# Tatacara Sandaran (Backup) Emel Rasmi Negeri Perak

Berikut adalah tatacara sandaran (backup) dengan menggunakan aplikasi Microsoft Outlook 2019 (IMAP).

1. Buka Microsoft Outlook klik pada New Email



2. Klik pada Account Setting



#### 3. Klik Manage Profile

	Inbox - My Outlook Data File(1) - Outlook	ਨਾ			
©	Account Information				
C Info Open & Export Save As Save Attachments Print	No account available. Add an email account to enable additional features: * Add Account Count Settings Count Settings Change Profile Change				
Office Account					
Feedback					
Ontions					
Options					
Exit				014	

4. Klik pada Email Accounts



# 5. Klik pada New

Account	t Settings						×
Emai Yo	<b>I Accounts</b> ou can add o	r remove an a	account. You can s	elect an account and	change its settings.		
Email	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
🥁 Ne	w 💙 Rej	pair 🔳 C	hange 📀 Set	as Default 🗙 Remi	ove 🕈 🖶		
Name				Туре			
						Close	

6. Pilih Manual setup or additional server types

Id Account		×
Auto Account Setup Manual setup of an	account or connect to other server types.	Ť
C Email Account		
Your Name:		
	Example: Ellen Adams	
Email Address:		
	Example: ellen@contoso.com	
Password		
Detune Dessword		
Regpe rassoora,	Type the password your Internet service provider has given you	
Manual setup or ad	ditional server types	

7. Pilih POP or IMAP dan klik Next

Add Ac	ount	×
Choo	se Your Account Type	×
	0	
	() Microsoft 365	
	Automatic setup for Microsoft 365 accounts	
	Email Address:	
	Example: ellen@contoso.com	
	Advanced setup for POP or IMAP email accounts	
	Advanced setup for services that use Exchange ActiveSync	

8. Masukkan Your Name (Nama Pengguna), Email Address (emel pengguna), Account Type (IMAP), Incoming mail server (imap.perak.gov.my), Outgoing (smtp.perak.gov.my), Username (mengikut id emel yang didaftar) dan password emel yang didaftar. Kemudian klik pada more settings.

Add Account		×
POP and IMAP Account Se Enter the mail server setti	<b>ttings</b> ngs for your account.	
User Information		Test Account Settings
Your Name:	pengguna	We recommend that you test your account to ensure that
Email Address:	pengguna@perak.gov.my	the entries are concert
Server Information		Tast Account Sattings
Account Type:	IMAP 🗸	
Incoming mail server:	imap.perak.gov.my	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp.perak.gov.my	
Logon Information		
User Name:	pengguna@perak.gov.my	Mail to keen offline: All
Password:	*******	
<b>∠</b> R	emember password	a de la companya de la Tra
Require logon using Secu (SPA)	re Password Authentication	More Settings
		< Back Next > Cancel Help

9. Klik pada *Outgoing Server*, tandakan ✓ pada *My outgoing server* (SMTP) *requires authentication* dan pilih *Use same setting as my incoming mail server*.

Internet E	mail Settings			×
Genera	Outgoing Server	Advanced		
⊠ My o ⊚ U	utgoing server (SMT se same settings as	P) requires authentica my incoming mail sen	ation ver	
OL	og on using			
L	Jser Name:			
F	assword:			
	✓ Rem	ember password		
	Require Secure Pa	ssword Authenticatio	on (SPA)	
			OK	Cancel

10. Klik pada Advanced Masukkan nombor port 993 pada ruangan Incoming server (IMAP) dan pilih SSL/TLS pada ruangan Use following type of encrypted connection. Kemudian masukkan nombor port 465 pada ruangan Outgoing server (SMTP) dan pilih SSL/TLS pada ruangan Use following type of encrypted connection.

Internet Email Settings	×						
General Outgoing Serve Advanced							
Server Port Numbers							
Incoming server (IMAP: 993 Use Defaults							
Use the following type of encrypted connection	TLS 🗸						
Use the following type of encrypted connection	TLS 🗸						
Server Timeouts	Server Timeouts						
Short 💶 Long 1 minute							
Folders							
Root folder path:	Root folder path:						
Sent Items							
Do not save copies of sent items							
Deleted Items							
Mark items for deletion but do not move them automatically							
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.							
Purge items when switching folders while online							
ок	Cancel						

# 11. Kemudian klik pada Test Account Setting dan Klik Next

		Test Account Settinger
User information		lest Account Settings
Your Name:	pengguna	We recommend that you test your account to ensure that the entries are correct.
Email Address:	pengguna@perak.gov.my	
Server Information		Test Assount Settings
Account Type:	IMAP 🗸	Test Account Settings
Incoming mail server:	smtp.perak.gov.my	Automatically test account <u>settings</u> when Next is clicked
Outgoing mail server (SMTP): smtp.perak.gov.my		
Logon Information		
<u>U</u> ser Name:	pengguna@perak.gov.my	
Password:	******	Mail to keep offline: All
<u> </u>	member password	and a second
Reguire logon using Secur (SPA)	e Password Authentication	<u>M</u> ore Settings
		< <u>B</u> ack Next > Cancel Help

## 12. Klik Close

Tasks Errors Status Very Log onto incoming mail server (IMAP) Completed Very Send test email message Completed			
Congratulations! All tests completed successfully. Click Close to Stop     Stop       Close     Tasks     Errors       Tasks     Status       ✓ Log onto incoming mail server (IMAP)     Completed       ✓ Send test email message     Completed	Fest Account Settings		
Close       Tasks     Errors       Tasks     Status       ✓ Log onto incoming mail server (IMAP)     Completed       ✓ Send test email message     Completed	ongratulations! All tests completed successfu	lly. Click Close to	Stop
Tasks       Errors         Tasks       Status         ✓ Log onto incoming mail server (IMAP)       Completed         ✓ Send test email message       Completed	ontinue.		Close
Tasks     Status       ✓ Log onto incoming mail server (IMAP)     Completed       ✓ Send test email message     Completed	Tasks Errors		
✓ Log onto incoming mail server (IMAP) Completed ✓ Send test email message Completed	Tasks	Status	
✓ Send test email message Completed	<ul> <li>Log onto incoming mail server (IMAP)</li> </ul>	Completed	
	✓ Send test email message	Completed	

#### 13. Klik Finish

÷.		
	Add Account	×
	You're all set!	
	We have all the information we need to set up your account.	
	Set up Outlook Mobile op my phone too	
	Add another acco	unt
	< Bat Finish	Help
1		

## 14.Klik *Close*

ail Di	ata Files RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
<u>N</u> ew	🎗 <u>R</u> epair 🔳 C	h <u>a</u> nge 📀 Set a	as <u>D</u> efault 🗙 Re <u>m</u> o	ove 🕈 🖡	
ame			Туре		
pengg	una@perak.gov.my		IMAP/SMTP (se	nd from this account by	( default)

## 15. Klik Close

Mail Setu	p - Outlook	×
Email Ac	counts	
	Setup email accounts and directories.	Email Accounts
Data File	5	
<b>\$</b>	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close

16. Buka semua Microsoft Outlook dan klik *Send Receive All Folders* dan tunggu sehingga kesemua folder dimuat naik ke Microsoft Outlook

The Home Send / Receive	pengguna⊕perakg Folder View Heln FSFT Ø Tell me what you want tando	ov.my - Outlook	50 - 0 X
F H Update older Send/Receive All Folders Send/F ceive Groups Send & Rec ve	Mark to Download -     Streer     Precess All     Download -     Server		
Drag Your Favorite Folders Here 🔇	Search pengguna@perak.gov.my	Current Folder -	
♦ My Outlook Data File(1)	All Unread	By Date → ↑	
pengguna@perak.gov.my			
Drafts			
Junk Email			
Outbox Search Folders			
Items: 0			