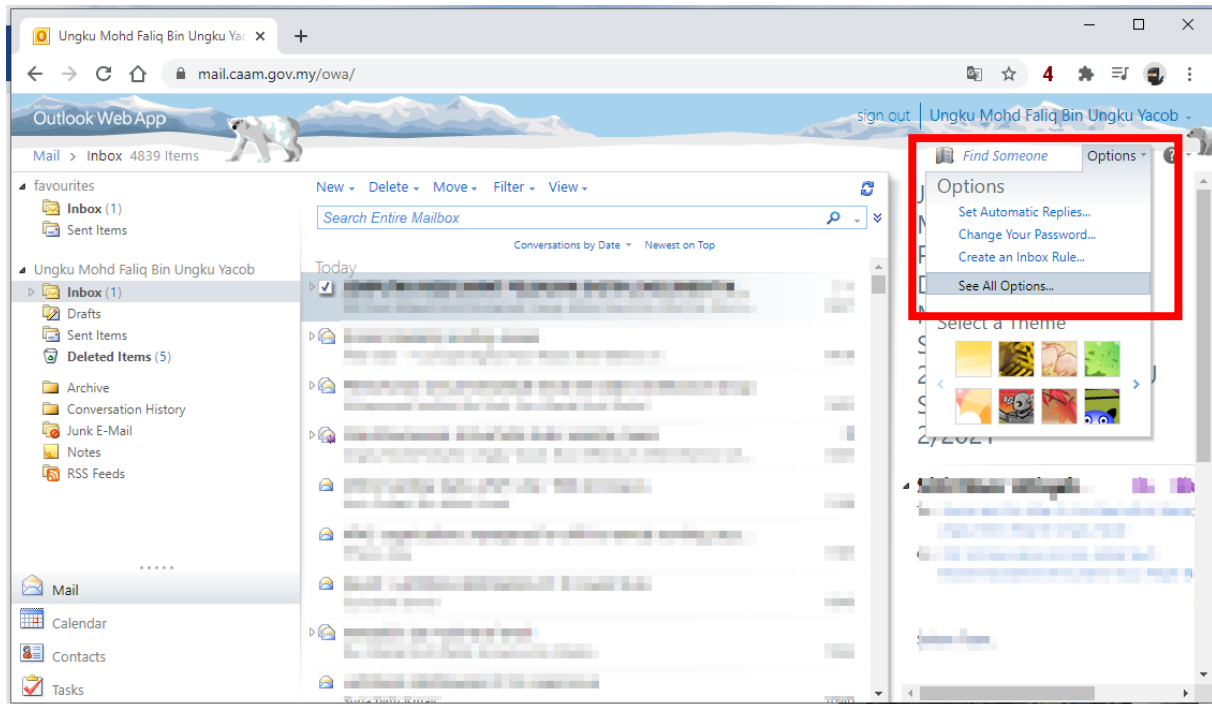


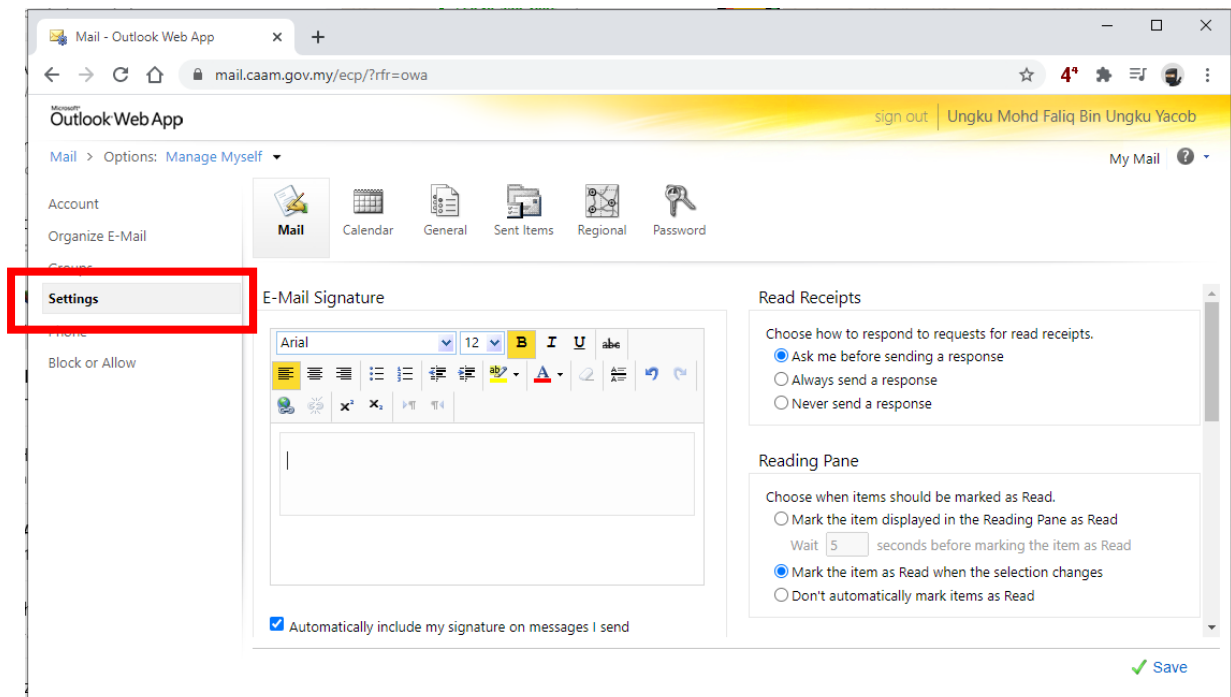


PANDUAN TETAPAN SIGNATURE E-MEL CAAM PADA OUTLOOK WEB APPS (OWA)

Langkah 1 : Log masuk akaun Outlook Web Apps (OWA) E-Mel CAAM melalui <https://mail.caam.gov.my/> dan pilih **Options** > **See All Options**



Langkah 2 : Pilih menu **Setting** > **Mail** di bahagian kiri.



Langkah 3 : Masukkan ketetapan *signature* seperti dibawah:-

CONTOH :

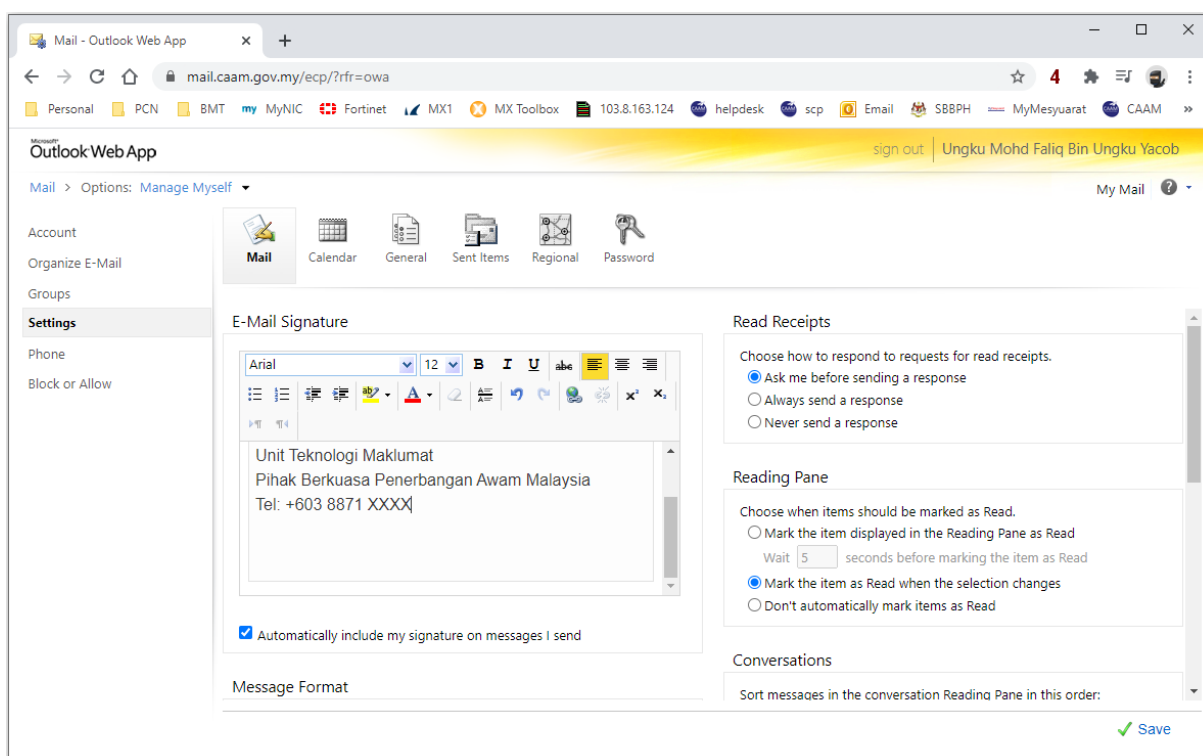
NURILYA ANIS BT AB RAHIM (Font Arial - Bold ; Size: 12)

Pegawai Perhubungan Awam (Font Arial - Regular ; Size: 12)

Unit Komunikasi Korporat (Font Arial - Regular ; Size: 12)

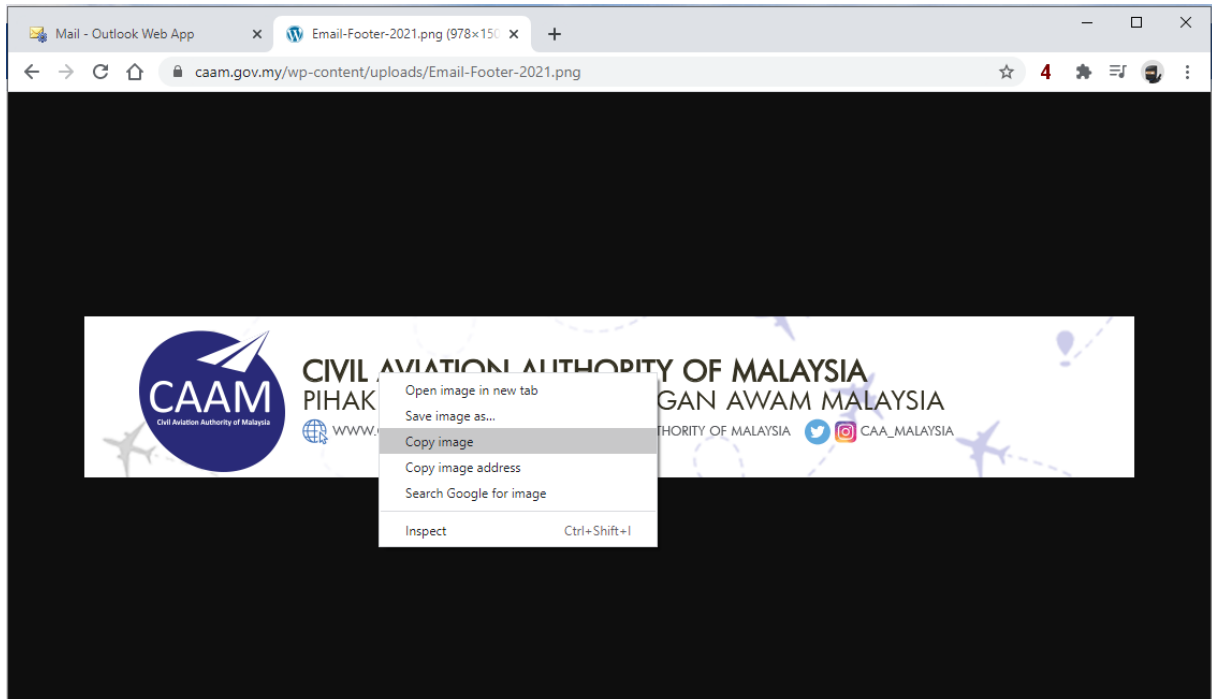
Pihak Berkuasa Penerbangan Awam Malaysia (Font Arial - Regular ; Size: 12)

No Tel : +603 8893 4145 (Font Arial - Regular ; Size: 12)

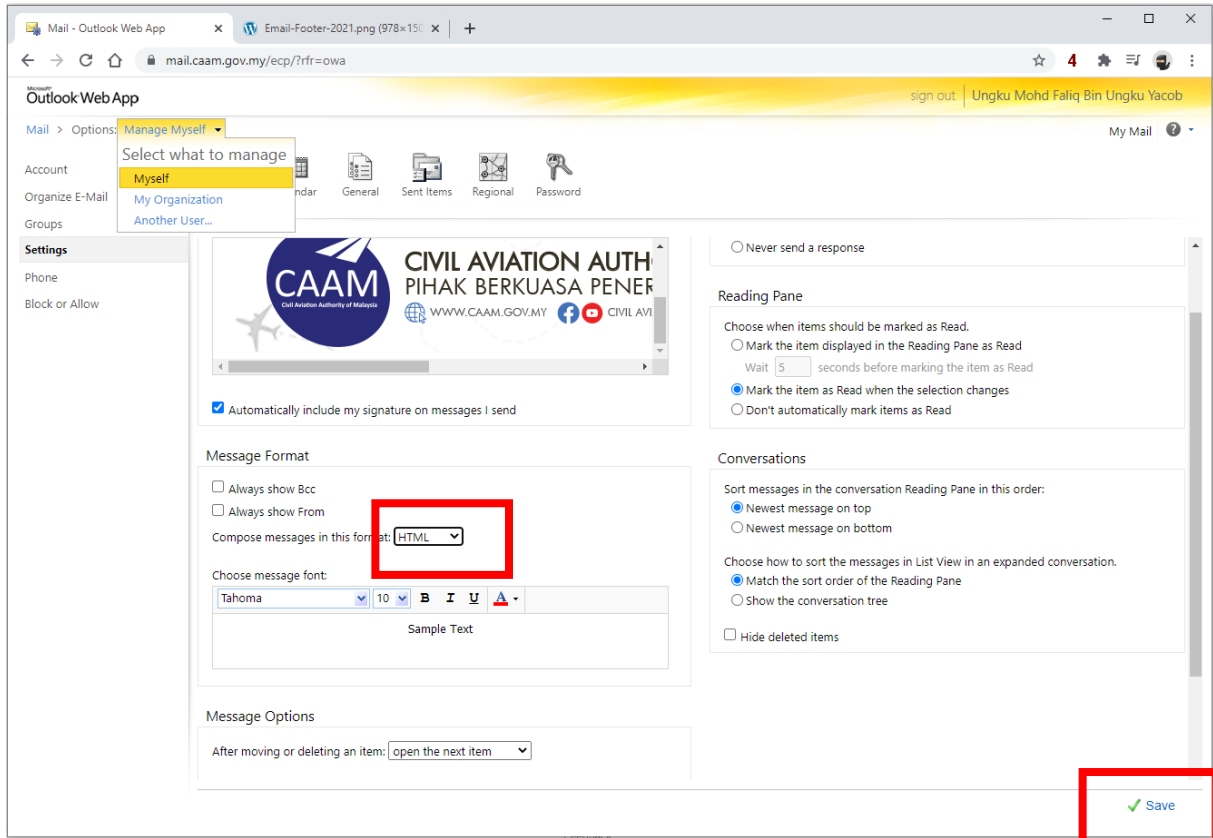


The screenshot shows the Outlook Web App interface with the 'E-Mail Signature' settings pane open. The signature text is: 'Unit Teknologi Maklumat', 'Pihak Berkuasa Penerbangan Awam Malaysia', and 'Tel: +603 8871 XXXX'. The font is set to Arial, size 12. The 'Automatically include my signature on messages I send' checkbox is checked. The 'Read Receipts' section is set to 'Ask me before sending a response'. The 'Reading Pane' section is set to 'Mark the item as Read when the selection changes'. The 'Conversations' section is set to 'Sort messages in the conversation Reading Pane in this order:'. A 'Save' button is visible at the bottom right.

Langkah 4 : Buka pautan <https://www.caam.gov.my/wp-content/uploads/Email-Footer-2021.png> pada pelayar web. Klik kanan pada gambar yang dipaparkan dan pilih **Copy image**.



Langkah 5 : Paste (Ctrl + V) menggunakan papan kekunci dan kotak *E-Mail Signature* akan kelihatan seperti paparan dibawah. Pastikan option "*Compose message in this format*" adalah **HTML**. Tekan butang **Save**.



The screenshot shows the Outlook Web App settings page for 'Ungku Mohd Faliq Bin Ungku Yacob'. The 'Message Format' section is highlighted with a red box, showing the 'Compose messages in this format' dropdown set to 'HTML'. The 'Save' button at the bottom right is also highlighted with a red box. Other visible settings include 'Message Options' (set to 'open the next item') and 'Reading Pane' options.