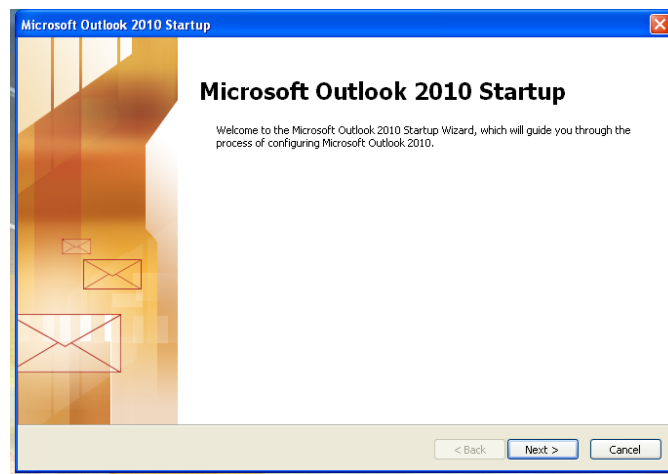


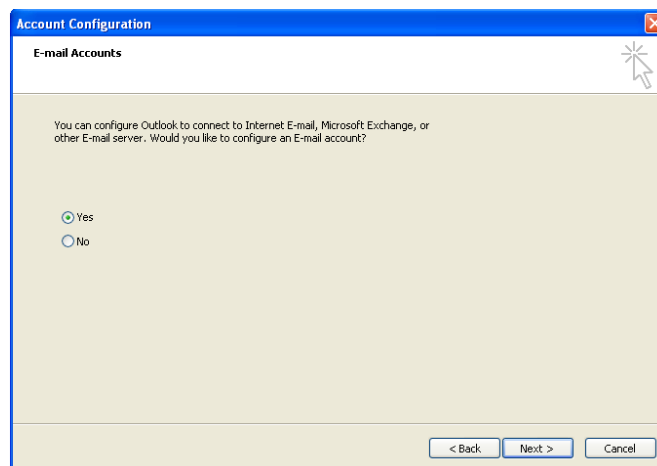
# Manual pengguna

Dokumen ini disediakan untuk memberi penerangan tentang cara memprogramkan perisian Microsoft Outlook 2010 pada komputer bagi memudahkan pengguna membuka dan terus menyimpan segala maklumat dan dokumen yang terdapat di dalam email. Had kapasiti simpanan adalah mengikut kebesaran saiz Hard Disk setiap komputer.

1. Sebagai permulaan, buka komputer seperti biasa.
2. Pada paparan desktop, pergi ke Start -> All program -> Microsoft Office -> Microsoft Outlook.
3. Paparan seperti di bawah akan dipapar dan menunjukkan program Microsoft Outlook sedang dimulakan.



4. Klik butang next.



5. Klik butang next. Paparan di bawah akan dipaparkan.

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The 'E-mail Account' radio button is selected. The form contains the following fields and options:

- Your Name:** Text input field with the example 'Ellen Adams'.
- E-mail Address:** Text input field with the example 'ellen@contoso.com'.
- Password:** Text input field.
- Retype Password:** Text input field with the instruction 'Type the password your Internet service provider has given you.'
- Text Messaging (SMS):** Radio button option.
- Manually configure server settings or additional server types:** Radio button option.

At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Isikan segala maklumat yang diminta pada ruangan yang disediakan.

a. Cth:

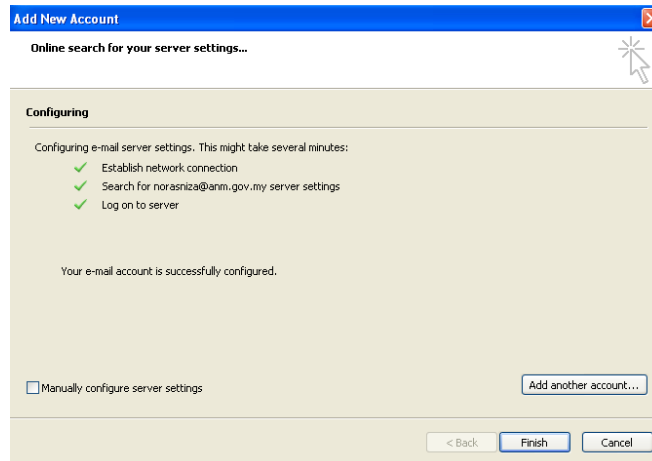
- i. Your Name: **Abu**
- ii. Email Address: [abu@anm.gov.my](mailto:abu@anm.gov.my)
- iii. Password: **1234**
- iv. Retype Password: **1234**

7. Kemudian klik butang next dan paparan seperti di bawah akan dipaparkan.

The screenshot shows the 'Add New Account' dialog box in the 'Configuring' step. The title bar says 'Add New Account' and the main heading is 'Online search for your server settings...'. The 'Configuring' section displays the following progress:

- Configuring e-mail server settings. This might take several minutes:
- Establish network connection (indicated by a green checkmark)
- Search for norasniza@anm.gov.my server settings (indicated by a blue arrow)
- Log on to server

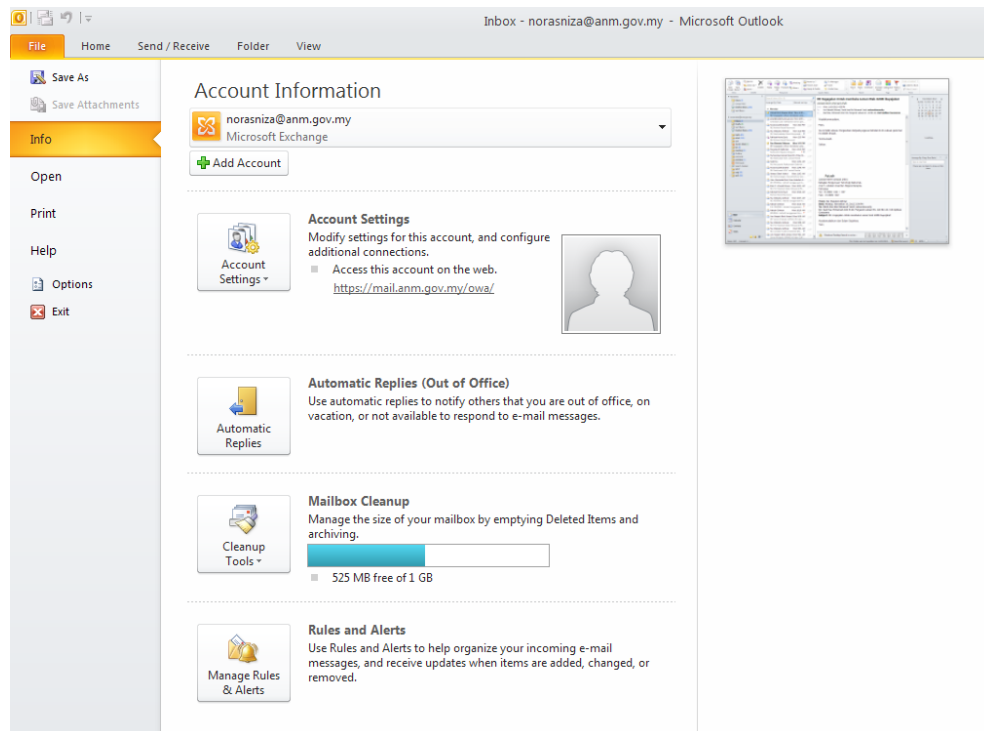
At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.



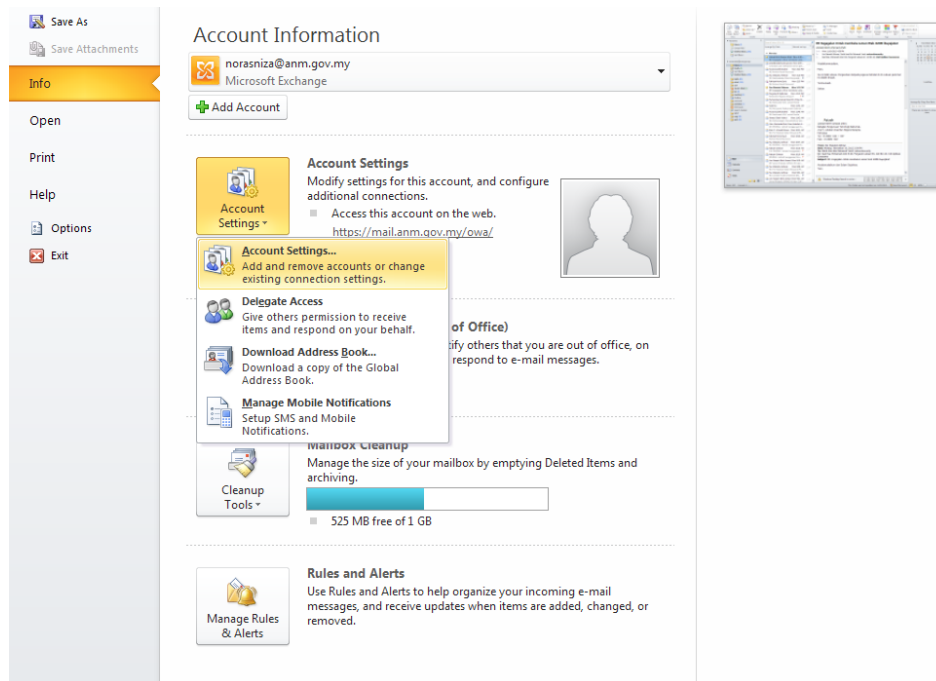
8. Klik pada butang finish apabila butang finish dipaparkan.

Backup - Bagi mengelakkan data email hilang.

1. Klik pada tab file -> Account Setting

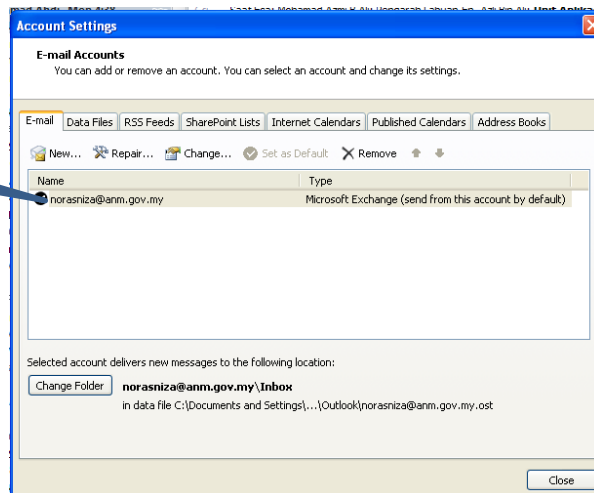


2. Pilih Account Setting

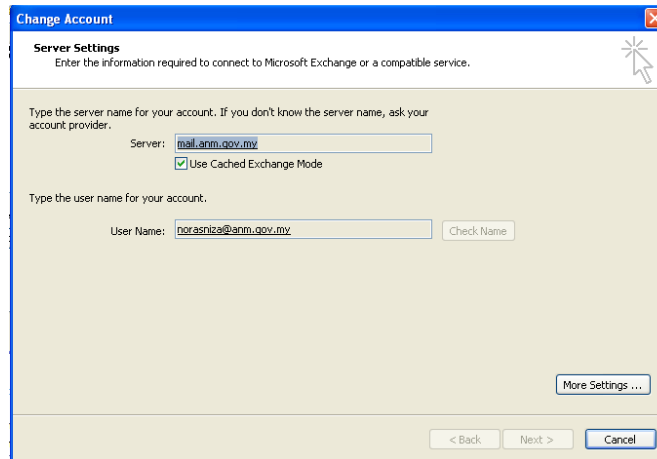


3. Paparan berikut dipaparkan. Double click pada nama address email user.

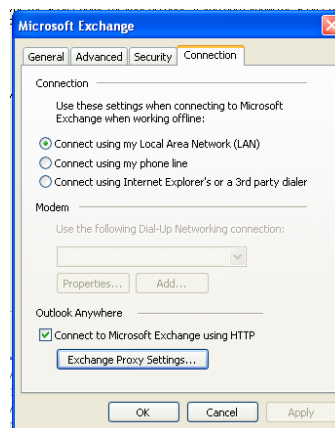
Double click pada nama address email user.



4. Klik pada butang More Setting

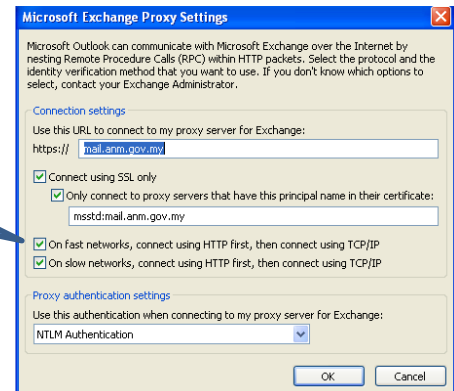


5. Klik pada tab connection



6. Klik butang Exchange Proxy Setting

Pastikan kedua - dua  
bahagian ini ditandakan.



7. Kemudian tekan butang OK -> OK -> Next -> Finish -> Close

8. Ms Outlook sudah sedia digunakan.