



# LOTUS DOMINO – TIPS EMEL/ CALENDARING

Oleh :  
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# ISI KANDUNGAN

1. SHORTCUT KEYS
2. SETTING PREFERENCES
3. HOUSEKEEPING
4. ARCHIVE
5. BLOCK MAIL
6. PENYULITAN (ENCRYPTION)
7. CALENDARING
8. LOTUS TRAVELER



# SHORTCUT KEYS

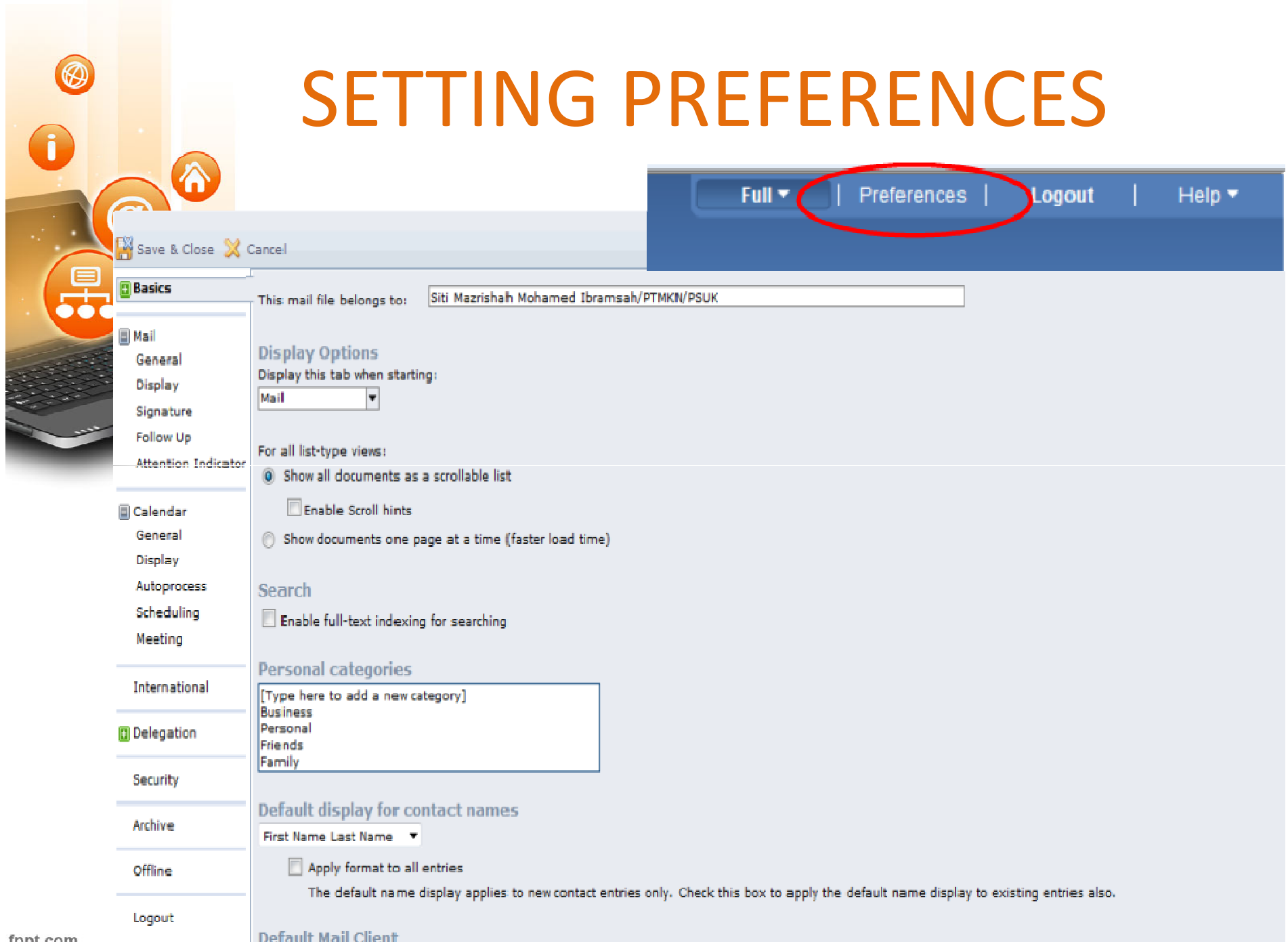
## INBOX VIEW

- Insert – Create New Message
- Delete – Delete Message
- F5 – Refresh Browser
- F9 – Refresh Inbox
- Home – Scroll to top list
- Page Up – Scroll Up
- Page Down – Scroll Down
- Arrow Up – Move next
- Arrow Down – Move next
- Enter – Read message and move next
- F1 – inotes Help

## CALENDARING VIEW

- Enter – Create New Entry
- Delete – Delete Calendar Entry
- F5 – Refresh Browser
- F9 – Refresh Calendar
- Home – Scroll to top list
- Page Up – Move 1 week up
- Page Down – Move 1 week down
- Arrow Up – Move up time slot in day entry
- Arrow Down – Move down time slot in day entry
- Arrow left / right – Move a day after or a day before

# SETTING PREFERENCES



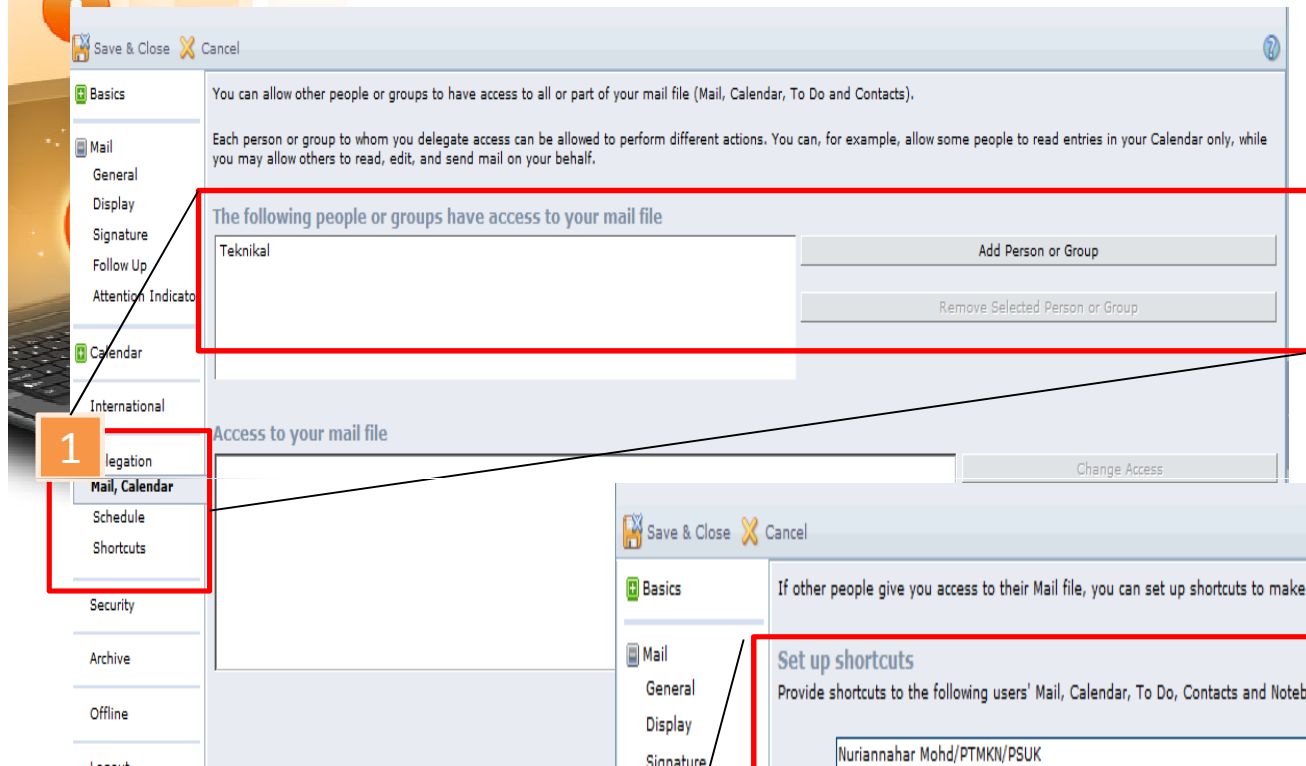
The image shows a screenshot of the Microsoft Office 2010 Preferences dialog box. The dialog box is titled "Preferences" and is part of the "Full" view. The "Preferences" button in the top navigation bar is circled in red. The dialog box is divided into several sections:

- Basics:** This mail file belongs to: Siti Mazrishah Mohamed Ibramsah/PTMKN/PSUK
- Display Options:**
  - Display this tab when starting: Mail
  - For all list-type views:
    - Show all documents as a scrollable list
    - Enable Scroll hints
    - Show documents one page at a time (faster load time)
- Search:**
  - Enable full-text indexing for searching
- Personal categories:**
  - [Type here to add a new category]
  - Business
  - Personal
  - Friends
  - Family
- Default display for contact names:**
  - First Name Last Name
  - Apply format to all entries
  - The default name display applies to new contact entries only. Check this box to apply the default name display to existing entries also.
- Default Mail Client:**

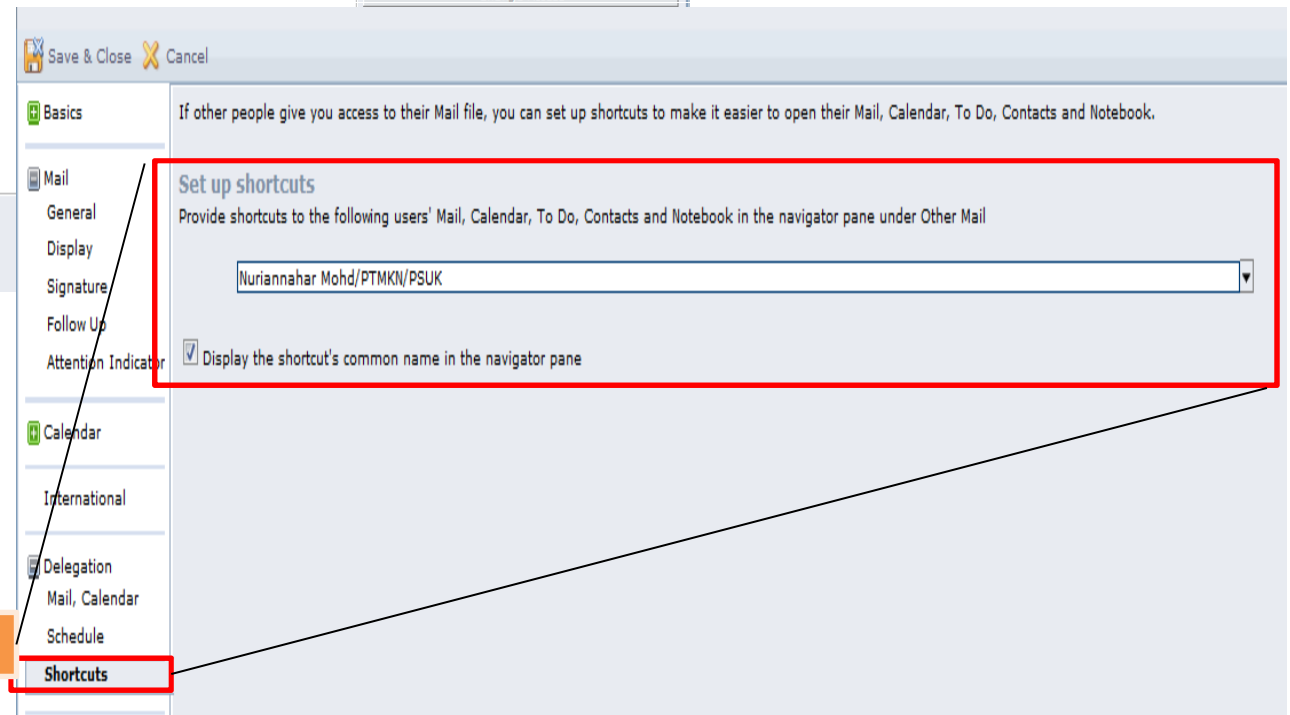
The left sidebar of the dialog box contains the following categories: Basics, Mail, Calendar, International, Delegation, Security, Archive, Offline, and Logout. The "Mail" category is currently selected.

# PREFERENCES-DELEGATION

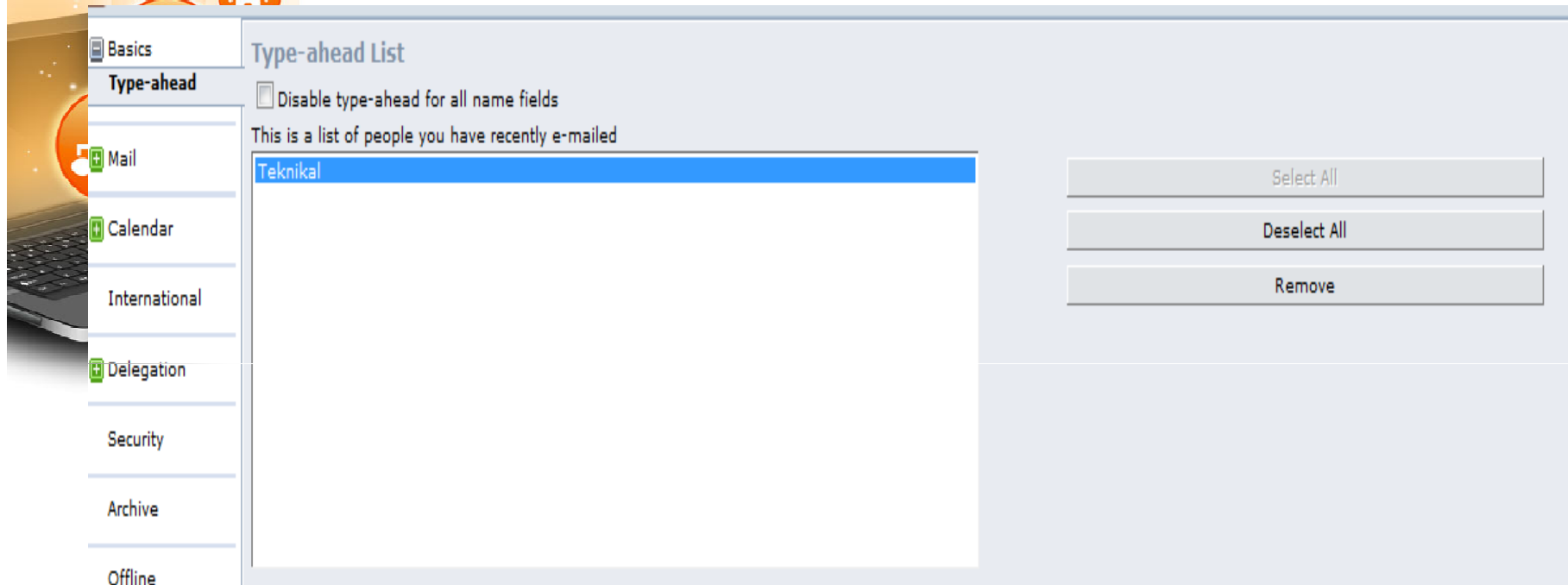
1. Beri kebenaran kepada pegawai/ group pegawai untuk melihat emel/ calendar/ to do list. Kemudian, beri jenis kebenaran untuk pegawai.



2. Create shortcut untuk akses calendar pegawai yang telah beri delegation.



# PREFERENCES-TYPE AHEAD



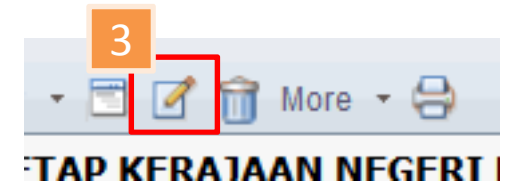
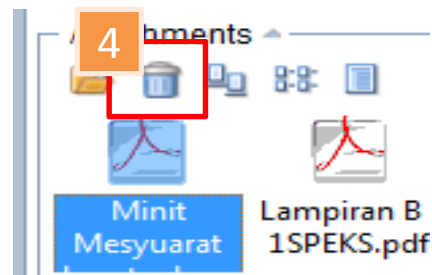
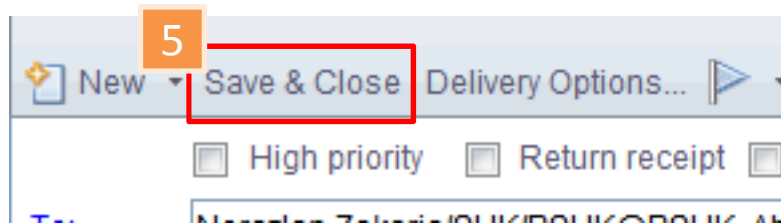
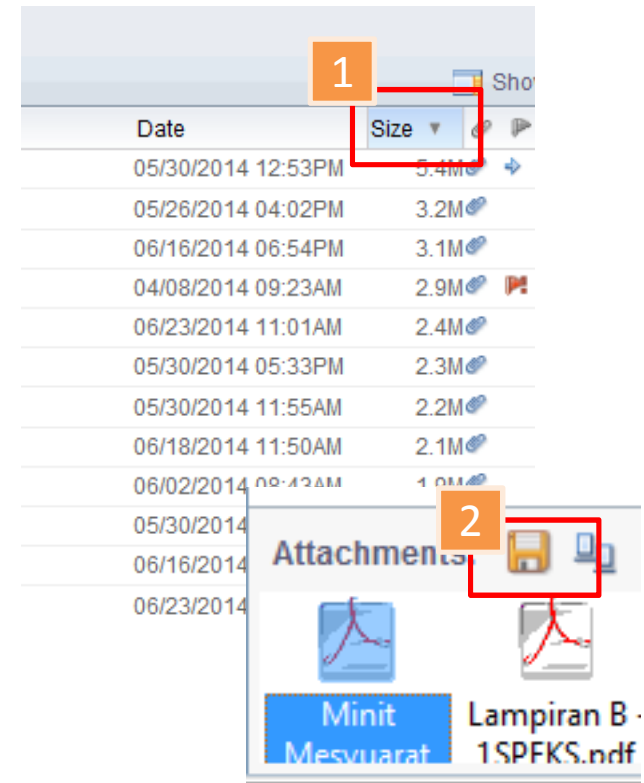
1. Kegunaan untuk simpan/ taip 'in advance' semasa 'compose emel'.
2. Senaraikan emel address yang telah digunakan.
3. Boleh 'remove selected' atau 'remove all'.



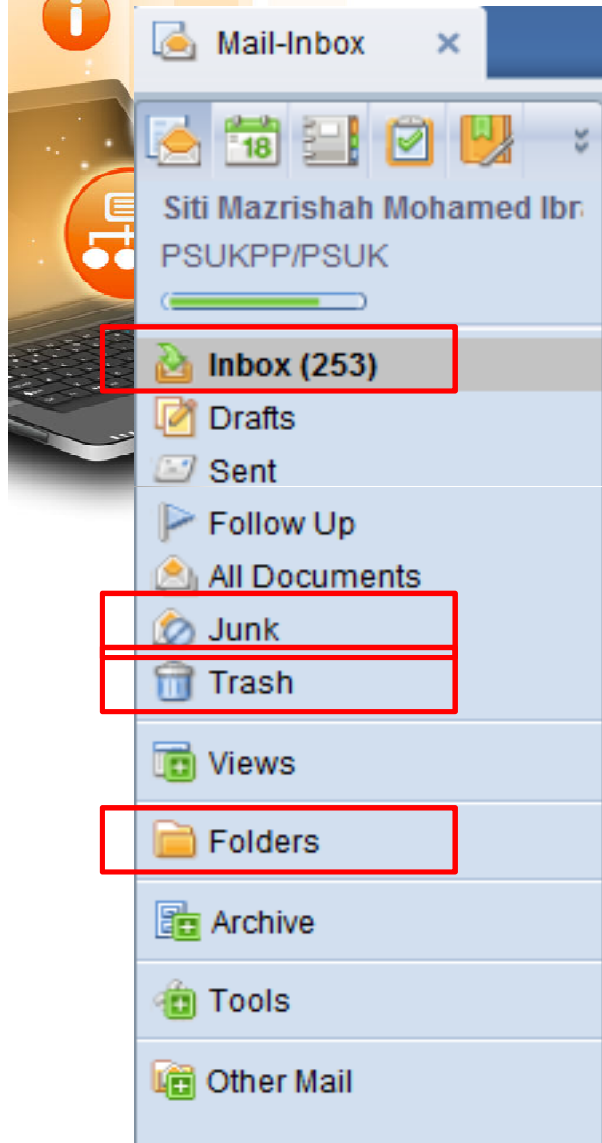
# HOUSEKEEPING - EMEL

## LANGKAH LAKSANA HOUSEKEEPING :

1. Sort emel mengikut saiz. (Click pada size)
2. Save attachment di hard disk (C:\) komputer/ notebook/ external drive/ usb drive.
3. Edit this document - emel.
4. Delete attachment.
5. Save and close.



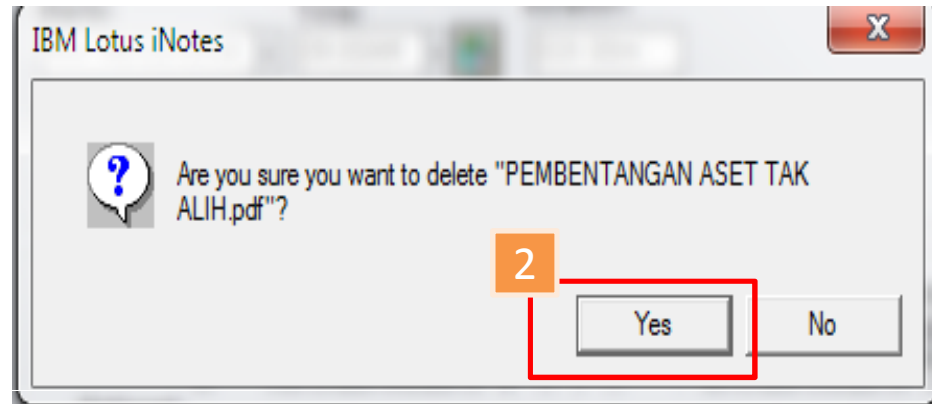
# HOUSEKEEPING – DELETE



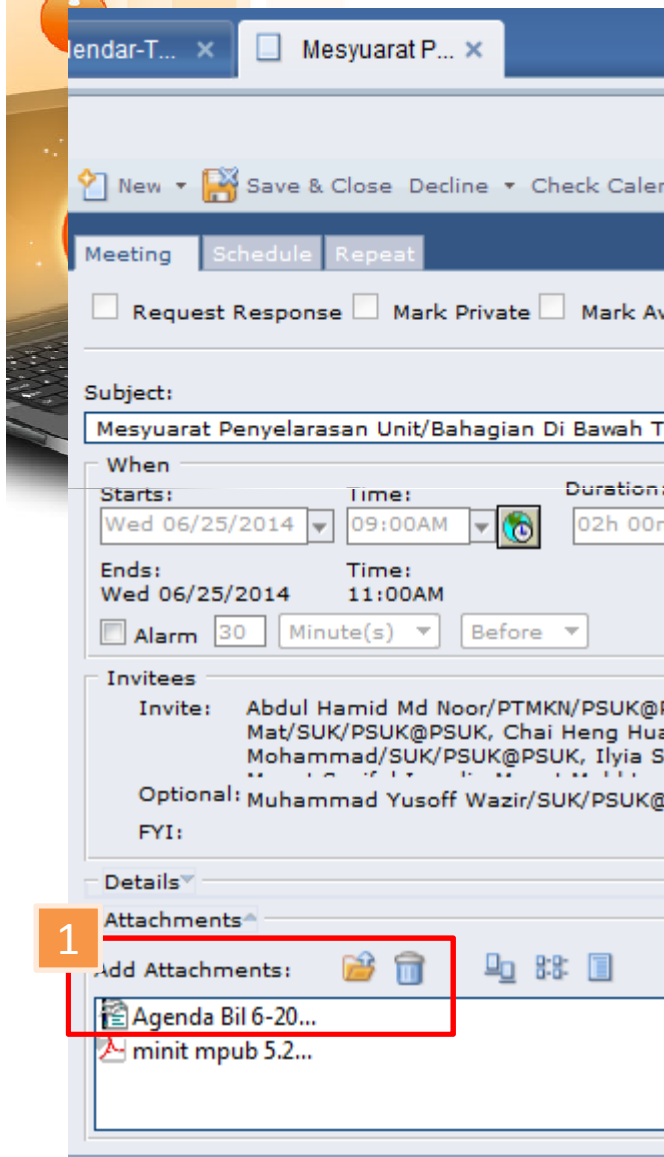
1. DELETE emel dalam INBOX
2. DELETE emel dalam :
  - Junk Mail Folder
  - Trash Bin
3. DELETE emel dalam Folder



# HOUSEKEEPING – DELETE

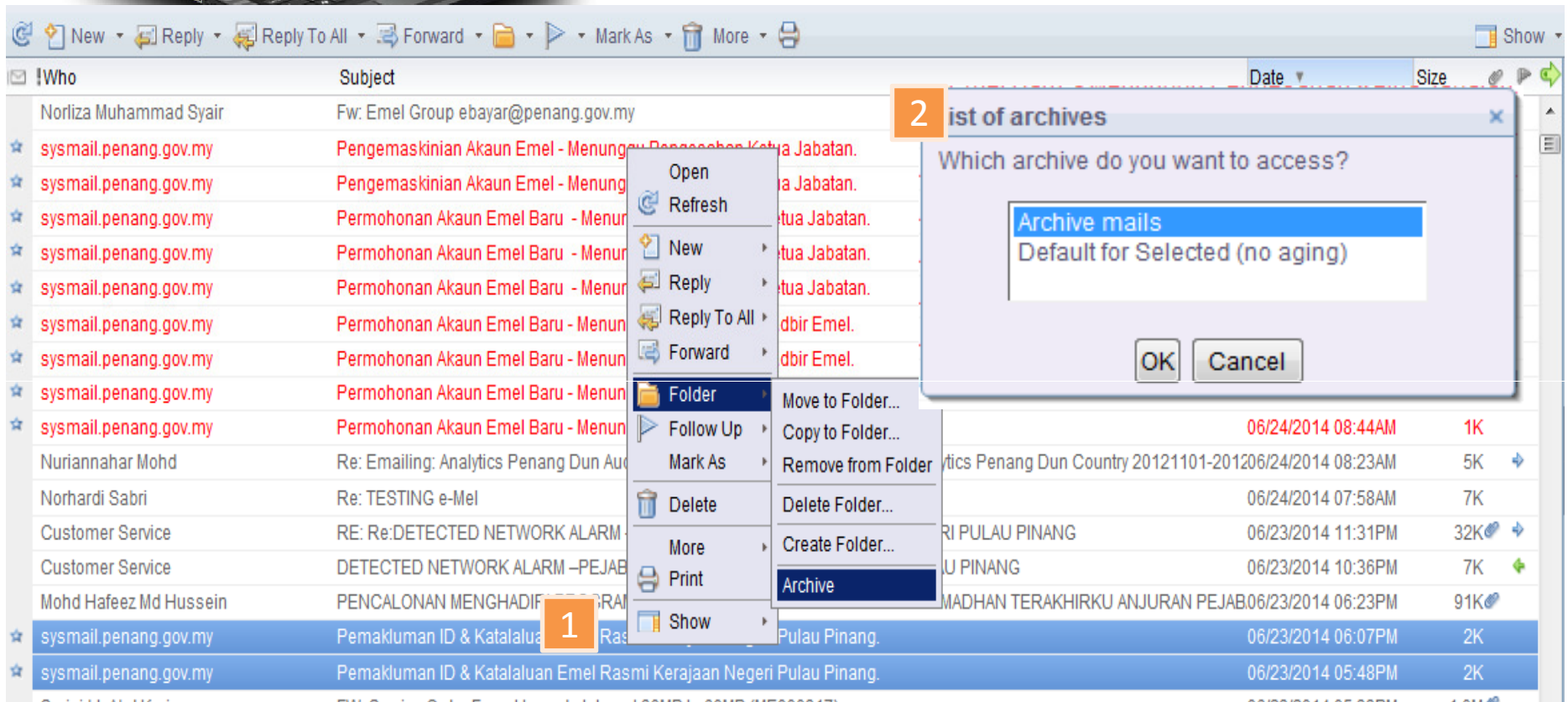


- DELETE Old Calendar Entry
- SAVE AND DELETE attachment dalam jemputan mesyuarat dalam CALENDAR





# ARCHIVE -EMEL



The screenshot shows an Outlook email client interface. The main window displays a list of emails with columns for 'Who', 'Subject', 'Date', and 'Size'. A context menu is open over a selected email, with the 'Archive' option highlighted. A dialog box titled 'List of archives' is also open, showing 'Archive mails' selected. The dialog box has 'OK' and 'Cancel' buttons.

Who	Subject	Date	Size
Norliza Muhammad Syair	Fw: Emel Group ebayar@penang.gov.my		
☆ sysmail.penang.gov.my	Pengemaskinian Akaun Emel - Menunggu Penetapan Ketua Jabatan.		
☆ sysmail.penang.gov.my	Pengemaskinian Akaun Emel - Menunggu Penetapan Ketua Jabatan.		
☆ sysmail.penang.gov.my	Permohonan Akaun Emel Baru - Menunggu Penetapan Ketua Jabatan.		
☆ sysmail.penang.gov.my	Permohonan Akaun Emel Baru - Menunggu Penetapan Ketua Jabatan.		
☆ sysmail.penang.gov.my	Permohonan Akaun Emel Baru - Menunggu Penetapan Ketua Jabatan.		
☆ sysmail.penang.gov.my	Permohonan Akaun Emel Baru - Menunggu Penetapan Ketua Jabatan.		
☆ sysmail.penang.gov.my	Permohonan Akaun Emel Baru - Menunggu Penetapan Ketua Jabatan.		
☆ sysmail.penang.gov.my	Permohonan Akaun Emel Baru - Menunggu Penetapan Ketua Jabatan.		
Nuriannahar Mohd	Re: Emailing: Analytics Penang Dun Country 20121101-201206/24/2014 08:23AM	06/24/2014 08:44AM	1K
Norhardi Sabri	Re: TESTING e-Mel	06/24/2014 07:58AM	7K
Customer Service	RE: Re:DETECTED NETWORK ALARM -PEJABAT PULAU PINANG	06/23/2014 11:31PM	32K
Customer Service	DETECTED NETWORK ALARM -PEJABAT PULAU PINANG	06/23/2014 10:36PM	7K
Mohd Hafeez Md Hussein	PENCALONAN MENGHADIRI RASMI MADHAN TERAKHIRKU ANJURAN PEJABAT	06/23/2014 06:23PM	91K
☆ sysmail.penang.gov.my	Pemakluman ID & Katalaluan Emel Rasmi Kerajaan Negeri Pulau Pinang.	06/23/2014 06:07PM	2K
☆ sysmail.penang.gov.my	Pemakluman ID & Katalaluan Emel Rasmi Kerajaan Negeri Pulau Pinang.	06/23/2014 05:48PM	2K

- Kegunaan untuk simpan emel dalam archive dan reduce kuoata mailbox.
1. Select emel > right click> select folder > archive
  2. archive mails > Ok.



# ARCHIVE – EMEL [2]

The screenshot displays an email client interface. On the left sidebar, the 'Archive mails' option is highlighted with a red box. The main window shows a list of emails with the selected one expanded to show details. The browser address bar shows the URL: [http://psukppnsso.penang.gov.my/archive/a\\_m](http://psukppnsso.penang.gov.my/archive/a_m). The email list includes:

Who	Subject
sysmail.penang.gov.m	Pemakluman ID & Katalaluan Emel Rasmi Kerajaan Negeri Pulau Pinang.
Nuriannahar Mohd	Re: [Edaran]: Mesyuarat Penyelarasan Unit/Bahagian Di Bawah Timbalan Setiausaha Kerajaan
NURIANNAHAR BINTI IIDoF	MAKLUMAN EMEL
NURIANNAHAR BINTI IIDoF	MAKLUMAN EMEL
NURIANNAHAR BINTI IIDoF	MAKLUMAN EMEL
NURIANNAHAR BINTI IIDoF	MAKLUMAN EMEL
Wan Abdul Azir Wan MtSLAID	PEMBENTANGAN JKR ELEKTRIK PULAU PINANG
Leo Ballang anak JoseFW	tanah bayan lepas
NURIANNAHAR BINTI IIDoF	MAKLUMAN EMEL

- Kemudahan emel archive hanya boleh di buka menggunakan **intranet emel** sahaja.



# BLOCK MAIL

The screenshot shows an email client interface with a list of emails. A context menu is open over the email from Colin West. The 'Block Mail From Sender...' option is highlighted. Below, a 'Block-Sender Mail Rule' dialog box is shown with the 'OK' button highlighted.

Who	Subject
Nuriannahar Mohd	Broadcast:Test Broadcast - Perjumpaan Aset (Fri 2
★ sysmail.penang.gov.my	Pemakluman Pengemaskinian Akaun Emel R
sysmail.penang.gov.my	Pengemaskinian Akaun Emel - Menunggu Pe
Colin West	Nessus Enterprise 15 day trial
Mohd Hafiz Khamis	External DNS DRC
Subhee Mukhtar	Maklumat Gaji Asas
Zurila Zakariah	[HEBAHAN] - FORUM PERDANA & GEMA LANTUN
Md Kamal Harun	my ip
Shahril Zamani Md. Zain	Lawatan Amalan Persekitaran 5S ke Lembaga Ker

Block Mail From...

Block-Sender Mail Rule

Incoming mail from this user will be delivered directly to the Junk Mail folder.

User name: Colin West

User e-mail: marketing@tenable.com

Do not confirm each addition to the list

OK Cancel

1. Select emel > right click > choose block mail from sender.
2. Click Ok.



# PENYULITAN (ENCRYPTION)

Pengguna  
Notes :

Send Send & File... Save As Draft Deliv Options... Format Display More

High priority  Return receipt  Sign  Encrypt  Keep Private  Mark Subject Confidential

To: Mohd Hafiz Khamis/PTMKN/PSUK@PSUK,

Subject: \*Confidential:Semakan Dokumen Tender

Siti Mazrishah Mohamed Ibramsah/PTMKN/PSUK 06/24/2014 02:19PM

Bukan Pengguna Notes  
Berdaftar (Sulit):

High priority  Return receipt  Sign  Encrypt  Keep

To: roszalinda@mampu.gov.my

Cc:

Bcc:

Subject: [SULIT] Semakan Dokumen Insiden Keselamatan ICT

1. Check box Enrypt untuk antara pengguna notes.
2. Taip [SULIT] pada subject untuk pengguna bukan notes yang berdaftar dengan securemail PSUKPP.



# FUNGSI CALENDAR

1. Meeting – Create, Invite, Accept, Delegate, Cancel, Reschedule
2. Appointment
3. All Day Event
4. Reminder
5. Event Announcement
6. Import Holidays

# CALENDARING

The screenshot displays the Microsoft Outlook calendar interface. A red box highlights the top ribbon area, containing callout 1 pointing to the ribbon and callout 2 pointing to the 'New' button. Another red box highlights the 'Day At-A-Glance' pane on the right, containing callout 6 pointing to the event 'Lawatan 5S ke Bandar PERDA'. A third red box highlights the 'Views' dropdown menu on the left, containing callout 3 pointing to the menu and callout 4 pointing to the 'Other Calendars' option. A fourth red box highlights the main calendar grid, containing callout 5 pointing to the event 'Lawatan 5S ke Bandar PERDA'. A fifth red box highlights the 'Today' button in the top left of the calendar pane, containing callout 2. A sixth red box highlights the 'Today' button in the bottom right of the calendar pane, containing callout 6. The calendar shows a green event block for 'Lawatan 5S ke Bandar PERDA' on Friday, June 20, 2014, from 08:45 AM to 01:00 PM.

Calendar-O... x

Siti Mazrisha Mohamed ib...  
PPKPPSUUK

1

2

3

4

5

6

Today Jun 20, 2014

2014 June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Views

- One Day
- Two Days
- One Work Week
- One Week
- Two Weeks
- One Month
- One Year

Meeting Notices

Group Calendar

Other Calendars

Friday, June 20, 2014

08:00 AM

09:00

10:00

11:00

12:00 PM

01:00

02:00

03:00

04:00

Lawatan 5S ke Bandar PERDA

Day At-A-Glance

June 20, 2014

08:45AM - 01:00PM

Lawatan 5S ke Bandar PERDA

Today June 20, 2014

Day 171 - 194 days left in the year

Help Help



# CALENDARING [2]

- 1 Tools button
- 2 Today – Tarikh hari ini
- 3 Views – Jenis-jenis view
- 4 Other Calendar – Kalendar pegawai lain yang telah beri kebenaran (delegates)
- 5 List Entry by Time – Senarai aktiviti
- 6 Day At A Glance – Senarai aktiviti harian yang telah disenaraikan

Tips : Drag Drop aktiviti pada calendar untuk pinda masa.

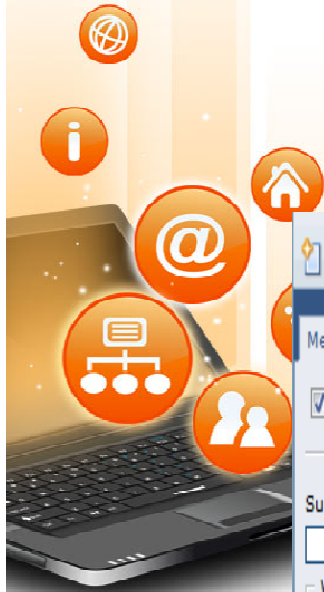




# CALENDARING – MEETING<sup>[1]</sup>

1. Kegunaan untuk invite meeting/ event announcement/ reminder/ appointment/ all day event.
2. Boleh tetapkan masa, bilangan hari lebih dari 1 hari, bilik mesyuarat, lokasi.
3. Maklumat akan diterima oleh ahli mesyuarat yang dijemput dan mempunyai emel.
4. Boleh set 'return receipt' untuk melihat sama ada jemputan berkenaan telah dibuka atau tidak.
5. Boleh set alarm untuk reminder. Contoh : alarm berbunyi 10 minit sebelum mesyuarat bermula.

# CALENDARING – MEETING [2]



New ▾ Save & Send Save As Draft Delivery Options... Cancel Invitation Find Room or Resource ▾

Meeting ▾ Schedule Repeat

Request Response  Mark Private  Mark Available Categories:

Subject:

Chair: Siti Mazrishah Mohamed Ibramsah/PTMKN/PSUK

When

Starts: Wed 06/18/2014 Time: 05:00PM Duration: 01h 00m

Ends: Wed 06/18/2014 Time: 06:00PM

Alarm 30 Minute(s) Before

Where

Location:

Include conference call information in the Location

You have not entered any conference call information into your Calendar Meeting preference.

Room:

Resource:

Online Meeting: There is no online meeting

Invitees

Invite:

Optional:

FYI:

Details ▾

Attachments ▾

# CALENDARING – EVENT ANNOUNCEMENT

The screenshot shows a meeting invitation interface. At the top, there are menu options: 'New', 'Save & Send', 'Save As Draft', 'Delivery Options...', 'Cancel Invitation', and 'Find Room or Resource'. Below this, there are tabs for 'Meeting', 'Schedule', and 'Repeat'. A red box highlights the 'Request Response' checkbox, which is currently unchecked. Other options include 'Mark Private' and 'Mark Available'. The 'Subject' field contains 'Gotong Royong Mega 55'. The 'Chair' field contains 'Siti Mazrishah Mohamed Ibramsah/PTMKN/PSUK'. The 'When' section shows 'Starts: Wed 06/25/2014 09:00AM' and 'Ends: Wed 06/25/2014 01:00PM'. The 'Where' section shows 'Location: PTMKN, Tingkat 24, KOMTAR'. A red box highlights the subject line 'Broadcast Test Lagi Broadcast (Mon 23/06/2014 08:15AM)'. The 'Invites' section shows 'Invite: Mazuina Malek/PTMKN/PSUK, Wan Haslan Wan Abdul Hamid/PTMKN/PSUK'. The 'Details' section shows 'Tuan/Puan, Merujuk kepada perkara di atas.' A red box highlights the 'Add to Calendar' button in the bottom right corner.

1. Meeting invitation. Uncheck Request Response.
2. Emel diterima dengan subject 'Broadcast'.
3. Pengguna buka dan klik 'Add to Calendar'.

# CALENDARING – APPOINTMENT



New Save & Close Save Delivery Options... Invitation

Appointment Schedule Repeat

Mark Private  Mark Available Categories:

Subject:

When

Starts: Wed 06/18/2014 05:00PM 01h 00m

Ends: Wed 06/18/2014 06:00PM

Alarm 30 Minute(s) Before

Where

Location:

Online Meeting: There is no online meeting

Details

Attachments

# CALENDARING – ALL DAY EVENT

New Save & Close Save Delivery Options...

All Day Event Repeat

Mark Private  Mark Available Categories:

Subject:

When  
Starts: Wed 06/18/2014  
 Alarm 1 Day(s) Before

Where  
Location:   
Online Meeting: There is no online meeting

Details

Attachments

# CALENDARING – REMINDER



New Save & Close Save Delivery Options...

Reminder Repeat

Mark Private  Mark Available Categories:

Subject:

**When**

Starts: Wed 06/18/2014 Time: 05:00PM

Alarm 0 Minute(s) Before

**Where**

Location:

Online Meeting: There is no online meeting

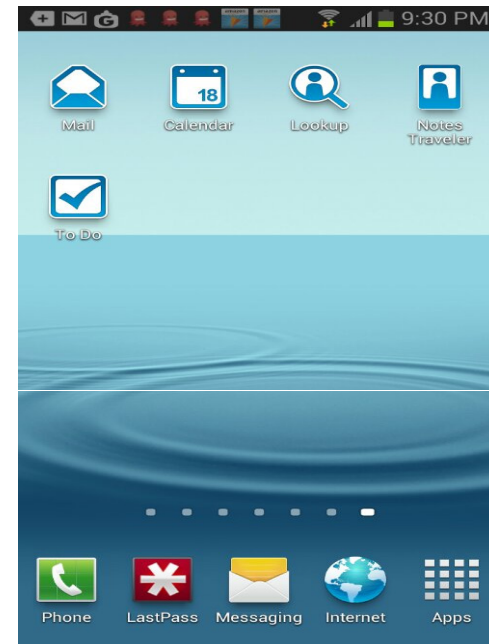
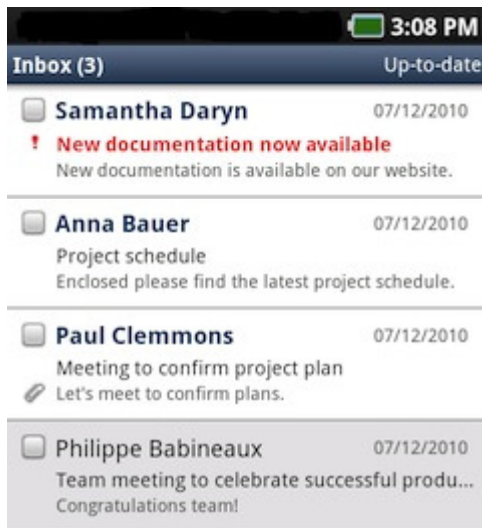
Details

Attachments



# LOTUS TRAVELER

## ANDROID : INBOX VIEW



1. Support OS Android, iOS Apple, Nokia Symbian^6/Series 6, Windows Mobile 6.0/6.1/6.5
2. Host by server [internet mail](https://sukaweb.penang.gov.my/traveler) sahaja.  
(<https://sukaweb.penang.gov.my/traveler>)



SEKIAN, TERIMA KASIH