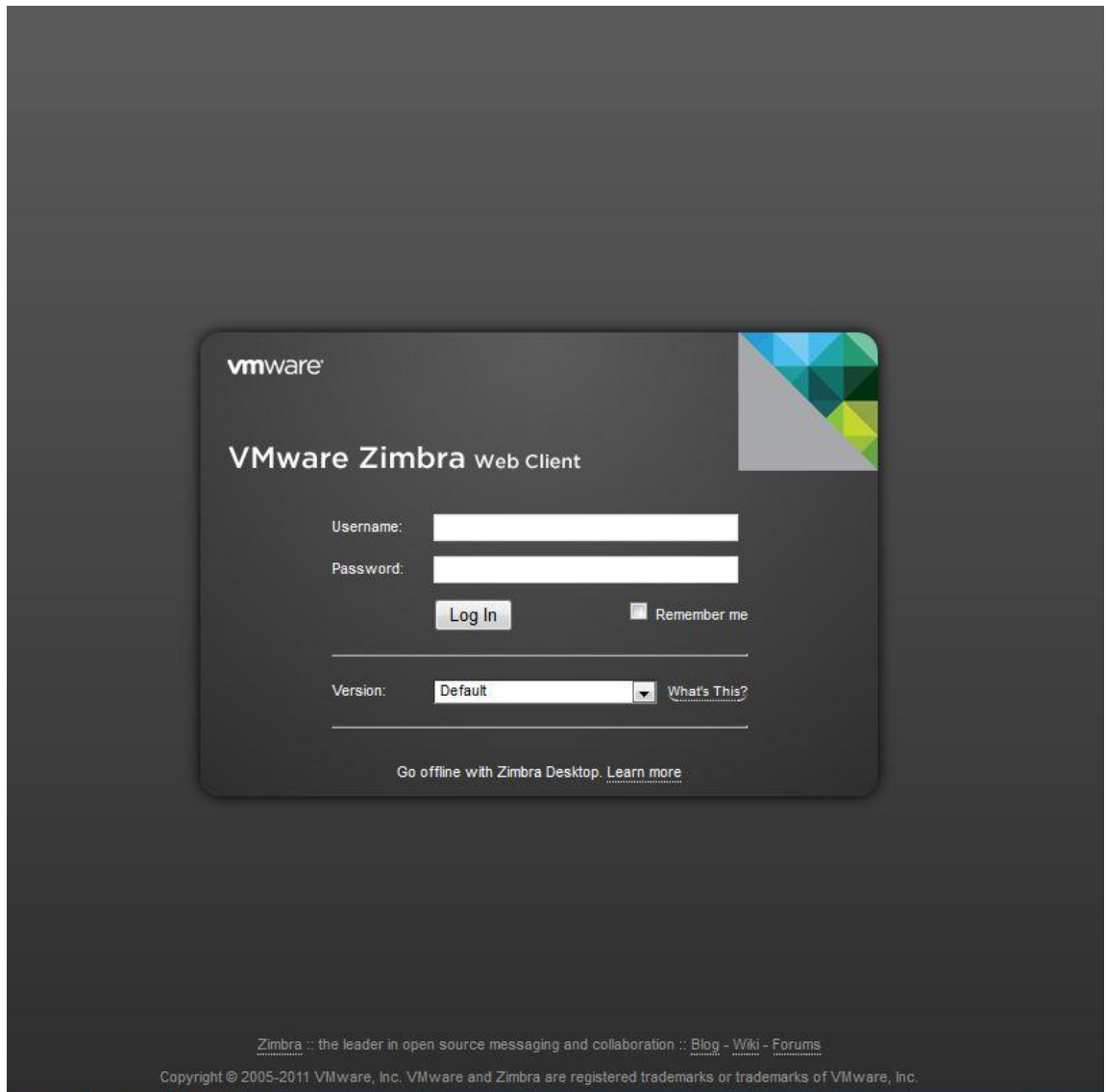


PANDUAN MENGGUNAKAN EMAIL

Web mail merupakan sistem untuk menghantar sesuatu dokumen secara atas talian. Pengguna hendaklah mendaftar email terlebih dahulu sebelum menggunakannya. 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.

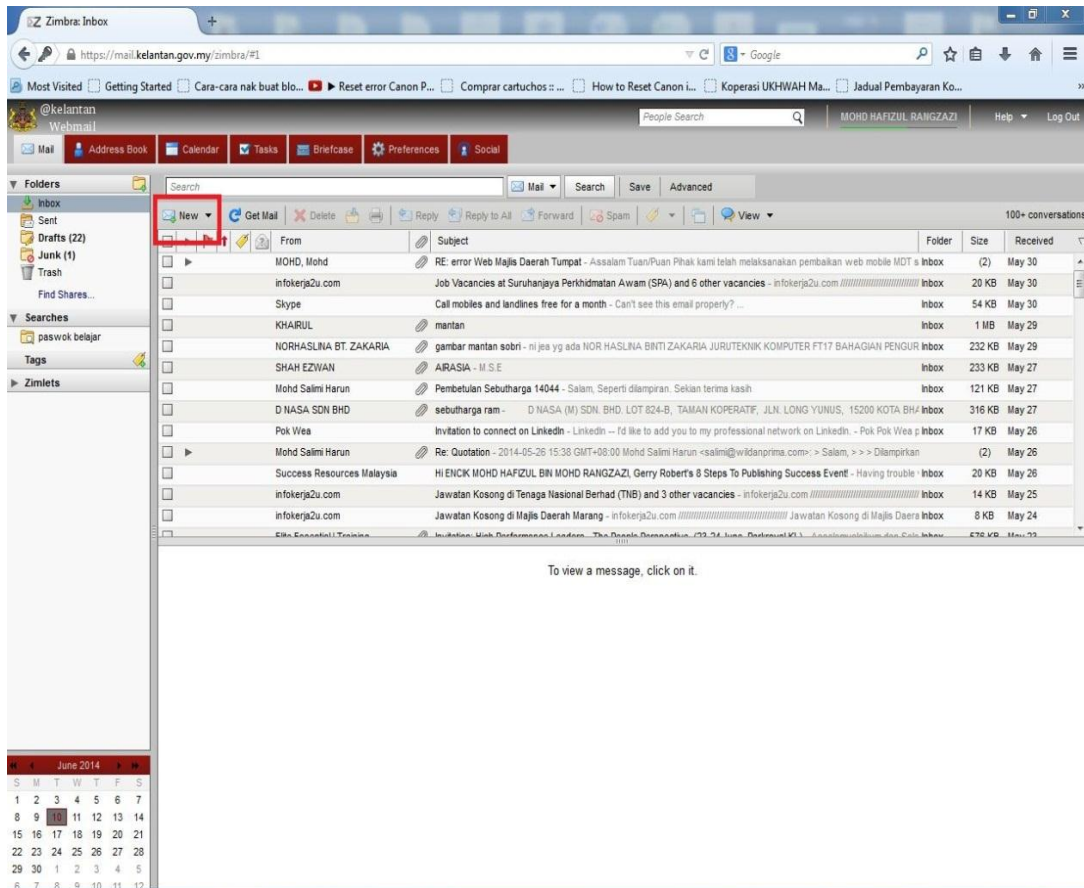
The screenshot shows a Zimbra webmail interface. The browser address bar displays 'https://mail.kelantan.gov.my/zimbra/#1'. The user is logged in as 'MOHD HAFIZUL RANGZAZI'. The interface includes a navigation menu with options like Mail, Address Book, Calendar, Tasks, Briefcase, Preferences, and Social. A left sidebar shows folders: Inbox, Sent, Drafts (22), Junk (1), and Trash. The main area displays a list of emails with columns for From, Subject, Folder, Size, and Received. The selected email is from 'MOHD, Mohd' with the subject 'RE: error Web Majlis Daerah Tampar - Assalam Tuan/Puan Pihak kami telah melaksanakan pembaikan web mobile MDT s'. Below the email list, there is a calendar for June 2014.

| From | Subject | Folder | Size | Received |
|----------------------------|---|--------|--------|----------|
| MOHD, Mohd | RE: error Web Majlis Daerah Tampar - Assalam Tuan/Puan Pihak kami telah melaksanakan pembaikan 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 - ni jea 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 dilampiran. 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 BHU | 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 p | Inbox | 17 KB | May 26 |
| Mohd Salimi Harun | Re: Quotation - 2014-05-26 15:38 GMT+08:00 Mohd Salimi Harun <salim@widanprima.com> -> Salam, > > Dilampirkan | Inbox | (2) | May 26 |
| Success Resources Malaysia | HI ENCK MOHD HAFIZUL BIN MOHD RANGZAZI, Gerry Roberts'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 |

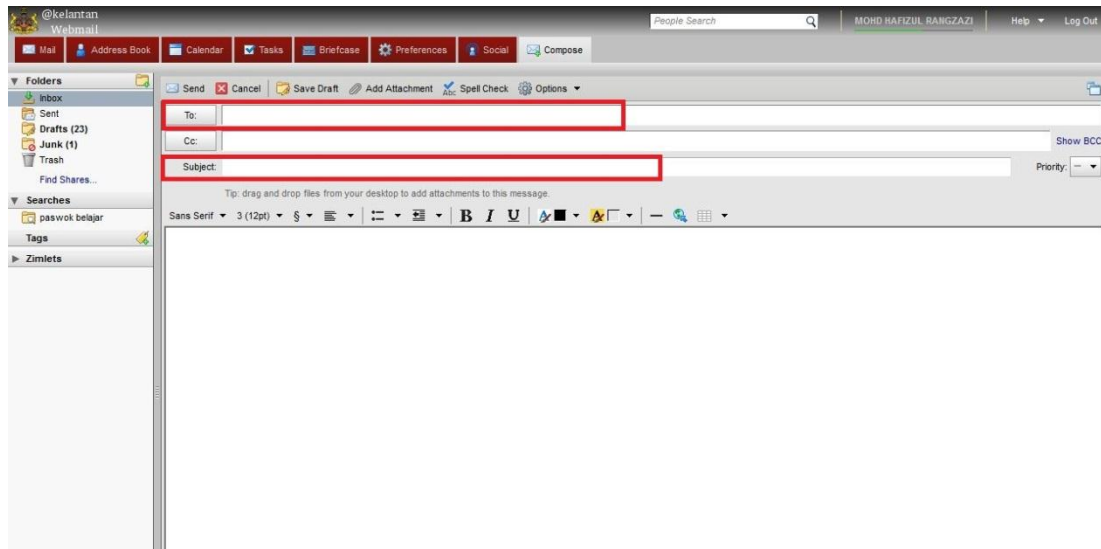
Calendar for June 2014:

| 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 |

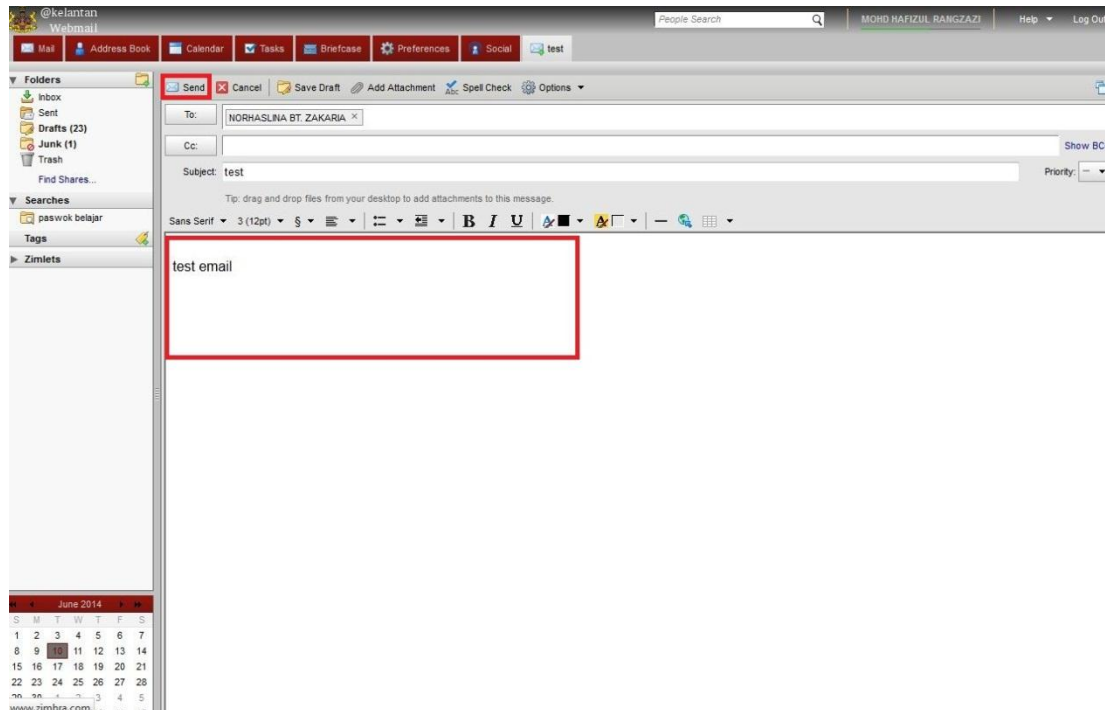
- Klik menu 'New' untuk mencipta email yang baru.



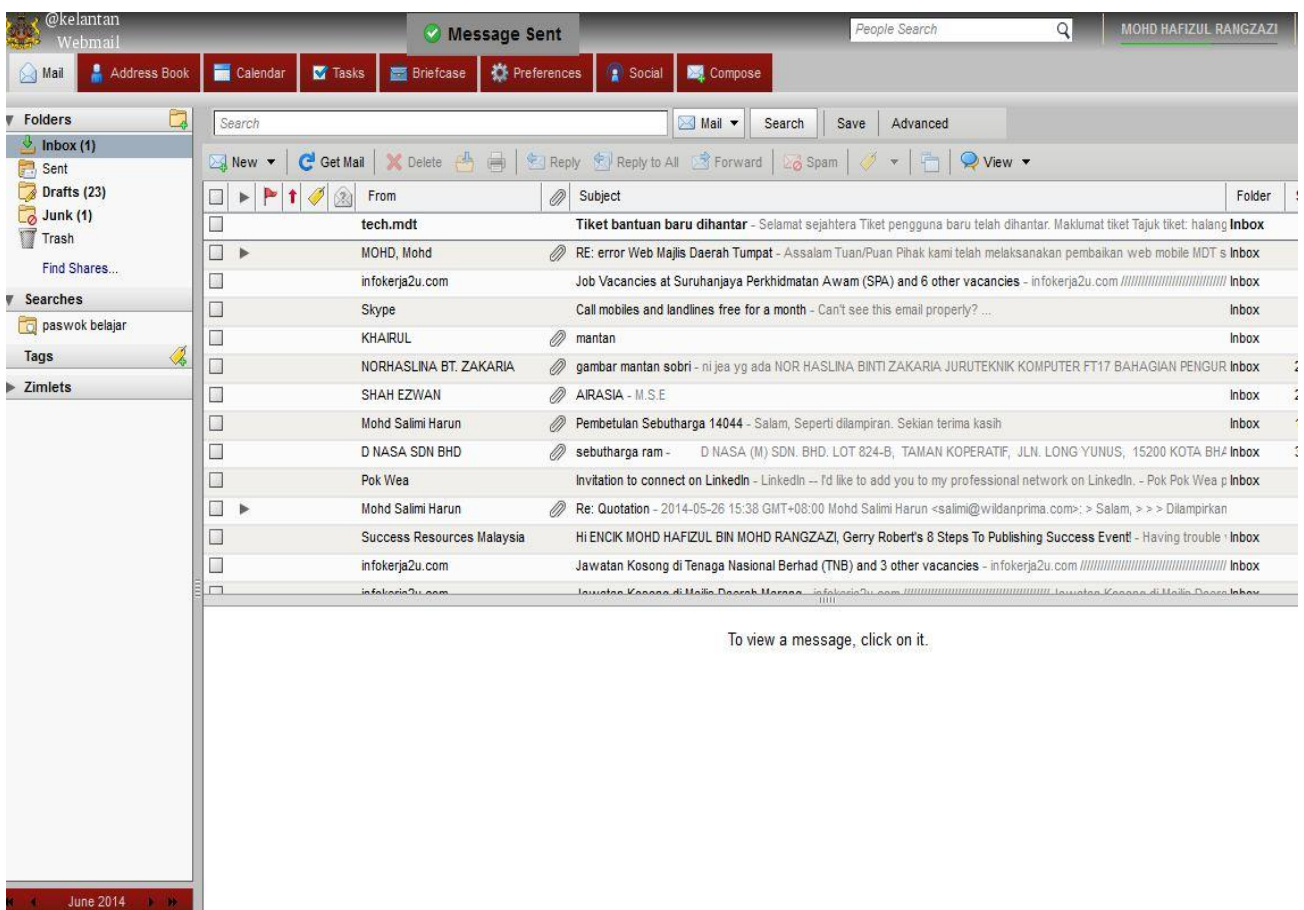
- Skrin di bawah dipaparkan.
- Menu " To " bermaksud Penerima email (orang yang menerima email), manakala Subject adalah tajuk pada email.



- 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



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

The screenshot displays a webmail interface for a user named MOHD HAFIZUL RANGZAZI. The interface includes a navigation bar with options like Mail, Address Book, Calendar, Tasks, Briefcase, Preferences, Social, and Compose. A 'Log Out' button is highlighted in red in the top right corner. The main area shows a list of emails in the 'Inbox' folder, with columns for From, Subject, Folder, Size, and Received. Below the email list, there is a message that says 'To view a message, click on it.' At the bottom left, there is a calendar for June 2014.

| From | Subject | Folder | Size | Received |
|----------------------------|---|--------|--------|----------|
| MOHD, Mohd | RE: error Web Majlis Daerah Tumpat - Assalam Tuan/Puan Pihak kami telah melaksanakan pembaikan web mobile MDT a | Inbox | (2) | May 30 |
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| Styke | Call mobiles and landlines free for a month - Can't see this email properly? ... | Inbox | 54 KB | May 30 |
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| SHAH EZWAN | ARASIA - M.S.E | Inbox | 233 KB | May 27 |
| Mohd Salimi Harun | Pembetulan Sebutarga 14044 - Salam, Seperti dilampiran. Sekian terima kasih | Inbox | 121 KB | May 27 |
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| Pok Wea | Invitation to connect on LinkedIn - LinkedIn -- I'd like to add you to my professional network on LinkedIn. - Pok Pok Wea p | Inbox | 17 KB | May 26 |
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| Success Resources Malaysia | HI ENCK 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 |
| File Essential Training | Invitation: High Performance Leaders - The Digital Revolution (23-24 June, Darvau KL) - Anasimulkuwa dan Salim | Inbox | 678 KB | May 23 |

To view a message, click on it.

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 |