MANUAL PENGGUNA – IMPORT PERSONAL CONTACT DARIPADA SUN MAIL KE MICROSOFT OUTLOOK

3 JKDM Webmail - Mozilla Firefox		
<u>File Edit View History Bookmarks</u> <u>Tools</u> <u>H</u> elp		
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🗲 🔶 📽 🞯 mail.customs.gov.my/iwc_stati	ic/layout/main.html?lang=en&11.01_204835&	
	MALAYSIAN CUSTOMS	
	Address Book	
Address Book	📭 New Contact 🛛 🚌 New Group 🚫 Delete 🛛 🚔 Print 🔻	Write to
 Image / Image /	Find Q+ @ alljkdm	
📖 All Contacts	Name •	
🛄 Corporate Directory	🖬 alljkdm	
	📄 ASLIZA BT AZMAN 🛛 🗹 Compose Mail To	Email Addresses
	🔲 Badli Hisham 🕼 Select All	World <u>allikdm@customs.gov.my</u>
	CPA ADUAN Deselect All	Addresses
	Customs Call Center & GST	
	FADZILAH BT HARUON	
	KASTAMCPA Print	
	KHAIRUL ANUAR ISMAIL	
	I Maritak	

1. Buka e-mel Sun Mail dan pergi ke Address Book. Kemudian klik kanan pada mana-mana contact yang terdapat disana dan pilih Export

Expor	t contacts from Addre	ss Book 🧕 🧕
Export format: Microsoft Outle Export all 💿 Exp	ook 🔻	
	Export Contacts	Cancel

2. Pilih Microsoft Outlook CSV pada ruangan Export format. Tandakan Export all dan kemudian Klik Export Contacts.

Opening export.csv
You have chosen to open:
🔊 export.csv
which is a: Microsoft Excel Comma Separated Values File
from: http://mail.customs.gov.my
What should Firefox do with this file?
Open with Microsoft Excel (default)
Save File
Do this automatically for files like this from now on.
OK Cancel

3. Klik Save File dan kemudia klik OK.



4. Save fail berkenaan pada folder yang sesuai dan kemudian klik Save.

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5. Langkah seterusnya, buka Microsoft Outlook.



6. Klik pada Open dan kemudian pilih Import.

Import and Export Wizard	
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
	Description Import data from other programs or files, including ACT!, Lotus Organizer, Outlook data files (.PST), database files, text files, and others.

7. Pilih Import from another program or file dan klik Next.

Import a File		
	Select file type to import from: ACT! 3.x, 4.x, 2000 Contact Manager for Windows Comma Separated Values (DOS) Comma Separated Values (Windows) Lotus Organizer 4.x Lotus Organizer 5.x Microsoft Access 97-2003 Microsoft Excel 97-2003 Outlook Data File (.pst)	
< <u>Back</u> <u>Next</u> Cancel		

8. Kemudian pilih jenis fail Comma Separated Values (Windows) dan klik Next.

Import a File	
	Eile to import:
	< Back Next > Cancel

9. Pilih fail yang ingin diimport, klik Browse.

O Browse	agenti .	×
😋 🔵 🗢 📃 Desktop 🕨		✓ 4→ Search Desktop
Organize 🔻 New folder		₩
Microsoft Outlook	Computer System Folder	Network
Favorites Desktop Downloads Recent Places	WEB Partner Shortcut 1.11 KB	Xmanager Enterprise 3 Shortcut 2.19 KB
SkyDrive Libraries	07 JULAI 2012 File folder	File folder
Documents Music	redsn0w File folder	scan paper cutting File folder
SkyDrive	slide File folder	Microsoft Excel Comma Separate 5.00 KB
File <u>n</u> am	export.csv	✓ Comma Separated Values (Win ▼ Tools ▼ OK ▼ Cancel

10. Pilih fail yang kita telah export tadi. Dan kemudian klik OK.

Import a File	
	Eile to import: C:\Users\ctm_teknikal\Desktop\export.c Browse Options © Replace duplicates with items imported @ Allow duplicates to be created © Do not import duplicate items
	< <u>B</u> ack <u>N</u> ext > Cancel

11. Buat pilihan samada ingin Replace duplicates atau Allow duplicates.

Import a File		
	Select destination folder: Tasks ridzuan@JKDM.LOCAL Archive Calendar Contacts Conversation Action Settings Deleted Items Deleted Messages Drafts Durnal Junk E-Mail News Eeed	
	< Back Next >	Cancel

12. Kemudian, klik pada folder Contact e-mel anda.

Import a File		
The following actions will be performed:		
Import "export.csv" into folder: Contacts	Map Custom Fields	
This may take a few minutes and cannot be canceled.		
< <u>B</u> ack Finish Cancel		

13. Tandakan pada kotak berkenaan dan kemudian klik Finish.

Import and Export Progress	
Importing Contacts from export.csv into 'Contacts'	

14. Proses Import akan mengambil masa beberapa saat.

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15. Tahniah, anda telah berjaya.