image: Comparison of temp Image: Comparison of temp   New New New Delete Archive   New TeamViewer Delete Reply   Reply Reply Forward   All Image: Comparison of temp	• Klik pada menu ' <i>File'</i> .
2.	Image: Control       Outlook Today - Outlook         Image: Control       Account Information         Open & Export       Image: Control         Image: Control       Account Settings         Account Settings       Account Settings         Image: Control       Mailbox Settings         Image: Control       Slow and Disabled COM Add-ins         Manage: Control       Mailbox Settings         Image: Control       Slow and Disabled COM Add-ins         Manage: Control       Mailbox Setting sour Control         Image: Control       Slow and Disabled COM Add-ins         Manage: Control       Mailbox Setting sour Control         Image: Control       Slow and Disabled COM Add-ins         Manage: Control       Mailbox Setting sour Control         Image: Control       Mailbox Setting sour Control         Image: Control       Manage: Control<	<ul> <li>Kemudian klik butang <i>Add Account</i><sup>2</sup> untuk menambah akaun yang baharu.     </li> </ul>
3.	Email address          Imail address <td><ol> <li>Masukan alamat MyGovUC 2.0 – GWS e- mel anda di ruangan '<i>E- mail address'.</i></li> <li>Tandakan pada '<i>Let me</i> <i>set up my account</i> <i>manually'.</i></li> <li>Kemudian klik butang '<i>Connect'.</i></li> </ol></td>	<ol> <li>Masukan alamat MyGovUC 2.0 – GWS e- mel anda di ruangan '<i>E- mail address'.</i></li> <li>Tandakan pada '<i>Let me</i> <i>set up my account</i> <i>manually'.</i></li> <li>Kemudian klik butang '<i>Connect'.</i></li> </ol>



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6.	Coogle One account. All of google.	<ul> <li>Masukkan 'password' dan klik pada butang 'Sign in'.</li> </ul>
7.	<complex-block>  Coccle   Microsoft apps &amp; services wants to access your Google Account                errec:eggmail.com             This will allow Microsoft apps &amp; services to:                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                 errec:eggmail.com                  errec:eggmail.com                 errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                 errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                 errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:eggmail.com                  errec:erggmail.com                  errec:erggmail.com                 errec:erggmail.com                 errec:erggmail.com                 errec:erggmail.com                 errec:erggmail.com                 errec:erggmail.com                 errec:erggmail.com                 errec:erggmail.com                 errec:erggmail.com                 errec:erggmail.com</complex-block>	• Klik pada ' <b>Allow</b> '.

	JABATAN PERDANA MENTERI DOENAN TADBIRAN DAN PERANCANGAN PENGURUSAN MALAYSIA (MAMPU)	MyGovUC <sup>20</sup>
8.	Image: Cuttook   Image: Cuttook   Image: Cuttook   Image: Cuttook     Image: Cuttook <t< th=""><th><ol> <li>Setelah konfigurasi akaun MyGovUC 2.0 – GWS e- mel ke Outlook telah berjaya, anda akan menerima mesej 'Account successfully added'.</li> <li>Tekan butang 'Done'.</li> </ol></th></t<>	<ol> <li>Setelah konfigurasi akaun MyGovUC 2.0 – GWS e- mel ke Outlook telah berjaya, anda akan menerima mesej 'Account successfully added'.</li> <li>Tekan butang 'Done'.</li> </ol>

### 4.3 Memindahkan Fail Menggunakan Outlook

NO		PAPARAN	ARAHAN
1.	File Home Send / Re File Home Send / Re New New Email Items Metring New Translitems Compt Drag Your Favorite Folders Here Pengguna2@mampu.gov.r Drafts Sent Trash > Archive Dublic@mampu RSS Feeds Sent Items Sent Items Se	Search         sceive       Folder         View       Help         Signore       Delete         Nunx       Delete         Delete       Reply         Forward       Forward         V       Tuesday         normal       V         New Window       Hill Test Email         New Window       Hill Test Email         New Window       Hill Test Email         Ider       anini.naim@pernecmyuc.n         Ider       rosoft Outlook         opoft Outlook Test Me       Tue 2:39 PM         Ider       rosoft Outlook         opoft Outlook Test Me       Tue 9:35 AM         Is an email message       Is an email message         Builder       is an email message         Polder       rosoft Outlook         osoft Outlook Test Me       Mon 3:36 PM         olders       is an email message         Evorites       rosoft Outlook         soft Outlook Test Me       Mon 11:57	<ol> <li>Klik kanan pada folder yang ingin disalin. (Sebagai contoh folder <i>'Inbox'</i>).</li> <li>Tekan butang <i>'Copy</i> <i>Folder'</i>.</li> </ol>



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2.	Copy Folder       X         Copy the selected folder to the folder:       2         Junk E-mail       OK         Outbox       public@mampu.gov.my         Cancel       New         RSS Feeds       Sent Items         Sent Messages       New         Iser Archive       Iser Archive         Inbox [14]       Gmail]         Outbox       Test         Migration Data Backup       V	<ol> <li>Melalui tetingkap '<i>Copy</i> <i>Folder</i>' ini, pilih pada akaun MyGovUC 2.0 – GWS E-mel.</li> <li>Tekan butang '<b>OK'</b>.</li> </ol>
3.	<ul> <li>&gt; testid@mampu.gov.my</li> <li>&gt; pengguna2@mampu.gov.my</li> <li>&gt; Inbox [98]</li> <li>&gt; [Gmail]</li> <li>Outbox</li> <li>Test</li> <li>Search Folders</li> </ul>	<ul> <li>Proses migrasi berjaya dilakukan apabila folder inbox memaparkan bilangan e-mel.</li> <li>Nota : Ulang langkah 1 hingga 3 bagi migrasi folder yang lain seperti <i>draf, send, archive</i> dan sebagainya.</li> </ul>



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