

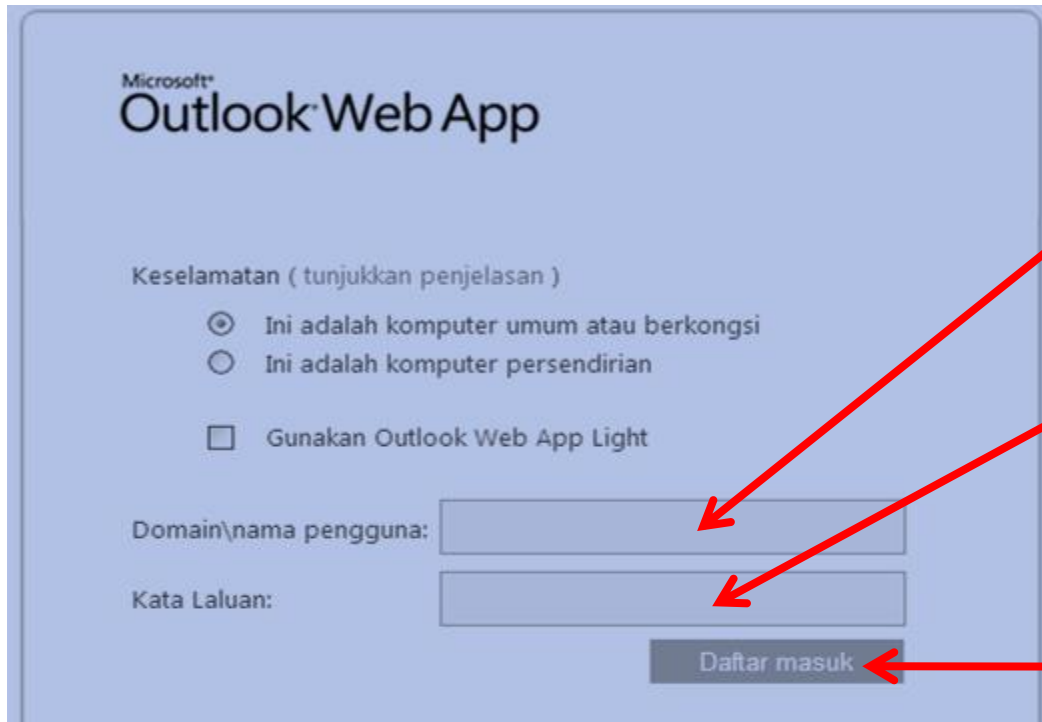
**PANDUAN RINGKAS CAPAIAN
KE OUTLOOK WEB APPS (OWA)
EMEL 1GOVUC**



CAPAIAN KE OUTLOOK WEB APPS (OWA) EMEL 1GOVUC

LANGKAH DEMI LANGKAH MEMASUKI OWA

1. Taipkan URL bagi memasuki capaian Outlook Web App (OWA) 1GovUC
- <https://webmail.1govuc.gov.my/owa>



2. Pada bahagian, taipkan
Domain\nnama pengguna -
1govuc\mashitah.moh

Kata Laluan -
P@ssword.123

3. Klik Daftar Masuk



**** SILA TUKAR KATA LALUAN ANDA**

LANGKAH DEMI LANGKAH MENUKAR KATA LALUAN

1. Pertukaran katalaluan dilakukan pada pilihan *Pilihan* di laman Outlook Web App (OWA)
2. Sila pilih pilihan *Tukar Kata Laluan*

Microsoft
Outlook Web App

Mel > Pilihan

Akaun
Susun E-mel
Kumpulan
Seting
Telefon
Sekat atau Benarkan

Mel Ejaan Kalendar Umum Sent Items Rantau **Kata laluan** S/MIME

Ubah Kata Laluan

Masukkan kata laluan terkini anda, taipkan kata laluan baru, dan kemudian, taipkannya semula untuk mengesahkannya.

Selepas menyimpan, anda mungkin perlu memasukkan semula nama pengguna dan kata laluan anda dan log semula sekali lagi. Anda akan diberitahu apabila kata laluan anda telah berjaya ditukar.

Domain\nama pengguna: 1GOVUC\sitiashah.kamal.moh

Kata laluan lama:

Kata laluan baru:

Sahkan kata laluan baru:

3. Masukkan Kata Laluan
4. Klik Simpan

✓ Simpan

PENGGUNAAN OUTLOOK WEB APPS (OWA)

The screenshot displays the Outlook Web Apps (OWA) interface. On the left, there is a navigation pane with folders like 'Peti Masuk (2)', 'Mel Belum Dibaca (2)', and 'Item Dihantar'. The main area shows a list of emails, with one selected: 'Manual Mewujudkan A...' from 'natra@moh.gov.my'. A red arrow points to the 'Lampiran Fail' (Attach File) icon in the browser's toolbar. The composition window is titled 'Perubahan Alamat Emel - Windows Internet Explorer' and shows the recipient 'Dr Hjh Narimah Binti Yusof' and the subject 'Perubahan Alamat Emel'. The email body contains a message in Malay regarding an email migration.

Mel > Peti Masuk 16 Item

Kegegaran

- Peti Masuk (2)
- Mel Belum Dibaca (2)
- Item Dihantar

Siti Aishah Binti Ahmad Kamal

- Peti Masuk (2)
- Draf [1]
- Item Dihantar
- Item Dihapuskan (2)
- E-Mel Sarap
- Gelintar Folder
- Nota

Mel

Kalendar

Orang hubungan

Tuqasan

Baru • Hapus • Alih • Penapis • Lihat

Gelintar Keseluruhan P...

Hari Ini

- Bantuan Sistem Kiraa
norzilawati@moh.gov.my
- Manual Mewujudkan A...
natra@moh.gov.my
- 1GovUC - MOH : pe
Narimah Yusof

Minggu Lepas























- Notis Peringatan Ke
Gov. Comp. Emergen
- FW: Forwarding bagi
Razatulshima Bt Ab R
- Perkongsian Ilmu - B
Yusliana bt Adnan; Si
- Forwarding bagi aka
Razatulshima Bt Ab R
- Mohon migrasi ema
Maskuri B. Halit

Dua Minggu Lepas

- Baki Cut Off - 421 ak

Perubahan Alamat Emel - Windows Internet Explorer

https://webmail.1govuc.gov.my/owa/?ae=Item&a=New&t=IPM.Note&cc=MTQuM4zMjguOSxscy1NW5wzLEI Certificate Error

Hantar                       Pilihan... HTML

* Draf disimpan pada: 13:30

Kepada... Dr Hjh Narimah Binti Yusof

Sk...

Perkara: Perubahan Alamat Emel

Tahoma 10 B I U

Assalamualaikum dan salam sejahtera Tuan/Puan,

Untuk makluman, KKM sedang dalam proses migrasi ke perkhidmatan emel 1GovUC. Oleh itu, sila ambil maklum bahawa alamat emel saya akan bertukar ke sitiashah.kamal@moh.gov.my mulai 9 Oktober 2013. Harap maklum.

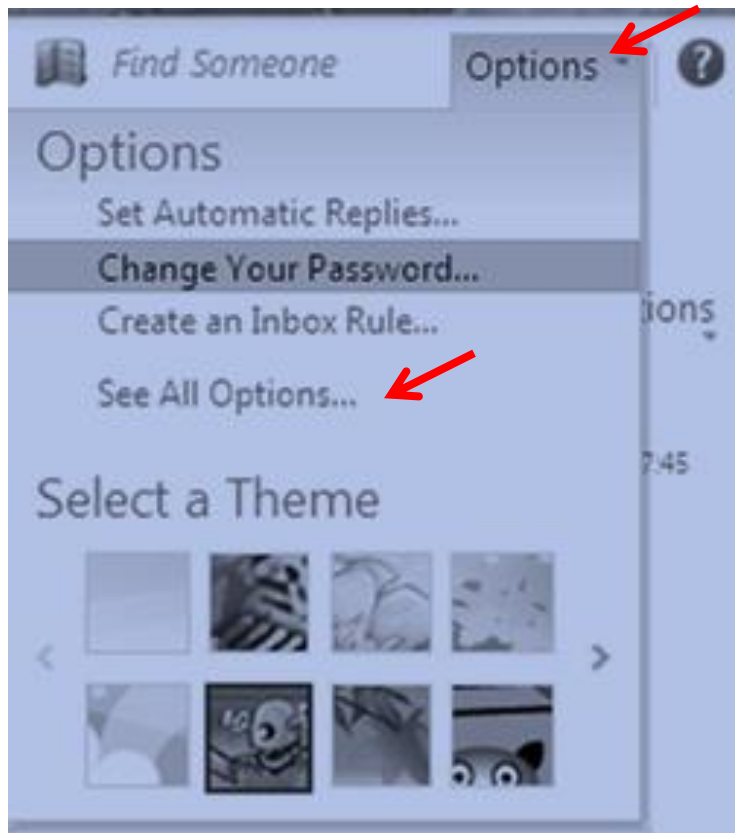
Sekian, terima kasih.

SITI AISHAH BINTI AHMAD KAMAL
Penolong Pegawai Teknologi Maklumat F29
Unit Pengurusan Maklumat (ICT)
Hospital Parit Buntar
Jalan Sempadan
34200 Parit Buntar
Perak Darul Ridzuan
Tel : 05-7163333 <samb.303>
Fax : 05-7169675

Lampiran Fail

LANGKAH DEMI LANGKAH MENUKAR BAHASA

1. Pertukaran bahasa boleh dilakukan pada *Pilihan (Options)* di laman Outlook Web App (OWA) sebelah kanan atas dan klik Lihat Semua Opsyen (*See All Options*)



2. Klik pada *Seting* (Settings) dan klik pada *Rantau* (Regional) untuk pilihan bahasa dan klik Simpan.

The screenshot shows the Outlook settings interface. On the left sidebar, the 'Settings' option is highlighted with a red arrow. The main pane shows the 'Regional Settings' section, which is also highlighted with a red arrow. Within this section, the 'Language' dropdown menu is set to 'English (United States)' and is pointed to by a red arrow. Below the language selection, there are options for 'Date format' (set to '9/1/2010') and 'Time format' (set to '1:01 - 23:59'). The 'Current time zone' is set to '(UTC+08:00) Kuala Lumpur, Singapore'. At the bottom right of the settings pane, there is a 'Save' button with a checkmark icon, which is also pointed to by a red arrow.

LANGKAH DEMI LANGKAH TETAPAN TANDATANGAN EMEL (EMAIL SIGNATURE)

Klik pada *Seting* (Settings) dan klik pada *Mel* (Mail) untuk tetapan tandatangan emel (Taipkan dalam ruangan ----) dan klik pada *Automatically include my signature on message I send* dan klik *Simpan*

The screenshot shows the Outlook 'Mail > Options' window. The left sidebar has 'Settings' selected. The main area is titled 'E-Mail Signature' and contains a rich text editor with a signature. The signature text is: 'Assalamualaikum dan salam sejahtera Tuan/Puan, Sekian, terima kasih. Siti Aishah SITI AISHAH BINTI AHMAD KAMAL Penolong Pegawai Teknologi Maklumat F29 Unit Pengurusan Maklumat (ICT) Hospital Parit Buntar Jalan Semenda'. Below the editor, the checkbox 'Automatically include my signature on messages I send' is checked. To the right, the 'Read Receipts' section has 'Ask me before sending a response' selected. The 'Reading Pane' section has 'Mark the item as Read when the selection changes' selected. A 'Save' button is at the bottom right.

Mail > Options My Mail ?

Account
Organize E-Mail
Groups
Settings
Phone
Block or Allow

Mail Spelling Calendar General Sent Items Regional Password S/MIME

E-Mail Signature

Tahoma 10 B I U abc [Rich Text Editor Icons]

Assalamualaikum dan salam sejahtera Tuan/Puan,
Sekian, terima kasih.
Siti Aishah
SITI AISHAH BINTI AHMAD KAMAL
Penolong Pegawai Teknologi Maklumat F29
Unit Pengurusan Maklumat (ICT)
Hospital Parit Buntar
Jalan Semenda

Automatically include my signature on messages I send

Read Receipts

Choose how to respond to requests for read receipts.

Ask me before sending a response
 Always send a response
 Never send a response

Reading Pane

Choose when items should be marked as Read.

Mark the item displayed in the Reading Pane as Read
Wait seconds before marking the item as Read
 Mark the item as Read when the selection changes
 Don't automatically mark items as Read