

MANUAL PENGGUNAAN ZIMBRA WEBMAIL

MAJLIS AGAMA ISLAM DAN ADAT ISTIADAT
MELAYU KELANTAN (MAIK)

<https://webmail.e-maik.my/>

- Log in emel
- Menulis emel baru dan tambah attachment
- Membalas emel
- Menambah contact baru dan cara menggunakan contact
- Mencipta appointment baru pada calendar & memadam appointment yang tidak diperlukan
- Mencipta task baru & memadam task yang tidak diperlukan
- Mencipta briefcase
- Membuat penukaran pada preferences
 - Menukar kata laluan
 - Filter
 - Signature

MEMULAKAN ZIMBRA WEBMAIL

Langkah 1 : Log Masuk

- <https://webmail.e-maik.my/>
- Masukkan *Username* dan *password*

Username:

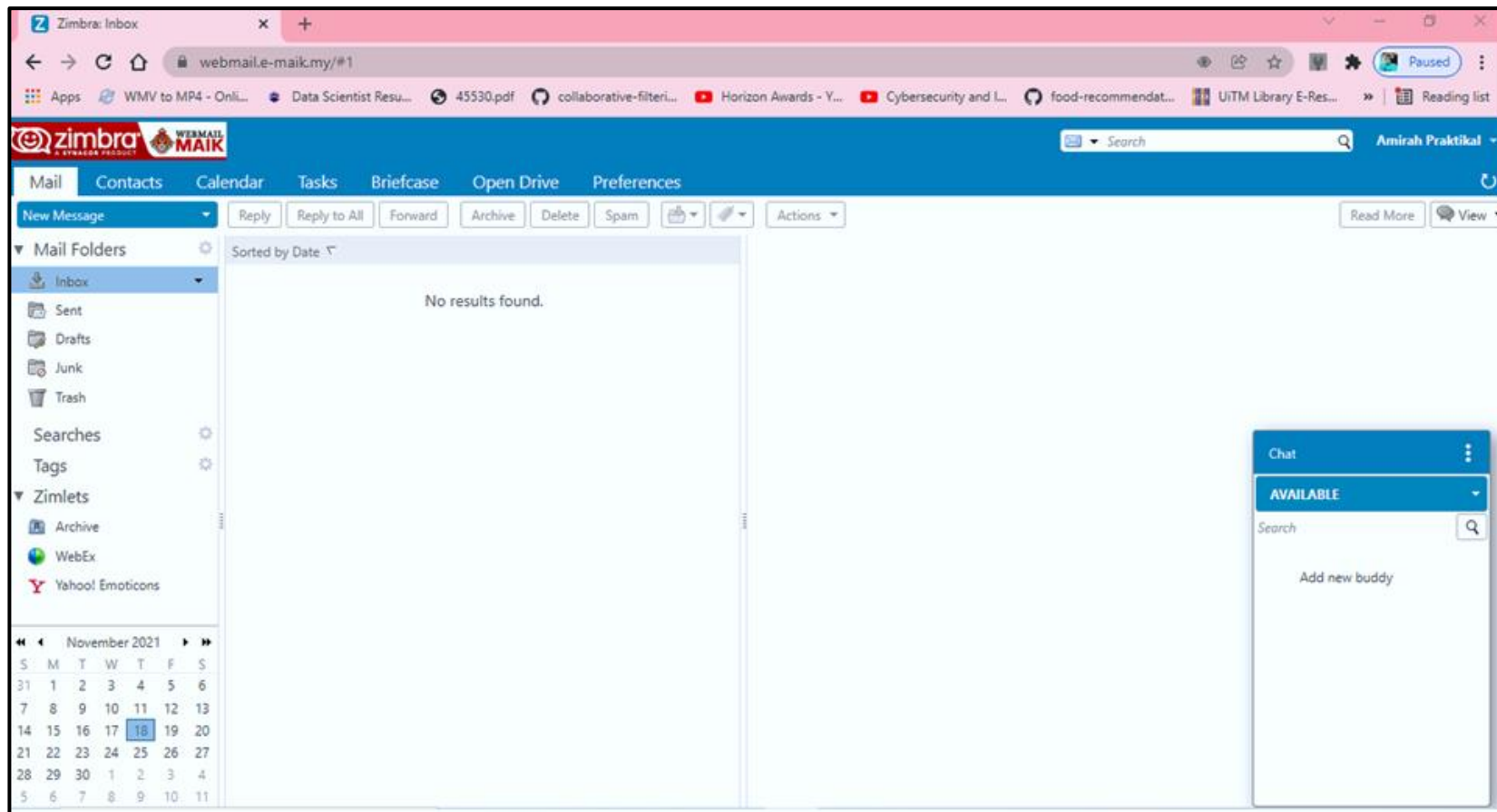
Password:

Stay signed in

Version:

Klik pada **Sign in**

PAPARAN ANTARAMUKA EMEL

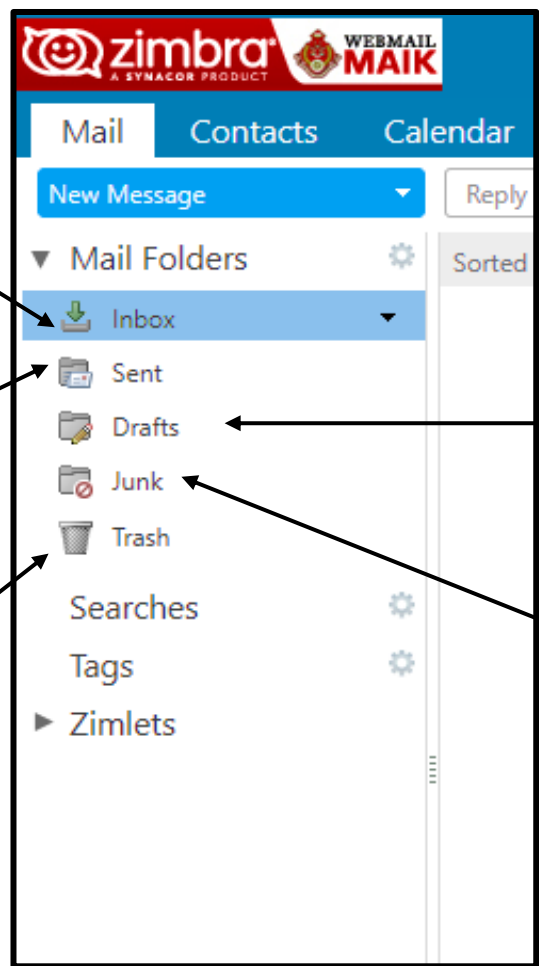


MAIL FOLDERS

INBOX
Memaparkan bilangan emel yang diterima

SENT
Memaparkan bilangan emel yang telah dihantar

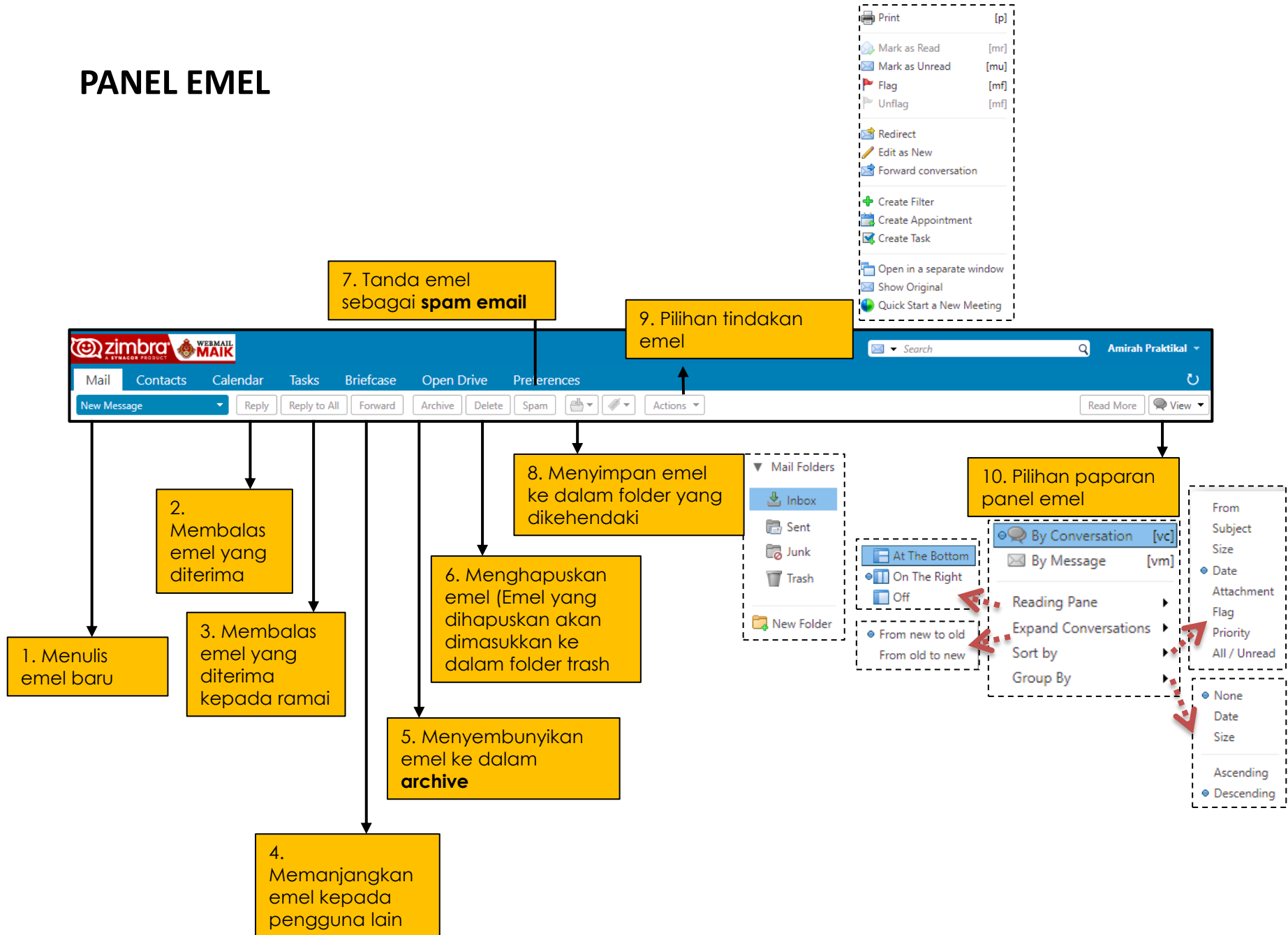
TRASH
Memaparkan bilangan emel yang dihapuskan



DRAFTS
Memaparkan bilangan emel yang di draf

JUNK
Memaparkan bilangan emel Spam yang diterima

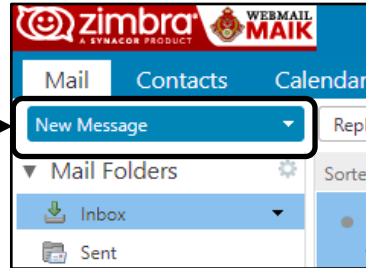
PANEL EMEL



MENULIS EMEL BARU

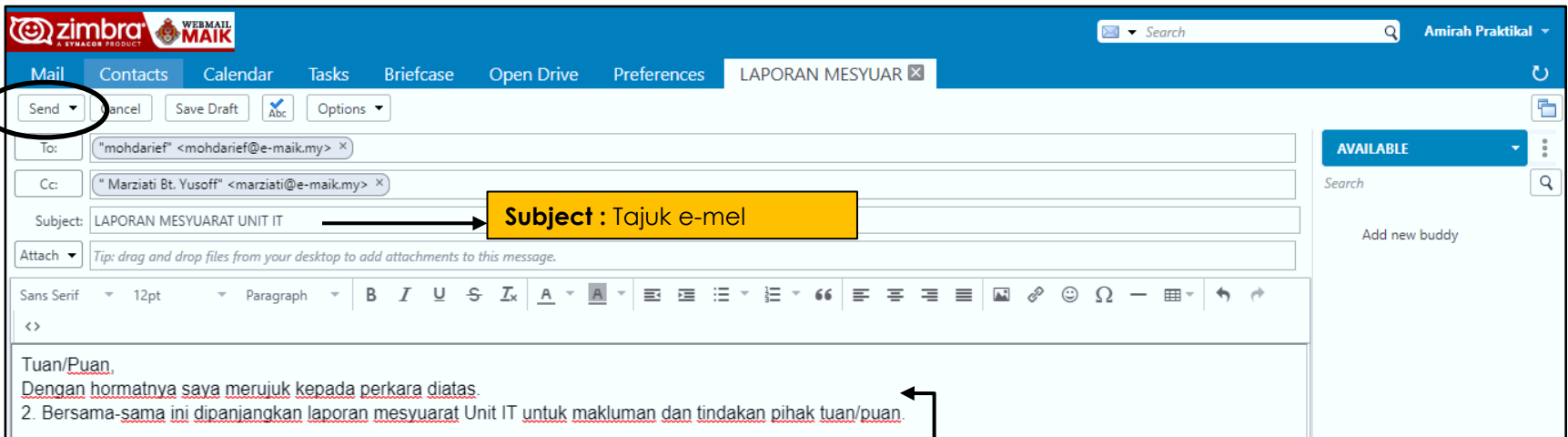
MENULIS EMEL BARU

- Untuk menulis e-mel baru klik **New Message**
- Masukkan alamat e-mel penerima, subject dan huraian



To : Masukkan alamat e-mel yang dikehendaki

Cc : Salinan e-mel kepada alamat yang dikehendaki, dipisahkan dengan koma (,) sekiranya penerima lebih daripada 1



Tekan **send** untuk hantar

Body : kandungan e-mel

MENGHANTAR LAMPIRAN (Attachment)

The screenshot shows the Zimbra Webmail interface with a composition window. The 'Attach' button is circled in black. A yellow callout box points to it with the text: "1. Klik **Attach**, pilih lokasi simpanan fail. Maksimum 36MB". Below the composition window, a Windows file selection dialog is open, showing the Desktop folder. The file "NEW MANUAL PROSEDUR KERJA UNIT T..." is selected. A yellow callout box points to the file with the text: "2. Satu tetingkap baru akan dipaparkan, klik pada fail yang diperlukan". At the bottom of the dialog, the "Open" button is circled in black, with a yellow callout box pointing to it: "3. Klik **Open**".

1. Klik **Attach**, pilih lokasi simpanan fail. Maksimum 36MB

2. Satu tetingkap baru akan dipaparkan, klik pada fail yang diperlukan

3. Klik **Open**

5. Tekan **Send** untuk menghantar pada waktu tersebut

4. Pastikan fail lampiran dipaparkan dibawah **subject** e-mel

Subject: Manual

Attach: NEW MANUAL PROS...MAT (Repaired).pdf (1.5 MB) x

Sans Serif 12pt Paragraph B I U S Ix A A [List Icons]

Tuan,
Bersama-sama ini dipanjangkan laporan ringkas untuk makluman dan rujukan pihak tuan.
Sekian, terima kasih.

Specify Message Send Time

Select a date and time to send this message

Time: 11/22/2021 10:31 AM

Time Zone: GMT +08:00 Kuala Lumpur

OK Cancel

Tetapkan tarikh dan masa jika klik **Send Later**

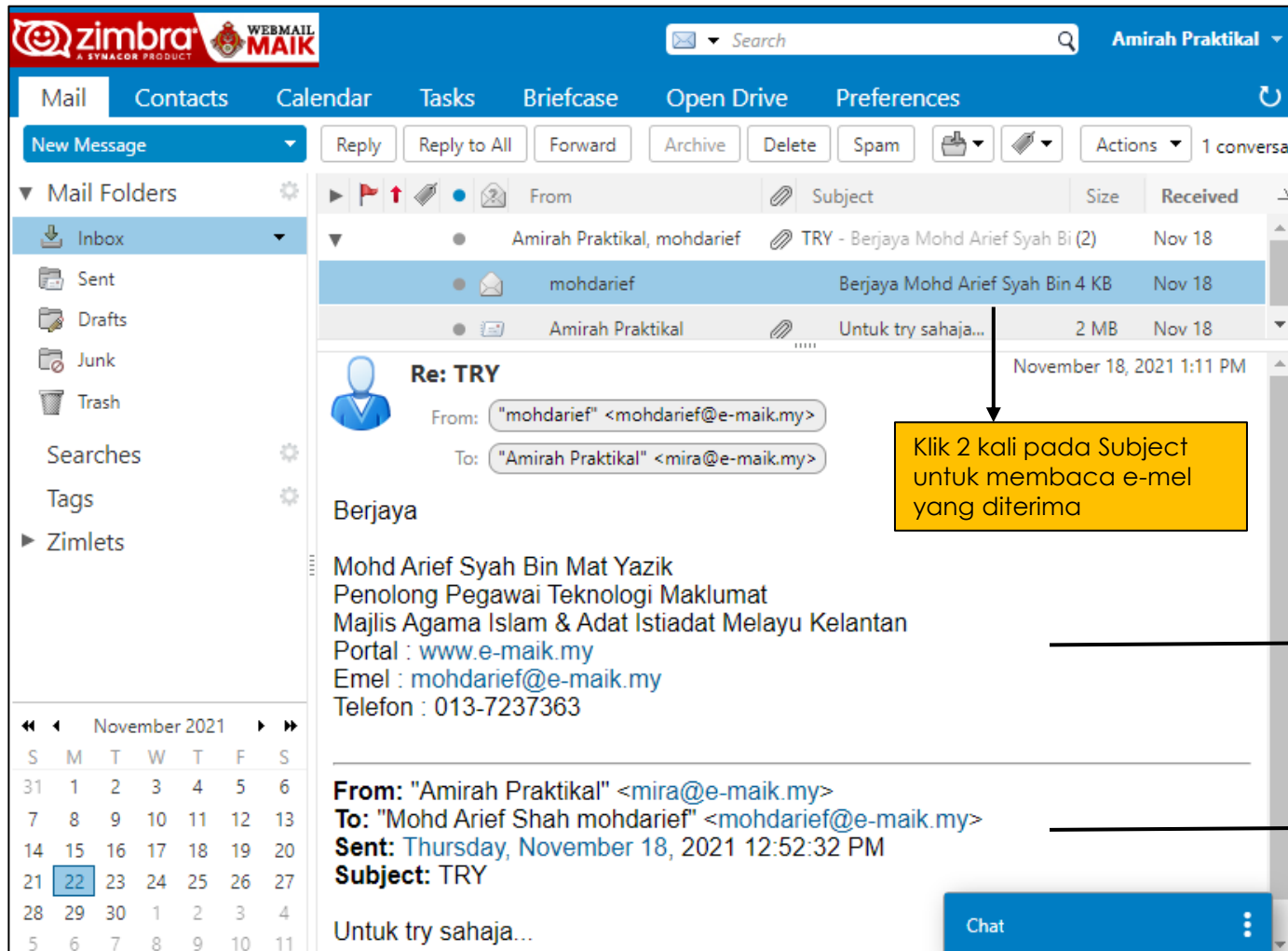
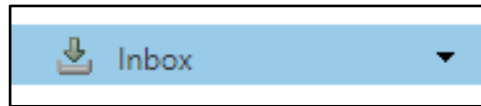
Message Sent

6. Popup mesej akan keluar menandakan e-mel tersebut telah dihantar

MEMBACA DAN MEMBALAS EMEL YANG DITERIMA

MEMBACA EMEL YANG DITERIMA

- Untuk membaca e-mel baru klik ikon



The screenshot shows the Zimbra webmail interface. At the top, there is a navigation bar with 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', 'Open Drive', and 'Preferences'. Below this is a toolbar with buttons for 'New Message', 'Reply', 'Reply to All', 'Forward', 'Archive', 'Delete', 'Spam', and 'Actions'. The left sidebar shows 'Mail Folders' including 'Inbox', 'Sent', 'Drafts', 'Junk', and 'Trash'. The main area displays a list of emails. The selected email is from 'Amirah Praktikal' with the subject 'Untuk try sahaja...'. The email content is visible below the list.

Re: TRY
November 18, 2021 1:11 PM

From: "mohdarief" <mohdarief@e-maik.my>
To: "Amirah Praktikal" <mira@e-maik.my>

Berjaya

Mohd Arief Syah Bin Mat Yazik
Penolong Pegawai Teknologi Maklumat
Majlis Agama Islam & Adat Istiadat Melayu Kelantan
Portal : www.e-maik.my
Emel : mohdarief@e-maik.my
Telefon : 013-7237363

From: "Amirah Praktikal" <mira@e-maik.my>
To: "Mohd Arief Shah mohdarief" <mohdarief@e-maik.my>
Sent: Thursday, November 18, 2021 12:52:32 PM
Subject: TRY

Untuk try sahaja...

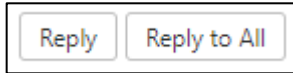
Klik 2 kali pada Subject untuk membaca e-mel yang diterima

Kandungan e-mel akan dipaparkan pada bahagian bawah panel

Kandungan e-mel yang dihantar akan turut dipaparkan secara automatik

MEMBALAS EMEL YANG DITERIMA

- Untuk membalas e-mel yang diterima, klik



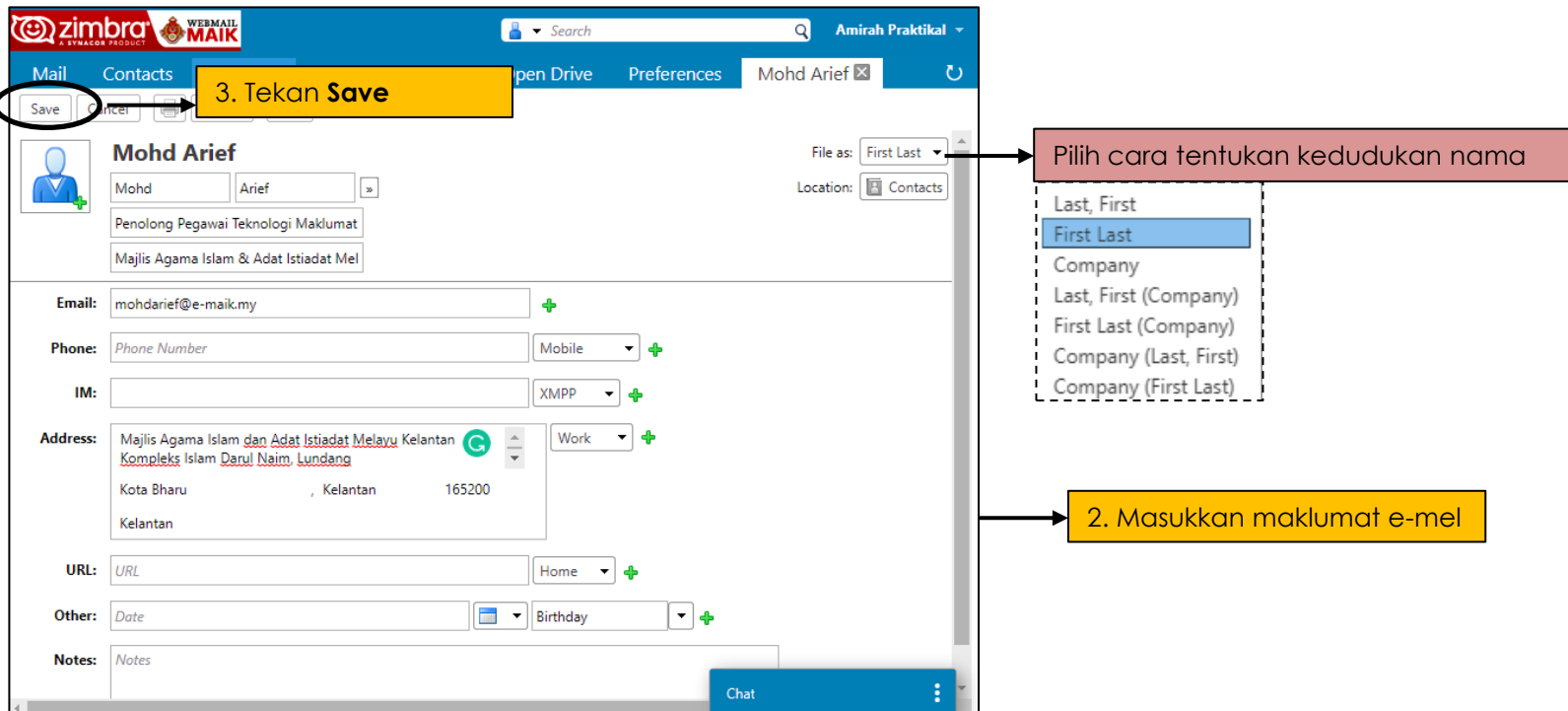
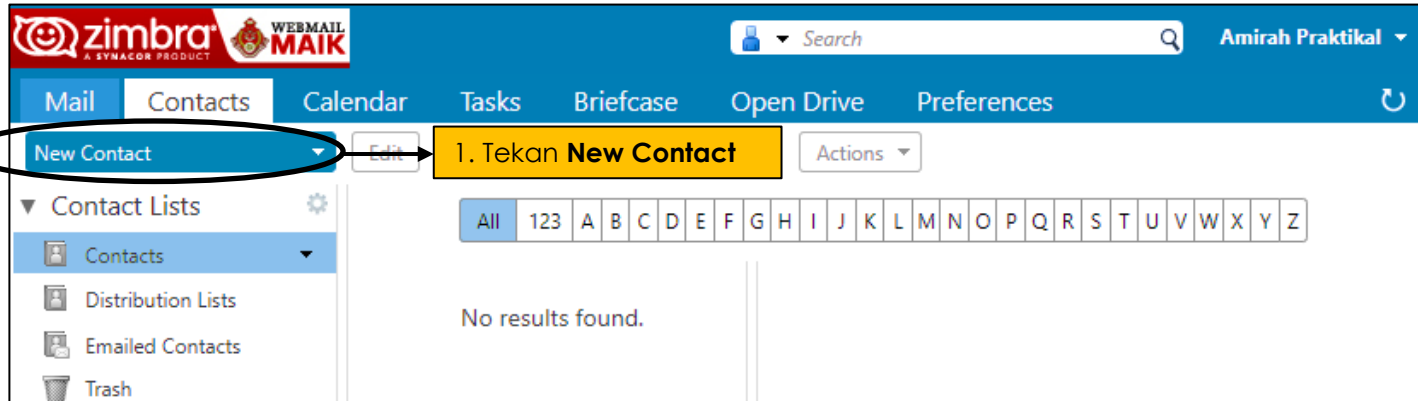
The screenshot shows the Zimbra webmail interface for composing an email. The interface includes a top navigation bar with options like 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', 'Open Drive', 'Preferences', and a search bar. The main composition area has fields for 'To', 'Cc', 'Subject', and 'Attach'. The 'To' field contains the email address 'mohdarief@e-maik.my'. The 'Subject' field contains 'Re: TRY'. Below the fields is a rich text editor with various formatting options. The email body contains the text: 'Tuan, Laporan tuan telah diterima. Terima kasih di atas maklumbalas anda.' Below the body is the header information: 'From: "mohdarief" <mohdarief@e-maik.my>', 'To: "Amirah Praktikal" <mira@e-maik.my>', 'Sent: Thursday, November 18, 2021 1:11:56 PM', and 'Subject: Re: TRY'. At the bottom, there is a signature: 'Berjaya Mohd Arief Syah Bin Mat Yazik, Penolong Pegawai Teknologi Maklumat, Mailis Agama Islam & Adat Istiadat Melavu Kelantan'. A 'Chat' button is visible in the bottom right corner.

Annotations:

- Tekan Send untuk hantar:** Points to the 'Send' button in the top left of the composition area.
- Alamat e-mel akan dipaparkan secara automatik:** Points to the 'To' field containing the recipient's email address.
- Masukkan subject (tajuk) e-mel dengan ringkas dan jelas:** Points to the 'Subject' field containing 'Re: TRY'.
- Kandungan e-mel baru:** Points to the main body of the email.
- Kandungan e-mel yang diterima akan turut dipaparkan secara automatik:** Points to the header information (From, To, Sent, Subject).

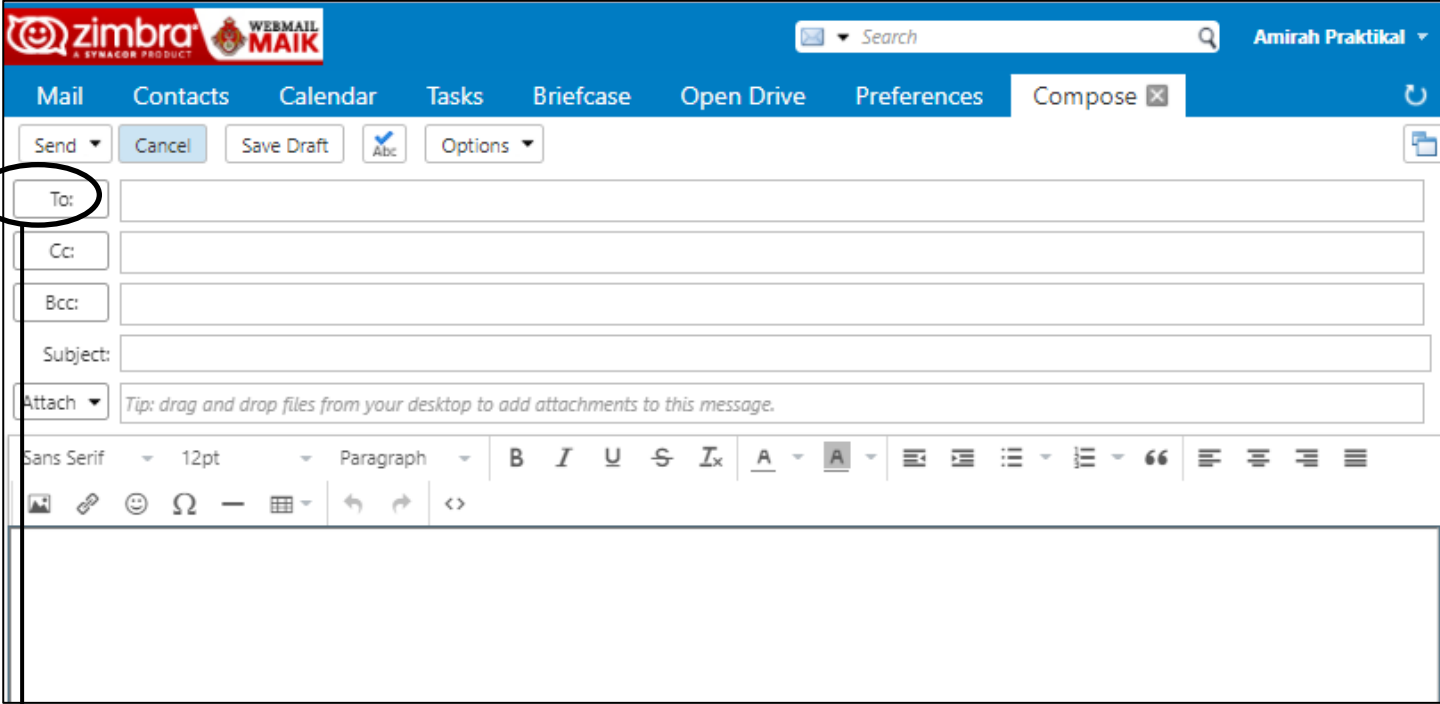
**MENAMBAH CONTACT BARU
DAN CARA MENGGUNAKAN
CONTACT**

PAPARAN CONTACTS



CONTACTS

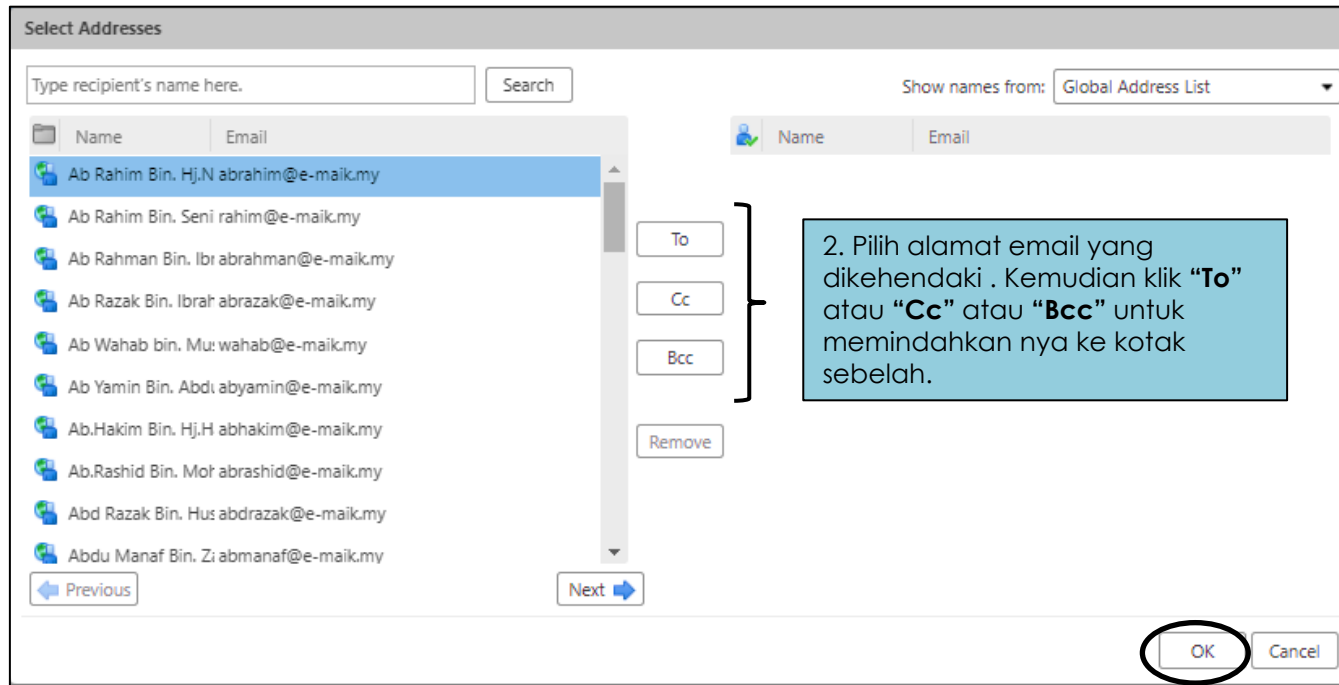
- Alamat e-mel penerima boleh ditulis secara manual atau menggunakan Contacts.
- Untuk menggunakan Contacts, klik pada "To".



The screenshot displays the Zimbra webmail interface. At the top, there is a navigation bar with the Zimbra logo, a search bar, and the user name 'Amirah Praktikal'. Below this is a menu bar with options: Mail, Contacts, Calendar, Tasks, Briefcase, Open Drive, Preferences, and Compose (which is currently selected). The main area shows the 'Compose' form with fields for 'To:', 'Cc:', 'Bcc:', and 'Subject:'. The 'To:' field is circled in red. Below the 'Subject:' field is an 'Attach' button and a tip: 'Tip: drag and drop files from your desktop to add attachments to this message.' At the bottom, there is a rich text editor with various formatting options. A red arrow points from the 'To:' field to a text box at the bottom left containing the instruction '1. Klik pada To:'.

1. Klik pada To:

- Satu tingkap baru akan memaparkan senarai alamat e-mel yang ada seperti di bawah



3. Seterusnya, klik OK

**MENCIPTA APPOINTMENT BARU
PADA CALENDAR & MEMADAM
APPOINTMENT YANG TIDAK
DIPERLUKAN**

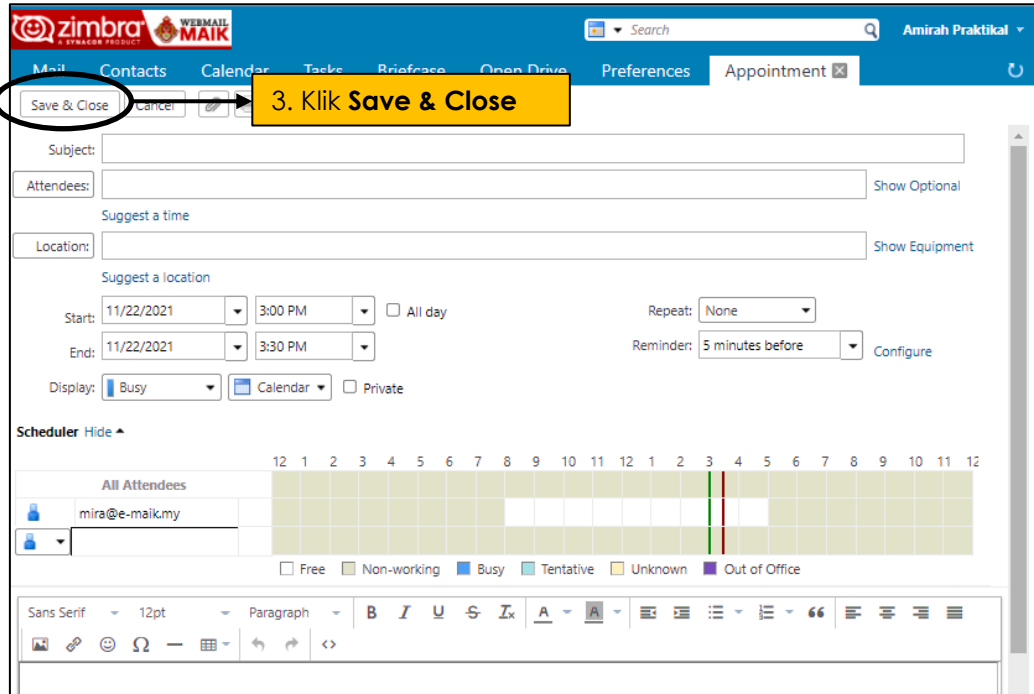
CALENDAR - MENCIPTA APPOINTMENT BARU

The screenshot shows the Zimbra WebMail interface. At the top, there are navigation tabs: Mail, Contacts, Calendar, Tasks, Briefcase, Open Drive, and Preferences. The 'Calendar' tab is selected. Below the tabs, there is a 'New Appointment' button, which is circled in red. A yellow callout box with the text '1. Tekan New appointment' points to this button. Below the navigation, there is a sidebar with 'Calendars' and 'Calendar' selected. The main area shows a calendar grid for the week of November 22-26, 2021. A red arrow points to the 2 PM slot on Monday, Nov 22. A bracket on the right side of the grid points to a callout box.

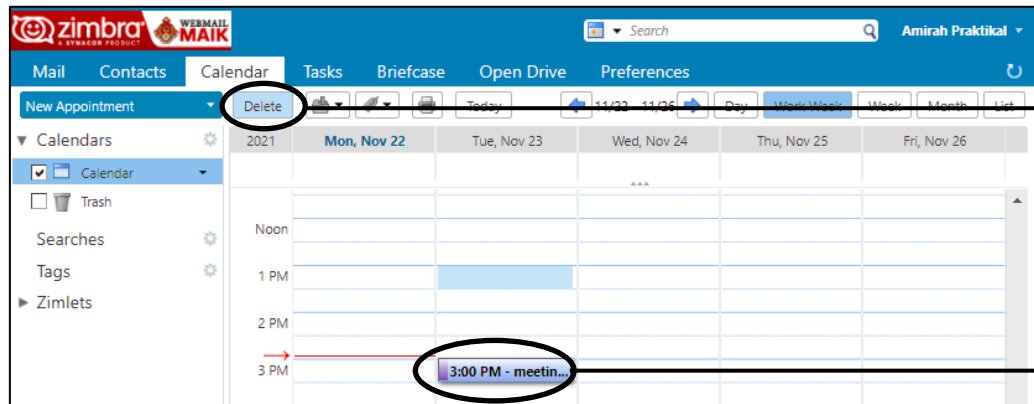
Tekan pada kotak mengikut tarikh dan masa yang dikehendaki, satu tettingkap baru akan dipaparkan

The screenshot shows the 'QuickAdd Appointment' form. It has several fields: '*Subject: Subject', 'Location: Location', 'Display: Busy' (dropdown), 'Mark as: Public' (dropdown), 'Calendar: Calendar' (dropdown), 'Start Time: 11/22/2021 @ 3:00 PM' (dropdowns), 'End Time: 11/22/2021 @ 3:30 PM' (dropdowns), 'Repeat: None' (dropdown), and 'Reminder: 5 minutes before' (dropdown). At the bottom, there are three buttons: 'More Details...', 'OK', and 'Cancel'. The 'More Details...' button is circled in red.

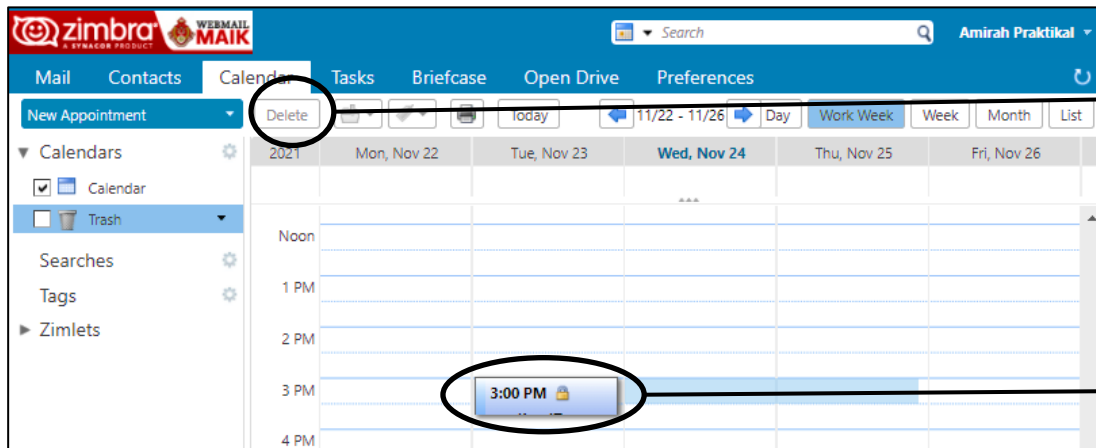
Tekan **More Details**, satu tettingkap baru akan dipaparkan



2. Masukkan maklumat appointment

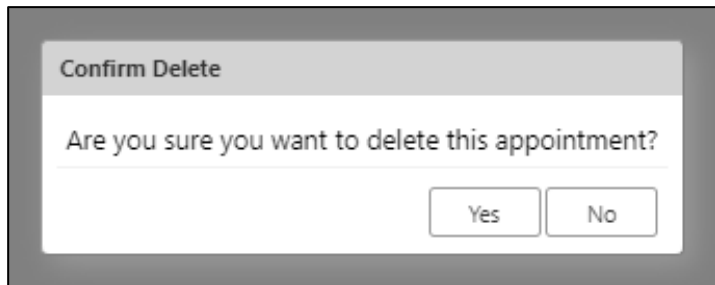


CALENDAR - MEMADAM APPOINTMENT



2. Tekan **Delete**

1. Klik pada appointment yang ingin di padam



3. Popup **Confirm Delete** akan keluar untuk mengesahkan appointment tersebut untuk di padam

5. Klik pada appointment yang ingin, tekan **Delete**

4. Untuk papir appointment yang telah di padam, tandakan pada **Trash**

Subject	Location	Status	Calendar	Start Date
meeting IT			Trash	11/23/21, 3:00 PM

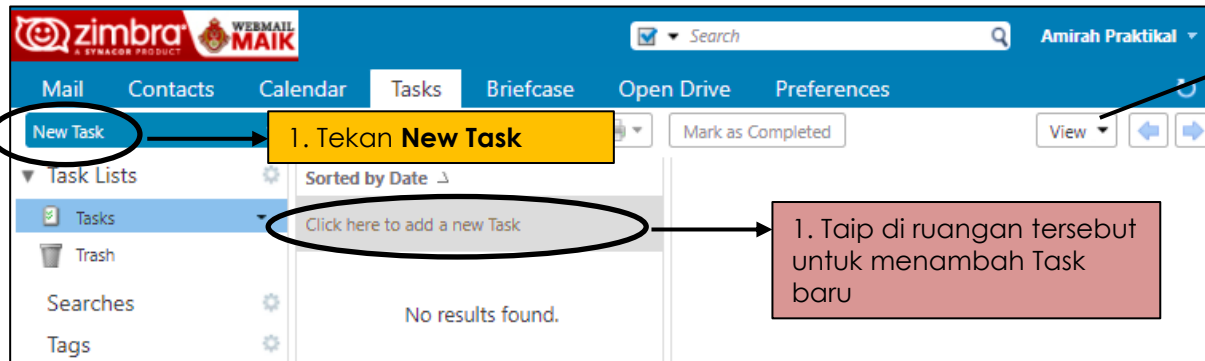
Paparan **Trash** muncul pada bahagian bawah

6. Popup Confirm Delete akan keluar untuk mengesahkan appointment tersebut untuk di padam selamanya

7. Popup mesej akan keluar menandakan emel tersebut telah berjaya di padam

**MENCIPTA TASK BARU &
MEMADAM TASK YANG
TIDAK DIPERLUKAN**

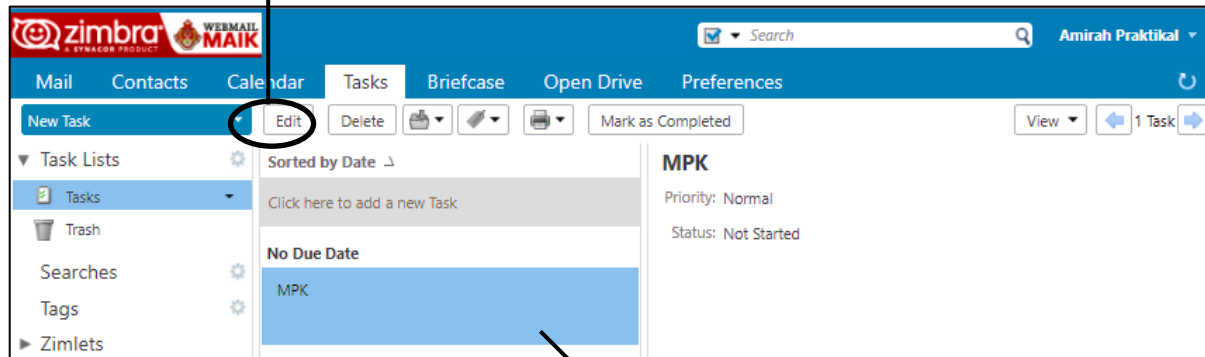
TASK



Tekan **VIEW** untuk memilih jenis paparan

- Not Started
- Completed
- In Progress
- Waiting on someone else
- Deferred
- All
- To-Do List
- At The Bottom
- On The Right
- Off

3. Tekan **Edit** untuk menambah butiran task, satu tettingkap baru akan dipaparkan



2. Klik pada task @ klik 2 kali pada task untuk ke paparan edit

3. Klik **Save**

The screenshot displays the Zimbra Webmail interface for creating a task. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', 'Open Drive', 'Preferences', and 'Task'. Below the navigation bar is a toolbar with 'Save', 'Cancel', and other icons. The 'Save' button is circled in red. The main area is divided into 'Details' and 'Progress' sections. The 'Details' section contains fields for 'Subject', 'Location', 'Priority' (set to 'Normal'), and 'Task List' (set to 'Tasks'). The 'Progress' section includes 'Status' (set to 'Not Started'), '0%' progress, 'Start Date', 'Due Date', 'Reminder' (set to '11/23/2021' at '9:30 AM'), and an 'SMS (Configure Now)' checkbox. A rich text editor is visible at the bottom of the form.

2. Masukkan
maklumat task

4. Tekan **Mark as Completed** jika task selesai

The screenshot shows the Zimbra webmail interface with the 'Tasks' tab selected. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', 'Open Drive', and 'Preferences'. Below the navigation bar, there are buttons for 'New Task', 'Edit', 'Delete', and 'Mark as Completed'. The 'Mark as Completed' button is circled in black. On the left, there is a 'Task Lists' sidebar with 'Tasks' selected. The main area shows a task list with one task, 'MPK', due on 11/25/2021. On the right, a task details panel for 'MPK' shows 'Location: office', 'Start Date: Oct 31, 2021', 'Due Date: Nov 25, 2021', 'Priority: Normal', and 'Status: In Progress'. A blue callout box on the right says 'Butiran task dipaparkan'.

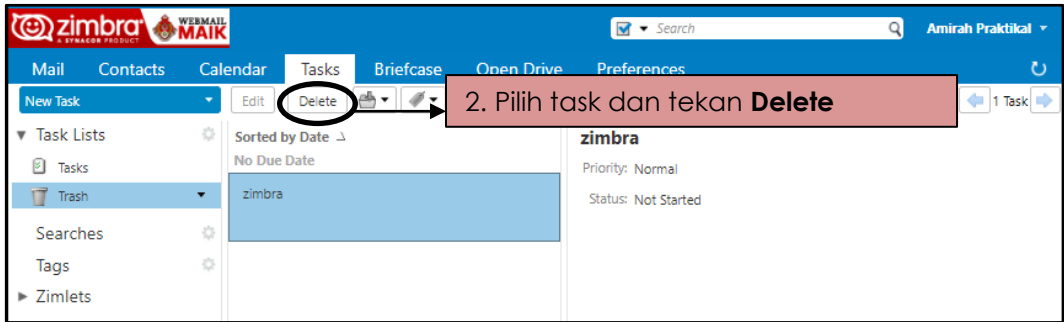
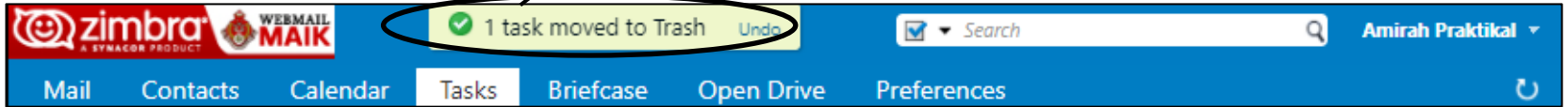
Butiran task dipaparkan

The screenshot shows the Zimbra webmail interface with the 'Tasks' tab selected. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', 'Open Drive', and 'Preferences'. Below the navigation bar, there are buttons for 'New Task', 'Edit', 'Delete', and 'Mark as Completed'. The 'Delete' button is circled in black. A notification bubble at the top says '1 task marked completed'. On the left, there is a 'Task Lists' sidebar with 'Tasks' selected. The main area shows a task list with one task, 'MPK', due on 11/25/2021. On the right, a task details panel for 'MPK' shows 'Location: office', 'Start Date: Oct 31, 2021', 'Due Date: Nov 25, 2021', 'Priority: Normal', and 'Status: Completed'. A blue callout box on the right says 'Paparan muka setelah task selesai'. A red callout box in the middle says '1. Pilih task dan tekan **Delete** untuk memadam task'.

5. Popup mesej akan keluar menandakan task tersebut telah selesai

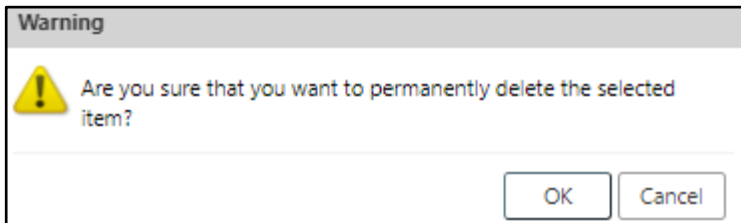
Paparan muka setelah task selesai

7. Popup mesej akan keluar menandakan task telah di padam

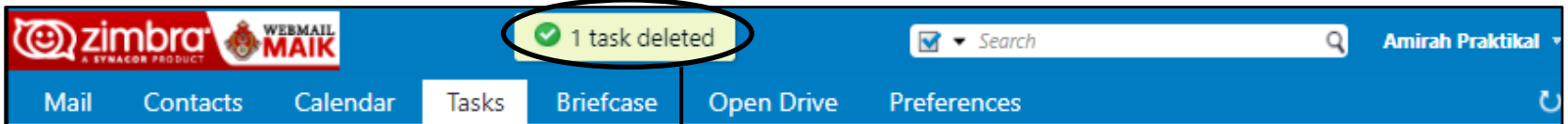


2. Pilih task dan tekan **Delete**

Task telah dipindahkan ke dalam **TRASH**



3. Popup warning akan keluar untuk mengesahkan pemadaman task



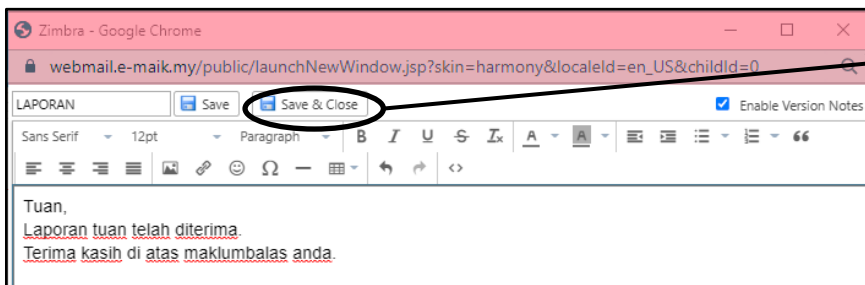
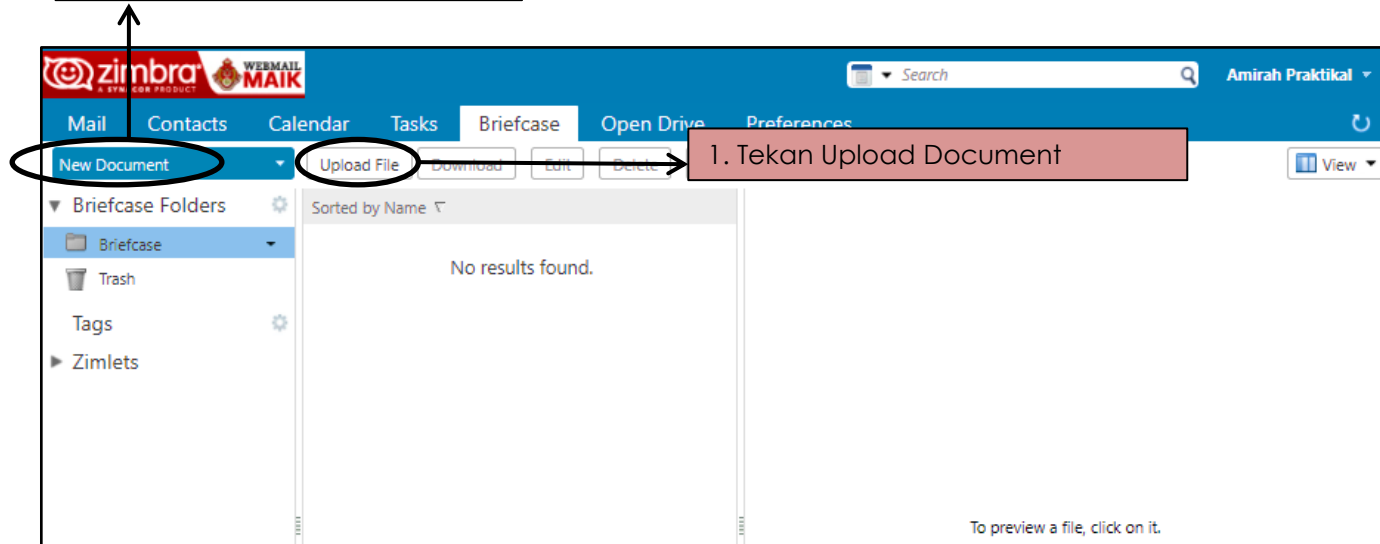
4. Popup message akan keluar untuk mengesahkan task telah dipadam

MENCIPTA BRIEFCASE

BRIEFCASE

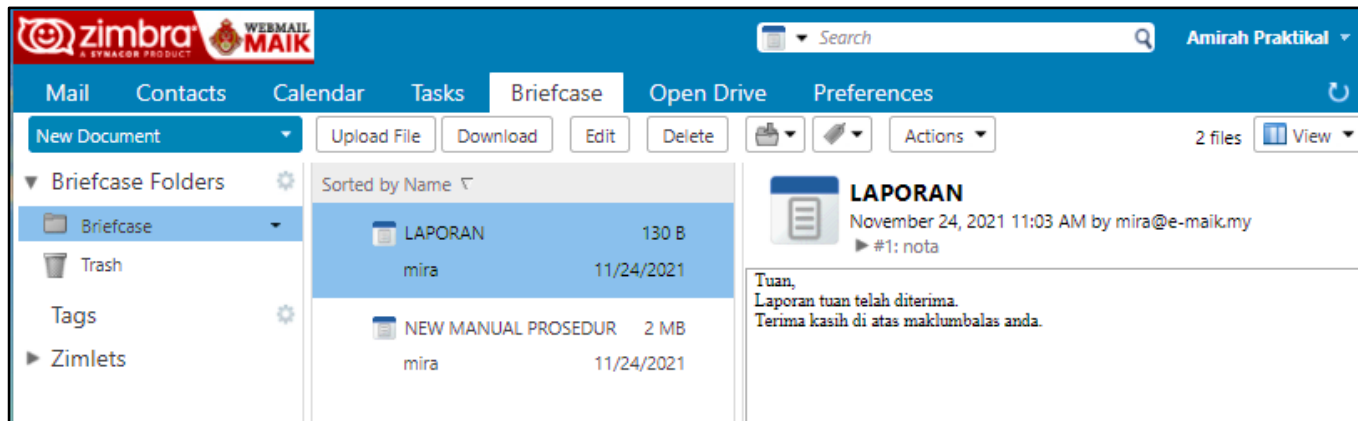
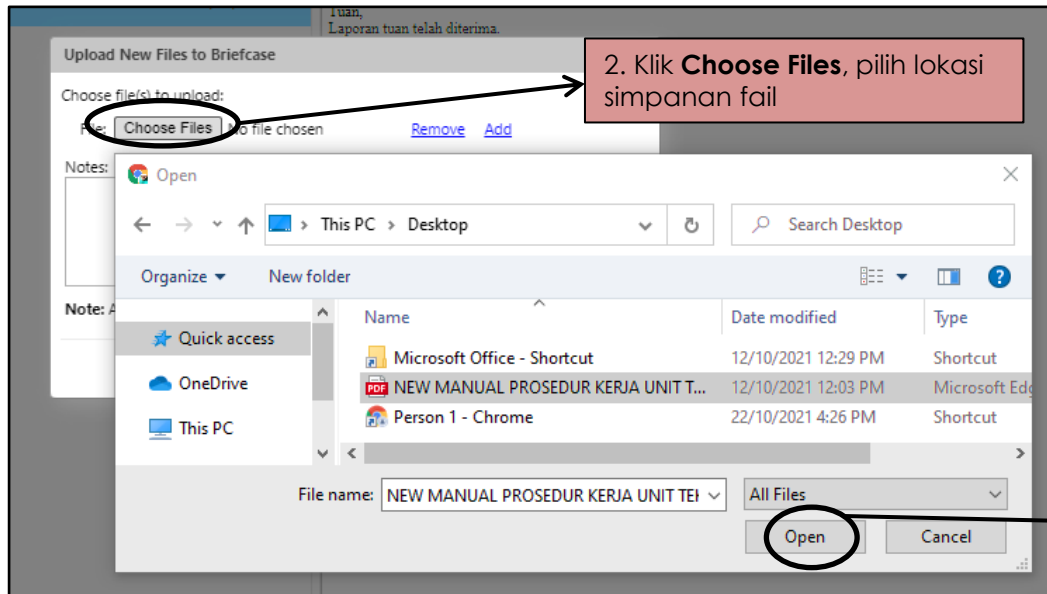
- Untuk cipta catatan, tekan **New Document**

1. Tekan **New Document**



3. Tekan **Save & Close**

2. Isi pada ruangan kosong yang disediakan



MEMBUAT PENUKARAN PADA PREFERENCES

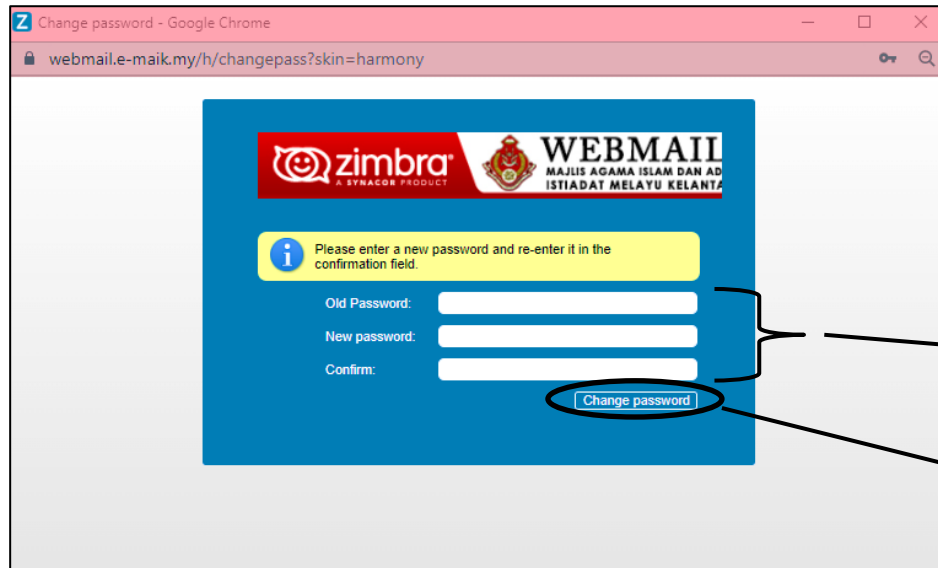
GENERAL – MENUKAR KATA LALUAN

- Untuk menukar kata laluan, pilih **Preferences, General**, kemudian klik **change password**

The screenshot shows the Zimbra Webmail interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', 'Open Drive', and 'Preferences'. The 'Preferences' section is active, and the 'General' sub-section is selected in the left sidebar. In the 'Sign in' section, the 'Change Password' button is circled in black. A yellow callout box with an arrow pointing to the button contains the text: '1. Tekan **Change Password** untuk membuat pertukaran kata laluan'. Below this, the 'Default Client' is set to 'Advanced (Ajax)'. The 'Appearance' section includes settings for Theme (Harmony), Font (Standard), Display Font Size (Normal), and Print Font Size (12pt). The 'Time Zone and Language' section includes Time Zone (GMT +08:00 Kuala Lumpur), Language (English (United States)), and Compose Direction (Left to Right).

GENERAL – MENUKAR KATA LALUAN

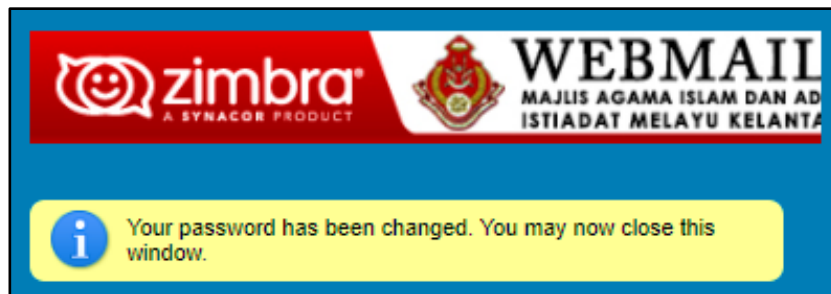
- Untuk menukar kata laluan, kata laluan mestilah mempunyai syarat-syarat berikut:
 - panjang maksimum 12 aksara **termasuk minimum 2 simbol**
 - mempunyai kombinasi huruf, simbol dan nombor



Masukkan kata laluan lama, kata laluan baru dan pengesahan kata laluan baru

Tekan **Change Password** apabila selesai menukar kata laluan

- Notifikasi kata laluan telah berjaya ditukar



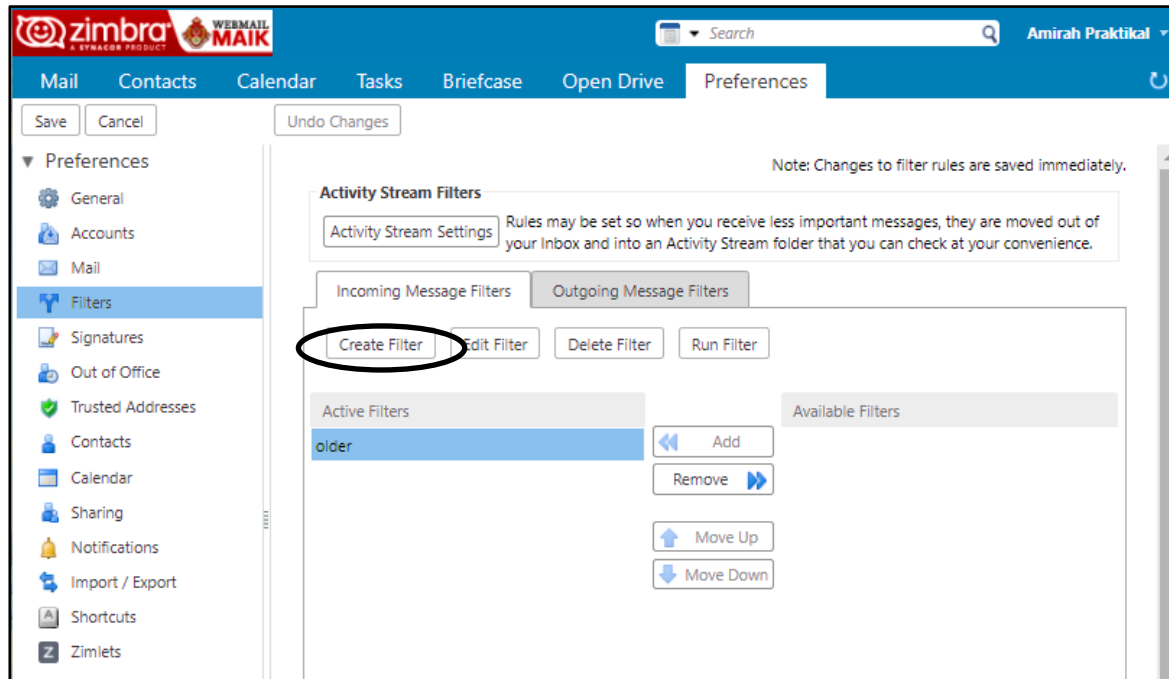
SIGNATURES

- Pilih Preferences, seterusnya Signatures
- Masukkan nama yang diperlukan di dalam ruangan "Name"
- Masukkan nama jawatan, no telefon di ruangan "Signature #3"
- **Primary Account** : Pilih signature yang telah di buat
- **Signature Placement** : Pilih sama ada meletakkan signature di bahagian atas atau bawah mesej

The screenshot displays the Zimbra WebMail interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', 'Open Drive', and 'Preferences'. The left sidebar shows a tree view of settings, with 'Save' circled and a yellow box containing the text '2. Klik Save'. The main area is titled 'Signatures' and contains a form for editing a signature. The 'Name' field is filled with 'MOHD KHAIRUL BIN ARMAN'. The signature text is: 'MOHD KHAIRUL BIN ARMAN, PENOLONG PEGAWAI TEKNOLOGI MAKLUMAT, MAJLIS AGAMA ISLAM DAN ADAT ISTIADAT MELAYU KELANTAN, TELEFON : 09-7481512, FAKS : 09-7470070'. A yellow callout box with an arrow points to this text, containing the instruction '1. Masukkan maklumat yang diperlukan'. Below the signature card are buttons for 'New Signature', 'Delete', and 'Attach Contact as vCard'. The 'Using Signatures' section at the bottom has dropdowns for 'New Messages' and 'Replies & Forwards', both set to 'MOHD KHAIRUL BIN ARMAN'. The 'Signature Placement' section has radio buttons for 'Above included messages' and 'Below included messages', with 'Below included messages' selected.

FILTERS – MENCIPTA FILTERS

- Untuk mencipta filters, pilih **Preferences**, **Filters**, kemudian klik **Create Filter**.



2. Pilih syarat pertama

- any
- all

3. Pilih syarat kedua

- From
- To
- Cc
- To or Cc
- Subject
- Message
- Size
- Date
- Body
- Attachment
- Read Receipt
- Address in
- Calendar
- Social
- Header Named

Add Filter

Filter Name: Active

If **any** of the following conditions are met:

Subject **contains**

Perform the following actions:

Keep in Inbox

Do not process additional filters

4. Pilih syarat ketiga

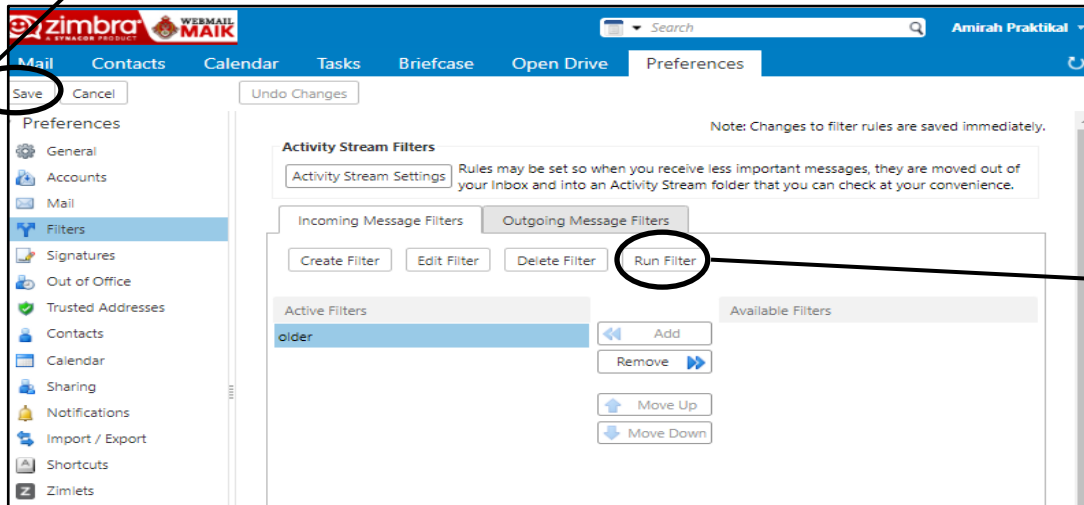
- matches exactly
- does not match exactly
- contains
- does not contain
- matches wildcard condition
- does not match wildcard condition

5. Pilih tindakan untuk filter

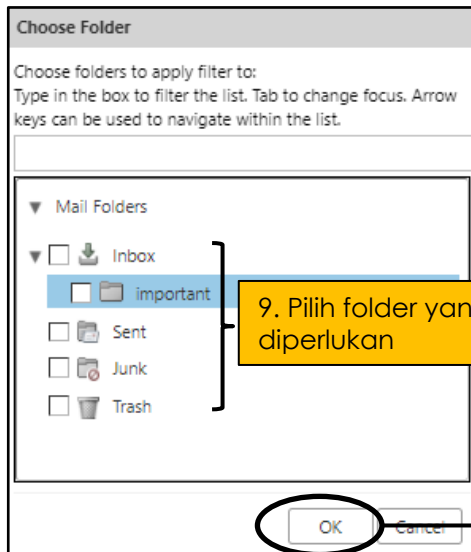
- Keep in Inbox
- Discard
- Move into folder
- Tag with
- Mark as
- Redirect to Address

6. Klik OK

7. Klik Save

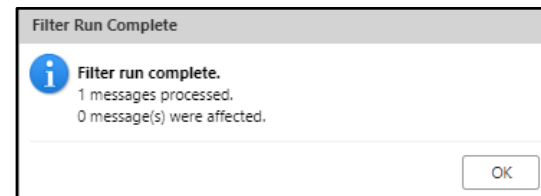


8. Pilih filter dan tekan **Run Filter**



9. Pilih folder yang diperlukan

10. Klik **OK**



11. Popup pesan menunjukkan filter selesai di jalankan