

MANUAL PENGGUNA

Migrasi E-mel (Google Workspace Migration Microsoft Outlook (GWMMO))

1.0 Pengenalan

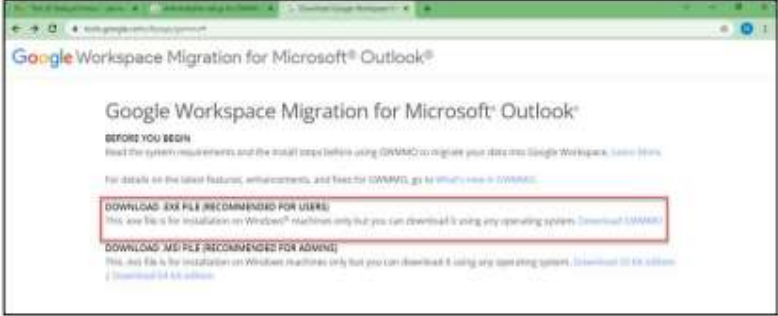
Dokumen ini menerangkan tatacara pemasangan dan konfigurasi migrasi e-mel dari e-mel Perak (Zimbra) ke MyGovUC 2.0 – GWS e-mel menggunakan GWMMO.


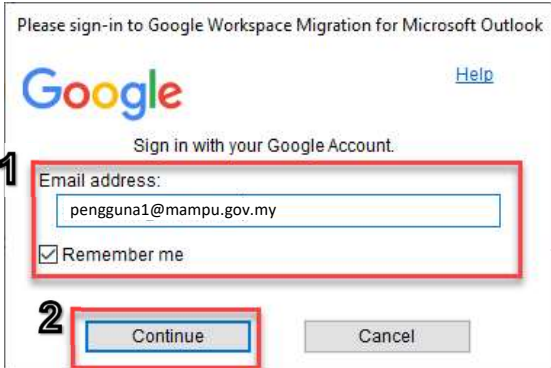
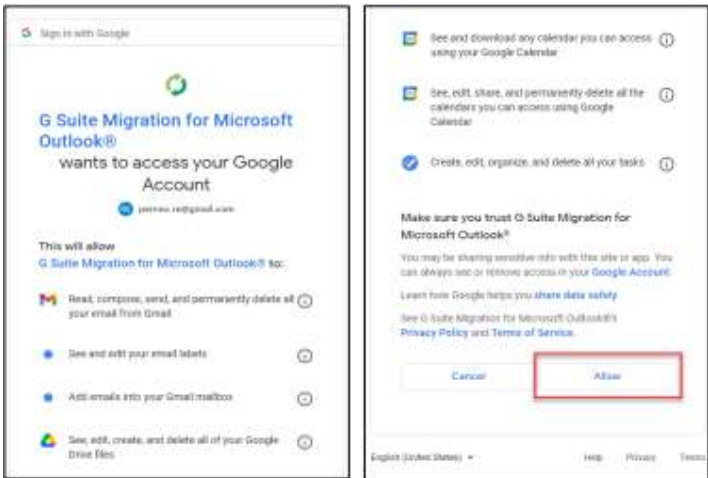
2.0 Keperluan Minimum Sistem

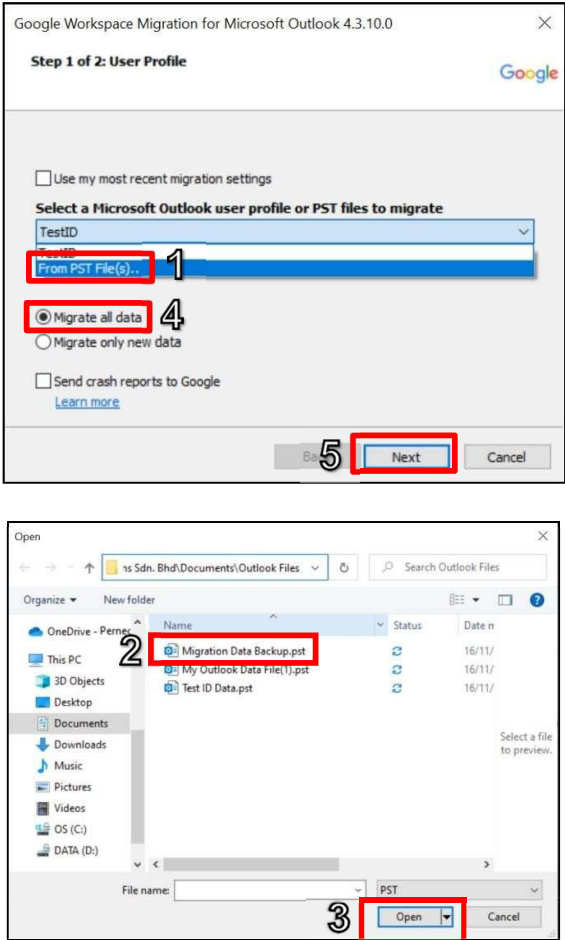
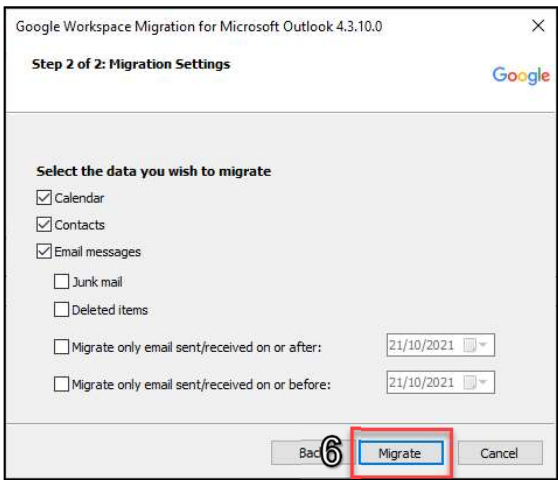
1. Operating System Windows 7, 8, 8.1 dan 10
2. Aplikasi Microsoft Outlook 2010 dan ke atas

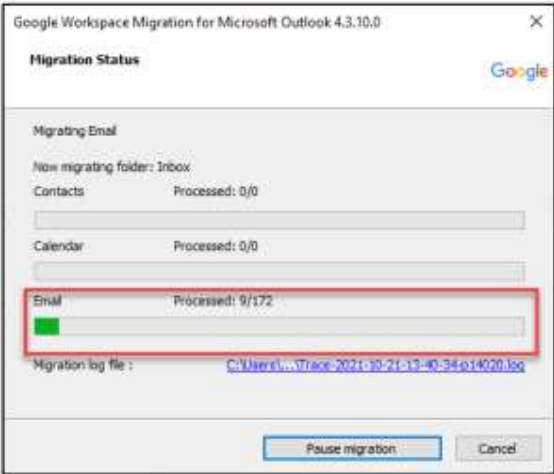

3.0 Cara-Cara Migrasi Ke MyGovUC 2.0 – GWS E-mel menggunakan GWMMO

Nota: Setelah pengguna menerima akaun MyGovUC 2.0 – GWS E-mel baharu, pengguna perlu log masuk ke akaun MyGovUC 2.0 – GWS E-mel buat kali pertama terlebih dahulu dan perlu menukar kata laluan dan menetapkan 2 langkah (2 *Factor Authentication*). Kemudian, pengguna boleh meneruskan proses di bawah:

NO	PAPARAN	ARAHAN
1.		<ul style="list-style-type: none">• Muat turun <i>software Google Workspace Migration for Microsoft Outlook (GWMMO)</i> melalui URL berikut: <p>https://tools.google.com/dlpage/gsmmo#</p>

2.	 <p>The image shows a square icon for 'Outlook Migration Setup'. It features a graphic of a CD/DVD and a folder, with the text 'Outlook Migration Setup' below it.</p>	<ul style="list-style-type: none"> Setelah selesai muat turun, buka perisian <i>Outlook Migration Setup</i> untuk memulakan proses <i>installation</i>.
3.	 <p>The image shows a Google sign-in screen titled 'Please sign-in to Google Workspace Migration for Microsoft Outlook'. It includes the Google logo, a 'Help' link, and the text 'Sign in with your Google Account'. A red box labeled '1' highlights the 'Email address' field containing 'pengguna1@mampu.gov.my' and the 'Remember me' checkbox. Another red box labeled '2' highlights the 'Continue' button.</p>	<ol style="list-style-type: none"> Masukan alamat akaun MyGovUC 2.0 – GWS e-mel anda ke dalam ruangan 'E-mail address' dan klik pada kotak 'Remember me'. Tekan butang 'Continue'.
4.	 <p>The image shows a Google account access permissions screen. On the left, it says 'G Suite Migration for Microsoft Outlook® wants to access your Google Account'. It lists permissions: 'Read, compose, send, and permanently delete all your email from Gmail', 'See and edit your email labels', 'Add emails into your Gmail mailbox', and 'See, edit, create, and delete all of your Google Drive files'. On the right, it says 'Make sure you trust G Suite Migration for Microsoft Outlook®' and lists permissions: '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', and 'Create, edit, organize, and delete all your tasks'. A red box highlights the 'Allow' button.</p>	<ul style="list-style-type: none"> Tekan butang 'Allow'.

<p>5.</p>		<p>Mulakan pindahan maklumat daripada PST File(s) ke akaun MyGovUC 2.0 –GWS e-mel dengan menggunakan langkah berikut:</p> <ol style="list-style-type: none"> 1. Pada <i>'Select a Microsoft Outlook user profile or PST files to migrate'</i>, pilih PST File(s). 2. Melalui tetingkap <i>'Open'</i>, pilih dokumen fail PST yang telah disimpan. 3. Klik butang <i>'Open'</i>. 4. Pilih <i>'Migrate all data'</i>. 5. Tekan butang <i>'Next'</i>.
<p>6.</p>		<ol style="list-style-type: none"> 6. Tekan butang <i>'Migrate'</i>.

7.		<ul style="list-style-type: none"> • Proses migrasi maklumat sedang dijalankan.
8.		<ul style="list-style-type: none"> • Anda akan menerima notifikasi yang menyatakan proses migrasi telah selesai. • Klik pada butang 'OK'.

Sumber: Unit Permodenan Tadbiran & Perancangan Pengurusan Malaysia (MAMPU)