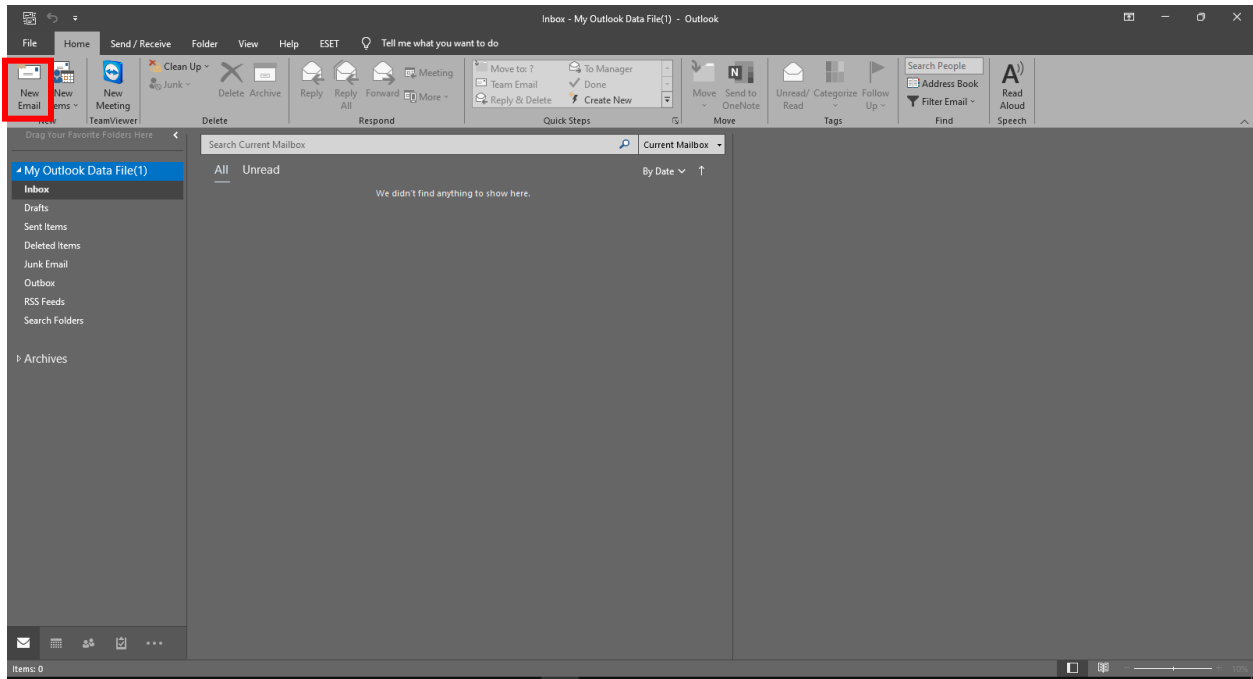


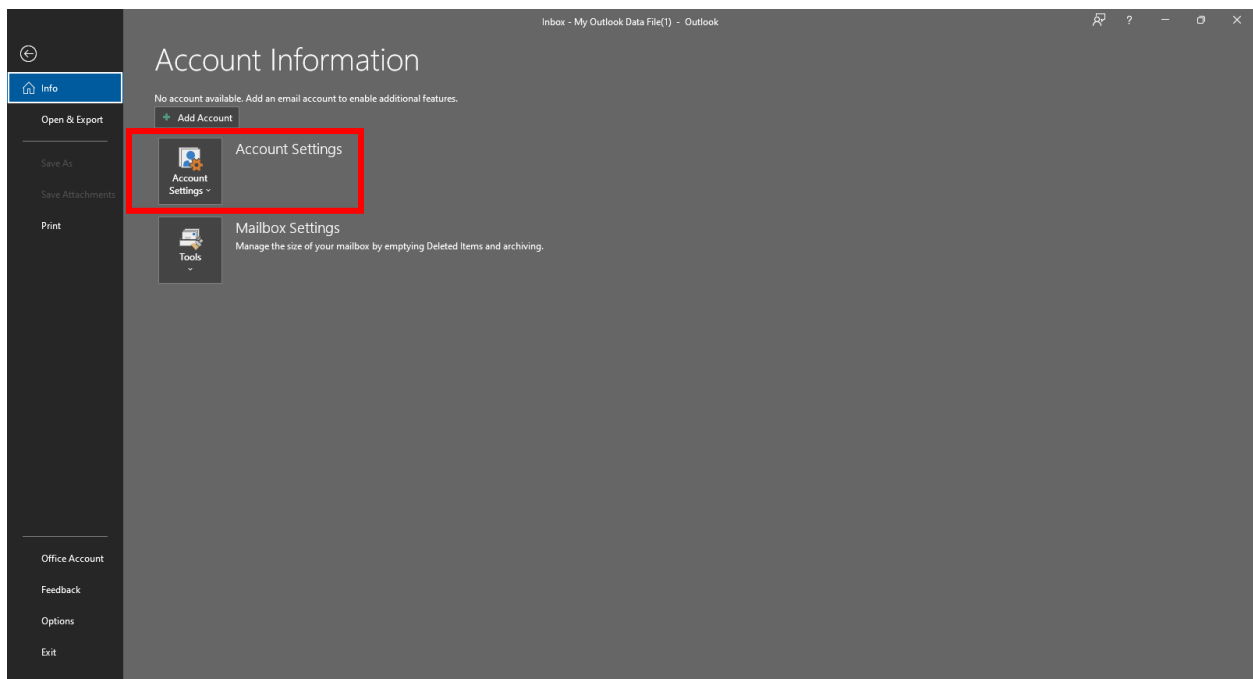
# Tatacara Sandaran (Backup) Emel Rasmi Negeri Perak

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

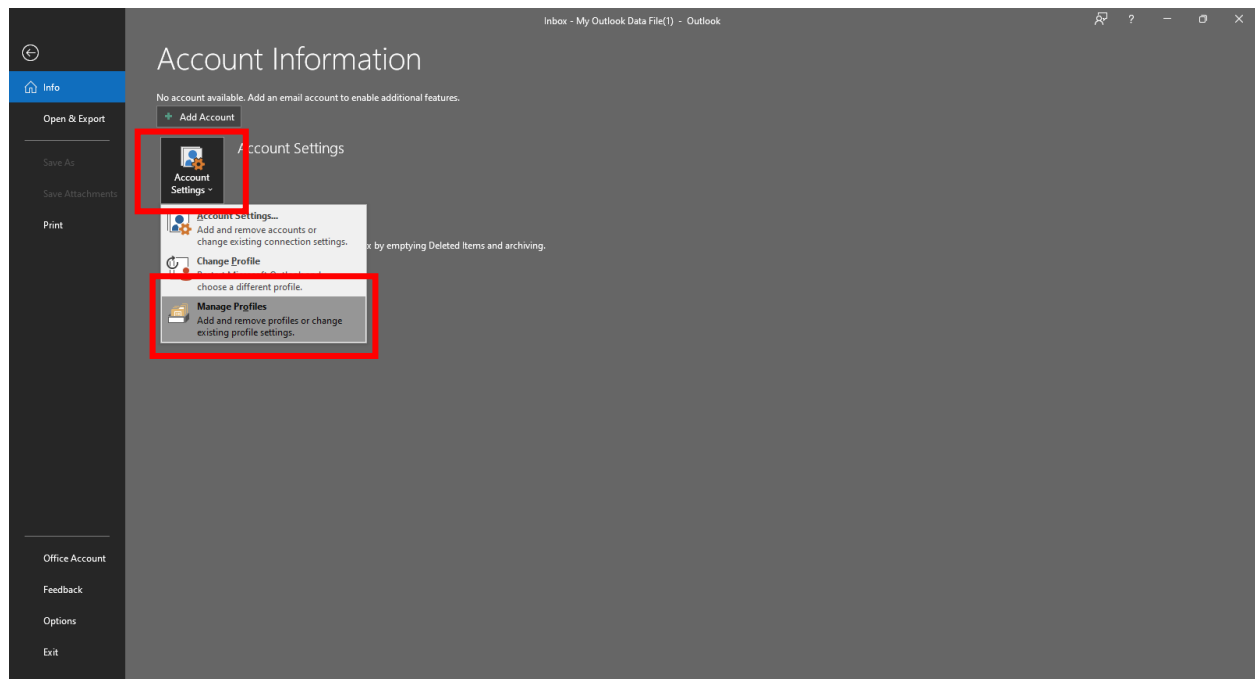
## 1. Buka Microsoft Outlook klik pada *New Email*



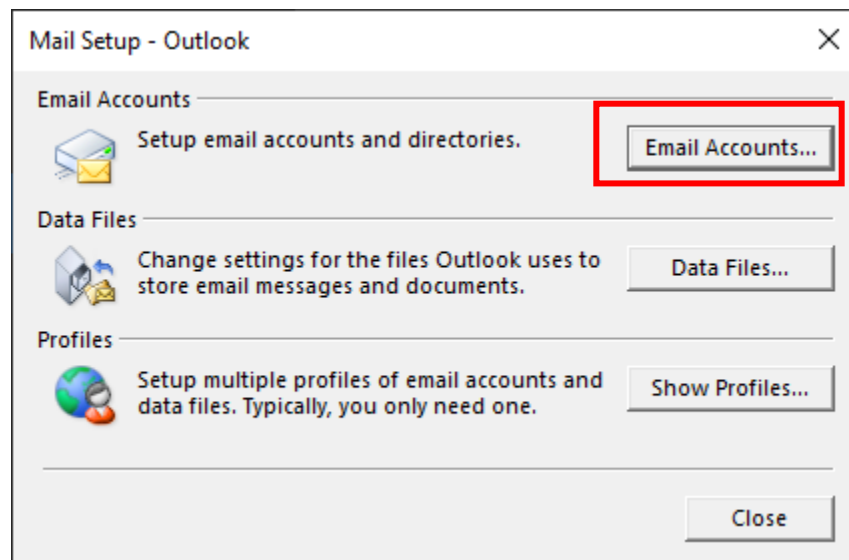
## 2. Klik pada *Account Setting*



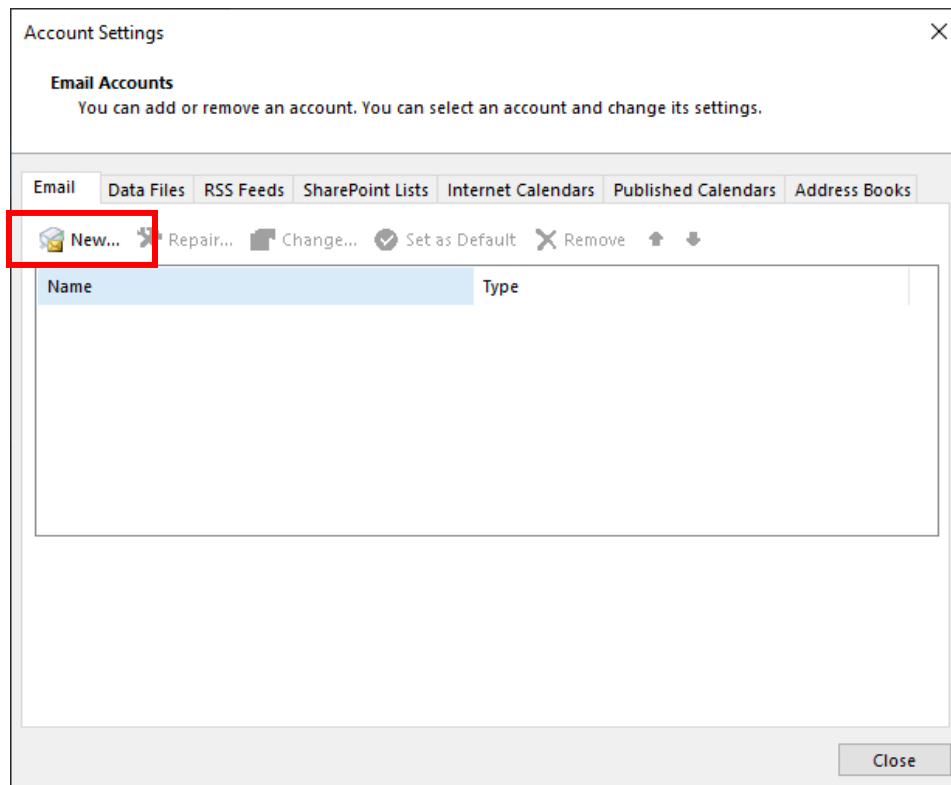
### 3. Klik *Manage Profile*



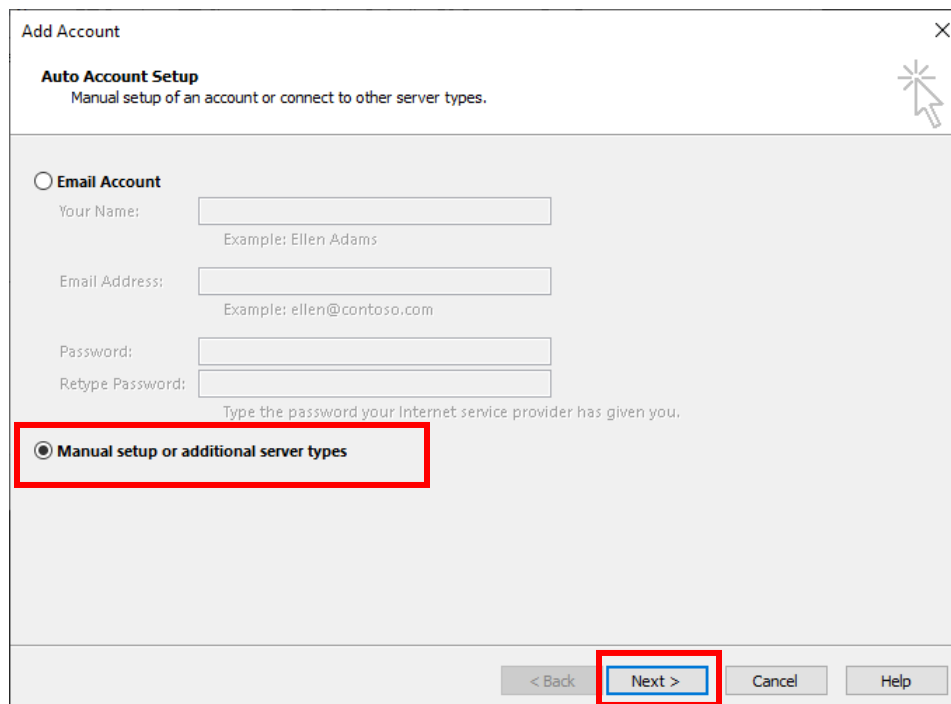
### 4. Klik pada *Email Accounts*



5. Klik pada *New*



6. Pilih *Manual setup or additional server types*



7. Pilih POP or IMAP dan klik Next

Add Account

Choose Your Account Type

☐ Microsoft 365  
Automatic setup for Microsoft 365 accounts  
Email Address:   
Example: ellen@contoso.com

☒ **POP or IMAP**  
Advanced setup for POP or IMAP email accounts

☐ Exchange ActiveSync  
Advanced setup for services that use Exchange ActiveSync

< Back   **Next >**   Cancel   Help

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 didaftarkan) dan password emel yang didaftarkan. Kemudian klik pada *more settings*.

Add Account

POP and IMAP Account Settings  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

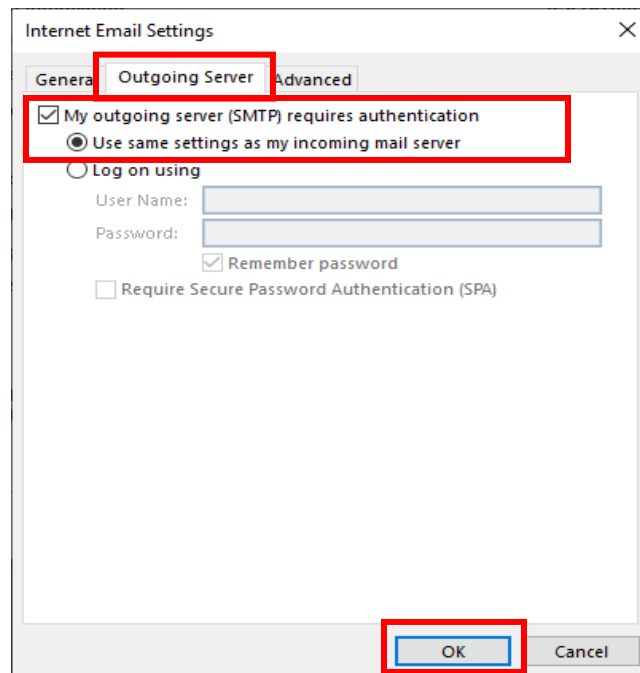
☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

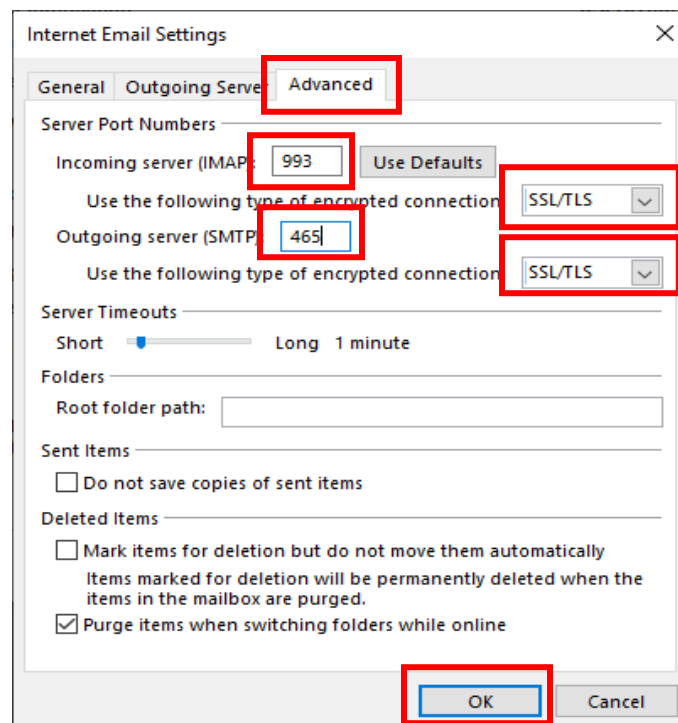
**More Settings ...**

< 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*.



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



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

Add Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

< Back 

12. Klik Close

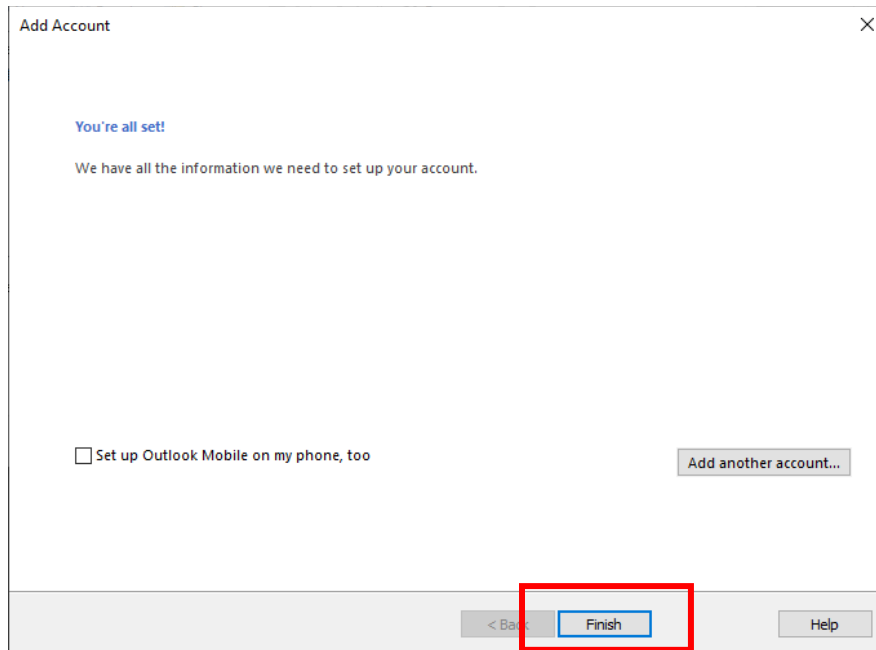
**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

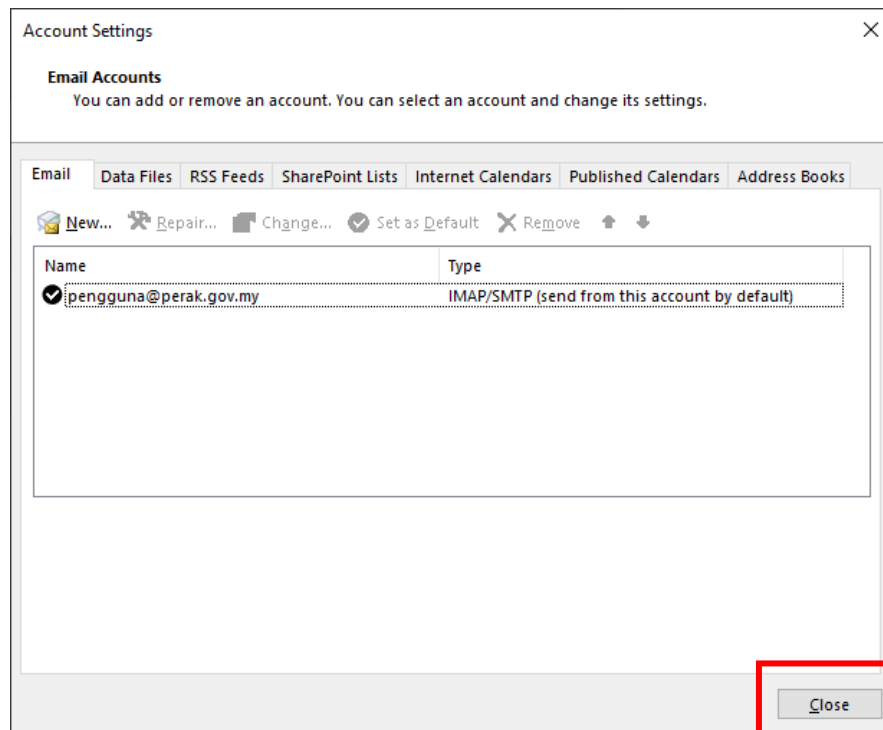
Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test email message	Completed

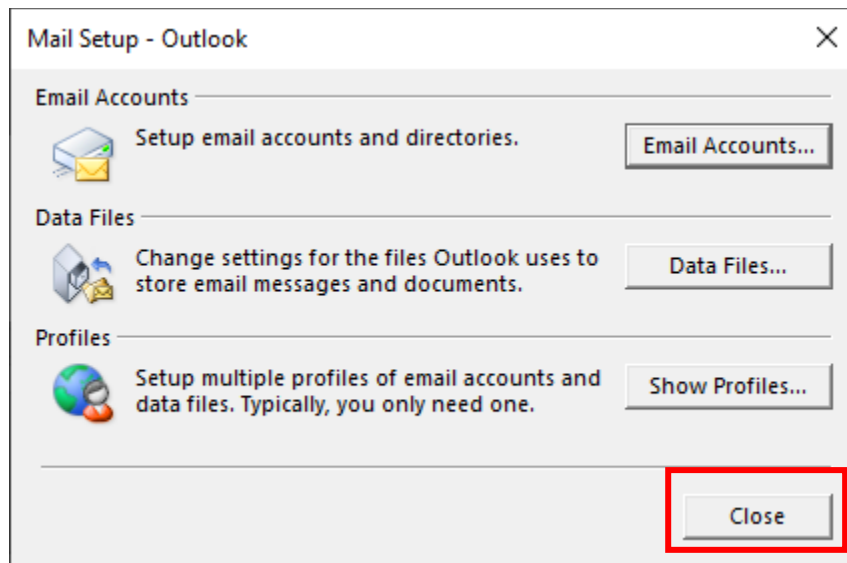
### 13. Klik *Finish*



### 14. Klik *Close*



15. Klik *Close*



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

