

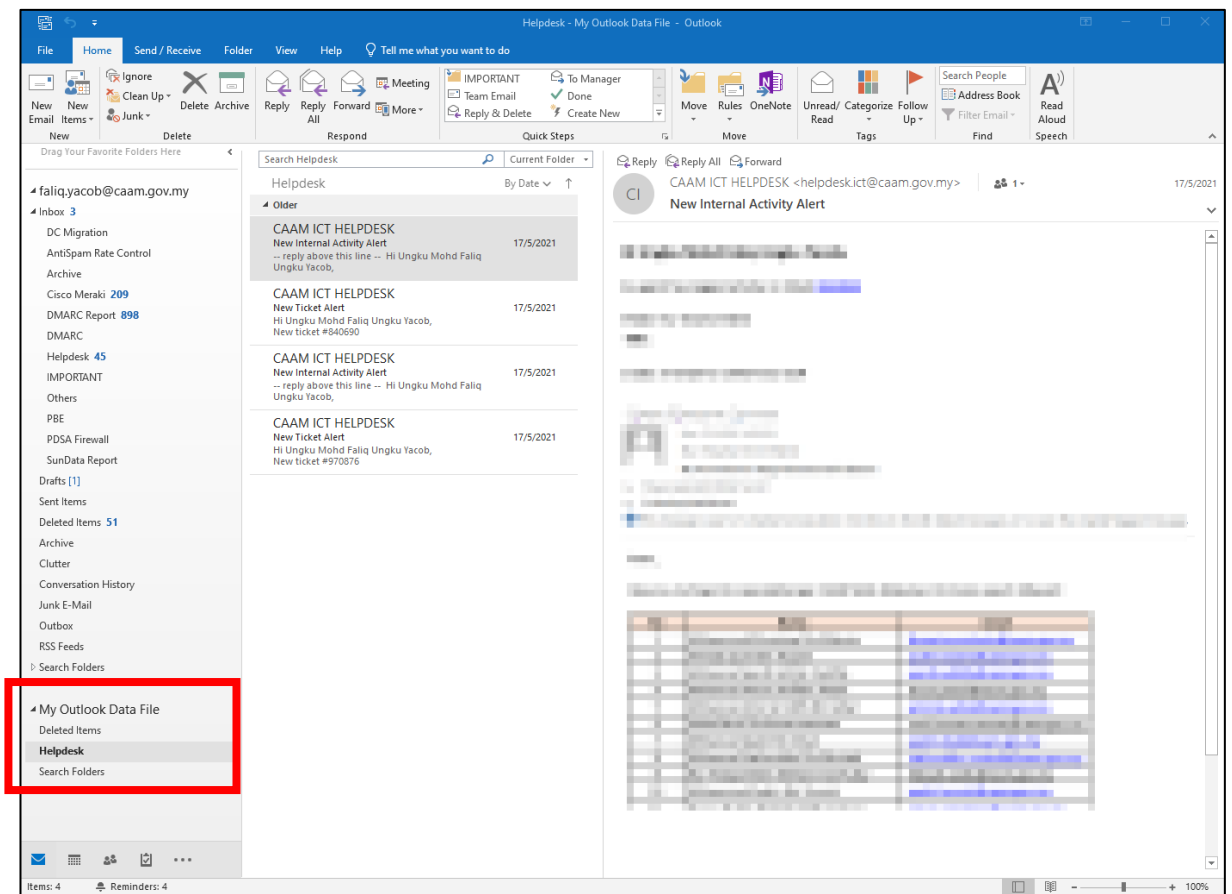


# **PANDUAN BACKUP BAGI WARGA CAAM DI CAWANGAN**

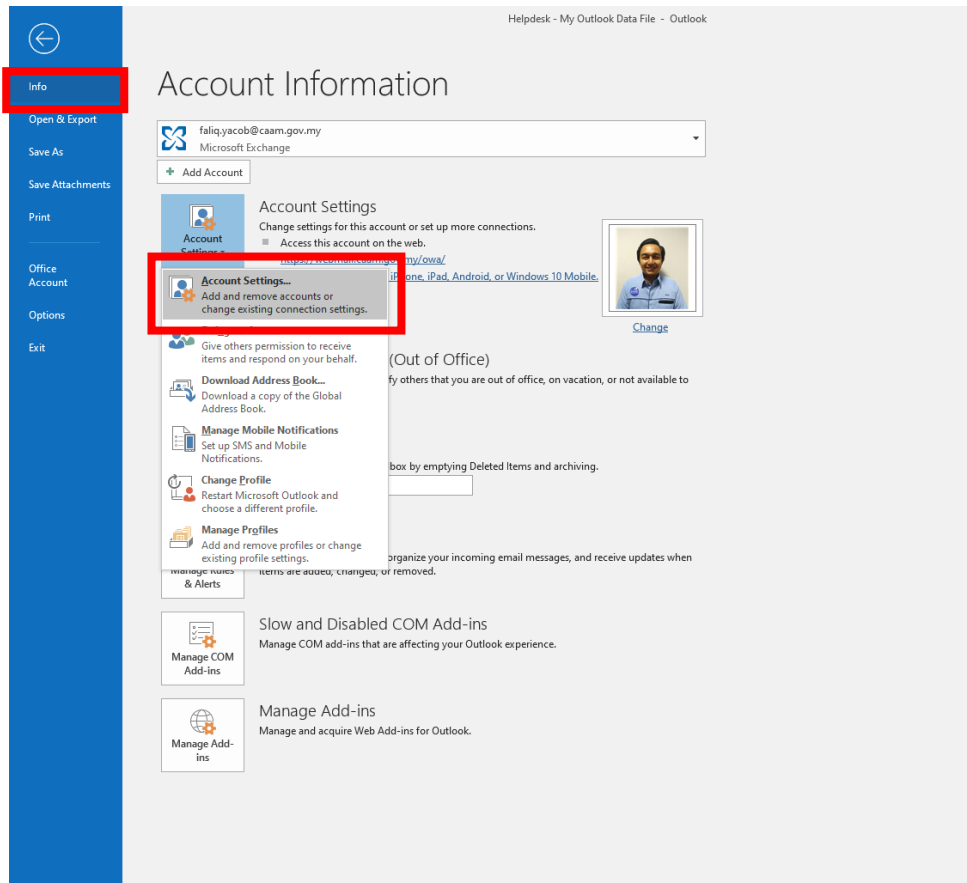
- Panduan Backup Microsoft Outlook (Archive.Pst)
- Panduan Backup Microsoft Outlook (E-mail Rules)
- Panduan Backup Microsoft Outlook (Signature)

# **PANDUAN BACKUP MICROSOFT OUTLOOK (ARCHIVE .PST)**

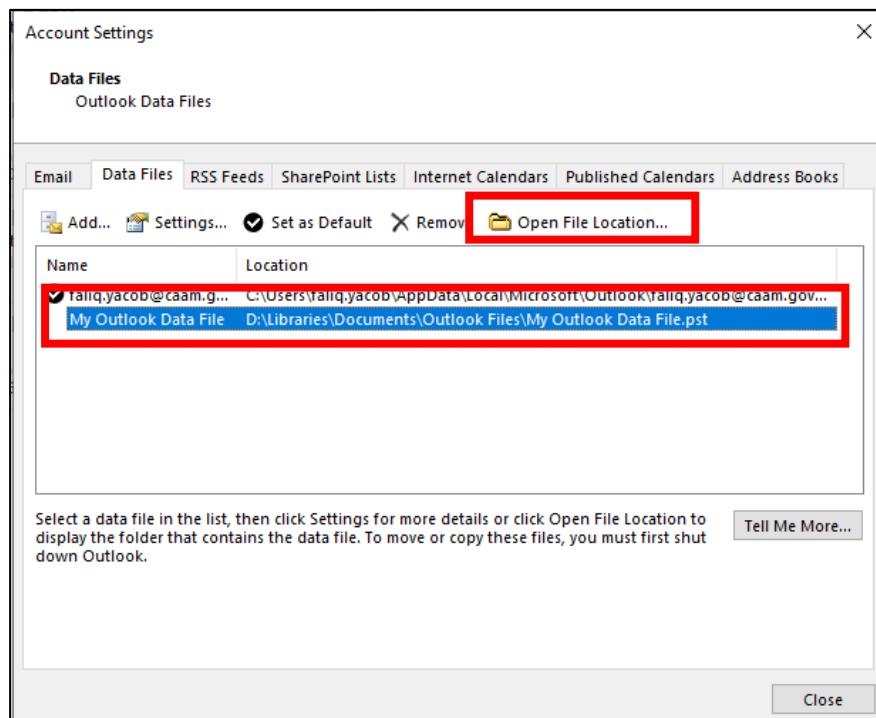
Langkah 1: Buka perisian Microsoft Outlook dan kenal pasti *Archive Folder* yang ingin *dibackup*.



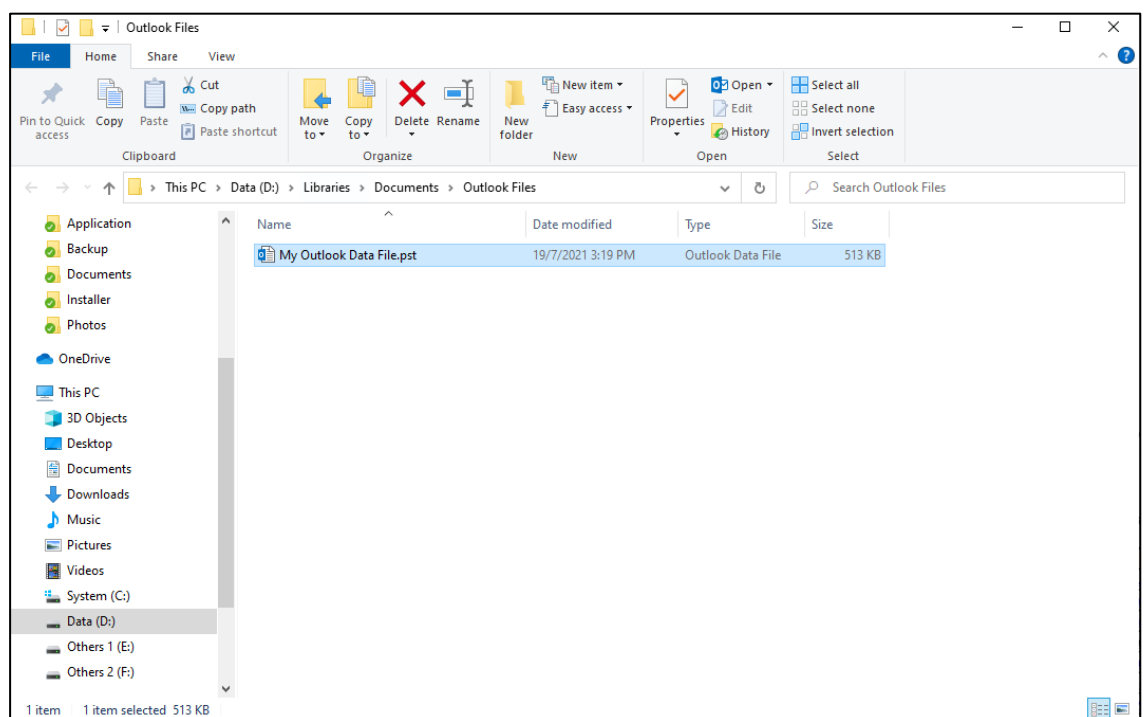
Langkah 2: Pilih **Info** > **Account Settings** > **Accounts Settings**.



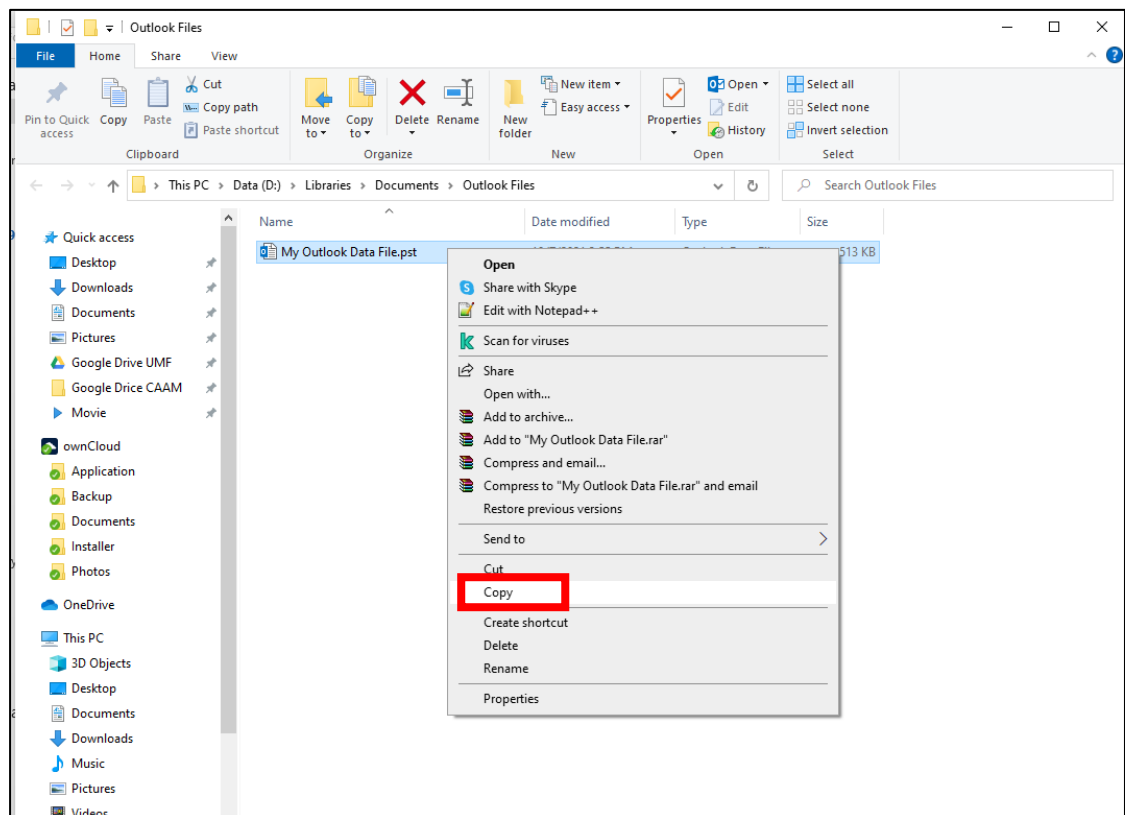
Langkah 3: Pilih *Archive(.pst)* yang ingin *dibackup* dan klik ***Open File Location***.



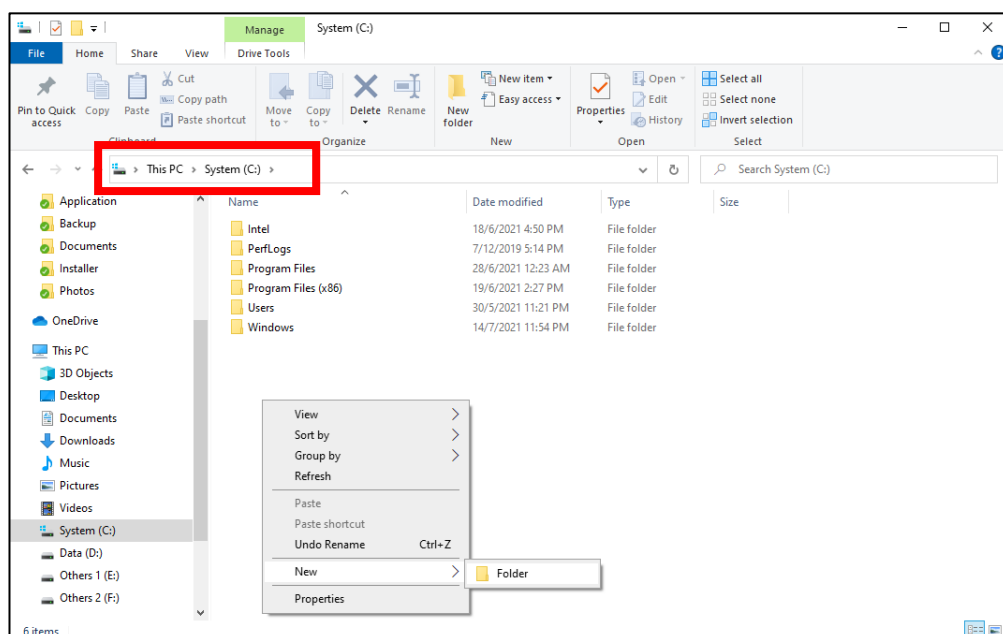
Langkah 4: *Archive File* anda akan dipaparkan dan **TUTUP** Microsoft Outlook.



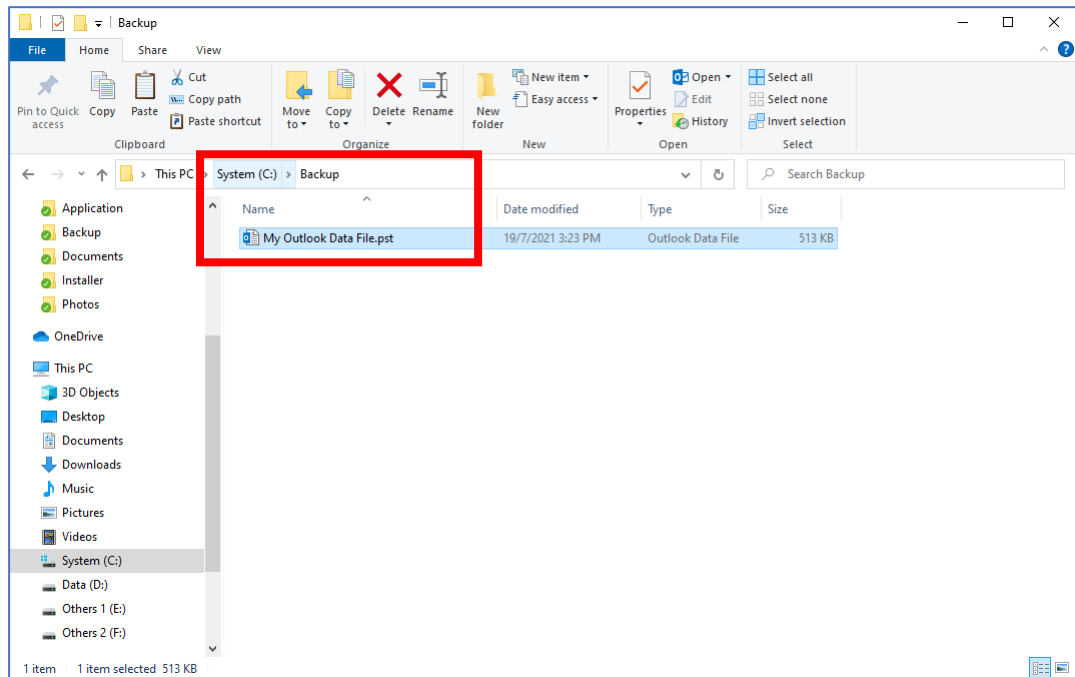
Langkah 5: Pilih pada *Archive File* yang ingin *dibackup* dan klik **Copy**.



Langkah 6: Wujudkan *folder* baharu dengan nama "*backup*" di direktori C:\



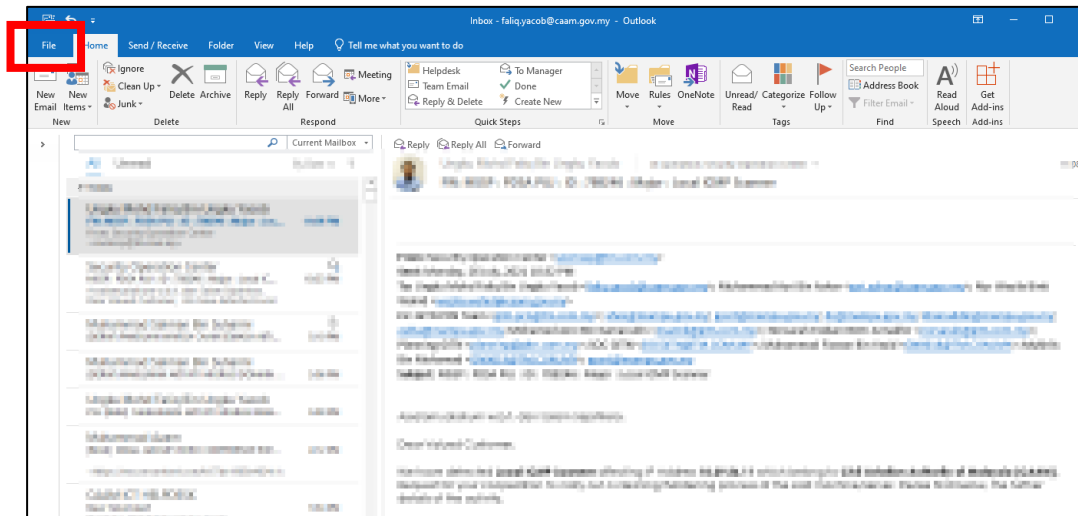
Langkah 7: **Paste** *Archive File* ke dalam *folder* yang baru dicipta seperti paparan dibawah.



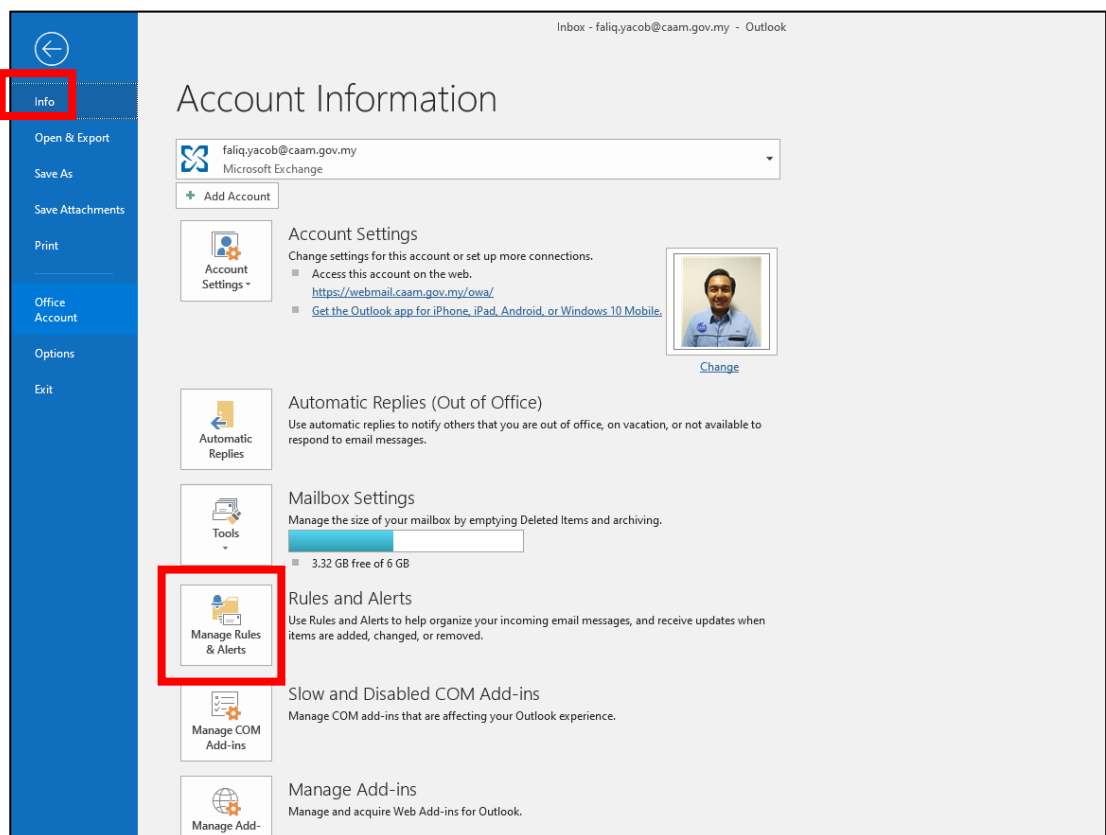
# **PANDUAN BACKUP MICROSOFT OUTLOOK (E-MAIL RULES)**



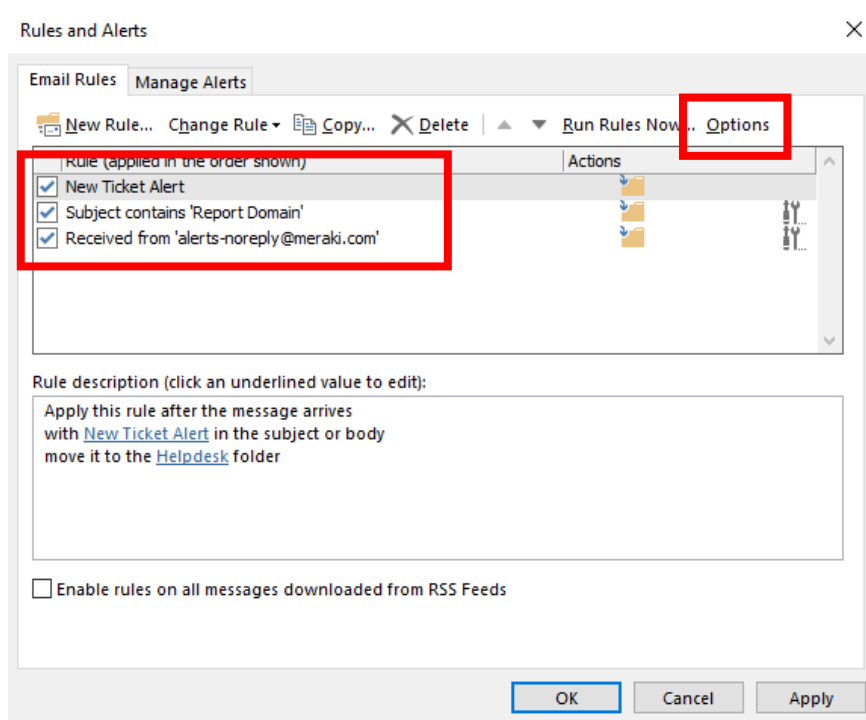
Langkah 1: Buka Microsoft Outlook, klik menu tab **Files**.



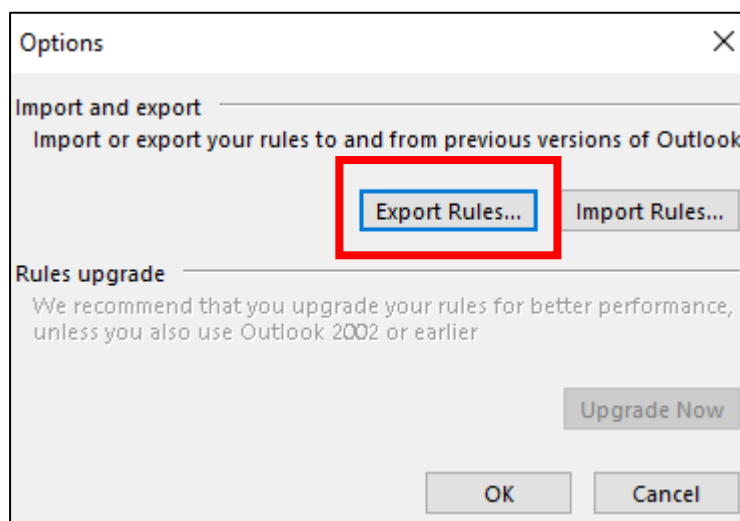
Langkah 2: Pilih **Info** dan klik **Manage Rules & Alerts**



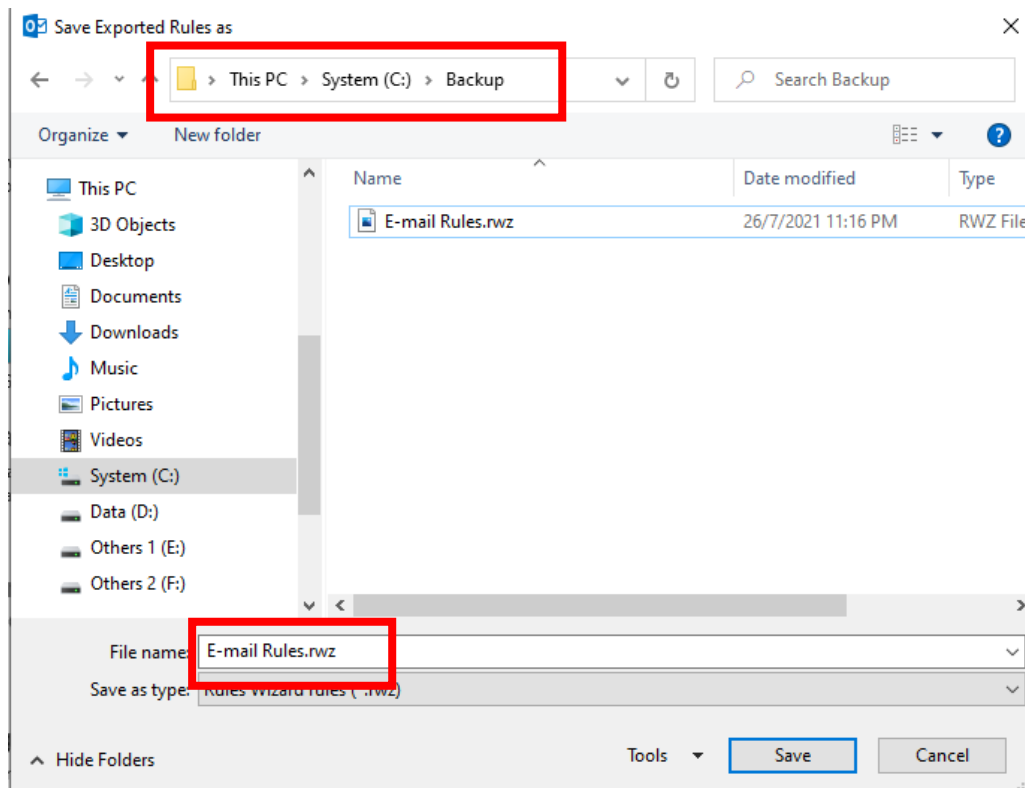
Langkah 3: Tandakan *E-Mail Rules* yang ingin dibackup dan klik **Options**.



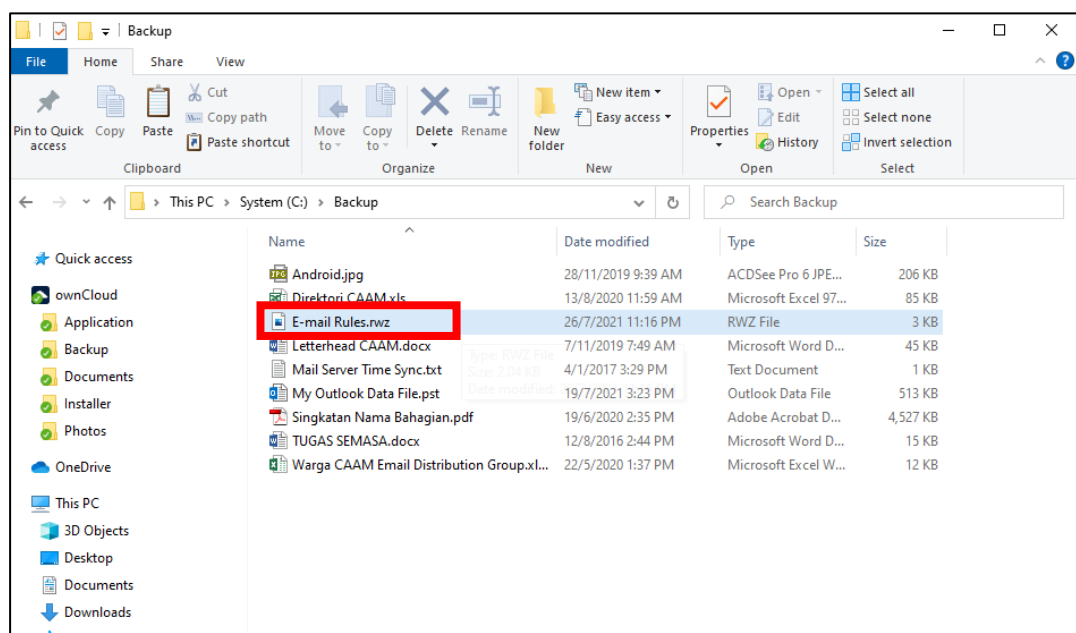
Langkah 4: Klik **Export Rules** yang ingin *dibackup* dan klik **OK**.



Langkah 5: Pergi ke "C:\Backup", namakan fail *E-mail Rules* dan klik butang **Save**.

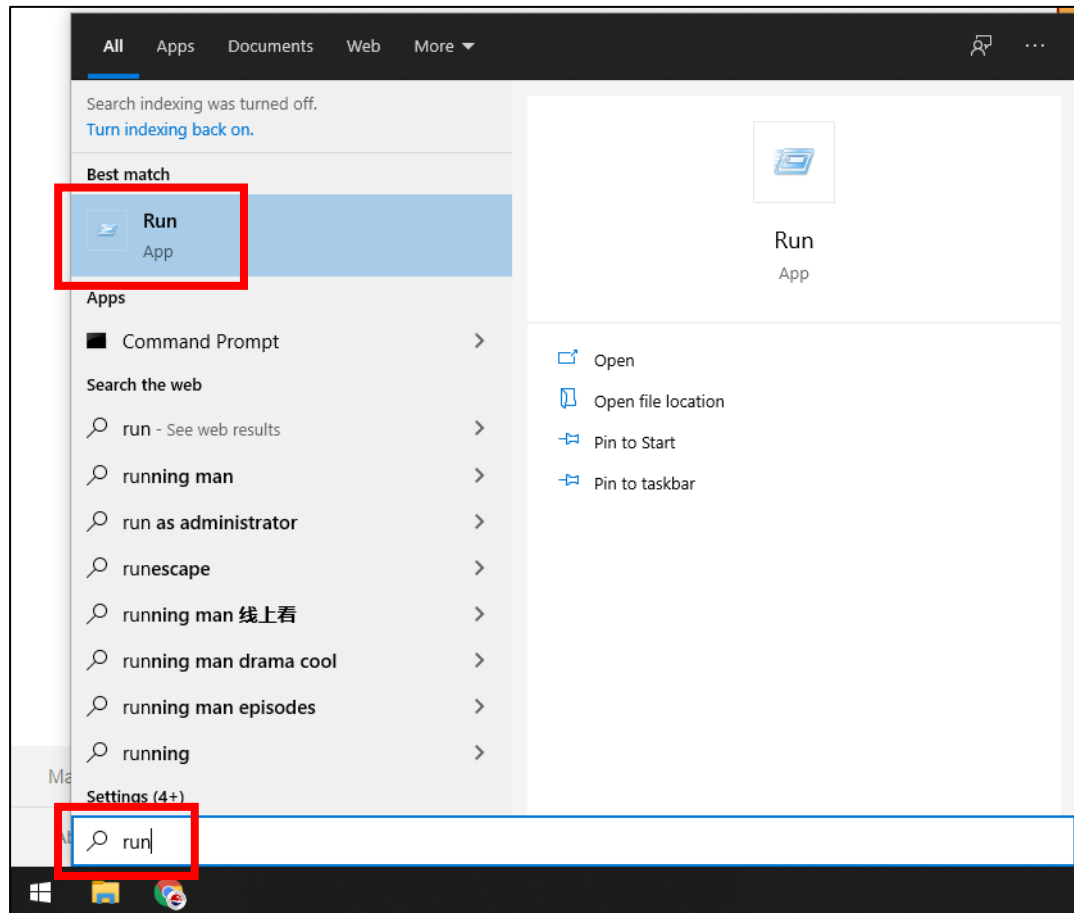


Langkah 6: Fail *E-mail Rules* yang berjaya *dibackup* akan kelihatan seperti paparan di bawah.

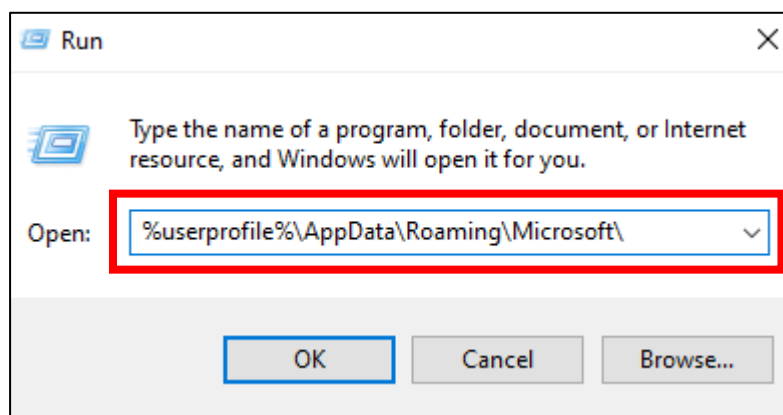


# **PANDUAN BACKUP MICROSOFT OUTLOOK (SIGNATURE)**

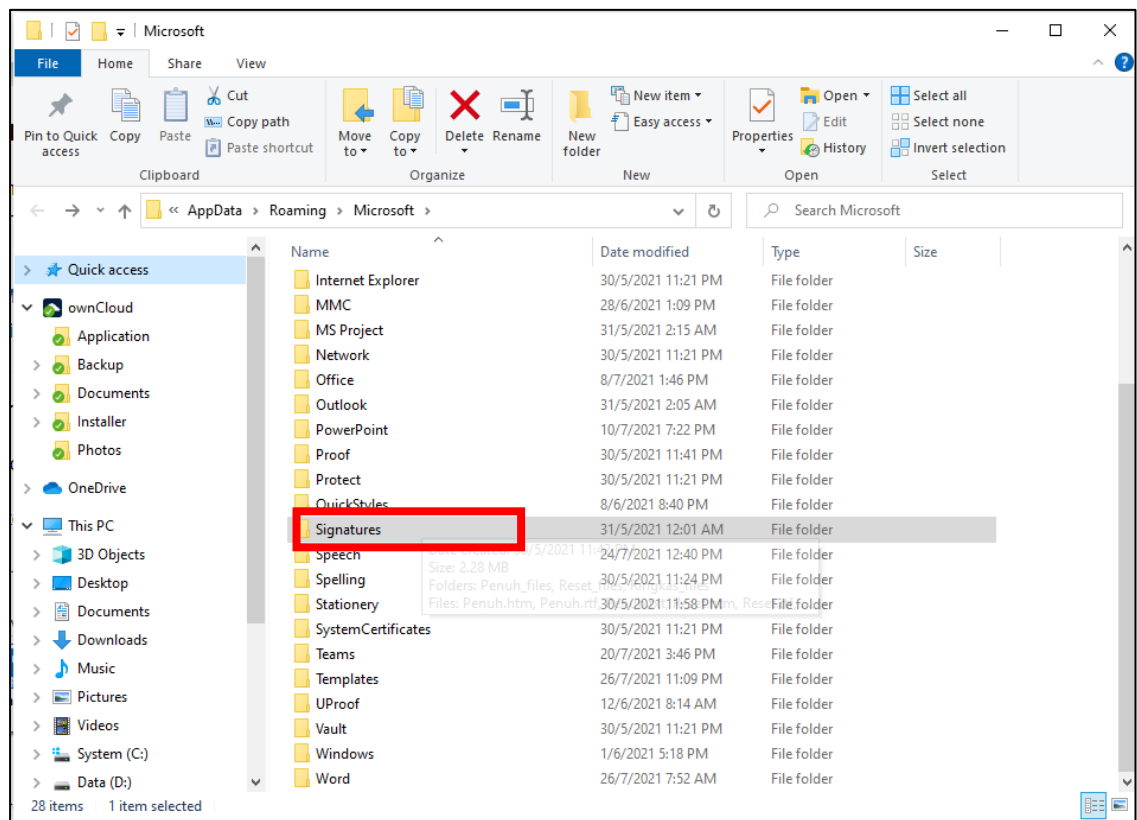
Langkah 1: Klik butang **Windows** dan taip "Run" dan klik aplikasi **Run**.



Langkah 2: Taip "%userprofile%\AppData\Roaming\Microsoft\" di ruangan aplikasi Run seperti paparan di bawah.



Langkah 3: Folder **Signatures** akan dipaparkan dan **copy folder** tersebut.



Langkah 4: **Paste folder Signatures** pada direktori "C:\Backup" seperti paparan di bawah.

