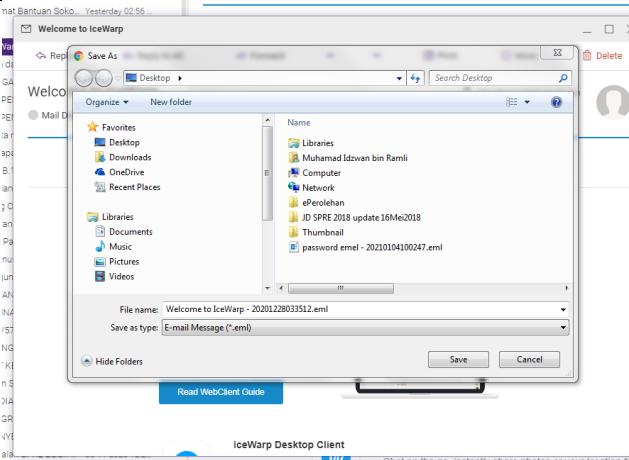
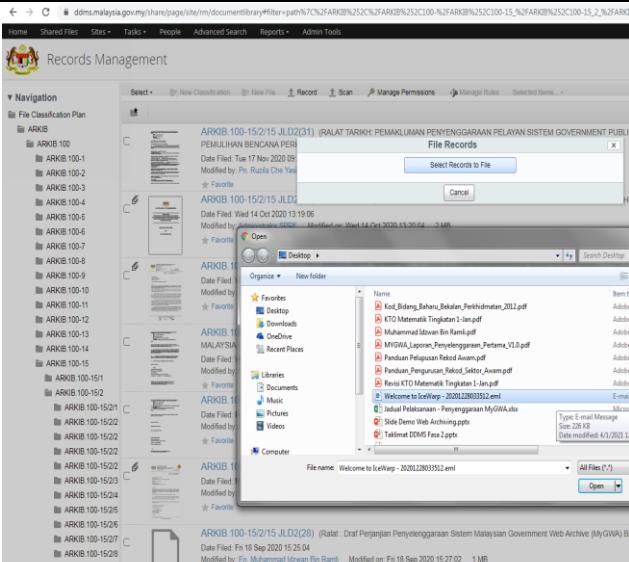
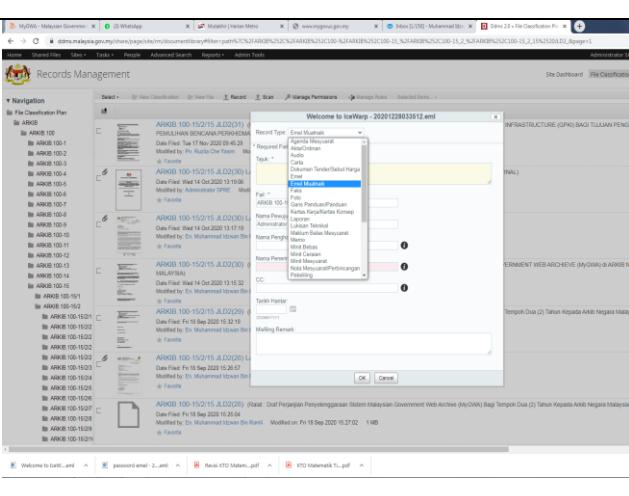
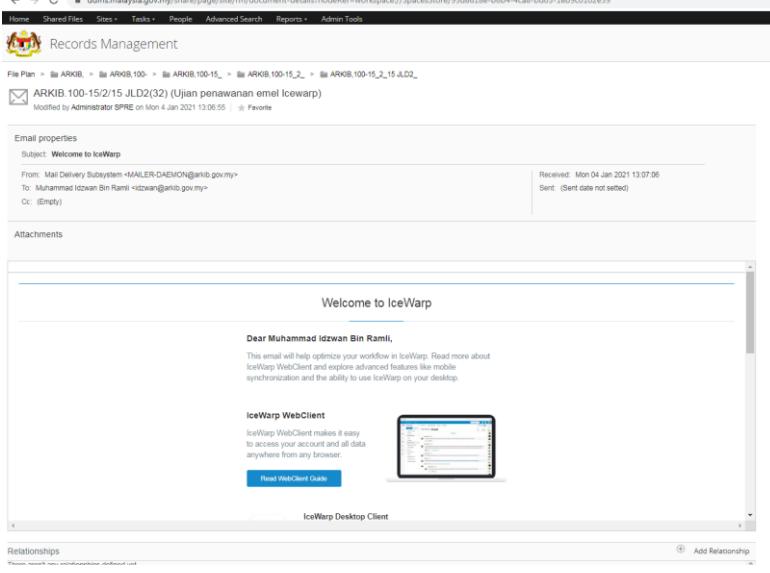
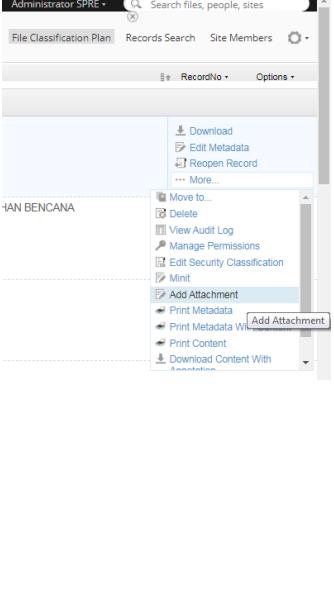


Panduan Penawanan Emel Malaysia Government Unified Communication (Mygovuc) Ke Dalam Sistem DDMS 2.0 (Tanpa Addins)

No		
1		1. Log masuk ke dalam emel Icewarp
2		1. Klik emel yang hendak dibuka sehingga keluar 'pop up'.
3.		1. Klik pada butang "More > More Options > Save As" 2. Sila pilih jenis "EML"

4.		<p>1. Sistem akan memaparkan ‘pop up’.</p> <p>2. Sila muat turun (Save as) emel tersebut di PC masing – masing samada pada ‘Desktop’ atau ‘Document’.</p> <p>3. Tekan butang “Save”.</p>
5.		<p>1. Login ke dalam sistem DDMS 2.0</p> <p>2. Klik butang “Rekod” dan pilih emel Icewarp yang telah disimpan sebelum ini. (dokumen berkenaan mempunyai extension .eml)</p> <p>3. Klik butang “Open”.</p>
6.		<p>1. Sila pilih jenis rekod “Emel Muatnaik”.</p> <p>2. Sila masukkan ‘Tajuk’ dan ‘Nama Penerima’ pada bahagian metadata yang dipaparkan.</p> <p>3. Klik butang ‘Ok’.</p> <p>*Selesai.</p>

7.	 <p>The screenshot shows the DDMS Records Management interface. At the top, there's a navigation bar with links like Home, Shared Files, Sites, Tasks, People, Advanced Search, Reports, and Admin Tools. Below the navigation is a breadcrumb trail: File Plan > ARKIB > ARKIB.100-15_> ARKIB.100-15_2_> ARKIB.100-15_2_15_A.02_. A message from 'ARKIB.100-5/2/15 JL2(32) (Ujian penawanan emel Icewarp)' is displayed, modified by 'Administrator SPRE' on Jan 4, 2021, at 13:06:55. The message subject is 'Welcome to IceWarp'. The attachments section shows a thumbnail for 'IceWarp Desktop Client' and a link to 'Read WebClient Guide'. The relationships section is empty.</p>	<p>1. Emel Icewarp yang telah ditawan sudah boleh dilihat pada sistem DDMS 2.0.</p>
8.	 <p>The screenshot shows the DDMS interface with a context menu open over a record. The menu includes options like Download, Edit Metadata, Reopen Record, More..., Move to..., Delete, View Audit Log, Manage Permissions, Edit Security Classification, Mint, Add Attachment, Print Metadata, Print Metadata W, Print Content, and Download Content With Annotations. The 'Add Attachment' option is highlighted.</p>	<p>**Nota: Sekiranya terdapat lampiran pada emel berkenaan, ianya perlu dimuat turun dahulu ke dalam PC masing – masing sebelum dimuat naik ke dalam sistem DDMS secara manual menggunakan fungsi “Add Attachment”.</p>