

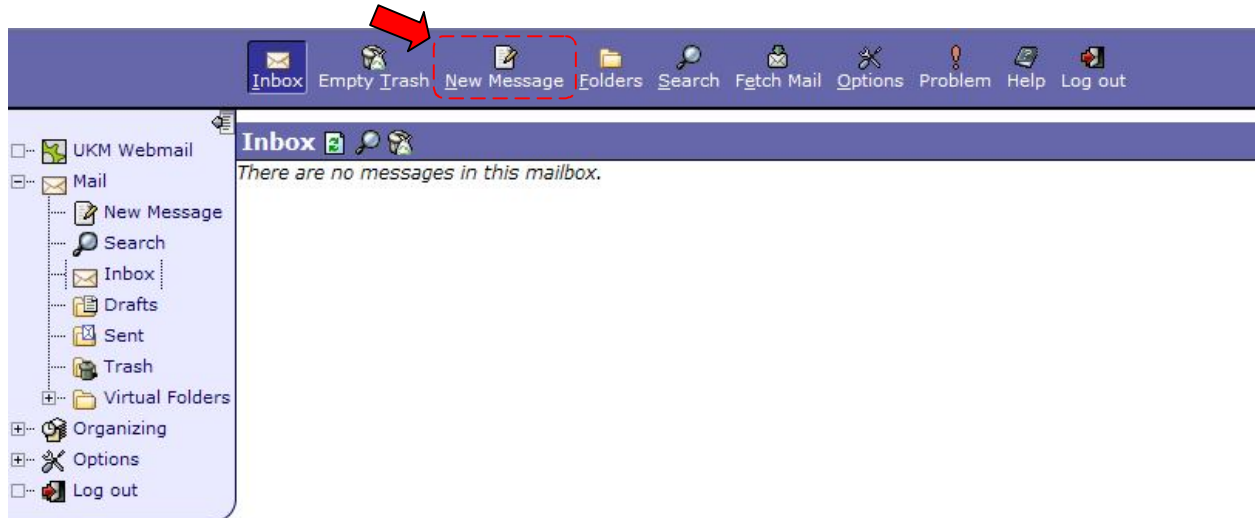
UNIVERSITI KEBANGSAAN  
MALAYSIA

---

CARA UNTUK MENGHANTAR  
FAIL LAMPIRAN  
(ATTACHMENT FILE)  
DI UKM WEBMAIL

# Langkah-langkah Untuk Menghantar Fail Lampiran (Attachment File) di UKM Webmail

1. Apabila berada di dalam e-mel, Klik pada butang 'New Message'. (Rujuk Rajah 1)



Rajah 1

2. Paparan pada Rajah 2 akan keluar.

Selepas selesai mengisi e-mel, sila klik pada butang "**Browse...**". (Rujuk Rajah 2)

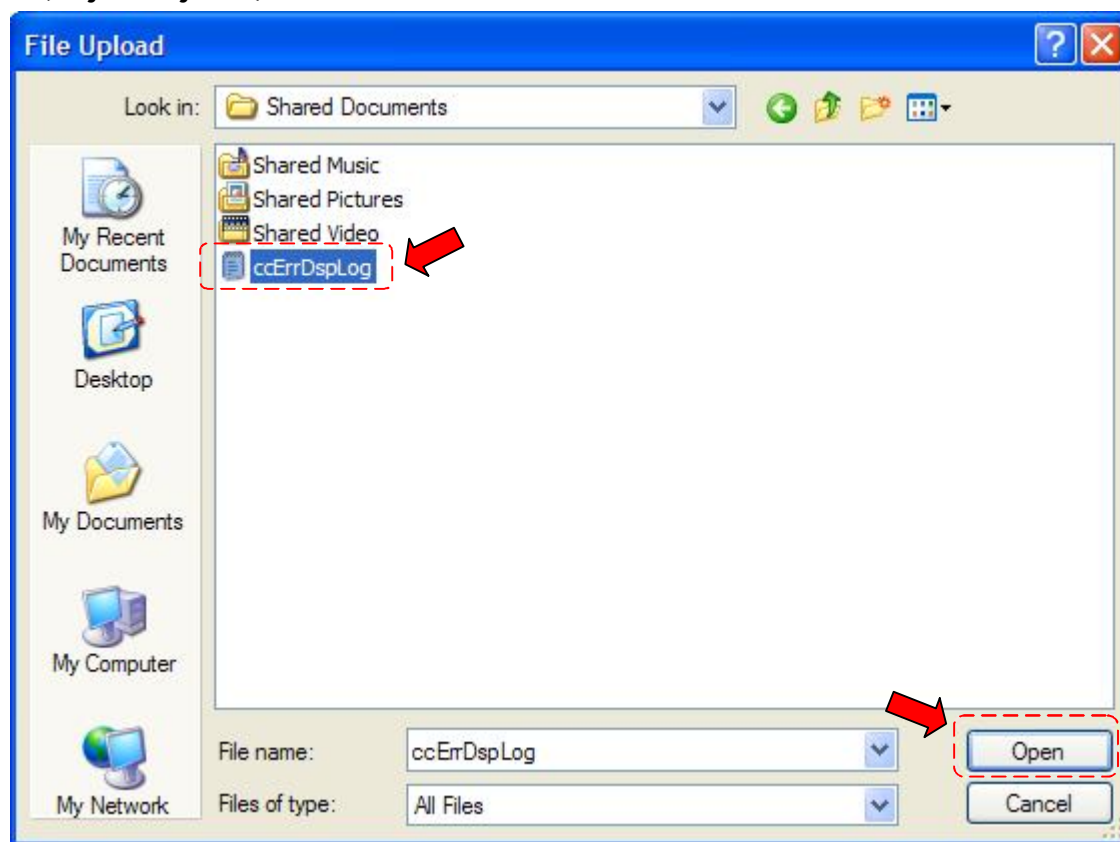
The image shows a screenshot of an email composition interface. The top section is titled "New Message" and contains fields for "From" (aizuddin@ukm.my), "To", "Cc", "Bcc", and "Subject". Below these fields are options for "Charset" (Western (ISO-8859-1)), "Address Book", "Special Characters", and "Attachments". There are also checkboxes for "Save a copy in 'Sent'", "Request a Read Receipt", and "Switch to HTML composition". A large "Text" area is provided for writing the message. At the bottom of this section are "Send Message", "Save Draft", and "Cancel Message" buttons.

The bottom section is titled "Attachments" and features a "File 1:" field. A red arrow points to the "Browse..." button next to the field. To the right of the "Browse..." button is a dropdown menu currently set to "Attachment". Below the "File 1:" field, there is a note: "(Maximum Attachment Size: 5,242,880 bytes)". Further down, there are two more options: "Save Attachments with message in sent-mail folder?" with a "No" dropdown, and "Link Attachments?" with a "No" dropdown. An "Update" button is located on the right side of the "Attachments" section.




Rajah 2

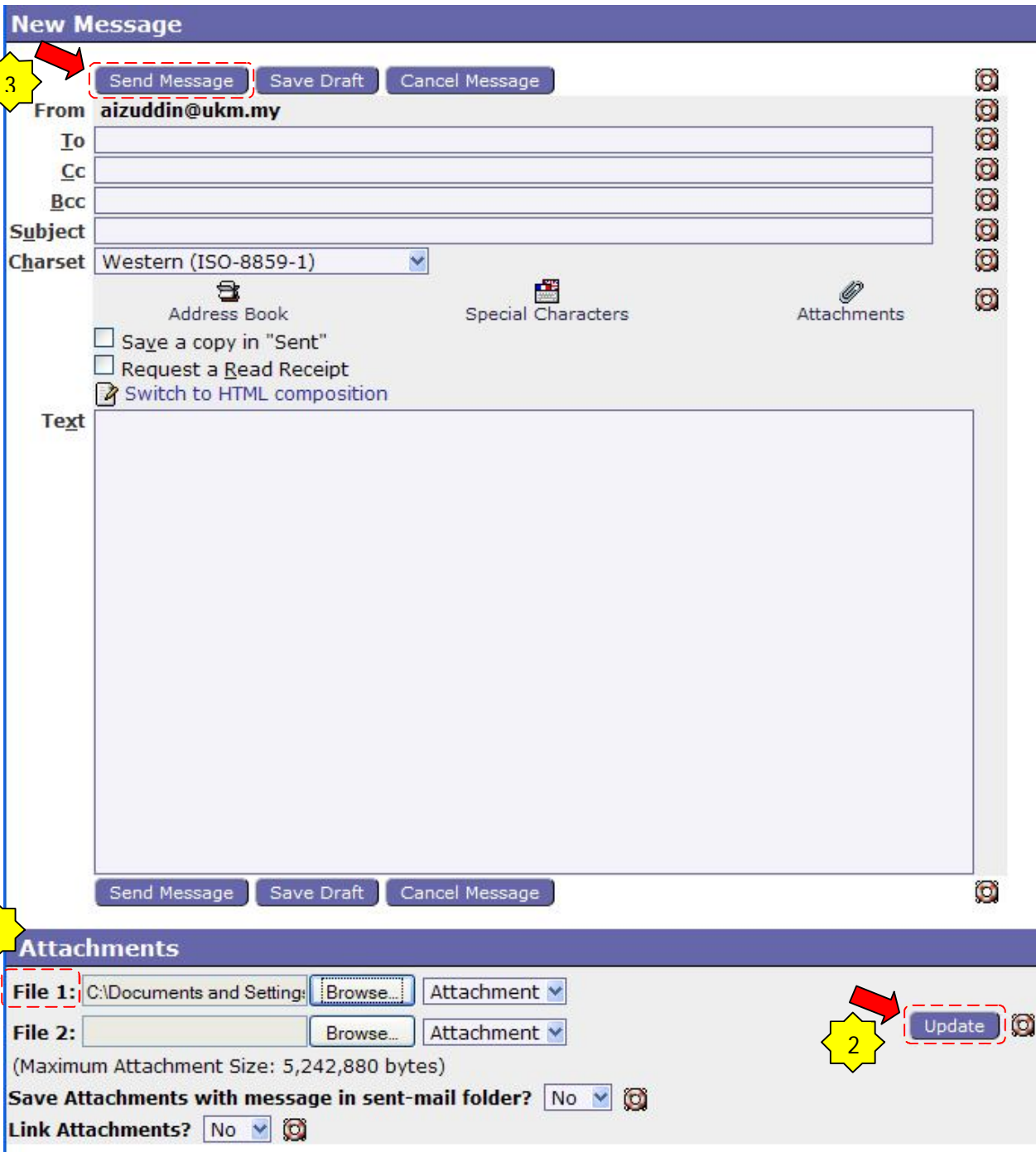
3. Satu paparan akan keluar dan meminta anda untuk memilih fail yang hendak di hantar memalui e-mel. Klik **'Open'** setelah selesai memilih fail anda.

(Rujuk Rajah 3)





**Rajah 3**

4.  i) 'Link' untuk fail tersebut akan dipaparkan pada ruang '**File 1**'.  
Anda hanya di benarkan menghantar fail sehingga 5MB sahaja (MAX).
-  ii) Klik pada butang '**Update**' apabila selesai.
-  iii) Anda boleh klik pada butang '**Send Message**' setelah semuanya lengkap dan sedia untuk dihantar. (Rujuk Rajah 4)



**New Message**

  **Send Message** **Save Draft** **Cancel Message**

**From** aizuddin@ukm.my




**To**

**Cc**

**Bcc**

**Subject**

**Charset** Western (ISO-8859-1)

 Address Book  Special Characters  Attachments

Save a copy in "Sent"



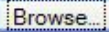
Request a Read Receipt

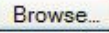
Switch to HTML composition

**Text**

**Send Message** **Save Draft** **Cancel Message**

**Attachments**



  **File 1:** C:\Documents and Setting:  Attachment

**File 2:**  Attachment

(Maximum Attachment Size: 5,242,880 bytes)

**Save Attachments with message in sent-mail folder?** No

**Link Attachments?** No

  **Update**

Rajah 4