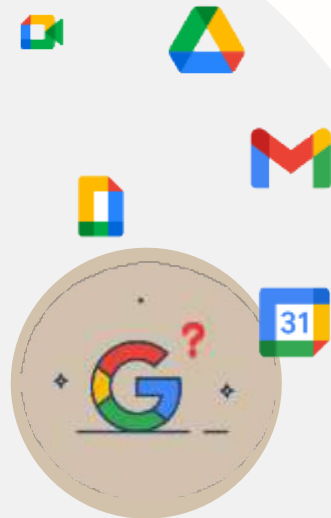




# MyGovUC 2.0



## MANUAL PENGGUNA

*Backup E-mel MyGovUC 2.0*

Versi 1.2

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## Rekod Pindaan

No Versi	Tarikh Versi	Pindaan / Pembedulan Oleh	Keterangan
1.0	1 Ogos 2022	Mohd Noranin Naim Sahroni (AOC)	Penyediaan dokumen
1.1	19 Ogos 2022	Mohd Noranin Naim Sahroni (AOC)	Pengemaskinian dokumen
1.2	25 Ogos 2022	Mohd Noranin Naim Sahroni (AOC)	Pengemaskinian dokumen

## 1.0 Pengenalan

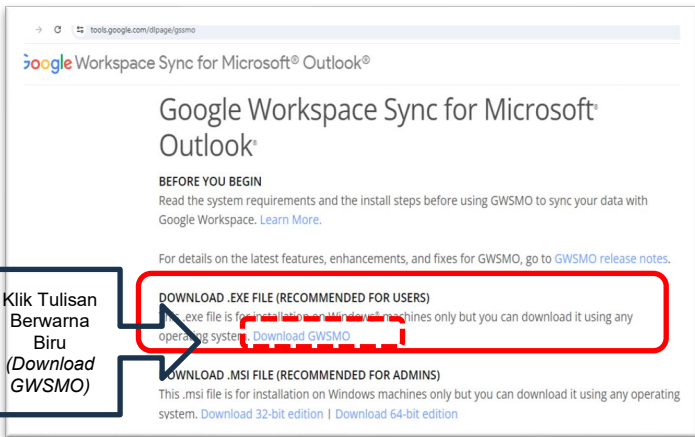
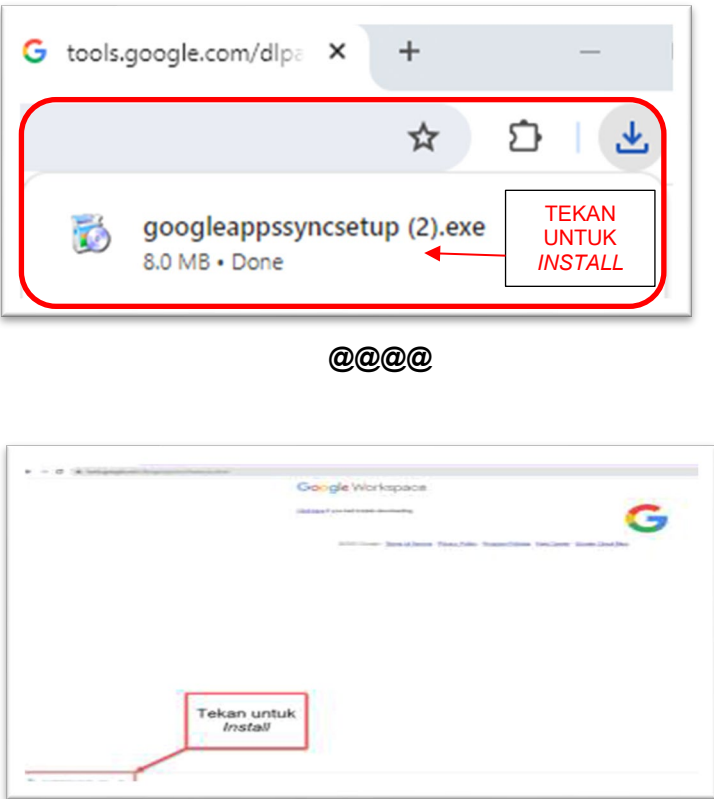
Dokumen ini menerangkan tatacara pemasangan dan konfigurasi membuat *backup* e-mel MyGovUC 2.0 ke Microsoft Outlook menggunakan Google Workspace Sync for Microsoft Outlook (GWSMO). Dokumen ini akan digunakan oleh pengguna yang ingin melakukan *backup* e-mel disebabkan pengguna bertukar keluar agensi atau kementerian. Manual ini hanya terpakai bagi pengguna yang menggunakan sistem pengoperasian windows sahaja.

## 2.0 Keperluan Minimum Sistem

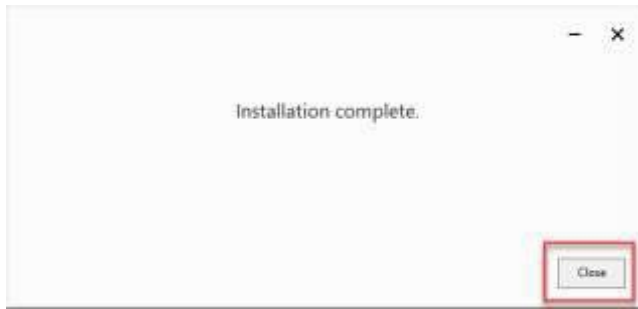
1. Sistem pengoperasian Windows versi 7, 8, 8.1 dan 10
2. Aplikasi Microsoft Outlook 2010 dan ke atas.
3. Rangkaian internet yang stabil.

## 3.0 Langkah-Langkah Pelaksanaan *Backup* Menggunakan Google Workspace Sync for Microsoft Outlook (GWSMO)

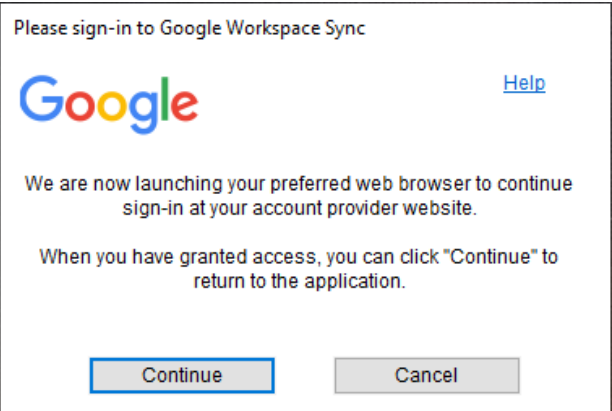

NO	PAPARAN	ARAHAN
1.	 A screenshot of a Google search page. The search bar contains the URL "https://tools.google.com/dlpage/gssmo". Below the search bar, there are four icons: Outlook - free..., Sign in, Web Store, and Add shortcut. The Google logo is visible at the top of the page.	Langkah untuk muat turun aplikasi GWSMO: <ol style="list-style-type: none"><li>i. Buka aplikasi Google Chrome</li><li>ii. Lakukan carian menggunakan link URL: <a href="https://tools.google.com/dlpage/gssmo">https://tools.google.com/dlpage/gssmo</a></li></ol>

NO	PAPARAN	ARAHAN
2.	 <p>Klik Tulisan Berwarna Biru (Download GWSMO)</p>	Klik pada butang <b>'Download GWSMO'</b> untuk memuat turun perisian Google Workspace Sync for Microsoft Outlook. (Tulisan berwarna biru)
3.	 <p>@@@</p>	Setelah selesai memuat turun, klik fail tersebut untuk memulakan pemasangan perisian ( <i>installation</i> ).

4.



- i. Setelah selesai pemasangan *software*, anda akan menerima notikasi pemasangan selesai.
- ii. Klik butang '**Close**'.

NO	PAPARAN	ARAHAN
5.		<ol style="list-style-type: none"><li>i. Setelah klik butang <b>'Close'</b>, aplikasi GWSMO akan automatik buka sendiri seperti dalam gambar.</li><li>ii. Masukkan alamat e-mel dan klik butang <b>'Continue'</b>.</li></ol>
6.		<ol style="list-style-type: none"><li>i. Setelah memasukkan alamat e-mel dan menekan butang <b>'Continue'</b> pada Langkah 5, <i>pop-up</i> seperti gambar sebelah akan dipaparkan.</li><li>ii. Jangan klik sebarang butang dan terus ke Langkah 7.</li></ol>
7.		<ol style="list-style-type: none"><li>i. Gambar di sebelah akan muncul di Google Chrome atau <i>default browser</i> pengguna.</li><li>ii. Klik alamat e-mel anda dan terus ke Langkah 8.</li></ol>

8.

Sign in with Google

Google Workspace Sync for Microsoft Outlook® wants to access your Google Account

aoc\_naim@mampu.gov.my

This will allow Google Workspace Sync for Microsoft Outlook® to:

- Read, compose, send, and permanently delete all your email from Gmail
- See and edit your email labels
- Add emails into your Gmail mailbox
- See, edit, create, and delete all of your Google Drive files
- View groups on your domain
- View and manage the provisioning of users on your domain
- Upload messages to any Google group in your domain
- See, edit, download, and permanently delete your contacts
- See and download any calendar you can access using your Google Calendar
- See, edit, share, and permanently delete all the calendars you can access using Google Calendar
- Create, edit, organize, and delete all your tasks

Make sure you trust Google Workspace Sync for Microsoft Outlook®

You may be sharing sensitive info with this site or app. You can always see or remove access in your Google Account.

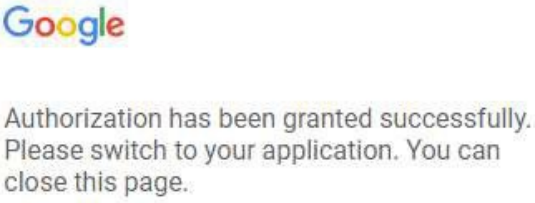
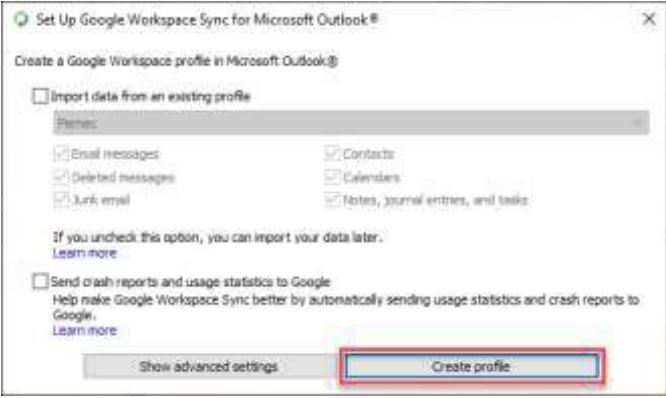


Learn how Google helps you [share data safely](#).

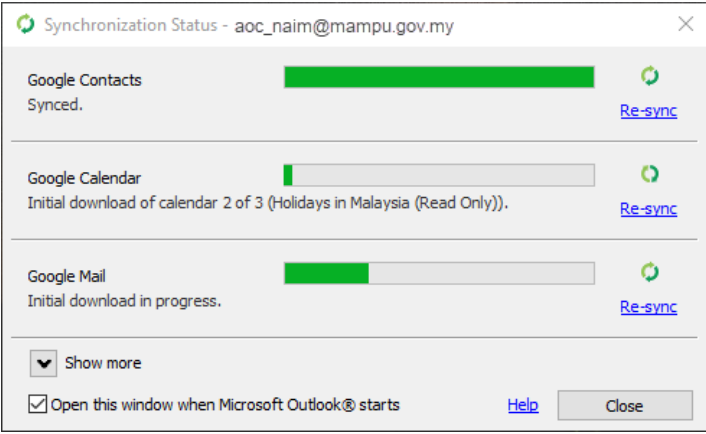
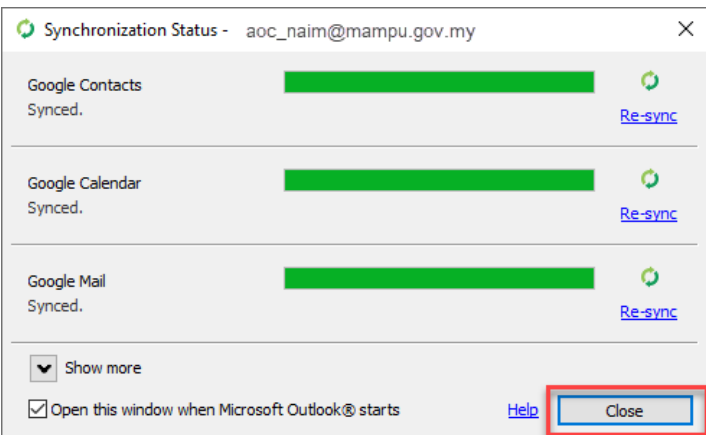
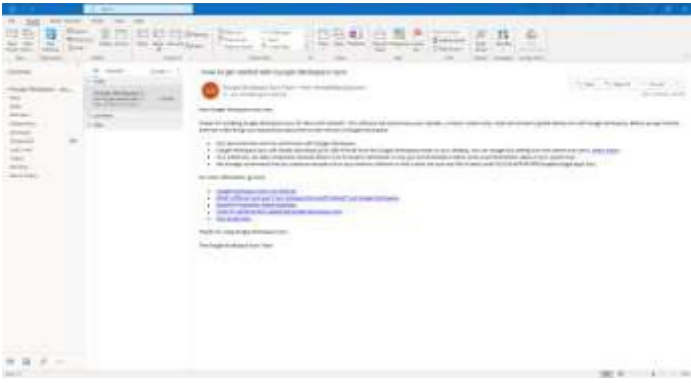
See Google Workspace Sync for Microsoft Outlook®'s [Privacy Policy](#) and [Terms of Service](#).

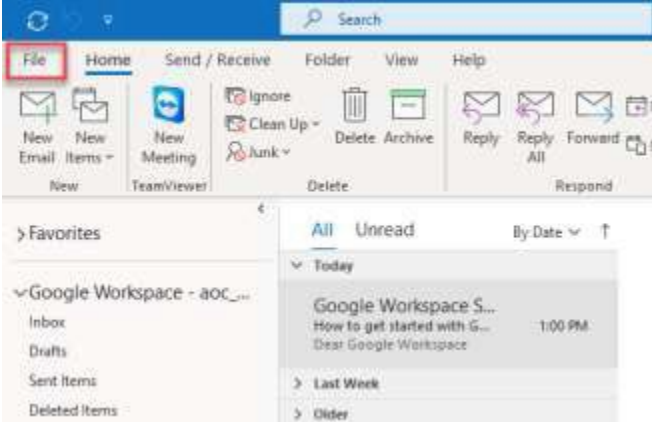
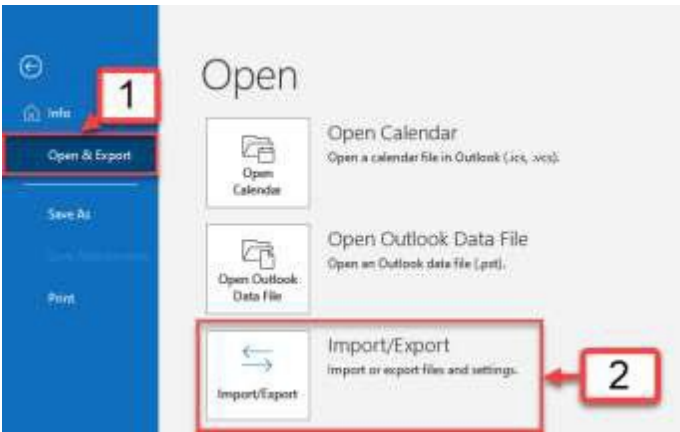
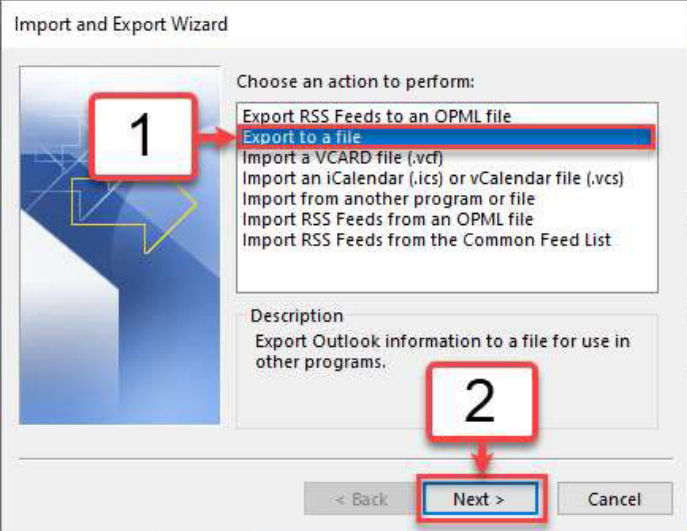
English (United States) ▾ Help Privacy Terms

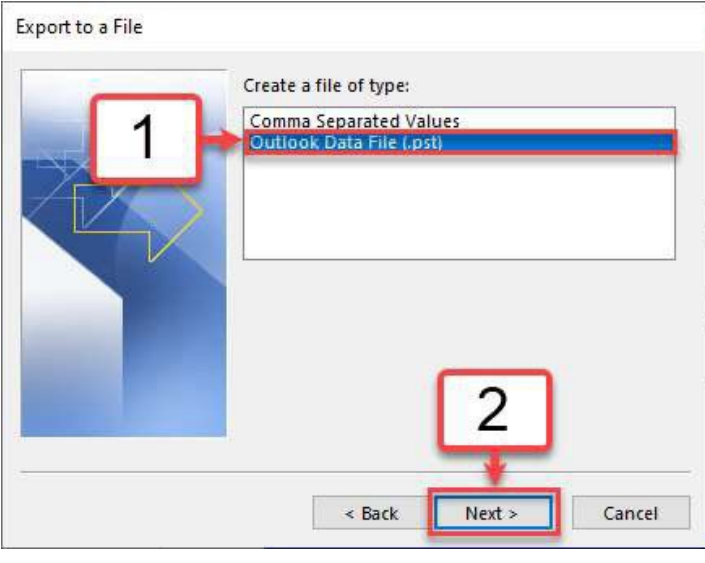
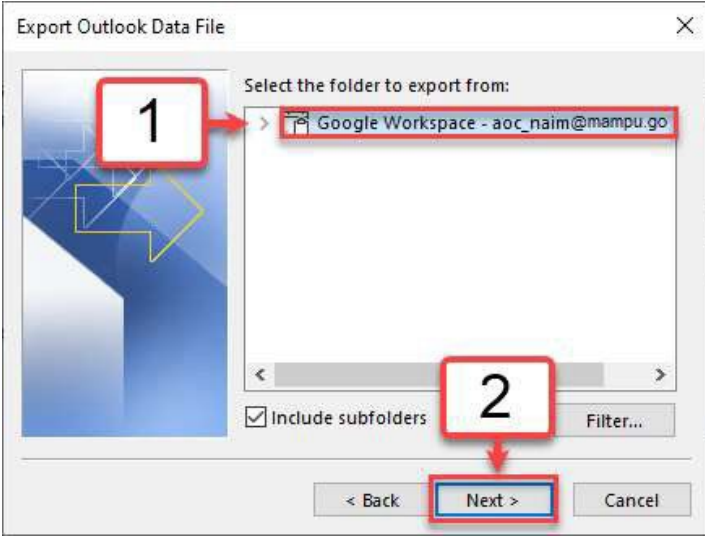
Sila klik butang **'Allow'** untuk pergi ke langkah seterusnya.

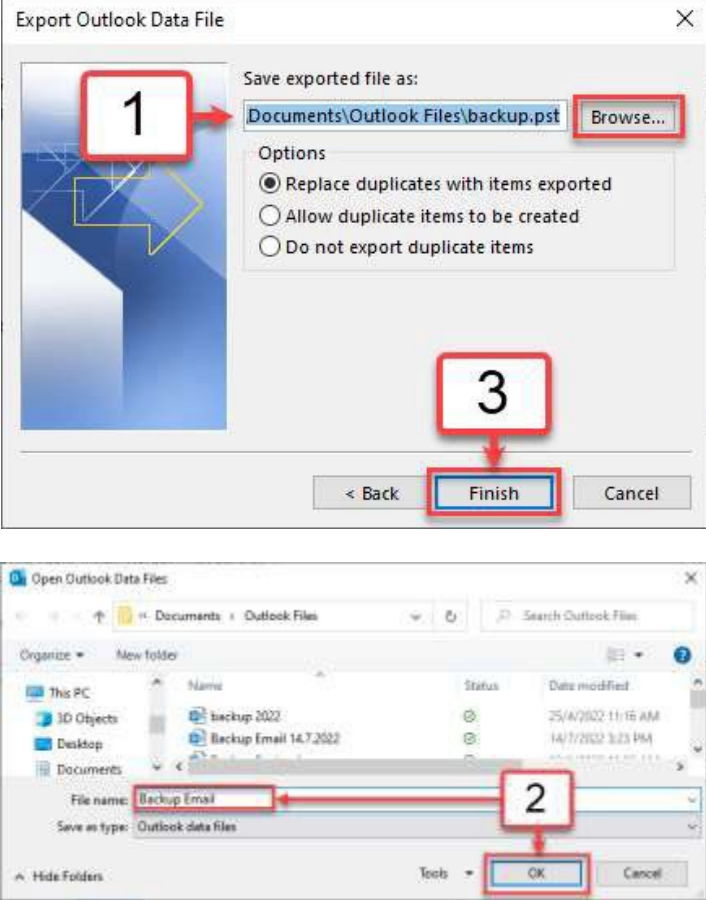
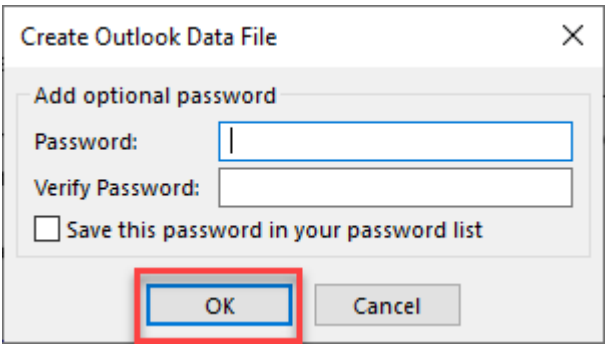
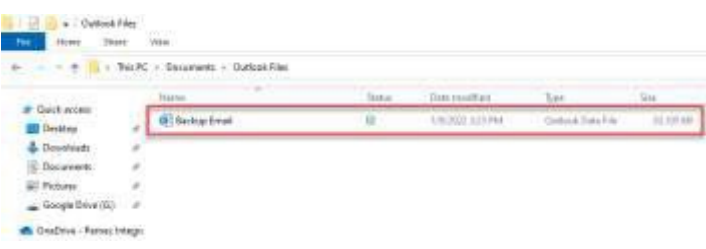


NO	PAPARAN	ARAHAN
9.	 <p>Authorization has been granted successfully. Please switch to your application. You can close this page.</p>	Anda akan menerima paparan pengesahan dan berjaya.
10.	 <p>Set Up Google Workspace Sync for Microsoft Outlook®</p> <p>Create a Google Workspace profile in Microsoft Outlook®</p> <p><input type="checkbox"/> Import data from an existing profile</p> <p>Personal</p> <p><input checked="" type="checkbox"/> Email messages <input checked="" type="checkbox"/> Contacts <input checked="" type="checkbox"/> Deleted messages <input checked="" type="checkbox"/> Calendars <input checked="" type="checkbox"/> Junk email <input checked="" type="checkbox"/> Notes, journal entries, and tasks</p> <p>If you uncheck this option, you can import your data later. <a href="#">Learn more</a></p> <p><input type="checkbox"/> Send crash reports and usage statistics to Google Help make Google Workspace Sync better by automatically sending usage statistics and crash reports to Google. <a href="#">Learn more</a></p> <p>Show advanced settings <b>Create profile</b></p>	Klik butang ' <b>Create profile</b> '.
11.	 <p>Set Up Google Workspace Sync for Microsoft Outlook®</p> <p>Google Workspace Sync setup is complete</p> <p>After starting Microsoft Outlook®, get help at any time by clicking the Google Workspace Sync icon in your system tray and choosing Online help.</p> <p><b>Start Microsoft Outlook®</b></p>	Klik butang ' <b>Start Microsoft Outlook®</b> '.
12.	 <p>Office LTSC</p> <p>Choose Profile</p> <p>Profile Name: aoc_naim@mampu.gov.my</p> <p>Options &gt;&gt; <b>OK</b> Close</p> <p>Loading Profile</p>	Klik butang ' <b>OK</b> '.

NO	PAPARAN	ARAHAN
13.		Gambar di sebelah menunjukkan proses <i>synchronization</i> e-mel MyGovUC 2.0 ke Microsoft Outlook.
14.		Setelah selesai seperti gambar di sebelah, sila klik butang ' <b>Close</b> '.
15.		Paparannya e-mel akan terpapar seperti dalam gambar.

NO	PAPARAN	ARAHAN
16.		Klik butang ' <b>File</b> '.
17.		<ol style="list-style-type: none"><li>1. Klik bahagian '<b>Open &amp; Export</b>'.</li><li>2. Klik '<b>Import/Export</b>'.</li></ol>
18.		<ol style="list-style-type: none"><li>1. Pilih '<b>Export to a file</b>'.</li><li>2. Klik butang '<b>Next</b>'.</li></ol>

NO	PAPARAN	ARAHAN
19.		<ol style="list-style-type: none"><li>1. Pilih '<b>Outlook Data File (.pst)</b>'.</li><li>2. Klik butang '<b>Next</b>'.</li></ol>
20.		<ol style="list-style-type: none"><li>1. Pilih alamat e-mel yang ingin di <i>backup</i>.</li><li>2. Klik butang '<b>Next</b>'.</li></ol>

NO	PAPARAN	ARAHAN
21.		<ol style="list-style-type: none"><li>1. Klik butang '<b>Browse</b>' untuk memberi nama fail dan memilih lokasi penyimpanan data.</li><li>2. Sila letakkan nama yang sesuai dan klik butang '<b>OK</b>' setelah selesai.</li><li>3. Klik butang '<b>Finish</b>'.</li></ol>
22.		<ol style="list-style-type: none"><li>i. Setelah klik butang '<b>Finish</b>', gambar di sebelah akan dipaparkan.</li><li>ii. Sila klik butang '<b>OK</b>' tanpa perlu mengisi ruang <i>password</i>.</li></ol>
23.		<p>Sila semak fail telah di backup di lokasi fail yang telah ditetapkan dalam Langkah 21.</p>