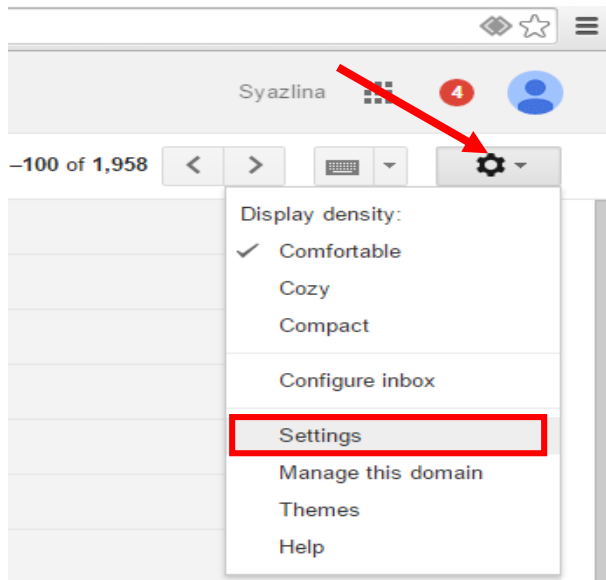


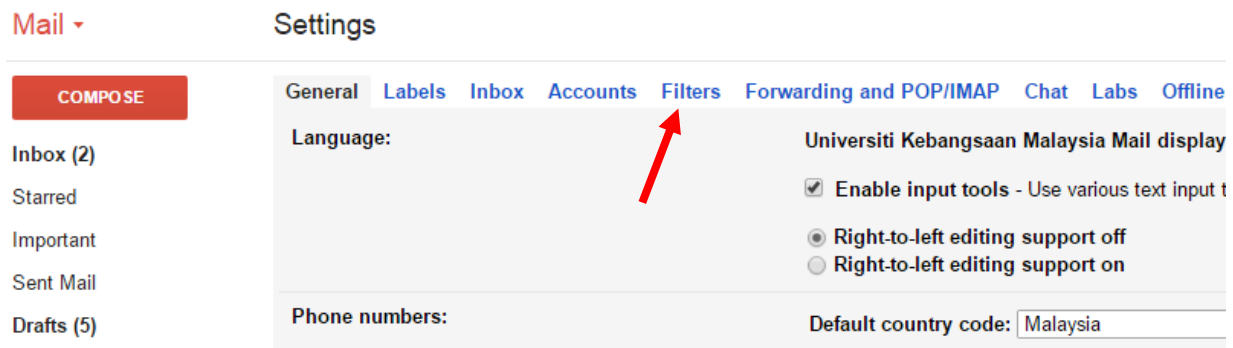
Manual Pengasingan Emel (Filters)

Langkah-langkah untuk mewujudkan **Filters**.

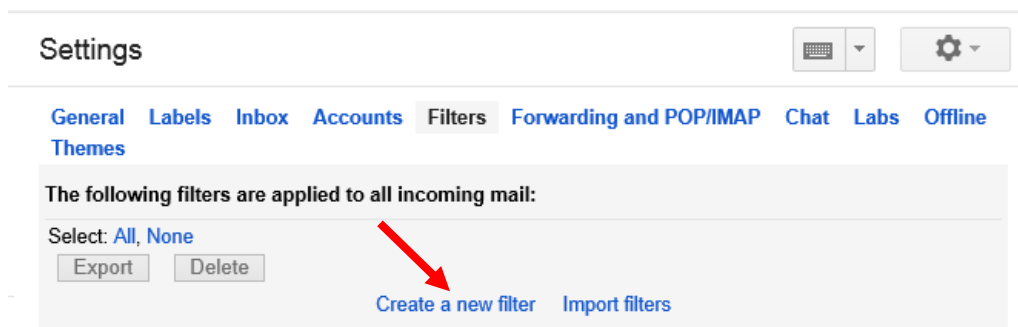
1. Akses akaun e-mel xxxx@ukm.edu.my / xxxx@siswa.ukm.edu.my anda.
2. Klik pada menu Setting pada penjuru atas sebelah kanan.



3. Klik **Filters**.

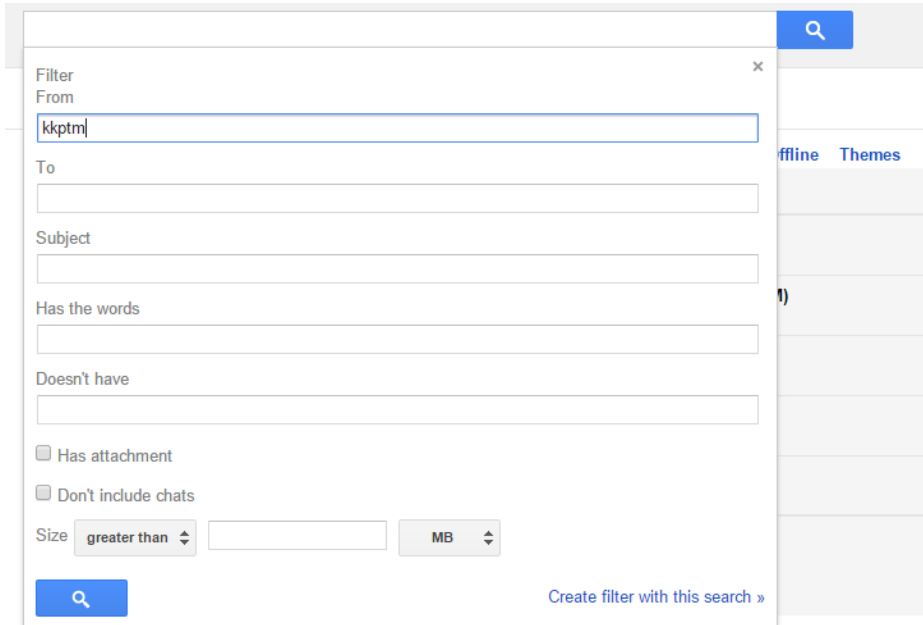



4. Klik **Create a new filter**.

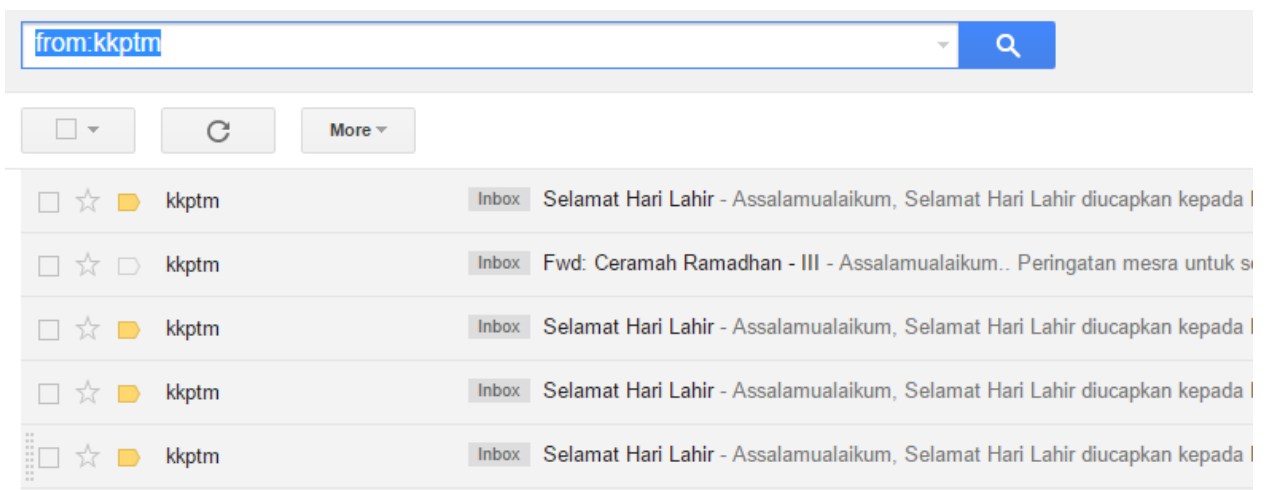


Manual Pengasingan Emel (Filters)

5. Tentukan kriteria yang dihendaki. Contohnya, ingin asingkan e-mel daripada KKPTM. Masukkan perkataan **kkptm** di kotak **From**. Anda juga boleh asingkan mengikut alamat emel penerima (*To*), *subject*, emel yang mempunyai perkataan tertentu (*Has the words*) atau emel yang tidak mempunyai perkataan tertentu (*Doesn't have*).



6. Apabila anda telah pasti kriteria yang dimasukkan, klik butang  untuk memastikan fungsi *filter* berjaya dan e-mel yang betul sahaja yang akan diasingkan. Contoh seperti rajah di bawah.



7. Apabila telah berpuashati, klik semula tanda  untuk proses selanjutnya.

Manual Pengasingan Emel (Filters)

8. Klik **Create Filter with this search.**

from:kkptm

Filter ×

From
kkptm

To

Subject

Has the words

Doesn't have

Has attachment

Don't include chats

Size **greater than** **MB**

[Create filter with this search »](#)

9. Tandakan pada kotak **Skip the Inbox (Archive it)** jika tidak ingin e-mel yang sama berada dalam Inbox. Tandakan juga pada kotak **Apply the label** :

from:kkptm

[« back to search options](#)

When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

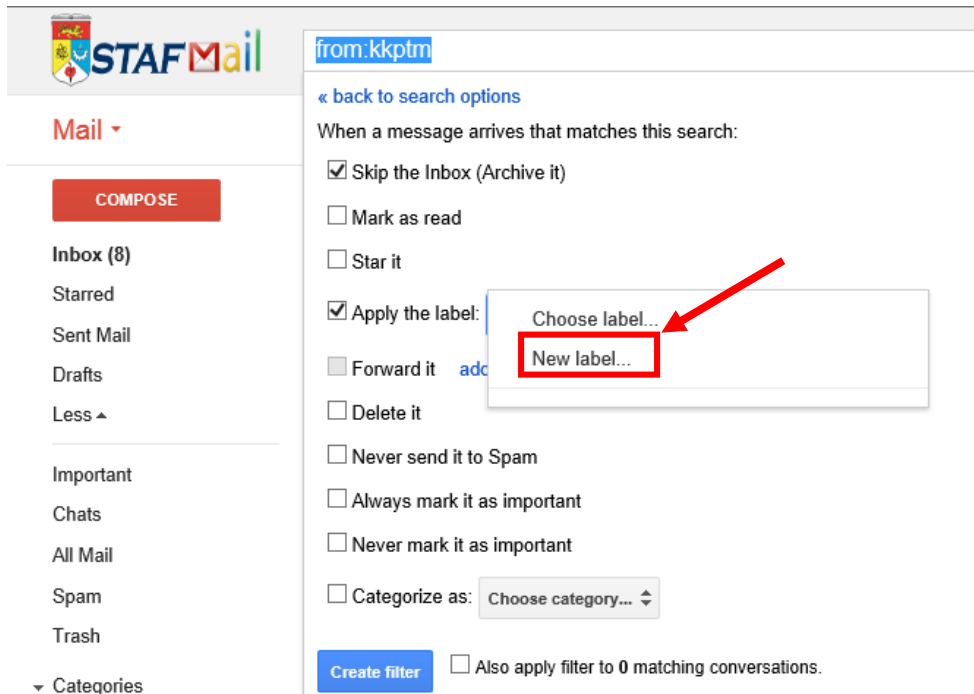
Apply the label:

Forward it [add forwarding address](#)

Delete it

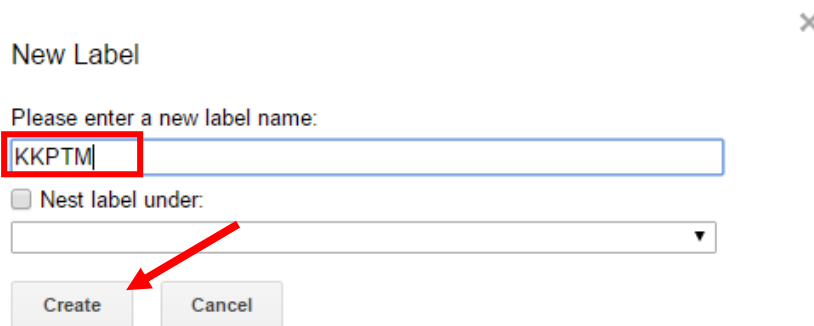
Manual Pengasingan Emel (Filters)

10. Klik **Choose label**. Pilih katagori label jika ada. Jika tiada, klik **New Label**



The screenshot shows the STAFMail interface. On the left is a navigation menu with options like Mail, COMPOSE, and various folders. The main area shows a search filter 'from:kkptm' and a list of actions to apply to messages. A dropdown menu is open under 'Apply the label:', showing 'Choose label...' and 'New label...'. A red arrow points to 'New label...'.

11. Masukkan nama untuk label . Contoh : KKPTM. Kemudian klik butang Create.



The screenshot shows a 'New Label' dialog box. It has a title bar with a close button (X). Below the title is the text 'Please enter a new label name:' followed by an input field containing 'KKPTM'. Below the input field is a checkbox labeled 'Nest label under:' followed by a dropdown menu. At the bottom are two buttons: 'Create' and 'Cancel'. A red arrow points to the 'Create' button.

Manual Pengasingan Emel (Filters)

12. Label KKPTM telah diwujudkan. Tandakan pada kotak **Also apply filter to xx matching messages**. Klik butang **Create Filter**.

from:kkptm

« back to search options x

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: **KKPTM**
- Forward it [add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category...

Also apply filter to 19 matching messages.

[Create filter](#)

[Learn more](#)

13. Filter telah diwujudkan. Segala e-mel yang berada dalam Inbox akan masuk ke dalam Label : KKPTM

STAFMail

Mail ▾ Settings

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Offline Themes

The following filters are applied to all incoming mail:

<input type="checkbox"/>	Matches: from:kkptm Do this: Skip Inbox, Apply label "KKPTM"
--------------------------	---

Select: All, None

[Export](#) [Delete](#)

[Create a new filter](#) [In](#)

COMPOSE

Inbox (8)

Starred

Sent Mail

Drafts

KKPTM

Less ▾

Your filter was created. [Learn more](#)