

Manual Penggunaan Webmail

Isi Kandungan

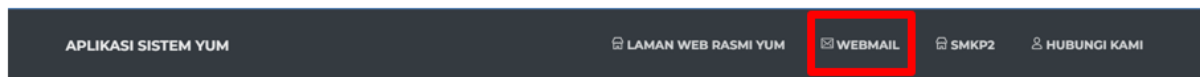
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A. Cara hendak ke Webmail

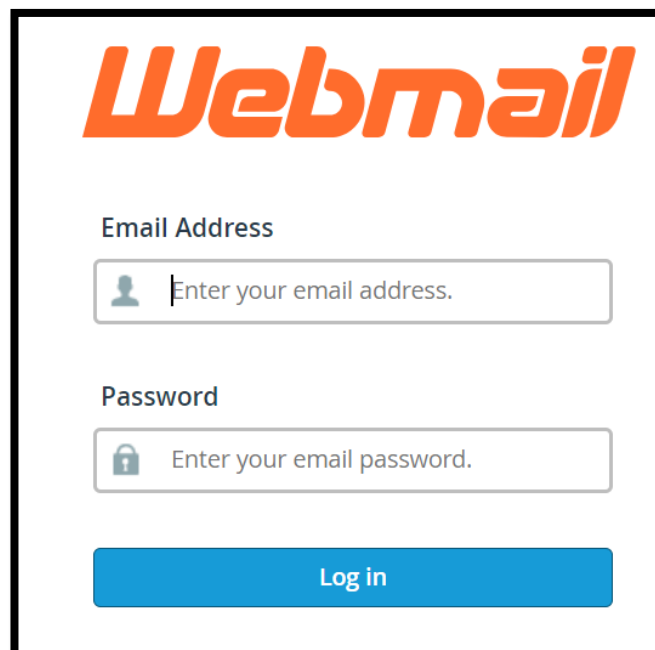
1. Pergi Laman Web Rasmi Kakitangan: <https://yumsabah.com.my/my/>
2. Klik Menu Aplikasi → Login Kakitangan (Aplikasi YUM)



3. Klik Webmail

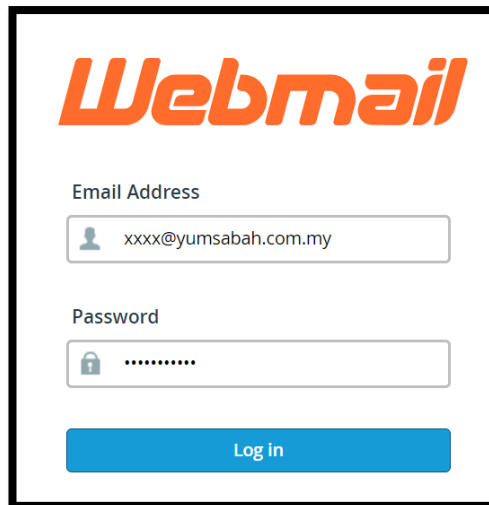


4. Masukkan email dan kata laluan yang telah disediakan oleh unit sistem maklumat.



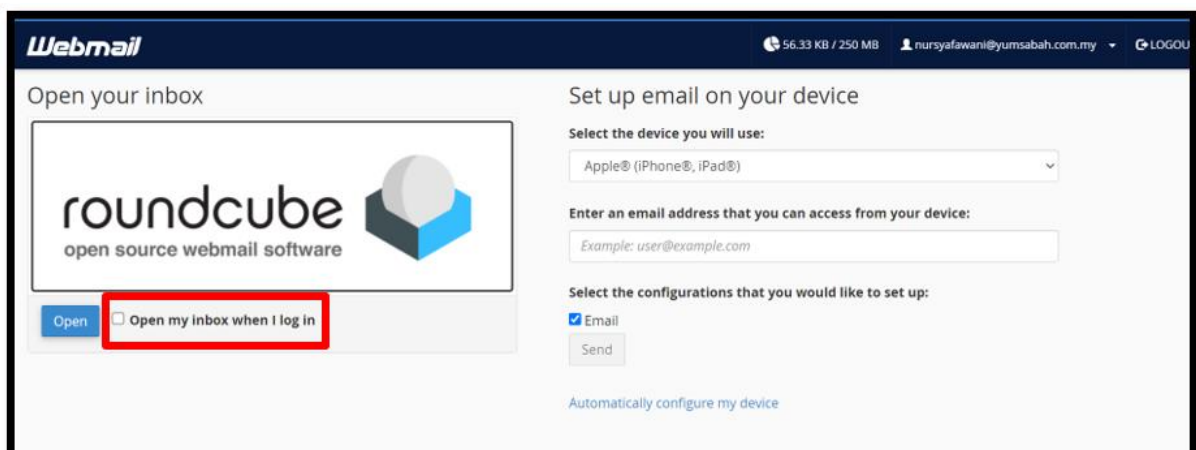
B. Penukaran kata laluan kali pertama

1. Masukkan email dan kata laluan yang telah disediakan oleh unit sistem maklumat.



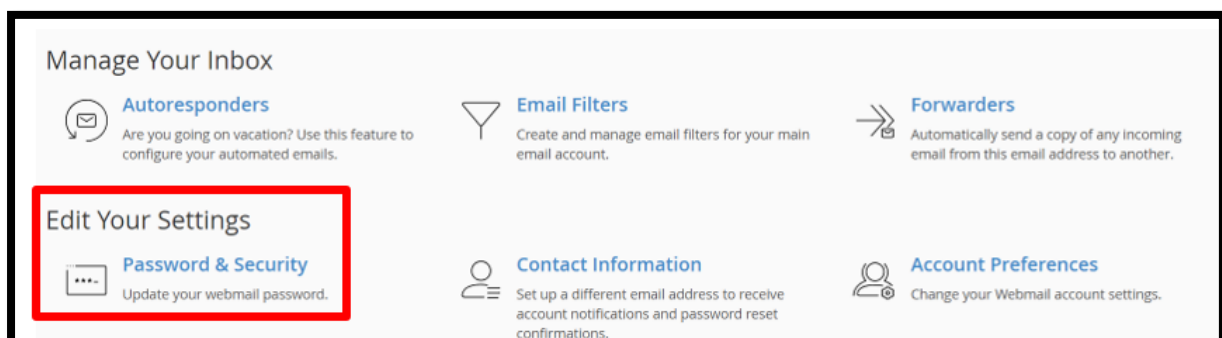
The image shows a webmail login interface. At the top, the word "Webmail" is written in a large, orange, stylized font. Below it, there are two input fields. The first is labeled "Email Address" and contains the text "xxxx@yumsabah.com.my". The second is labeled "Password" and contains a series of dots. Below the password field is a blue button with the text "Log in".

2. Anda akan ke laman **roundcube** untuk kali pertama → Klik **Open my inbox when I log in** untuk anda terus ke email selepas ini.



The image shows the Roundcube webmail setup screen. On the left, there is a section titled "Open your inbox" with the Roundcube logo and the text "open source webmail software". Below this is a blue button labeled "Open" and a checkbox labeled "Open my inbox when I log in", which is highlighted with a red box. On the right, there is a section titled "Set up email on your device". It includes a dropdown menu for "Select the device you will use:" with "Apple® (iPhone®, iPad®)" selected. Below that is a text input field for "Enter an email address that you can access from your device:" with the example "user@example.com". There is also a section for "Select the configurations that you would like to set up:" with a checked checkbox for "Email" and a "Send" button. At the bottom, there is a link that says "Automatically configure my device".

3. Sila **scroll** di bawah sampai anda jumpa **Edit Your Settings**.



The image shows the "Manage Your Inbox" settings page. It features several options: "Autoresponders" (Are you going on vacation? Use this feature to configure your automated emails.), "Email Filters" (Create and manage email filters for your main email account.), "Forwarders" (Automatically send a copy of any incoming email from this email address to another.), "Edit Your Settings" (highlighted with a red box), "Password & Security" (Update your webmail password.), "Contact Information" (Set up a different email address to receive account notifications and password reset confirmations.), and "Account Preferences" (Change your Webmail account settings.).

4. Klik Password & Security → Ubah kata laluan yang anda kehendaki → Klik **Save** untuk simpan.

Webmail 56.33

Password & Security

Enter a new password for this account.

New Password

Confirm New Password

Password Strength ⓘ

Very Weak (0/100)

Password Generator

Save

5. Sila ikut arahan sehingga **Password Strength** menjadi strong.

Webmail 56.33

Password & Security

Enter a new password for this account.

New Password

Confirm New Password

Password Strength ⓘ

Strong (71/100)

Password Generator

Save

6. Klik email anda di tab → Klik Roundcube untuk ke laman email.

56.33 KB / 250 MB

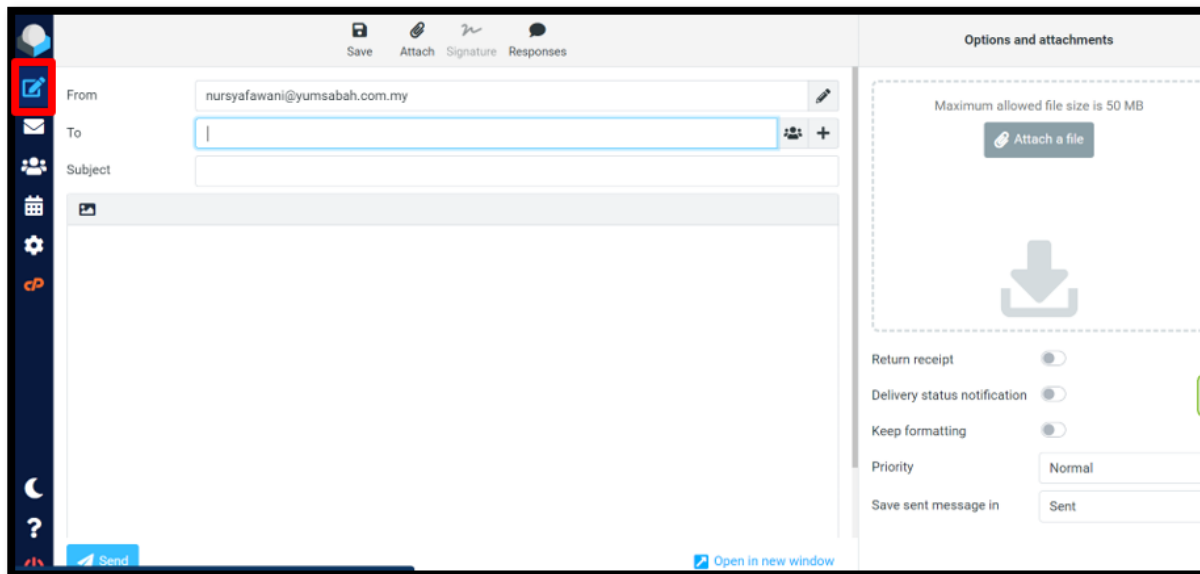
nursyafawani@yumsabah.com.my

LOGOUT

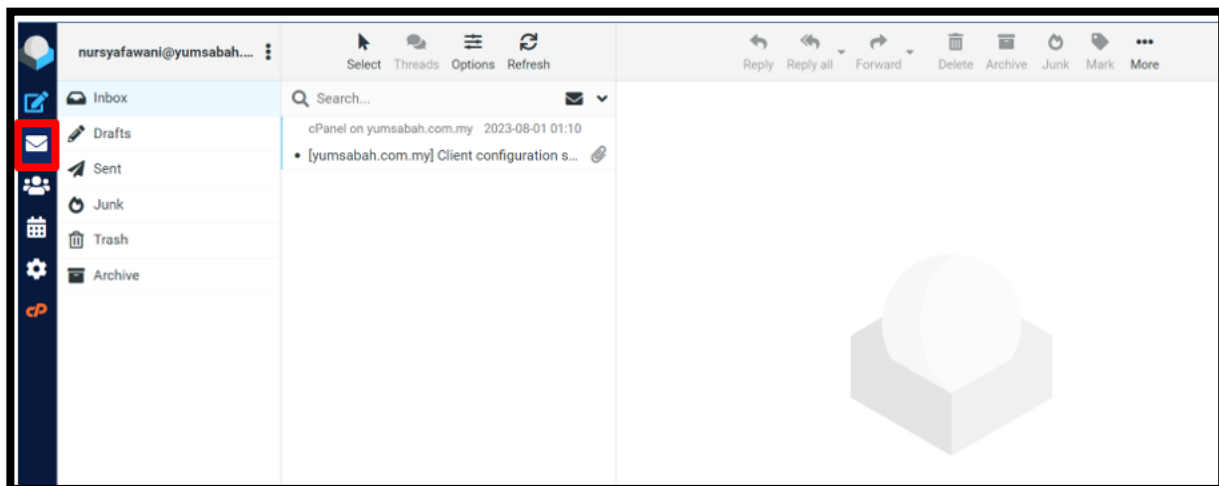
Roundcube

C. Cara menggunakan email

1. Ikon Pensil adalah email yang kita hendak hantar.

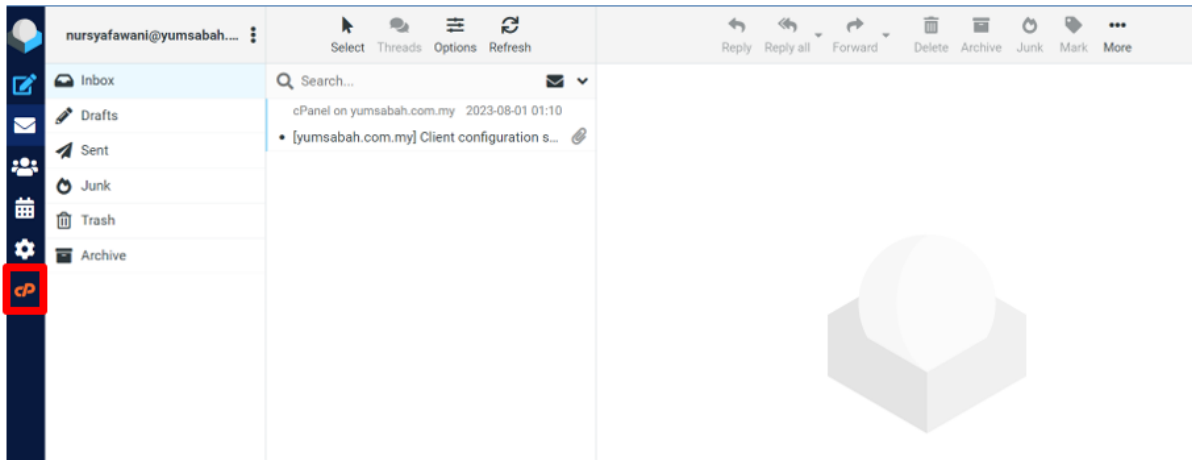


2. Ikon email adalah semua email yang diterima, draft, hantar dan lain-lain.



D. Penukaran Kata Laluan

1. Jika anda hendak menukar kata laluan, Klik Ikon **CP** (rujuk kotak merah dalam gambar).



2. Selepas itu, anda hanya perlu mengikut cara-caranya seperti bahagian B ([Klik sini](#)).