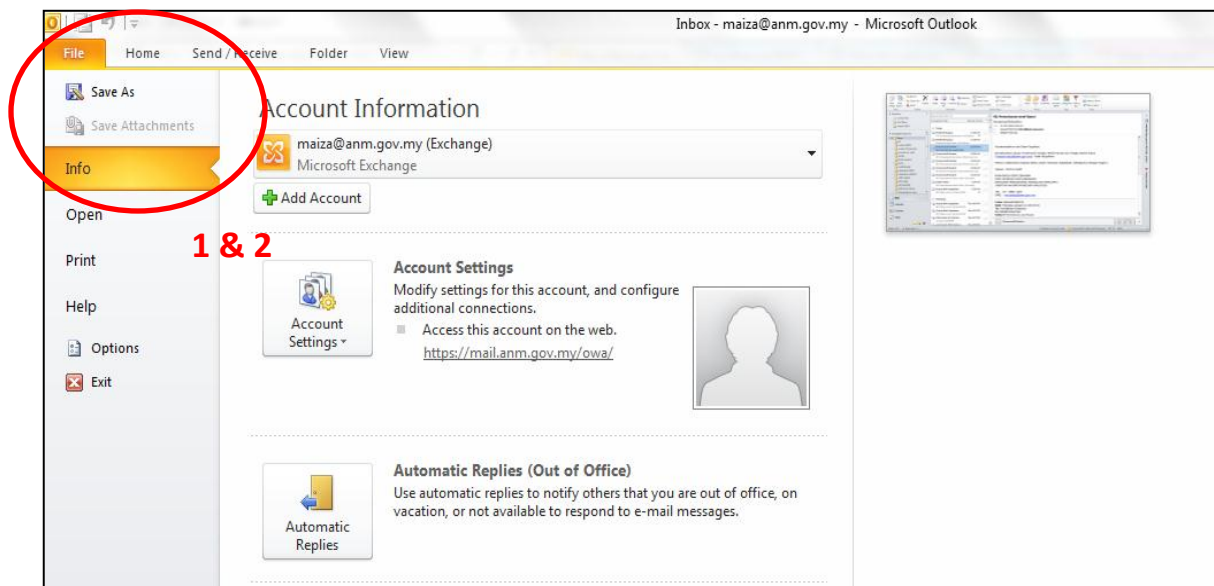


PANDUAN CAPAIAN EMAIL MENGGUNAKAN MICROSOFT OUTLOOK (POP3)

Nota:

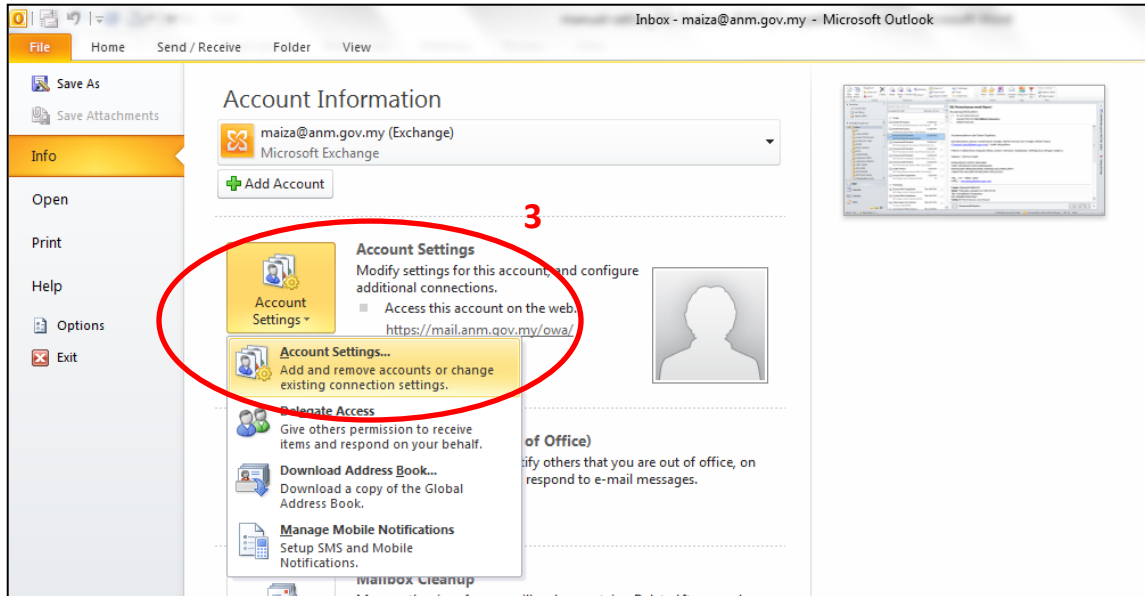
- Penggunaan Microsoft Outlook (POP3) ini menyebabkan semua email disimpan di dalam PC masing-masing dan tidak boleh di akses dari talian luar seperti webmail OWA. Backup juga dilakukan pada PC pengguna masing-masing berbanding penggunaan Microsoft Exchange 2010 (OWA).
- Kelebihan penggunaan Microsoft Outlook (POP3) adalah untuk memudahkan aktiviti *housekeeping* emel di laksanakan dan kapasiti akaun emel bergantung kepada kapasiti hard-disk PC pengguna – **TIDAK TERTAKLUK KEPADA KAPASITI AKAUN EMEL SEBANYAK 1GB JIKA MENGGUNAKAN OWA**
- Pengguna bertanggungjawab sepenuhnya jika berlakunya kehilangan data emel yang telah di *housekeeping* menggunakan Microsoft Outlook (POP3) kerana backup data emel berada di dalam hard-disk PC pengguna.

1. Buka program Microsoft Outlook (*Open your Microsoft Outlook Program*)



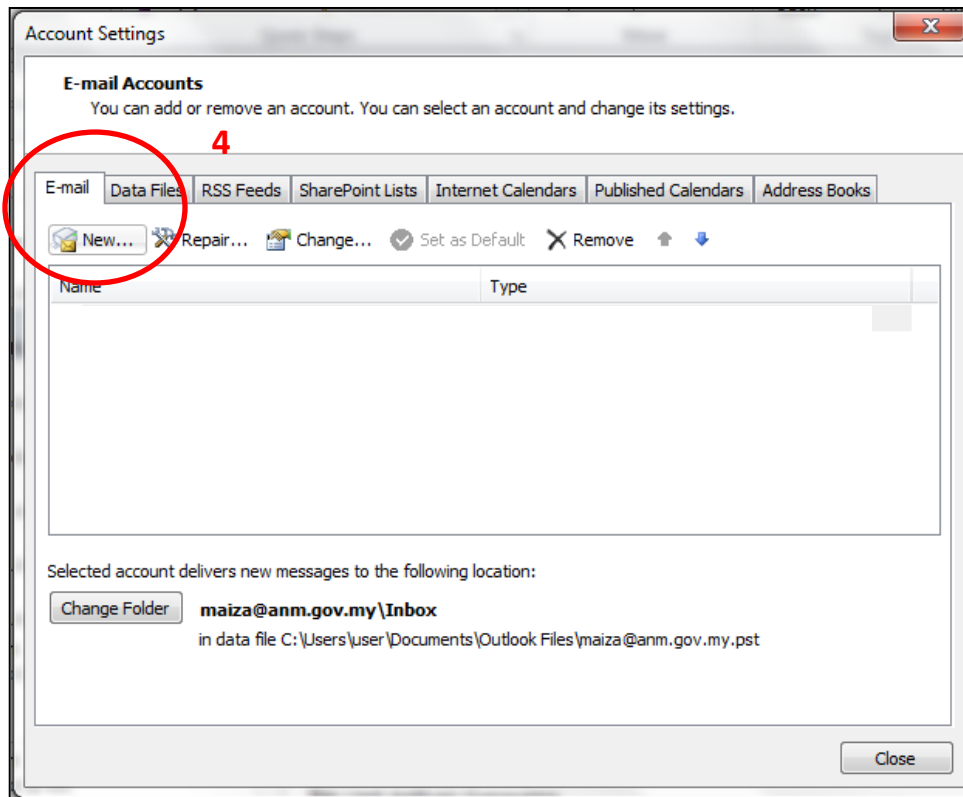
2. Klik *File – Info*

3. Klik *Account Setting – Choose Account Setting*

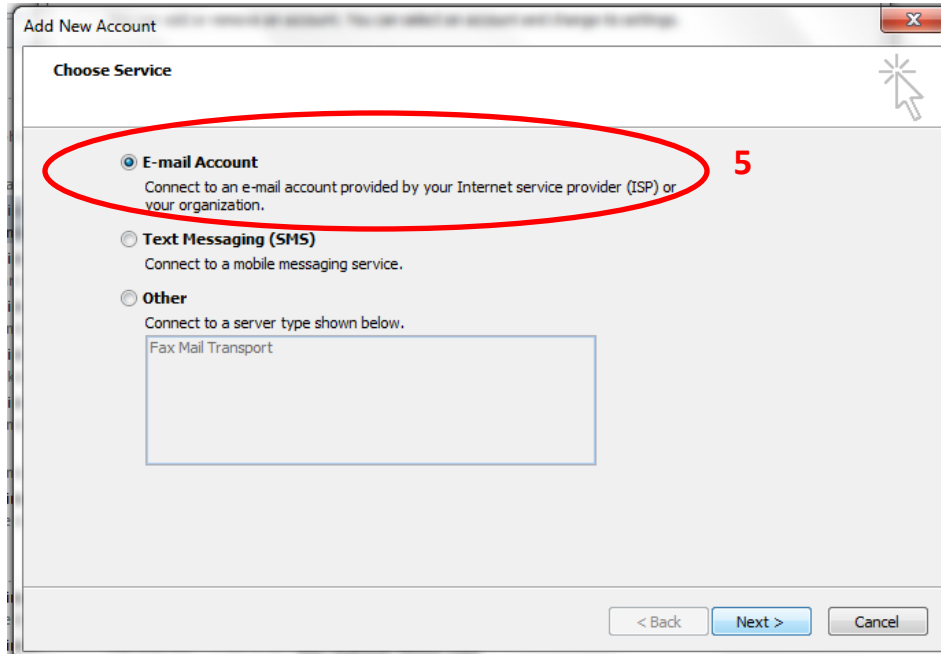


4. Pilih Tab E-mail – Klik New

**New untuk create akaun mel menggunakan POP3.



5. Pilih *E-mail Account* - Klik *Next*



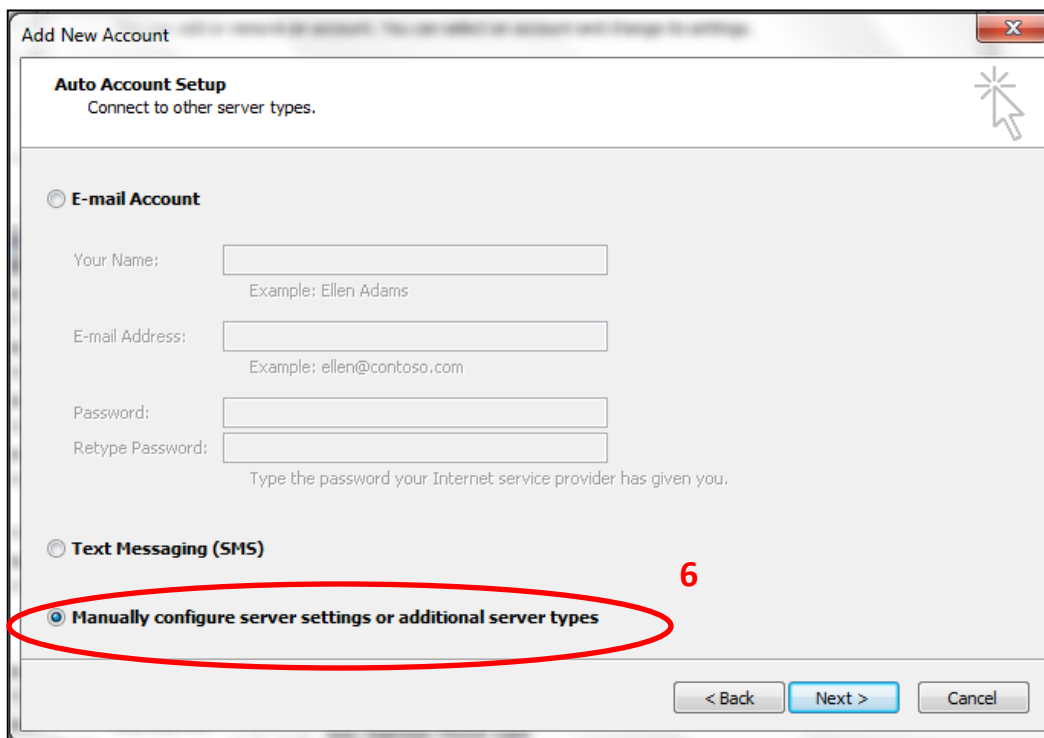
The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The 'E-mail Account' option is selected and circled in red, with a red number '5' next to it. Below it are 'Text Messaging (SMS)' and 'Other' options. The 'Other' section has a list box containing 'Fax Mail Transport'. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Choose Service

- E-mail Account**
Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.
- Text Messaging (SMS)**
Connect to a mobile messaging service.
- Other**
Connect to a server type shown below.
Fax Mail Transport

< Back Next > Cancel

6. Pilih *Manually configure server setting or additional server types* - Klik *Next*



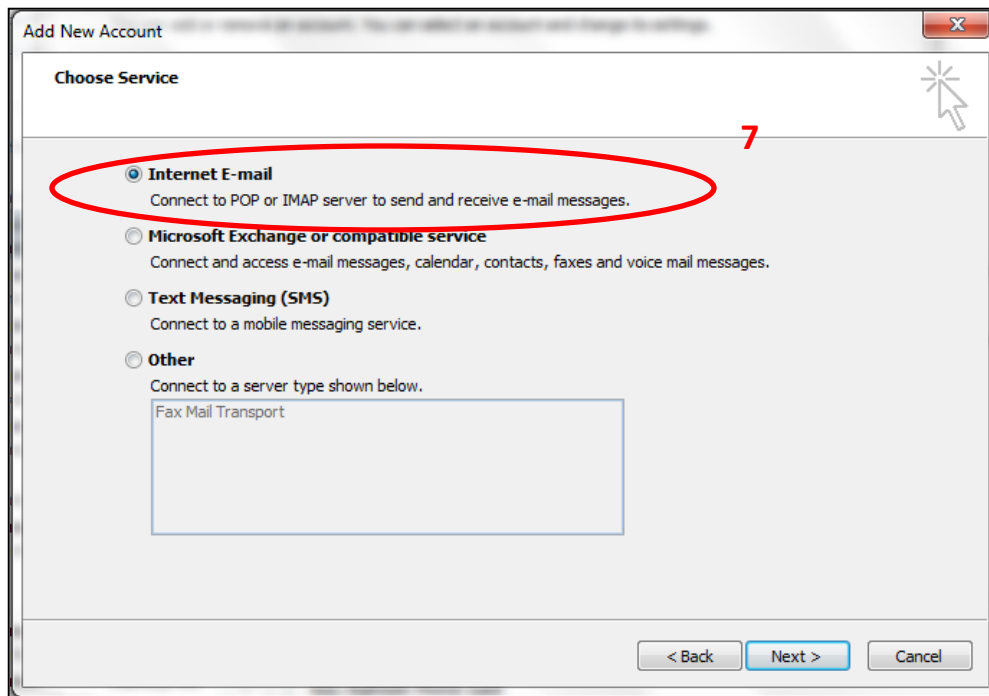
The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The 'Manually configure server settings or additional server types' option is selected and circled in red, with a red number '6' next to it. Above it are 'E-mail Account' and 'Text Messaging (SMS)' options. The 'E-mail Account' section has input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Auto Account Setup
Connect to other server types.

- 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.
- Text Messaging (SMS)**
- Manually configure server settings or additional server types**

< Back Next > Cancel

7. Pilih *Internet Mail* - Klik *Next*



8. Masukkan maklumat yang diperlukan :-

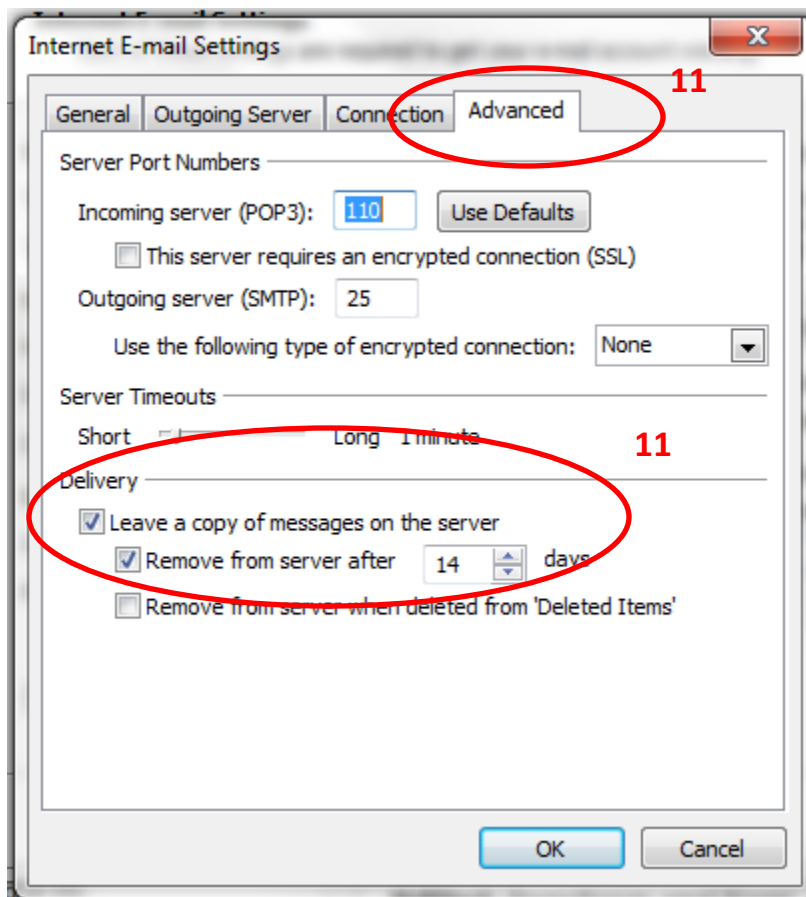
- *Incoming* dan *Outgoing mail server* adalah **mail.anm.gov.my**.
- Masukkan *user name* dan *password* yang telah diberi oleh pentadbir emel **(PASTIKAN DEFAULT PASSWORD TELAH DITUKAR KEPADA PASSWORD PERIBADI DI WEBMAIL OUTLOOK APPLICATION WEB-
<http://mail.anm.gov.my> !)**

9. Setelah selesai, klik *Test Account Setting* –pastikan ujian adalah Berjaya

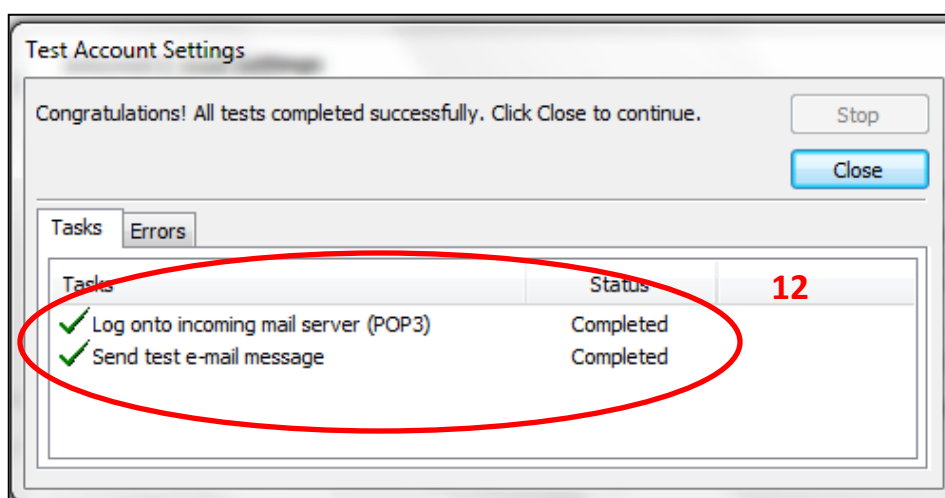
10. Klik *More Setting*

The screenshot shows the 'Add New Account' dialog box in Outlook. The dialog is titled 'Add New Account' and 'Internet E-mail Settings'. It contains several sections: 'User Information' (Name: Ahmad bin Abu, E-mail: ahmad@anm.gov.my), 'Server Information' (Account Type: POP3, Incoming/Outgoing mail server: mail.anm.gov.my), and 'Logon Information' (User Name: ahmad, Password: masked, Remember password checked). On the right, 'Test Account Settings' section includes a 'Test Account Settings ...' button (circled in red with a '9'), a checked checkbox for testing, and 'Deliver new messages to:' options (New/Existing Outlook Data File). At the bottom right, a 'More Settings ...' button is circled in red with a '10'. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom.

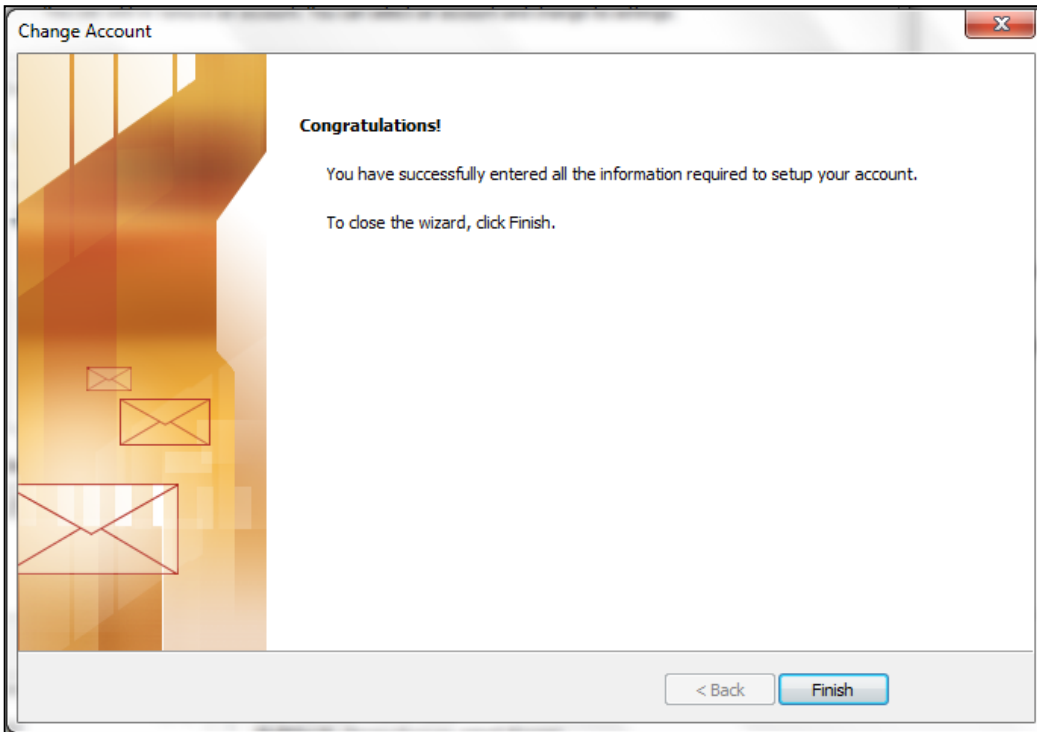
11. Pilih *Tab Advanced* –pastikan tick “ **Leave a copy of messages on the server**” untuk mengelakkan emel dalam web OWA hilang dan dimuatturun ke Microsoft Outlook.



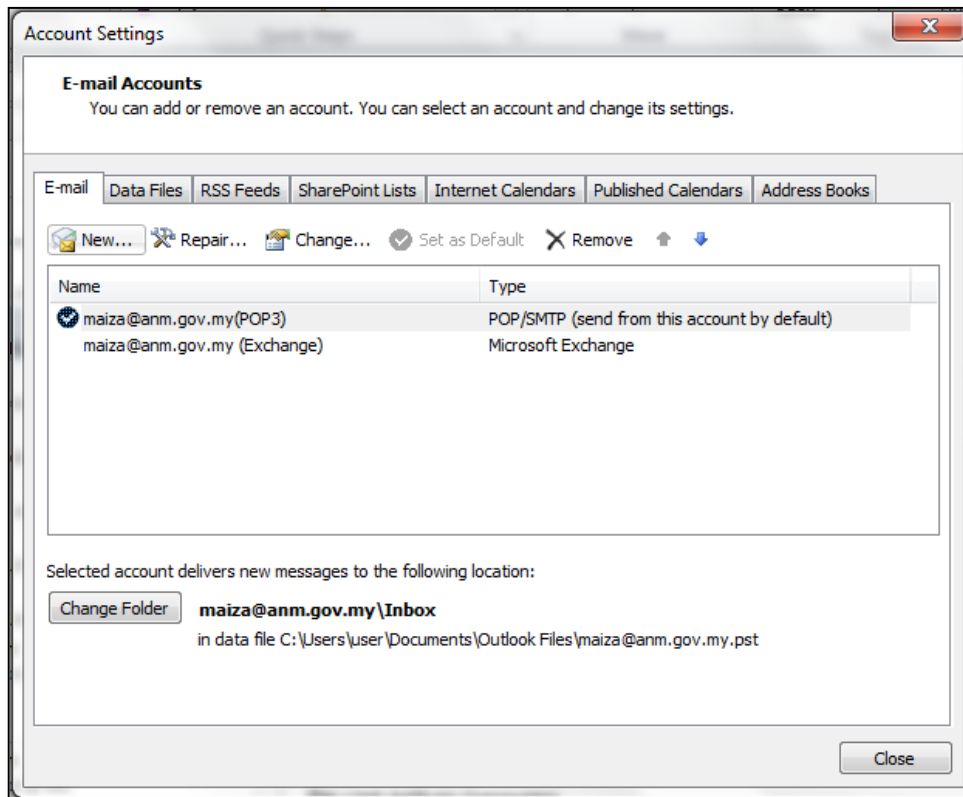
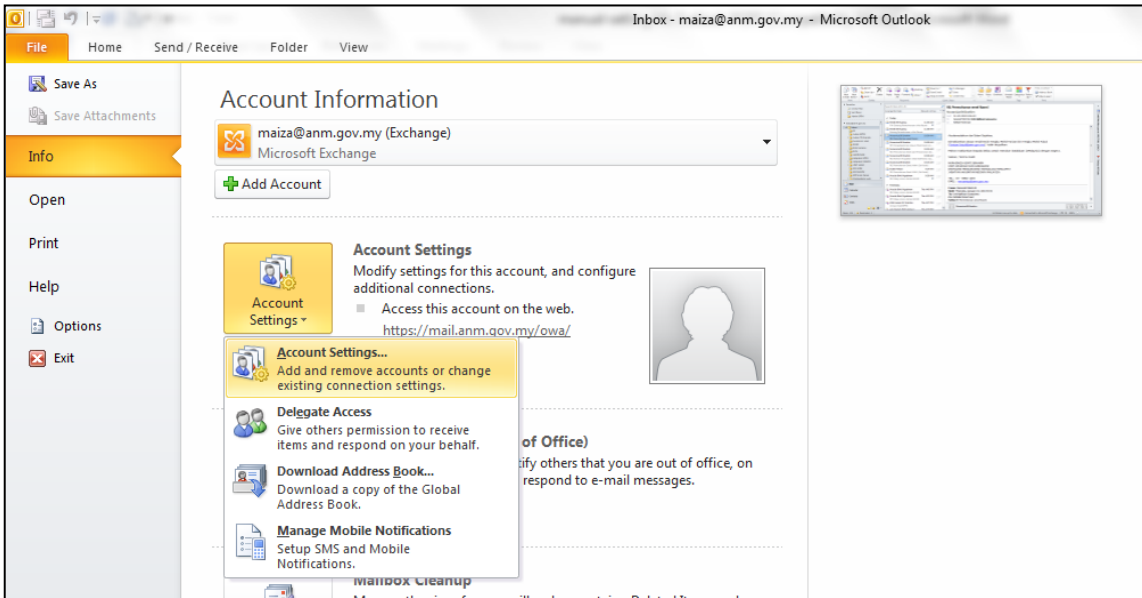
12. Klik OK – paparan ujian akaun seperti di bawah akan dihasilkan.



13. Klik Finish



14. Untuk menyemak semula akaun POP3 – ulang Langkah 1 & Langkah 2 seperti di atas.



15. Akaun emel menggunakan POP3 telah sedia digunakan.