

MANUAL KONFIGURASI EMEL SIGNATURE (webmail.airforce.mil.my)

OGOS 2024

DISEDIAKAN OLEH

CAWANG APLIKASI MTU - KOMLEK

PENETAPAN SIGNATURE DALAM AKAUN EMEL ZIMBRA

1. Log masuk ke dalam akaun emel anda dengan menggunakan pautan <u>https://webmail.airforce.mil.my</u>



2. Paparan berikut akan dipaparkan setelah berjaya Log Masuk dan klik pada Tab Preferences



3. Paparan ini akan dipaparkan dan klik Signatures.

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		Search Q PENTADBIR E-MEL TUDM
Mail Contacts	Calendar Tasks Briefcas	e Preferences
Save Cancel	Undo Changes	
 Preferences 	Sign in	
🍪 General		
🚵 Accounts	Password	Change Password
🖂 Mail	Default Web App	○ Classic
M Filters		
🚽 Signatures	A mearance	
💩 Out of Office	Appearance	
🤣 Trusted Addresses	Theme	Harmony 🔻
Contacts	Font	Standard 🔻
Calendar	Display Font Size	Normal 💌
🛓 Sharing	Display Font Size	
Notifications	Print Font Size	12pt •
🚍 Import / Export		
A Shortcuts	Time Zone and Lang	juage
Z Zimlets	Time Zone:	GMT +08:00 Kuala Lumpur 💌
_	1	
	Language	English (United States)
	Compose Direction:	Left to Right Show direction buttons in compose toolbar
	search	
SMTWTF	S	
28 29 30 31 1 2	3 Search Folders	Unclude Spam Folder in Searches
4 5 6 7 8 9	10	UInclude Trash Folder in Searches
18 19 20 21 22 23	24	Include Shared Items in Searches

Kemudian paparan ini akan dipaparkan. 4.

Mail Conta	ts Calenc	lar Task	s Briefcas	e Preferences		
Save Cancel	l	ndo Changes				
 Preferences 		Signatu	7 8 5			
🎯 General		orginaria				
🚵 Accounts				Name:		Format As Plain Text 💌
🖂 Mail		enter non	ne			
Y Filters						
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b Out of Office						
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Contacts						
🛅 Calendar						
🛓 Sharing		New Sign	ature Delete		Attach Contact as vCard:	Browse Clear
Notifications				_		
😫 Import / Export	8	Licing Si	apaturor			
A Shortcuts		Using Si	gnatures			
Z Zimlets				New Messages Replie	s & Forwards	
		P	rimary Account:	No signature 👻 No s	ignature 👻	
		Signa	ture Placement:	Above included mes	ages O Below included messages	

Paparan *Signatures* boleh dipaparkan dalam dua (2) format iaitu: a. Format *as Plain Text*

- b. Format as HTML
- Sekiranya Signatures dipilih dalam Format As Plain Text, paparan ini akan dipaparkan. 5.

Mail Contacts	Calendar Tasks Briefcase	Preferences
Save Cancel	Undo Changes	
 Preferences 	Signatures	
🎡 General	3	
🚵 Accounts		Name: Pentadbir Format As Plain Text 👻
🖂 Mail	Pentadbir	Sekian, terima kasih.
Y Filters		
🥜 Signatures		PENTADBIR EMEL TUDM
b Out of Office		HARKAS TENTERA UDARA
🤯 Trusted Addresses		KOMMIAASI DAW ELEKIKUTAK (KOMLEK) Aras 19, Misma Pertahanan,
Contacts		Jalan Padang Tembak, 56624 Kuala Lumung
Calendar		Tel: 03-4017 0176
🛓 Sharing	New Signature Delete	Attach Contact as vCard: Rrowsen, Clear
🛕 Notifications		
📥	1	

Sila masukkan maklumat yang diperlukan:

- a. *Name*
- b. Enter Name (auto generate daripada maklumat Name)
- c. Signatures

Contoh Signatures:

Sekian, terima kasih.

PENTADBIR EMEL TUDM

MARKAS TENTERA UDARA KOMUNIKASI DAN ELEKTRONIK (KOMLEK) Aras 10, Wisma Pertahanan, Jalan Padang Tembak, 50634, Kuala Lumpur Tel: 03-4017 0176

6. Penetapan *Signatures* dalam e-mel baru. Sila pastikan anda di ruangan **Using** *Signatures*.

Mail	Contacts	Calendar	Tasks	Briefcase	Preferences
Save	Cancel	Undo	Changes		
 Prefer 	ences	5	anatures		
🍪 Gen	eral		ignatares		
🚵 Acco	ounts				Name: Pentadbir Format As Plain Text 👻
🖂 Mai			Pentadbir		Sekian, terima kasih.
🌱 Filte	rs				
🛛 🌛 Sign	atures				PENTADBIR EMEL TUDM
b Out	of Office				
🤣 Trus	ted Addresses				MARKAS TENTERA UDARA
💄 Con	tacts				Aras 10, Wisma Pertahanan,
🧮 Cale	endar				Jalan Padang Tembak, •
📥 Shar	ring	ſ	New Signatur	ne Delete	Attach Contact as vCard: Browse Clear
🛕 Noti	ifications				
💲 Imp	ort / Export		-1		
🛆 Sho	rtcuts	0	sing Sign	atures	
Z Zim	lets			Ne	w Messages Replies & Forwards
			Prima	ary Account:	o signature 💌 No signature 💌
			Signature	e Placement: 🤇	Above included messages O Below included messages

a. Klik pada *drop down* menu *New Messages* serta pilih pilihan yang sedia ada dan klik butang *Save*.

	New Messages			
Primary Account	No signature 🔻			New Messages
Signature Placement	No signature Pentadbir d	\rightarrow	Primary Account:	Pentadbir

Untuk melihat paparan *Signatures* pada emel baru (*New Message*), klik pada *New Message* dan paparan mesej baru beserta *signature* akan dipaparkan seperti paparan di bawah.

Send Cancel Mail Contacts Cal New Message Mail Folders Subject: Attach ▼ Tip: drag and drop files from your desktop to add attachments to this message. Subject: Attach ▼ Tip: drag and drop files from your desktop to add attachments to this message. Sens Serif * 12pt * Paragraph * B I U * Ix A * I * I * I* Setian, terima kasih. PENTADBIR EMEL TUDM Mark As TENTERA UDARA KOMUNIKASI DAN ELEKTRONIK (KOMLEK) Aras 10, Wisma Pertahanan, Jalain Padang Tembak, 50834, Kuala Lumpur	A -inchana			Mail	Contacts	Cale	ndar	Tasks		Briefcas	e	Pref	erenc	ies	Co	mpc	se l	;
Mail Contacts Cal Mail Contacts Cal Cc Subject Mail Folders Attach ▼ Inbox ▼ Sent Sent Drafts (5) PENTADBIR EMEL TUDM Trash MARKAS TENTERA UDARA Searches Solo34, Kuala Lumpur	SYNACOR PRODUCT			Send	Cancel Sav	/e Draft	Abc	Options	•									
New Message ▼ Mail Folders Subject: Attach ▼ Tip: drag and drap files from your desktap to add attachments to this message. Sens Form Your desktap to add attachments to this message. Sens Serif ▼ 12pt ▼ Paragraph ▼ B Junk Trash Searches Jatas Jatas Jatas Junk Trash MARKAS TENTERA UDARA KOMUNIKASI DAN ELEKTRONIK (KOMLEK) Aras 10, Wisma Pertahanan, Jalan Padang Tembak, 50034, Kuala Lumpur	Mail Contacts	Cal		To:														
New Message ▼ Subject:	Contacts			Cc:														
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Inbox Inbox Inbox Sekian, terima kasih. Inbox Sekian, terima kasih. Inbox PENTADBIR EMEL TUDM Inbox PENTADBIR EMEL TUDM Inbox MARKAS TENTERA UDARA KOMUNIKASI DAN ELEKTRONIK (KOMLEK) Searches Aras 10, Wisma Pertahanan, Jalan Padang Tembak, 50634, Kuala Lumpur	Wall Folders	- 14-		Sans Serif	▼ 12pt	Ŧ	Paragrap	h -	В	ΙU	÷	<u></u> <i>T</i> _×	<u>A</u>	~ A	×			
Sent Sekian, terima kasih. Drafts (5) PENTADBIR EMEL TUDM Junk PENTADBIR EMEL TUDM Trash MARKAS TENTERA UDARA KOMUNIKASI DAN ELEKTRONIK (KOMLEK) Searches Jalan Padang Tembak, Jalan Padang Tembak, Social, Kuala Lumpur	🛓 Inbox	-																
Image: Solution of the soluti	📄 Sent			Sekian,	terima kasil	ı.												
PENTADBIR EMEL TUDM Trash MARKAS TENTERA UDARA KOMUNIKASI DAN ELEKTRONIK (KOMLEK) Searches Aras 10, Wisma Pertahanan, Jalan Padang Tembak, Soday Soday, Kuala Lumpur	🎲 Drafts (5)									1								
Trash MARKAS TENTERA UDARA Searches Aras 10, Wisma Pertahanan, Jalan Padang Tembak, 50634, Kuala Lumpur	🐻 Junk			PENTAI	DBIR EMEL	TUDM				1								
KOMUNIKASI DAN ELEKTRONIK (KOMLEK) Searches Aras 10, Wisma Pertahanan, Jalan Padang Tembak, Tage 50634, Kuala Lumpur	Trash			MARKA	S TENTER	A UDAF	RA			1								
Searches Aras 10, Wisma Pertahanan, Jalan Padang Tembak, 50634, Kuala Lumpur				KOMUN	IIKASI DAN	ELEK	TRONIK	(KOM	LEK)								
Tagis 50634, Kuala Lumpur	Searches	Q.		Aras 10	, Wisma Pei adang Temb	rtahana Jak	an,											
Tol: 02 4017 0176	Tags	0	``	50634, I	Kuala Lump	ur												

b. Klik pada *drop down menu* **Replies & Forwards** dan pilih nama yang sedia ada atau abaikan dan biarkan pada pilihan *No signature* dan klik butang **Save**.

Using Signatures	-		1			
	New Messages	Replies & Forwards				
Primary Account:	Pentadbir 🔻	No signature 🔻			New Messages	Replies & Forwards
Signature Placement:	Above included	No signature Pentadbir pw ii	\rightarrow	Primary Account:	Pentadbir 🝷	Pentadbir 🔹

Untuk melihat paparan *Signatures* pada emel *Replies & Forward*, klik pada mesej yang dikehendaki untuk membalas kemudian klik salah satu daripada butang *Reply, Reply to All atau butang Forward*.

Mail	Contacts	Cal	endar Ta	asks 🛛	Briefcase	Preferences
New Messa	ige	•	Reply Re	ply to All	Forward	Archive Delete Spam 📇 🗸 🗸 Actions 🔻
▼ Mail Fo	olders	0	Sorted by Dat	te 🗸		100+ convers
👌 🛓 Inbox		•	● ► PENT	ADBIR F-M	FL TUDM - 🖻	2 Auc
🗒 Sent			1 WASP	ADA EMEL	PHISHING - /	- Assalamualaikum & Salam Sejahtera, YBhg. Dato' Sri/Datuk/Dato'/Datin, 🥔

Paparan mesej beserta signature akan dipaparkan seperti paparan di bawah

Mail	Contacts	Calendar	Tasks	Brief	case	Pre	feren	ices		Re: WA	ASPA	DA E	M	×
Send	Cancel Sav	e Draft 🖌	Options	•										
To:	"Pengguna En	nel TUDM" <tudm< th=""><th>1@airforce.r</th><th>mil.my> ×</th><th>)</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></tudm<>	1@airforce.r	mil.my> ×)									
Cc:														
Subject	Re: WASPADA	EMEL PHISHING												
Attach 🔻	Tip: drag and d	rop files from you	r desktop to	add attach	ments	to this n	iessage							
Sans Serif	▼ 12pt	· Paragra	aph 👻	B I	Ū	s I	× <u>A</u>	~	А	-		:=	Ŧ	1
PENTA MARKA KOMUI Aras 10 Jalan P 50634, Tel: 03-	terima kasit DBIR EMEL NS TENTERA NIKASI DAN I, Wisma Per adang Temb Kuala Lumpi 4017 0176	L TUDM LUDARA ELEKTRONI tahanan, ak, ur R E-MEL TUD	K (KOMI	LEK)	@airf	orce.m	nil.my	>						

7. Sekiranya Signatures dipilih dalam Format As HTML, paparan ini akan dipaparkan.

Mail Contacts	Calendar Tasks Briefcase	Preferences
Save Cancel	Undo Changes	
▼ Preferences	Signatures	
🎯 General	orginatares	
🚵 Accounts		Name: Format As HTML +
🖂 Mail	enter name	SansSerif ▼ 12pt ▼ Paragraph ▼ Β Ι 및 S Ι Δ ▼ Δ ▼ Δ ▼ Δ ▼ Ξ Ξ Ξ Ξ * Ξ * 66 등 등 등 등 등 등 등 등 0 Ω − ⊞ ♥ ♥ ₽
🌱 Filters		0
📝 Signatures		
占 Out of Office		
🤣 Trusted Addresses		
Contacts		
🛅 Calendar		
🛓 Sharing	New Signature Delete	Attach Contact as vCard. Browse_ Clear
🛕 Notifications		
Import / Export		

Sila masukkan maklumat yang diperlukan:

- a. Name
- b. Enter Name (auto generate daripada maklumat Name)
- c. Signatures

Contoh Signatures:

Sekian, terima kasih.

PENTADBIR EMEL TUDM

MARKAS TENTERA UDARA KOMUNIKASI DAN ELEKTRONIK (KOMLEK) Aras 10, Wisma Pertahanan, Jalan Padang Tembak, 50634, Kuala Lumpur Tel: 03-4017 0176

Format As HTML membolehkan pengguna menukar warna teks, saiz, jenis *font*, memasukkan *link* dan juga imej.

Signatures	
	Name: Pentadbir Format As HTML 🕶
Pentadbir	SansSenif 12pt Paragraph Β Ι U S I Λ Α - Α - Ε Ξ Ξ Ξ Ξ - Ε - Ε
	Sekian, terima kasih. PENTADBIR EMEL TUDM
	MARKAS TENTERA UDARA KOMUNIKASI DAN ELEKTRONIK (KOMLEK)
New Signature Delete	Attach Contact as vCard: Browse Clear

- 8. Memasukkan link pada Signatures dalam Format As HTML
 - a. Highlight pada perkataan yang dikehendaki

Signatures	
	Name: Pentadbir Format As HTML 🔻
Pentadbir	Sans Serif 12pt Paragraph Β Ι Ψ S Ι Α Β - Ε Ξ Ξ Ξ Ξ Ξ Ξ Ξ Β & Θ © Ω - Ξ
	0
	Sekian, terima kasih
	PENTADBIR EMEL TUDM
	MARKAS TENTERA UDARA (KOMLEK)
New Signature Delete	Attach Contact as vCard: Browse Clear

b. *Highlight* pada perkataan yang dikehendaki kemudian tekan butang *Insert/edit link*.

	Image: Non- Image: Non-
Signatures	
	Name: [Pentadbir Format As HTML -
Pentadbir	Sans Serif → 12pt → Paragraph → B I U ↔ Ix A → M → E II II → H → 66 E T → II ← 0 → 0 → 0 → 0 → 0 → 0 → 0 → 0 → 0 → 0
	Sekian, terima kasih.
	PENTADBIR EMEL TUDM
	MARKAS TENTERA UDARA KOMUNIKASI DAN ELEKTRONIK (KOMLEK)
New Signature Delete	Attach Contact as vCard: Browse. Clear

c. Skrin *Insert link* akan dipapar. Untuk menutup skrin klik pada x.

	Name: Pentadbir											Format A	s HTML 🔻
Pentadbir	Sans Serif 🔻 12pt	▼ Paragraph	BIL	<u>-S- <u>Т</u>× <u>А</u></u>	* <u>A</u> *		i⊟ ~ 1⊟ *	66 =		e 20	Ω –	.	, e
	0												
	Sekian, terima kasih	Insert link				×							
	PENTADBIR EMEL	Url											
	MARKAS TENTERA KOMUNIKASI DAN	Text to display	MARKAS TEN	TERA UDARA									• •
New Signature Delete		Title					Attach Co	ontact as vCard				Browse	Clear
Using Signatures		Target	None			*							
New Primary Account: Pen	Messages Replies & Forwards tadbir 💌 Pentadbir 💌				Ok	Cancel							

d. Masukkan URL (*Uniform Resource Locator*) yang dikehendaki. Contoh: Markas Tentera Udara. URL: <u>https://www.airforce.mil.my/</u>



Signatures						
	Name: Pentadbir					Format As HTML 🔻
Pentadbir	Sans Serif 🔻 12pt	 Paragraph 	BIUSIA AT	E * E * 66 E E	- = = = 2 Ο Ω	- = + +
	\diamond					
	Sekian, terima kasih	Insert link	×]		
	PENTADBIR EMEL	Url	https://www.airforce.mil.my/			
	MARKAS TENTERA KOMUNIKASI DAN	Text to display	MARKAS TENTERA UDARA			•
New Signature Delete		Title	MTU	Attach Contact as vCard:		Browse Clear
Using Signatures		Target	New window 👻			
New Primary Account: Pent	Messages Replies & Forwards tadbir 👻 Pentadbir 💌		None New window			

Title : Yang Bersesuaian (akan tertera apabila mouse over pada link berkenan)

Target : New window (agar tidak menggangu skrin e-mel yang sedia ada

e. Setelah selesai klik butang OK

Insert link	×
Url	https://www.airforce.mil.my/
Text to display	MARKAS TENTERA UDARA
Title	MTU
Target	New window 👻
	Ok Cancel

f. Pastikan butang **Save** diklik untuk menyimpan *Signatures* yang telah selesai dibuat.

Klik pada butang *Undo Changes* untuk membatalkan sebarang perubahan yang telah dibuat.

Mail Contacts (Calendar Tasks Briefcase	Preferences	
Save Cancel	Undo Changes		
 Preferences 	Signatures		
General			
Accounts		Name Pentadbir Format As	HTML 👻
🖂 Mail	Pentadbir	Sans Serif ~ 12pt ~ Paragraph ~ B I U S Ix A · B · E = = = · E · 64 F = = = = • 0 0 0 - • •	*
Y Filters		0	
🥥 Signatures		Sekian terima kasih	-
Out of Office			
🤣 Trusted Addresses		PENTADBIR EMEL TUDM	
Contacts			_
Calendar		KOMUNIKASI DAN ELEKTRONIK (KOMLEK)	
💩 Sharing	New Signature Delete	Attach Contact as vCard	Clear
Notifications			

9. Penetapan lebih daripada 1 *Signatures*.

Klik pada butang *New Signature* dan ulangi langkah 3 hingga selesai dan pastikan butang *Save* diklik.

Save	Undo Changes	
 Preferences 	Signatures	
General		
accounts		Name: Pentablir Format As HTML *
🖂 Mail	Pentadbir	Sen Serif - 12pt - Paragraph - Β Ι 및 - 5 Δ Δ · 图 · 편 语 : : : : : : : : : : : : : : : : : :
Y Filters		0
🔐 Signatures		Sekian terima kasih
b Out of Office		
Trusted Addresses		PENTADBIR EMEL TUDM
Contacts		
🛅 Calendar		KOMUNIKASI DAN ELEKTRONIK (KOMLEK)
🛓 Sharing	New Signature Delete	Attach Contact as sCard Remove Clear
Notifications		
😫 Import / Export		
Shortcuts	Using Signatures	
Z Zimlets	New	Messages Replies & Forwards

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