

Projek 1GovUC

PANDUAN INSTALASI CERTIFICATE, CAPAIAN OUTLOOK WEB ACCESS DAN MENUKAR KATALALUAN



TM | Sektor Kerajaan

ISI KANDUNGAN



INSTALASI CERTIFICATES

- [Langkah-Langkah Instalasi Enterprise Trust Certificates](#)
- [Langkah-Langkah Instalasi Root CA from TM](#)

CAPAIAN OUTLOOK & OWA 1GovUC

- [Langkah-Langkah Memasuki OWA 1GovUC](#)
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INSTALASI CERTIFICATES

Langkah-Langkah Instalasi Certificates

- Terdapat dua **certificate** yang perlu dilakukan sebelum memulakan sebarang aktiviti menghantar serta menerima pesanan mesej melalui penggunaan Outlook 1GovUC.
- **Certificate** tersebut adalah **Enterprise Trust** dan **Root CA from TM**.

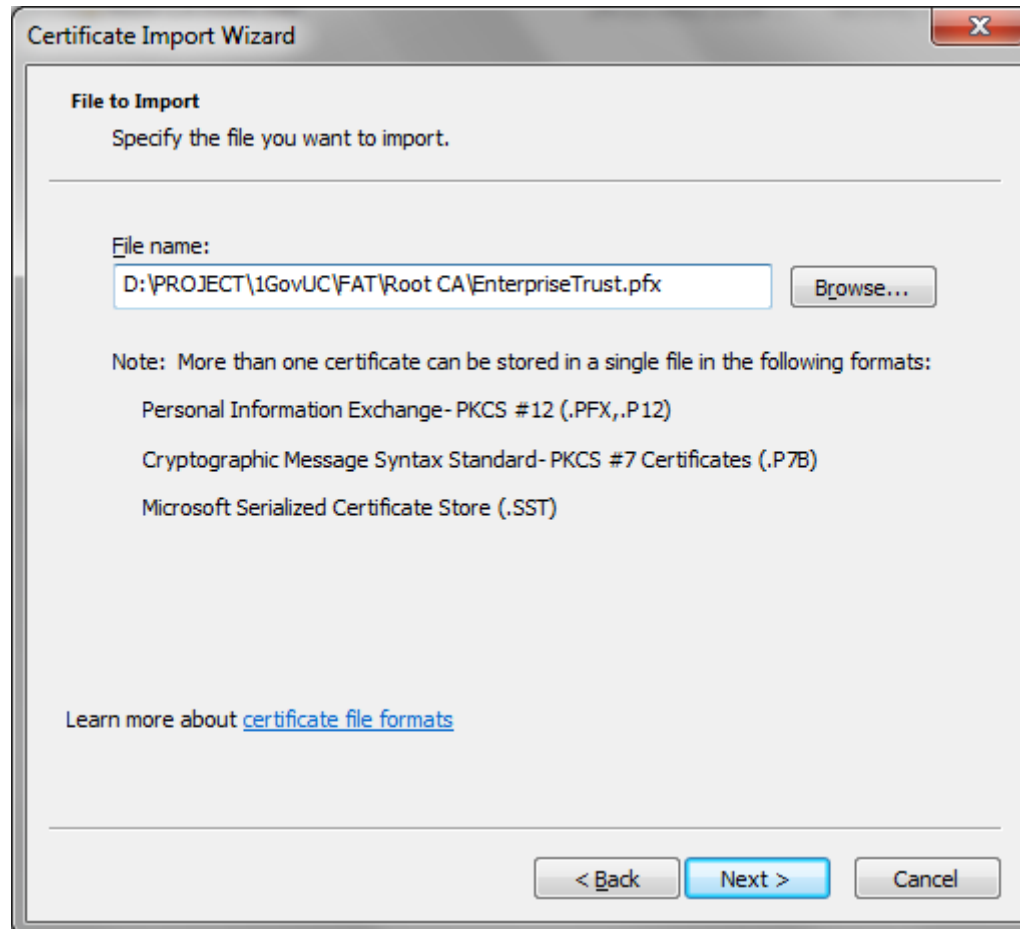
Enterprise Trust

1. Klik dua kali pada **certificate Enterprise Trust**.
2. Pada paparan **Certificate Import Wizard**, klik butang **Next**.



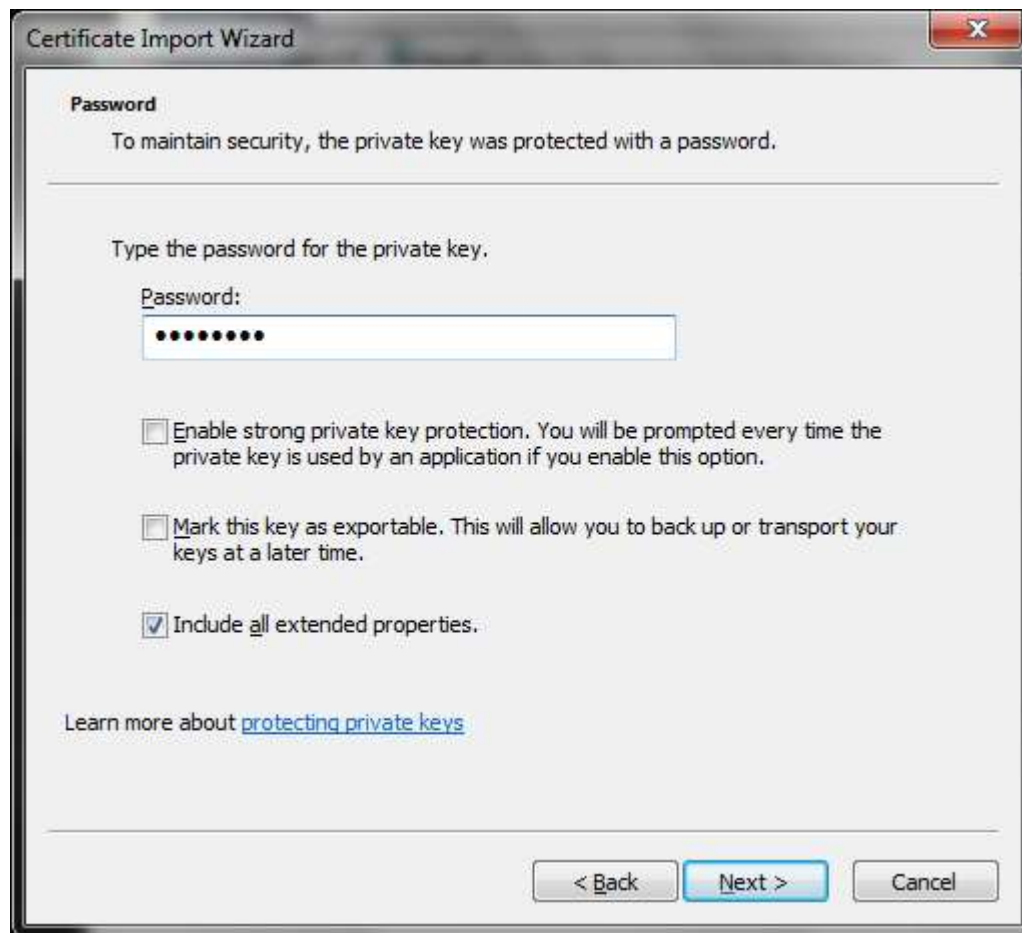
Langkah-Langkah Instalasi Certificates

3. Klik **Browse** untuk memilih fail **certificate** dan kemudian klik butang **Next**.



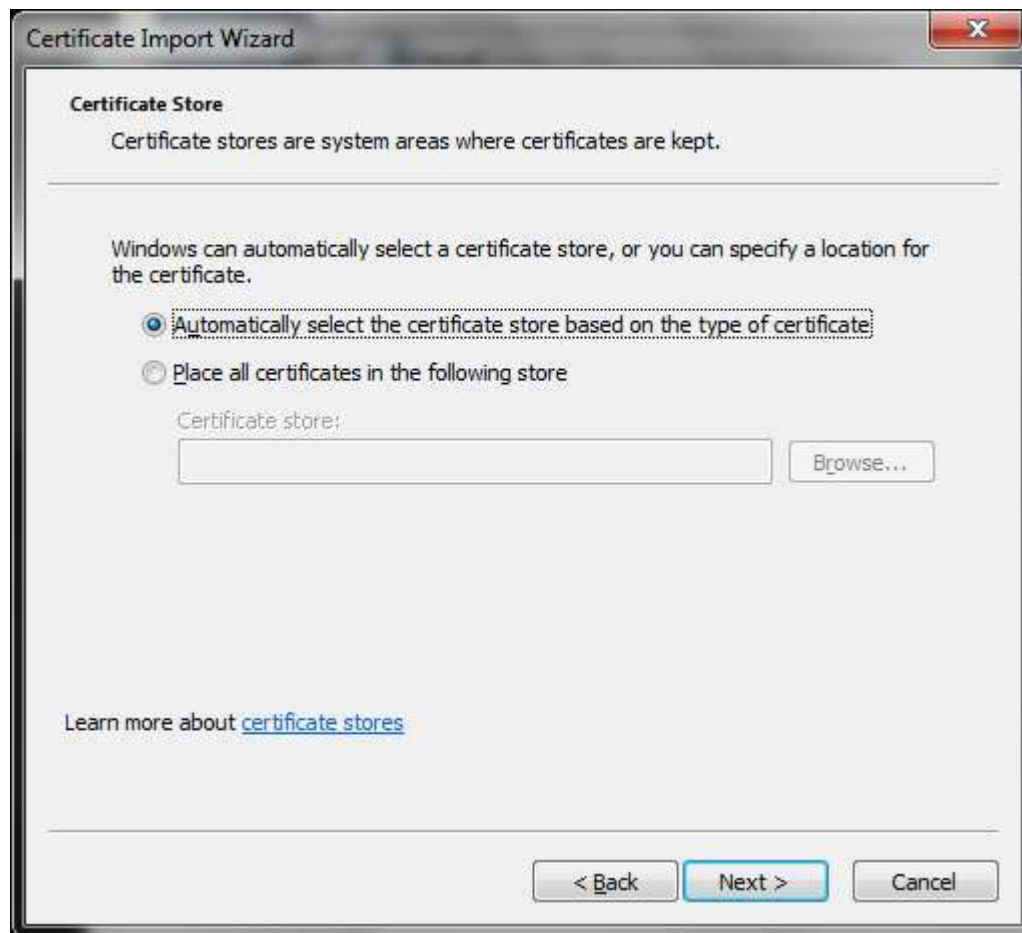
Langkah-Langkah Instalasi Certificates

4. Masukkan kata laluan pada paparan **Certificate Import Wizard** bagi **Password**.
5. Kata laluan adalah : 12345678
6. Setelah memasukkan kata laluan klik butang **Next**.



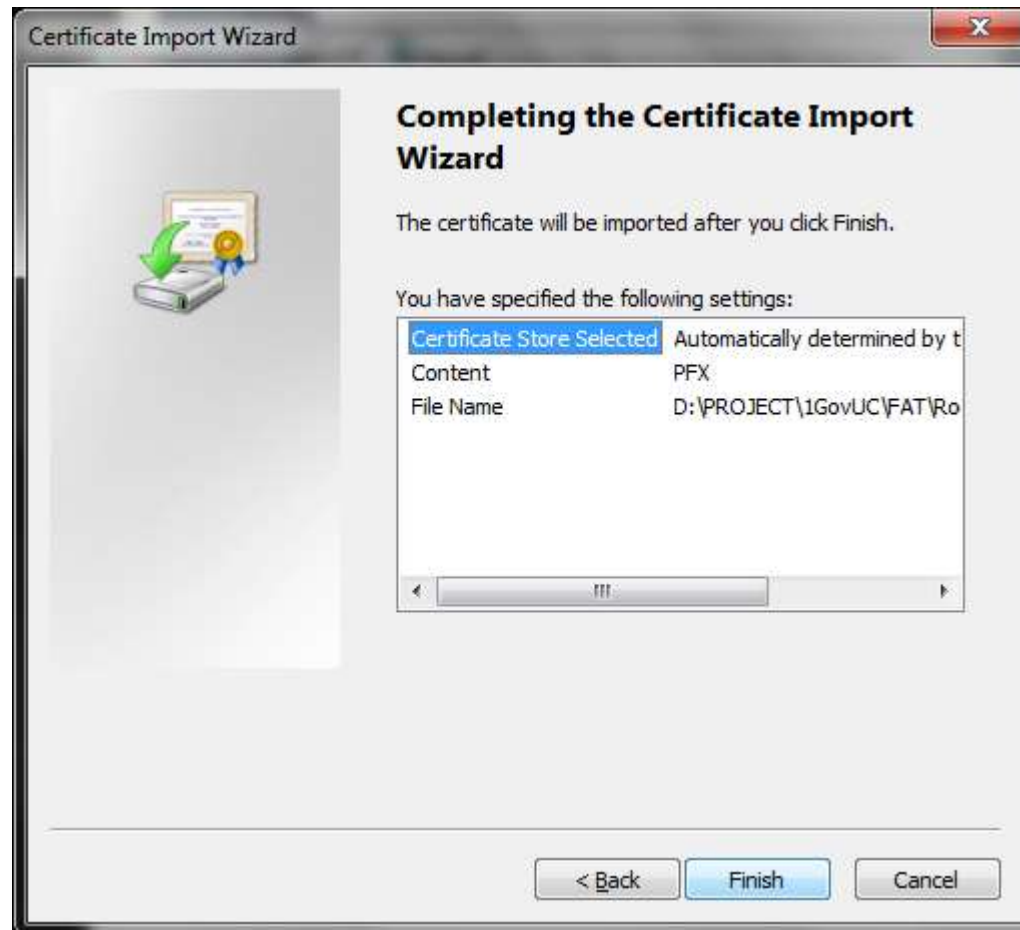
Langkah-Langkah Instalasi Certificates

7. Pada paparan **Certificate Store**, pilih **Automatically select certificate store on the type of certificate**.
8. Kemudian klik butang **Next**.



Langkah-Langkah Instalasi Certificates

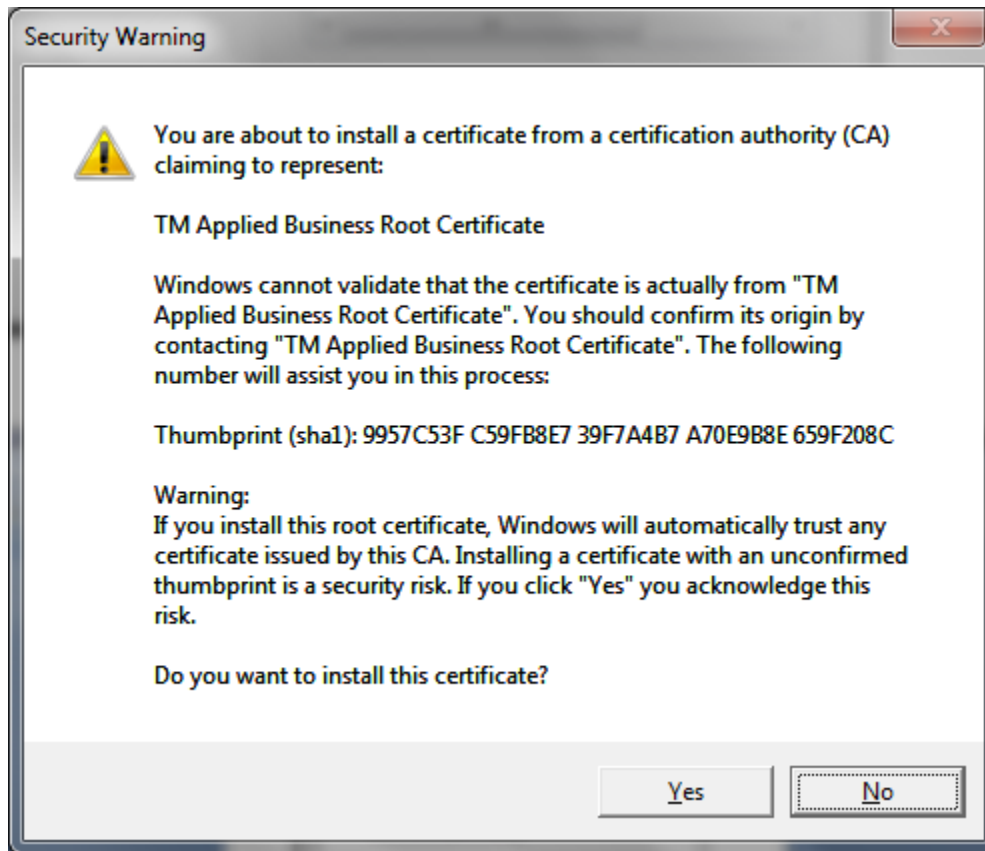
9. Klik butang **Finish** setelah melengkapkan **Certificate Import Wizard**.



Langkah-Langkah Instalasi Certificates

10. Klik tombol **Yes** untuk instalasi **Certificate**.

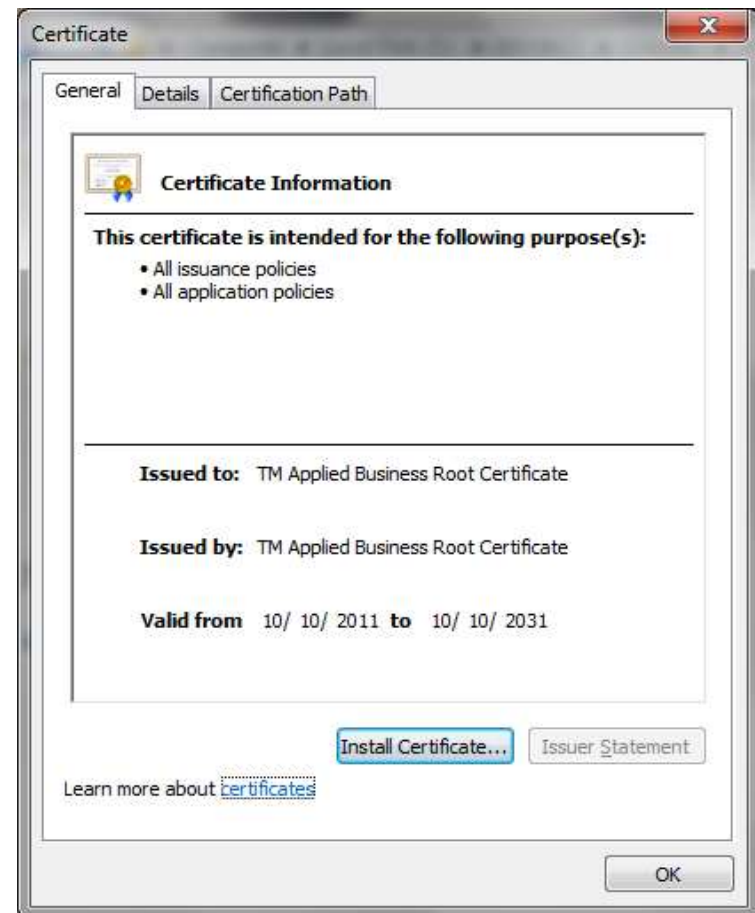
11. Kemudian klik tombol **OK**.



Langkah-Langkah Instalasi Certificates

Root CA from TM

1. Klik dua kali pada **Certificate Root CA from TM**
2. Klik pada butang **Install Certificates**.



Langkah-Langkah Instalasi Certificates

3. Pada paparan **Certificate Import Wizard**, klik butang **Next**.



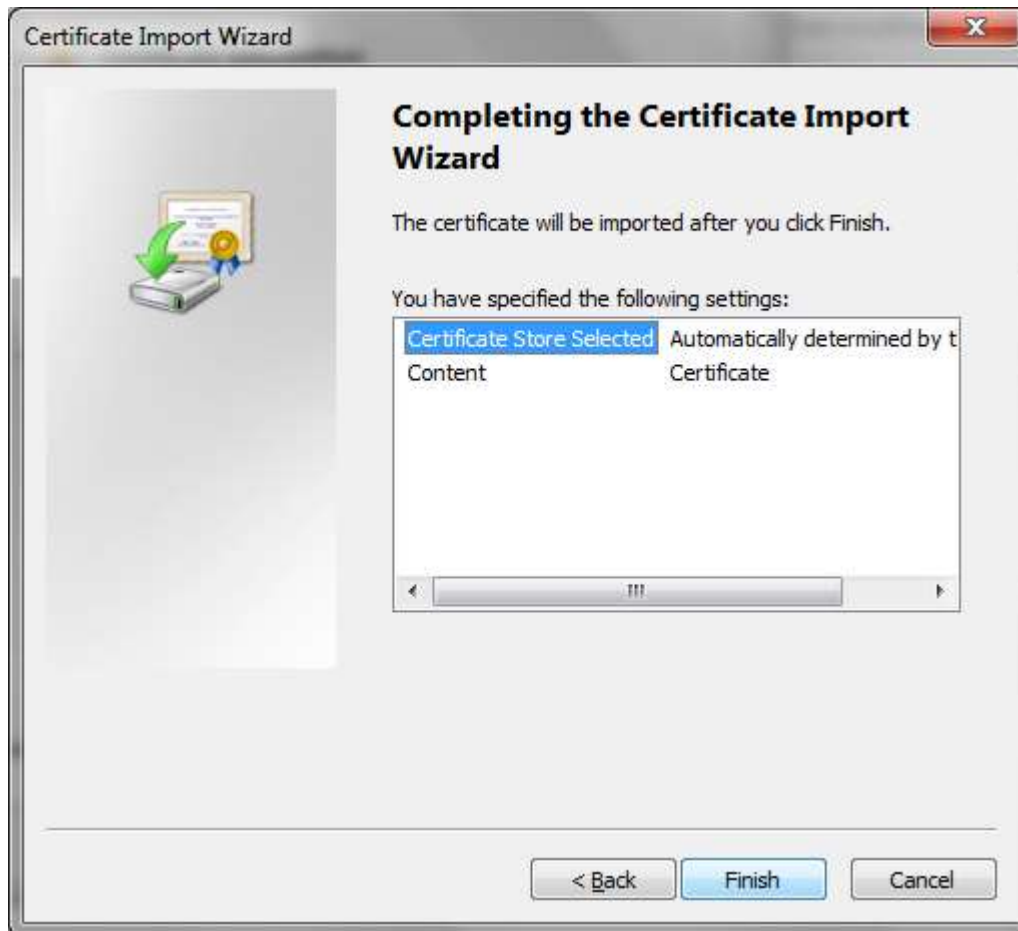
Langkah-Langkah Instalasi Certificates

4. Pada paparan **Certificate Store**, pilih **Automatically select certificate store on the type of certificate**.
5. Kemudian klik butang **Next**.



Langkah-Langkah Instalasi Certificates

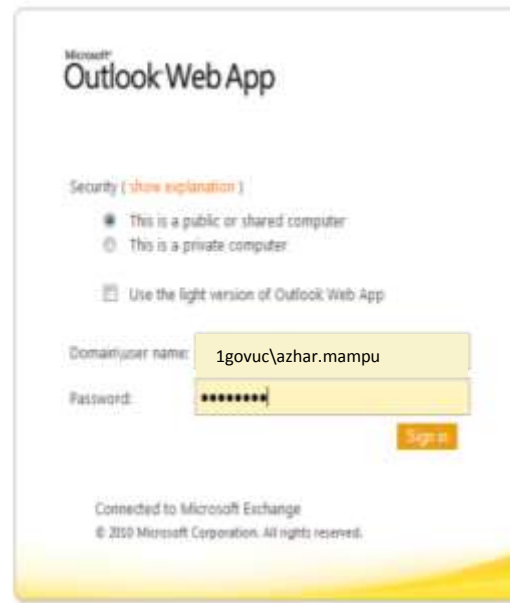
6. Klik tombol **Finish** setelah melengkapkan **Certificate Import Wizard**.
7. Kemudian klik tombol **OK**.



CAPAIAN OWA 1GovUC

Langkah-Langkah Memasuki OWA 1GovUC

3. Klik mana-mana capaian Internet dan tuliskan **URL** bagi memasuki capaian **Outlook Web App (OWA) 1GovUC** (<https://webmail.1govuc.gov.my/owa>)
4. Satu paparan sekuriti akan dipaparkan untuk pengguna memasukkan maklumat berkenaan **User Name** (contoh: 1govuc\hidayah.mampu) dan **Password**.
5. Kemudian klik butang **Sign in** untuk memasuki capaian **OWA 1GovUC**.



Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

Domain\user name: 1govuc\azhar.mampu

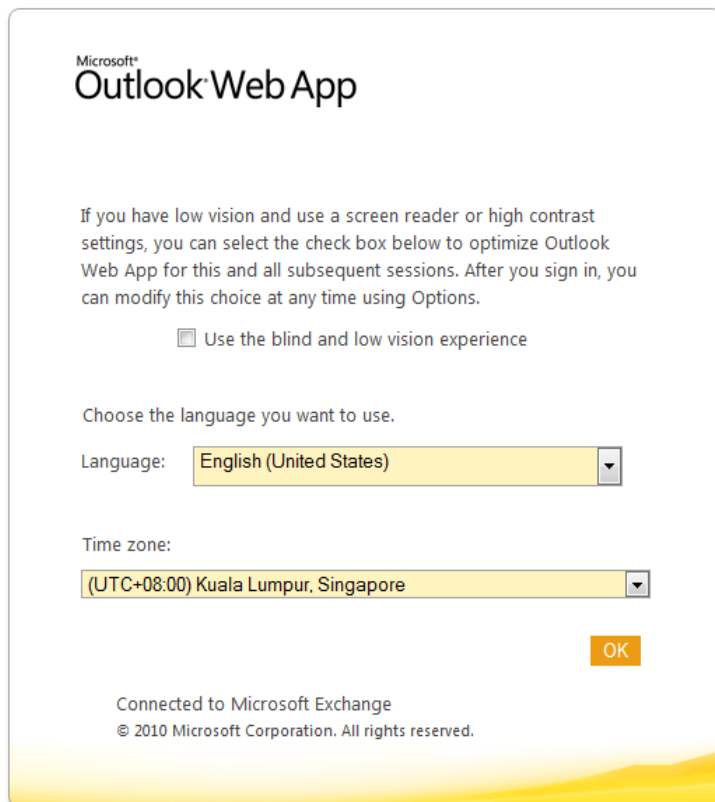
Password: *****

Sign in

Connected to Microsoft Exchange
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Langkah-Langkah Memasuki OWA 1GovUC

6. Pilih bahasa untuk menggunakan **Outlook Web App (OWA)**.
 - English (United States)
7. Pilih waktu kawasan bagi penggunaan **Outlook Web App (OWA)**.
 - (UTC+08:00) Kuala Lumpur, Singapore
8. Klik butang **OK** untuk memulakan penggunaan **OWA**.



Microsoft®
Outlook® Web App

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.

Use the blind and low vision experience

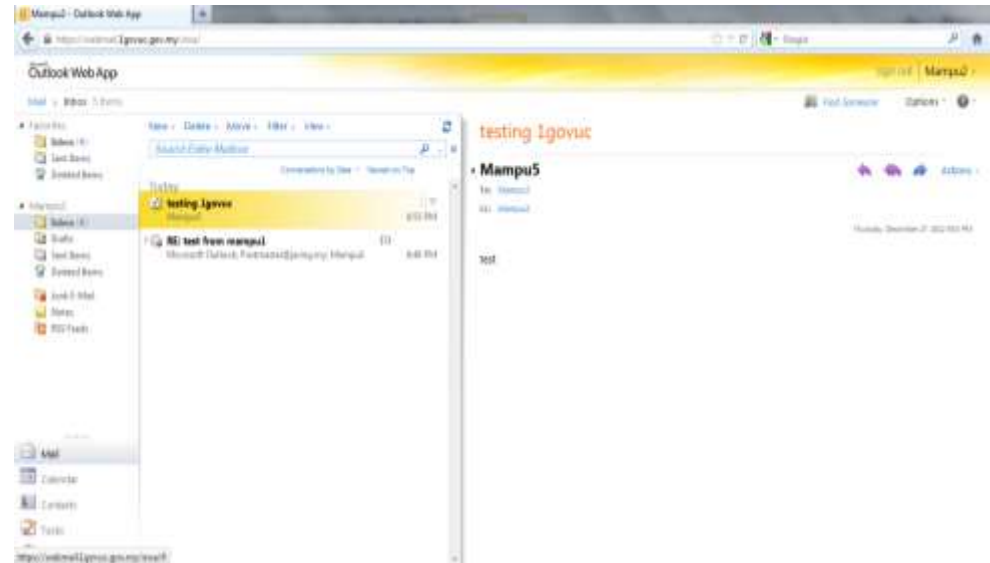
Choose the language you want to use.

Language: English (United States)

Time zone: (UTC+08:00) Kuala Lumpur, Singapore

OK

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MENUKAR KATALALUAN 1GovUC

Langkah-Langkah Menukar Katalaluan

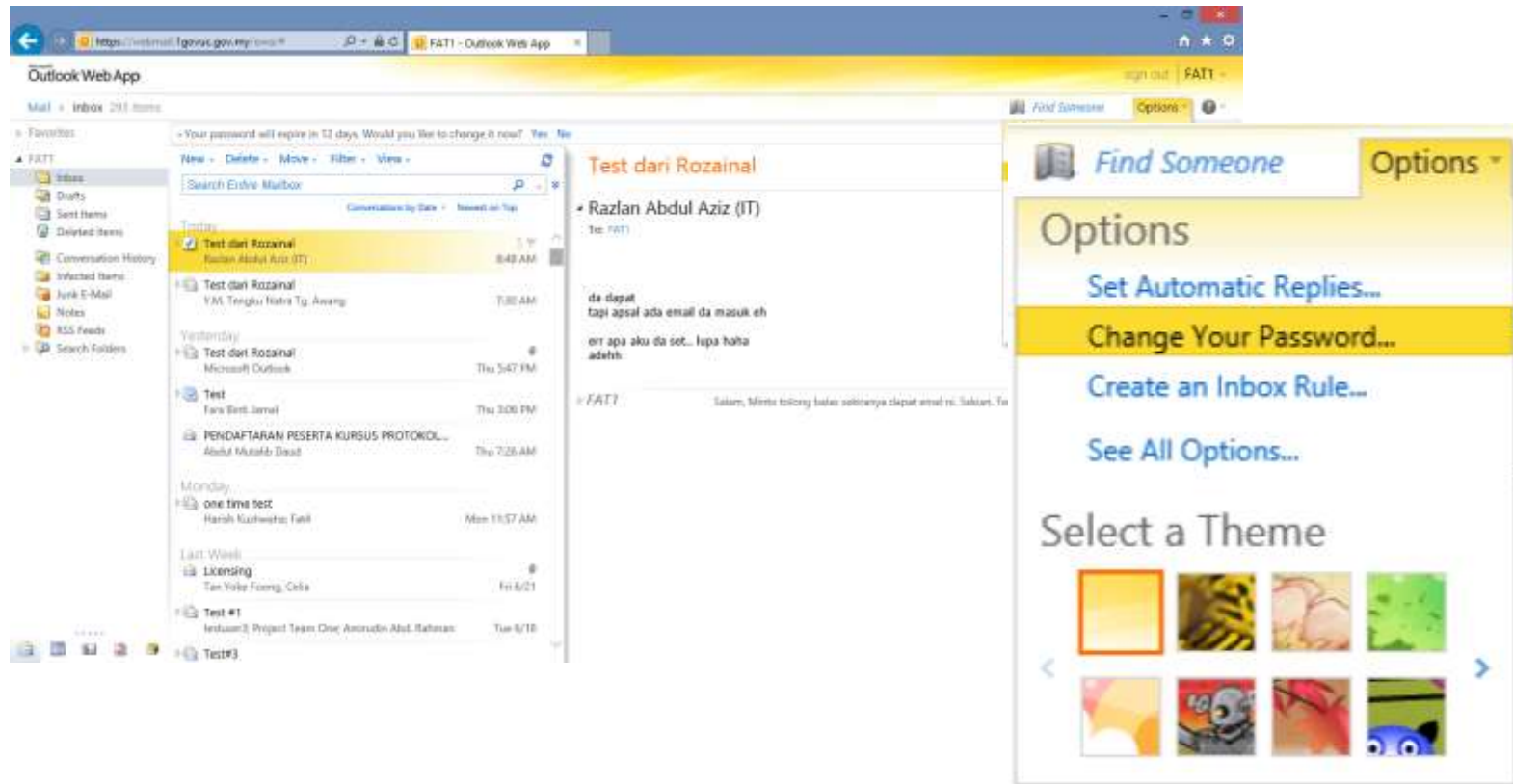


1. Berikut adalah polisi untuk password bagi pengguna 1GovUC

Polisi	Tetapan
Kuatkuasa sejarah katalaluan	4 sejarah katalaluan
Maksimum umur katalaluan	90 hari
Minimum umur katalaluan	0 hari
Minimum panjang katalaluan	12 aksara
Katalaluan harus menepati kerumitan (complexity)	Dimestikan
Mempunya Aksara daripada kategori berikut	<ol style="list-style-type: none">1. Huruf besar2. Huruf kecil3. Nombor (0 -9)4. Simbol (contoh : !, @, #, \$, %, &)

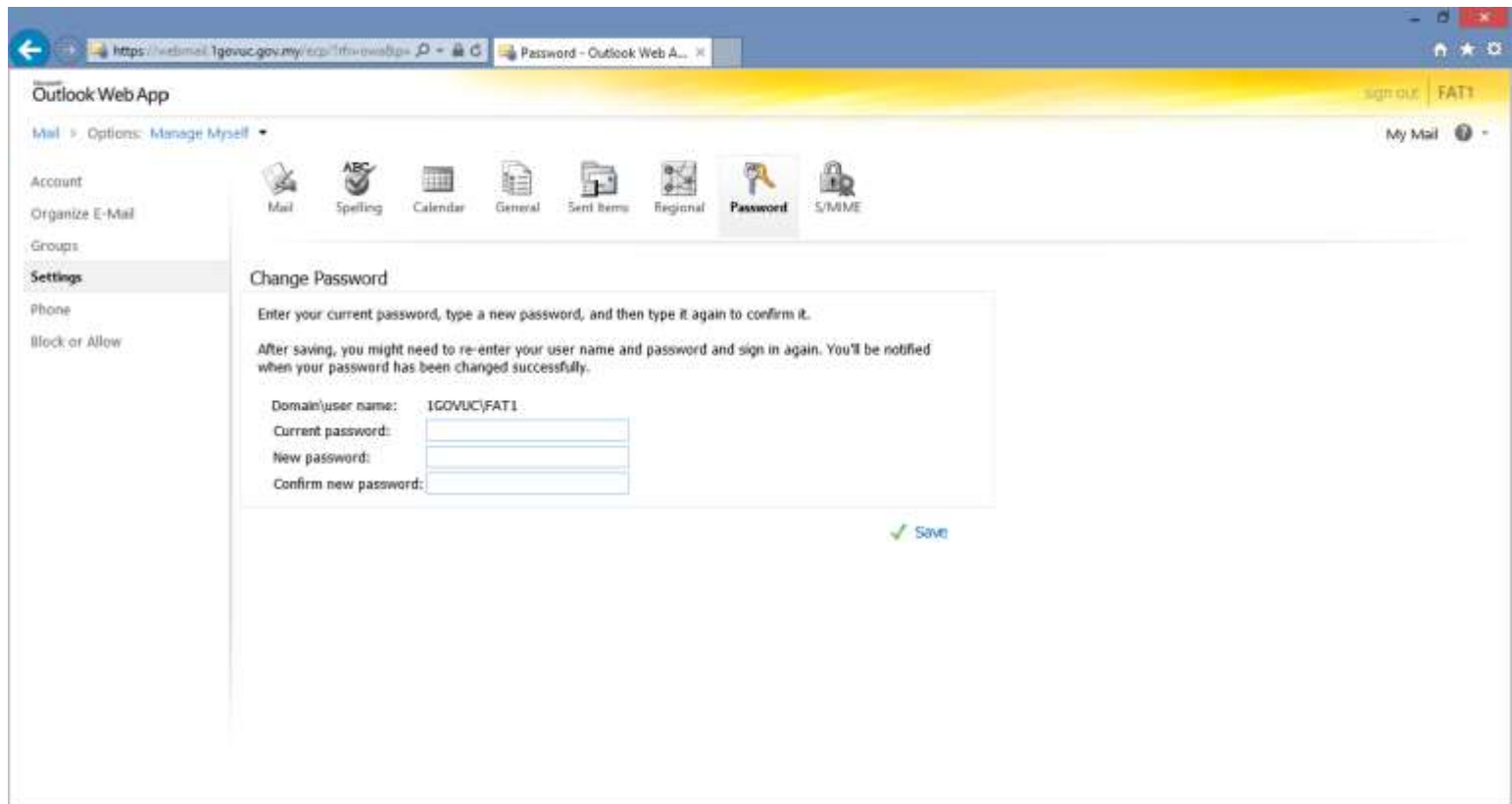
Langkah-Langkah Menukar Katalaluan

1. Pertukaran katalaluan dilakukan pada pilihan *Options* di laman **Outlook Web App (OWA)**.
2. Sila pilih pilihan Change Your Password



Langkah-Langkah Menukar Katalaluan

1. Masukkan katalaluan lama di ruangan *Current Password*
2. Masukkan katalaluan di ruangan *New Password* dan *Confirm New Password*
3. Tekan butang *Save*



The screenshot shows the Outlook Web App interface for changing a password. The browser address bar shows the URL: <https://webmail1.govuc.gov.my/owa/1/owa/asp?password>. The page title is "Password - Outlook Web A...". The user is logged in as "FAT1". The "Settings" menu is open, and the "Password" option is selected. The "Change Password" form is displayed, with the following fields and instructions:

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: IGOVUC\FAT1

Current password:

New password:

Confirm new password:

**SEKIAN
TERIMA KASIH**