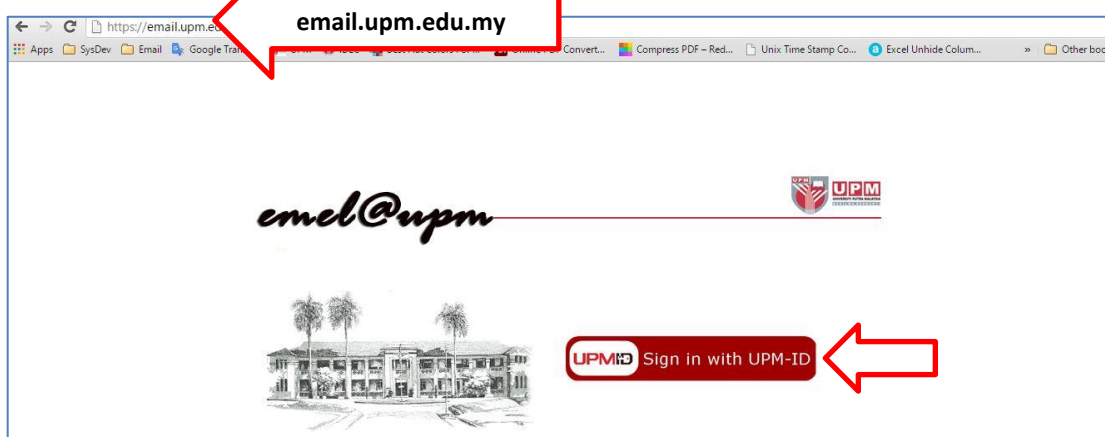
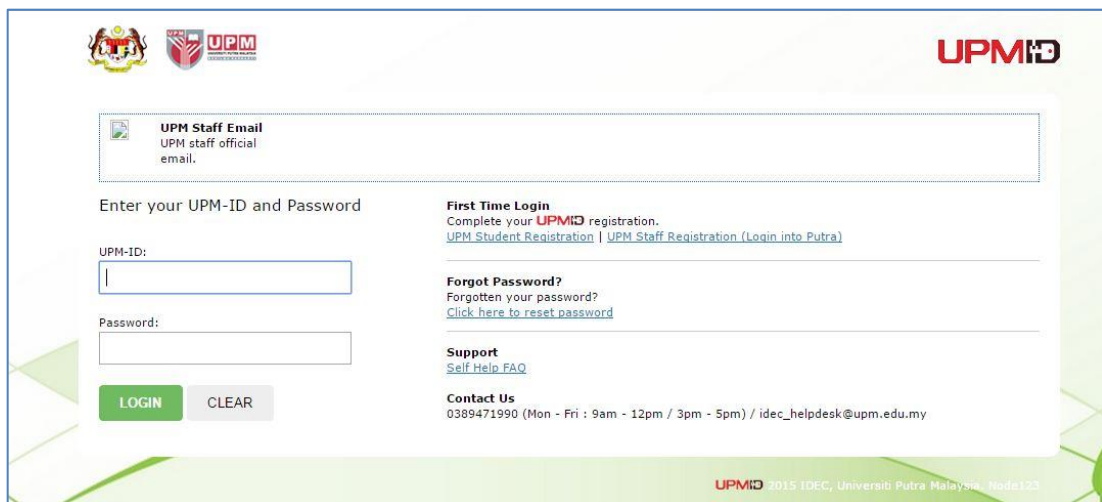


A. PANDUAN CAPAIAN EMEL UPM

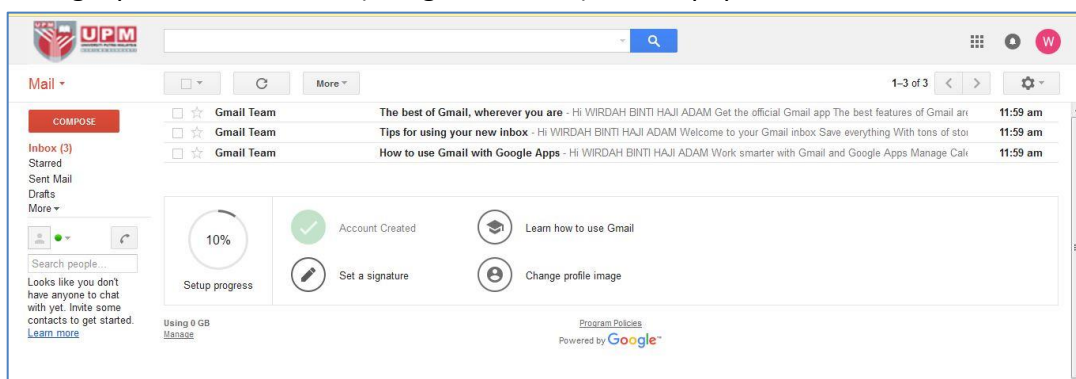
1. Layari laman web utama **email.upm.edu.my** dan Klik pada butang **'Sign in with UPM-ID'**



2. Masukkan maklumat UPMID pengguna (UserID & kata laluan) dan Klik butang **'LOGIN'**

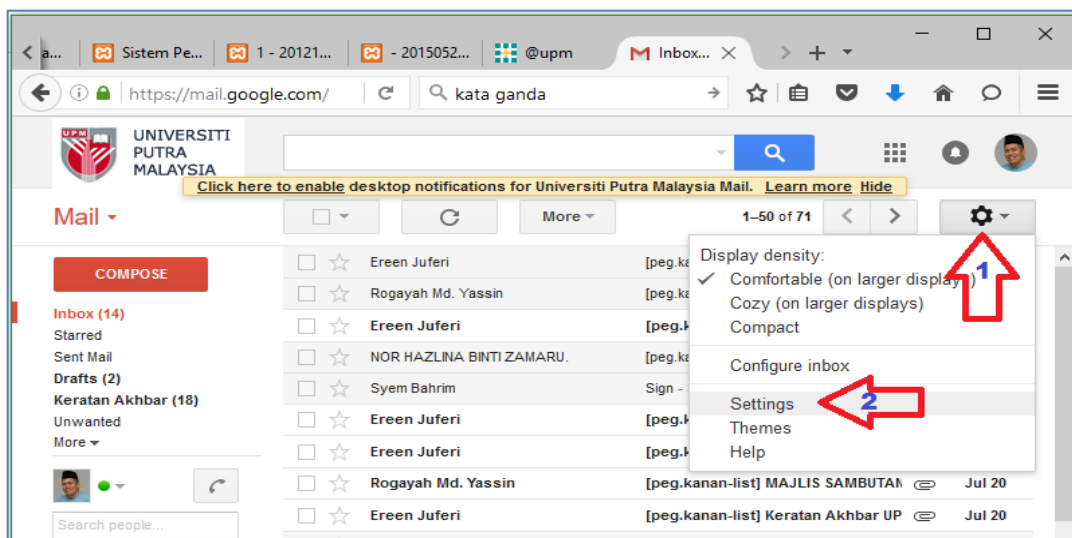


3. Tetingkap email baru UPM (Google Platform) akan dipaparkan.

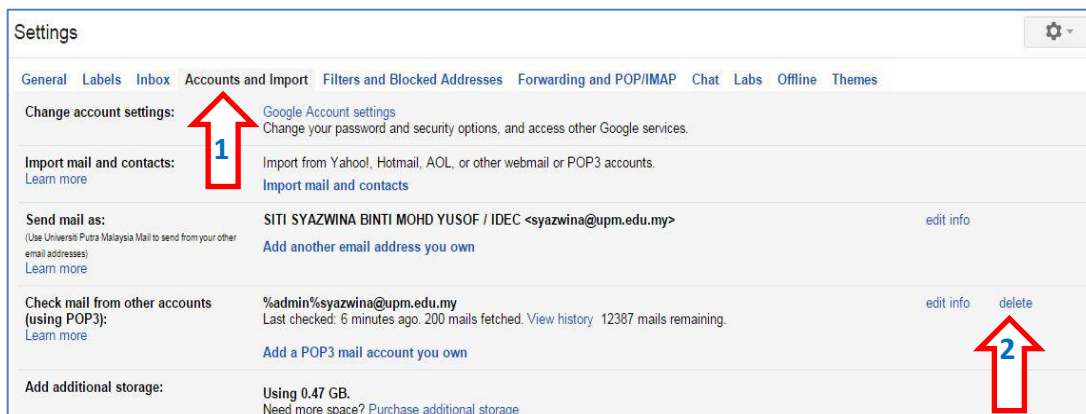


B. PANDUAN MENGIMPORT EMEL DESKNOW KE GMAIL

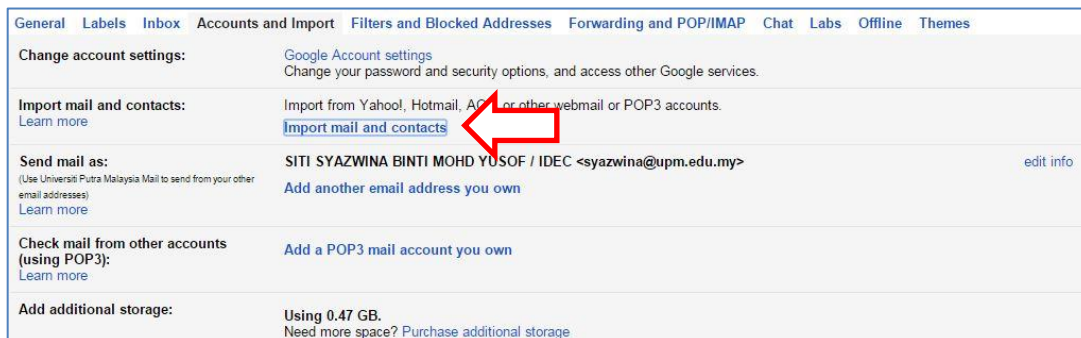
1. Login **email.upm.edu.my** mengguna maklumat login dan kata laluan **UPMID** pengguna (Login emel: user@upm.edu.my)
2. Klik icon Setting (**Label #1**) dan klik **Setting (Label #2)**



3. Pilih menu **Accounts and Import (Label #1)** dan klik **Delete (Label #2)** pada bahagian **Check mail from other account** bagi akaun **%admin@[UPMID_user]@upm.edu.my**




4. Klik **Import mail and contacts** pada tab **Import mail and contacts**



5. Masukkan **UPM-ID** pengguna (contoh **syazwina@desknow.upm.edu.my**) dan Klik **Continue**

Step 1: Sign into your other email account

What account do you want to import from?

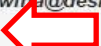
syazwina@desknow.upm.edu.my 

For example: name@example.com

6. Masukkan **Kata laluan UPMID** dan Klik **continue**

Step 1: Sign into your other email account

Enter the password for **syazwina@desknow.upm.edu.my**.

..... 

Your password will be stored securely and deleted after we've finished importing your mail.

Universiti Putra Malaysia Mail couldn't identify your POP server. Please enter your POP server information below.

POP username:
syazwina

POP server:
desknow.upm.edu.my Port: 110 [Edit](#)


7. Tandakan pada kotak **1,2 & 4** dan Klik **Start Import**

Step 2: Import options

Select the import options for **syazwina@upm.edu.my**.

Import mail
 Leave a copy of retrieved message on the server
 Archive incoming messages (Skip the Inbox)
 Add label to all imported mail: syazwina@upm.edu.my

This account is managed by **Universiti Putra Malaysia**. Your administrator will have access to all emails and contacts you import. [Learn more](#)



8. Selesai. Emel akan diimport daripada aplikasi DeskNow ke sistem emel yang baharu.