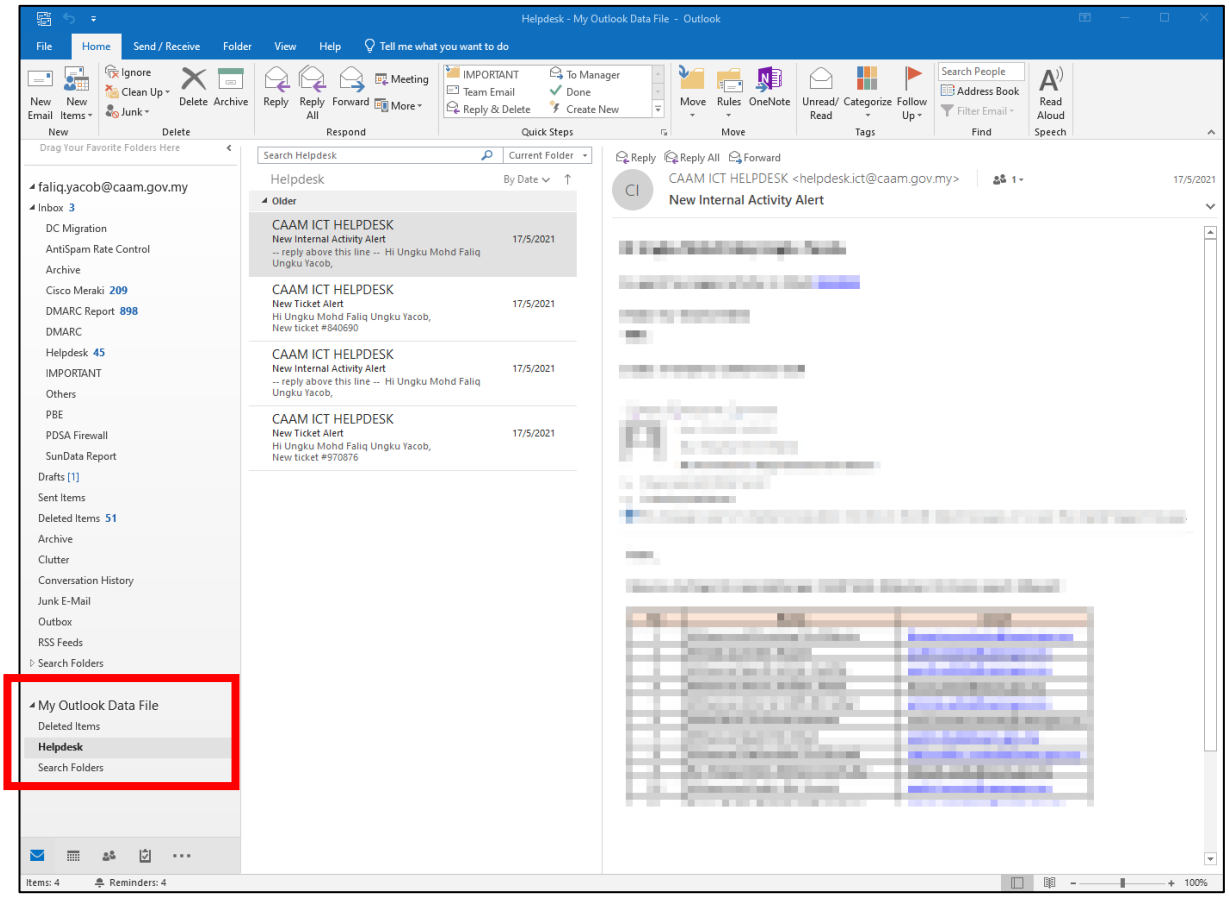
PANDUAN BACKUP BAGI WARGA CAAM DI BLOK PODIUM, IBU PEJABAT

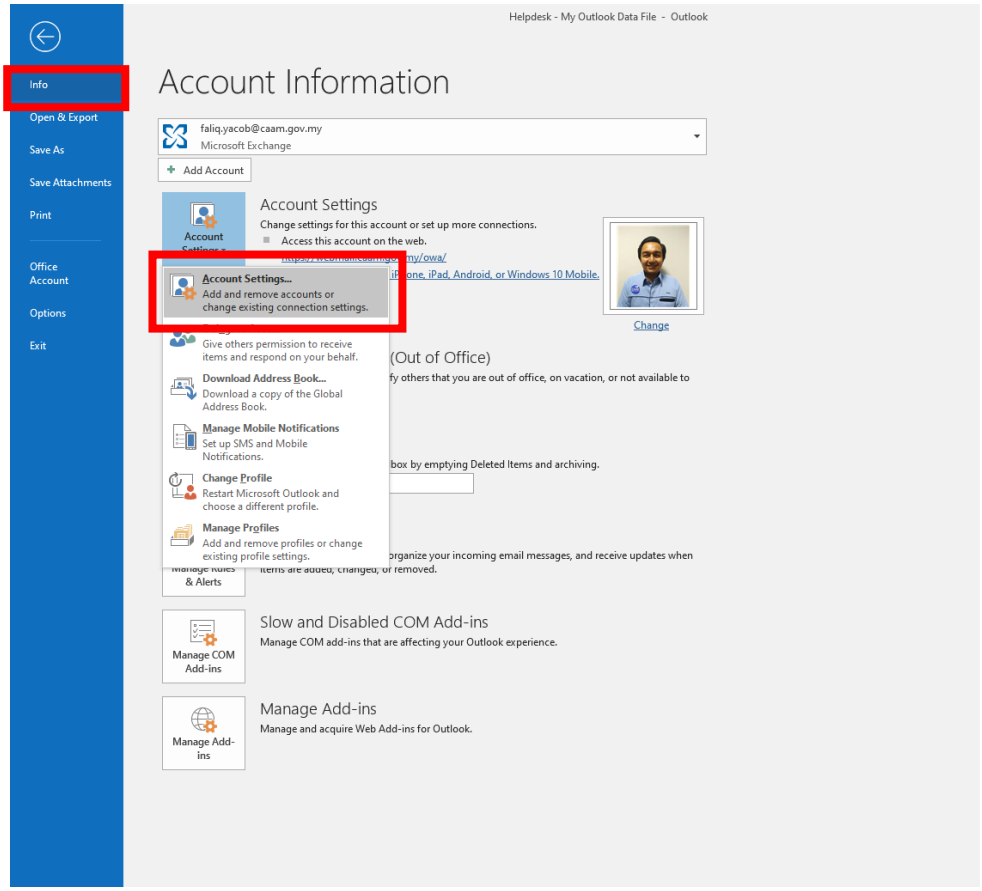
- Panduan Backup Microsoft Outlook (Archive.Pst)
- Panduan Salinan Data Penting (Laptop/PC)
- Panduan Backup Microsoft Outlook (E-mail Rules)
- Panduan Backup Microsoft Outlook (Signature)

PANDUAN BACKUP MICROSOFT OUTLOOK (ARCHIVE .PST)

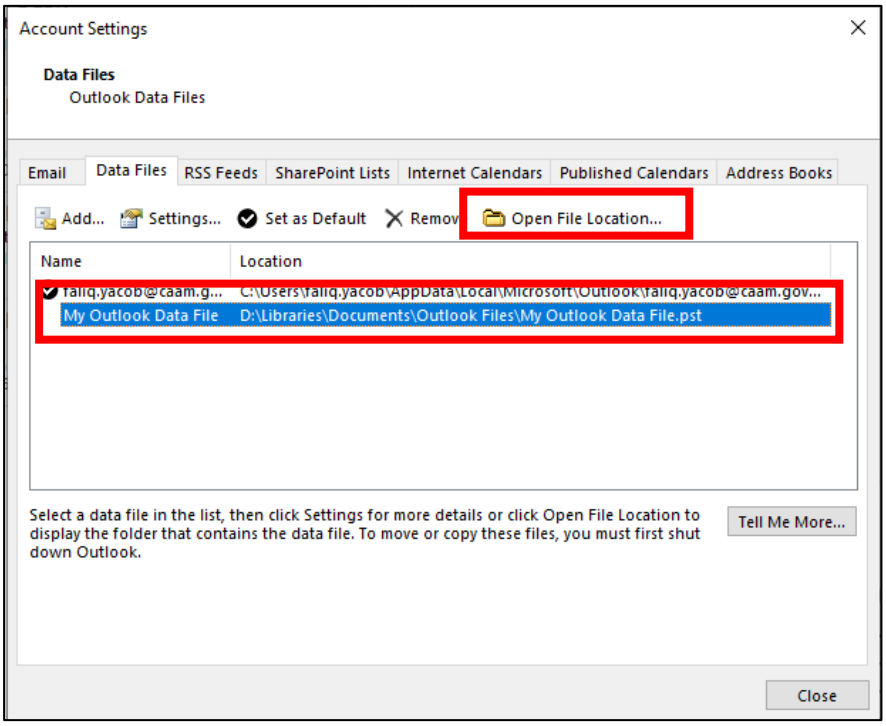
Langkah 1: Buka perisian Microsoft Outlook dan kenal pasti *Archive Folder* yang ingin *dibackup.*



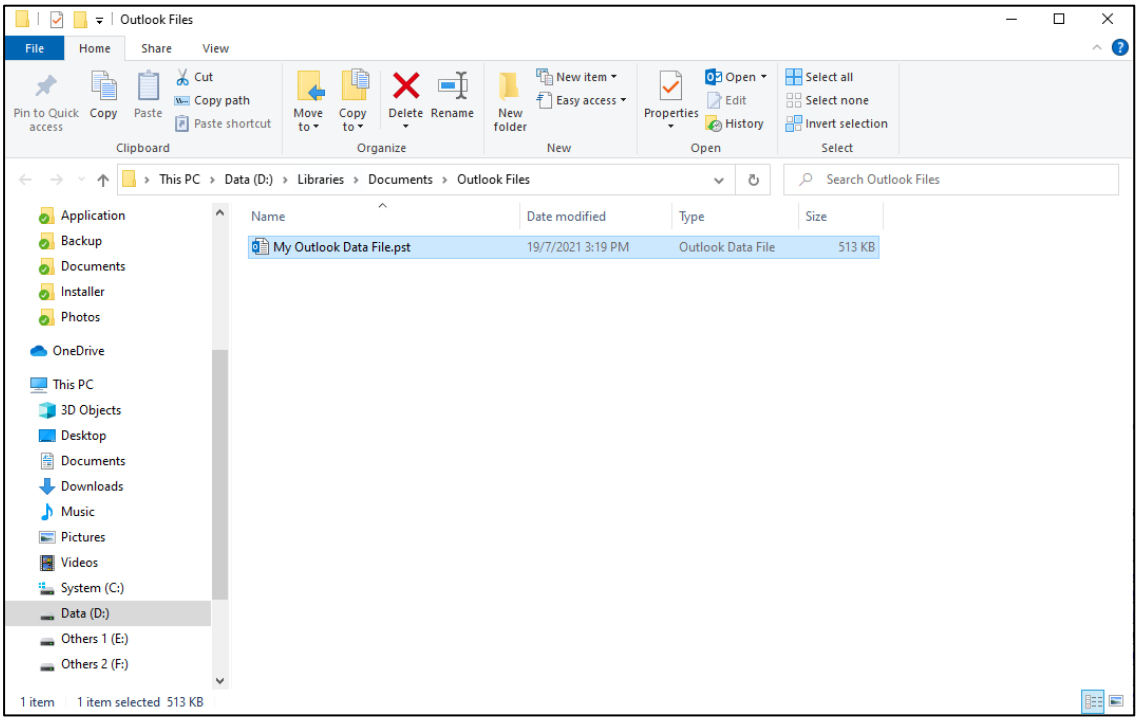
Langkah 2: Pilih ***Info*** > ***Account Settings*** > ***Accounts Settings***.



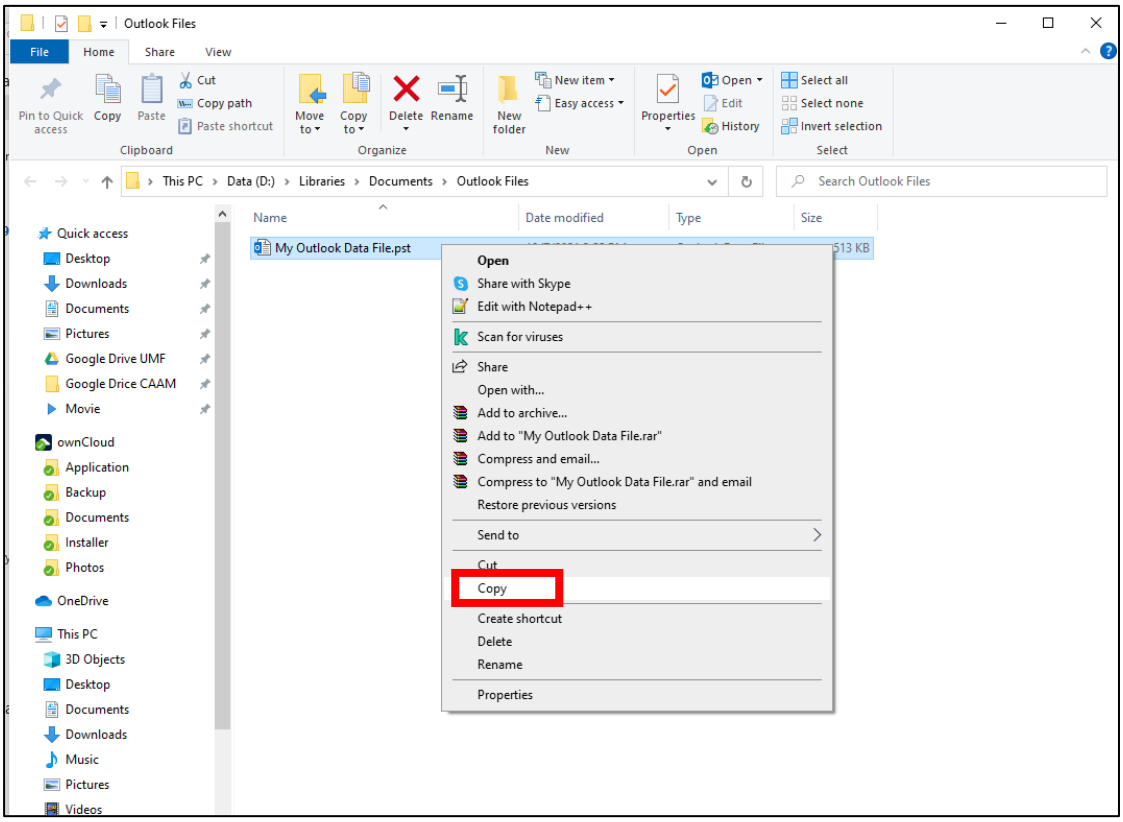
Langkah 3: Pilih *Archive File(.pst)* yang ingin *dibackup* dan klik ***Open File Location***.



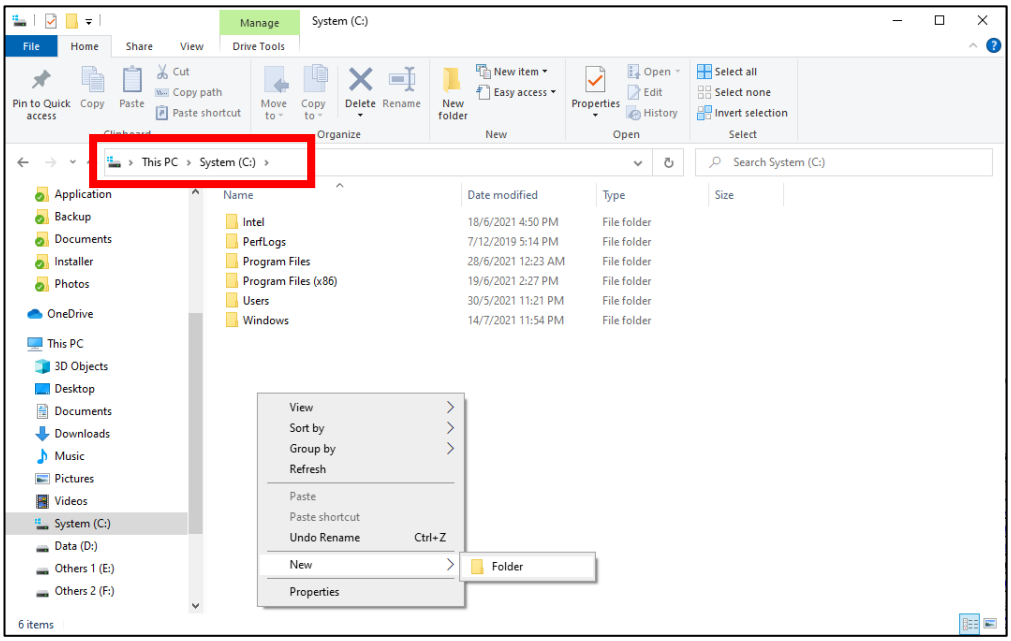
Langkah 4: *Archive File* anda akan dipaparkan dan **TUTUP** Microsoft Outlook.



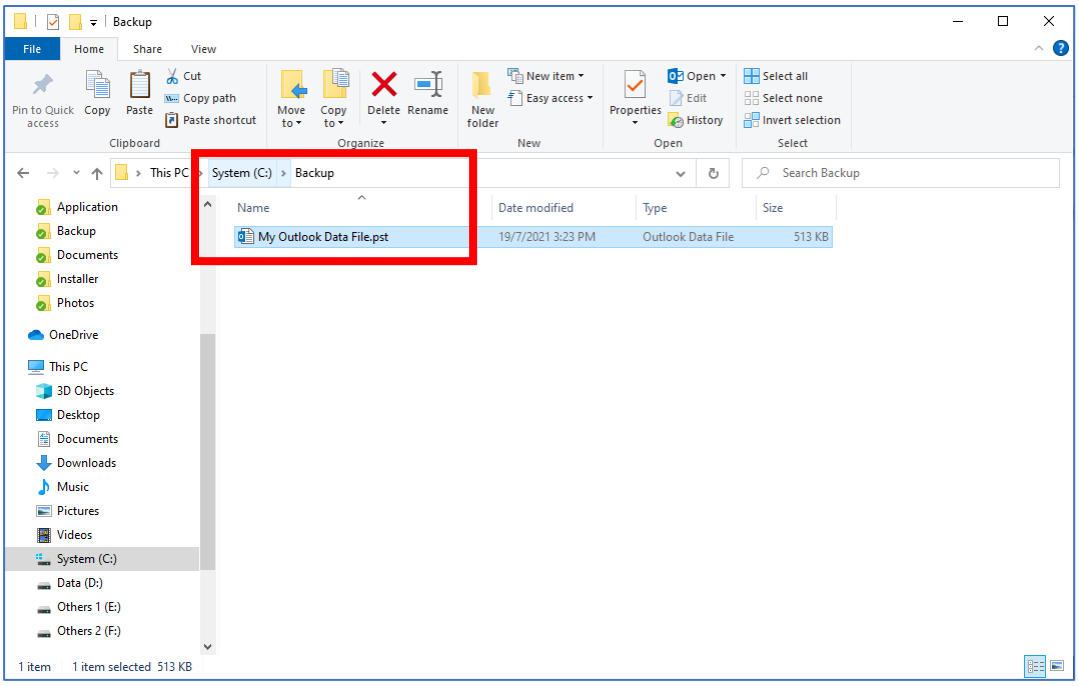
Langkah 5: Pilih pada *Archive File* yang ingin *dibackup* dan klik ***Copy***.



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.

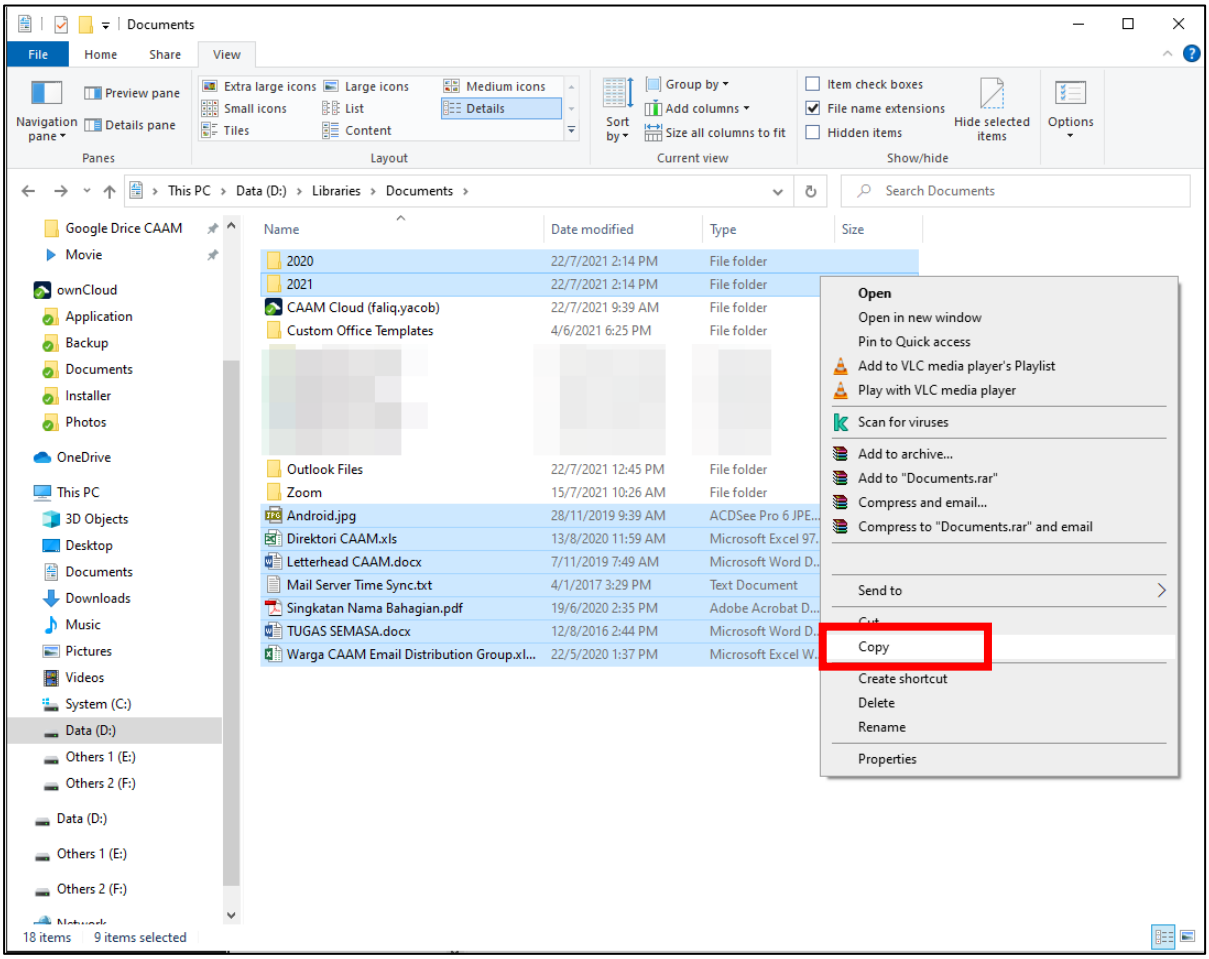


PANDUAN SALINAN DATA PENTING

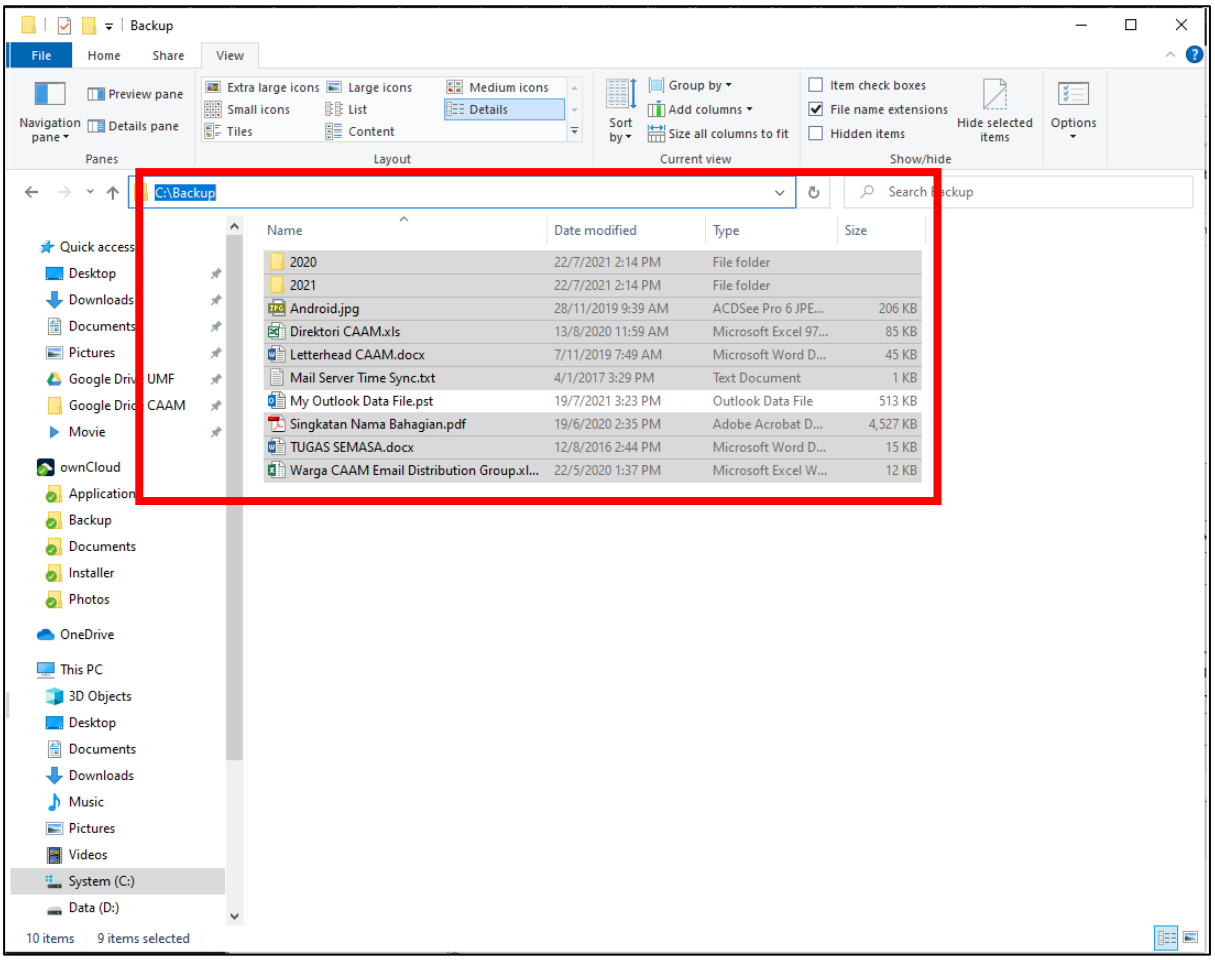
Untuk makluman, selepas aktiviti migrasi selesai, seluruh warga CAAM di Blok Podium, Ibu Pejabat, akan dibekalkan *desktop profile* baharu pada setiap laptop/pc yang menyertai domain.

Hal yang demikian, seluruh warga CAAM di Blok Podium, Ibu Pejabat, perlu membuat salinan data (fail/dokumen) yang penting sebelum **2 Ogos 2021** bagi proses pemindahan ke dalam *desktop profile* baharu kelak.

Langkah 1: Kakitangan perlu mengenal pasti fail/dokumen yang penting dan klik ***copy*** sebelum membuat salinan kepada folder "C:\Backup".

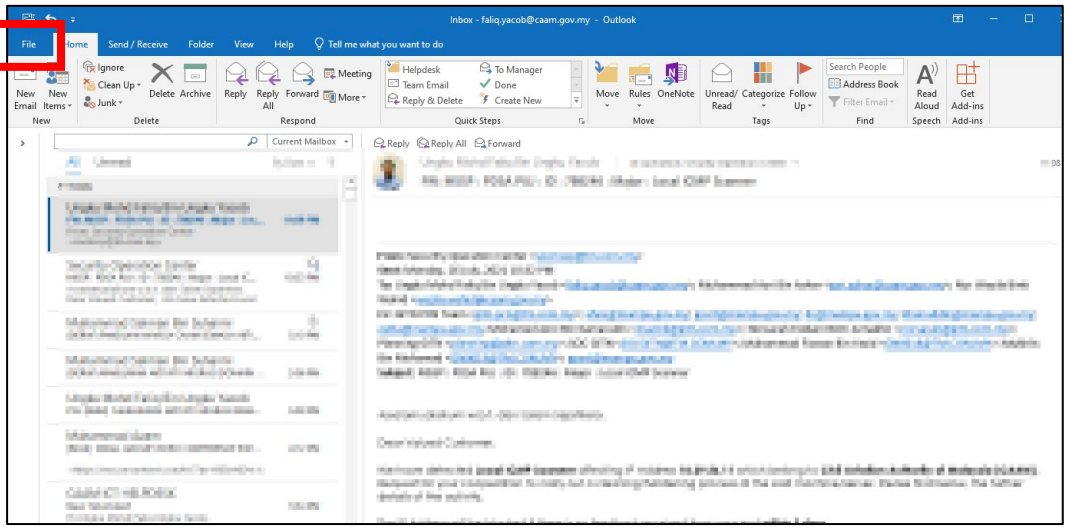


Langkah 2: ***Paste*** fail berkenaan di "C:\backup". Sekiranya fail kakitangan melebihi kapasiti storan komputer, kakitangan boleh melakukan salinan dokumen ke *External Hard Disk* (persendirian).

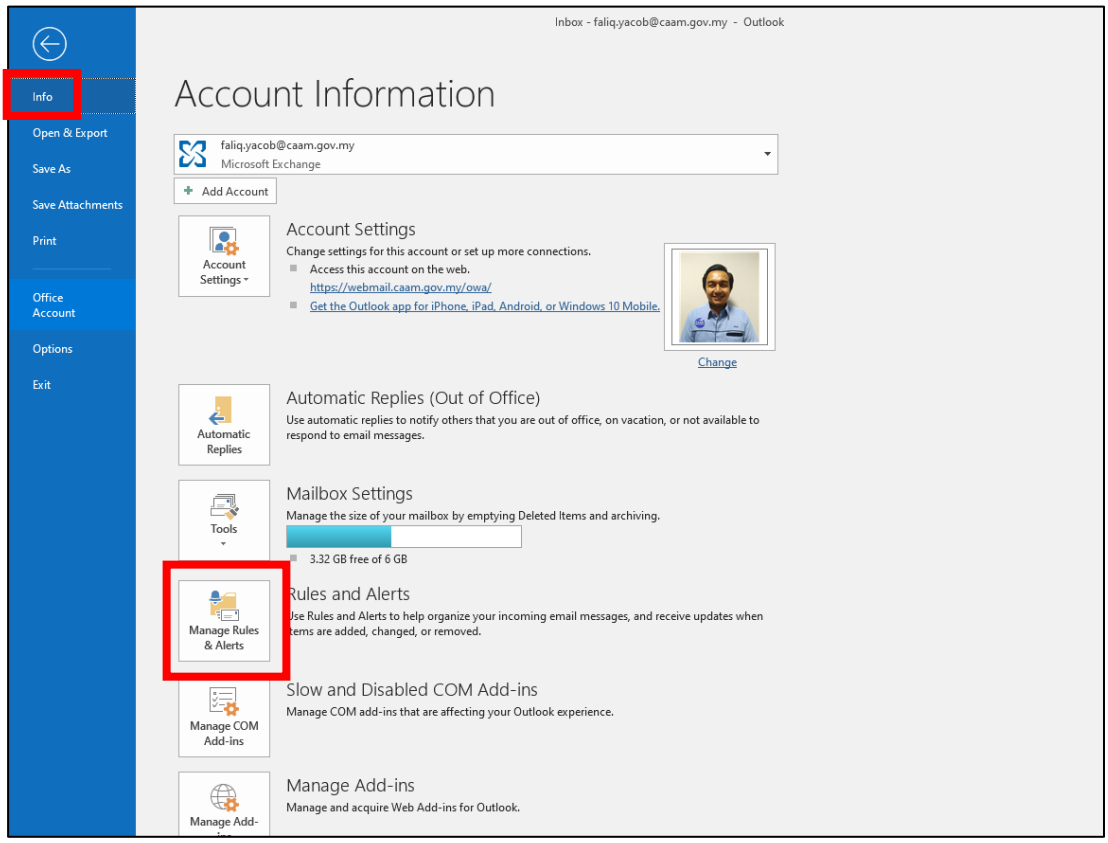


PANDUAN BACKUP MICROSOFT OUTLOOK (E-MAIL RULES)

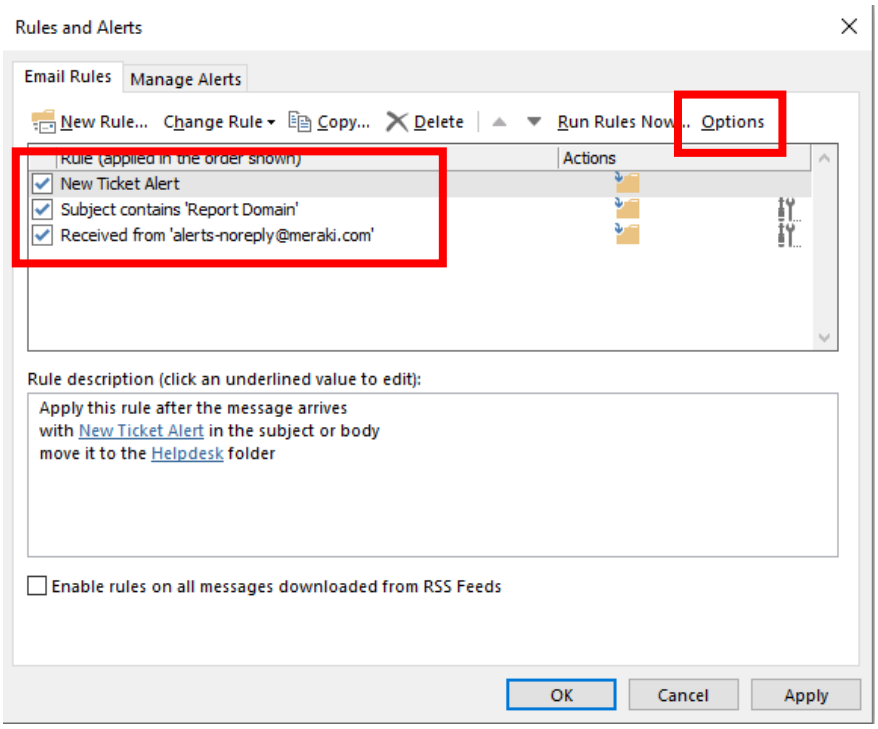
Langkah 1: Buka Microsoft Outlook, klik menu tab ***Files***.



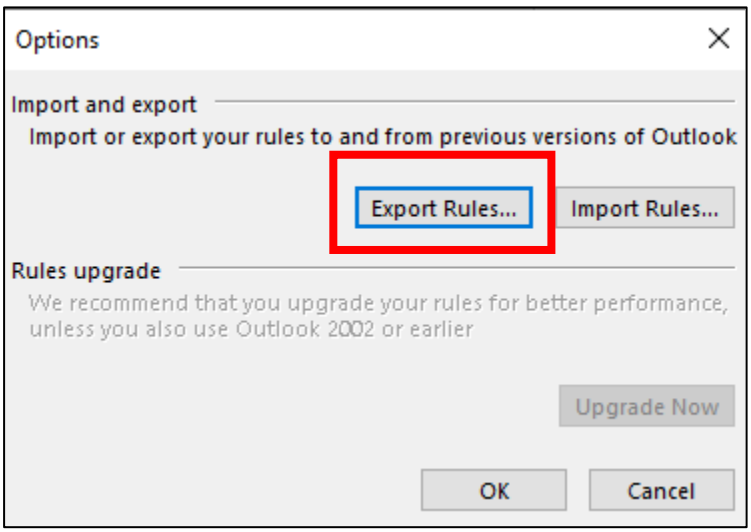
Langkah 2: Pilih ***Info*** dan klik ***Manage Rules & Alerts***



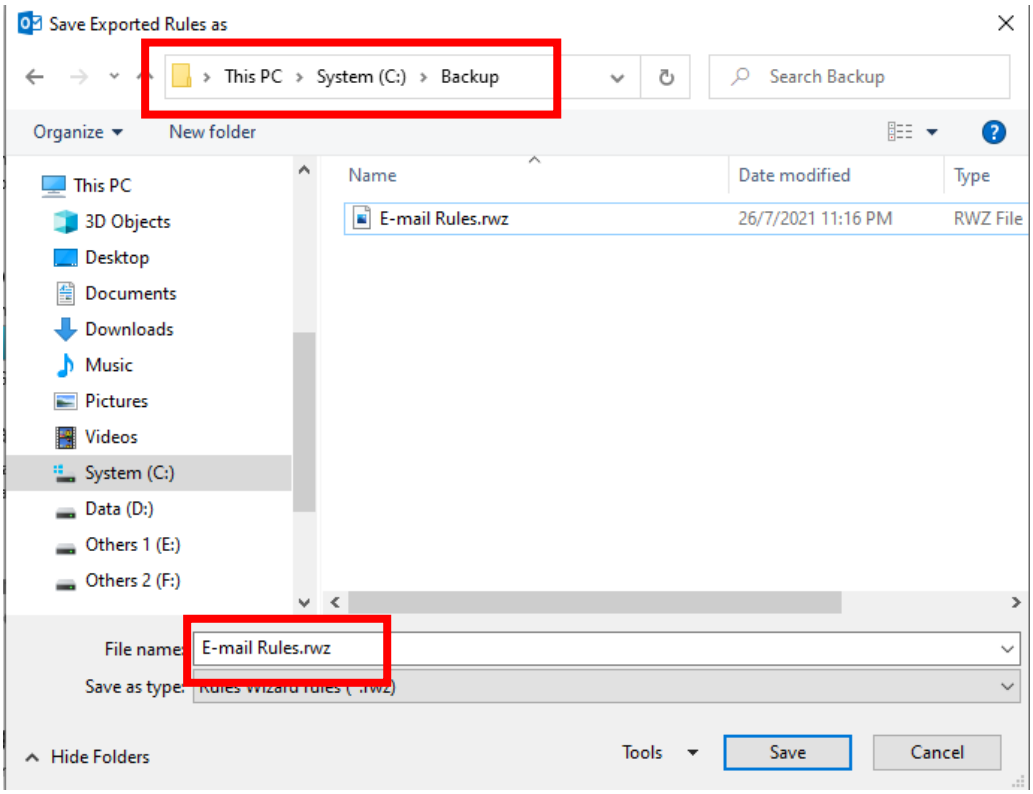
Langkah 3: Tandakan *E-mail Rules* yang ingin *dibackup* dan klik ***Options.***



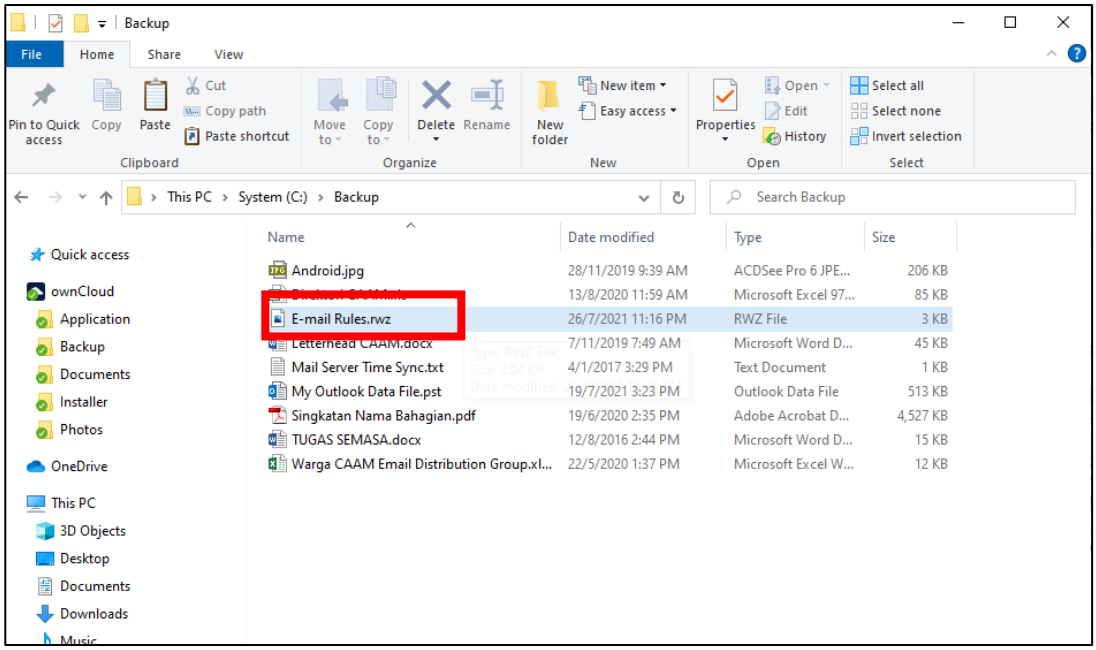
Langkah 4: Klik ***Export Rules*** yang ingin *dibackup* dan klik ***OK.***



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

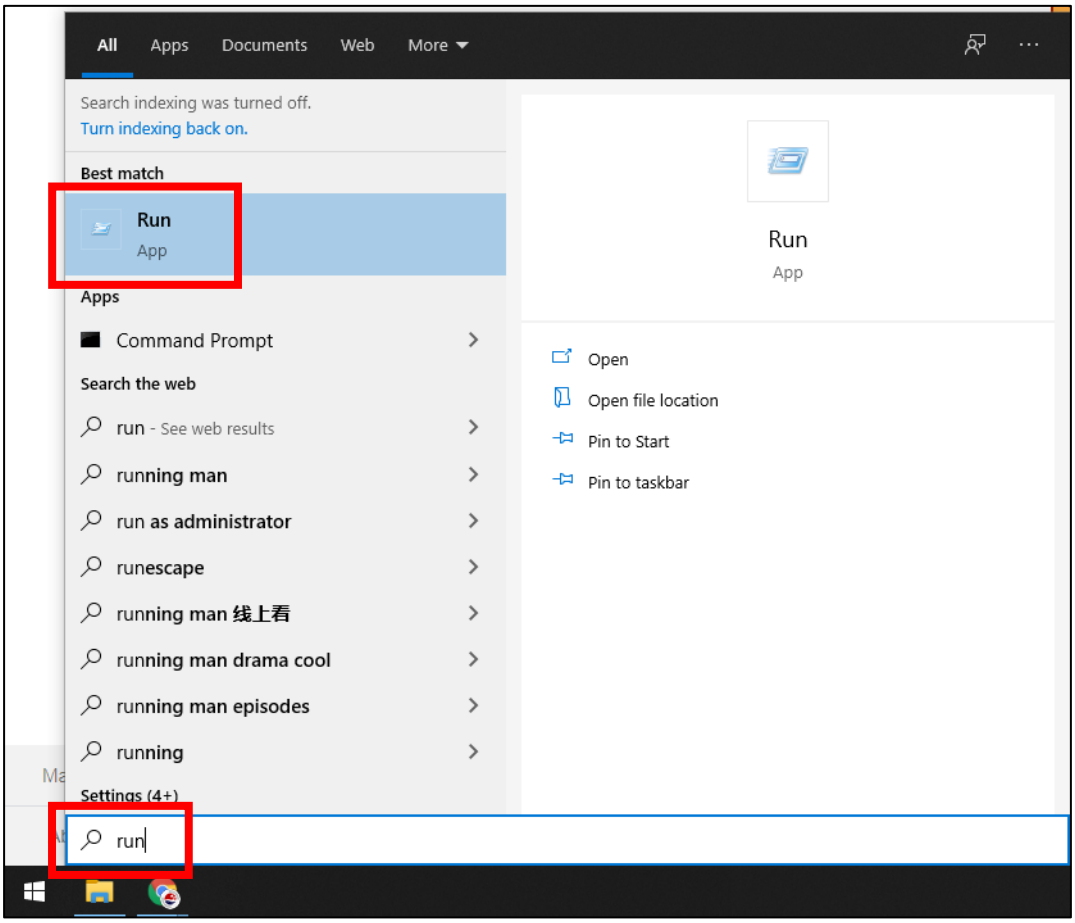


Langkah 6: Fail *E-mail Rules* yang berjaya *dibackup* akan kelihatan seperti paparan di bawah.

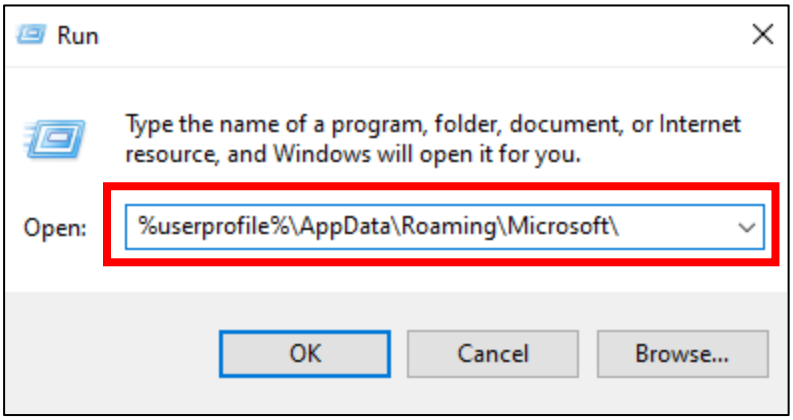


PANDUAN BACKUP MICROSOFT OUTLOOK (SIGNATURE)

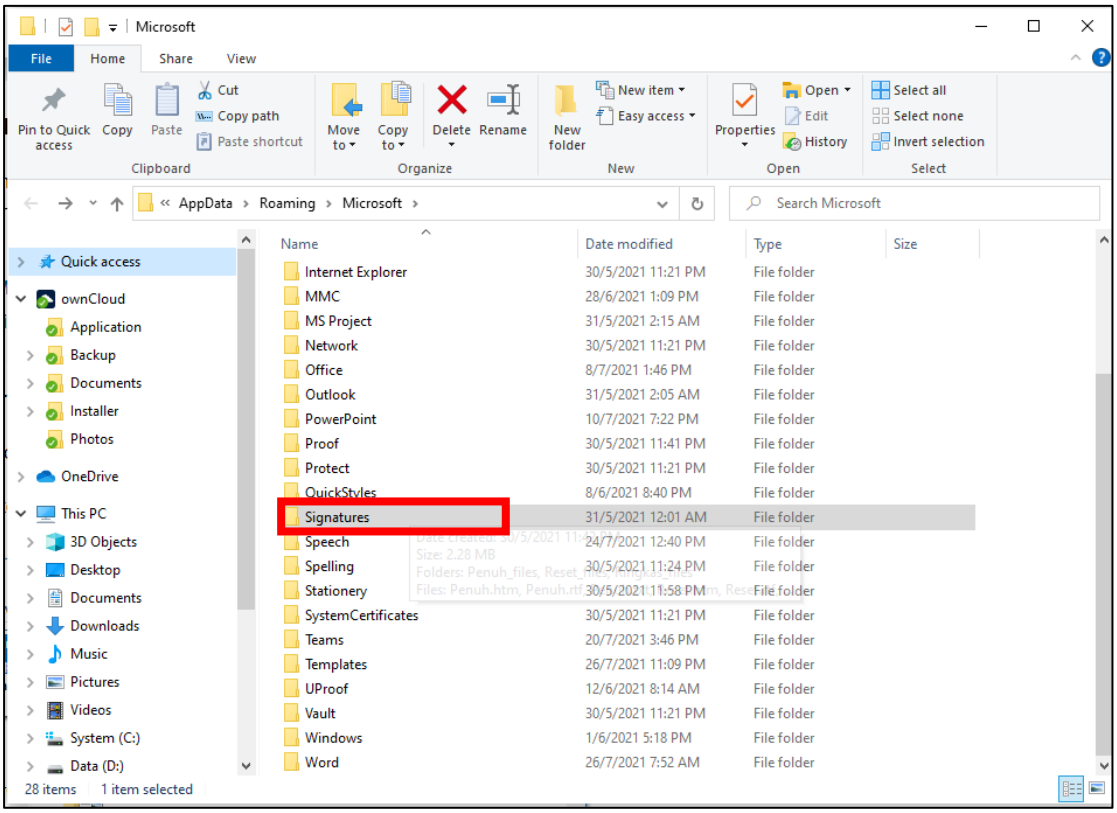
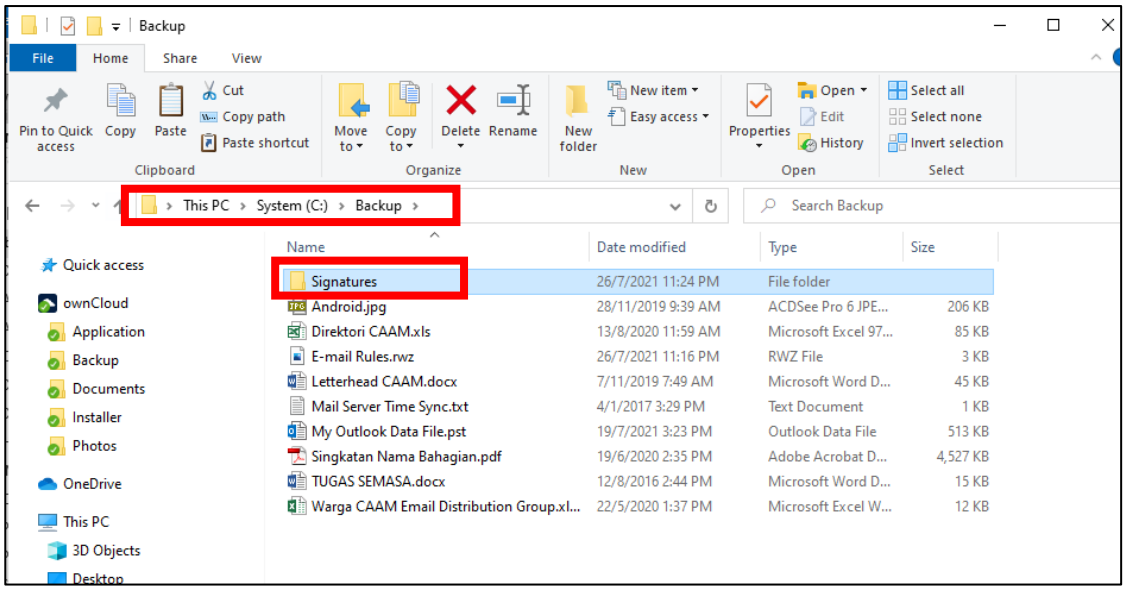
Langkah 1: Klik butang ***Windows*** dan taip "Run" dan klik aplikasi ***Run.***



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.