

TATACARA MEWUJUDKAN PERSONAL FOLDER – MICROSOFT OUTLOOK

Langkah 1 : Buka Microsoft Outlook. Klik tab File.

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





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lect a data file in the I	ist, then click Settings for more details or click Open File Location to Tell Me More.	

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.**

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Personal folder telah berjaya diwujudkan.

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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

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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 dicloud DCA (https://cloud.dca.gov.my/)

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MEMBUKA SALINAN (BACKUP) PERSONAL FOLDER

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





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

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falig@dca.gov.mv	C/Ulsers/Ungku Mobd Falig/AppData/Local/Microsoft/Outlool/Italig@dca.gov

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

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Personal Folder akan muncul selepas dimasukkan seperti rajah dibawah.

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		Sekian, terima kasih
		" KEMASKINI MAKLUMA
		Nur Amalina Binti Ib Unit Homis