- 1. Pastikan anda sudah membuat proses instalasi **Mozilla Thunderbird versi 3.1.20** ke dalam komputer anda.
- 2. Buka program Mozilla Thunderbird > pilih 'File' > 'New' > 'Mail Account...'.



3. Tetingkap 'Mail Account Setup' akan terpapar. Isikan maklumat yang diperlukan:

Your name	:	Nama anda
Email address	:	Alamat e-mel anda
Password	:	Katalaluan e-mel anda
Kemudian klik	Continu	ie'.

Vour name	Norralilah hinti Abdullah	Vour name, as shown to others	
rour <u>n</u> ame.	Norzalian bind Abdullan	four name, as shown to others	
Email address:	lah.abd@customs.gov.my		
Password:	•••••		
	Remember password		

4. Tetingkap 'Mail Account Setup' akan terpapar. Proses 'Looking up configuration Mozilla ISP database' akan mengambil masa sedikit.

Your <u>n</u> ame:	Norzalilah binti Abdullah	Your name, as she	own to others	
Email address:	lah.abd@customs.gov.my			
Password:	•••••			
	Remember password			Start over
Looking up cor	figuration: Mozilla ISP data	base		Stee
username:				300
Incoming:		IMAP	None	
Outgoing:		SMTP	None	
			Const	[

5. Selepas selesai proses tersebut, klik pada 'Manual Setup...'.



6. Tetingkap 'Account Settings' akan terpapar (pengguna juga boleh membuka paparan ini melalui menu 'Tools' > 'Account Settings...'). Klik pada 'Server Settings' dan kemudian masukkan maklumat berikut:

Server Name	:	webmail.customs.gov.my
Port	:	993
Connection security	:	SSL/TLS
Authentication method	:	Normal password

ILIOK Settings	
Disk Space Josk Space anorzalida Aabd@customs.gov Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Outgoing Server (SMTP)	Server Type IMAP Mail Server Server Name webmail.customs.gov.my Port 993 Default: 993 User Name inorzaliah.abd Security Settings Connection security: SSL/LS • Authentication method: Normal password • Server Settings © Check for new messages at startup © Check for new messages at startup © Check for new messages at startup © Check for new messages every 10 minutes When I delte a message: Maye it to this folder: Trash • Maye it to this folder: Trash • Maye it to this folder: Trash • Local directory: C\Users\Zalila\AppData\Roaming\Thunderbird\Profiles\ohcc
Account Actions •	

7. Klik pula pada 'Outgoing Server (SMTP)', kemudian klik 'Edit...'.

4Local Folders	Outgoing Server (SMTP) Settings	
Disk Space a norzalilah.abd@customs.gov Server Settings	Although you can specify more than one outgoing server (SMT recommended for advanced users. Setting up multiple SMTP s errors when sending messages.	P), this is only ervers can cause
Copies & Folders	norzalilah.abd - smtp.customs.gov.my (Default)	A <u>d</u> d
Junk Settings		Edit
Synchronization & Storage Return Receipts		Remove
Security		Set Default
	User Name: norzaliah.abd Authentication method: Normal password Connection Security: SSL/TLS	
Account Actions •	ок	Cancel

8. Tetingkap 'SMTP Server' akan terpapar. Masukkan maklumat berikut:

Server Name	:	webmail.customs.gov.my
Port	:	587
Connection security	:	STARTTLS
Authentication method	:	Normal password
Kemudian klik 'OK'.		

MTP Server				×
Settings				
Description:				
Server Name:	webmail.	customs.	gov.my	
Port:	587	Default:	25	
Connection security:				
Authentication	method:	Normal	password	•
User Na <u>m</u> e:		norzalila	h.abd	
OK Cancel				

9. Pada tetinggap 'Account Settings', klik 'OK'.



10. Pada ruangan 'All Folders', anda akan dapati akaun e-mel anda telah dikonfigurasi.



11. Klik pada e-mel anda kemudian klik pada 'Inbox'.



12. Tetingkap 'Add Security Exception' akan dipaparkan. Klik pada 'Get Certificate' kemudian klik pada 'Confirm Security Exception'.



 Selepas itu, tetingkap 'Mail Server Password Required' pula akan dipaparkan. Masukkan katalaluan e-mel anda kemudian klik 'OK'.



14. E-mel anda telah berjaya dikonfigurasikan.



1. Pada ruangan 'All Folders', klik kanan pada 'Local Folders' kemudian pilih 'New Folder...'.

Cocal Folders -	Mozilla Thunderbird	
<u>File Edit V</u> iew	<u>Go M</u> essage <u>T</u> ools	Help
📥 Get Mail 🔹	🖌 Write 📗 Addres	s Book 🔊 Tag -
📃 Local Folder	s	
All Folders	< >	
🛯 📮 Local Folder	s	Thunderbird Mail - Local Folders
🔯 Trash	<u>O</u> pen	
▲ Outbox ▲ Morzalilah	Open in New <u>T</u> ab <u>S</u> earch	ccounts
Trash	New Folder	View settings for this account
Deleted	S <u>e</u> ttings	Create a new account

2. Tetinggap 'New Folder' akan dipaparkan. Pada ruangan 'Name', masukkan nama Folder yang bersesuaian. Pastikan pada 'Create as a subfolder of:', anda pilih 'Local Folders'. Kemudian klik 'Create Folder'.

ew Folder	×
Name:	
Backup Email	
Create as a subfold	er of:
Create as a subfold	er of:

- 3. Folder tersebut telah berjaya dibuat.
- Pilih e-mel yang hendak diarkibkan di dalam Inbox. Klik kanan pada e-mel > 'Copy To'
 > 'Local Folders' > pilih Folder yang telah anda wujudkan.

Inbox - Mozilla Thunderbird	Run was	No. of Concession, Name		
<u>File Edit View Go M</u> essage <u>To</u>	pols <u>H</u> elp			
🖄 Get Mail 🔹 📝 Write 📗 Ado	dress Book 🏷 Tag •	Sea	rch all messages <ctrl+k></ctrl+k>	
📥 Inbox				
All Folders 🔹 🕨	🛠 Quick Filter: 🔹 Unread 🏫 Starred 🔒 Contact 📎 Tags 🥔 Attachment		Filt	er these messages <ctrl+f></ctrl+f>
A Decal Folders	🗈 😪 🔗 Subject		∞ From	🔶 Date
Outbox Backup Email	 		 SITI SABRINA BT JOHARAY SITI SABRINA BT JOHARAY 	 14/2/2013 3:41 PM 14/2/2013 3:41 PM
A norzalilah.abustoms.gov.my	Re: LAN IP Projek Naiktaraf Kastam*Net Re: LAN IP Projek Naiktaraf Kastam*Net Re: LAN IP Projek Naiktaraf Kastam*Net	Archive	 Hafez Hafez Hafez 	 14/2/2013 1:02 PM 14/2/2013 1:02 PM 14/2/2013 11:32 AM
Trash CTM	Constant Re: LAN IP Projek Naiktaraf Kastam*Net Constant Re: LAN IP Projek Naiktaraf Kastam*Net	Move To	 Hafez SITI SARRINA RT IOHARAV 	 14/2/2013 11:32 AM 14/2/2013 8:33 AM
Drafts EGNet		Copy To Move Again	Recent	 14/2/2013 8:33 AM 14/2/2013 8:32 AM 14/2/2013 8:32 AM
Emel Jabatan		Tag ≯ Mark	norzalilah.abd@customs.gov.my + 🔜 Bac	kup Email
IP SMK KastamNet	3 conversations	Save As		archi
Kursus Laman Web	LAN IP Projek Naiktaraf Kastam*Net (6 messages)	<u>P</u> rint <u>D</u> elete Selected Messages		
Sent Items	Salam Sabrina, Minta maaf, terdapat pembetulan bagi no 52 sepi To: 'SITI SARRINA RT IOHARAY' Co: 'NOR7AI II AH RT ARDIIII AH' Sim	Get Selected Messages	, Hatez From: Hatez [mailto:hafiz@kabaz.com] Se of Kast	ent: Thursday, February 14, 2013 11:3

- 5. Klik pada Folder tersebut untuk melihat e-mel yang telah berjaya diarkibkan.
- 6. Harus diingatkan bahawa Folder ini tidak akan kelihatan jika anda mengakses e-mel dari luar atau dari komputer lain.

Backup Email - Mozilla Thunderbin	d		
<u>File Edit View Go M</u> essage <u>To</u>	ols <u>H</u> elp		
📩 Get Mail 🔹 📝 Write 📗 Add	iress Book 🔊 Tag -	Search all messages < Ctrl+K>	
Backup Email			
All Folders 🔹 🕨	🛠 Quick Filter: 🔹 Unread 🏫 Starred 🔒 Contact 📎 Tags 🥔 Attachment		Filter these messages <ctrl+f></ctrl+f>
4 🖳 Local Folders	Ts 😭 🖉 Subject	∞ From	😐 Date
Irash Outbox	Re: LAN IP Projek Naiktaraf Kastam*Net	 SITI SABRINA BT JOHARAY 	 14/2/2013 8:32 AM
Resilves Emeril	Re: LAN IP Projek Naiktaraf Kastam*Net	 SITI SABRINA BT JOHARAY 	 14/2/2013 8:32 AM
a backup cmail	🗇 🔗 🛛 Fwd: LAN IP Projek Naiktaraf Kastam*Net	 SITI SABRINA BT JOHARAY 	 14/2/2013 8:33 AM
Intrainantabustoms.gov.my	🗇 🥔 🛛 Fwd: LAN IP Projek Naiktaraf Kastam*Net	 SITI SABRINA BT JOHARAY 	 14/2/2013 8:33 AM
Treeb	🖄 🙆 🛛 Re: LAN IP Projek Naiktaraf Kastam*Net	 Hafez 	 14/2/2013 11:32 AM
CTM	🖄 🥔 🛛 Re: LAN IP Projek Naiktaraf Kastam*Net	 Hafez 	 14/2/2013 11:32 AM
Delated Berry	🖄 🥔 🛛 Re: LAN IP Projek Naiktaraf Kastam*Net	 Hafez 	 14/2/2013 1:02 PM
Drafts	🖙 🥔 🛛 Re: LAN IP Projek Naiktaraf Kastam*Net	 Hafez 	 14/2/2013 1:02 PM