

Kandungan

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1. Proses pemindahan folder/email lama (Zimbra) ke Email Gmail Staf UniMAP yang baru
Moving old folders / emails (Zimbra) to the new UniMAP Staff Gmail Email

1.1 Ringkasan proses
Process summary

Ringkasan langkah-langkah yang terlibat :
Summary of the steps involved:

Langkah 1 : Install Aplikasi Thunderbird

Step 1 : Install Thunderbird desktop application

Langkah 2 : Konfigurasi Thunderbird untuk mengakses :-

Step 2 : Configure Thunderbird to access

- i. **Email Zimbra (email staf sedia ada)**
Zimbra email (staff existing email)
- ii. **Email gmail (email baru staff)**
Gmail (staff new email)

Langkah 3 : Proses memindahkan email :-

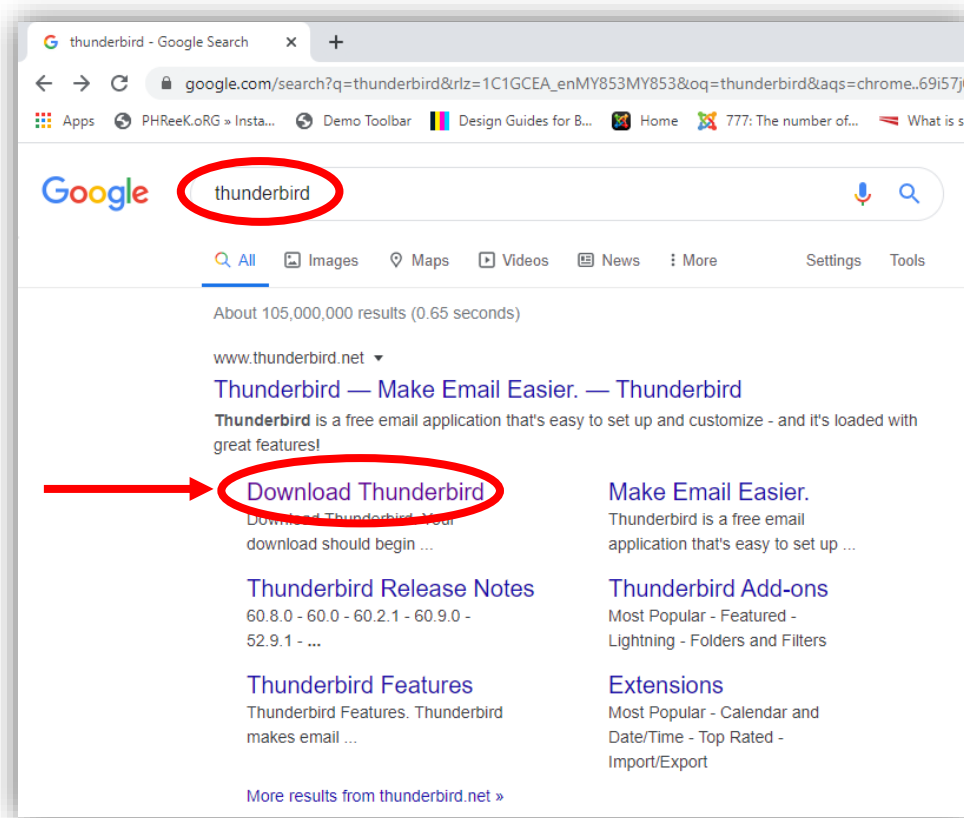
Step 3 : Email transfer process :-

- i. **Dari inbox email Zimbra ke inbox email Gmail**
From Zimbra inbox to Gmail inbox
- ii. **Dari subfolder email Zimbra ke subfolder email Gmail**
From Zimbra subfolder to Gmail subfolder

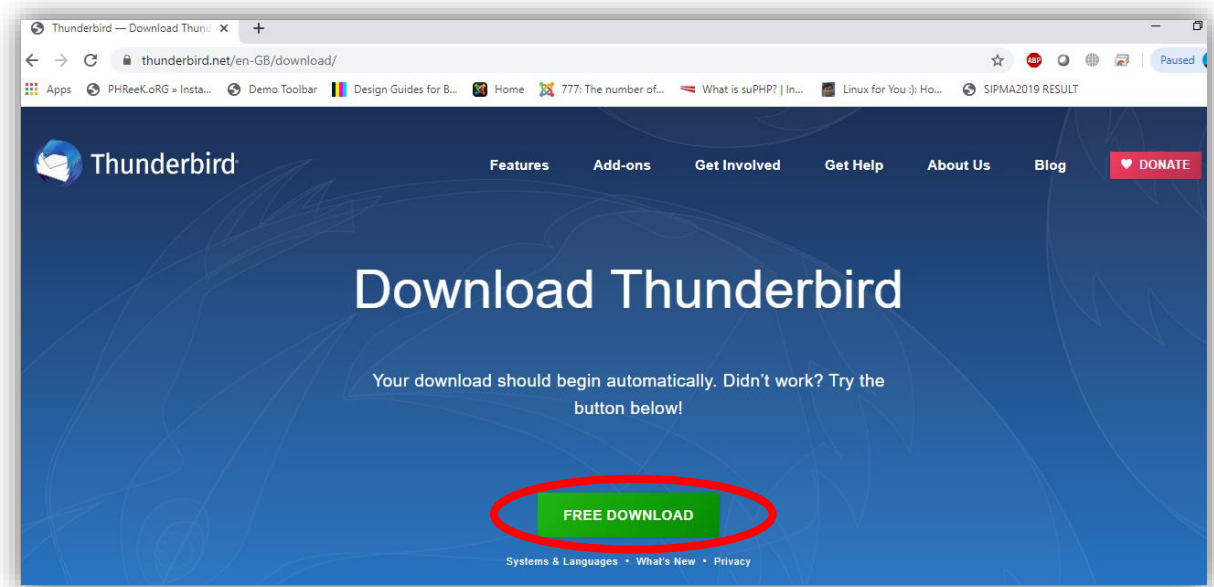
1.1 Penerangan terperinci *Detail process*

Langkah 1 : Install Aplikasi Thunderbird dari Google Search *Step 1 : Install Thunderbird desktop application*

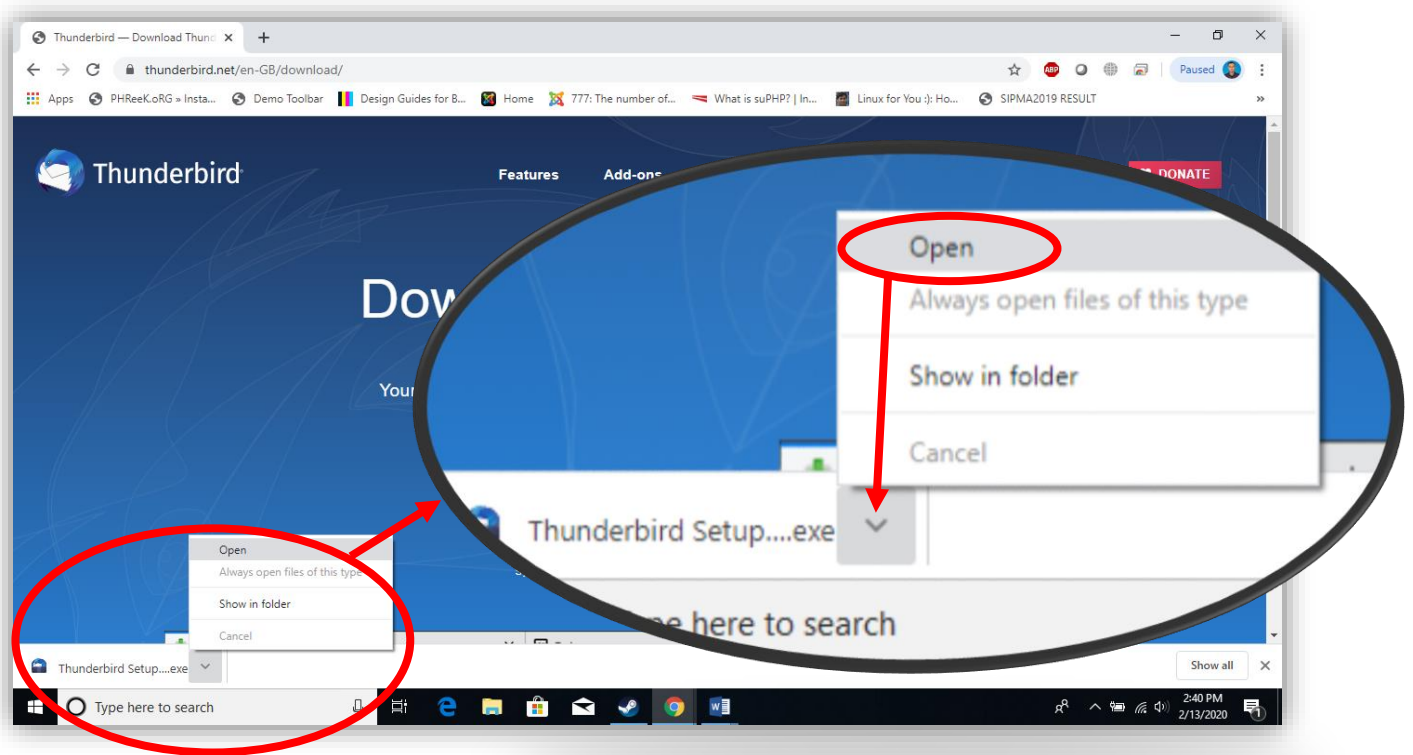
- i. Klik **Download Thunderbird** dari **Google Search**
*Search 'download thunderbird' using any search engine you prefer and Click **Download Thunderbird***



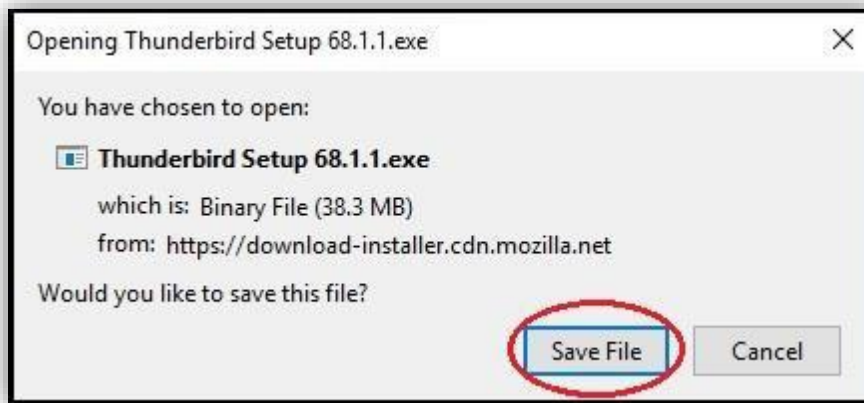
- ii. **Klik Free Download**
Click Free Download



- iii. **Klik Open**
Click Open



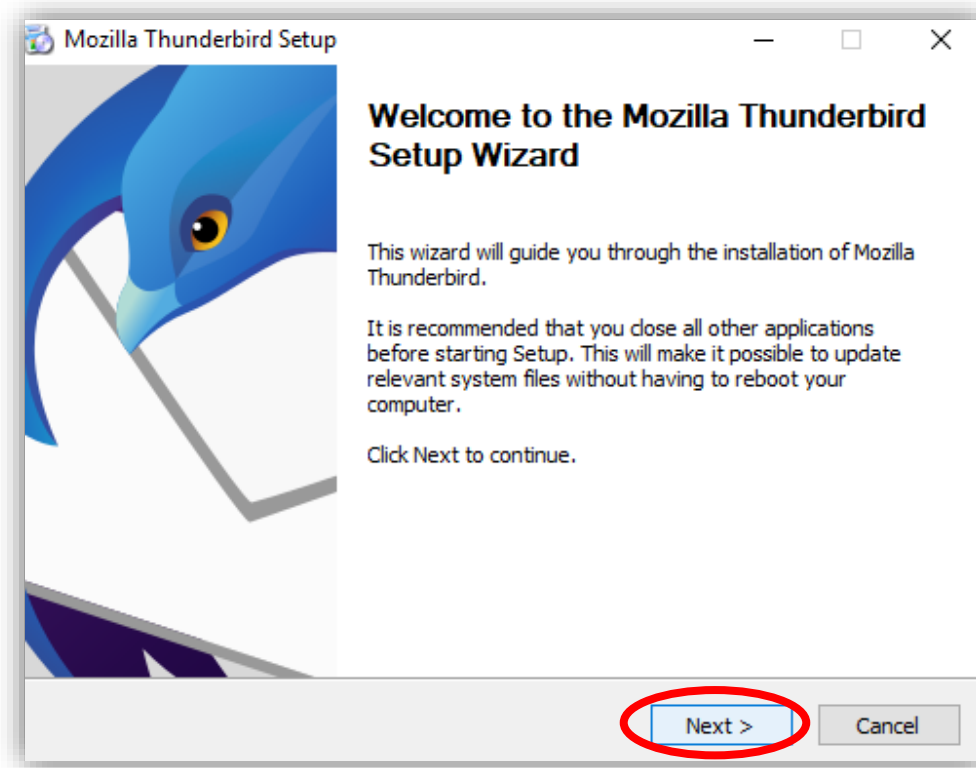
- iv. Klik butang **Save File**
*Click **Save File** button*



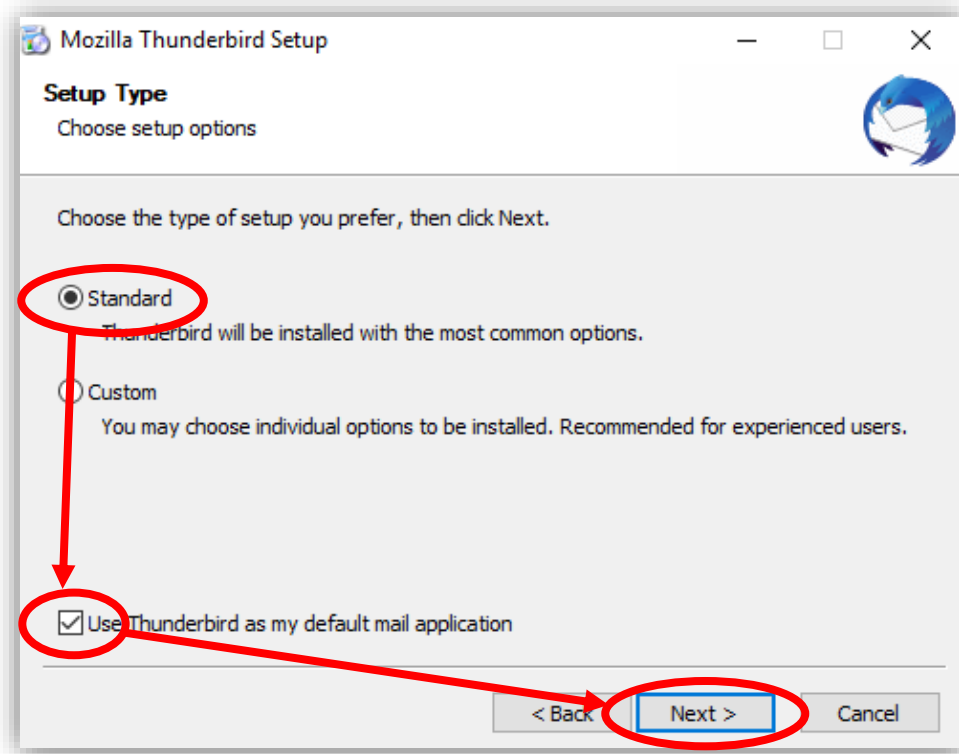
- v. *Run Thunderbird Setup*



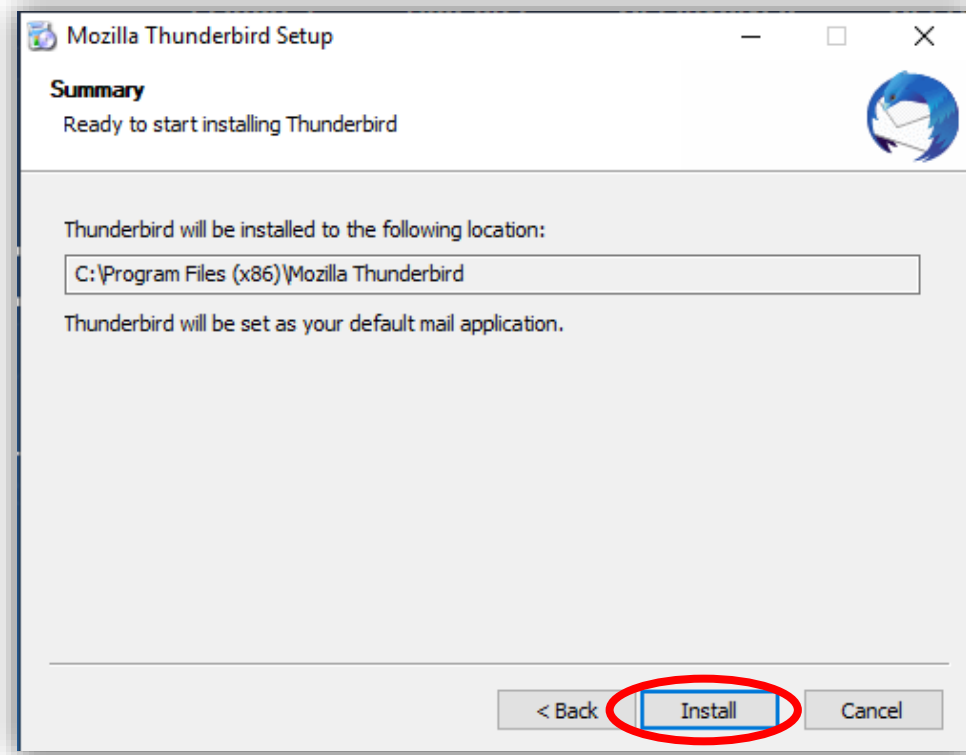
- vi. Klik butang **Next**
Click **Next** button



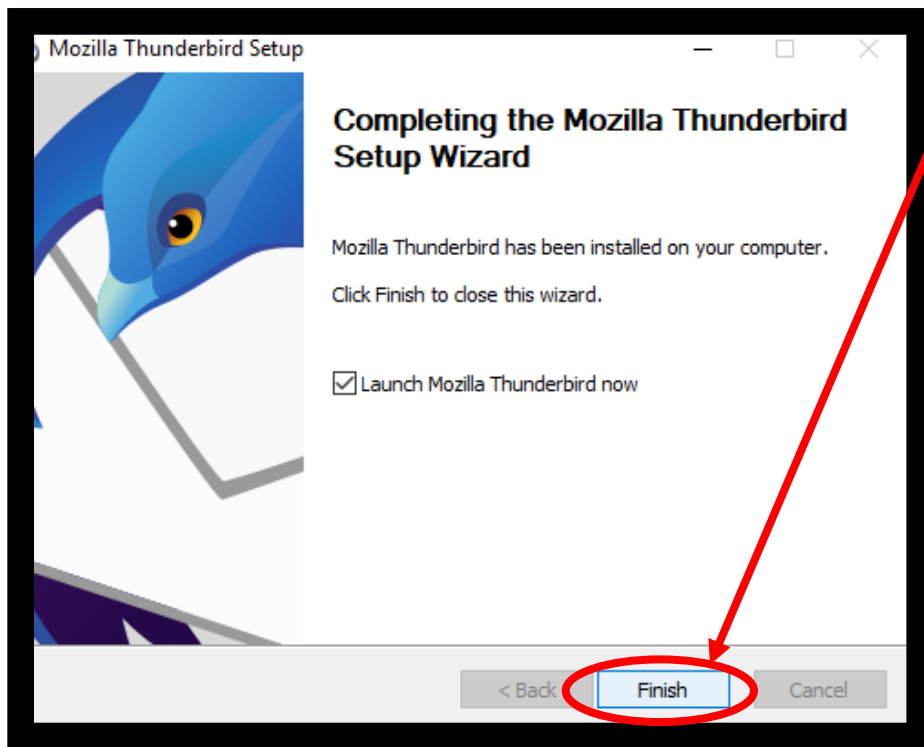
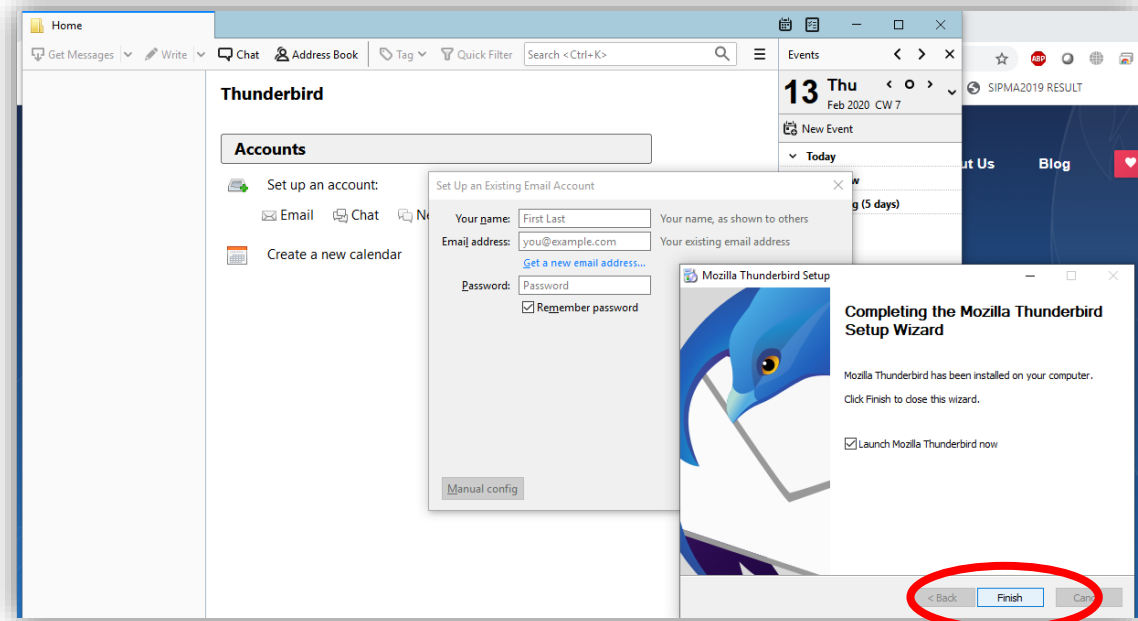
- vii. Tick dan klik butang **Next**
*Tick and click **Next** button*



- viii. Klik butang **Install**
*Click **Install** button*



- ix. Klik butang **Finish**
*Click **Finish** button*



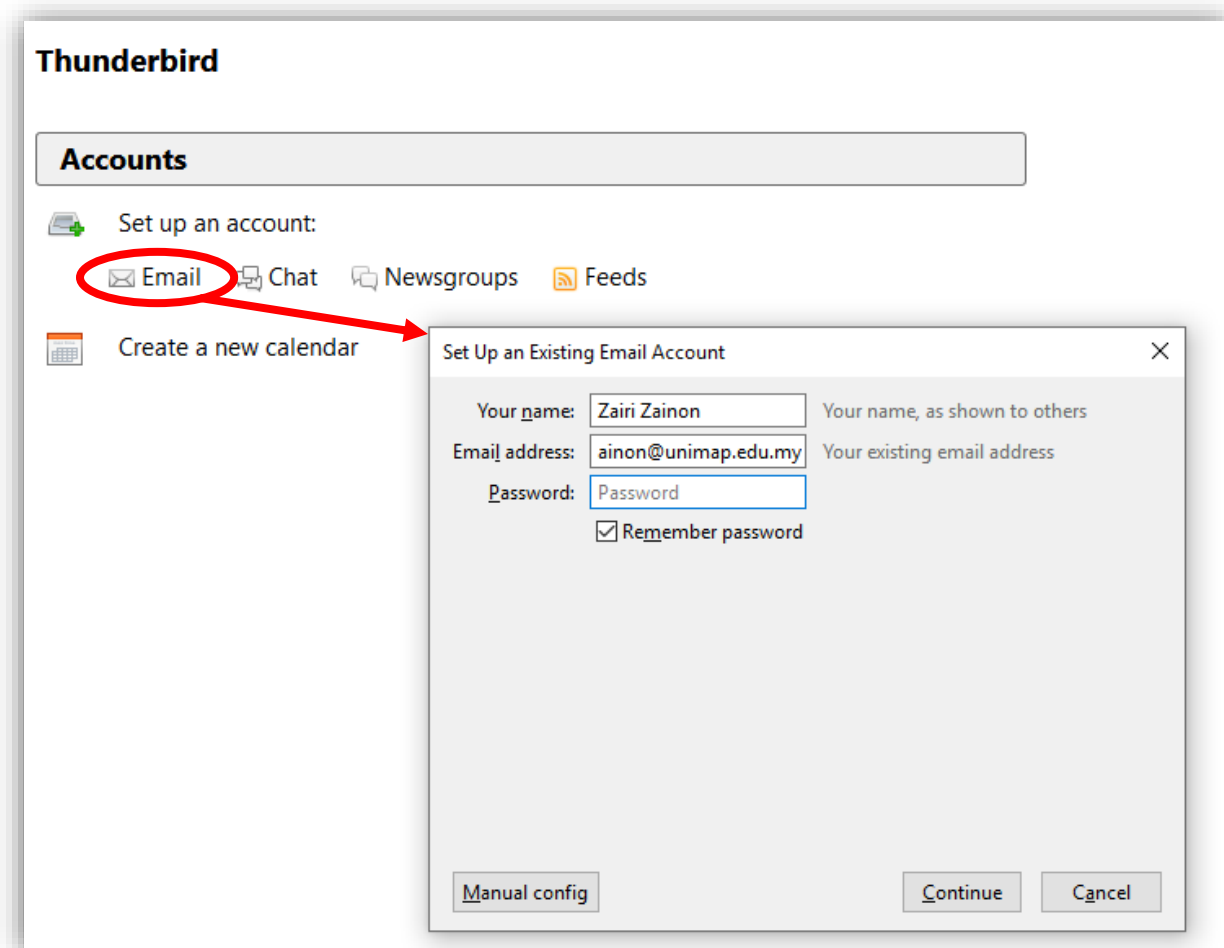
- x. Selesai
Finish

Langkah 2 : Konfigurasi Thunderbird untuk mengakses :-

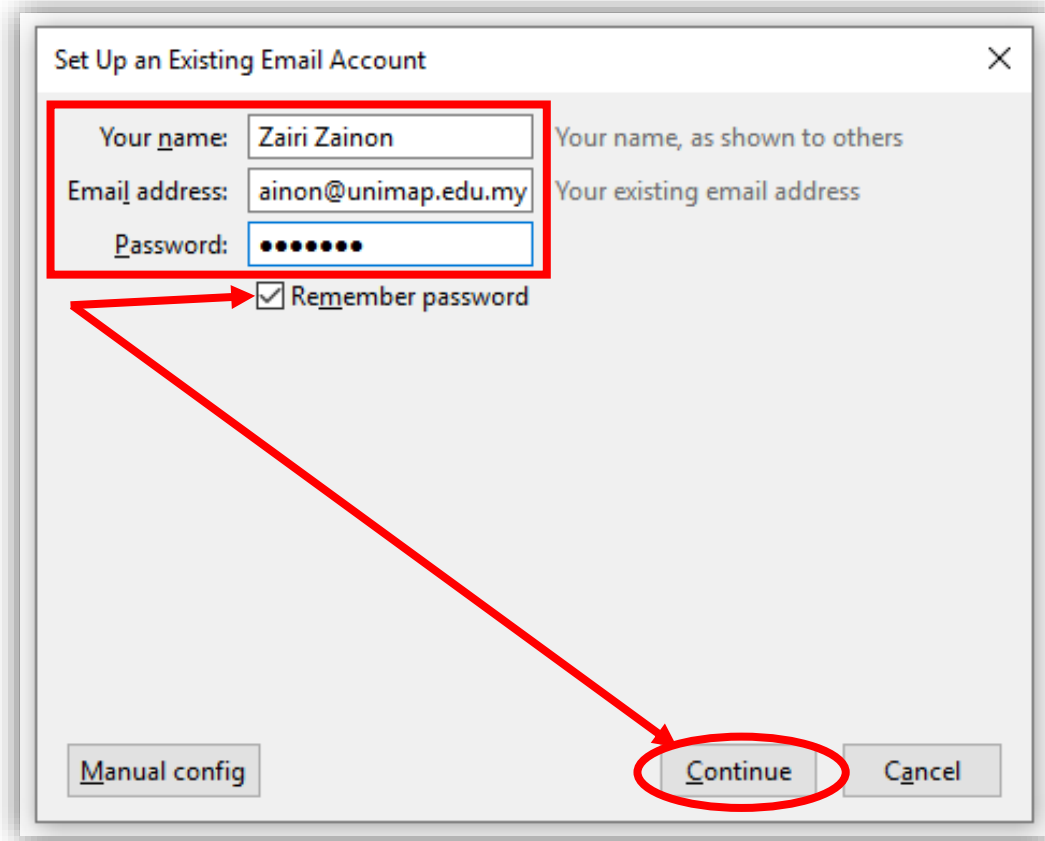
Step 2 : Configure Thunderbird to access :-

- i. **Email Zimbra (email staf sedia ada)**
Zimbra email (staff existing email)

- a. Buka akaun **Thunderbird** dan klik 'Email' dibawah "Set up an account" :-
Run your Thunderbird. Click your mouse at 'Local Folders' then click 'Email' under the 'Set up an account:'.

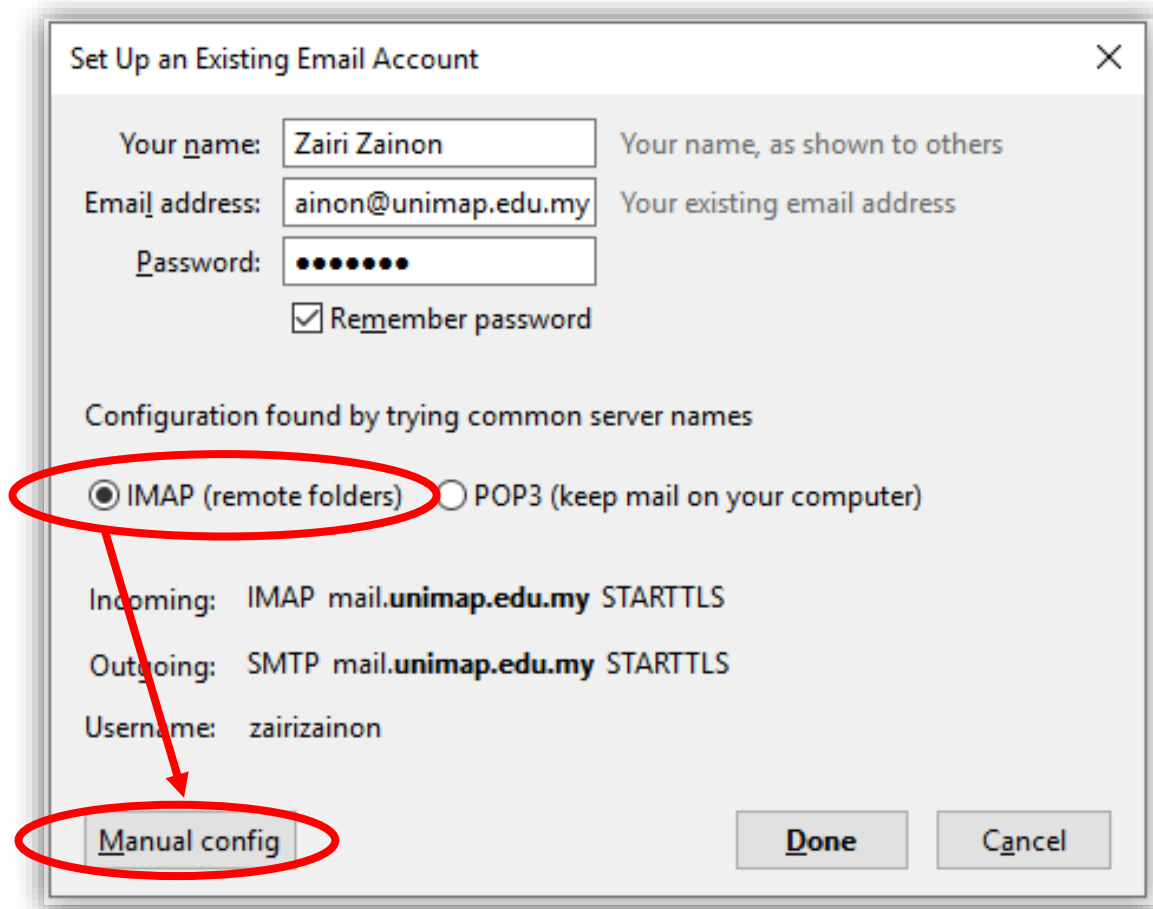


- b. Masukkan maklumat-maklumat yang dikehendaki
Key in the relevant details in all the fields.



- Masukkan email id anda contoh di atas : **Zairi Zainon**
Key in your name in the 'Your name :' field.
- Masukkan **Email address** dan **Password**. contoh : zairizainon@unimap.edu.my
Key in your full Email address and Password. Example: zairizainon@unimap.edu.my
- Masukkan **katalaluan email Zimbra** anda
*Enter your **zimbra password email***
- Tick **Remember password**
*Tick **Remember password***
- Klik butang '**Continue**'
*Click the '**Continue**' button.*

- c. Pilih **IMAP** kemudian klik butang '**Manual config**'
*Select **IMAP** then click '**Manual config**' button*



Set Up an Existing Email Account

Your name: Your name, as shown to others
Email address: Your existing email address
Password: Remember password

INTERNAL USER – UniMAP NETWORK

	Server hostname	Port	SSL	Authentication
Incoming: IMAP	<input type="text" value="zimbra.unimap.edu.my"/>	<input type="text" value="993"/>	<input type="text" value="SSL/TLS"/>	<input type="text" value="Autodetect"/>
Outgoing: SMTP	<input type="text" value="zimbra.unimap.edu.my"/>	<input type="text" value="587"/>	<input type="text" value="STARTTLS"/>	<input type="text" value="Autodetect"/>

Username: Incoming: Outgoing:

Set Up an Existing Email Account

Your name: Your name, as shown to others
Email address: Your existing email address
Password: Remember password

EXTERNAL USER – @HOME etc

The following settings were found by probing the given server

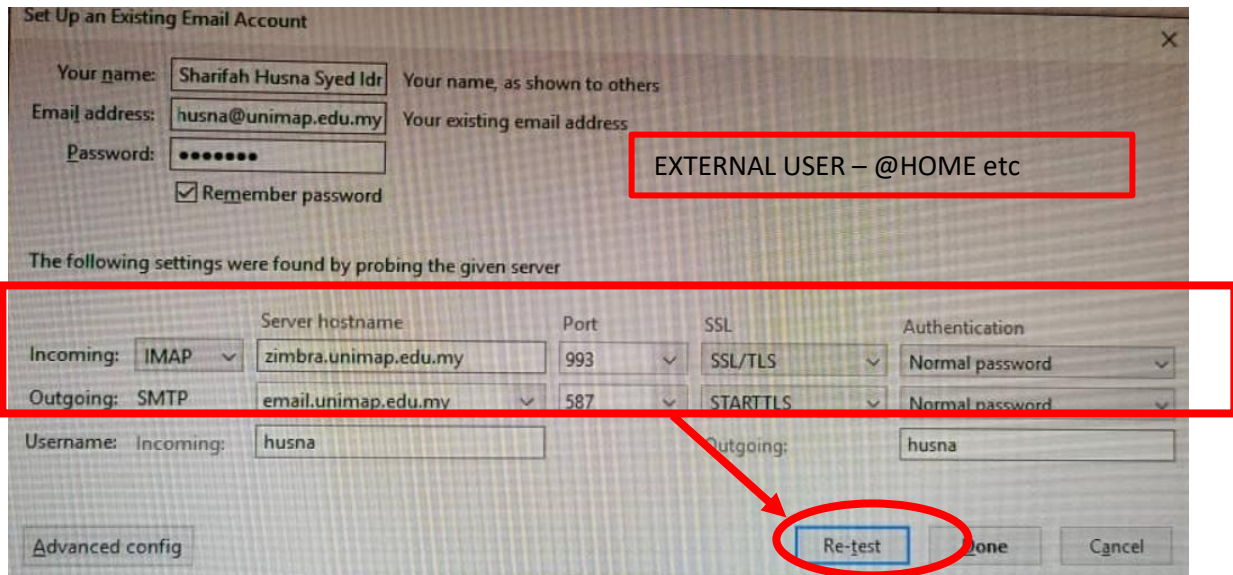
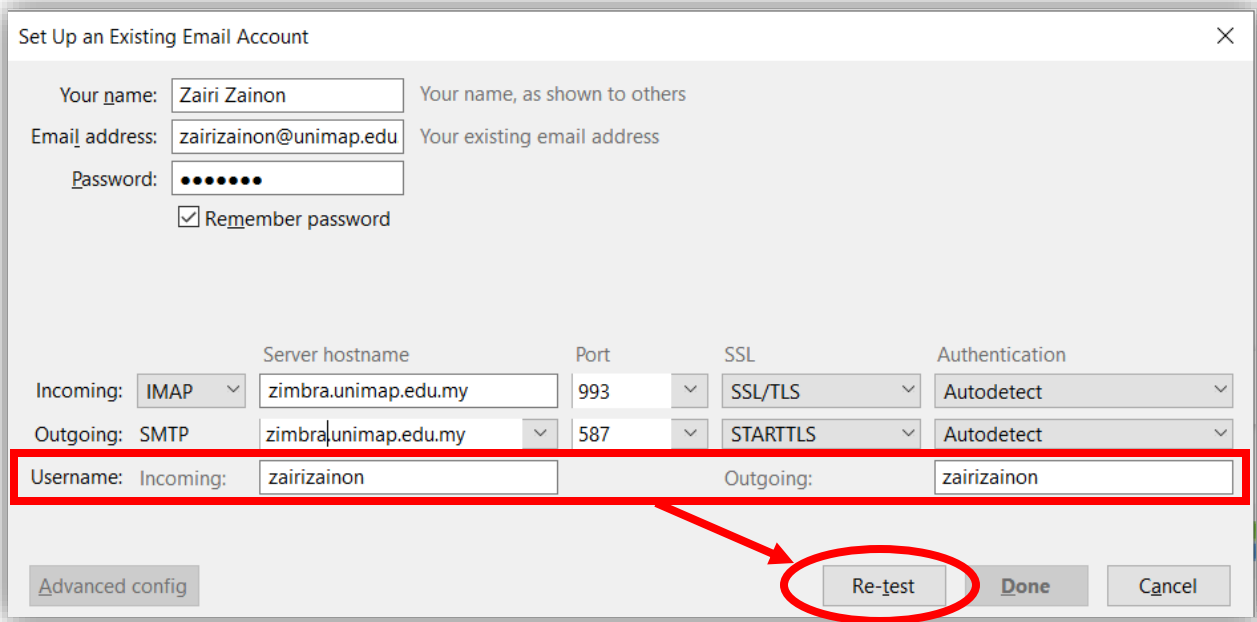
	Server hostname	Port	SSL	Authentication
Incoming: IMAP	<input type="text" value="zimbra.unimap.edu.my"/>	<input type="text" value="993"/>	<input type="text" value="SSL/TLS"/>	<input type="text" value="Normal password"/>
Outgoing: SMTP	<input type="text" value="email.unimap.edu.my"/>	<input type="text" value="587"/>	<input type="text" value="STARTTLS"/>	<input type="text" value="Normal password"/>

Username: Incoming: Outgoing:

d. Di paparan berikut sila pastikan (taip jika perlu) maklumat berikut:

In the displayed screen make sure (key in if needed) these particulars:

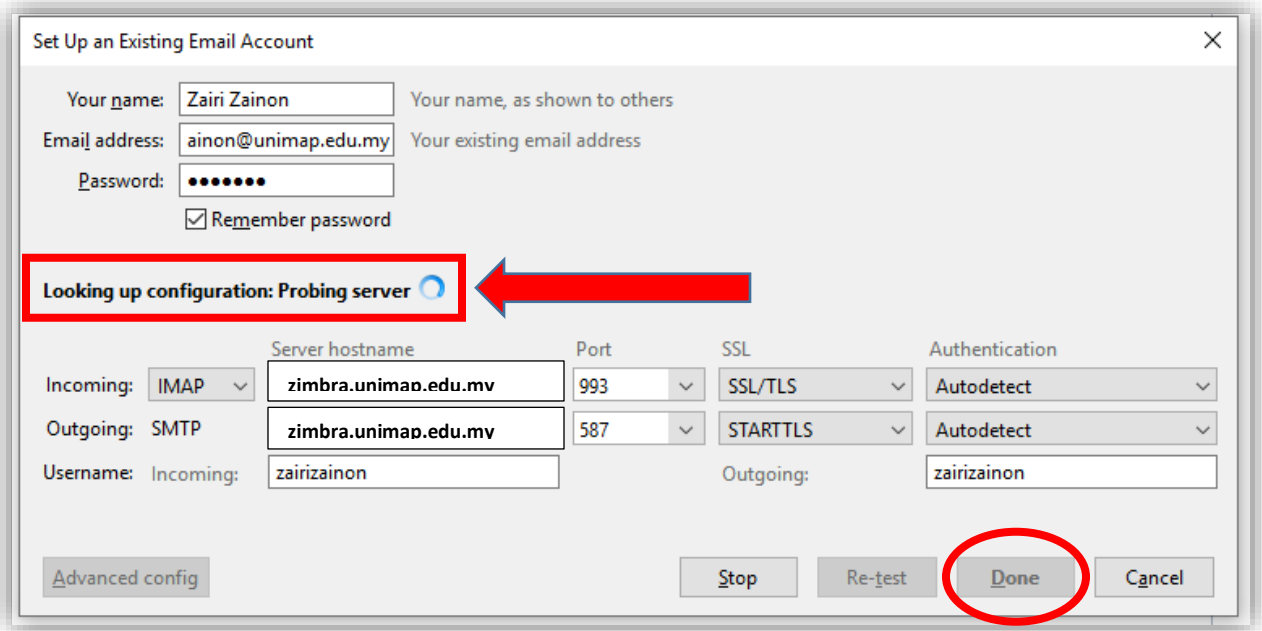
Internal User (Local Network UniMAP)	External User (at Home using Broadband/Unifi/Maxis)
Incoming : IMAP Server hostname : zimbra.unimap.edu.my (use this address) Port : 993 SSL : SSL/TLS Authentication : Autodetect	Incoming : IMAP Server hostname : zimbra.unimap.edu.my (use this address) Port : 993 SSL : SSL/TLS Authentication : Autodetect
Outgoing : SMTP (tidak boleh diubah/ <i>can not be change</i>) Server hostname : zimbra.unimap.edu.my (use this address) Port : 587 SSL : STARTTLS Authentication : Autodetect	Outgoing : SMTP (tidak boleh diubah/ <i>can not be change</i>) Server hostname : email.unimap.edu.my (use this address) Port : 587 SSL : STARTTLS Authentication : Autodetect



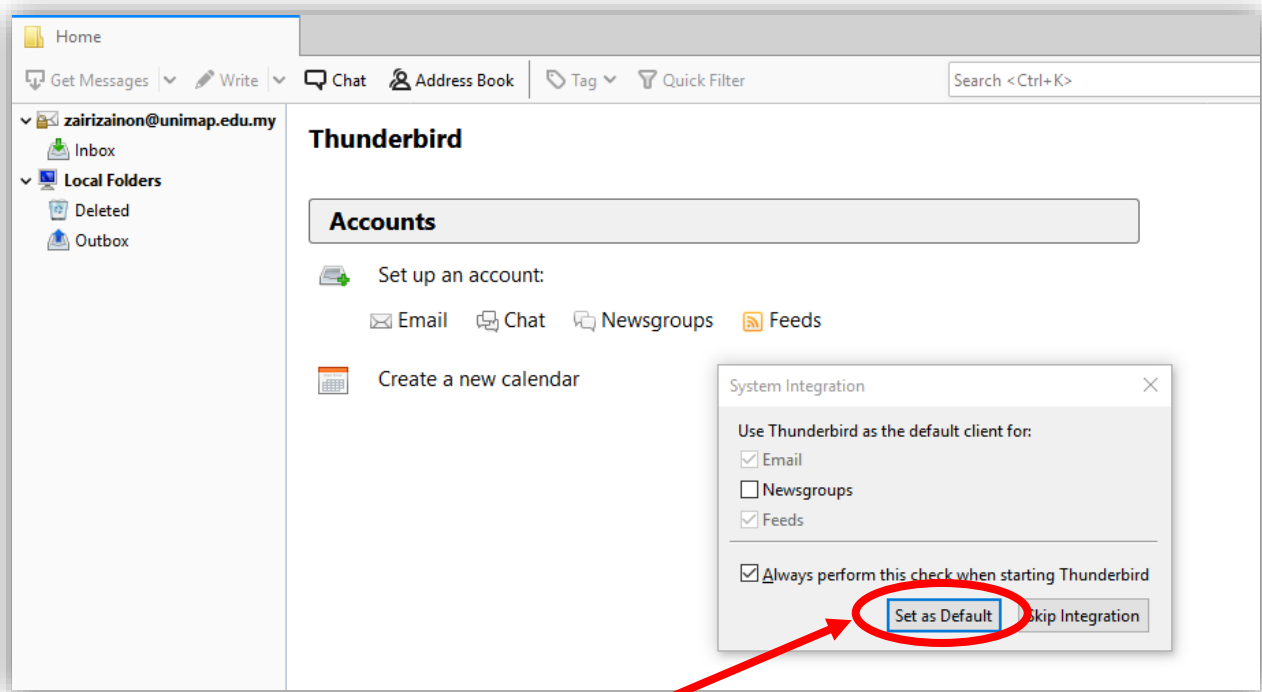
- Pastikan ruangan Username : Incoming dan Outgoing tertulis hanya **user id** email anda **tanpa @unimap.edu.my**.
Make sure in the Username : Incoming and Outgoing field only your email id is written. If there is '@unimap.edu.my' written together with your email id then you need to delete it.
- Kemudian klik butang '**Re-test**'
Then click 'Re-test' button
- Sekiranya tiada masalah, anda akan dipaparkan dengan status :

“Looking up configuration: Probing server”

If there is no problem **“Looking up configuration: Probing server”** status will be displayed.

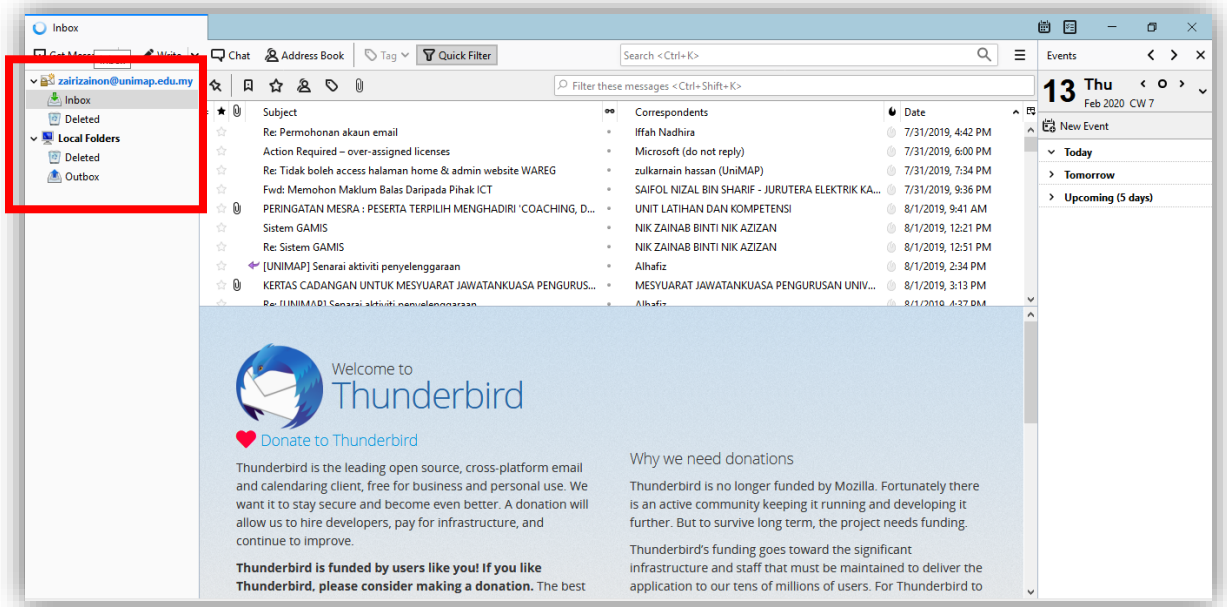


- Klik butang **‘Done’**
Click **‘Done’** button

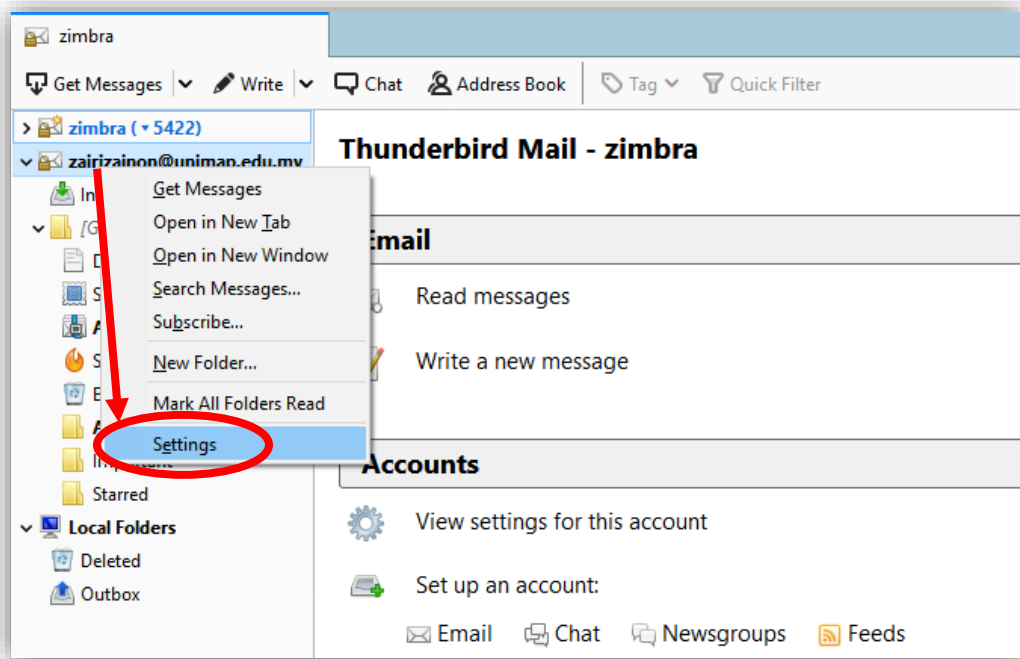


- Klik Butang **'Set as Default'**
Click **'Set as Default'** button

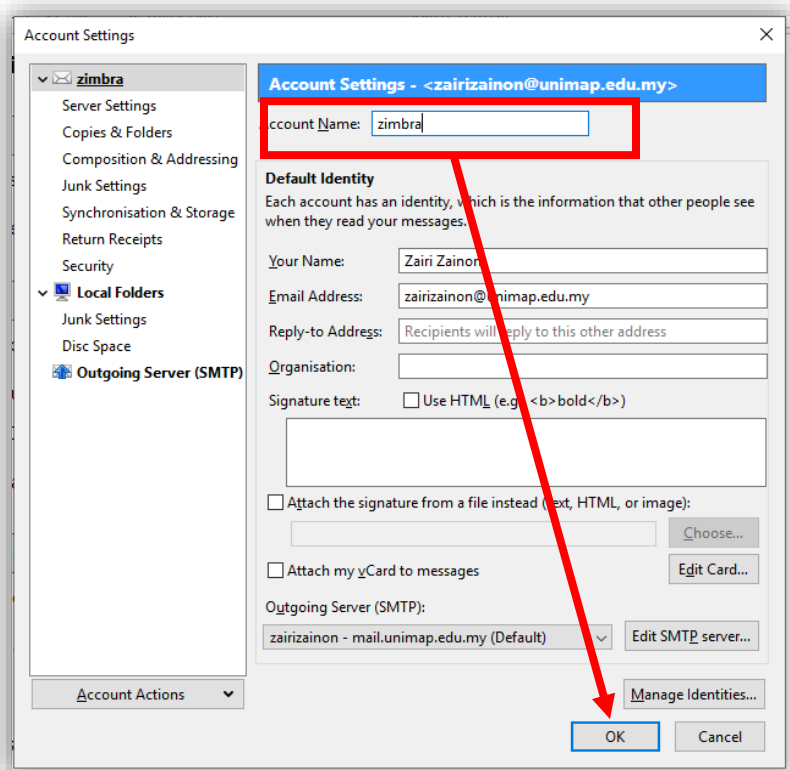
- e. Inbox dan semua folder dari aplikasi zimbra email dipaparkan
Inbox and all the sub folders in your zimbra email account will be displayed. Thunderbird need time to read and display all of your emails and folders. Each staff will have different times depending on the size and number of emails / subfolders. Some will require a few minutes, a few hours and up to a few days.



- f. Klik **'Right Button'** dan pilih **Settings**
Click the **'Right Button'** of your mouse at your email address and select **Settings** at the popup menu

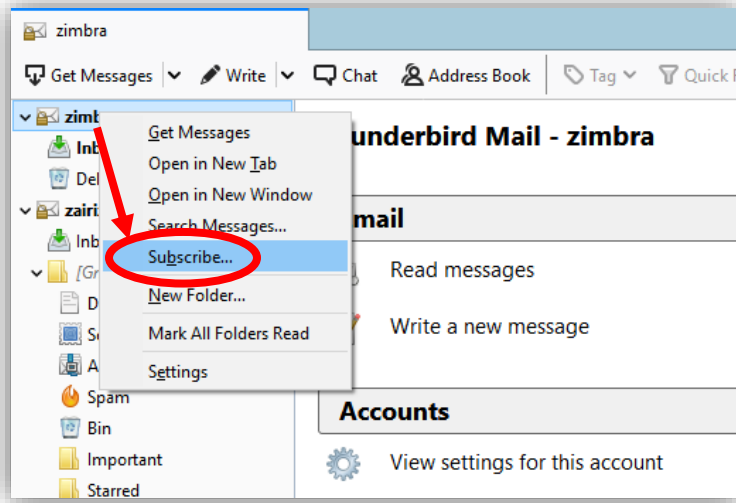


- g. Tukar Account Name: kepada **zimbra**, klik butang **OK**
*Change your Account Name: to **zimbra** and click the **OK** button*

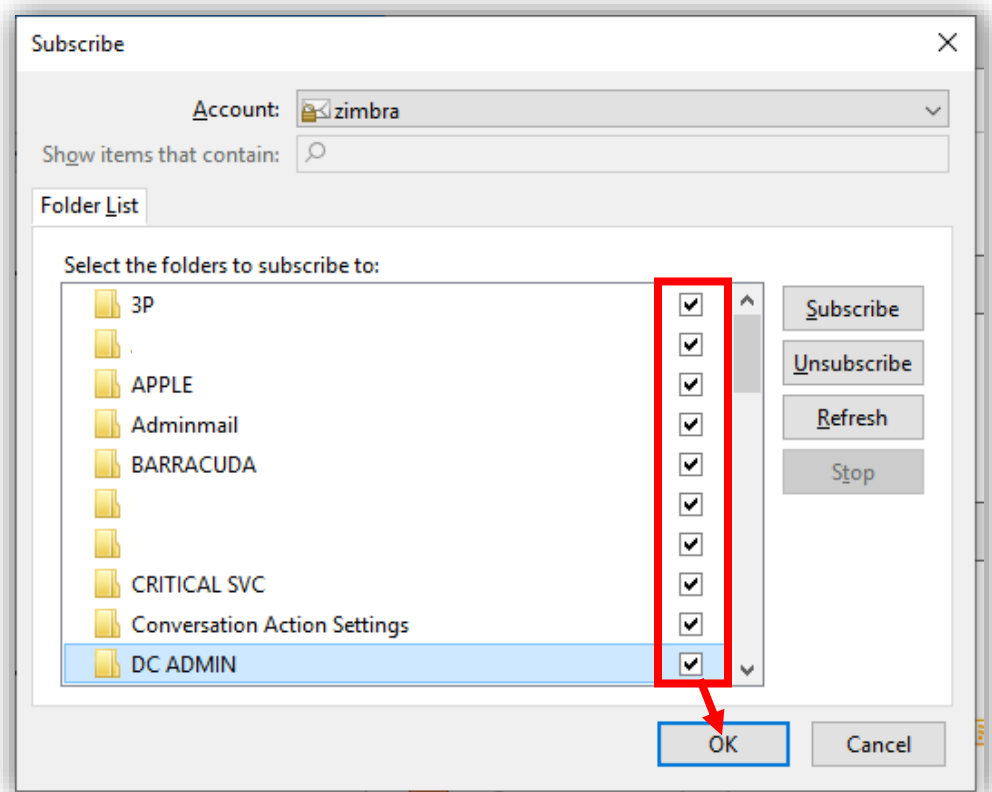


- h. Untuk memilih folder yang hendak diimport
To select the folder(s) that you want your thunderbird to

- Klik sebelah kanan pada folder **Zimbra**, kemudian pilih '**Subscribe...**'
*Click the right button of your mouse at the **Zimbra** email, then click **Subscribe** at the popup menu*

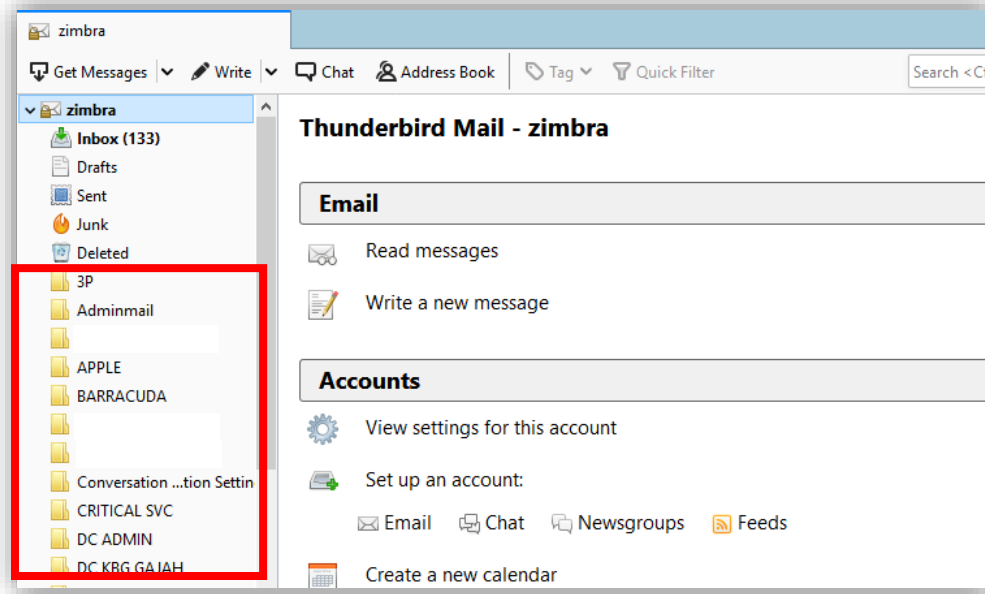


- i. Sila tandakan folder yang hendak dipindahkan dan klik butang **OK**
*Please check the folder name that you want thunderbird to access and then klik the **OK** button*



- j. Thunderbird akan memaparkan folder-folder yang telah dipilih

Thunderbird will display the folder(s) that you have selected (it needs time).



k. Selesai / *Finish*.

ii. Email Gmail (emel baru staf) *Email Gmail (staff new email)*

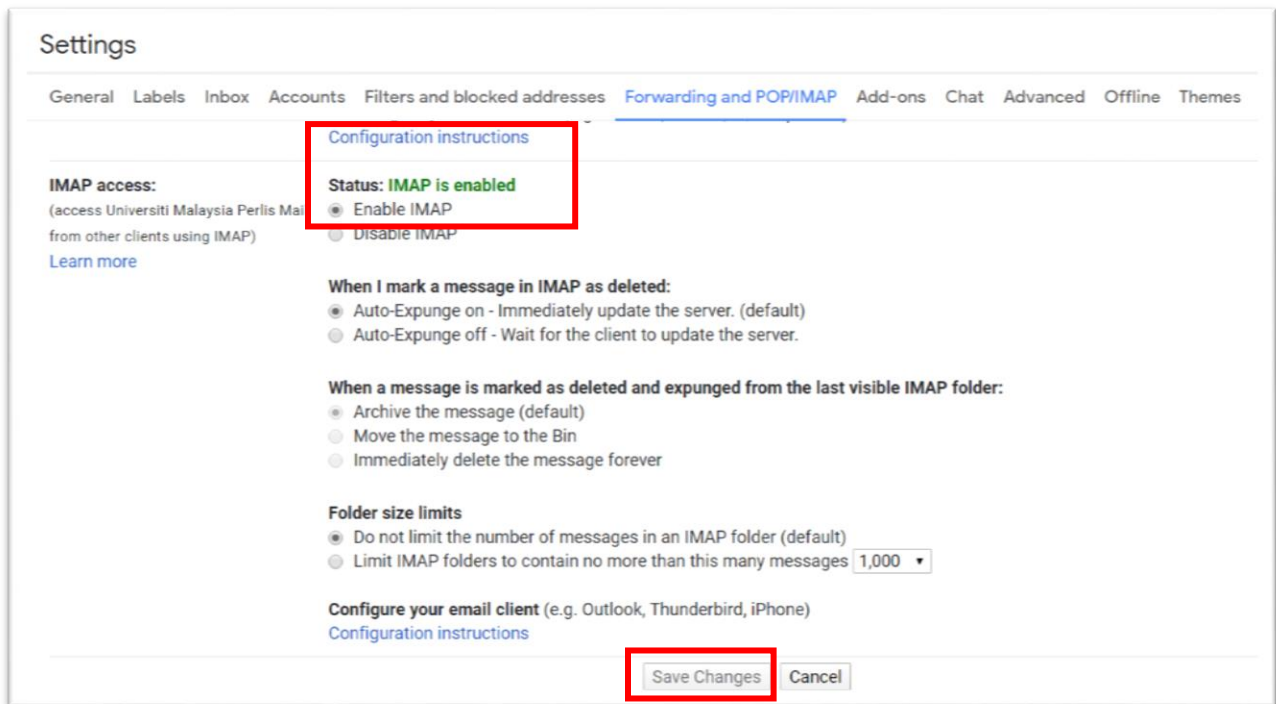
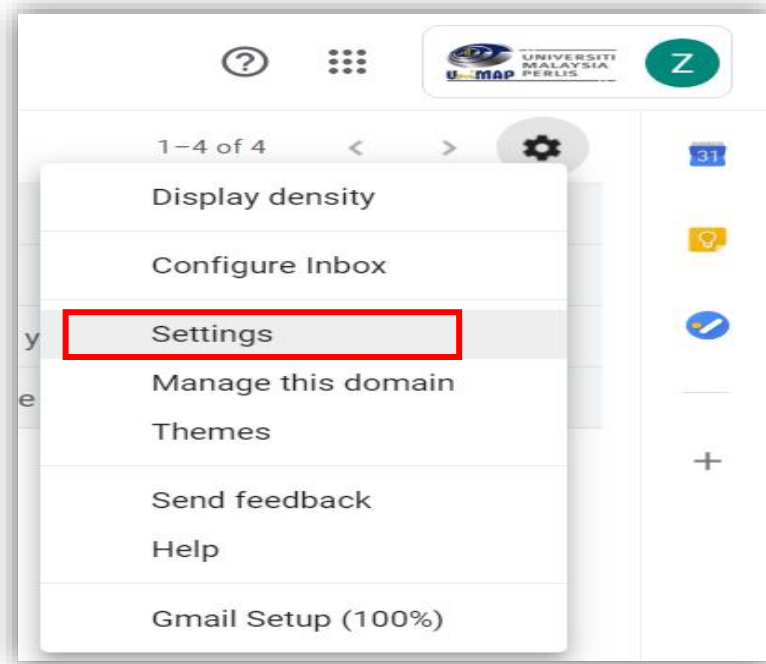
**** Aktifkan servis IMAP dahulu pada Gmail Staf (rujuk manual di bawah)**

**** *Please enable IMAP service in Staff Gmail (refer to manual)***

a. Log masuk Gmail (emel staf baru)

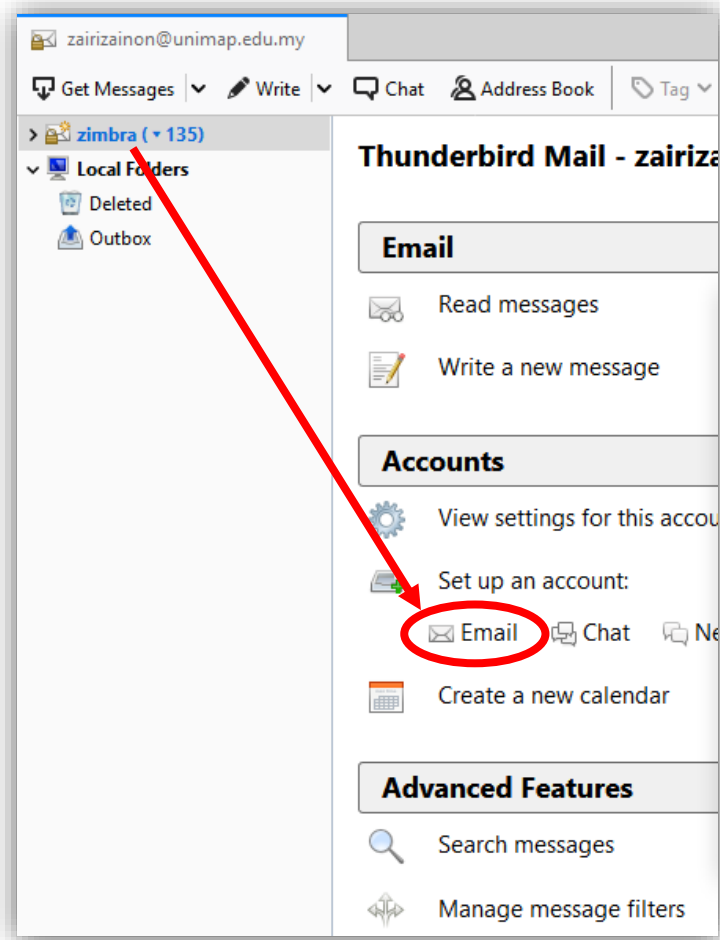
Login to Gmail (staff new email)

- Di bahagian atas sebelah kanan, klik Tetapan
In the top right, click Settings
- Klik Tetapan
Click Settings
- Klik tab Mengirim semula dan POP/IMAP
Click the Forwarding and POP/IMAP tab
- Dalam bahagian "Akses IMAP", pilih **Dayakan IMAP**
*In the "IMAP access" section, select **Enable IMAP***

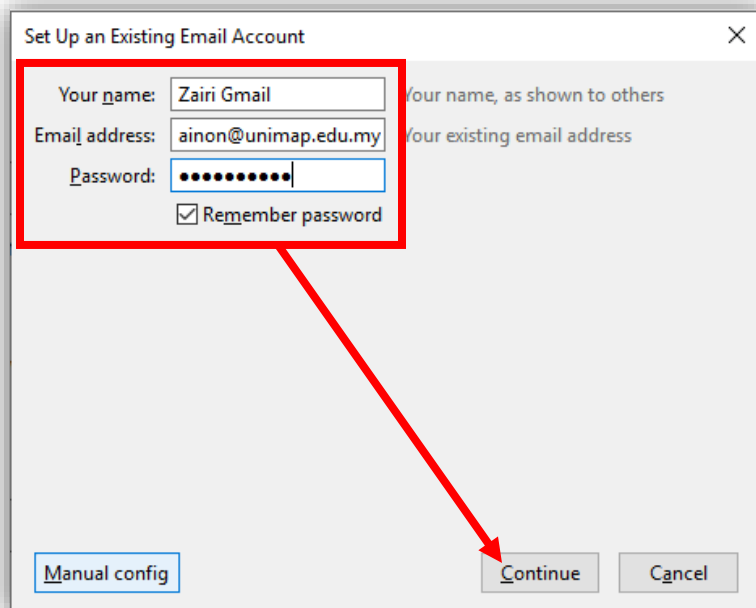


- Klik butang **Simpan Perubahan**
Click **Save Changes** button.

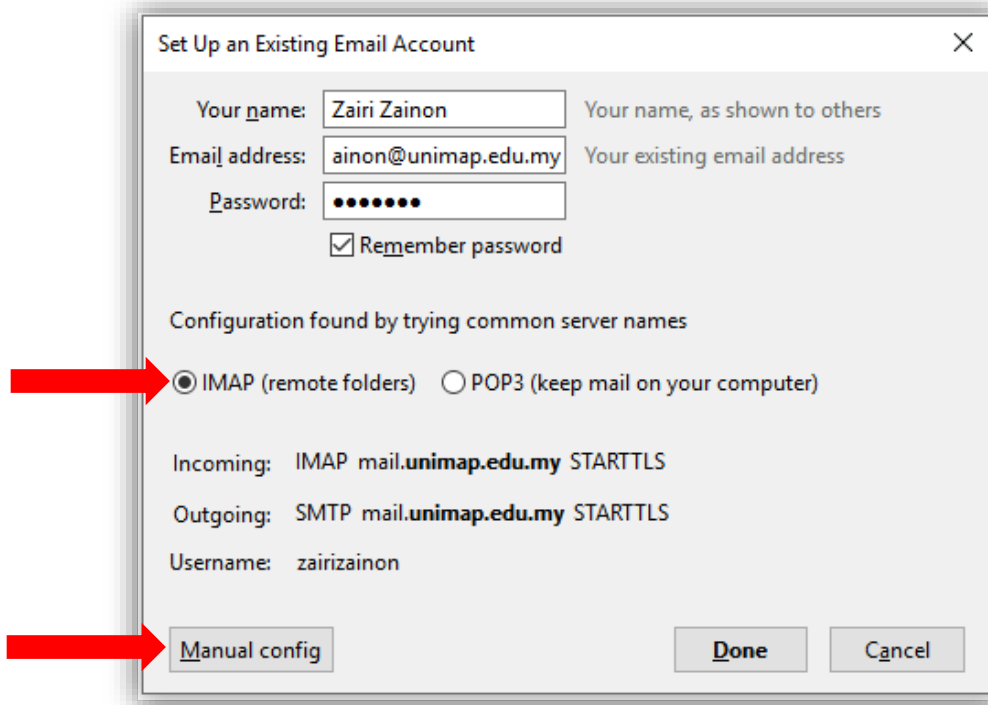
- b. Klik pada **Local Folders**, kemudian klik objek **Email**
*Click at **Local Folders**, then click **Email** under the **'Set up an account'***



- c. Masukkan maklumat email **Gmail Staf UNIMAP** dan klik butang '**Continue**'
*Key in all the relevant fields and then click the '**Continue**' button.*
- **pastikan anda memasukkan katalaluan yang betul (Kataluan Gmail anda).**
**Please ensure your password is correct (your Gmail password).*



- d. Pilih **IMAP**, kemudian klik **Manual config** (untuk gantikan alamat server)
*Select **IMAP**, then click **Manual config** (for change server address)*



- e. Pastikan dan taipkan jika perlu maklumat berikut.
Make sure the following information is written in the relevant column.

- Incoming : **IMAP**
- Server hostname : **imap.gmail.com**
- Port : **993**
- SSL : **SSL/TLS**
- Authentication : **Normal password**
****Select Authentication: Normal password for first time**
- Outgoing : **SMTP** (tidak boleh diubah / can not be change)
- Server hostname : **smtp.gmail.com**
- Port : **465**
- SSL : **SSL/TLS**
- Authentication : **Normal password**
****Select Authentication: Normal password for first time**

		Server hostname	Port	SSL	Authentication
Incoming:	IMAP	imap.gmail.com	993	SSL/TLS	Normal password
Outgoing:	SMTP	smtp.gmail.com	465	SSL/TLS	Normal password
Username:	Incoming:	zairizainon		Outgoing:	zairizainon

Advanced config Re-test Done Cancel

- e. Sila rujuk langkah berikutnya bagi mendapatkan *Authentication* yang diterima oleh Gmail.
Please refer next step to get Gmail accepted Authentication method

Set Up an Existing Email Account

Your name: Anuhsra Mara Daman Your name, as shown to others

Email address: anuhsra@unimap.edu.my Your existing email address

Password: ●●●●●●●●

Remember password

The following settings were found by probing the given server

	Server hostname	Port	SSL	Authentication
Incoming: IMAP	imap.gmail.com	993	SSL/TLS	OAuth2
Outgoing: SMTP	smtp.gmail.com	465	SSL/TLS	OAuth2

Username: Incoming: anuhsra Outgoing: anuhsra

Advanced config Re-test Done Cancel

- Username : Incoming dan Outgoing : **anuhsra (your username)**
- *Make sure that the Username: Incoming and Outgoing columns anuhsra*
- Kemudian klik butang '**Re-test**' , pilih **Authentication : OAuth2**
*Then click the '**Re-test**' button , select **Authentication : OAuth2***
- Sekiranya tiada masalah, anda akan dipaparkan dengan status :
"The following settings were found by probing the given server"
If there is no problem, you will be shown with the status
"The following settings were found by probing the given server"
- Klik butang '**Done**'
*Click the '**Done**' button*

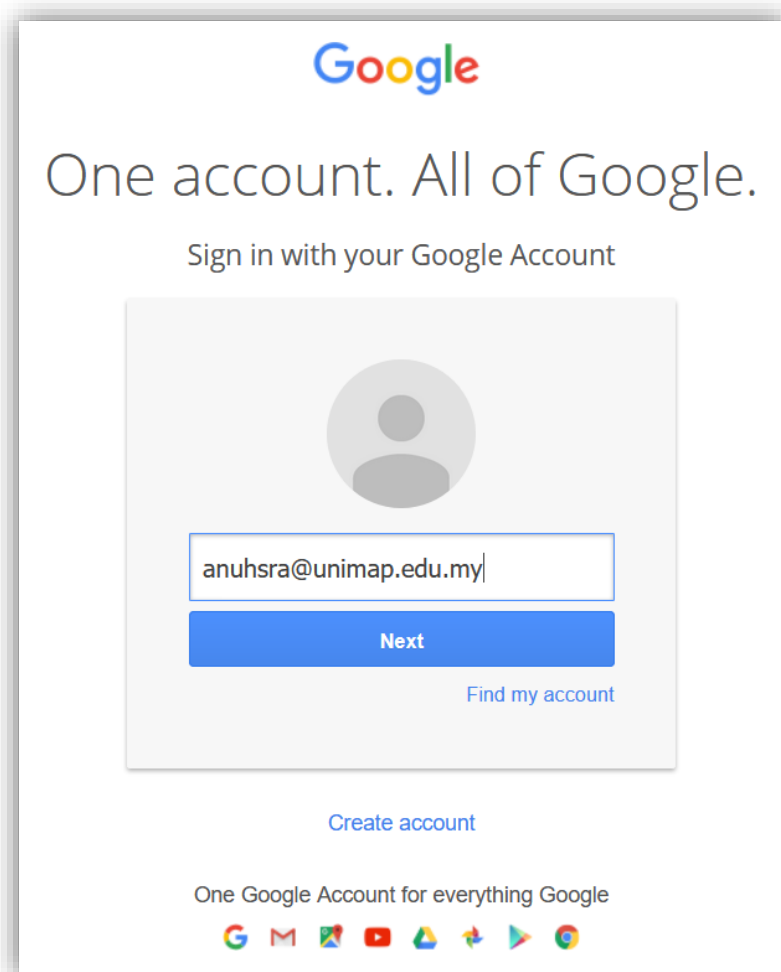
f. Selesai.
Finish.

*Sekiranya anda melaksanakan setup connection ke Gmail tetapi belum lagi login di mana-mana browser ke akaun gmail/google anda, anda akan dipaparkan dengan paparan di langkah d. hingga g.

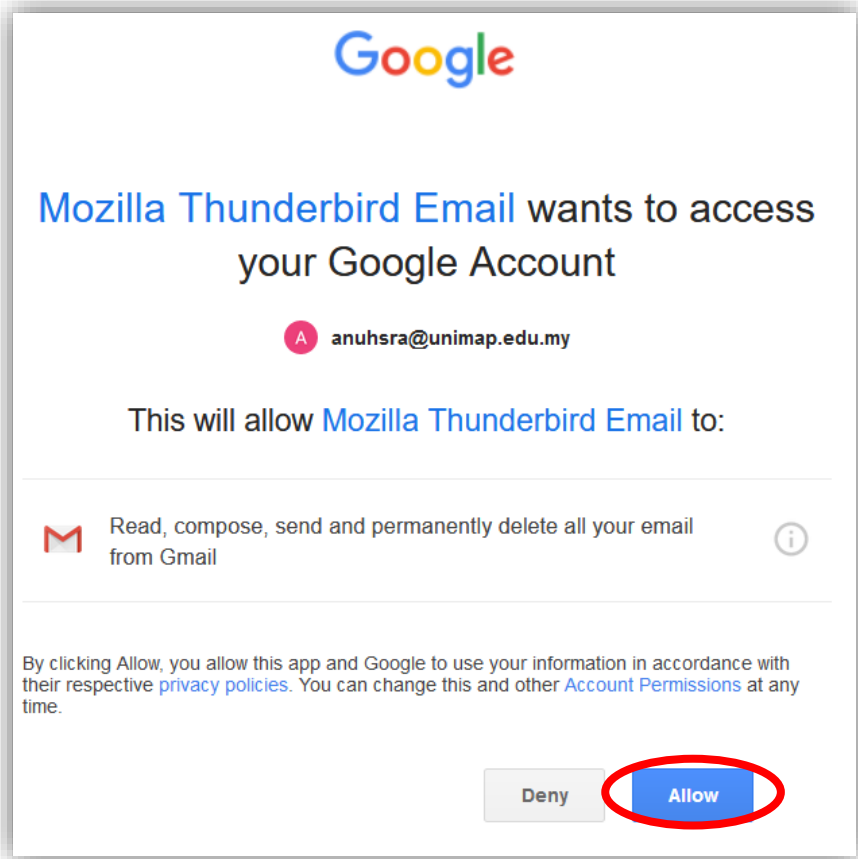
** If you have setup a connection to Gmail but have not yet logged in using any browser to your Gmail / Google account, you will be shown with step from d. until g.*

- a. Anda akan dipaparkan dengan popup screen untuk kemasukan akaun gmail UNIMAP anda.

You will be presented with a popup screen for your UNIMAP Gmail account login.

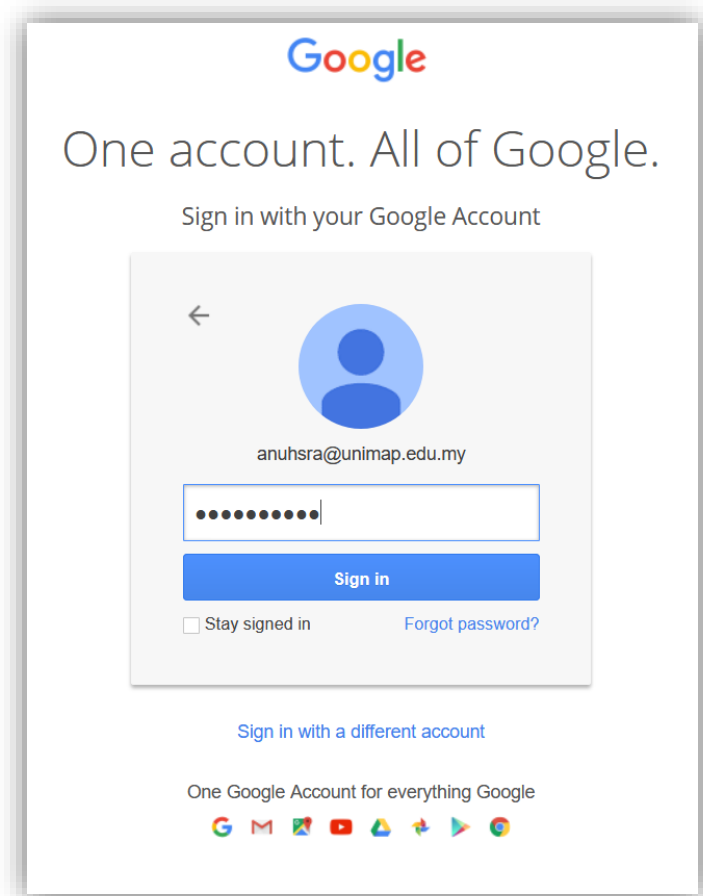


- b. Taipkan alamat email UNIMAP anda dengan penuh.
Contoh : **anuhsra@unimap.edu.my**. Kemudian klik butang 'Next'
*Enter your full UNIMAP email address. Example: **anuhsra@unimap.edu.my**.
Then click the 'Next' button*



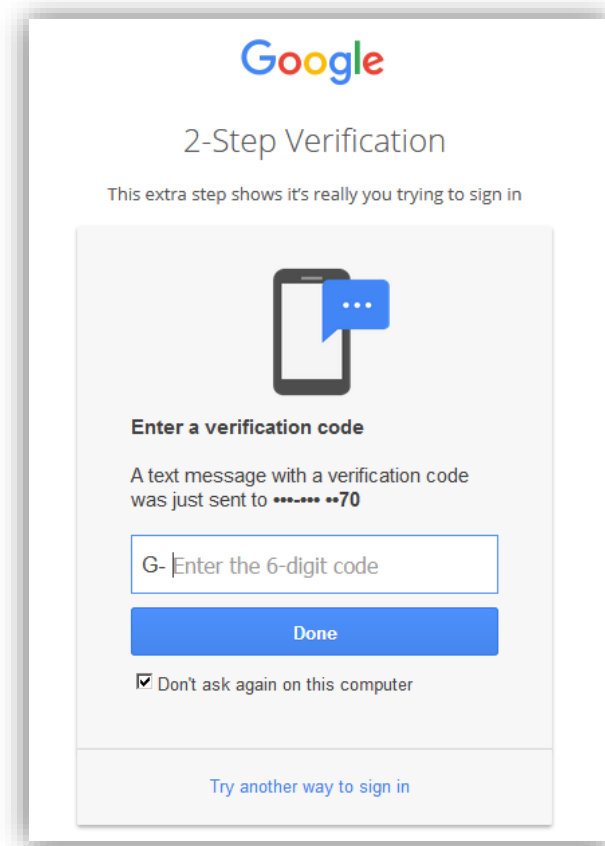
- c. Klik butang '**allow**' untuk benarkan akses thunderbird
*Click '**allow**' button for access thunderbird*

- d. Taipkan katalaluan email gmail UNIMAP anda dan klik butang **'Sign in'**
*Type in your UniMAP Gmail email password and click the **'Sign in'** button*



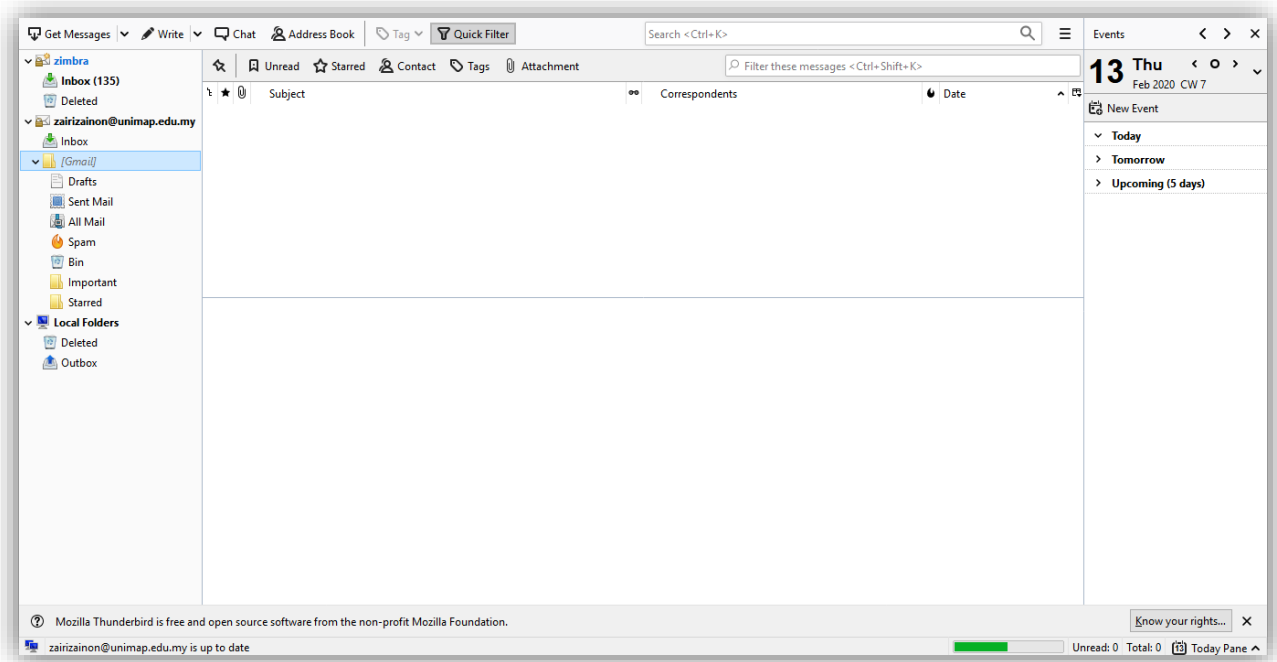
- e. Jika katalaluan yang anda masukkan betul anda akan dipaparkan dengan skrin berikut sekiranya anda telah mengaktifkan 2-step verification
If the password you entered is correct you will be shown with the following screen if you have enabled 2- step verification.

**** Abaikan langkah ini jika tiada
*skip this step if not asking***

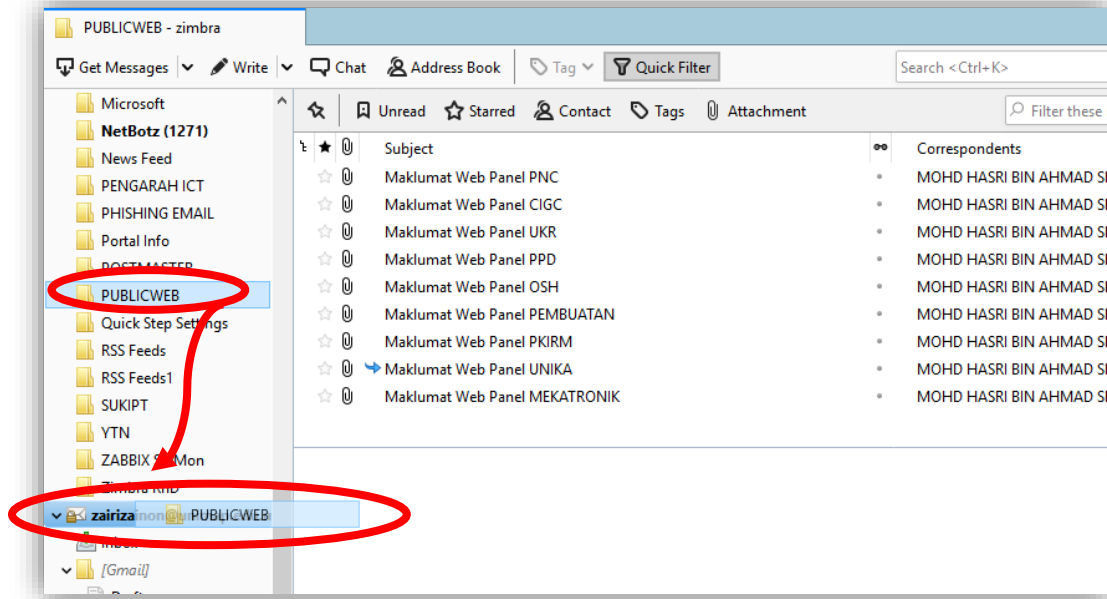


- ✓ Semak sms yang dihantar oleh gmail kepada no telefon bimbit yang anda telah registerkan.
Check the sms sent by Gmail to the mobile phone number you have registered.
- ✓ Taipkan verification code yang anda perolehi
Type the verification code you got
- ✓ Klik butang '**Done**'
*Click the '**Done**' button*
- ✓ Sekiranya verification code anda betul, anda akan dipaparkan dengan paparan berikut.
If your verification code is correct, you will be shown with the following view.

- f. Inbox dan semua folder dari aplikasi zimbra email dipaparkan
Inbox and all the sub folders in your zimbra email account will be displayed

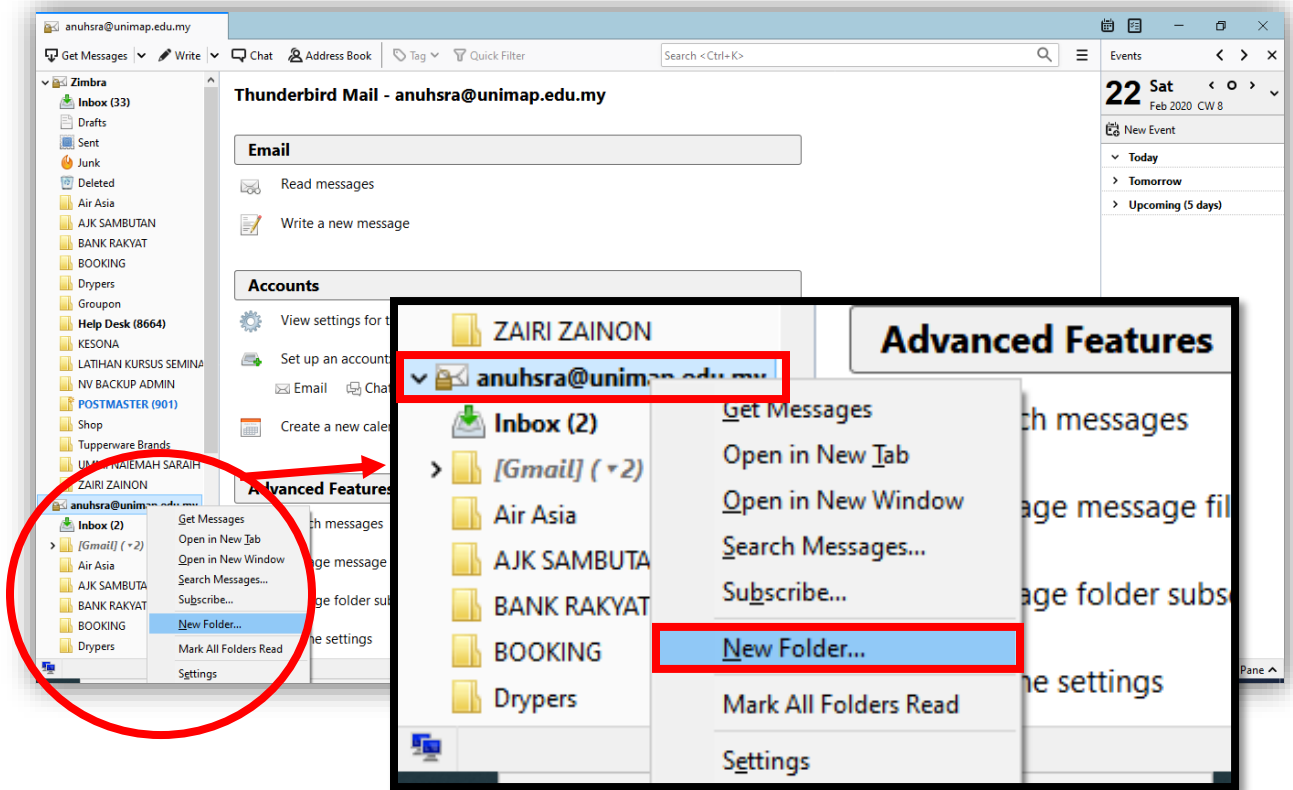


- g. 'Drag Folder' yang hendak dipindahkan.
Drag folder that you want to transfer

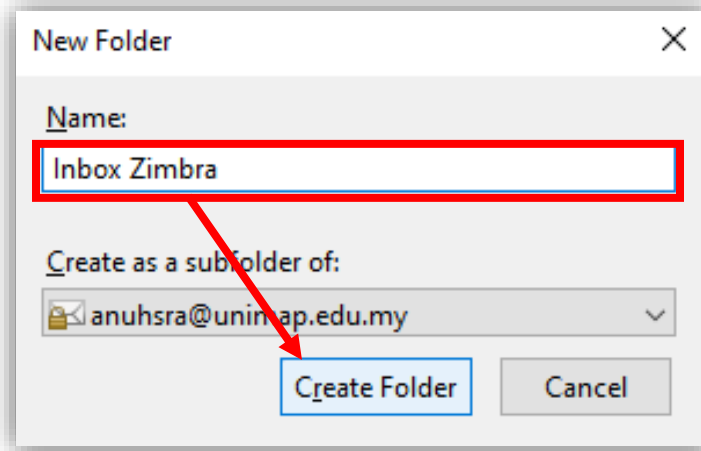


h. Pindah folder **Inbox** emel **Zimbra** ke **Gmail**
Move the Zimbra email inbox folder to Gmail

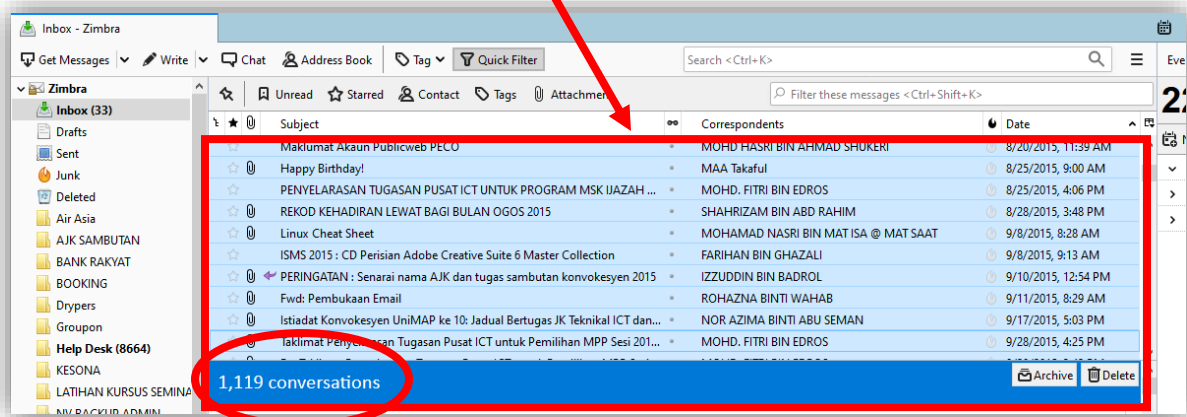
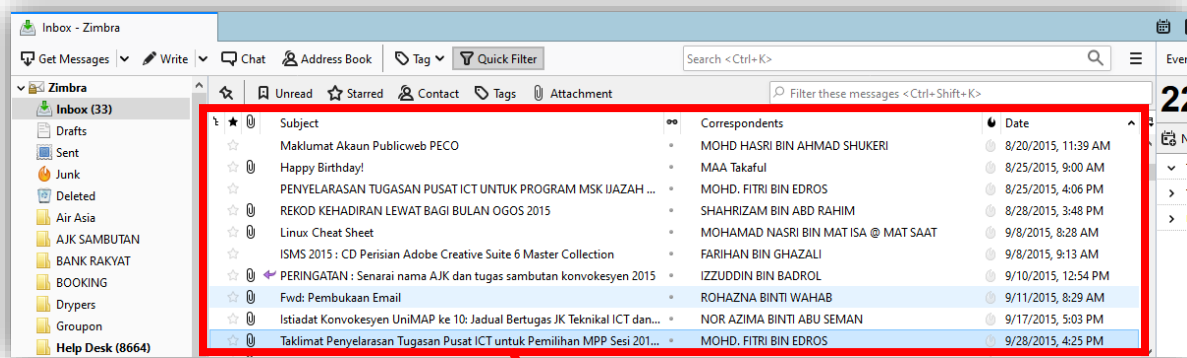
- Klik kanan dialamat emel Gmail, pilih '**New Folder**'.
Right-click on the Gmail email address, select 'New Folder'.



- i. Cipta nama folder **'Inbox Zimbra'**
Create folder name **'Inbox Zimbra'**

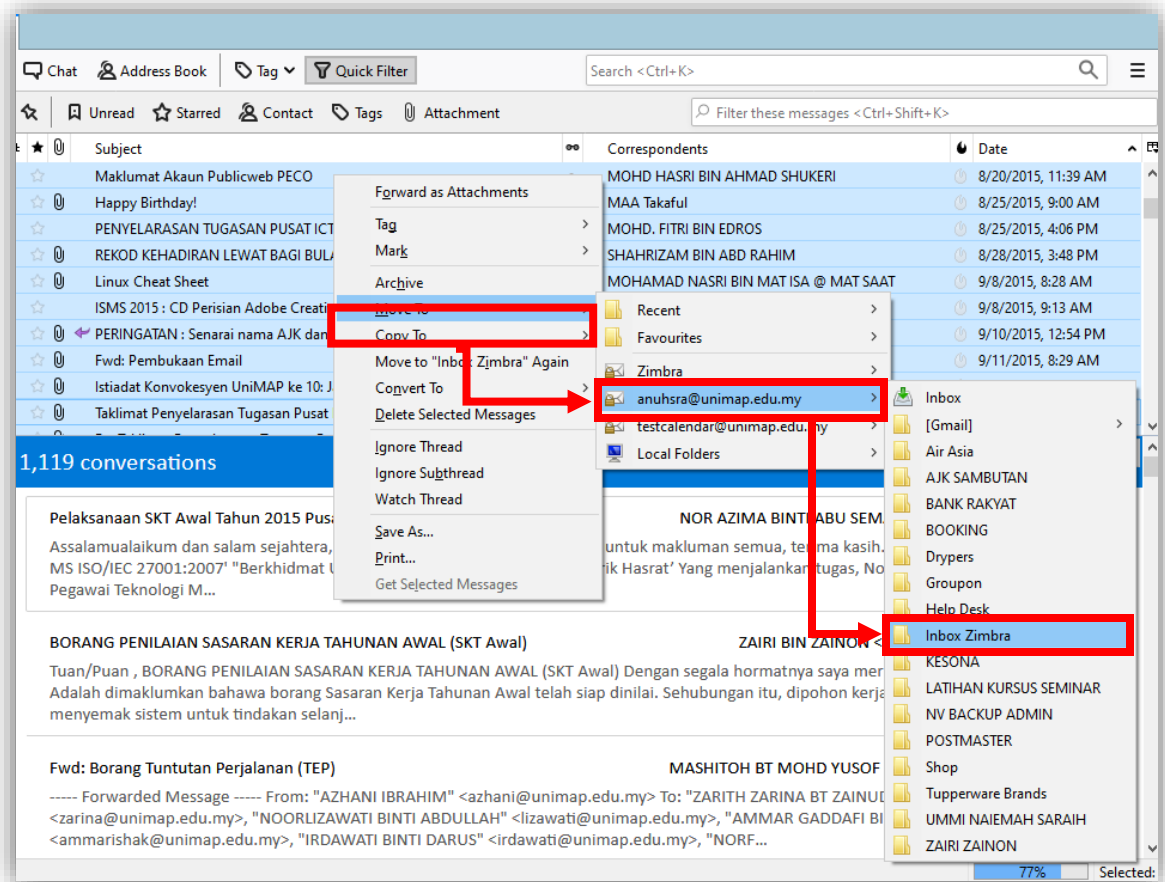


- j. Diruangan inbox **'Select All'**
Select all email in inbox

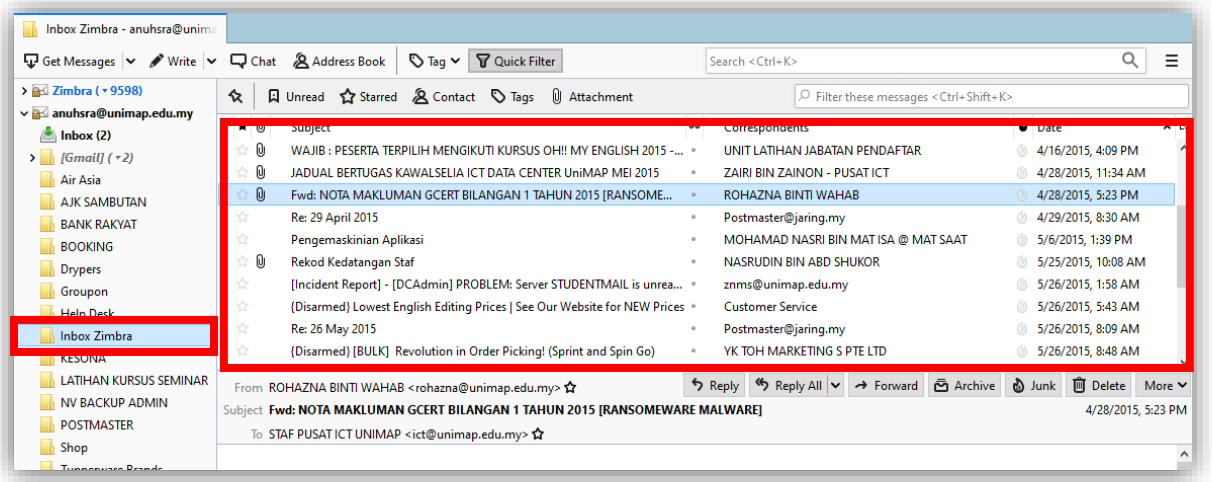


- k. Klik kanan pilih 'Copy To' – 'anuhsra@unimap.edu.my' (alamat emel anda) - 'Inbox Zimbra'.

Right click select Copy To – anuhsra@unimap.edu.my (your email address) – Inbox Zimbra.



- i. Folder 'Inbox Zimbra' dipaparkan
Folder 'Inbox Zimbra' displayed



- m. Selesai
Finish