

PENGURUSAN MAILING LIST (ML) UNTUK DOMAIN @USM.MY

1. Login ke <https://owa.usm.my> menggunakan ID **admin.cs@usm.my**.
2. Klik pada  → Options → Groups.
3. Boleh tambah ML baru, buang ML lama dan kemaskini ML sedia ada.

PENGURUSAN MAILING LIST UNTUK DOMAIN @STUDENT.USM.MY

1. Login ke <https://outlook.office365.com/ecp/> menggunakan ID **admin.cs@student.usm.my**.
2. Klik pada Options → Groups.
3. Boleh tambah DL baru, buang DL lama dan kemaskini DL sedia ada.

*Gunakan pelayar web berlainan untuk setiap domain.

*Jika tidak dapat buka paparan, perlu hapuskan *cache* dan *history* pelayar web yang digunakan.

* Untuk penambahan mailing list baru, perlu maklumkan kepada Unit Emel & Pengurusan Dokumen PPKT (untuk perhatian En Mazlan Yassim) untuk menukar tetapan Delivery Management di pelayan utama.

PENAMBAHAN ALAMAT EMEL KE DALAM MAILING LIST SEDIA ADA - @STUDENT.USM.MY

1. Login ke <https://outlook.office365.com/ecp/> menggunakan ID **admin.cs@student.usm.my**.
2. Klik pada Options → Groups.
3. Klik dua kali pada mailing list yang hendak ditambah, contohnya Postgrad By Research PPSKOMP.

Distribution groups I own



Type the name of the list you're looking for



Display name	Email address
Master CS Intake 2014 PPSKOMP	mcs2014.cs@student.usm.my
Master CS Intake Feb 2015 PPSKOMP	mcs-feb2015.cs@student.usm.my
Master CS Intake Feb 2016 PPSKOMP	mcs-feb2016.cs@student.usm.my
Master CS Intake Sep 2015 PPSKOMP	mcs-sep2015.cs@student.usm.my
Master CS Intake Sep 2016 PPSKOMP	mcs-sep2016.cs@student.usm.my
Master Informatics Intake Feb 2014 PPSKOMP	minfo-feb2014.cs@student.usm.my
Master Informatics Intake Feb 2015 PPSKOMP	minfo-feb2015.cs@student.usm.my
Master Informatics Intake Feb 2016 PPSKOMP	minfo-feb2016.cs@student.usm.my
Master Informatics Intake Sep 2014 PPSKOMP	minfo-sep2014.cs@student.usm.my
Master Informatics Intake Sep 2015 PPSKOMP	minfo-sep2015.cs@student.usm.my
Master Informatics Intake Sep 2016 PPSKOMP	minfo-sep2016.cs@student.usm.my
Master IT Intake 2012 PPSKOMP	mit2012.cs@student.usm.my
PM Dr WTC students PPSKOMP	tcwan-students.cs@student.usm.my
Postgrad By Research PPSKOMP	pgrad.cs@student.usm.my
Seminar PPSKOMP - Student	seminar.cs@student.usm.my
SFRG PPSKOMP	sfrg.cs@student.usm.my
Undergrad Intake 2011 PPSKOMP	bcs2011.cs@student.usm.my
Undergrad Intake 2012 PPSKOMP	bcs2012.cs@student.usm.my
Undergrad Intake 2013 PPSKOMP	bcs2013.cs@student.usm.my
Undergrad Intake 2014 PPSKOMP	bcs2014.cs@student.usm.my
Undergrad Intake 2015 PPSKOMP	bcs2015.cs@student.usm.my
Undergrad Intake 2016 PPSKOMP	bcs2016.cs@student.usm.my

4. Klik pada menu **membership**, seterusnya klik pada tanda +

5. Guna fungsi **Search People** untuk mencari alamat emel yang hendak ditambah.

Distribution Group - Mozilla Firefox

https://outlook.office365.com/ecp/MyGroups/EditDistributionGroup.aspx?ActivityCorrelationID=d539498

Save Cancel

Members

Directory By display name

Profile Picture	Name	Action
	'Aainaa Sofea Binti Fahrul 'Razi	+
	'Ain Suraya Binti Abu Bakar	+
	'Ainatul Fathiyah Binti Abdul Rahim	+
	'Aisyah Binti Arshad	+
	'Amila Faqhirah Bt Zainodin	+
	'Aqilah Binti Ghazali	+

Contact Notes

Calendar

Schedule a meeting

Email

Email: asofea.uman12@student.usm.my

IM

sip:asofea.uman12@student.usm.my

6. Sebagai contoh, untuk tambah pelajar bernama **AMER JIBRIL OBAID TALALAH ALQARALLIH** dan emel pelajar ialah **amerjibril@student.usm.my**, boleh guna fungsi carian dengan memasukkan sebahagian nama atau alamat emel di ruangan Search People.

The screenshot shows a Microsoft Outlook 365 interface for editing a distribution group. At the top, there's a header bar with the title 'Distribution Group - Mozilla Firefox' and a URL 'https://outlook.office365.com/ecp/MyGroups/EditDistributionGroup.aspx?ActivityCorrelationID=d539498'. Below the header, there are 'Save' and 'Cancel' buttons. The main area is titled 'Members' and contains a search bar with 'Amer Jibril' and a magnifying glass icon. To the right of the search bar is a contact card for 'Amer Jibril O...', featuring a large red circular profile picture with a white letter 'A'. The contact card includes sections for 'Contact' and 'Notes', and links to 'Calendar' and 'Schedule a meeting'. Below the contact card, there's an 'Email' section with the email address 'amerjibril@student.usm.my' and an 'IM' section with the SIP address 'sip:amerjibril@student..'. On the left side of the main area, there's a sidebar with a 'Search results' section containing a list item for 'Amer Jibril Obaid Talalah Alqarallih' with the email 'amerjibril@student.usm.my' and a '+' sign next to it. At the bottom left of the main area, there's a '...' button.

7. Klik pada tanda + untuk tambah pelajar, kemudian klik pada **Save**. Jika perlu penambahan lebih seorang pelajar pada satu masa, boleh terus gunakan fungsi carian untuk tambah pelajar seterusnya sebelum klik pada Save.
8. Pelajar sah sudah ditambah kepada mailing list. Klik pada **Save**.

The screenshot shows the Microsoft 365 ECP interface for managing a distribution group. The URL in the address bar is <https://outlook.office365.com/ecp/MyGroups/EditDistributionGroup.aspx?ActivityCorrelationID=d539498>. The page title is "Postgrad By Research PPSKOMP". On the left, there's a sidebar with various options: general, ownership, membership (which is selected and highlighted in blue), membership approval, delivery management, message approval, email options, and MailTip. The main content area is titled "Members:" and contains a list of names. There are two buttons above the list: a plus sign (+) for adding members and a minus sign (-) for removing them. The list includes: Alhassan Adamu, Almazrooie Mishal Eid, Alsamraei Noor Bahaa Salih, Amer Jibril Obaid Talalah Alqarallih (this name is highlighted with a red rectangle), Amirah Binti Mohamed Shahiri, Arash Eghdamian, Arshad Humaira, and Asma Hanee Binti Ariffin. At the bottom right, there are "Save" and "Cancel" buttons.

PENAMBAHAN MAILING LIST BAHARU - @STUDENT.USM.MY

1. Login ke <https://outlook.office365.com/ecp/> menggunakan ID admin.cs@student.usm.my.
2. Klik pada Options → Groups.
3. Klik pada tanda + untuk penambahan mailing list baharu. Nama mailing list yang hendak ditambah ialah **Master Informatics Intake Feb 2017 PPSKOMP**, manakala alias yang hendak digunakan ialah **minfo-feb2017.cs@student.usm.my**.

Distribution groups I own



Type the name of the list you're looking for



Display name	Email address
CSPC 2015	cspc2015@student.usm.my
CSPC 2016 MSc	cspc_2016_msc@student.usm.my
CSPC 2016 Phd	cspc_2016_phd@student.usm.my
Master CS Intake 2012 PPSKOMP	mcs2012.cs@student.usm.my
Master CS Intake 2013 PPSKOMP	mcs2013.cs@student.usm.my
Master CS Intake 2014 PPSKOMP	mcs2014.cs@student.usm.my
Master CS Intake Feb 2015 PPSKOMP	mcs-feb2015.cs@student.usm.my
Master CS Intake Feb 2016 PPSKOMP	mcs-feb2016.cs@student.usm.my
Master CS Intake Sep 2015 PPSKOMP	mcs-sep2015.cs@student.usm.my
Master CS Intake Sep 2016 PPSKOMP	mcs-sep2016.cs@student.usm.my

4. Masukkan maklumat yang diperlukan seperti di bawah.

New Distribution Group - Mozilla Firefox

https://outlook.office365.com/ecp/MyGroups/NewDistributionGroup.aspx?ActivityCorrelationID=fd901ffe-

new distribution group

*Display name:
Master Informatics Intake Feb 2017 PPSKOMP

*Alias:
minfo-feb2017.cs

*Email address:
minfo-feb2017.cs @ student.usm.my

Notes:

Make this group a security group

*Owners:
+ -

Save Cancel

5. Pada bahagian bawah, tetapkan **Closed**. Klik pada **Save**.

Choose whether owner approval is required to join the group.

Open: Anyone can join this group without being approved by the group owners.

Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.

Owner approval: All requests are approved or rejected by the group owners.

Save Cancel

6. Mailing list baru sudah ditambah.

Distribution groups I own	
Type the name of the list you're looking for	
Display name	Email address
Master CS Intake 2014 PPSKOMP	mcs2014.cs@student.usm.my
Master CS Intake Feb 2015 PPSKOMP	mcs-feb2015.cs@student.usm.my
Master CS Intake Feb 2016 PPSKOMP	mcs-feb2016.cs@student.usm.my
Master CS Intake Sep 2015 PPSKOMP	mcs-sep2015.cs@student.usm.my
Master CS Intake Sep 2016 PPSKOMP	mcs-sep2016.cs@student.usm.my
Master Informatics Intake Feb 2014 PPSKOMP	minfo-feb2014.cs@student.usm.my
Master Informatics Intake Feb 2015 PPSKOMP	minfo-feb2015.cs@student.usm.my
Master Informatics Intake Feb 2016 PPSKOMP	minfo-feb2016.cs@student.usm.my
Master Informatics Intake Feb 2017 PPSKOMP	minfo-feb2017.cs@student.usm.my
Master Informatics Intake Sep 2014 PPSKOMP	minfo-sep2014.cs@student.usm.my
Master Informatics Intake Sep 2015 PPSKOMP	minfo-sep2015.cs@student.usm.my
Master Informatics Intake Sep 2016 PPSKOMP	minfo-sep2016.cs@student.usm.my

7. Ikuti langkah **PENAMBAHAN ALAMAT EMEL KE DALAM MAILING LIST SEDIA ADA** untuk menambah alamat emel pelajar ke dalam mailing list tersebut.
8. Maklumkan kepada **Unit Emel & Pengurusan Dokumen PPKT** untuk mengubah tetapan **Delivery Management** di pelayan utama. Berikan maklumat nama mailing list dan alias yang baru ditambah.

DISEDIAKAN:

MAHADI YUSOF