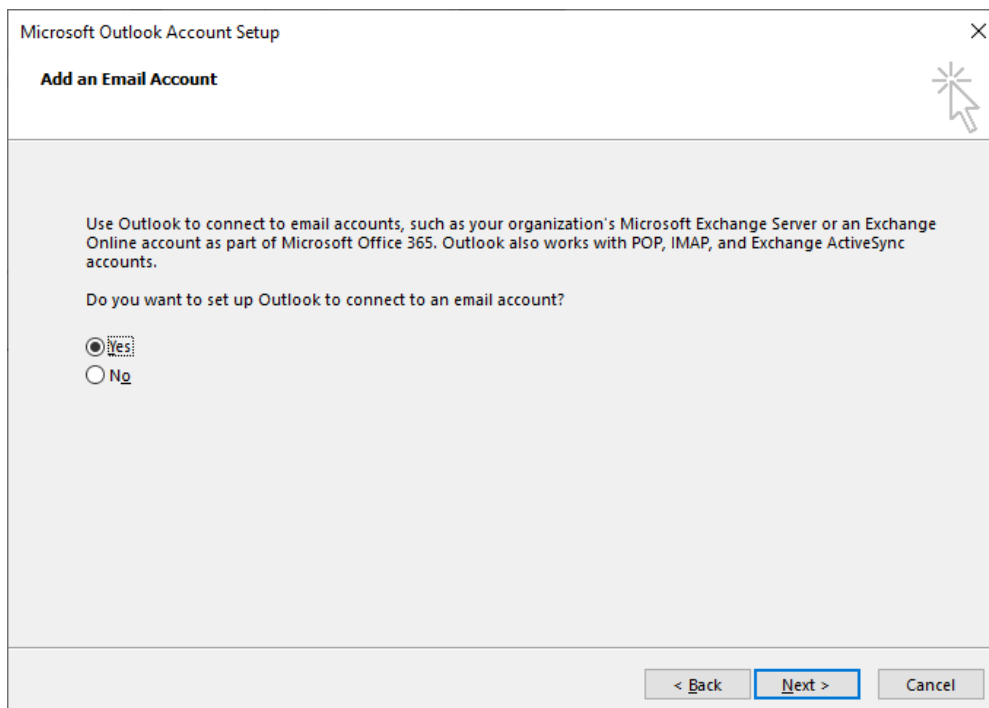
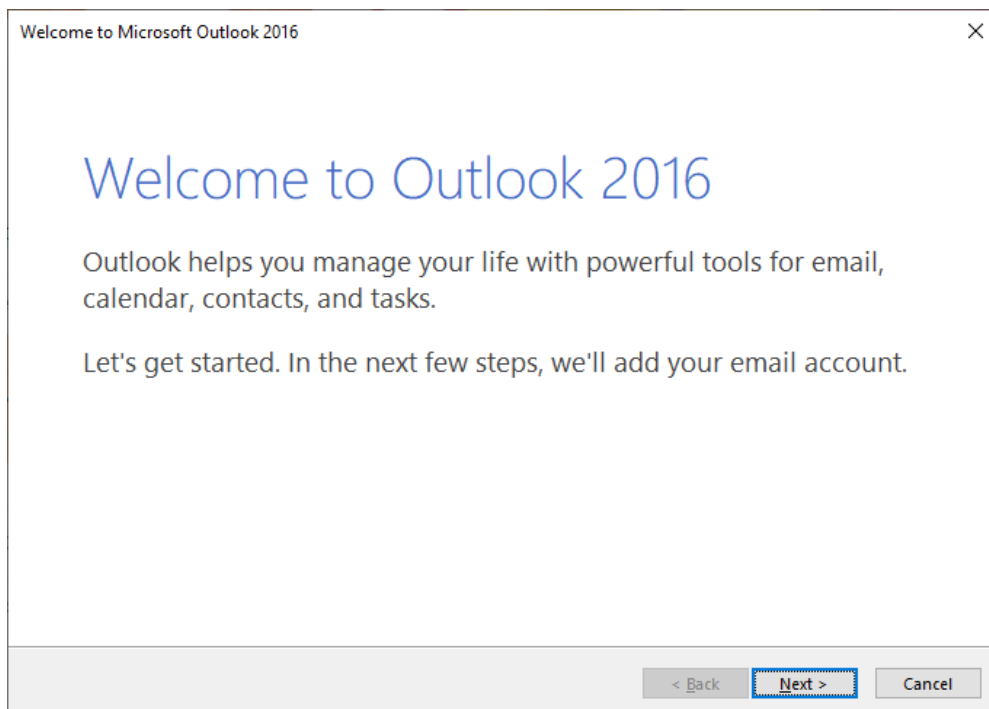


## KAEDAH BACKUP MENGGUNAKAN MS OUTLOOK

### CARA SETTING EMAIL MENERUSI MS OUTLOOK BAGI USER YANG BELUM SETTING



Add Account X

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

Add Account X

**Searching for your mail server settings...**

**Configuring**

Outlook is completing the setup for your account. This might take several minutes.

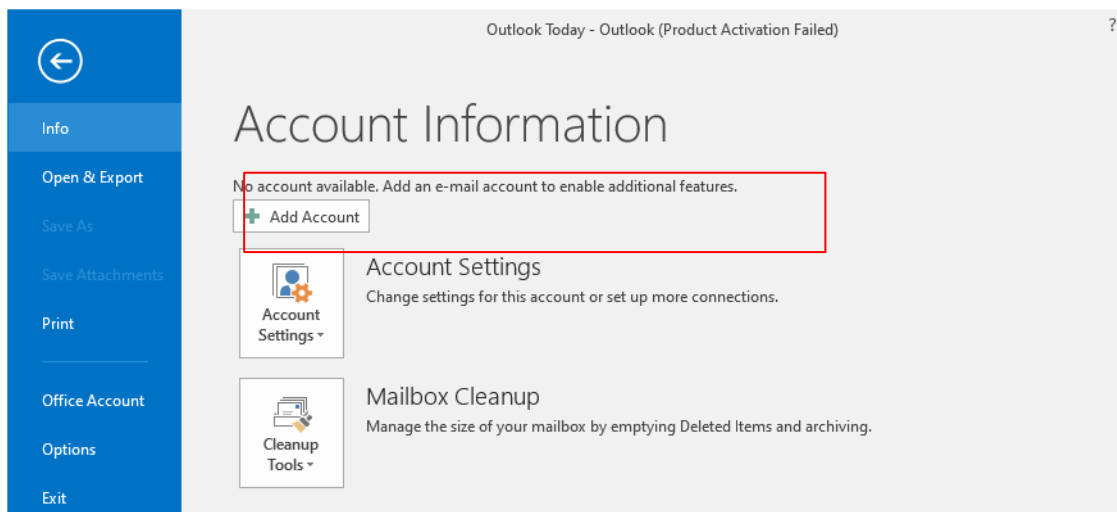
- ✓ Establishing network connection
- ✓ Searching for noraini\_razak.moh@1govuc.gov.my settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

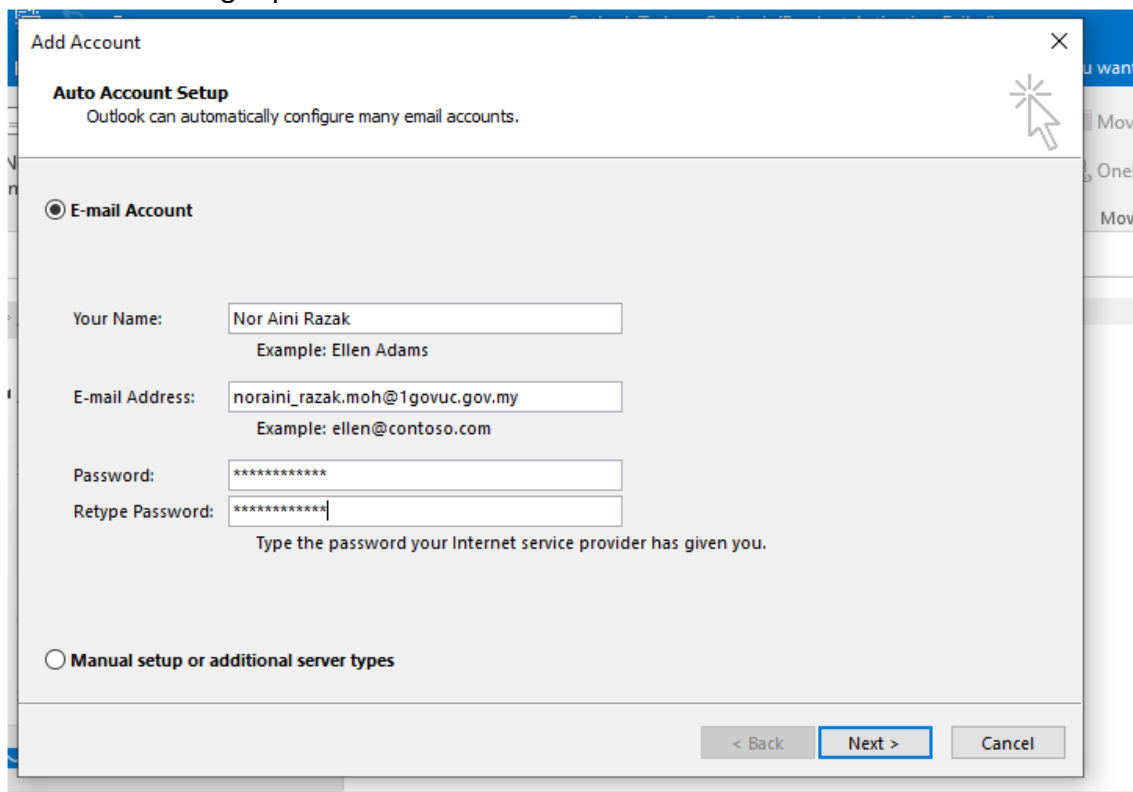
**Change account settings**

## CARA MASUK KE EMAIL MENERUSI MS OUTLOOK BAGI YANG DAH SETTING

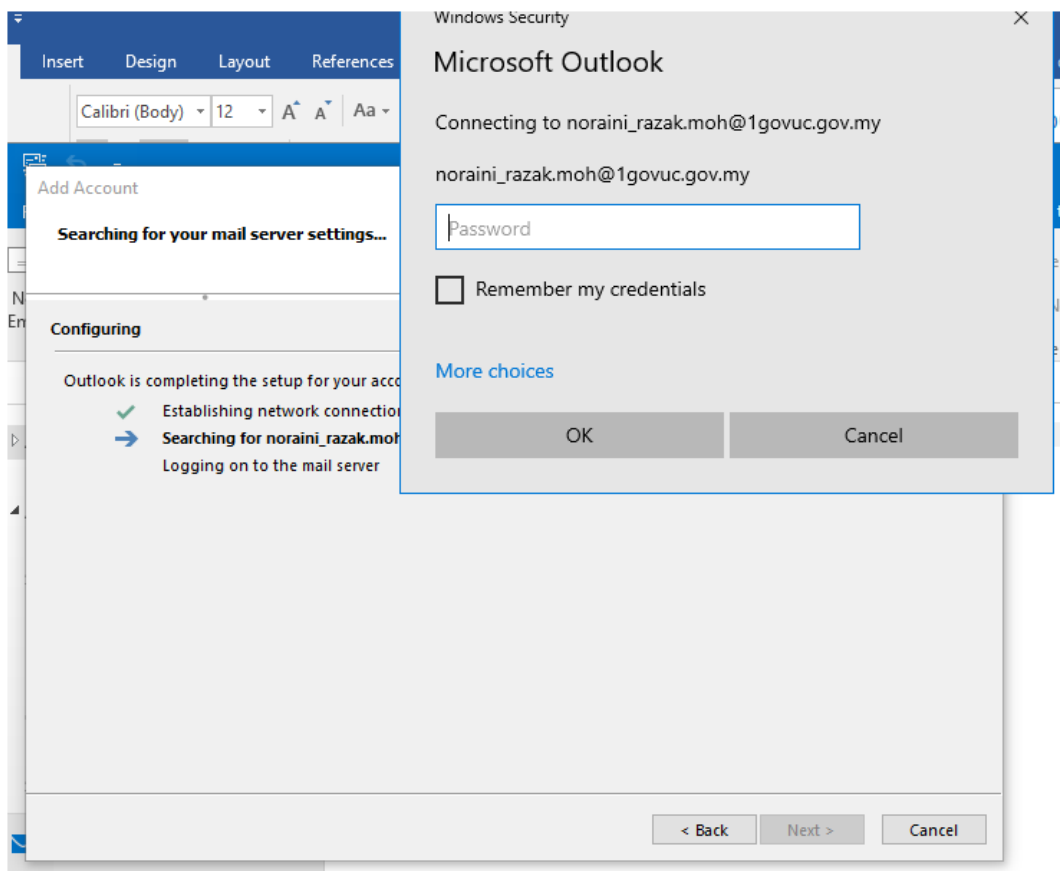
1. Buka MS Outlook
2. Pilih Add Account



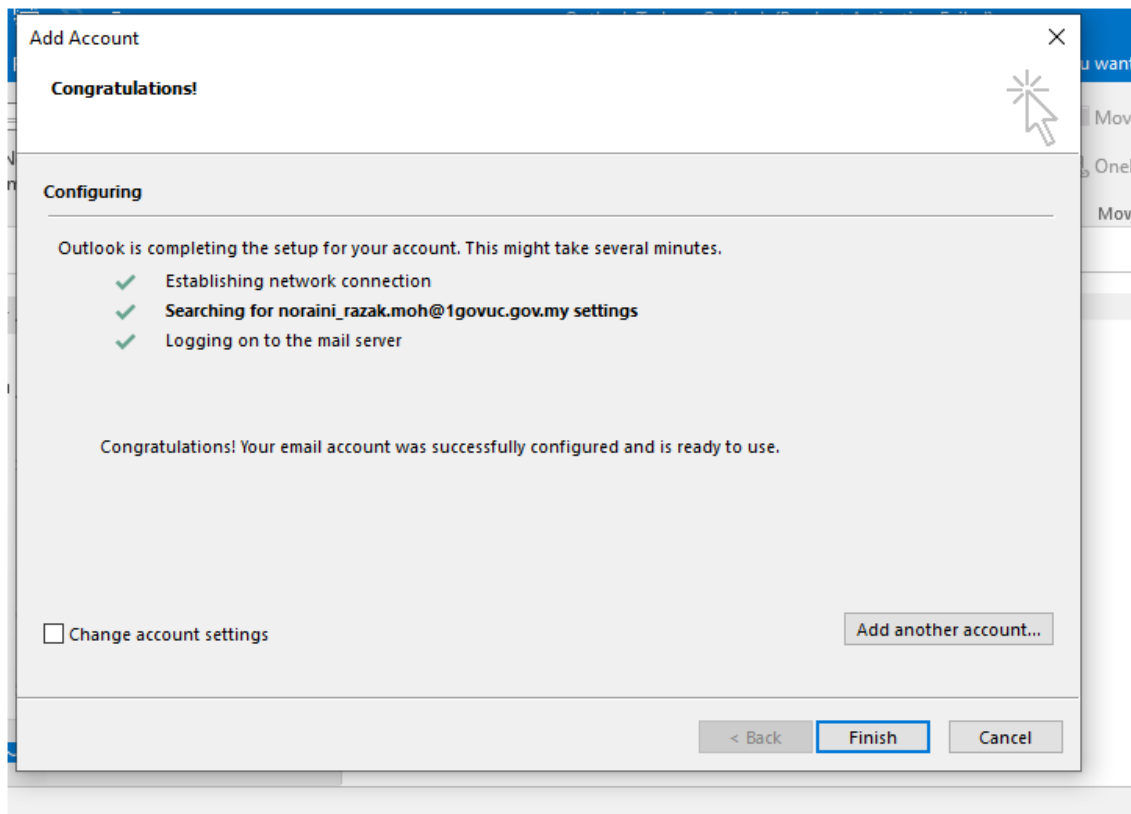
3. Masukkan setting seperti berikut → NEXT



4. Masukkan credentials/password email →OK



5. Finish



✓ Ini adalah paparan semasa login ke MS Outlook

The screenshot displays the Microsoft Outlook interface. At the top, the ribbon includes tabs for File, Home, Send / Receive, Folder, View, Enterprise Email Archive, Nitro Pro 9, and a search bar. The Home tab is active, showing various action icons like New Email, New Meeting, Ignore, Clean Up, Delete, Reply, Forward, Meeting, Move to, To Manager, Done, Reply & Delete, and Create New. Below the ribbon is a search bar for the current mailbox and a list of folders under 'Favorites' and 'noraini\_razak@moh.gov.my'. The main pane shows a list of emails under 'All Unread' and 'Today'. The selected email is from Nor Aini Bt. Ab. Razak, dated 1:34 PM, with the subject 'Pembetulan Pemakluman untuk Tindakan Pengguna MyGovUC HRPZ II'. Other visible emails include an undeliverable message from Microsoft Outlook at 1:05 PM, a message from Nor Aini Bt. Ab. Razak at 1:05 PM, a forwarded message from Mohd Fairuz Bin Hassan at 12:59 PM, a message from Postmaster KKM at 11:48 AM, and a message from Zamzuri Bin Abdul Halim at 11:26 AM. The right-hand side shows a partial view of the 'Assessment' pane with a profile picture and labels like 'Assessment', 'Mohd pad', 'SMS', 'Y.Bf', 'MAI', 'kep', 'eme', and 'Dise'.

File Home Send / Receive Folder View Enterprise Email Archive Nitro Pro 9 Tell me what you want to do...

New Email New Meeting Ignore Clean Up Delete Reply Reply All Forward Meeting Move to: ? To Manager Done Reply & Delete Create New

Search Current Mailbox (Ctrl+E) Current Mailbox

All Unread By Date Newest

Today

**Nor Aini Bt. Ab. Razak**  
Pembetulan Pemakluman untuk Tindakan Pengguna MyGovUC HRPZ II 1:34 PM  
Assalamualaikum dan Salam Sejahtera. Mohon bantuan Unit Perhubungan

Microsoft Outlook  
Undeliverable: Pemakluman untuk Tindakan Pengguna MyGovUC HRPZ II 1:05 PM  
Delivery has failed to these recipients or groups:

**Nor Aini Bt. Ab. Razak**  
Pemakluman untuk Tindakan Pengguna MyGovUC HRPZ II 1:05 PM  
Selamat sejahtera,

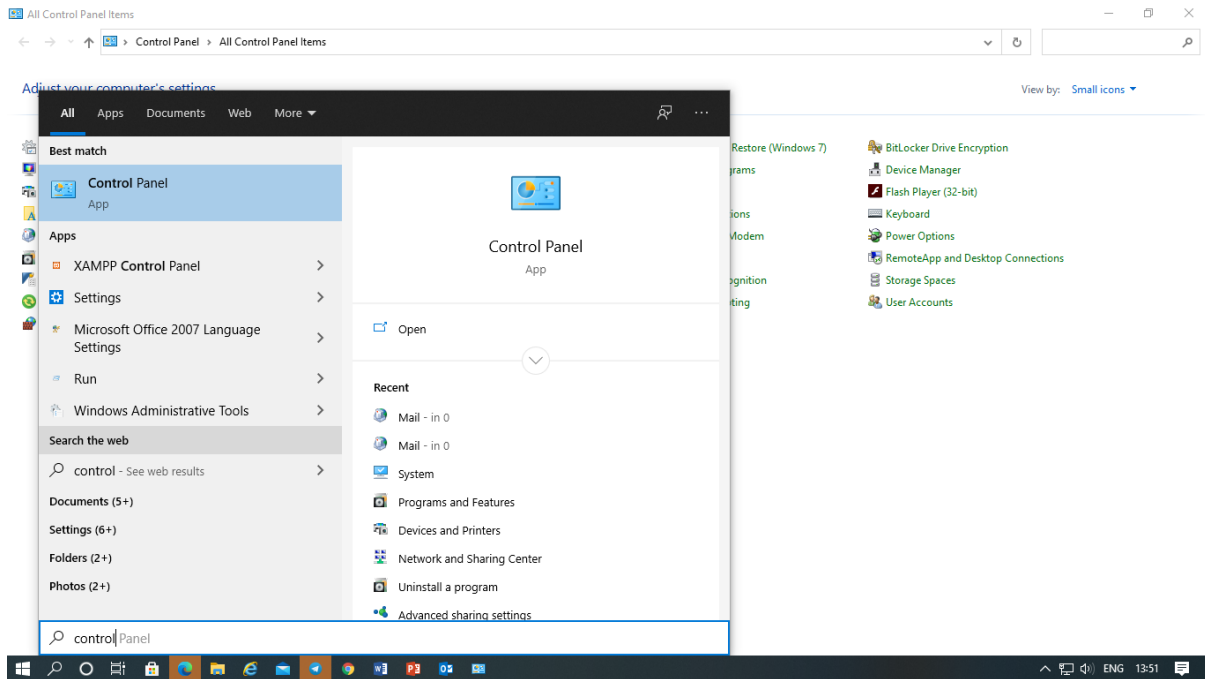
**Mohd Fairuz Bin Hassan**  
FW: Infoblast: Pembukaan Semula SPP & RISPACS selepas pelaksanaan Mo... 12:59 PM  
Selamat sejahtera, Tuan/Puan, Dengan hormatnya saya merujuk kepada

Postmaster KKM  
KAJIAN KEBERKESANAN PROGRAM PENERAPAN DAN PENGUKUHAN AMALAN... 11:48 AM  
YBhg. Tan Sri Dr./Dato' Seri Dr./Datuk Dr./Dato' Dr./Dato'/YBrs.Dr./Tuan/Puan,

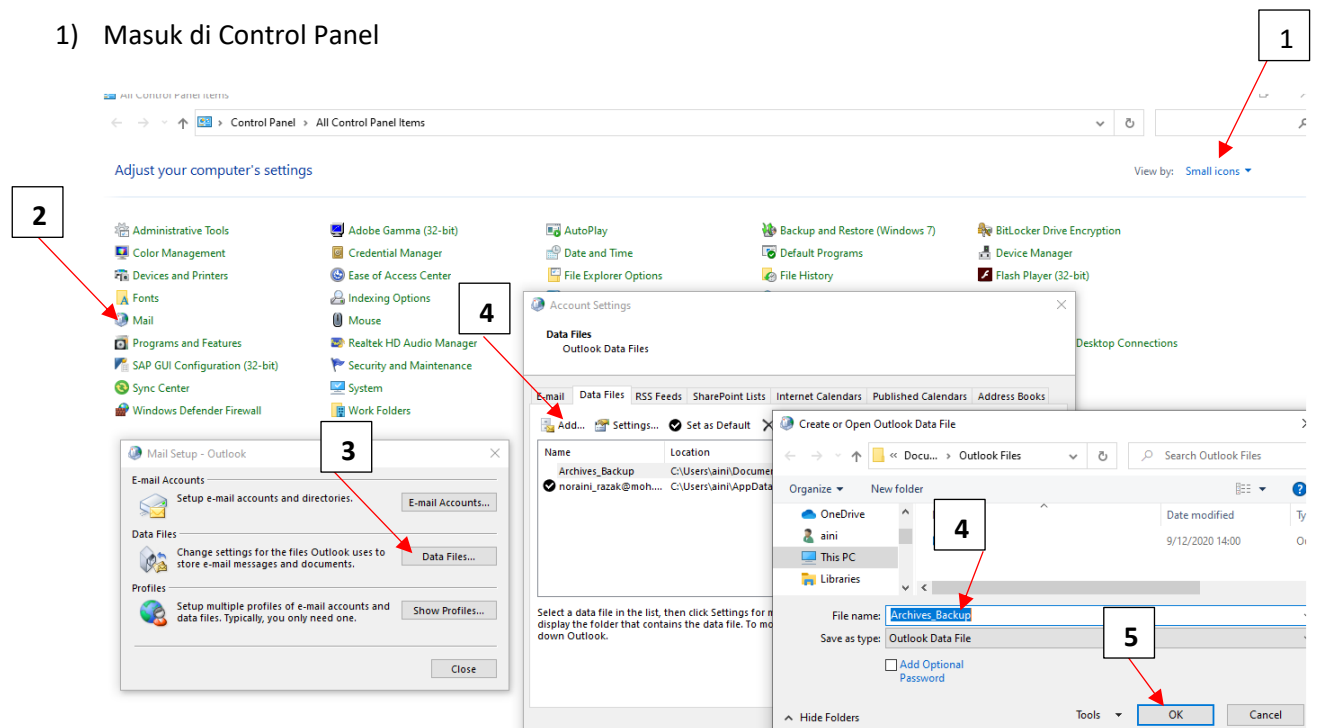
**Zamzuri Bin Abdul Halim**  
JEMPUTAN MESYUARAT PEMBANGUNAN HRPZ II BIL. 4 TAHUN 2020 11:26 AM  
Assalamualaikum dan Salam Sejahtera YBhg. Dato'/Datin /Tuan/Puan

Assessment  
Mohd pad  
SMS  
Y.Bf  
MAI  
kep  
eme  
Dise

# **BINA FOLDER BACKUP EMEL DI PC MASING-MASING ADALAH SEPERTI BERIKUT.**



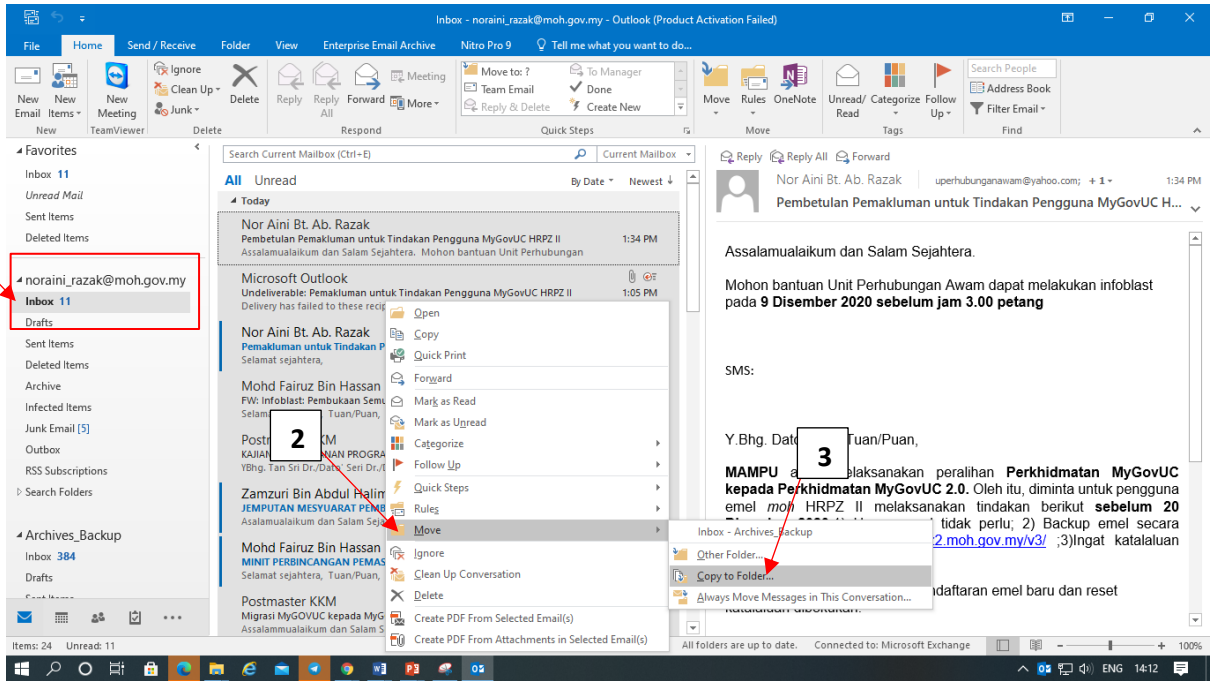
1) Masuk di Control Panel



2. Klik ikutan turutan seperti di atas.

3. Buka MS Outlook

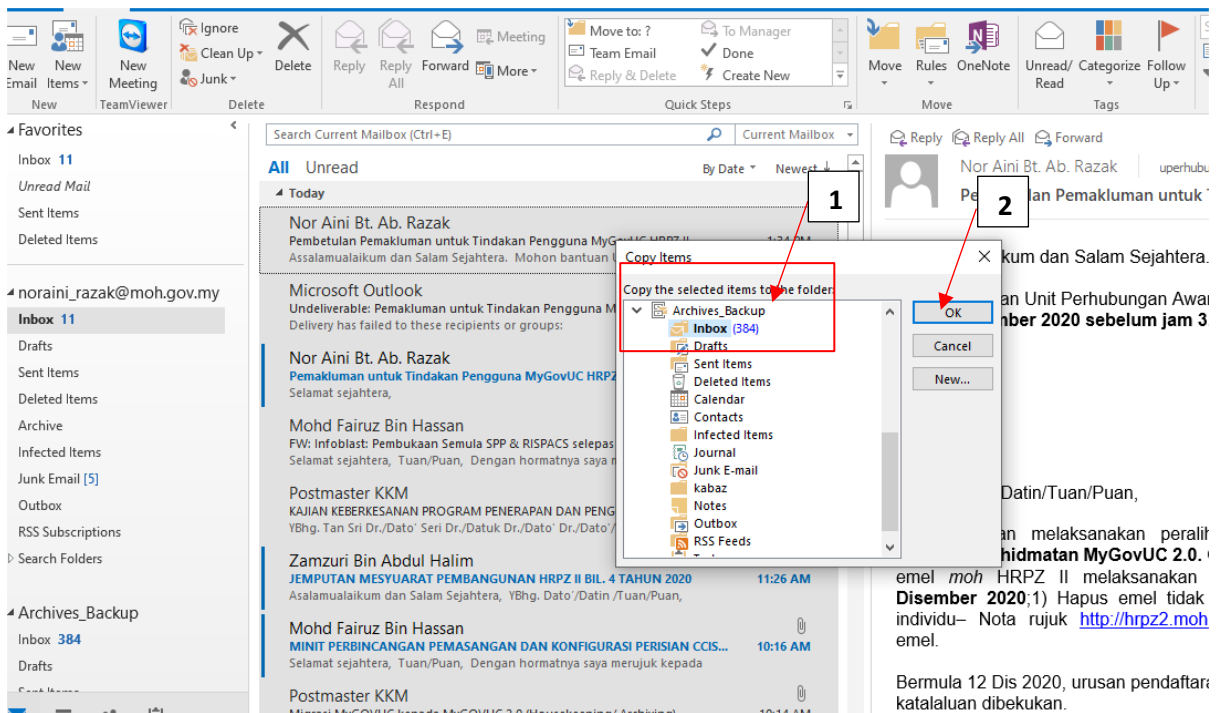
1



2

3

4. Klik inbox email @moh.gov.my → Move → Copy folder



5. Selesai backup, email yang dibackup akan dipaparkan dalam MS Outlook.