

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 : Pindah kandungan emel semua folder yang ada ke Inbox Zimbra

Step 1 : Move email in all folder (at Zimbra) to Inbox (at Zimbra)

Langkah 2 : Aktifkan tetapan POP3 di Gmail untuk mengakses :-

Step 1 : Activate POP3 Setting at Gmail

Step 2 : Configure UniMAP Gmail to access :

Step 3 : Importing email(s) Zimbra from Gmail

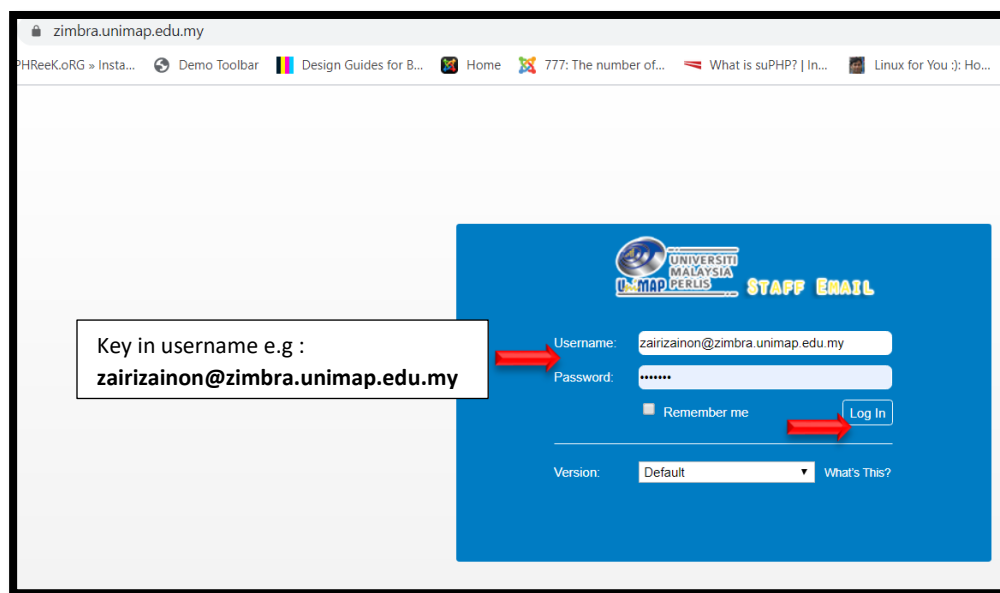
1.2 Penerangan terperinci

Detail process

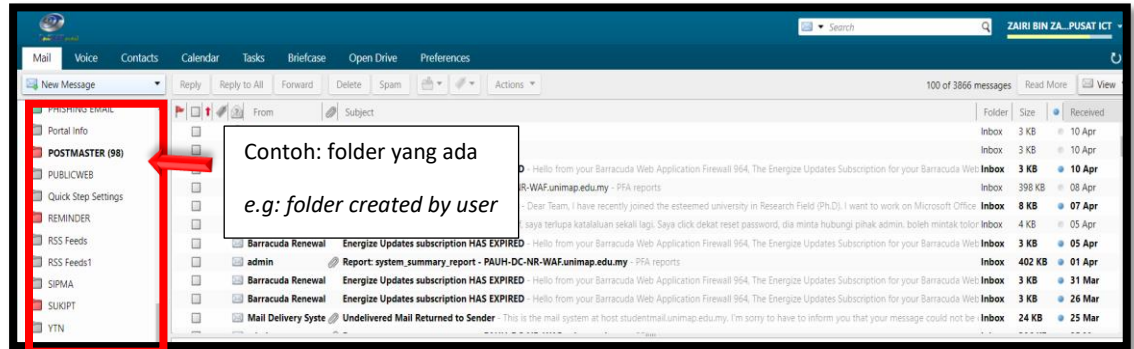
Langkah 1 : Pindahkan semua kandungan emel dalam folder di Zimbra ke dalam Inbox Zimbra

Step 1 : Migrate all emails in all folders at Zimbra to Inbox folder

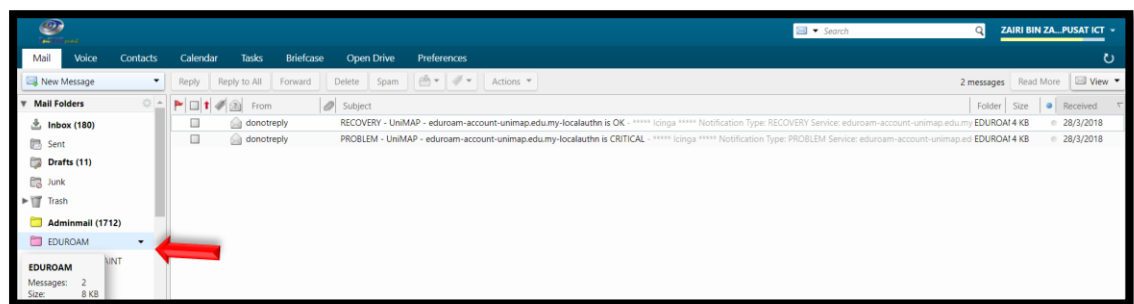
- i. Log masuk ke akaun **Zimbra UniMAP** (<https://zimbra.unimap.edu.my>)
*Login to your **UniMAP Zimbra** account (<https://zimbra.unimap.edu.my>)*
- ii. Klik **Next** untuk log masuk
*Click **Next** to login*
- iii. Masukkan alamat seperti contoh di bawah : e.g: **username@zimbra.unimap.edu.my**
(pastikan anda menambahkan perkataan **@zimbra.unimap.edu.my**), kemudian klik **Log In**
Enter address as shown below : e.g: [username@zimbra.unimap.edu.my](https://zimbra.unimap.edu.my)
(make sure to add **@zimbra.unimap.edu.my**), then click **Log In**



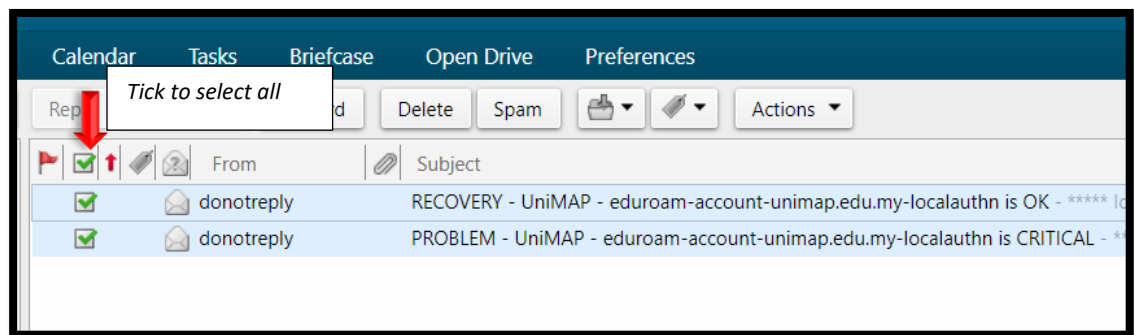
- iv. Selepas login, semak samaada anda ada membuat folder emel, jika ada pindahkan semua kandungan emel dalam folder² yang ada tersebut ke dalam folder Inbox sahaja. *After login, check whether you have created the email folders, if have, then move all the contents of the email in the existing folders into the Inbox folder only.*



- v. Klik pada folder tersebut, kemudian klik semua emel yang ada *Click the folder, then click all the email*

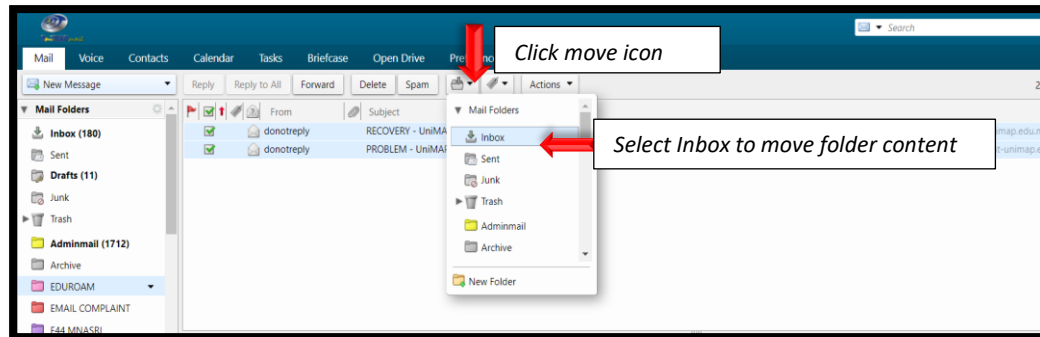


Tekan pada kotak untuk pilih semua emel yg ada di dalam folder tersebut *Click the box to checked all the emails in the folder*

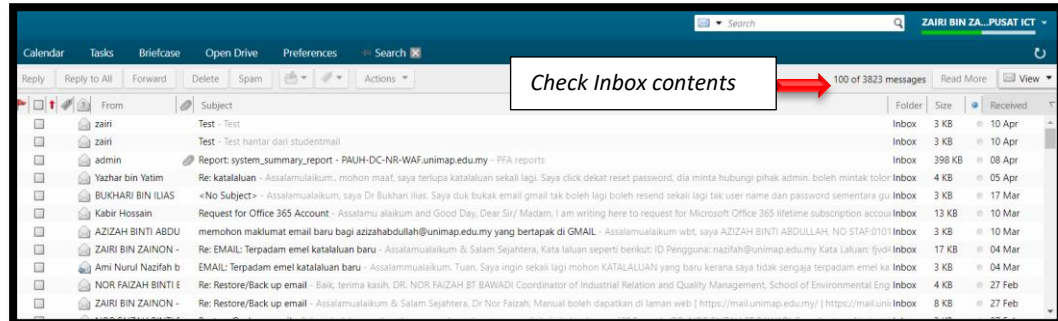


- vi. Kemudian klik pada ikon move to folder, pilih dan klik *Inbox*, selepas itu tunggu sehingga emel dalam *folder* tersebut telah dipindahkan ke *Inbox*. Selepas proses pindah ke *Inbox*, tiada lagi emel yang tinggal dalam *folder* tersebut. Lakukan langkah ini untuk semua folder yang ada dalam Zimbra anda. Jika anda ingin pindahkan *Sent item* juga perlu lakukan langkah yang sama.

Then click on the move to folder icon, select and click Inbox, then wait until the email in the folder has been moved to the Inbox. After moving to Inbox, no more emails remain in the folder. Follow these steps for all folders in your Zimbra. If you want to move Sent items also need to do the same.



- vii. Semak sehingga kandungan emel dalam *folder*² yang anda ingin pindahkan ke Gmail telah berada di dalam *Inbox* sahaja.

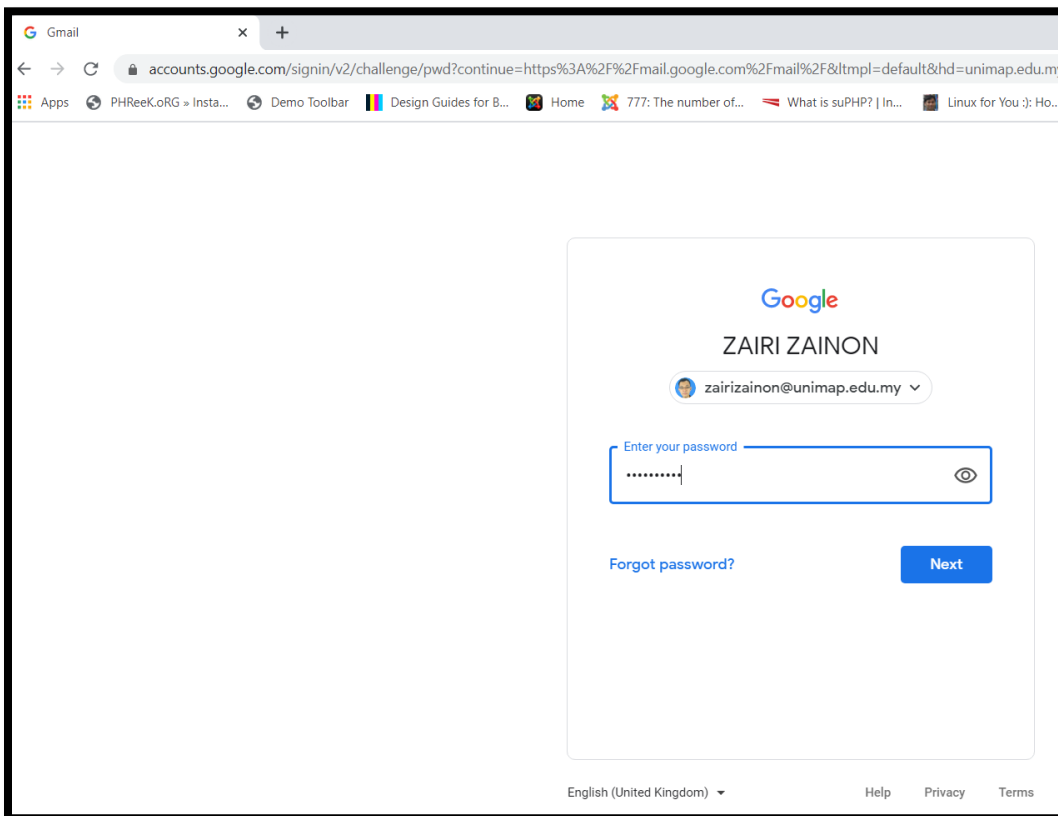


- viii. Selesai untuk proses bagi langkah 1.
Done for step 1 process.

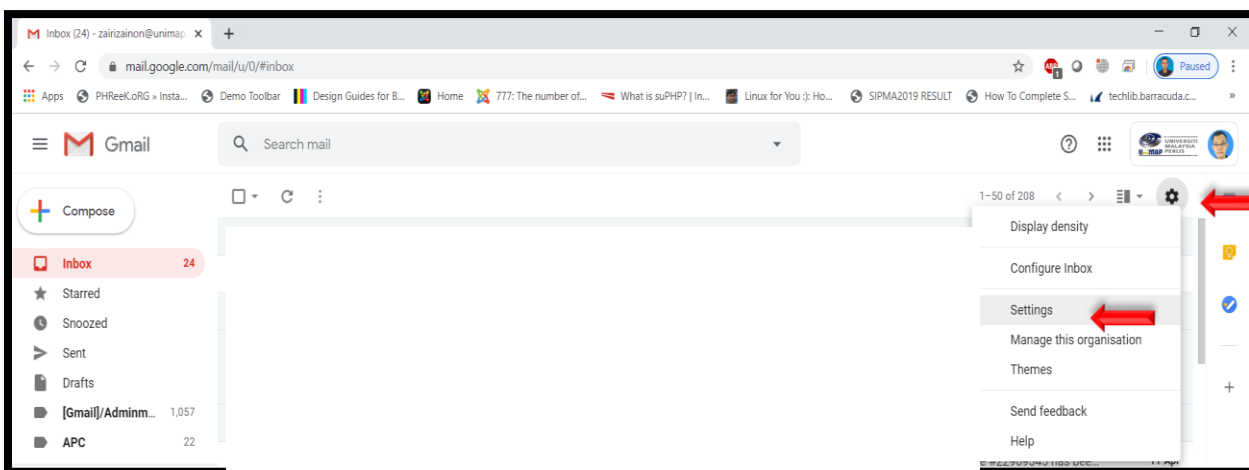
Langkah 2 : Aktifkan tetapan POP3 di Gmail UniMAP

Step 2 : Activate POP3 Setting at UniMAP Gmail

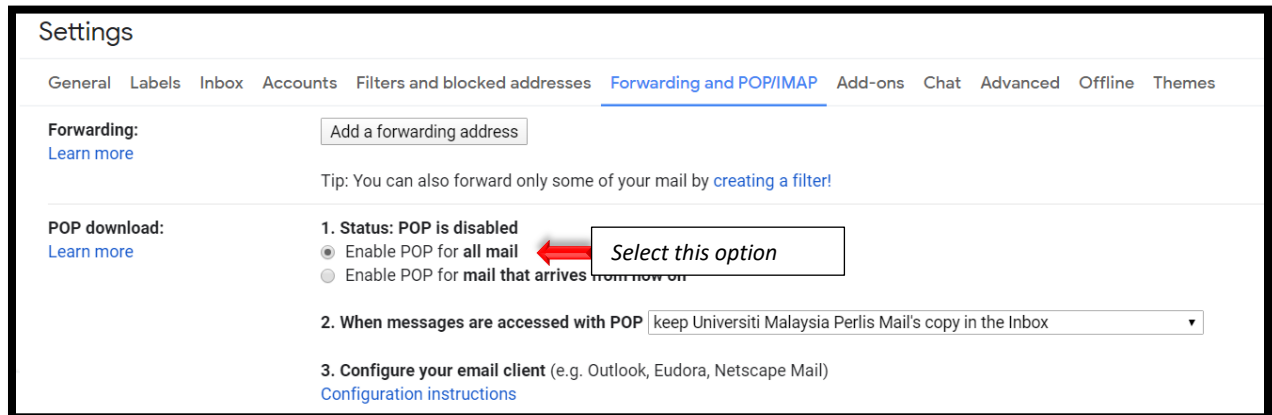
- i. Log masuk ke akaun **Gmail UniMAP** (<http://gmail.unimap.edu.my> | mail.google.com)
*Login to your **UniMAP Gmail** account (<http://gmail.unimap.edu.my> | mail.google.com)*
- ii. Klik **Next** untuk log masuk
*Click **Next** to login*



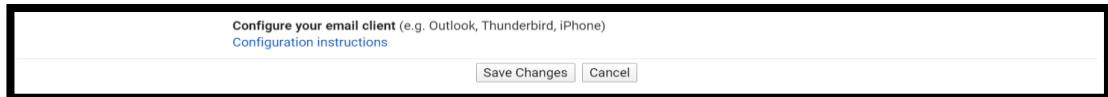
- iii. Klik butang **Tetapan/Settings**, pilih menu **Settings**
*Click **Settings** button, then select **Settings***



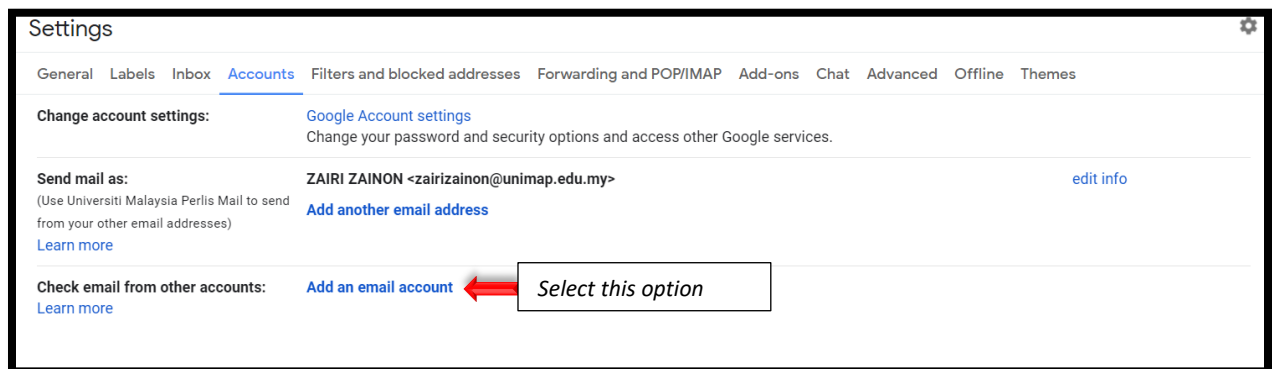
- iv. Klik pada tab **Forwarding and POP/IMAP**, kemudian pilih *Enable Pop for all mail*
 Click **Forwarding and POP/IMAP** tab, select *Enable Pop for all mail*



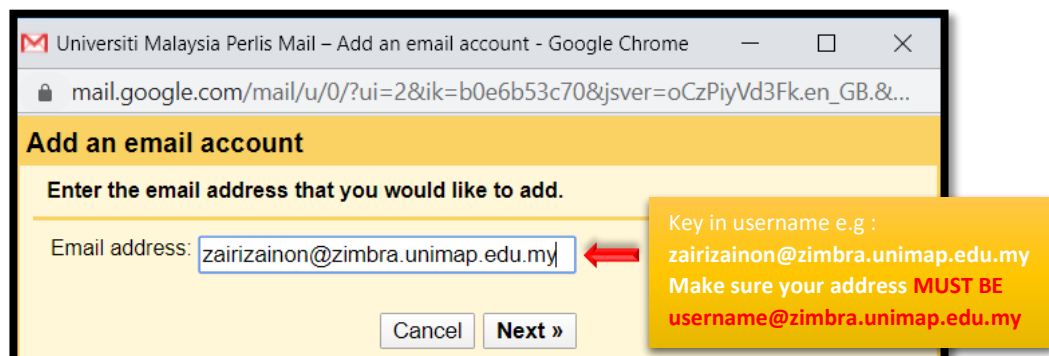
- v. Klik butang **Save Changes**
 Click **Save Changes** button



- vi. Kemudian, klik tab **Accounts**, klik **Check email from other accounts: Add an email account**
 Then, click **Accounts** tab, klik **Check email from other accounts: Add an email account**



- vii. Masukkan alamat akaun emel Zimbra UniMAP, kemudian tekan **Next**
 Key in **UniMAP Zimbra Account** address, then click **Next**



- viii. Masukkan maklumat akaun **Zimbra UniMAP** seperti di bawah
 Key in **UniMAP Zimbra** account information as below

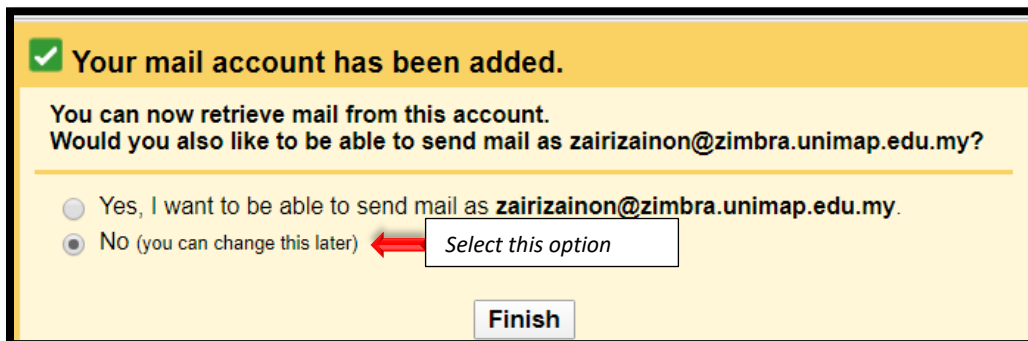
Username : your Zimbra username
Password : your Zimbra password
Pop Server : zimbra.unimap.edu.my
Port : 995

Tick : Always use a secure connection (SSL) when retrieving mail.
 : Label incoming messages (username@zimbra.unimap.edu.my) –
 easy to identified this is email from our Zimbra mail server
 : Archive incoming messages (Skip the Inbox) -
 To separate old email from new Inbox at Gmail UniMAP

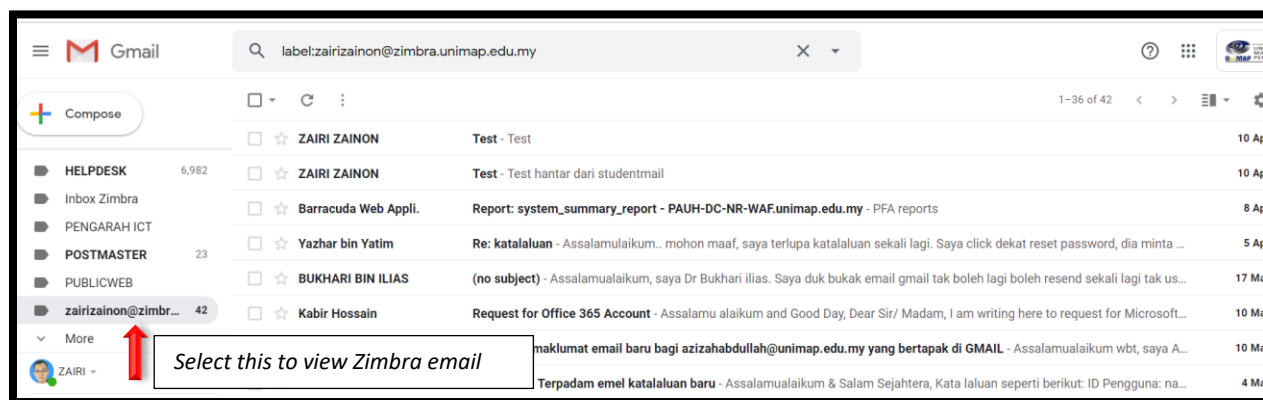
Don't Tick : Leave a copy of retrieved message on the server. (Compulsory)
 This is because we want to clear all content in Zimbra mail server

Tekan **Add Account**
 Click **Add Account**

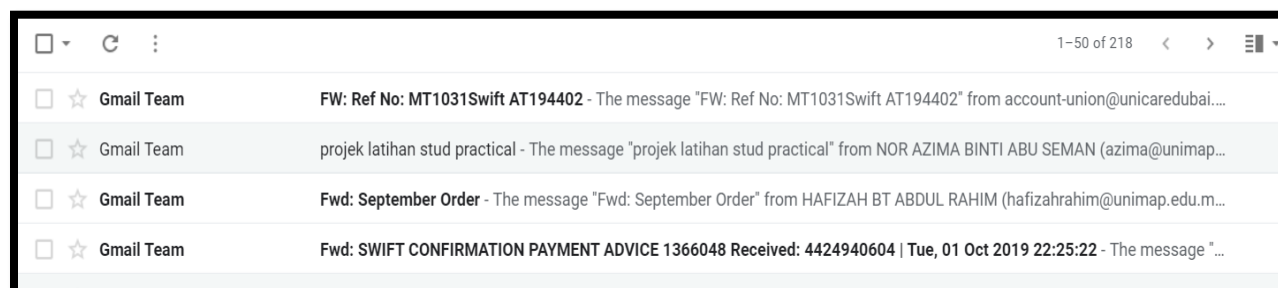
- ix. Paparan akaun telah berjaya ditambah akan muncul. Pilih **No** dan klik butang **Finish**
*Successful account added screen appeared. Select **No** and click **Finish** button*



- x. Kemudian, pergi ke Inbox dan lihat emel dari Zimbra Server telah mula masuk (klik pada label username@zimbra.unimap.edu.my)
Go to Inbox and you can see email from Zimbra Server started moving to your UniMAP Gmail Account (click at label username@zimbra.unimap.edu.my)



- xi. Gmail akan maklumkan jika terdapat kegagalan dalam proses pemindahan emel. Biasanya disebabkan oleh kandungan emel spam dan lampiran di dalam format yang tidak dibenarkan oleh Gmail
Gmail will notify you of any failures in the email transfer process. Usually caused by spam email content and attachments in a format not allowed by Gmail
Example of unsuccessful transfer notify by Gmail through your Gmail Inbox



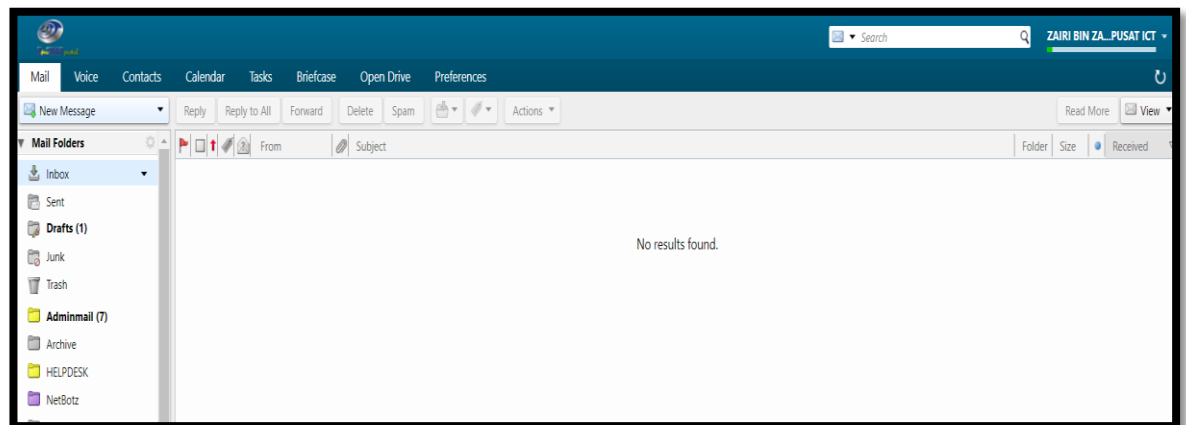
- xii.** Biarkan selama beberapa jam atau hari sementara proses pemindahan emel dari Zimbra ke Gmail selesai. Semak pada label `username@zimbra.unimap.edu.my` dari semasa ke semasa. Lihat jika bilangan yang telah dipindahkan telah sama atau hampir sama dengan bilangan emel di Zimbra server.

Allow a few hours or days while the email transfer process from Zimbra to Gmail is complete. Check the labels `username@zimbra.unimap.edu.my` from time to time. See if the number you have transferred is equal to or equal to the number of emails on the Zimbra server

- xiii.** Kemudian semak Inbox Zimbra anda.

Then, check your Zimbra Inbox.

No more email in Inbox, all email successful transfer to Gmail already



Semak juga di dalam Gmail anda sama ada di folder Spam dan sebagainya memandangkan Gmail ada membuat tapisan sekuriti terhadap emel yang diterima dari Zimbra ini. Jika ada unsur Spam pada tapisan Gmail emel secara automatiknya akan diletakkan dalam folder Spam.

Also check in your Gmail in the Spam folder and so on as Gmail creates a security filter for emails received from Zimbra. If there is a Spam element in the Gmail filter it will automatically be placed in the Spam folder.

Selesai.

Finished.