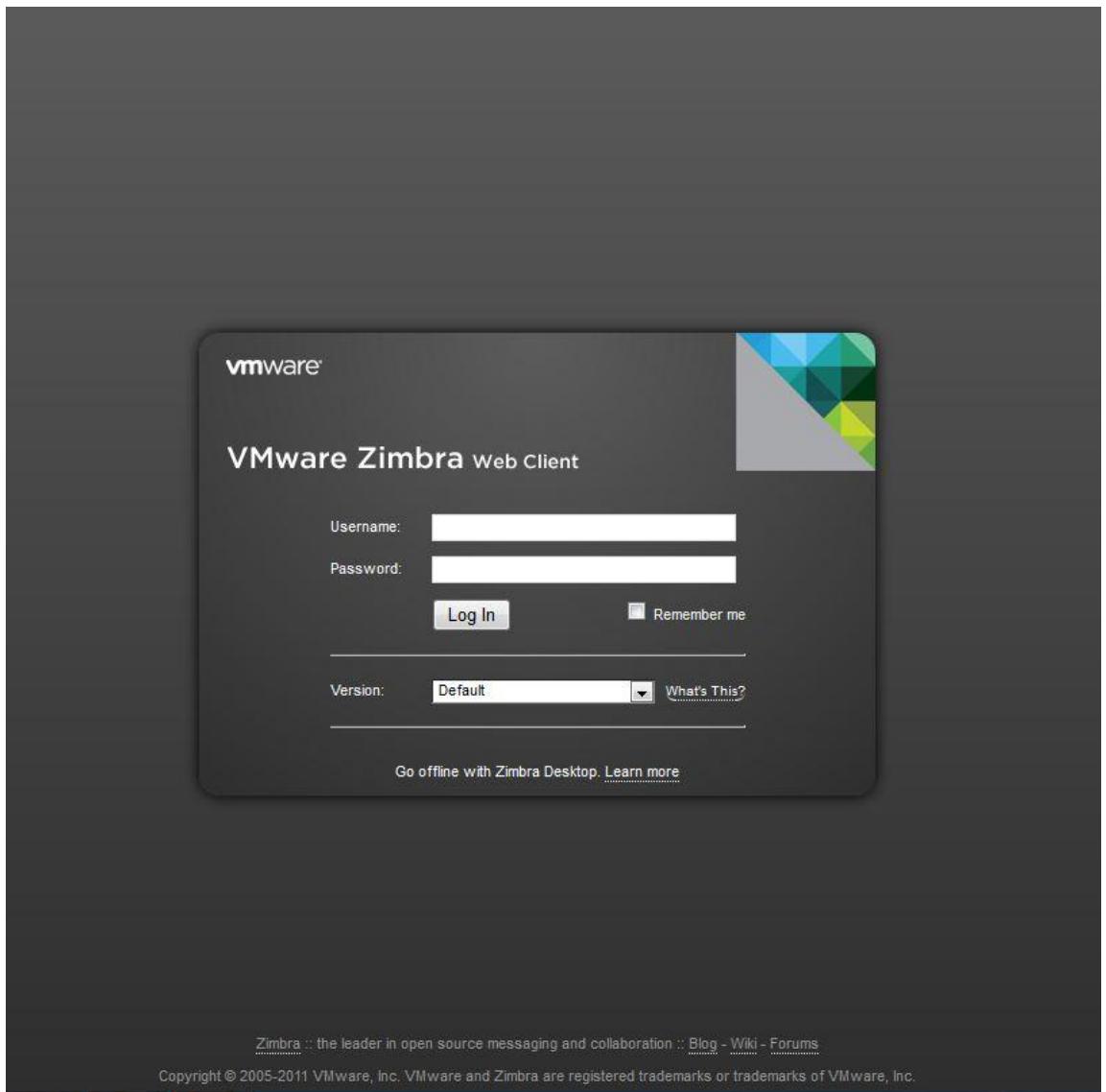


PANDUAN MENGGUNAKAN EMAIL

Web mail merupakan sistem untuk menghantar sesuatu dokumen secara atas talian. Pengguna hendaklah mendaftar email terlebih dahulu sebelum menggunakaninya. Pihak Admin akan memberi username dan password. Rajah di bawah menunjukkan antaramuka (Interface) Sistem Email. URL adalah <https://mail.kelantan.gov.my/>



Sila masukan Username dan Password serta klik butang login.

- Setelah login, skrin di bawah dipaparkan.
- Klik pada folder ‘Inbox’ untuk membaca emel yang baru atau telah lama. Emel yang baru bertanda gelap.

The screenshot shows the Zimbra Webmail inbox interface. The left sidebar includes links for Folders (Inbox, Sent, Drafts 22, Junk 1, Trash), Searches (paswok belajar), and Tags. The main area displays a list of 100+ conversations with columns for Folder, Size, and Received date. The list includes messages from various senders like MOHD, Mohd, infokerja2u.com, Skype, KHAIRUL, NORHASLINA BT. ZAKARA, SHAH EZWAN, Mohd Salimi Harun, D NASA SDN BHD, Pok Wea, Mohd Salimi Harun, Success Resources Malaysia, infokerja2u.com, and infokerja2u.com. Below the list is a message preview: "To view a message, click on it." At the bottom of the page is a June 2014 calendar.

Folder	Size	Received
(2)	May 30	
20 KB	May 30	
Inbox	54 KB	May 30
Inbox	1 MB	May 29
232 KB	May 29	
Inbox	233 KB	May 27
Inbox	121 KB	May 27
316 KB	May 27	
Inbox	17 KB	May 26
(2)	May 26	
20 KB	May 26	
Inbox	14 KB	May 25
Inbox	8 KB	May 24

June 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

- Klik menu 'New' untuk mencipta email yang baru.

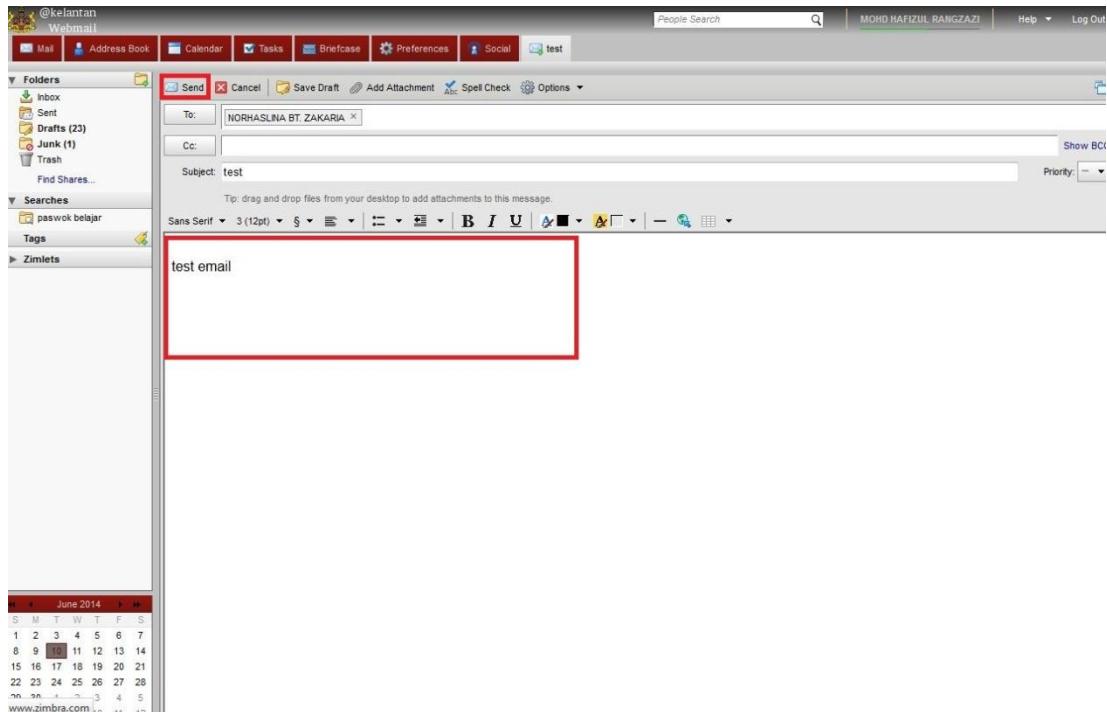
The screenshot shows the Zimbra Webmail interface. On the left, there's a sidebar with 'Folders' (Inbox, Sent, Drafts, Junk, Trash), 'Searches', 'Tags', and 'Zimlets'. The main area is the 'Inbox' with 100+ conversations listed. A red box highlights the 'New' button in the top-left corner of the inbox toolbar. Below the inbox, there's a calendar for June 2014.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

- Skrin di bawah dipaparkan.
- Menu " To " bermaksud Penerima email (orang yang menerima email), manakala Subject adalah tajuk pada email.

The screenshot shows the Zimbra Webmail 'Compose' screen. The 'Folders' sidebar is visible on the left. The main area has fields for 'To:', 'Cc:', and 'Subject:' which are all highlighted with red boxes. Below these fields is a rich-text editor toolbar. The right side of the screen is a large, empty message body area.

- Di bawah subject boleh memasukan segala teks sebagai contoh “test email”
- Sekiranya mempunyai fail atau dokumen yang perlu dilampirkan sila klik pada Add Attachment
- Klik pada Send untuk dihantar



- Email terus di hantar dan berjaya

The screenshot shows the Zimbra Webmail inbox after an email has been sent. At the top, there's a green checkmark icon and the text 'Message Sent'. Below it is a navigation bar with links for Mail, Address Book, Calendar, Tasks, Briefcase, Preferences, Social, and Compose. The main area is the inbox, which lists several messages. One message from 'tech.mdt' has a red box around its subject line. Other messages include emails from 'MOHD, Mohd', 'infokerja2u.com', 'Skype', 'KHAIRUL', 'NORHASLINA BT. ZAKARIA', 'SHAH EZWAN', 'Mohd Salimi Harun', 'D NASA SDN BHD', 'Pok Wea', 'Mohd Salimi Harun', 'Success Resources Malaysia', and 'infokerja2u.com'. The inbox also includes a search bar and buttons for New, Get Mail, Delete, Reply, Forward, Spam, and View. On the left side, there's a sidebar with 'Folders' (Inbox (1), Sent, Drafts (23), Junk (1), Trash) and 'Searches' (paswok belajar). At the bottom, there's a calendar for June 2014.

- klik pada log out di sebelah kanan untuk keluar pada sistem web mail.

The screenshot shows the @kelantan Webmail inbox. The interface includes a top navigation bar with links for Mail, Address Book, Calendar, Tasks, Briefcase, Preferences, Social, and Compose. On the right side of the top bar are People Search, a search bar, MOHD HAFIZUL RANGZAZI, Help, and a red Log Out button. Below the top bar is a toolbar with icons for New, Get Mail, Delete, Reply, Reply to All, Forward, Spam, Save, and Advanced. To the left is a sidebar with Folders (Inbox, Sent, Drafts 22, Junk 1, Trash), Searches (paswok belajar, Tags), and Zimlets. The main area displays 100+ conversations in the inbox, each with a subject line, sender, and timestamp. At the bottom of the inbox area, it says "To view a message, click on it." A small calendar for June 2014 is located at the bottom left.

From	Subject	Folder	Size	Received
MOHD, Mohd	RE: error Web Majlis Daerah Tumpat - Assalam Tuan/Puan Pihak kami telah melaksanakan pembangunan web mobile MDT s	Inbox	(2)	May 30
infokerja2u.com	Job Vacancies at Suruhanjaya Perkhidmatan Awam (SPA) and 6 other vacancies - infokerja2u.com	Inbox	20 KB	May 30
Skype	Call mobiles and landlines free for a month - Can't see this email properly? ...	Inbox	54 KB	May 30
KHAIRUL	mantan	Inbox	1 MB	May 29
NORHASLINA BT. ZAKARIA	gambar mantan sobri - njea yg ada NOR HASLINA BINTI ZAKARIA JURUTEKNIK KOMPUTER FT17 BAHAGIAN PENGUR	Inbox	232 KB	May 29
SHAH EZWAN	AIRASIA - M.S.E	Inbox	233 KB	May 27
Mohd Salimi Harun	Pembetulan Sebutharga 14044 - Salam, Seperti dilampirkan. Sekian terima kasih	Inbox	121 KB	May 27
D NASA SDN BHD	sebutharga ram - D NASA (M) SDN. BHD. LOT 824-B, TAMAN KOPERATIF, JLN. LONG YUNUS, 15200 KOTA BHARU	Inbox	316 KB	May 27
Pok Wea	Invitation to connect on LinkedIn - LinkedIn -- I'd like to add you to my professional network on LinkedIn. - Pok Pok Wea	Inbox	17 KB	May 26
Mohd Salimi Harun	Re: Quotation - 2014-05-26 15:38 GMT+08:00 Mohd Salimi Harun <salimi@wildanprima.com>; Salam, >>> Dilampirkan	Inbox	(2)	May 26
Success Resources Malaysia	Hi ENCIK MOHD HAFIZUL BIN MOHD RANGZAZI, Gerry Robert's 8 Steps To Publishing Success Event - Having trouble	Inbox	20 KB	May 26
infokerja2u.com	Jawatan Kosong di Tenaga Nasional Berhad (TNB) and 3 other vacancies - infokerja2u.com	Inbox	14 KB	May 25
infokerja2u.com	Jawatan Kosong di Majlis Daerah Marang - infokerja2u.com	Inbox	8 KB	May 24
Edu Essential Training	Invitation: High Performance Leaders - The Oracle Executive - 02-04 June, Desaru Hotel KL3 - An Academicium do Calo	Inbox	576 KB	May 22