



# MyGovUC



## MANUAL PENGGUNA

Penciptaan Groups dan Penetapan Fungsi Send Mail As

Versi 1.0



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## Rekod Pindaan

| No<br>Versi | Tarikh Versi    | Pindaan / Pembetulan Oleh | Keterangan         |
|-------------|-----------------|---------------------------|--------------------|
| 1.0         | 18 Januari 2024 | Pasukan AOC MyGovUC 2.0   | Penyediaan dokumen |



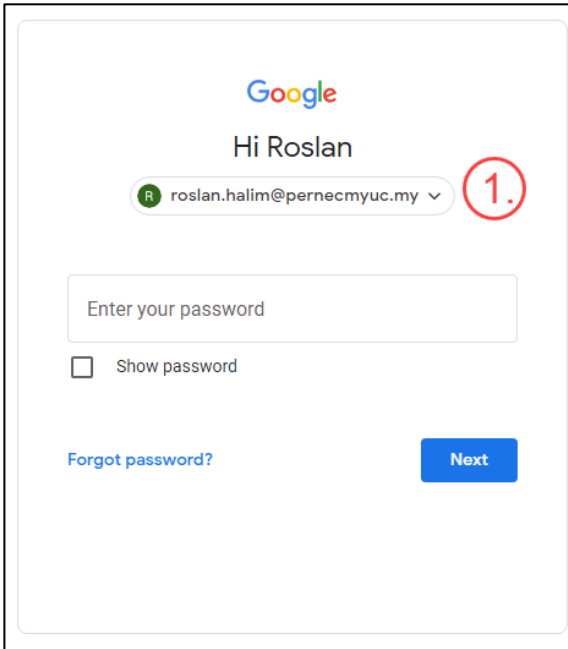
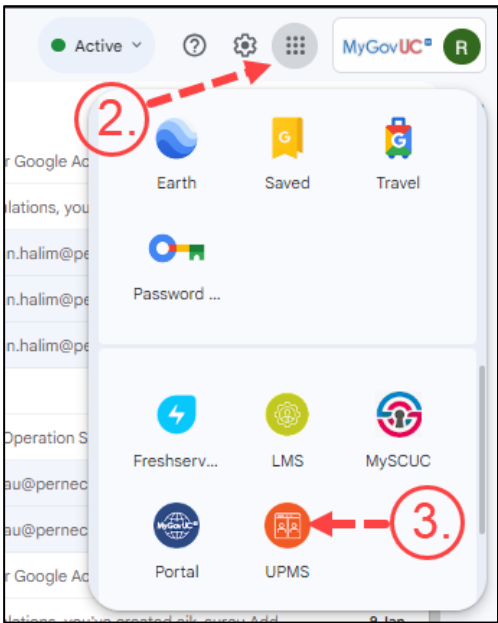
## Pengenalan

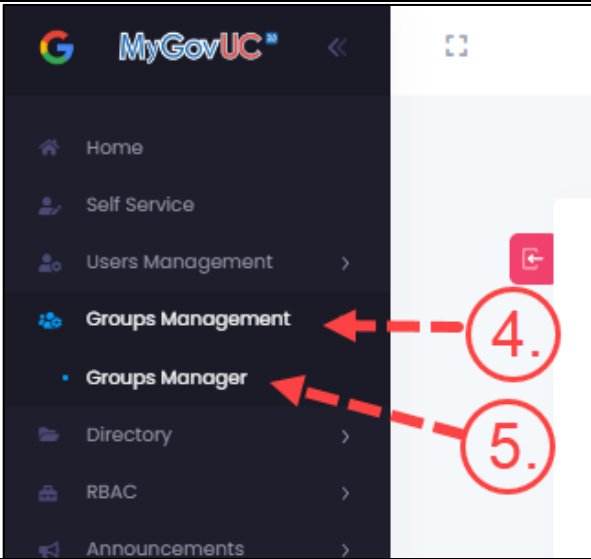
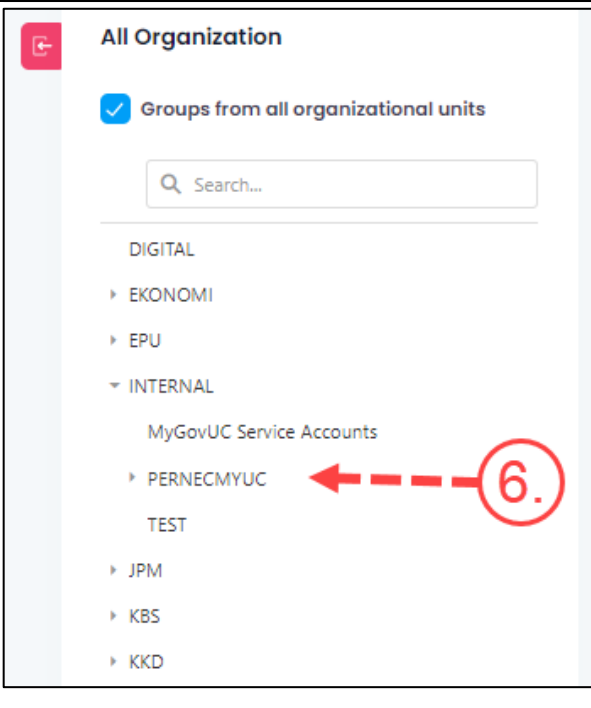
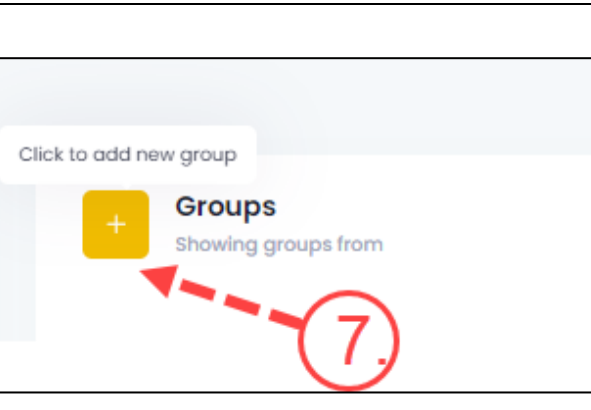
Dokumen ini menerangkan tatacara penciptaan Groups di UPMS serta tatacara penetapan fungsi Send Mail As menggunakan alamat e-mel Groups atau alamat e-mel Alias menerusi mailbox pengguna. Dokumen ini digunakan oleh pengguna yang ingin melakukan penghantaran e-mel menggunakan alamat e-mel Groups atau alamat e-mel Alias.

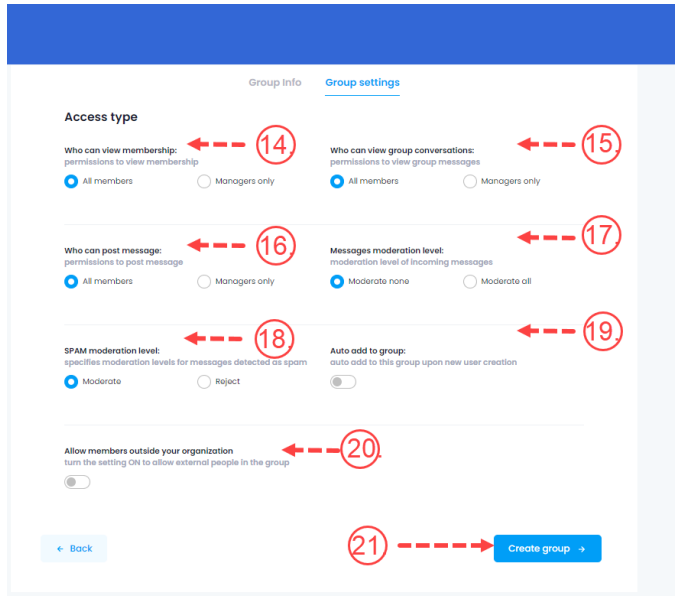
## 1.0 Penciptaan Groups

Penciptaan Groups perlu dilakukan di User Profile Management System (UPMS) oleh Pentadbir UC yang bertanggungjawab ke atas OU atau domain berkaitan.

### 1.1 Kaedah penciptaan Groups di UPMS.

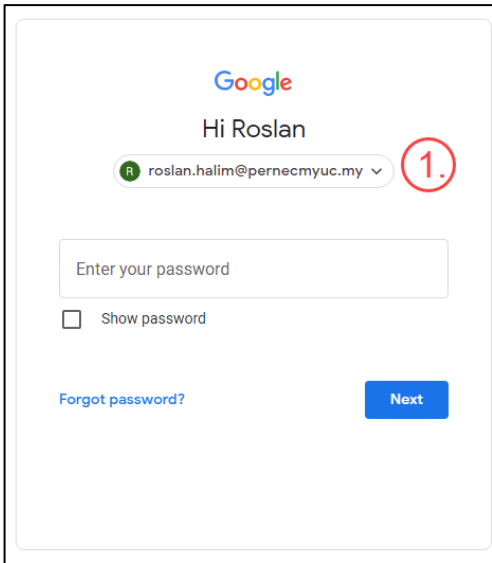
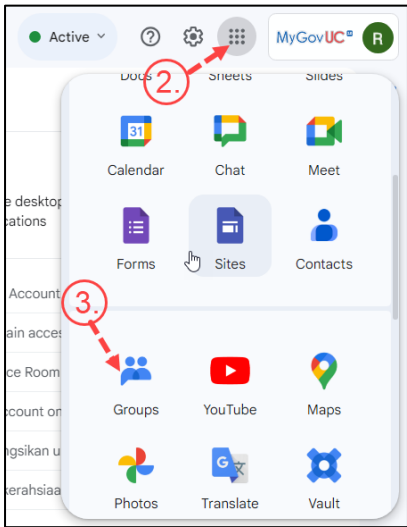
| Gambaranajah                                                                        | Penerangan                                                                                                                |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|   | 1. Log masuk ke account MyGovUC<br>2.0                                                                                    |
|  | 2. Klik pada 9 dot <br>3. Pilih UPMS |

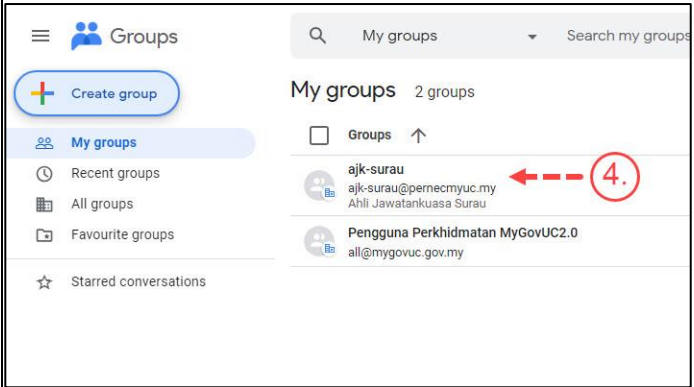
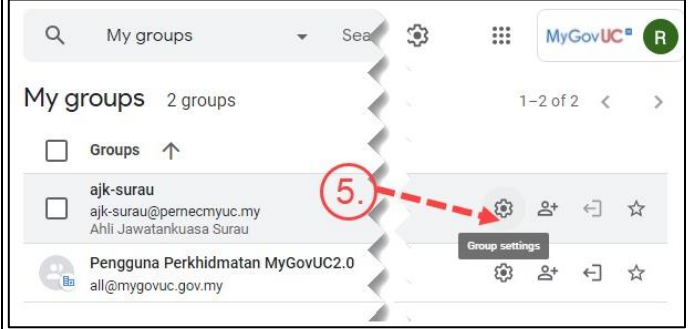
| Gambarajah                                                                          | Penerangan                                                                                                                                    |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>4. Klik pada <b>Groups Management</b></p> <p>5. Klik pada <b>Groups Manager</b></p>                                                        |
|   | <p>6. Klik pada <b>Organizational units (OU)</b> yang berkaitan.</p>                                                                          |
|  | <p>7. Klik pada butang  untuk mencipta <b>Groups</b></p> |

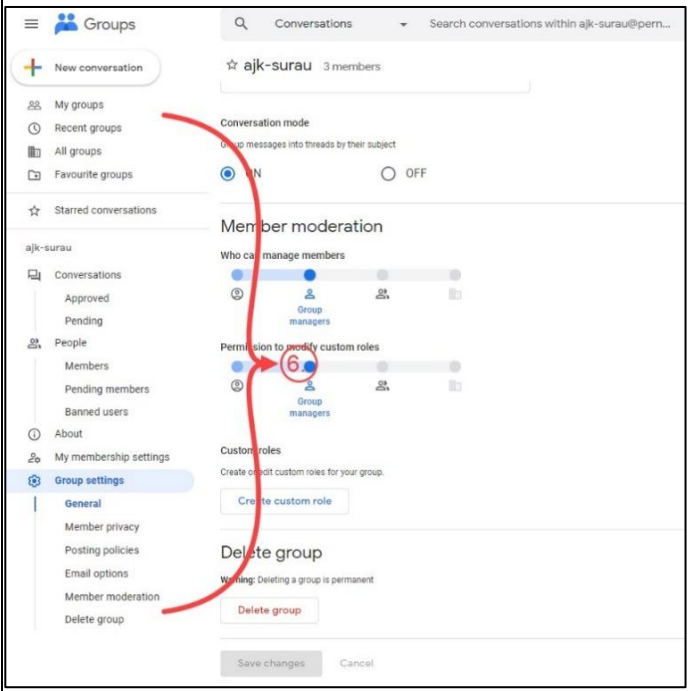
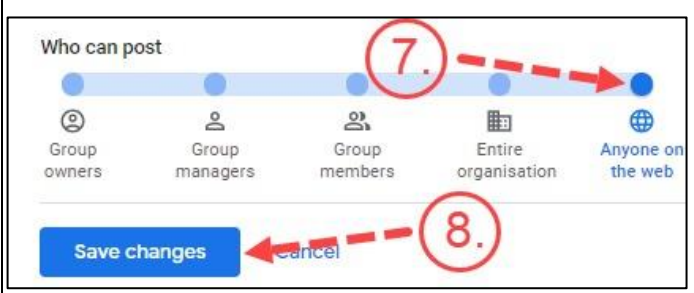
| Gambarajah                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Penerangan                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>The screenshot shows the 'Group Details' form. Red dashed arrows with numbers point to the following elements: 8. Name field (containing 'ajk-surau'), 9. Description field (containing 'Ahli Jawatankuasa Surau'), 10. Group email field (containing 'ajk-surau'), 11. Verify button, 12. Group owners dropdown menu (showing 'Mohamad Faiz Mohd Sabri'), and 13. Continue button.</p>                                                                                                                                  | <p>8. Menetapkan <b>Group name</b></p> <p>9. Pilihan untuk menetapkan <b>Group description</b></p> <p>10. Menetapkan <b>Group email address</b></p> <p>11. Klik <b>Verify</b> untuk memastikan alamat e-mel masih belum digunakan</p> <p>12. Perlu menetapkan <b>Group owners</b></p> <p>13. Tekan <b>Continue</b></p>                                                                                                                 |
|  <p>The screenshot shows the 'Group settings' form. Red dashed arrows with numbers point to the following elements: 14. Who can view membership (All members selected), 15. Who can view group conversations (All members selected), 16. Who can post message (All members selected), 17. Messages moderation level (Moderate none selected), 18. SPAM moderation level (Moderate selected), 19. Auto add to group (toggle off), 20. Allow members outside your organization (toggle off), and 21. Create group button.</p> | <p>14. Menetapkan <b>Who can view membership</b></p> <p>15. Menetapkan <b>Who can view group conversations</b></p> <p>16. Menetapkan <b>Who can post message</b></p> <p>17. Menetapkan <b>Messages moderation level</b></p> <p>18. Menetapkan <b>SPAM moderation level</b></p> <p>19. Menetapkan <b>Auto add to group</b></p> <p>20. Menetapkan <b>Allow members outside your organization</b></p> <p>21. Klik <b>Create group</b></p> |

## 2.0 Tetapan My Groups melalui Web browser.

Setelah Groups berjaya dicipta melalui **UPMS**, pengguna iaitu Group Owner/Manager boleh menyemak dan melakukan perubahan **settings** dengan mengakses ke **Groups** melalui pautan [groups.google.com](https://groups.google.com) atau pada butang Google Apps.

| Gambarajah                                                                          | Penerangan                                                                                                                  |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|   | 1. Log masuk ke account MyGovUC                                                                                             |
|  | 2. Klik pada 9 dot <br>3. Pilih Groups |

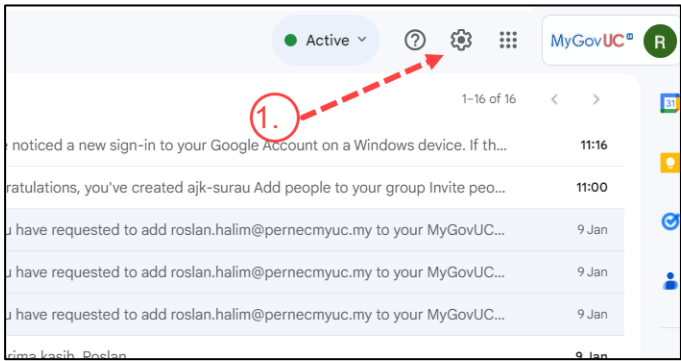
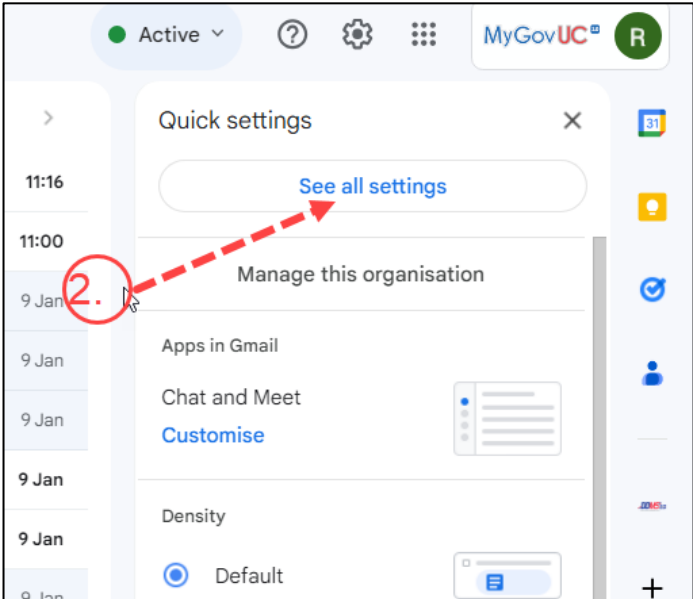
| Gambarajah                                                                         | Penerangan                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p>4. Paparan pada <b>Groups, My groups</b> menunjukkan <b>Groups</b> baharu berjaya dicipta</p>                                                                                                                                                                                                                              |
|  | <p>5. Tetapan <b>Group Settings</b> boleh diubah dengan menekan butang </p> <p>Nota: butang  hanya terpapar pada akaun Group Owner/Manager sahaja.</p> |

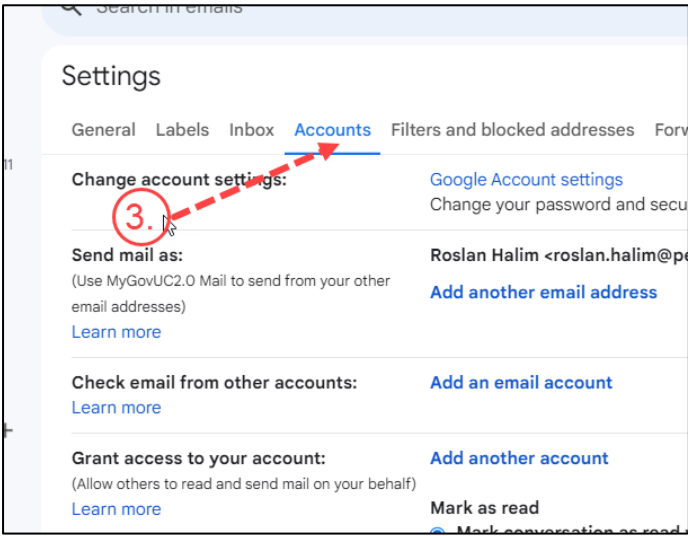
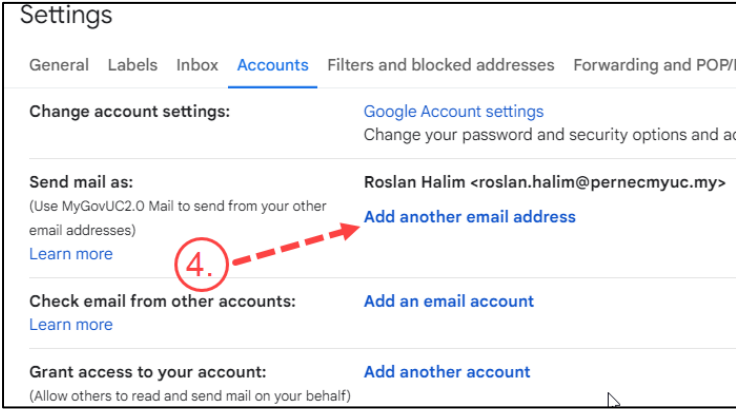
| Gambarajah                                                                          | Penerangan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>6. Senarai tetapan <b>Groups</b> yang tersedia.</p> <p>Nota: Pengguna iaitu Group Owner tidak dibenarkan untuk menekan butang “Delete group” kerana penciptaan dan pemadaman Group hanya perlu dilakukan di UPMS sahaja.</p>                                                                                                                                                                                                                                                                                                  |
|  | <p>7. Sebelum tetapan Send Mail As menggunakan alamat e-mel Groups dilakukan, tetapan <b>Who can post</b> perlu diubah terlebih dahulu kepada <b>‘Anyone on the web’</b> supaya mesej verifikasi Send Mail As dapat dihantar oleh <a href="mailto:gmail-noreply@google.com">gmail-noreply@google.com</a>.</p> <p>Nota: Setelah tetapan Send Mail As telah berjaya disetkan, Group Owner/Manager boleh menukarkan semula tetapan who can post kepada yang asal mengikut kehendak sendiri.</p> <p>8. Klik <b>Save changes</b>.</p> |

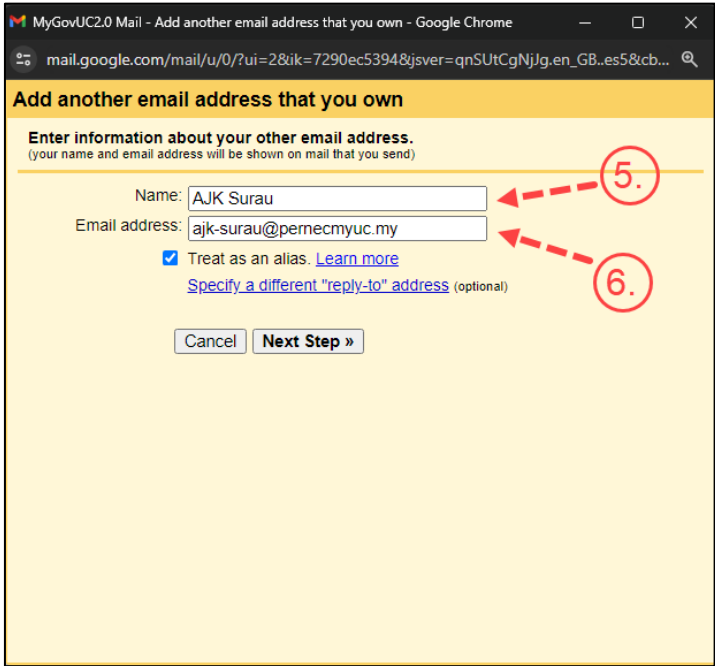
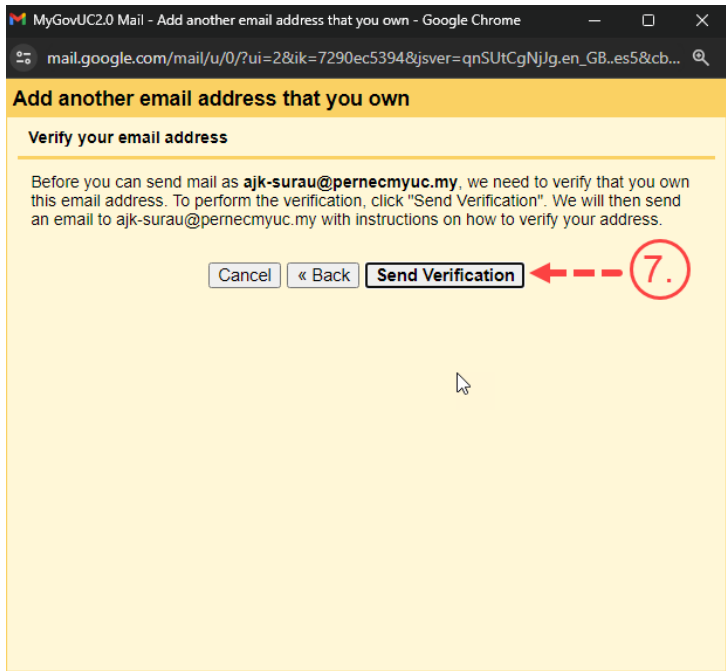
## 3.0 Tetapan Send Mail As

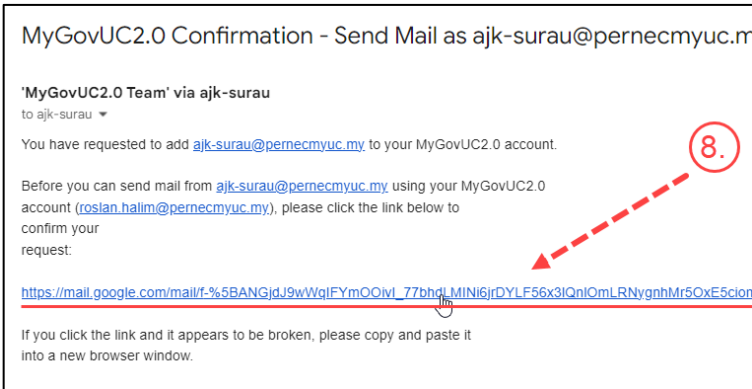
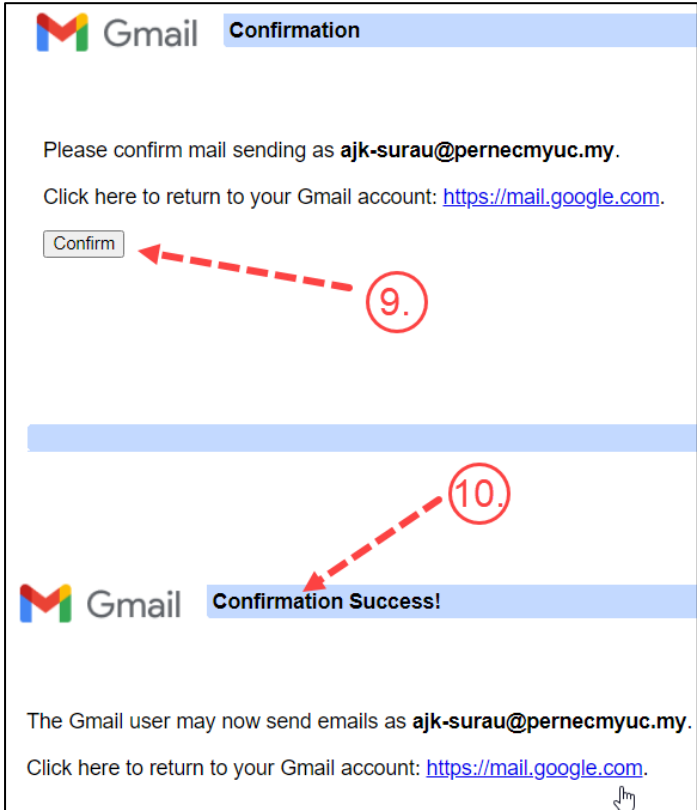
Tetapan ini boleh digunakan sekiranya pengguna ingin menggunakan alamat e-mel selain daripada alamat e-mel akaun sendiri sebagai penghantar.

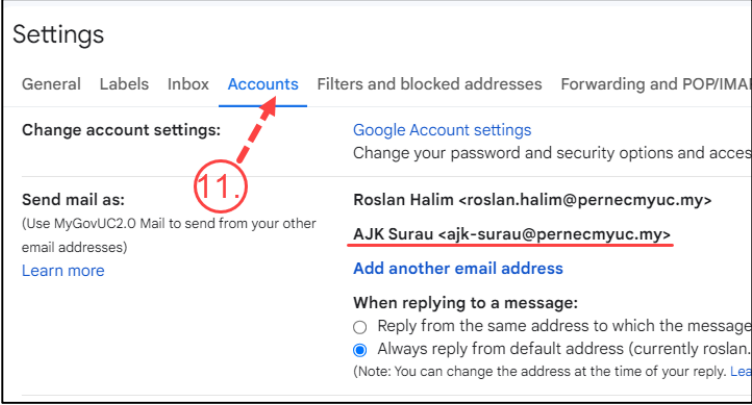
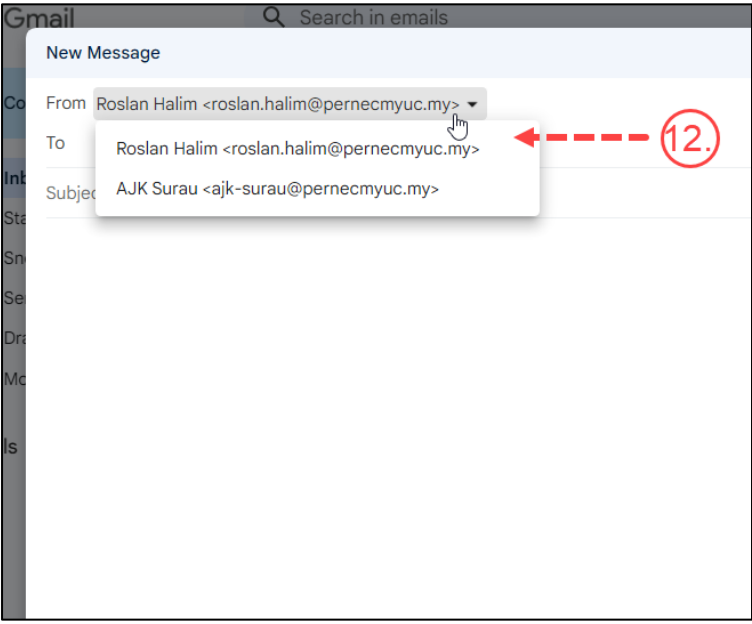
### 3.1 Menggunakan alamat e-mel Groups

| Gambarajah                                                                          | Penerangan                                                                                                       |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|   | <p>1. Klik pada settings </p> |
|  | <p>2. Pilih <b>See all settings</b></p>                                                                          |

| Gambarajah                                                                         | Penerangan                                                                         |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|   | <p>3. Klik pada <b>Accounts</b></p>                                                |
|  | <p>4. Pada tetapan <b>Send mail as</b>, tekan <b>Add another email address</b></p> |

| Gambarajah                                                                          | Penerangan                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>5. Mengisi nama yang bersesuaian berbandukan nama <b>Groups</b> yang dicipta.</p> <p>6. Memasukkan alamat e-mel <b>Groups</b> yang betul.</p>                                                                  |
|  | <p>7. Tekan <b>Send Verification</b></p> <ul style="list-style-type: none"><li>• satu e-mel verifikasi akan dihantar ke alamat e-mel <b>Groups</b> yang telah dimasukkan pada <b>Langkah 6</b> di atas.</li></ul> |

| Gambarajah                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Penerangan                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>MyGovUC2.0 Confirmation - Send Mail as ajk-surau@pernecmyuc.my</p> <p>'MyGovUC2.0 Team' via ajk-surau<br/>to ajk-surau</p> <p>You have requested to add <a href="mailto:ajk-surau@pernecmyuc.my">ajk-surau@pernecmyuc.my</a> to your MyGovUC2.0 account.</p> <p>Before you can send mail from <a href="mailto:ajk-surau@pernecmyuc.my">ajk-surau@pernecmyuc.my</a> using your MyGovUC2.0 account (<a href="mailto:roslan.halim@pernecmyuc.my">roslan.halim@pernecmyuc.my</a>), please click the link below to confirm your request:</p> <p><a href="https://mail.google.com/mail/f-%5BANGjdJ9wWqIFYmOOiVl_77bhdjMINi6jrDYLF56x3lQnlOmLRNygphMr5OxE5clor">https://mail.google.com/mail/f-%5BANGjdJ9wWqIFYmOOiVl_77bhdjMINi6jrDYLF56x3lQnlOmLRNygphMr5OxE5clor</a></p> <p>If you click the link and it appears to be broken, please copy and paste it into a new browser window.</p> | <p>8. <b>Group members</b> akan menerima mesej berupa pautan pengesahan dan perlu menekan pautan tersebut untuk proses pengesahan.</p> <p>Nota: Hanya salah seorang group members sahaja adalah memadai untuk menekan pautan pengesahan.</p> |
|  <p><b>Gmail Confirmation</b></p> <p>Please confirm mail sending as <a href="mailto:ajk-surau@pernecmyuc.my">ajk-surau@pernecmyuc.my</a>.</p> <p>Click here to return to your Gmail account: <a href="https://mail.google.com">https://mail.google.com</a>.</p> <p><a href="#">Confirm</a></p> <p><b>Gmail Confirmation Success!</b></p> <p>The Gmail user may now send emails as <a href="mailto:ajk-surau@pernecmyuc.my">ajk-surau@pernecmyuc.my</a>.</p> <p>Click here to return to your Gmail account: <a href="https://mail.google.com">https://mail.google.com</a>.</p>                                                                                                                                                                                                                                                                                                         | <p>9. Tekan butang <b>Confirm</b></p> <p>10. Mesej "<b>Confirmation Success!</b>" akan dipaparkan</p>                                                                                                                                        |

| Gambarajah                                                                         | Penerangan                                                                                                                                                   |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p>11. Semak pada <b>Settings &gt; See All Settings &gt; Accounts</b> untuk memastikan alamat e-mel <b>Groups</b> tersenarai sebagai <b>Send Mail As</b></p> |
|  | <p>12. Mesej e-mel Baharu akan mempunyai pilihan <b>Send As</b> alamat e-mel <b>Groups</b> yang telah dimasukkan.</p>                                        |

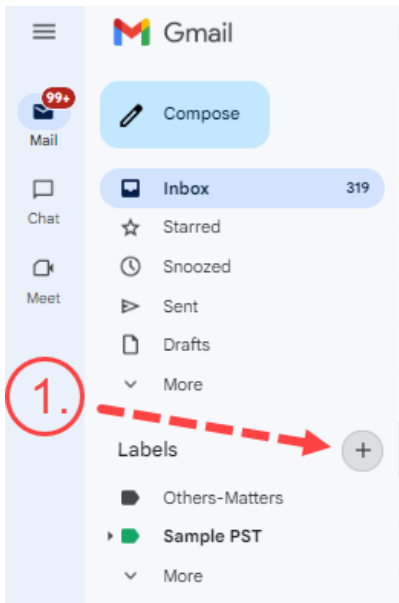
### 3.2 Menggunakan alamat e-mel Alias

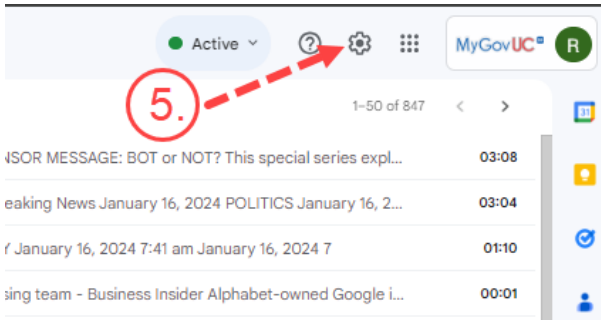
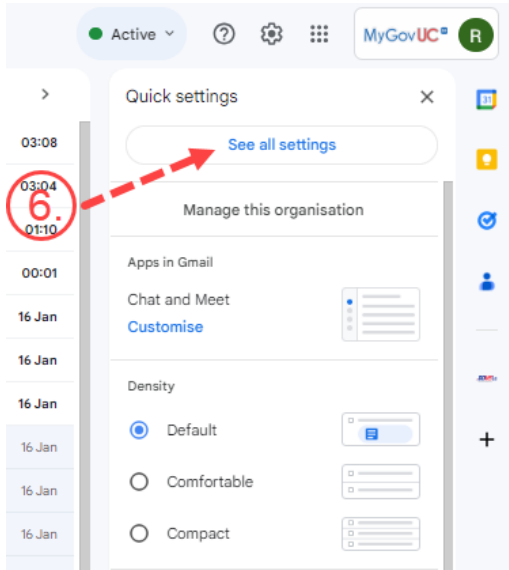
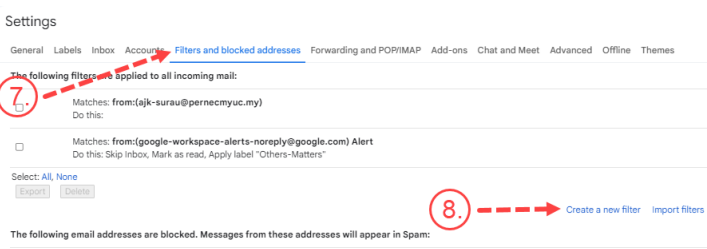
Tatacara tetapan Send Mail As menggunakan alamat e-mel Alias adalah sama seperti Gambarajah 3.1.

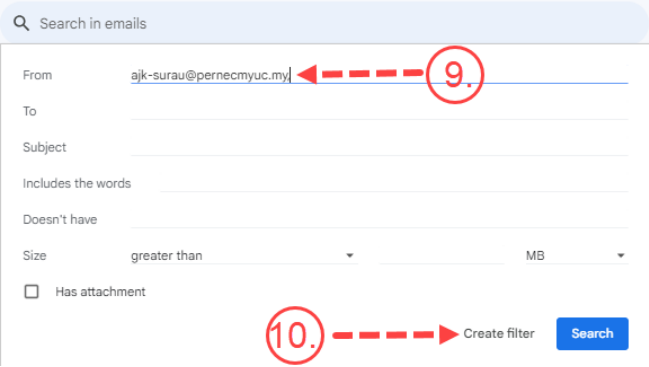
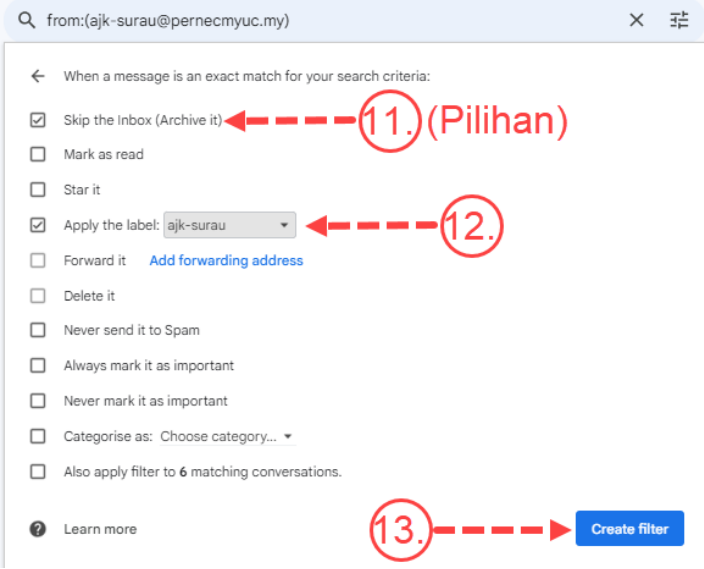
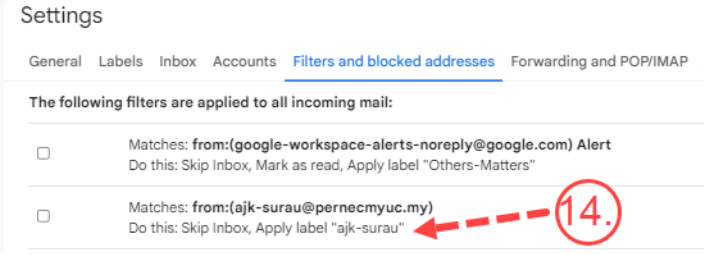
Nota: Permohonan alamat e-mel Alias perlu dilakukan melalui Meja Bantuan bersama justifikasi penggunaan.

### 4.0 Penciptaan Label dan Penciptaan *Filter*

Penciptaan Label dan penciptaan *Filter* adalah untuk memastikan penyimpanan e-mel tersusun dengan kemas dan rapi berdasarkan tapisan yang ditetapkan terhadap e-mel yang akan diterima.

| Gambarajah                                                                          | Penerangan                                                                                                       |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|  | <p>1. Klik pada butang </p> |

|                                                                                     |                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <ol style="list-style-type: none"> <li>2. Tetapkan nama label yang ingin dicipta.</li> <li>3. Pilihan: Pengguna boleh memilih untuk meletakkan label dibawah label yang sedia ada.</li> <li>4. Klik pada butang <i>Create</i> untuk mencipta label.</li> </ol> |
|   | <ol style="list-style-type: none"> <li>5. Klik pada butang </li> </ol>                                                                                                      |
|  | <ol style="list-style-type: none"> <li>6. Pilih <b>See all settings</b></li> </ol>                                                                                                                                                                             |
|  | <ol style="list-style-type: none"> <li>7. Klik pada <i>Filter and blocked address</i>.</li> <li>8. Klik pada <i>Create a new filter</i>.</li> </ol>                                                                                                            |

|                                                                                     |                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>9. Masukkan alamat emel yang ingin diciptakan filter tersebut.</p> <p>10. Klik pada <i>Create filter</i>.</p>                                                                                                                                              |
|   | <p>11. Pilihan: Pengguna boleh memilih untuk mengarkib emel tersebut di mana e-mel yang diterima akan terus masuk ke Label dan tidak akan berada di Inbox.</p> <p>12. Klik pilihan pada <i>Apply the label</i>.</p> <p>13. Klik pada <i>Create filter</i></p> |
|  | <p>14. <i>Filter</i> telah berjaya diciptakan.</p>                                                                                                                                                                                                            |