





# MANUAL PENGGUNA

Migrasi E-mel (Mozilla Thunderbird)



Rekod Pindaan	3
1.0 Pengenalan	4
2.0 Keperluan Minimum Sistem	4
3.0 Langkah-langkah migrasi e-mel Menggunakan Mozilla Thunderbird	5
4.0 Pemasangan Mozilla Thunderbird	6
5.0 Langkah Migrasi E-mel	8
5.1 Konfigurasi Akaun MyGovUC 2.0 – IceWarp E-mel ke Thunderbird (IMAP)	8
5.2 Konfigurasi Akaun MyGovUC 2.0 – GWS E-mel ke Thunderbird (IMAP)	11
5.3 Pemindahan E-mel Dari MyGovUC 2.0 – IceWarp E-mel ke MyGovUC 2.0 – G\	NS E-
mel.	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 akaun MyGovUC 2.0 – Icewarp E-mel ke MyGovUC 2.0 – GWS Emel menggunakan aplikasi Thunderbird.

#### 2.0 Keperluan Minimum Sistem

- 1. Sistem pengoperasian Windows versi 7, 8, 8.1 dan 10
- 2. Aplikasi Mozilla Thunderbird 91.
- 3. Rangkaian internet yang stabil





#### 3.0 Langkah-langkah migrasi e-mel Menggunakan Mozilla Thunderbird

**1** Memuat turun Mozilla Thunderbird

JABATAN PERDANA MENTERI UNIT PEMODENAN TADBIRAN DAN PERANCANGAN PENGURSAN MALAYSIA

2. Konfigurasi akaun MyGovUC 2.0 - Icewarp E-mel ke Mozilla Thunderbird.

**3.** Konfigurasi akaun MyGovUC 2.0 - GWS Emel ke Mozilla Thunderbird.

> **4** Salin maklumat e-mel dari MyGovUC 2.0 -Icewarp E-mel ke MyGovUC 2.0 - GWS Emel.







## 4.0 Pemasangan Mozilla Thunderbird

NO	PAPARAN	ARAHAN
1.	• thunderbird.net/en-uts/ Foatures Add-ons Get Involved Get Help Abou • Abou • Chunderbird • Features Add-ons Get Involved Get Help Abou • Abou </td <td><ul> <li>Muat turun Mozilla Thunderbird melalui pautan di bawah:</li> <li><u>https://www.thunderbird.net/en-US/</u></li> </ul></td>	<ul> <li>Muat turun Mozilla Thunderbird melalui pautan di bawah:</li> <li><u>https://www.thunderbird.net/en-US/</u></li> </ul>
2.	File Home Share View Application Tools   Image Downloads Date   Image Outloads Image   Image Downloads Image   Image Downloa	<ol> <li>Setelah berjaya proses muat turun, <i>double click</i> pada <i>execution file</i> <i>'Thunderbird Setup.exe'.</i></li> <li>Proses <i>'extracting'</i> fail akan bermula.</li> </ol>











Mozilla Thunderbird Setup	Completing the Mozilla Thunderbird Setup Wizard Mozilla Thunderbird has been installed on your computer. Click Finish to close this wizard. Launch Mozilla Thunderbird now	<ol> <li>Pilih 'Launch Mozilla Thunderbird now' .</li> <li>Klik 'Finish' setelah selesai.</li> </ol>
	< t Finish Cancel	

#### 5.0 Langkah Migrasi E-mel

JABATAN PERDANA MENTE UNIT PEMODENAN TADBIRAN DAN PEI PENGURUSAN MALAYSIA

#### 5.1 Konfigurasi Akaun MyGovUC 2.0 – IceWarp E-mel ke Thunderbird (IMAP)

NO	PAPARAN	ARAHAN
1.	Image: state of the	<ol> <li>Klik pada ikon .</li> <li>Pilih butang 'Account Setting'.</li> </ol>



2.	<ul> <li>► Local Folders         Junk Settings         Disk Space         SOutgoing Server (SMTP)         </li> <li>22         Add Mail Account         Add Chat Account         Add Chat Account         Add Peed Account         Add Qther Account         Set as Default         Remove Account         I         <u>Account Actions         ×         </u></li> </ul>	<ol> <li>Klik 'Account Actions'.</li> <li>Pilih pada 'Add Mail Account' pada ruangan Account Actions.</li> </ol>
3.	Set Up Your Existing Email Address         To use your current email address fill in your credentials.         Thunderbird will automatically search for a working and recommended server configuration.         Imail address         Vour full name         Test ID         Imail address         Imail	<ol> <li>Masukan namaanda pada ruangan 'Your Full Name'.</li> <li>Masukkan alamat MyGovUC 2.0 – Icewarp e-mel anda di ruangan 'E-mail address'.</li> <li>Masukkan 'Password' akaun e-mel MyGovUC 2.0 anda.</li> <li>Klik 'Configure manually'.</li> </ol>









#### 5.2 Konfigurasi Akaun MyGovUC 2.0 – GWS E-mel ke Thunderbird (IMAP)

JABATAN PERDANA MENTERI UNIT PEMODENAN TADBIRAN DAN PERANCANGAN PENSURUSAN MALAYSIA

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.	Set Up Your Existing Email Address         To use your current email address fill in your credentials.         Thunderbird will automatically search for a working and recommended server configuration.         Vour full name         Pengguna 3 Test         Imail address         pengguna3@mampu.gov.my         Password         Image: Remember password         Configure manuly         Cancel         Vour credentials will only be stored locally on your computer.	<ol> <li>Masukan nama pada ruangan 'Your Full Name'.</li> <li>Kemudian masukkan alamat MyGovUC 2.0 – GWS e-mel anda di ruangan 'E-mail address'.</li> <li>Masukkan 'Password'.</li> <li>Klik pada 'Configure manually'.</li> </ol>
2.	Image: Second state sta	<ol> <li>Aplikasi <i>Thunderbird</i> mengesan konfigurasi e- mel secara automatic.</li> <li>Bahagian ini menunjukkan bahawa proses konfigurasi telah berjaya.</li> <li>Klik pada '<i>Done'.</i></li> </ol>







#### 5.3 Pemindahan E-mel Dari MyGovUC 2.0 – IceWarp E-mel ke MyGovUC 2.0 – GWS E-mel.

NO	PAPARAN	ARAHAN
1.	Pengguna3@mampu.gov.my Account Settings Get Messages Write Chat Address Book Tags Folder 1 Folder 1 Folder 2 Folder 2 Forder assages Write a new message Sent Spam Tarsh Cutbox Set tlems Sent Messages Under Kernall Under Kernall Cutbox Set tlems Sent Messages User Archive Fordards Set tlems <	<ul> <li>Pastikan kedua-dua e-mel akaun (iaitu MyGovUC 2.0 – IceWarp E-mel dan MyGovUC 2.0 – GWS E- mel) dipaparkan.</li> <li>Pemindahan e-mel boleh dilakukan dengan menggunakan fungsi <i>copy</i> <i>to</i> secara individu atau pemilihan berkelompok (select all).</li> </ul>
2.	Inter::::::::::::::::::::::::::::::::::::	<ul> <li>Contoh 1 : pemindahan e-mel secara <i>select all</i> pada email didalam <i>inbox</i> (tidak termasuk <i>sub-folder</i>)</li> <li>1. Klik folder yang ingin dipindahkan dan klik kanan pada e-mel yang telah dipilih.</li> <li>2. Kemudian, klik '<i>Copy To'</i>.</li> <li>3. Pilih akaun MyGovUC 2.0 – GWS E-mel dan destinasi Inbox.</li> </ul>















Get Messages 🔽 🖋 Write	Chat 🖪 Addres	ss Book 🔊 Tag 🗸 🍞 Quick Filter		yang telah dipindah
Iders	··· 🏡 🖬	Unread 🏠 Starred 🛃 Contact 🔊 Tags	Attachment	
<ul> <li>Folder 2</li> <li>Porafts</li> <li>Sent</li> <li>Spam</li> <li>Trash</li> <li>Archive</li> <li>Junk E-mail</li> <li>Outbox</li> <li>RSS5 Feeds</li> <li>Sent Hemss</li> <li>Sent Messages</li> <li>User Archive</li> <li>Semana@mampu.gov.my</li> <li>✓ Inbox</li> <li>Folder 1</li> <li>✓ [Gmail]</li> <li>Porafts</li> <li>✓ Sent Mail</li> </ul>		<ul> <li>testing accept Calendar</li> <li>Accepted: Clusters' Health and Impre</li> <li>Test email test signature</li> <li>Fwd: Test email test signature</li> <li>Re: Test email test signature</li> </ul>	wement Plan	yang sama dan ular langkah 6 hingga 7 melakukan peminda folder seterusnya.
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An main (2) ≥ Spam →	* - retest2022@; × mail.goog	+ le.com/mail/u/0/?tab=rm&ogbl#label/INI Q label:inbox-folder-1 □ - C : □ ☆ sharul1006, testid 6 □ ☆ Rosman Tawel 2	30X%2FFolder+1 Test email test signature Accepted: Clusters' Heal	Semak pemindahan e-n bagi akaun MyGovUC 2 GWS E-mel anda. • Log masuk ke akaun MyGovUC 2.0 – GW mel dan semak
<ul> <li>All Mail (2)</li> <li>Span</li> <li>Span</li> <li>TrNBOX/Folder</li> <li>← &gt; C △</li> <li>= M ○</li> <li>← Compose</li> <li>□ Inbox</li> <li>★ Starred</li> <li>○ &gt; c = i</li> </ul>	" - retest2022@∈ ×	+ Jle.com/mail/u/0/?tab=rm&cogbl#label/INI Q label:inbox-folder-1          Q       label:inbox-folder-1         □ ▼ C :       :         □ ☆ sharul1006, testid 6       :         □ ☆ Rosman Tawel 2       :	30X%2FFolder+1 Test email test signature Accepted: Clusters' Heal testing accept calendar	Semak pemindahan e-n bagi akaun MyGovUC 2 GWS E-mel anda. • Log masuk ke akau MyGovUC 2.0 – GW mel dan semak kandungan e-mel
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<ul> <li>An main (2)</li> <li>Spam</li> <li>Compose</li> <li>Inbox</li> <li>Compose</li> <li>Inbox</li> <li>Starred</li> <li>Snozed</li> <li>Sent</li> <li>Drafts</li> <li>Inbox/Foo</li> <li>Less</li> <li>Important</li> <li>Chats</li> </ul>	" - retest2022@c × mail.goog	+ +  le.com/mail/u/0/?tab=rm&kogbl#label/INI Q label:inbox-folder-1          □ ▼ C :         □ ▼ C :         □ ★ sharul1006, testid 6         □ ★ Rosman Tawel 2	3OX%2FFolder+1 Test email test signature Accepted: Clusters' Heal testing accept calendar test auto accept calenda	Semak pemindahan e-n bagi akaun MyGovUC 2 GWS E-mel anda. • Log masuk ke akau MyGovUC 2.0 – GW mel dan semak kandungan e-mel • Tempoh pemindaha mel bergantung kep size, jumlah e-mel o kelajuan rangkaian internet.



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