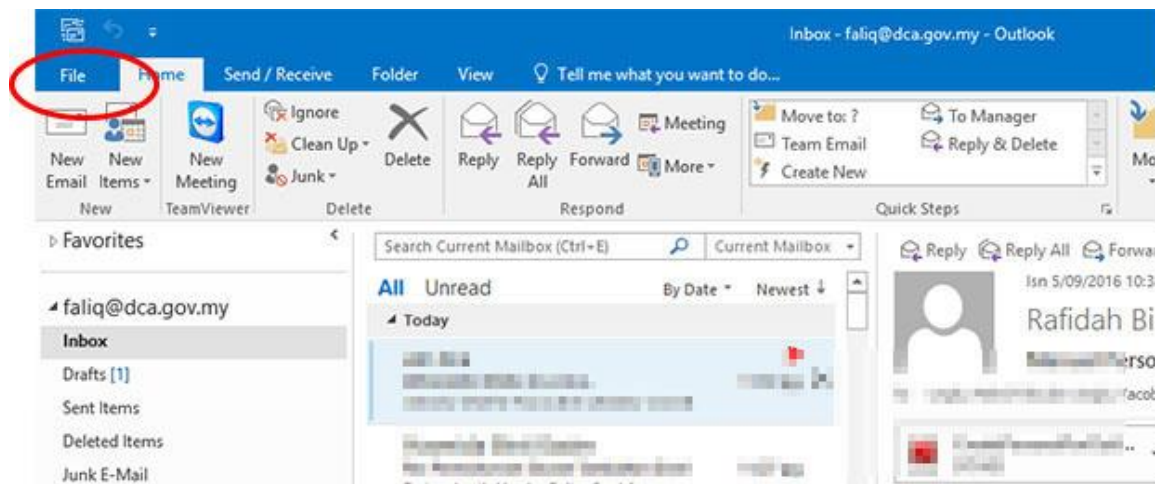
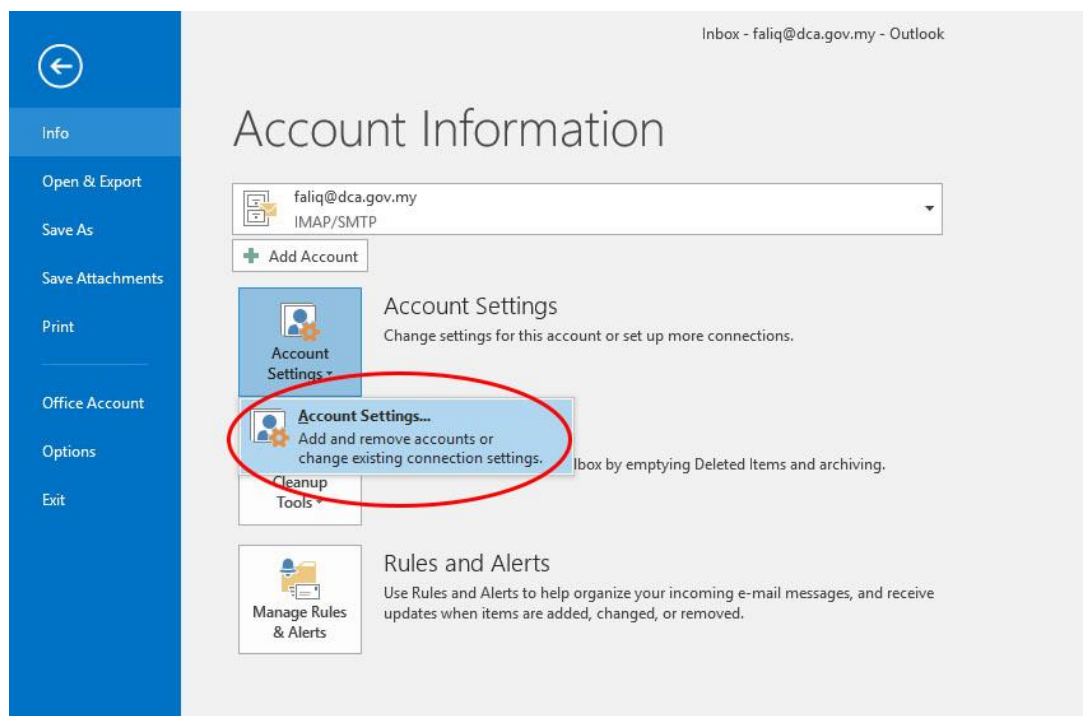


## TATACARA MEWUJUDKAN PERSONAL FOLDER – MICROSOFT OUTLOOK

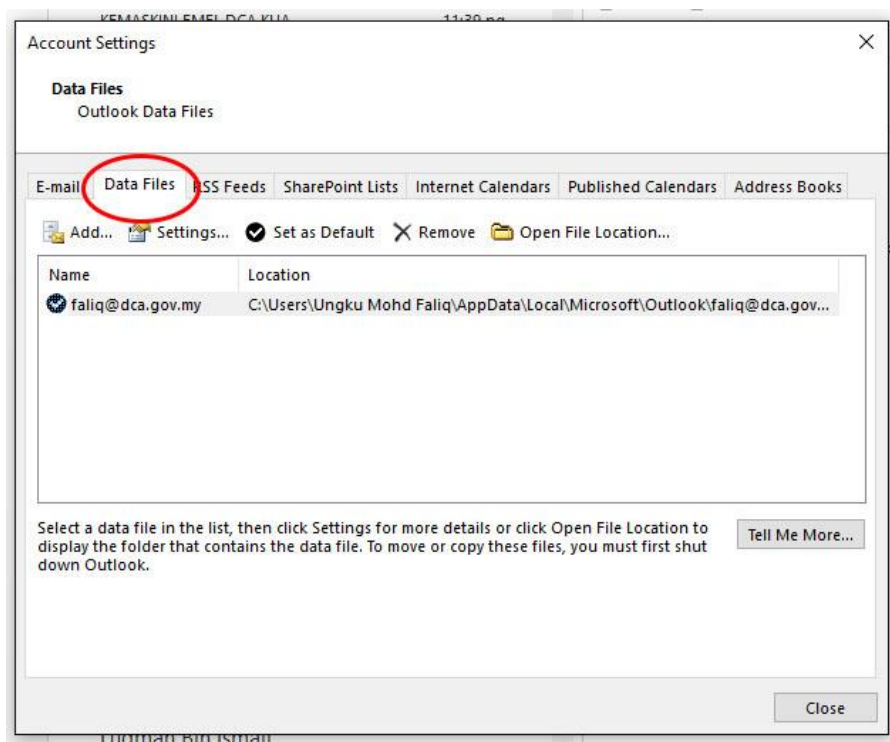
Langkah 1 : Buka Microsoft Outlook. Klik tab **File**.



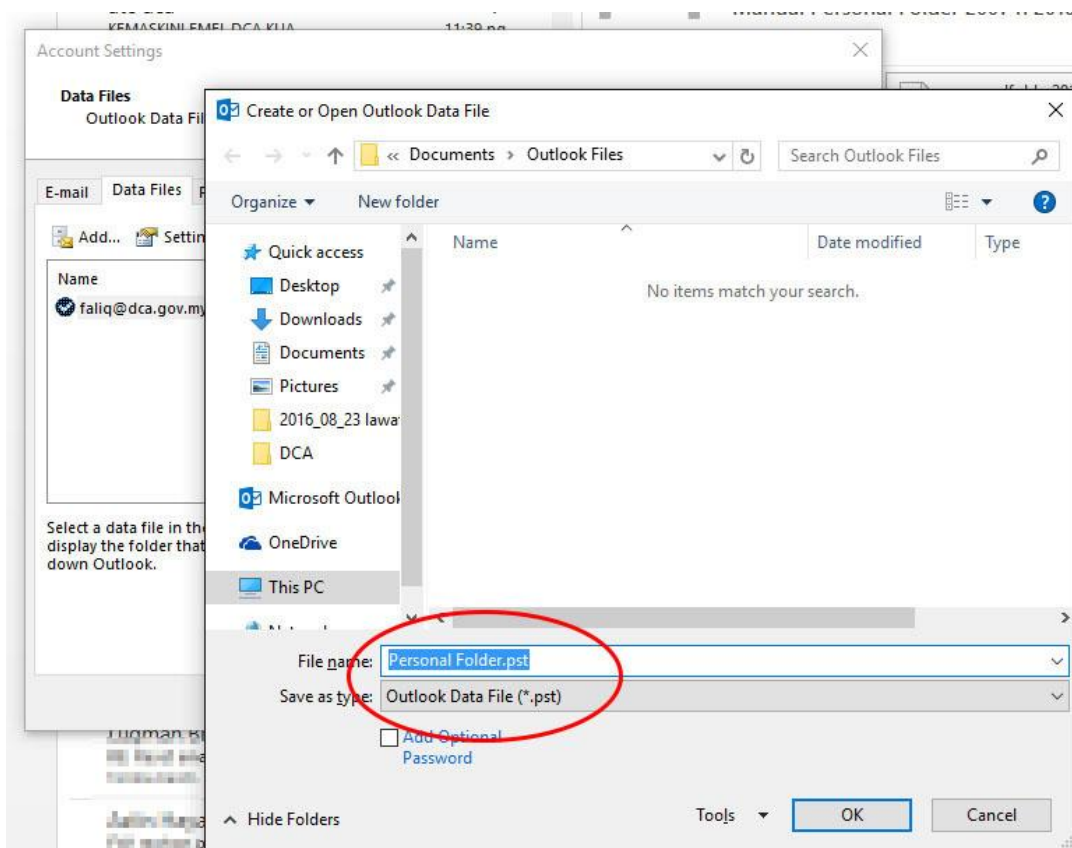
Langkah 2 : Klik **Info** > **Account Settings**.



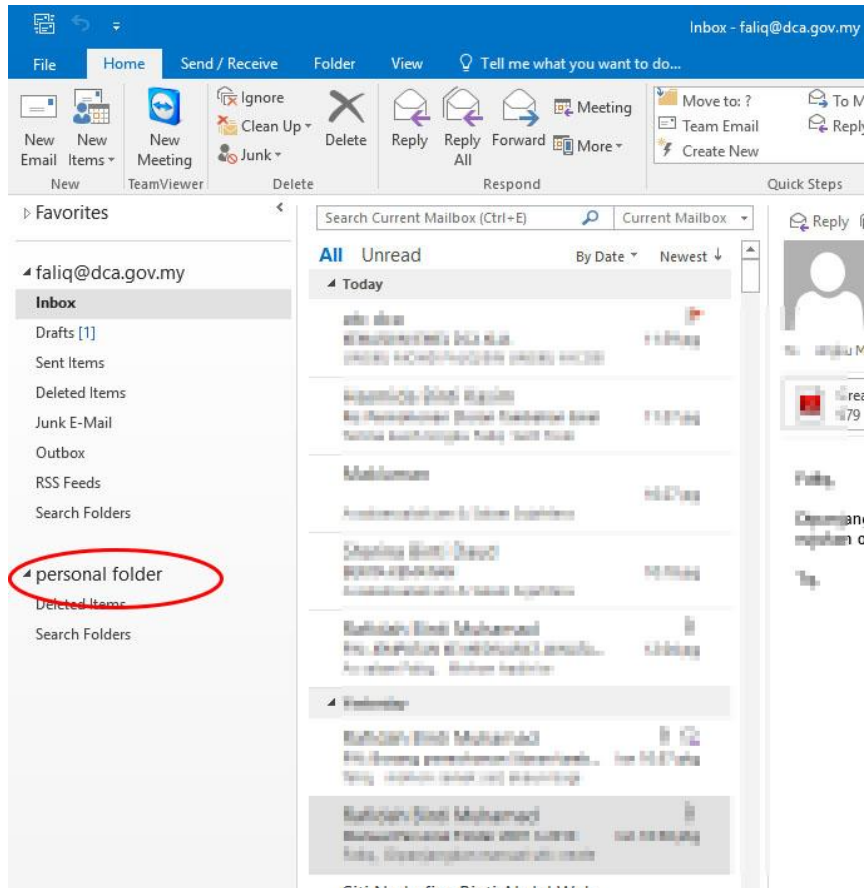
Langkah 3: Paparan di bawah akan dipaparkan. Klik pada tab **Data Files > Add**.



Langkah 4 : Letakkan nama (contoh Personal Folder.pst) seperti gambar di bawah dan klik butang **Ok**.

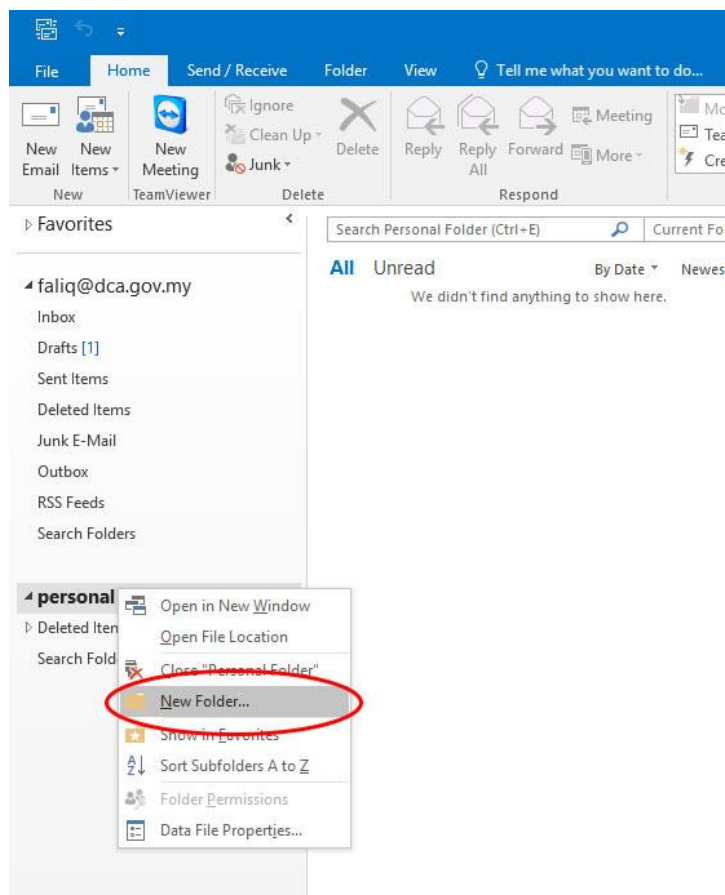


Personal folder telah berjaya diwujudkan.

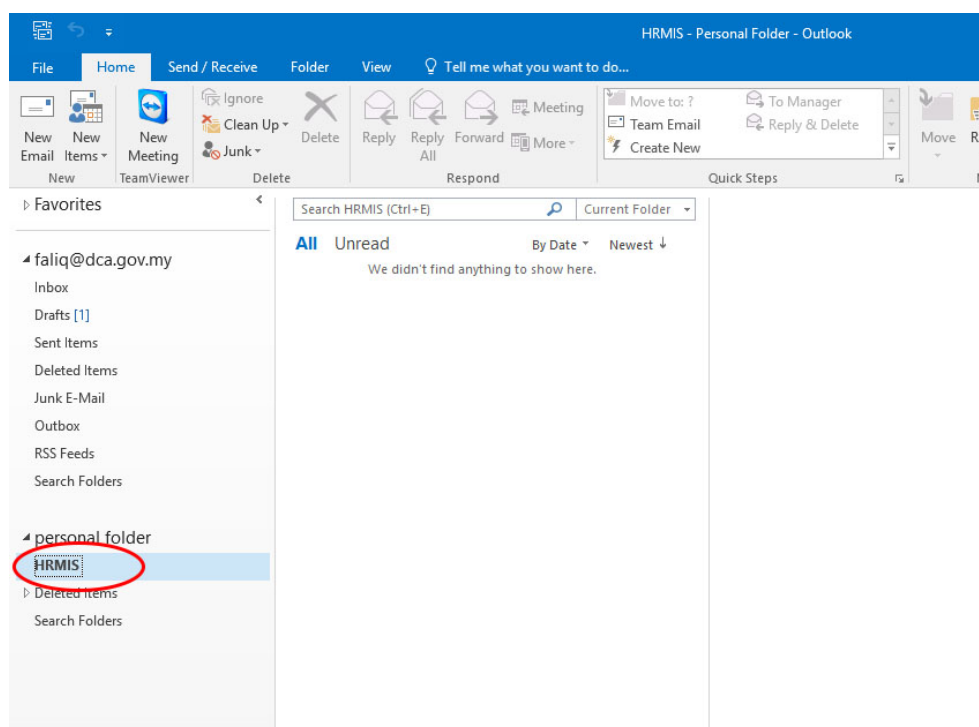


## MEWUJUDKAN SUBFOLDER DI PERSONAL FOLDER

Langkah 1 : **Right click** di Personal Folder dan pilih **New Folder**



Langkah 2 : Masukkan nama subfolder (contoh HRMIS) dan klik ok



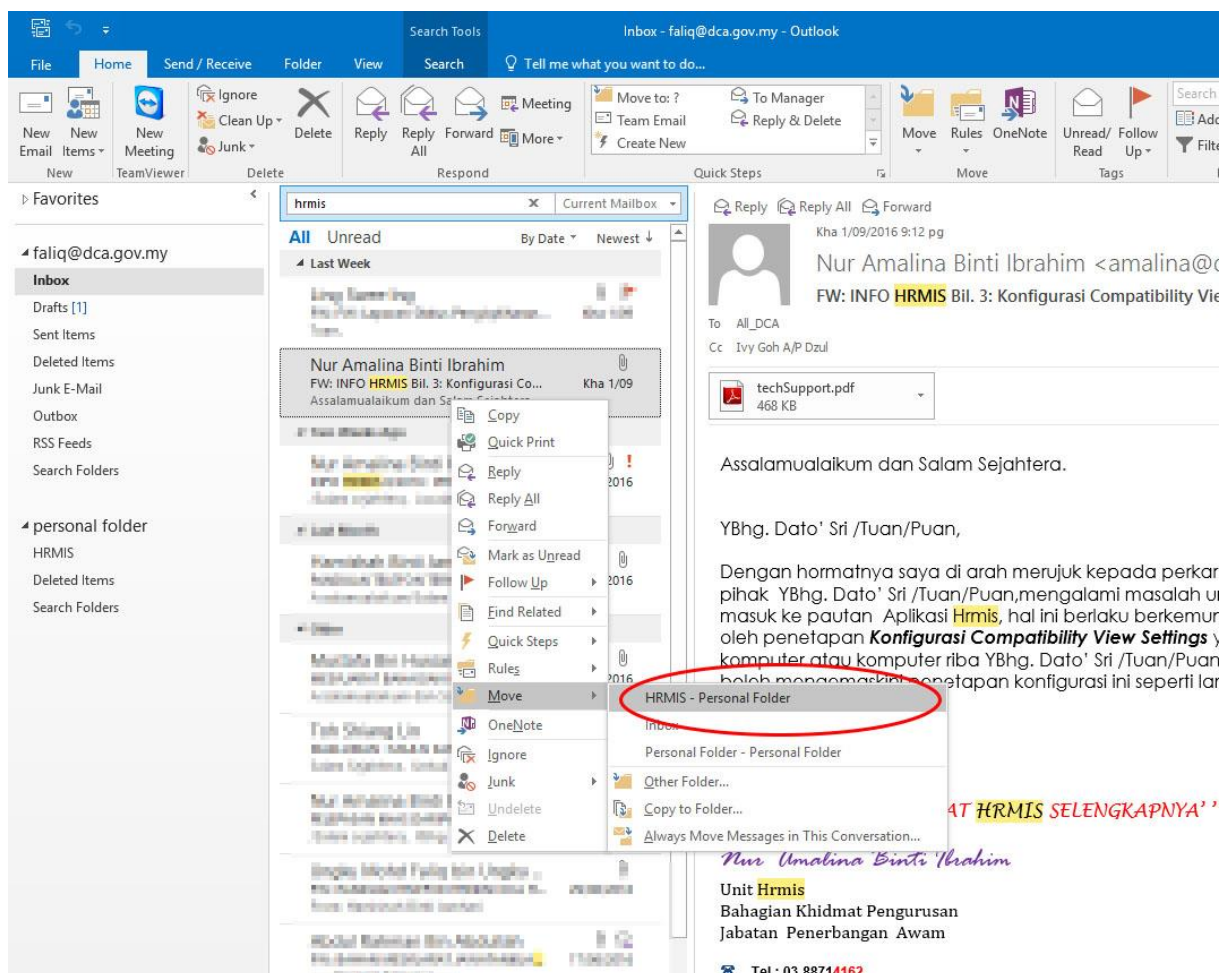
## MEMINDAHKAN EMEL KE PERSONAL FOLDER

Terdapat 2 cara untuk memindahkan emel ke personal folder:-

Cara 1 : Hanya perlu **drag and drop** emel tersebut ke folder yang dikehendaki.

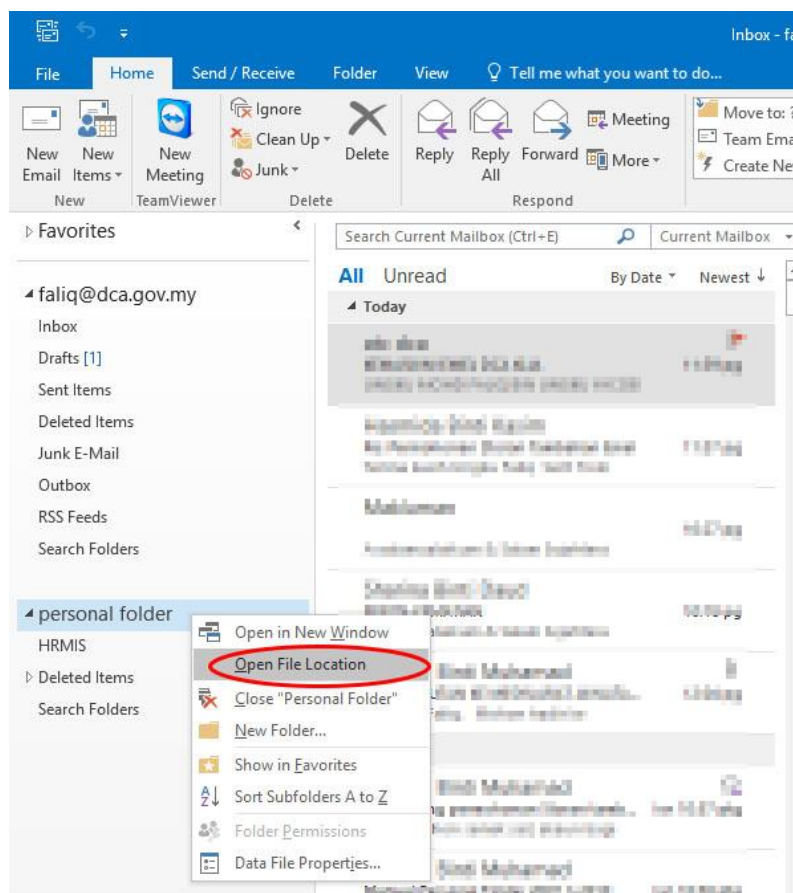
**atau**

Cara 2 : Klik kanan pada mana-mana emel atau folder dan pilih **Move** seperti di bawah dan pilih folder yang dikehendaki.

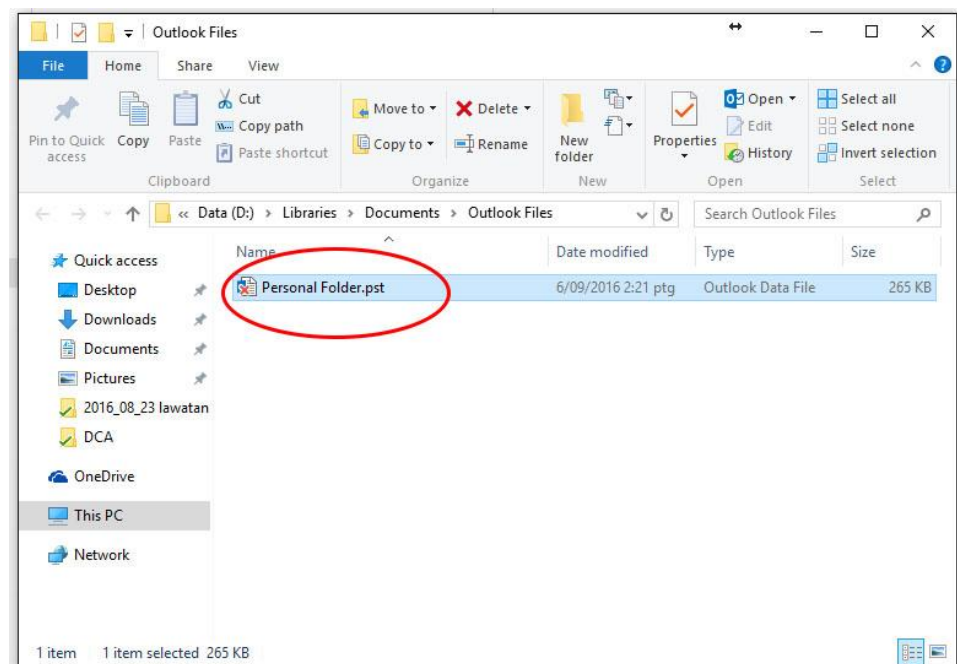


## MELAKUKAN SALINAN (BACKUP) PERSONAL FOLDER

Langkah 1 : Right click pada Personal Folder dan klik pada **Open File Location**

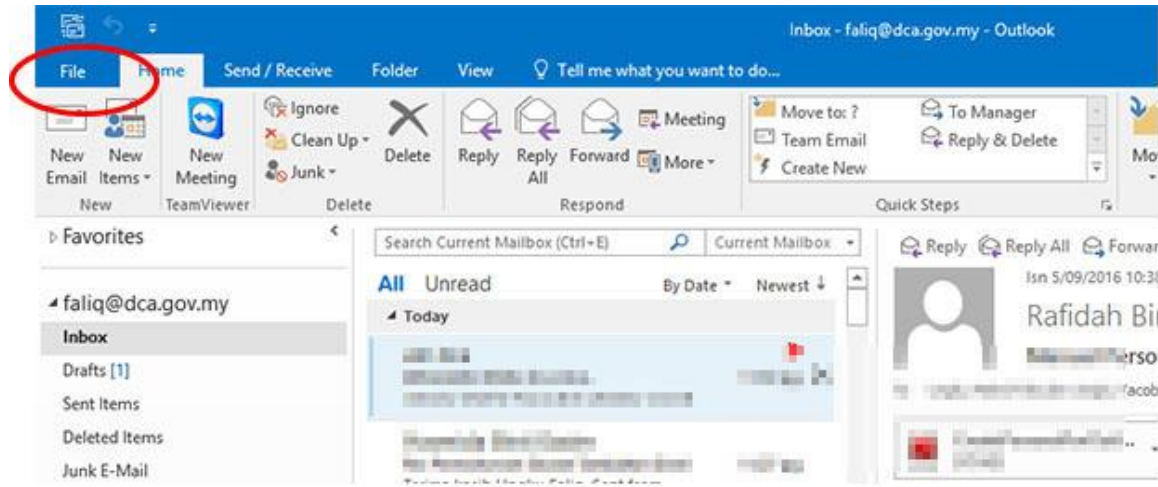


Langkah 2 : Tutup Microsoft Outlook dan file tersebut boleh di salin (copy) pada *external/thumb drive* atau disimpan di cloud DCA (<https://cloud.dca.gov.my/>)

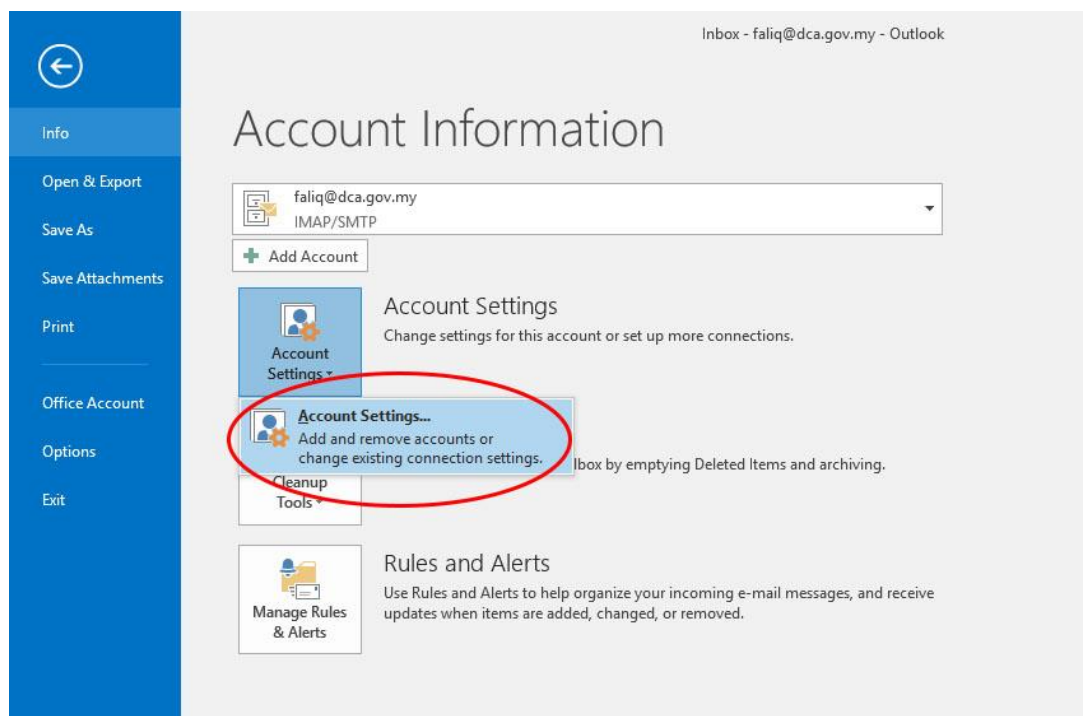


## MEMBUKA SALINAN (BACKUP) PERSONAL FOLDER

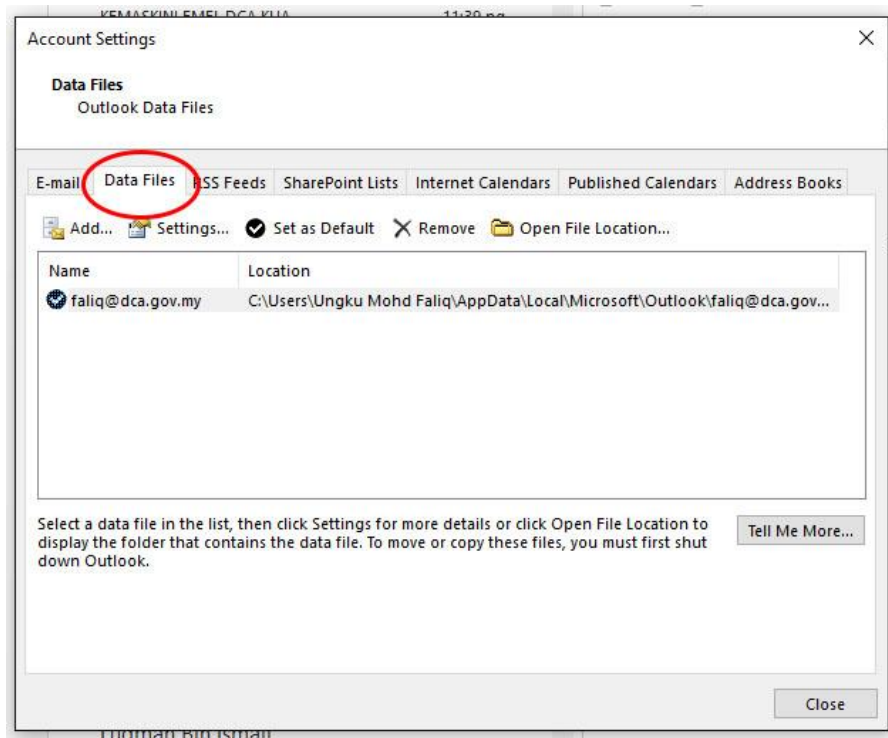
Langkah 1 : Buka Microsoft Outlook. Klik tab **File**.



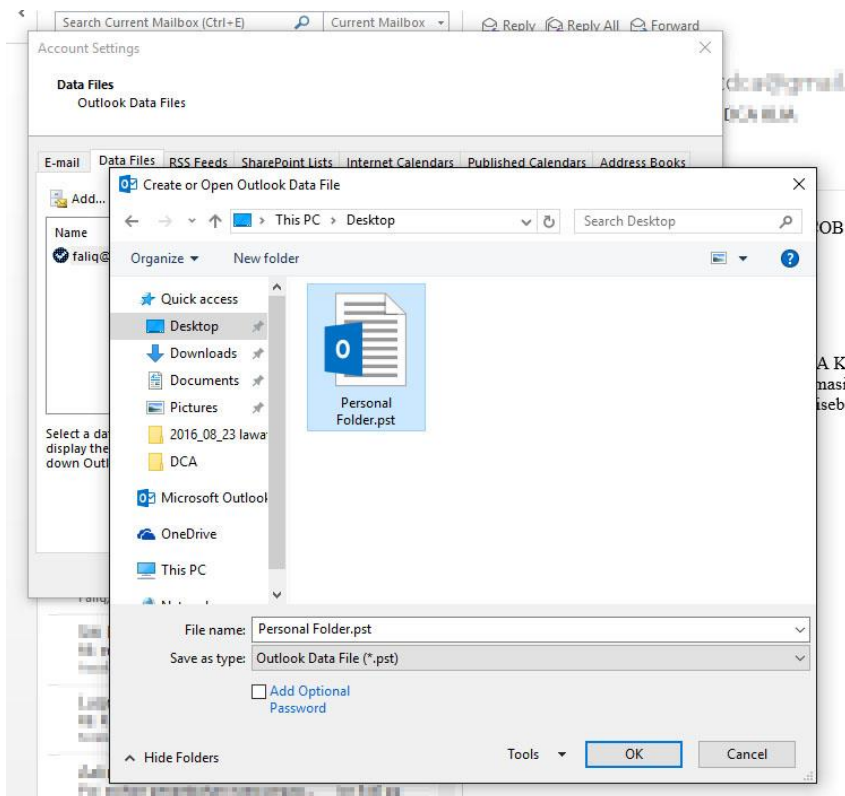
Langkah 2 : Klik **Info** > **Account Settings**.



Langkah 3: Paparan di bawah akan dipaparkan. Klik pada tab **Data Files** > **Add**.

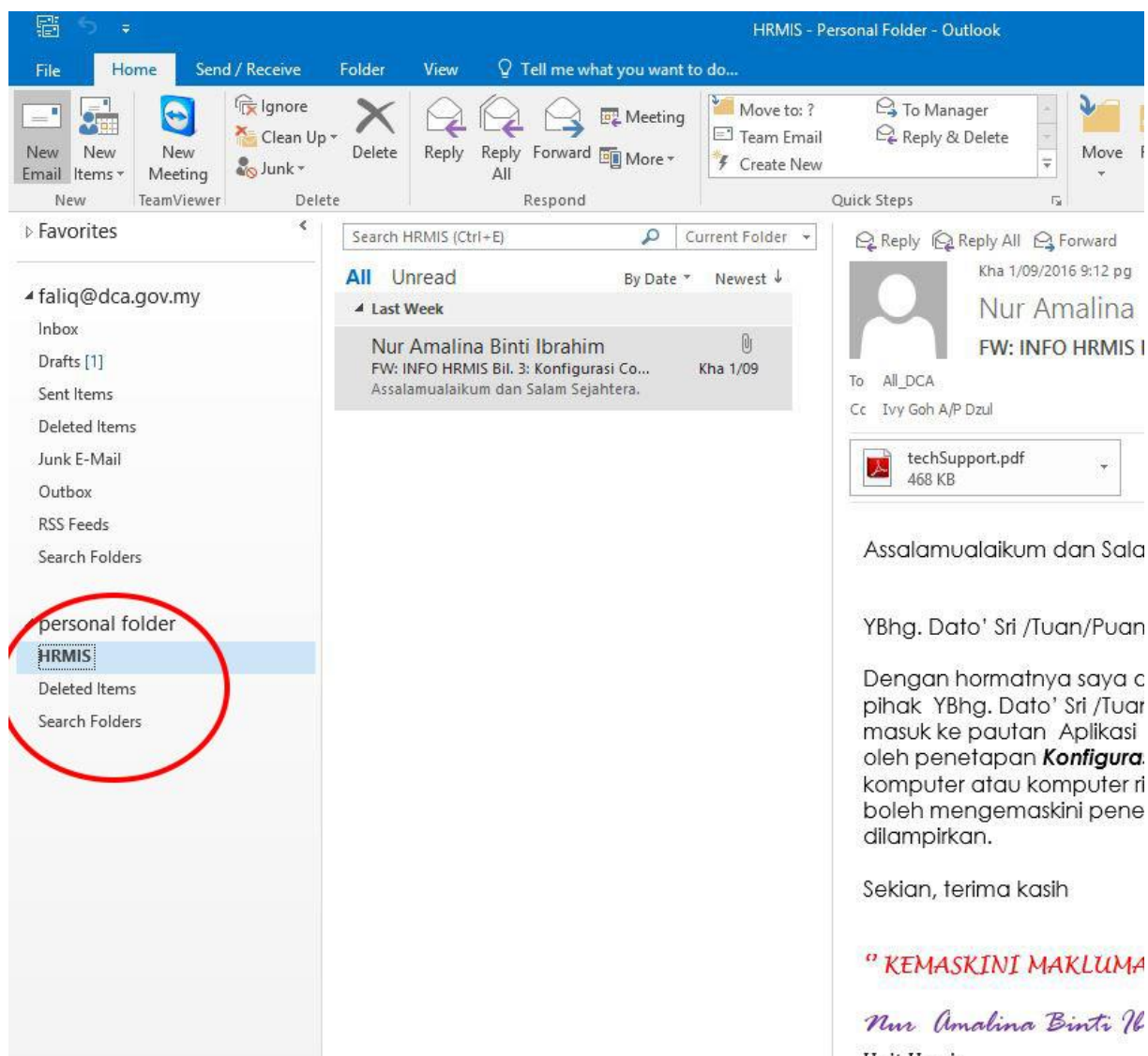


Langkah 4 : Cari fail Personal Folder.pst yang telah disalin dari pendrive/external drive atau cloud DCA dan klik OK.





Personal Folder akan muncul selepas dimasukkan seperti rajah dibawah.



The screenshot shows the Outlook interface for the HRMIS system. The left sidebar displays the folder structure for the account **faliq@dca.gov.my**. The folders listed are: Inbox, Drafts [1], Sent Items, Deleted Items, Junk E-Mail, Outbox, RSS Feeds, Search Folders, **personal folder** (circled in red), **HRMIS** (highlighted in blue), Deleted Items, and Search Folders. The main pane shows an email from **Nur Amalina Binti Ibrahim** with the subject **FW: INFO HRMIS Bil. 3: Konfigurasi Co...** and the body text: **Assalamualaikum dan Salam Sejahtera.** The right pane shows the email details, including the sender's name **Nur Amalina**, the subject **FW: INFO HRMIS I**, and the recipient **Ivy Goh A/P Dzul**. A PDF attachment **techSupport.pdf** (468 KB) is also visible.