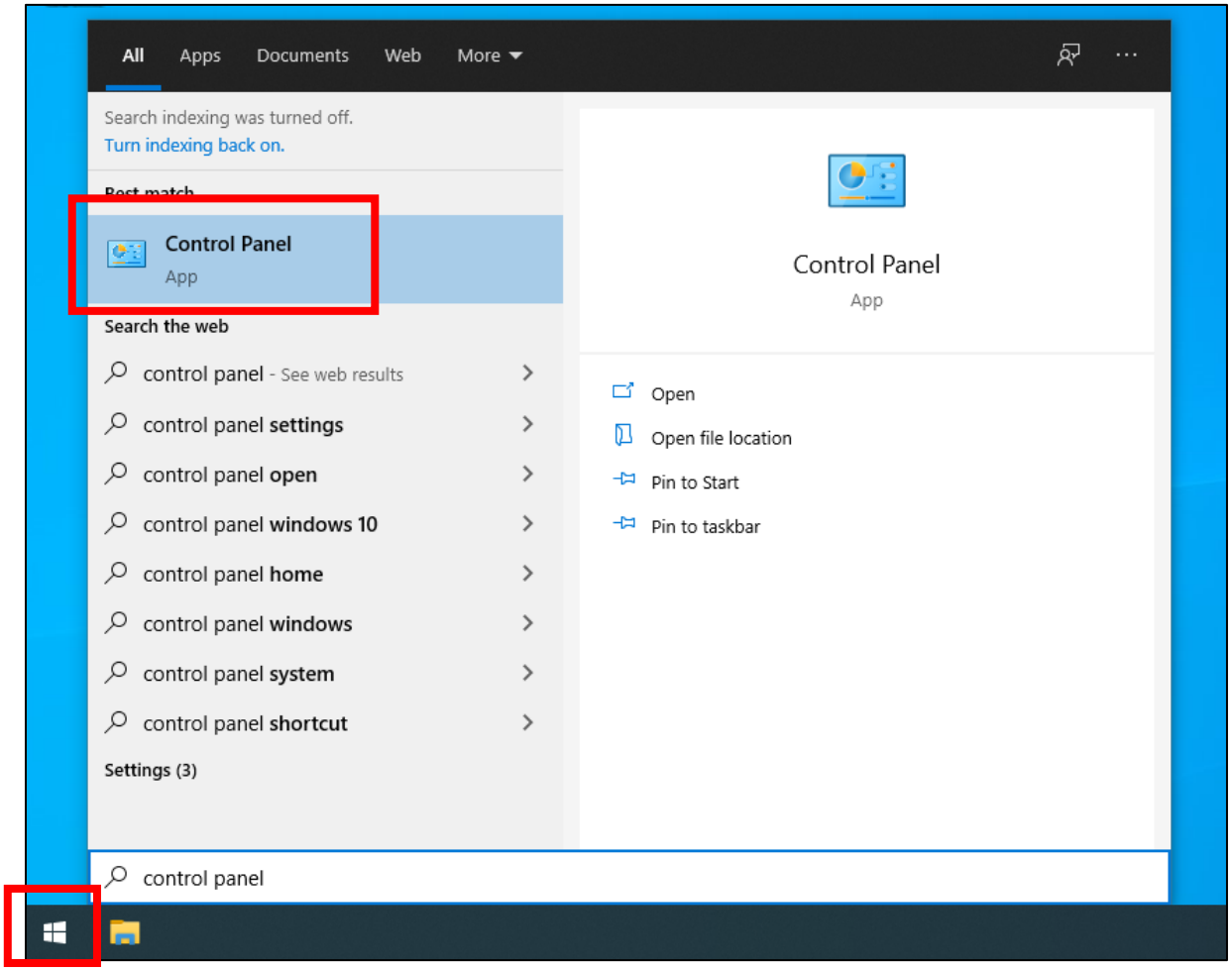
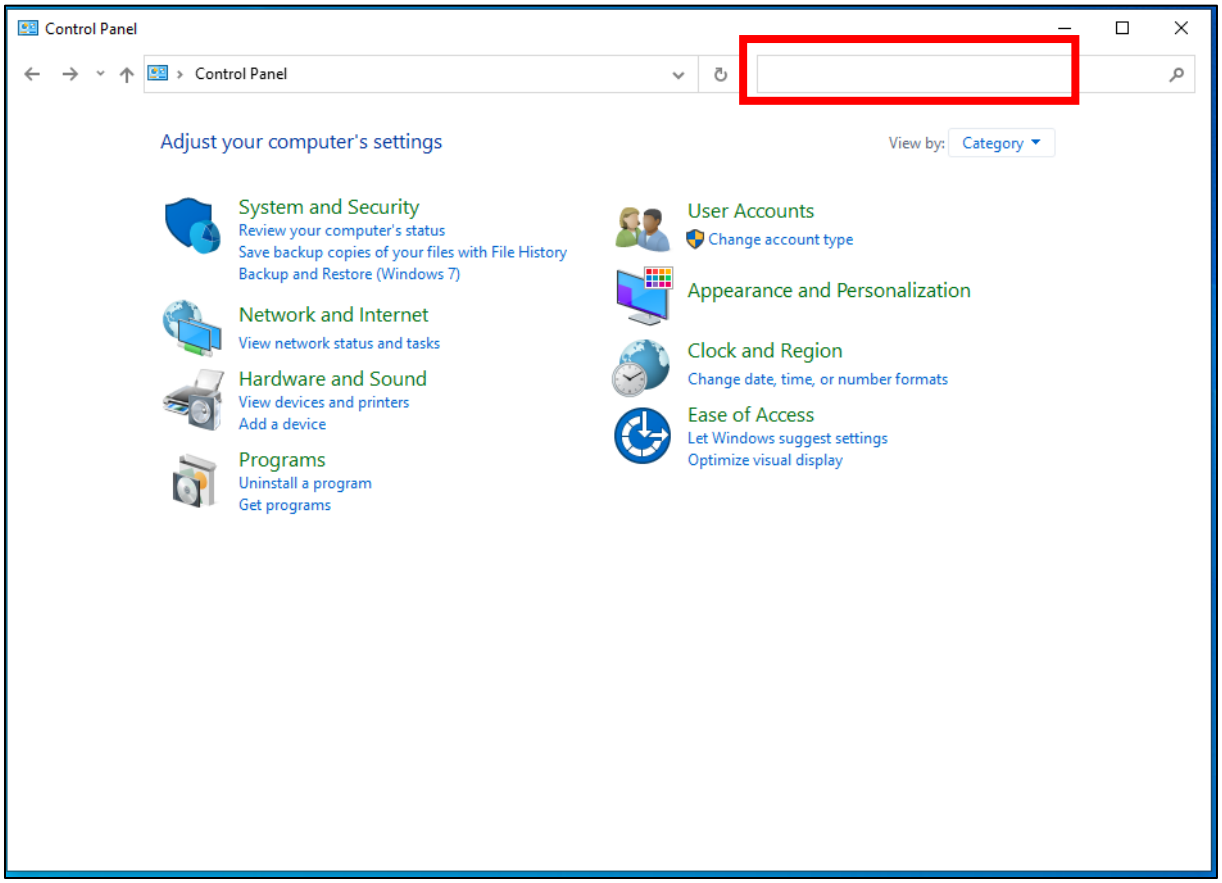
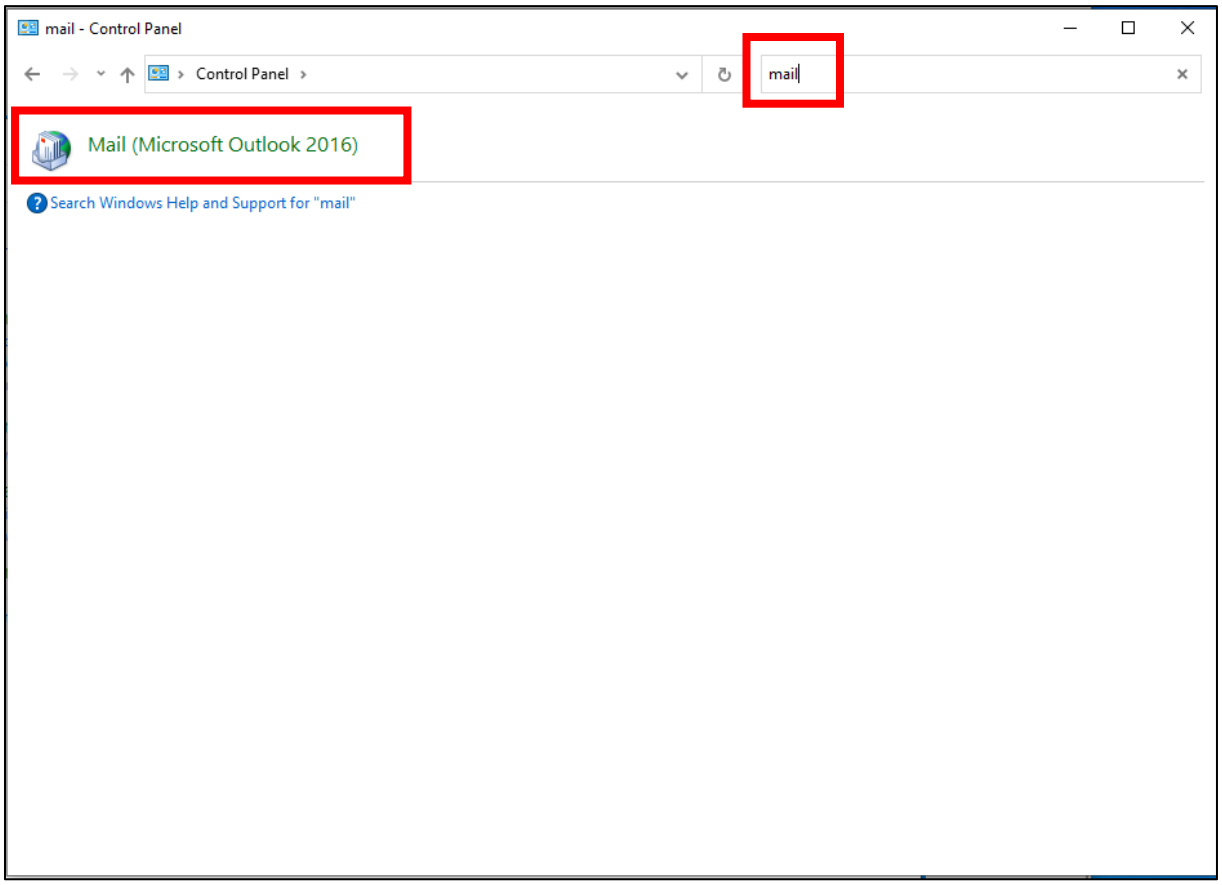
PANDUAN TETAPAN E-MEL CAAM PADA MICROSOFT OUTLOOK SELEPAS MIGRASI DOMAIN CAAM.GOV.MY

Langkah 1 : Tutup Perisian Microsoft Outlook sekiranya ia sedang dibuka. Klik ***Start***, Taip ***Control Panel*** dan buka aplikasi ***Control Panel***.

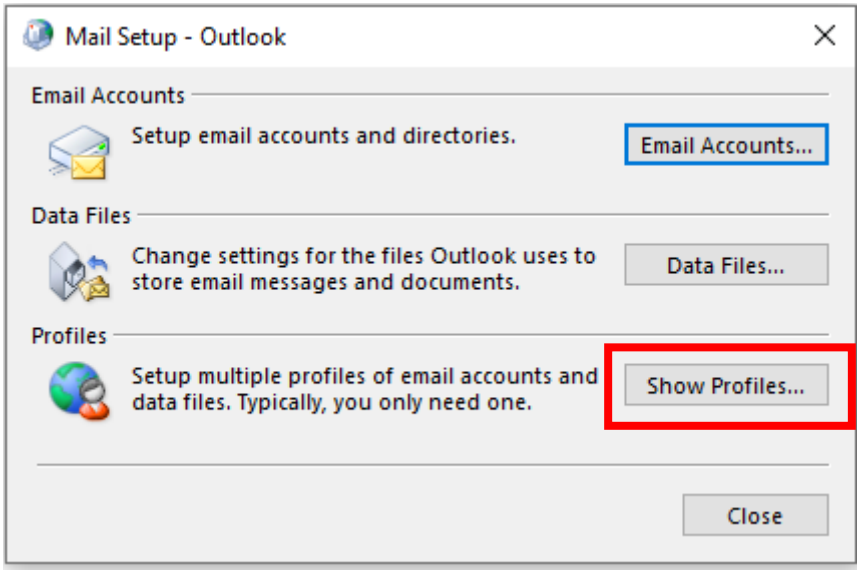


Langkah 2 : Taip *Mail* di ruangan carian dan buka aplikasi ***Mail.***

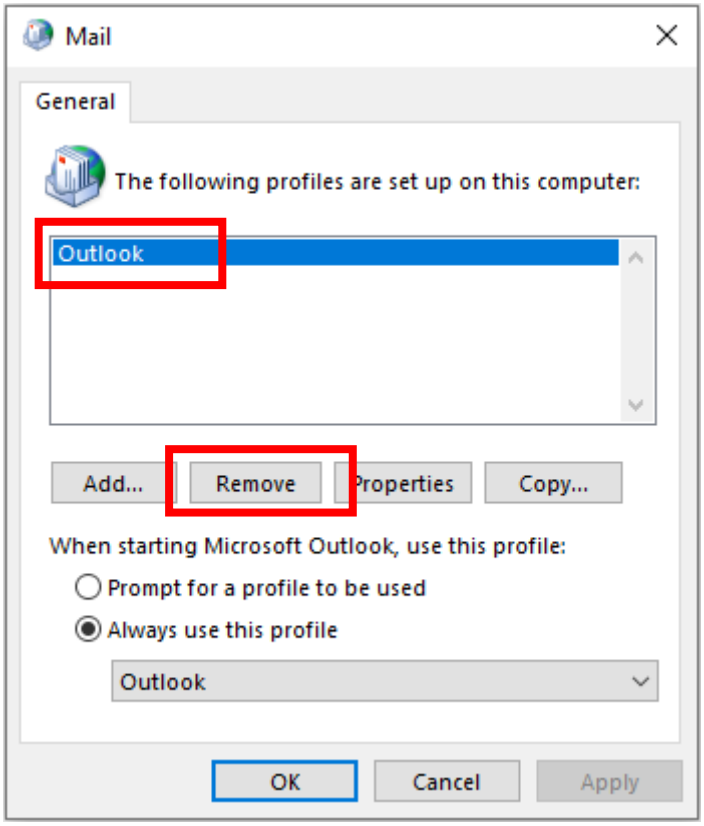




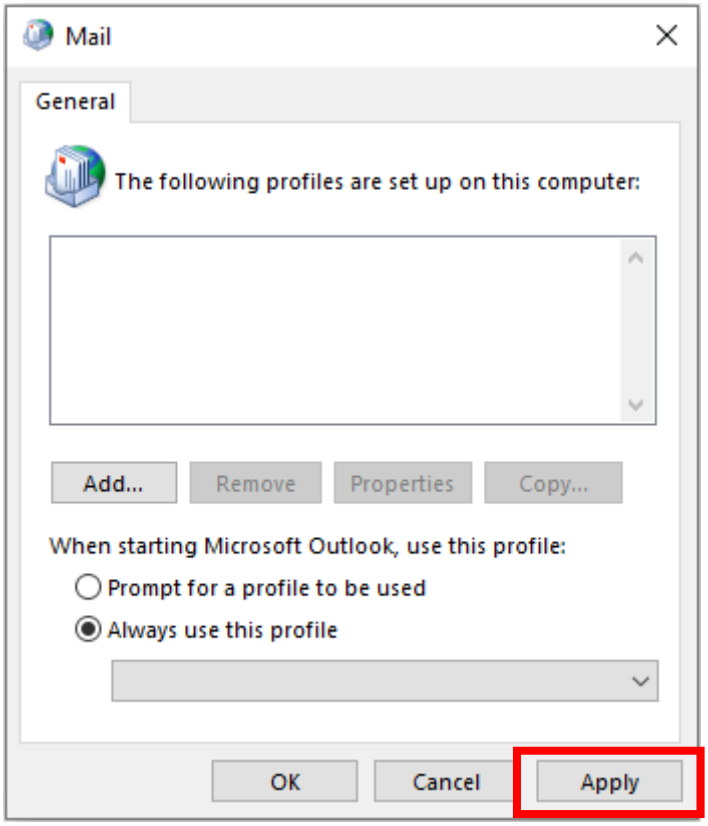
Langkah 3 : Klik ***Show Profiles***



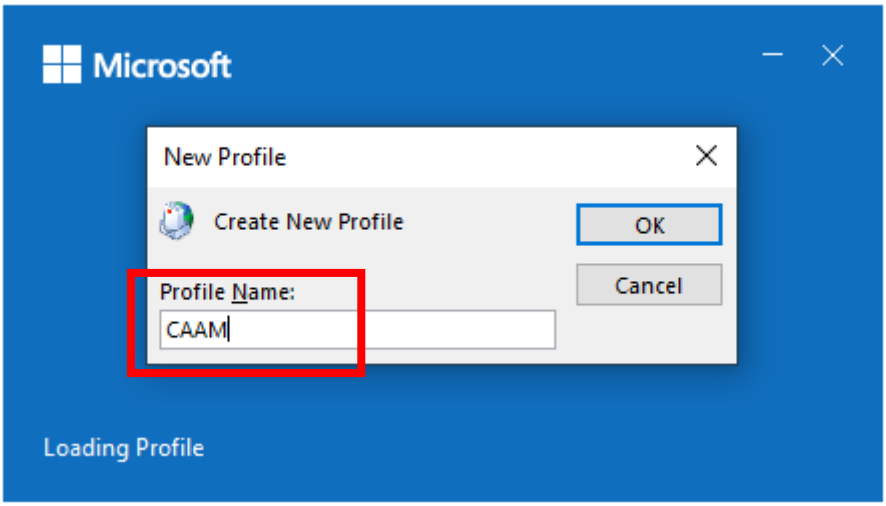
Langkah 4 : Kenal pasti dan pilih *Profile* yang sedang digunakan dan klik ***Remove.***



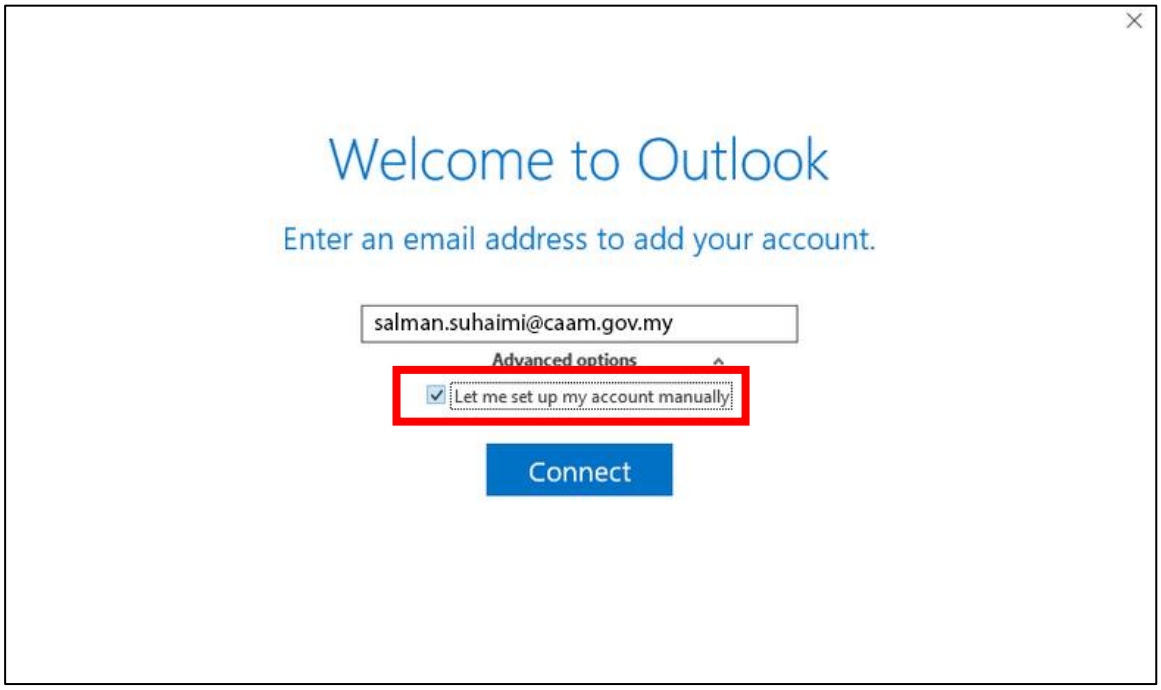
Langkah 5 : Klik ***Apply*** dan tutup aplikasi *Mail.*



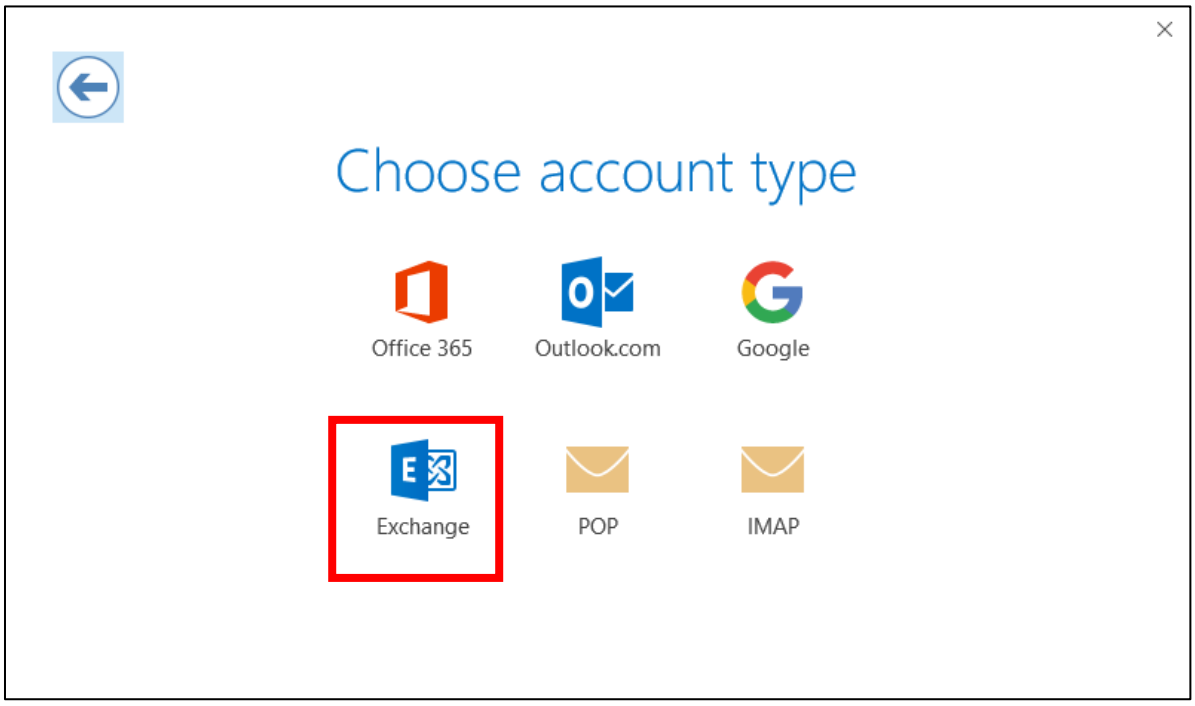
Langkah 6 : Buka perisian Microsoft Outlook dan pengguna akan diminta untuk memasukkan nama *profile* yang baharu.



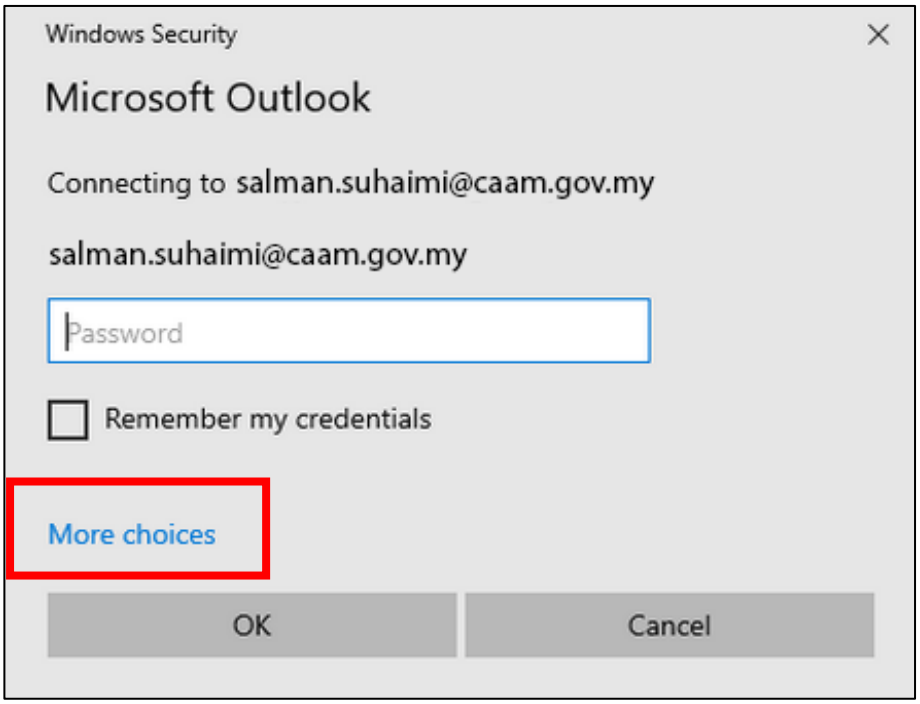
Langkah 7 : Masukkan alamat e-mel CAAM tuan/puan, tanda "*Let me set up my account manually*" dan click ***Connect***.



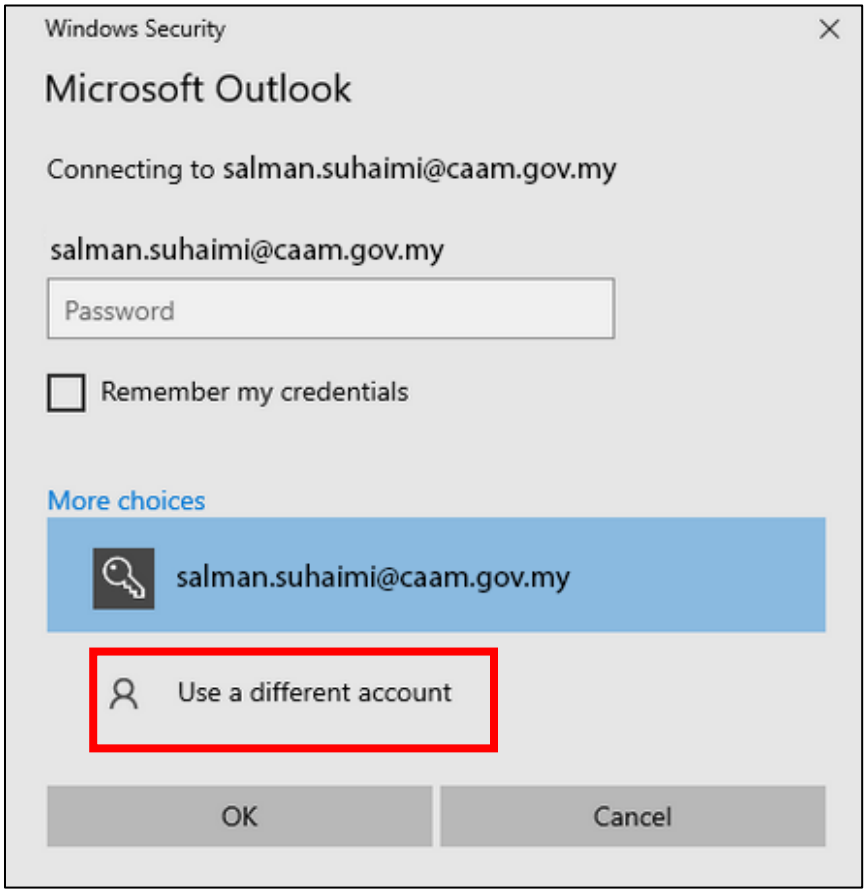
Langkah 8 : Paparan di bawah akan dipaparkan. Klik ***Exchange***.



Langkah 9 : Klik ***More choices***.



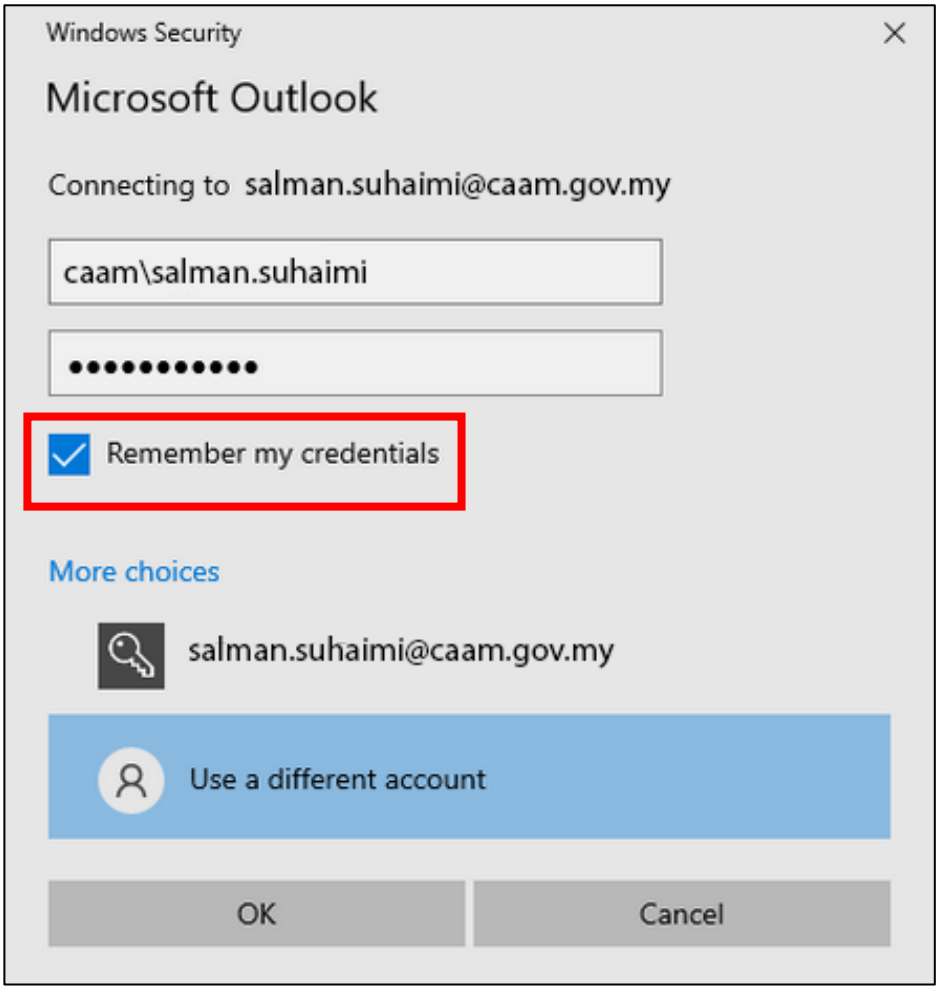
Langkah 10 : Klik **Use a diffent account**.



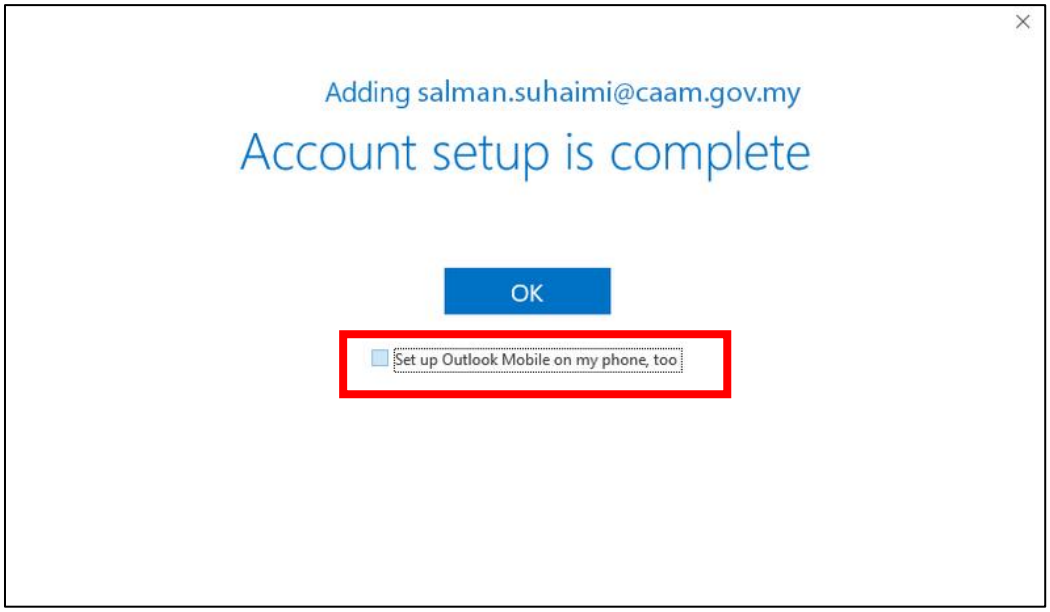
Langkah 11 : Masukkan maklumat seperti format di bawah:-

Username :	**caam**(ID E-mel CAAM)
Password :	(katalaluan e-mel)

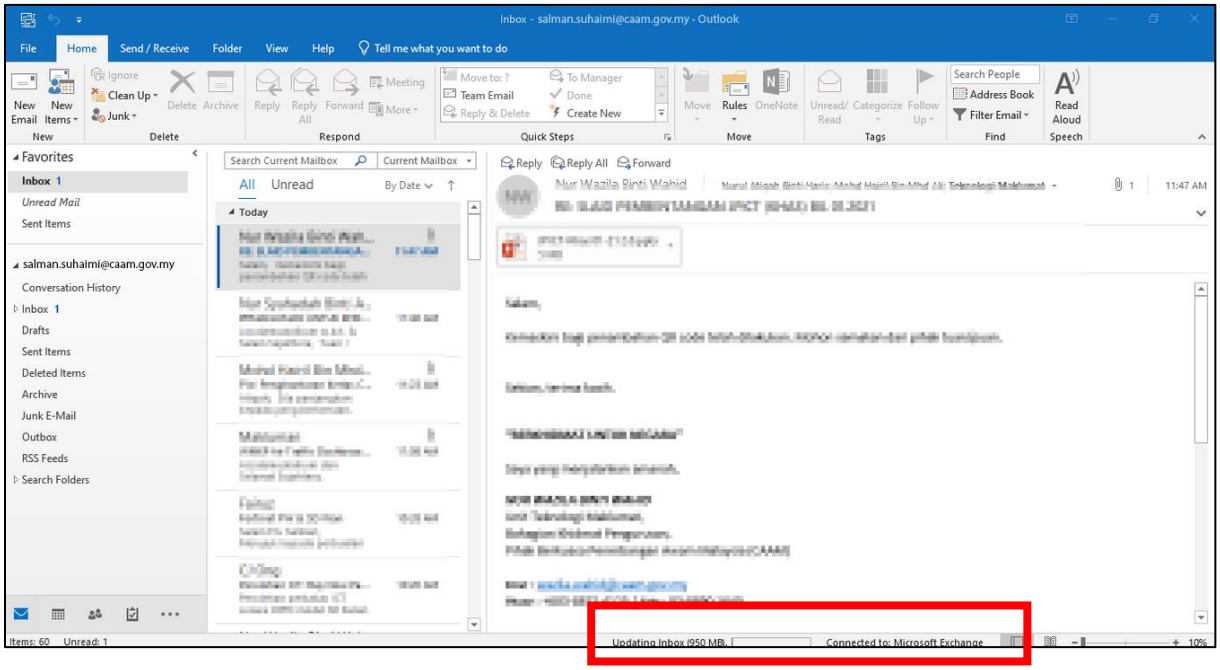
Tandakan "*Remember my credentials*" sekiranya pengguna ingin simpan katalaluan dan klik ***OK***.



Langkah 12 : Sekiranya berjaya, paparan seperti di bawah dipaparkan dan buang tanda "*Set up Outlook Mobile on my phone, too*" . Klik "***OK***".

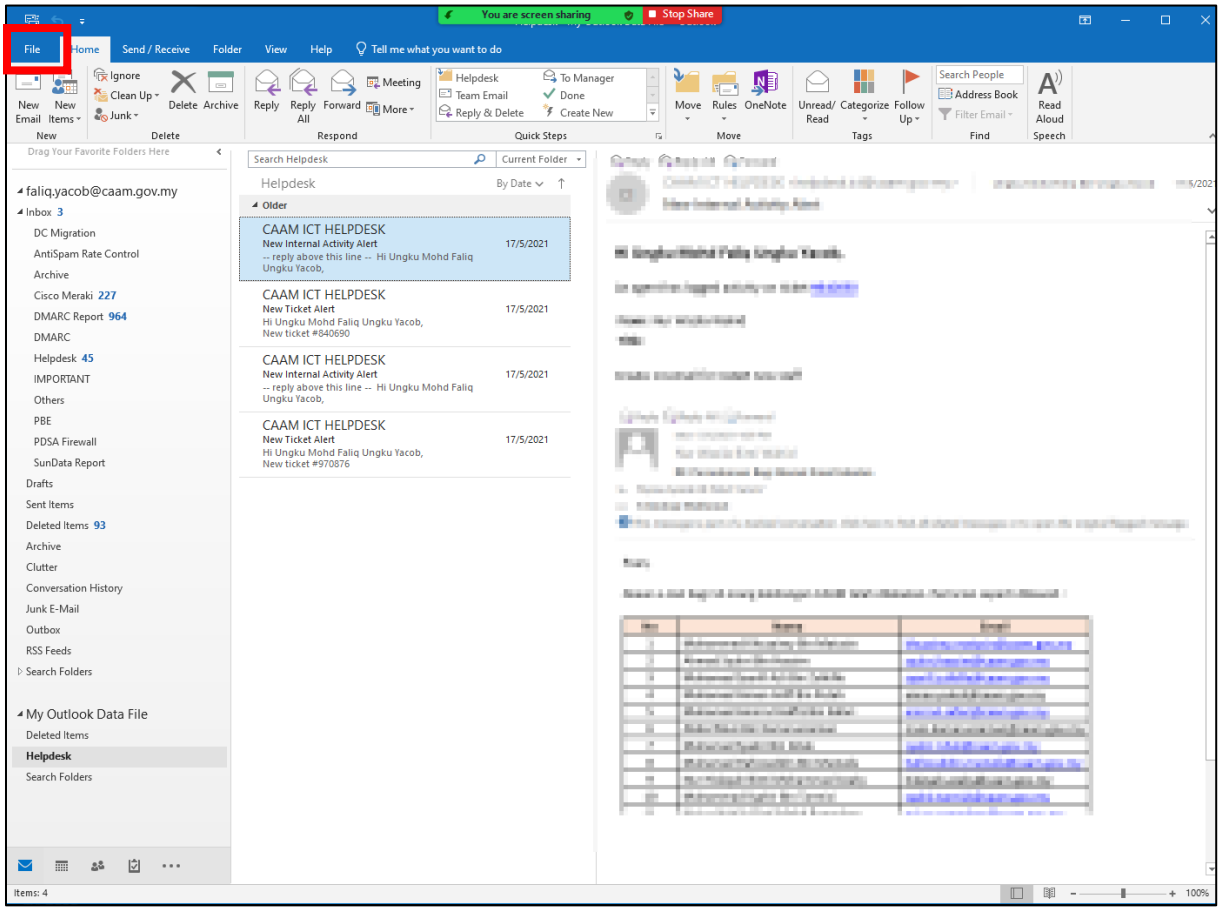


Microsoft Outlook akan memulakan proses muat turun semua e-mel pengguna dari *server*.

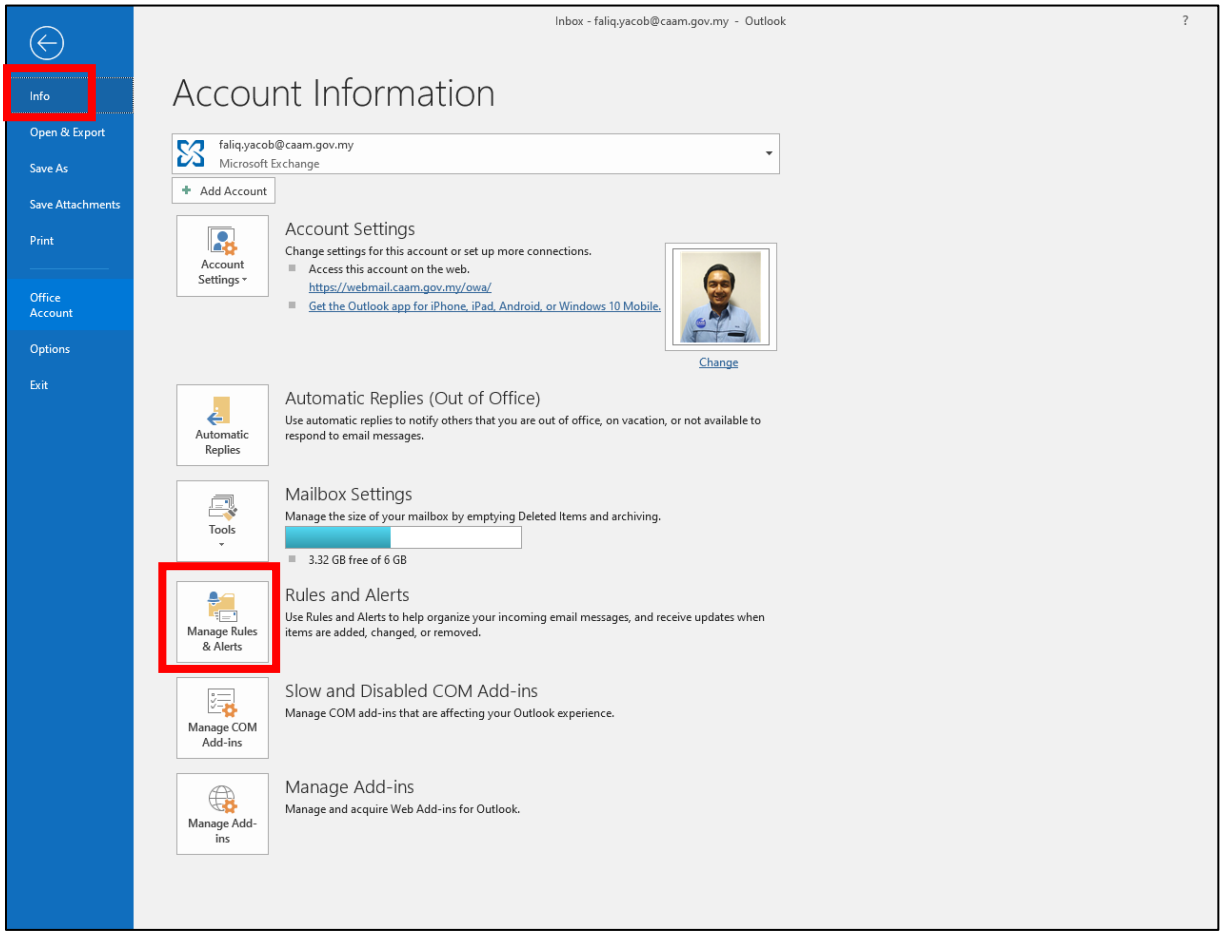


PANDUAN RESTORE MICROSOFT OUTLOOK (E-MAIL RULES)

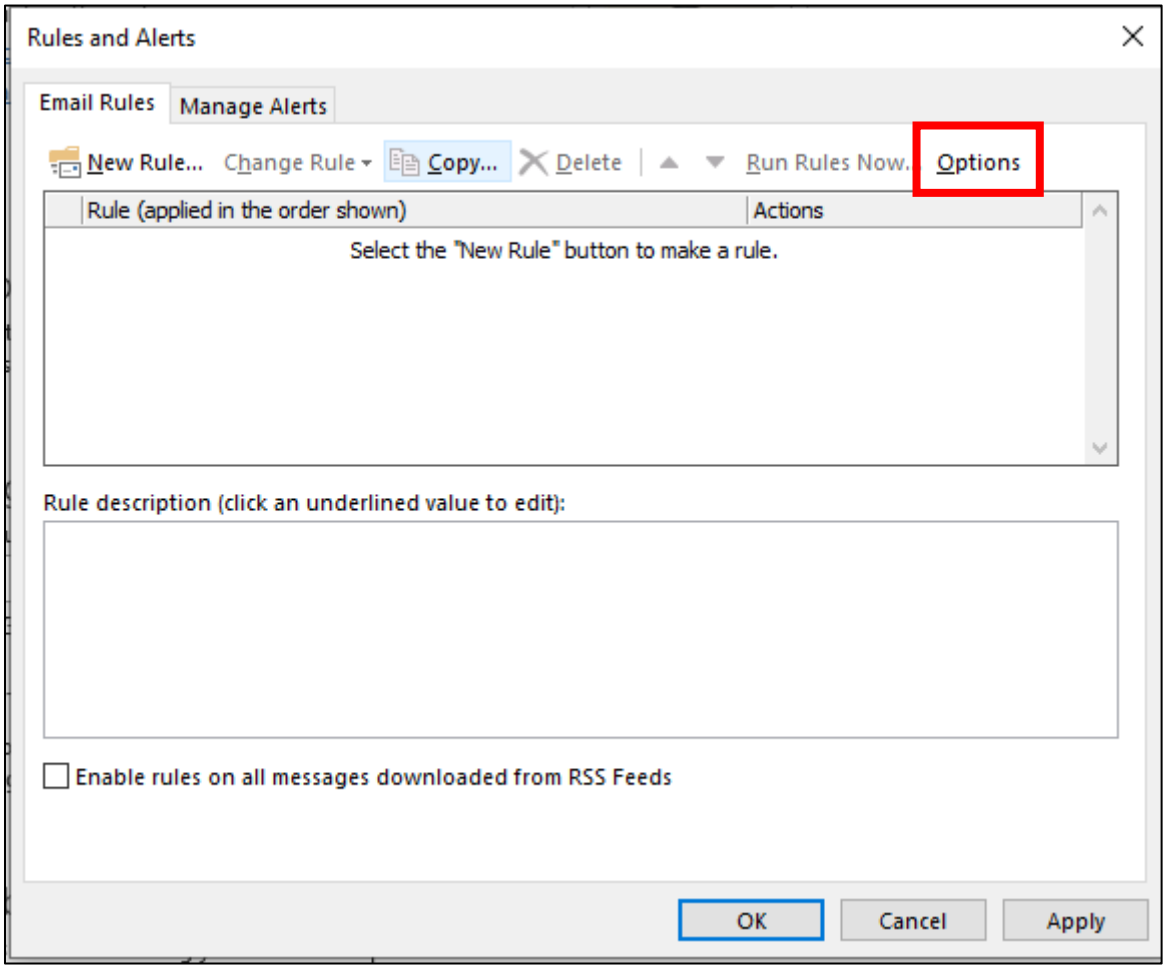
Langkah 1 : Buka Microsoft Outlook, klik Menu Tab **File**



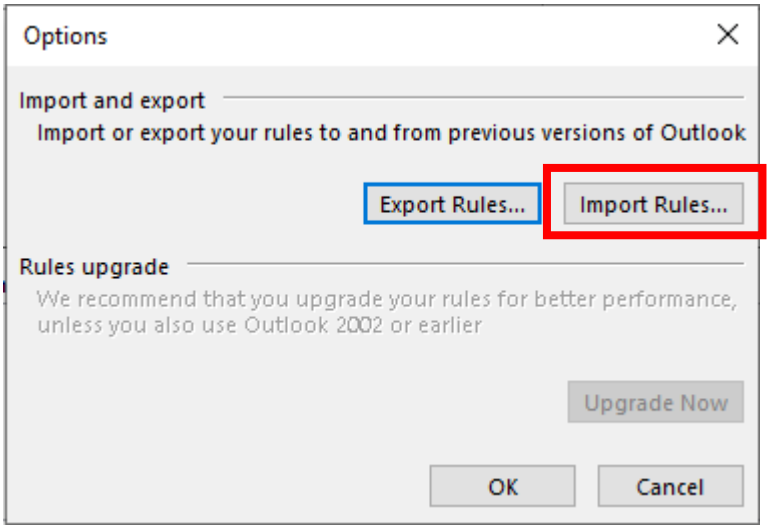
Langkah 2 : Klik ***Info***, dan ***Manage Rules & Alerts***



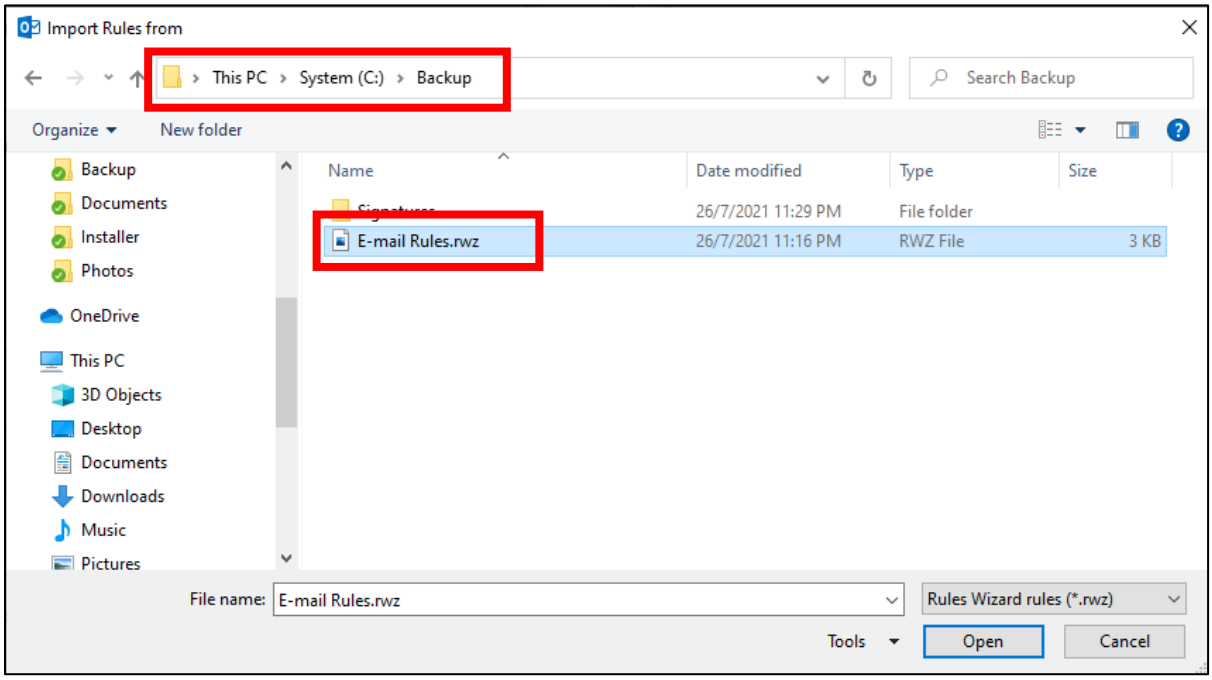
Langkah 3 : Klik ***Options***.



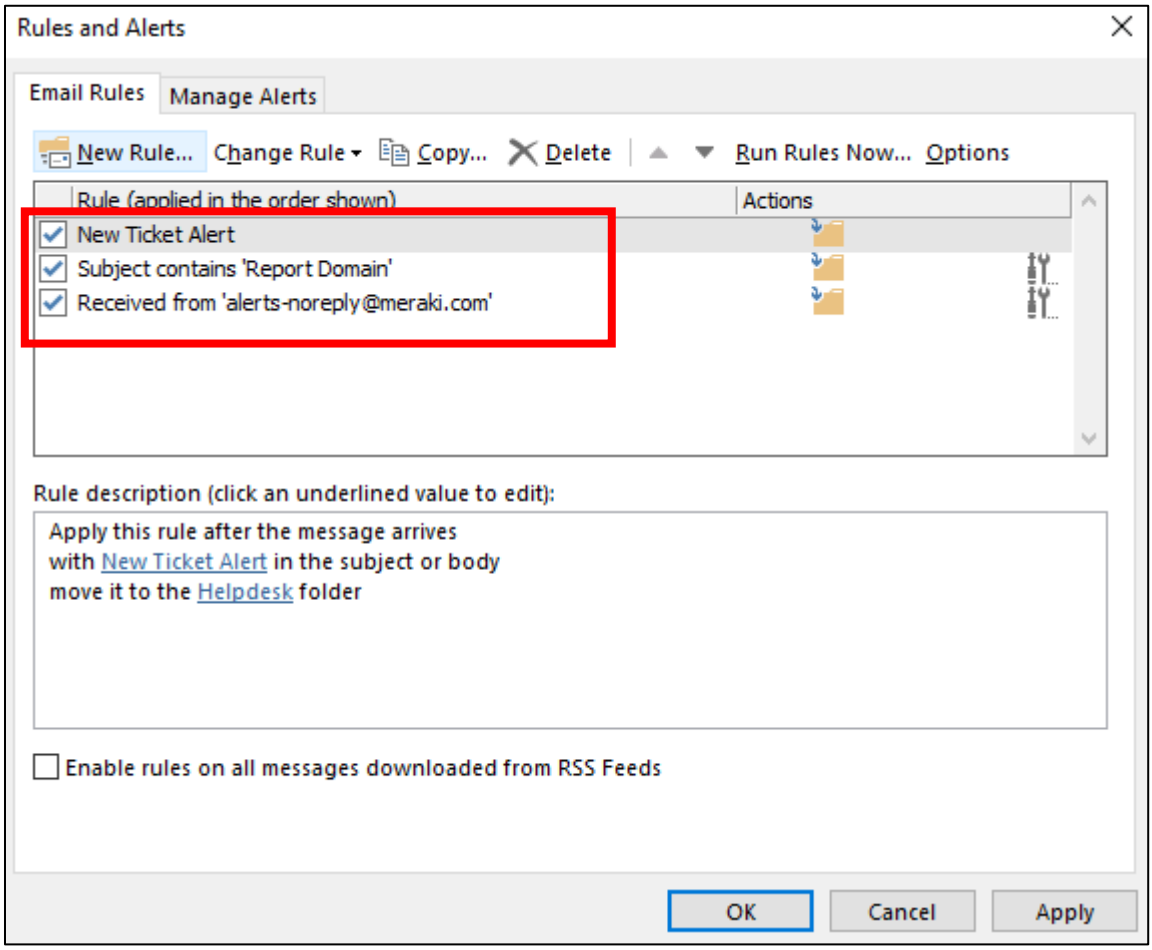
Langkah 4 : Klik ***Import Rules***.



Langkah 5 : Pilih fail ***E-mail Rules*** yang telah dibackup di "C:\Backup" dan klik ***Open.***

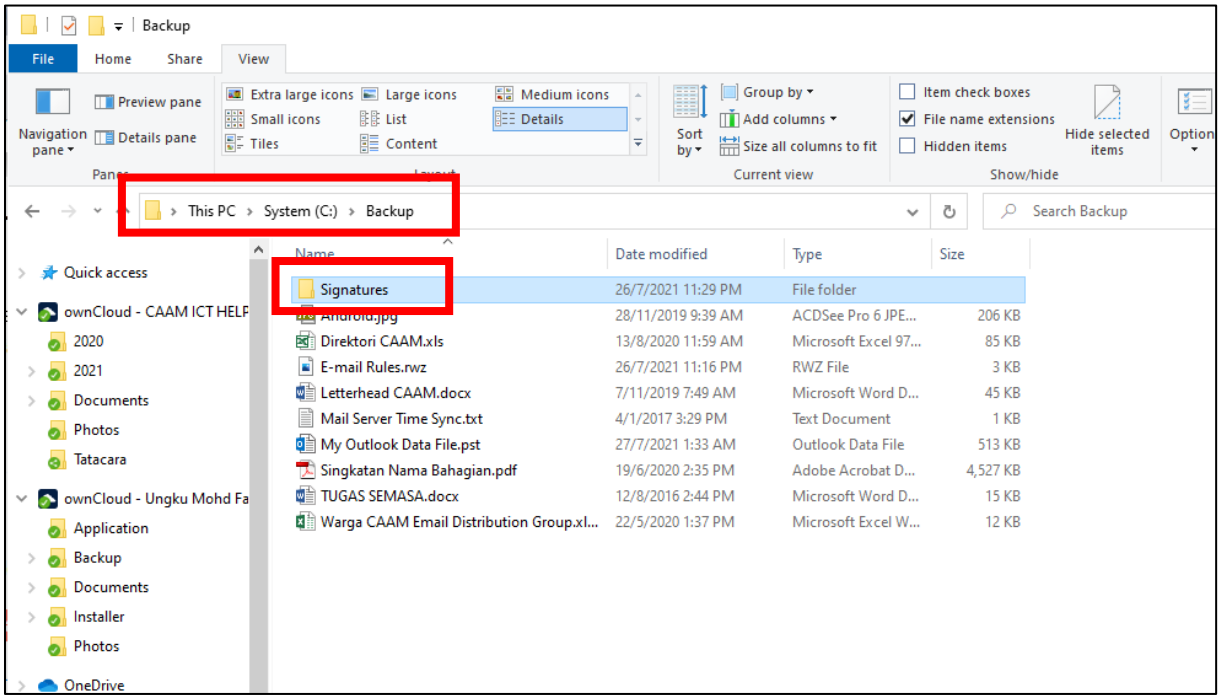


Langkah 6 : Sekiranya berjaya, *E-Mail Rule* yang di *import* akan disenaraikan seperti paparan dibawah.

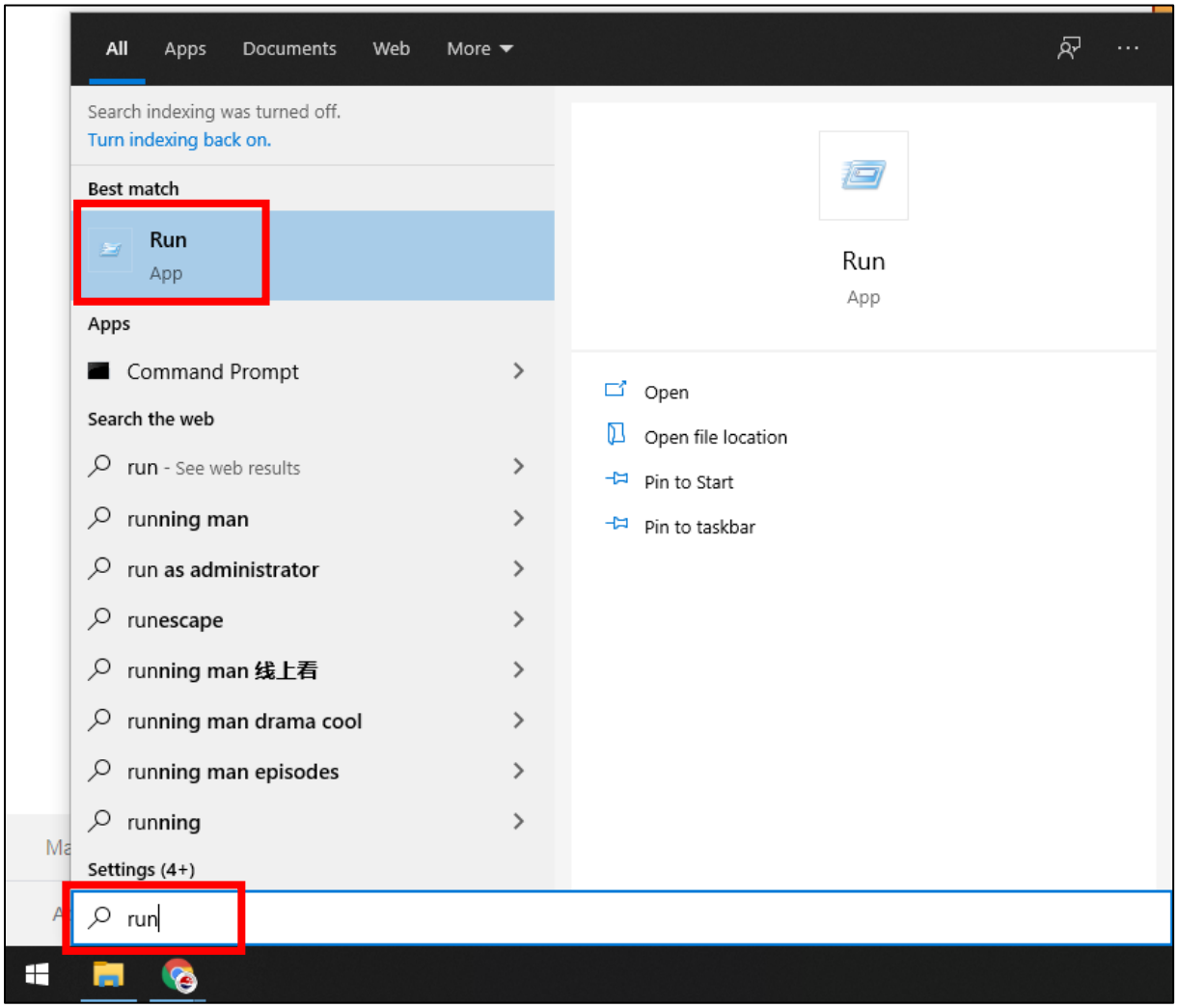


PANDUAN RESTORE MICROSOFT OUTLOOK (E-MAIL SIGNATURE)

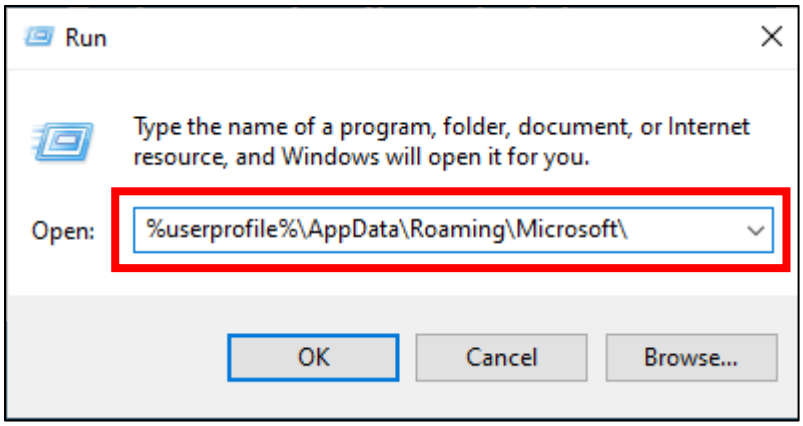
Langkah 1 : Pergi ke direktori "C:\Backup" dan *copy folder* ***Signatures.***



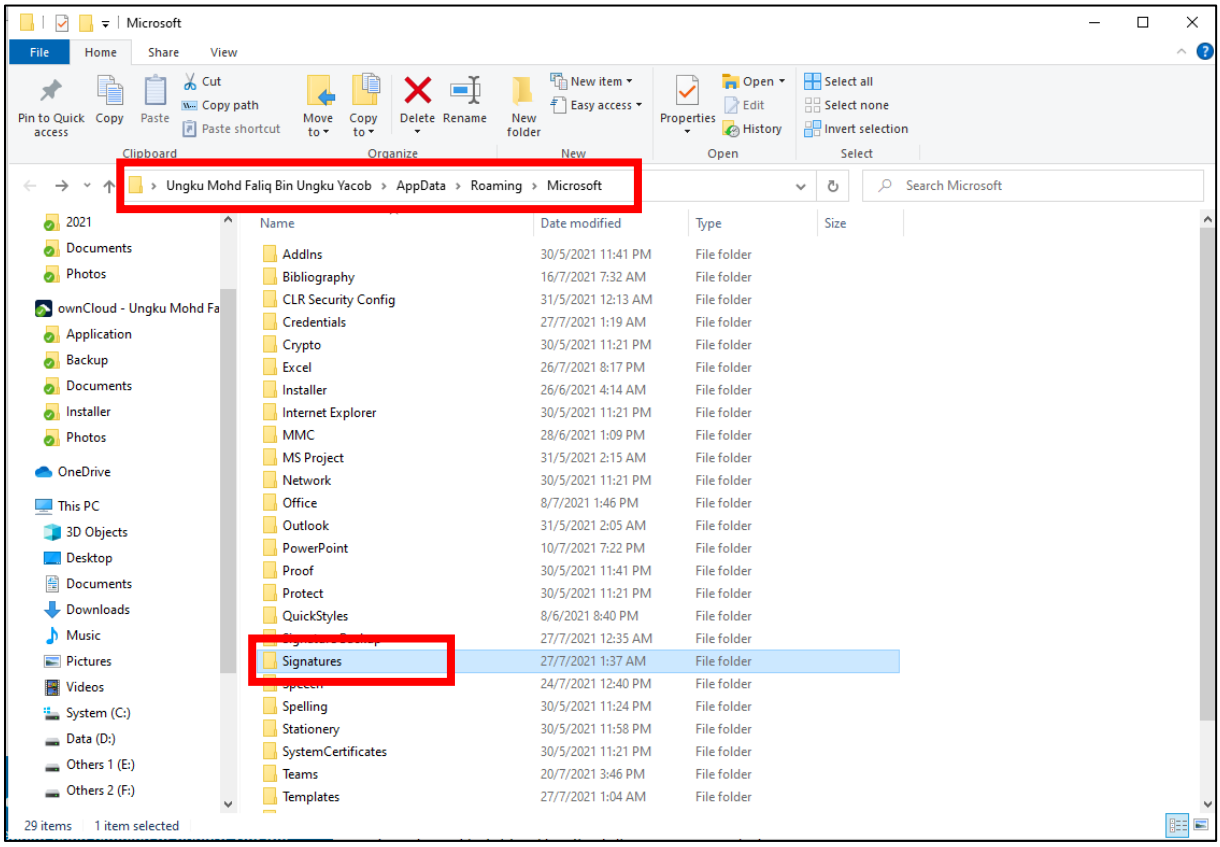
Langkah 2 : Klik butang Windows dan taip "Run" dan klik aplikasi Run.



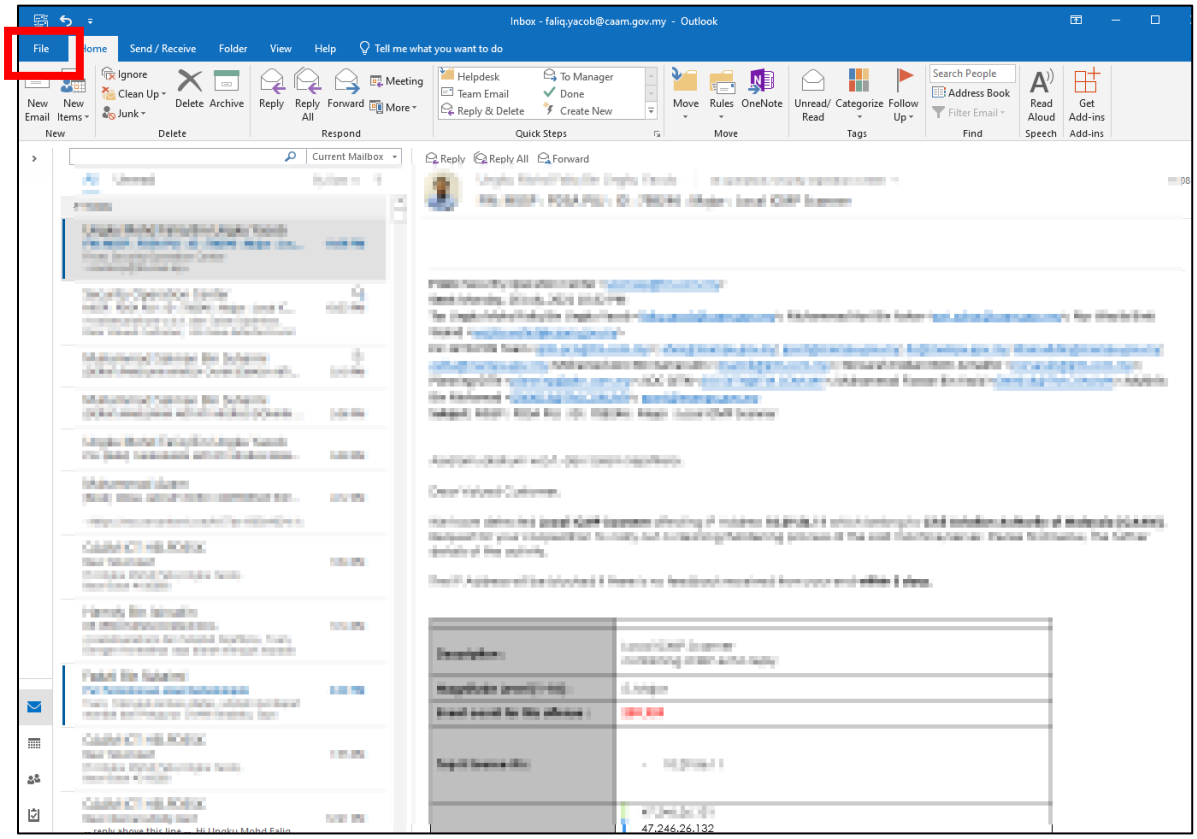
Langkah 3 : Taip "%userprofile%\AppData\Roaming\Microsoft\" di ruangan aplikasi Run dan klik OK.

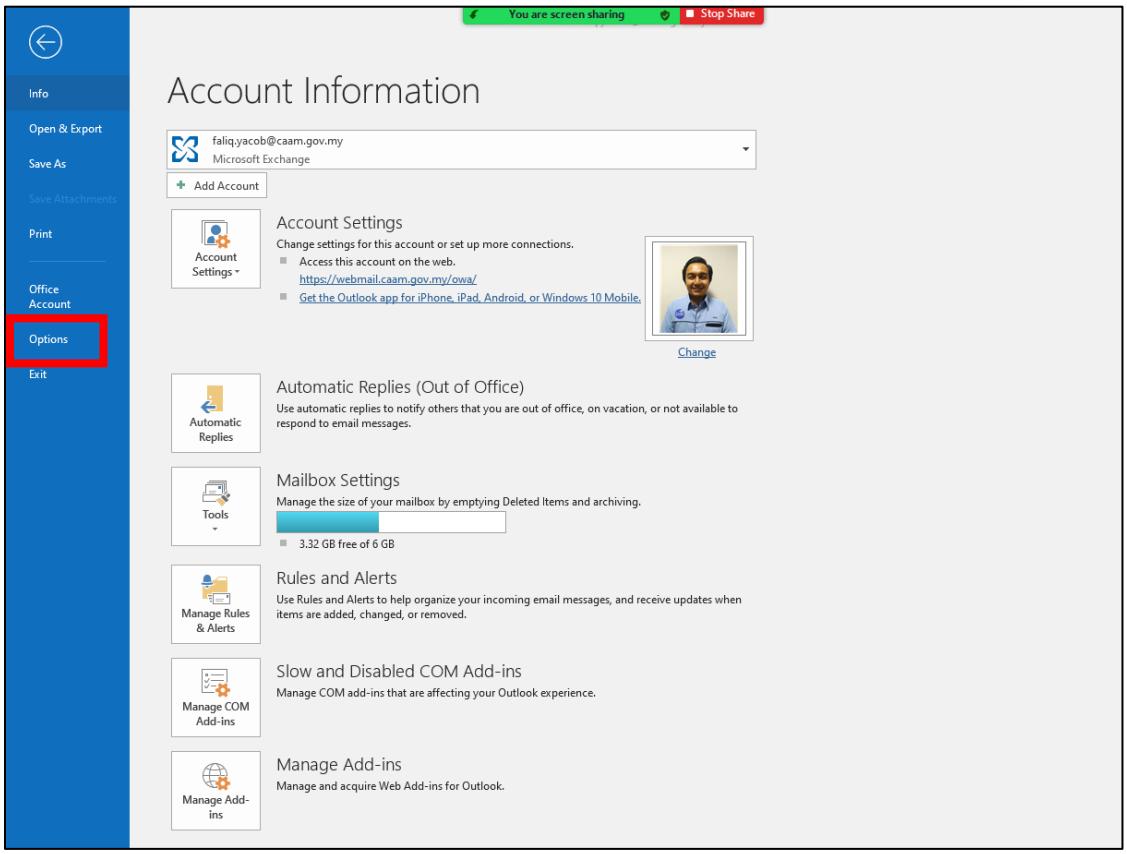


Langkah 4 : *Paste folder* ***Signatures*** ke dalam folder yang dibuka.

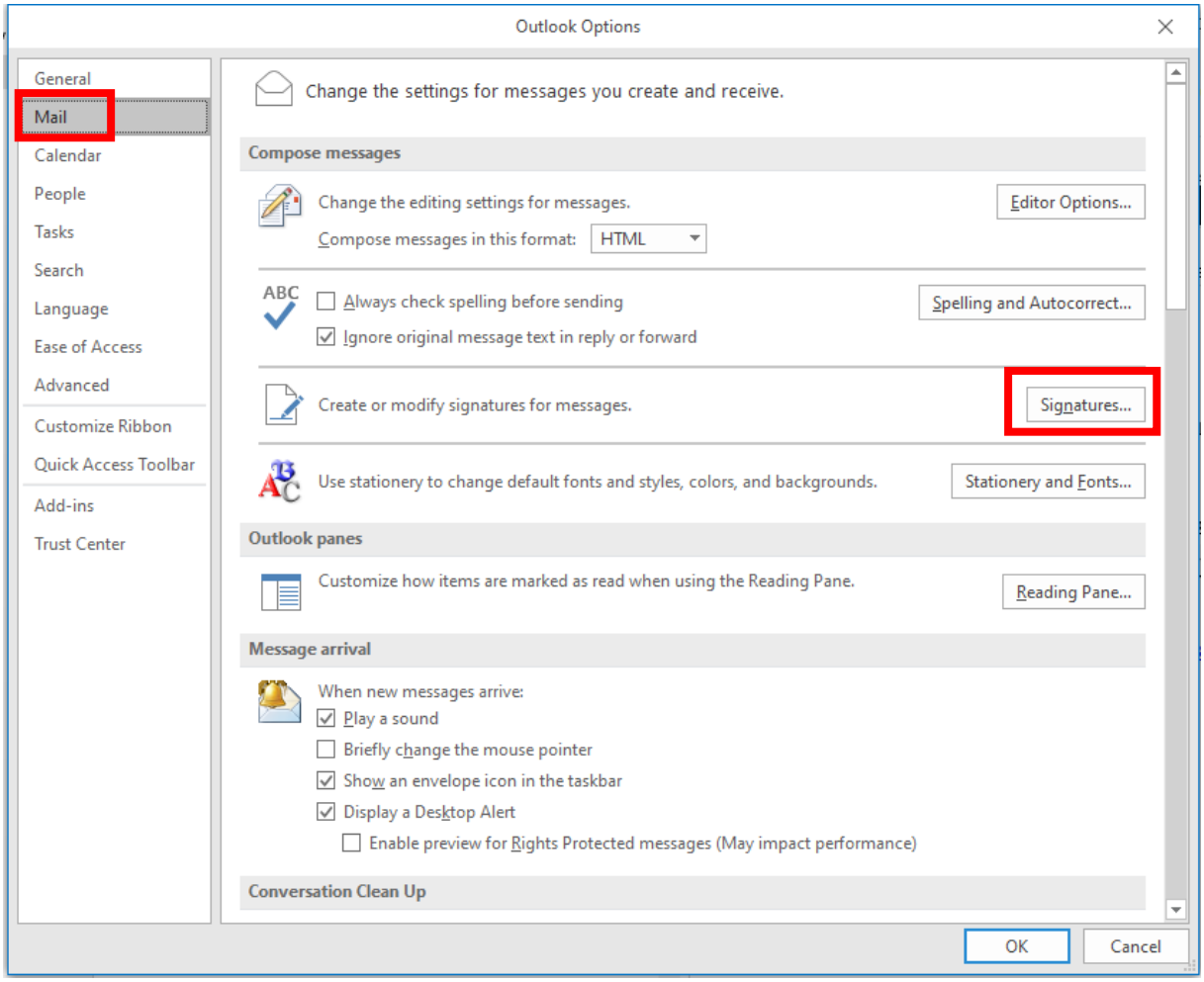
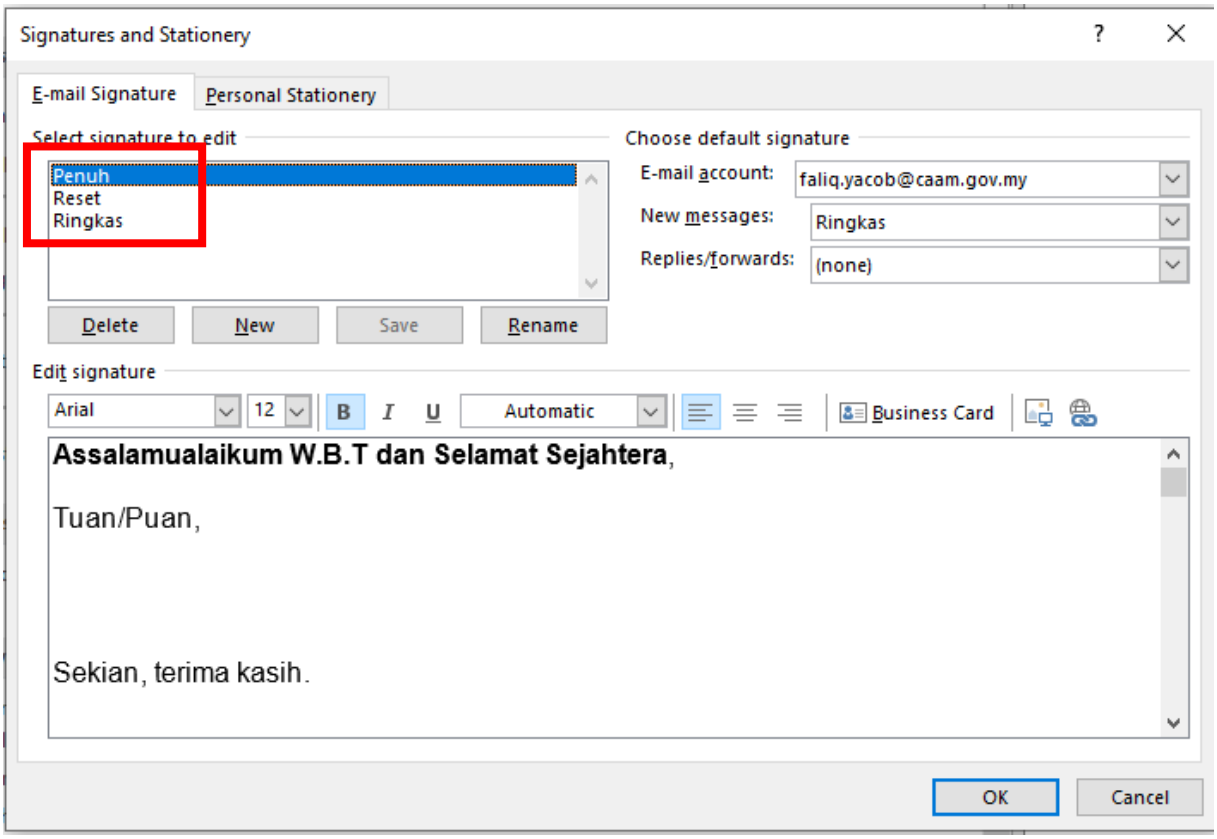


Langkah 5 : Buka Microsoft Outlook dan Klik Menu Tab **Files** > **Option.**





Langkah 6 : Klik ***Mail*** dan ***Signatures***.



Langkah 7 : Sekiranya berjaya, *Signature* yang berjaya di *restore* akan kelihatan seperti paparan di bawah.