

**MANUAL PENGGUNA
UNTUK
MEWUJUDKAN
GROUP MAILING LIST
DI GMAIL**

1. Kaedah penciptaan email group mailing list

1.1 Ringkasan proses

Ringkasan langkah-langkah yang terlibat:

1. Pergi ke [https:// contacts.google.com](https://contacts.google.com)
2. Cipta label (*group mailing list*)
3. Pilih dari senarai contacts untuk disenaraikan ke dalam label (*group mailing list*)
4. Padankan contacts yang telah dipilih dengan label (*group mailing list*) yang diinginkan

1.2 Penerangan terperinci

Langkah 1 : Pergi ke <https:// contacts.google.com>

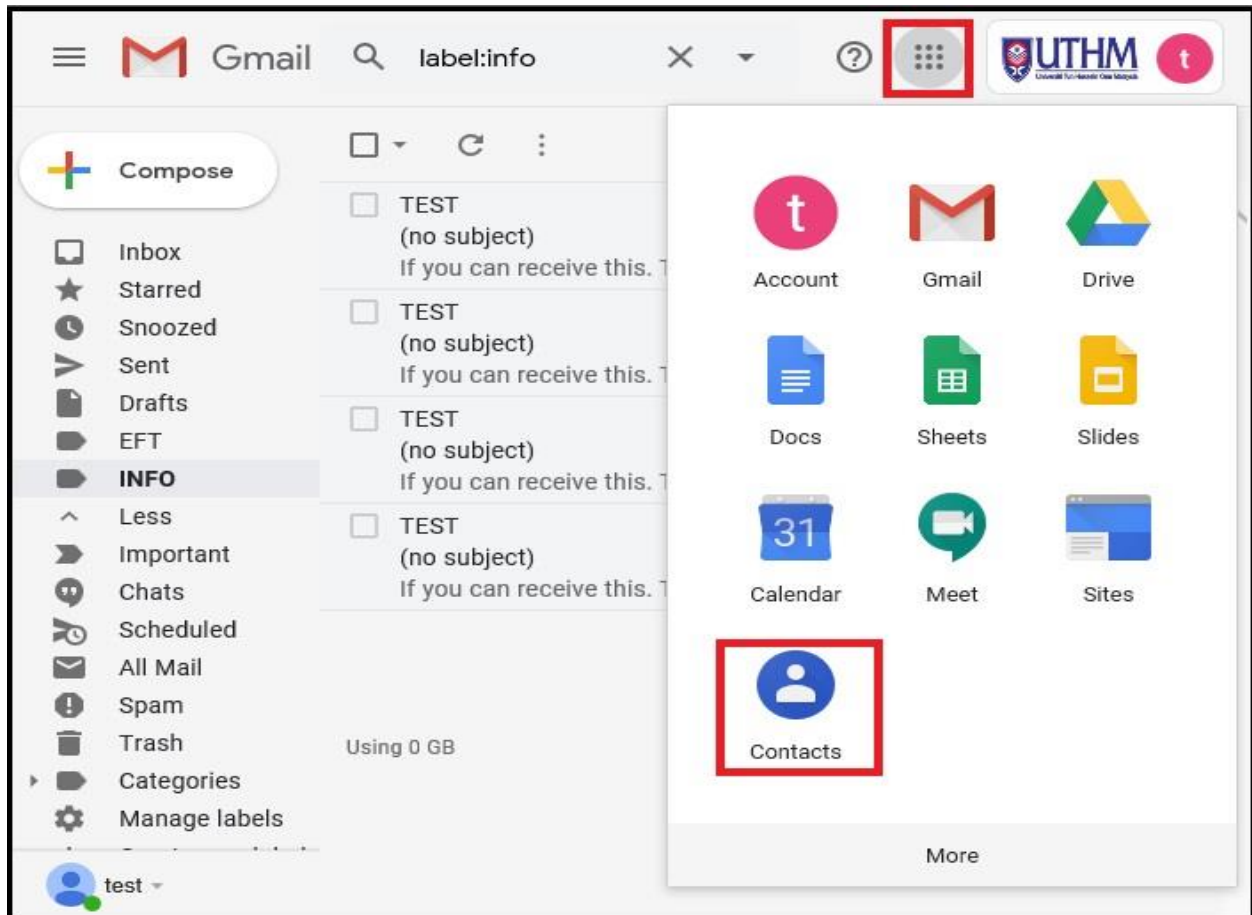
- a. Dengan mengandaikan anda telah login ke akaun email gmail staf UTHM anda, sila klik **objek 9** titik



dan kemudian klik icon *Contacts*

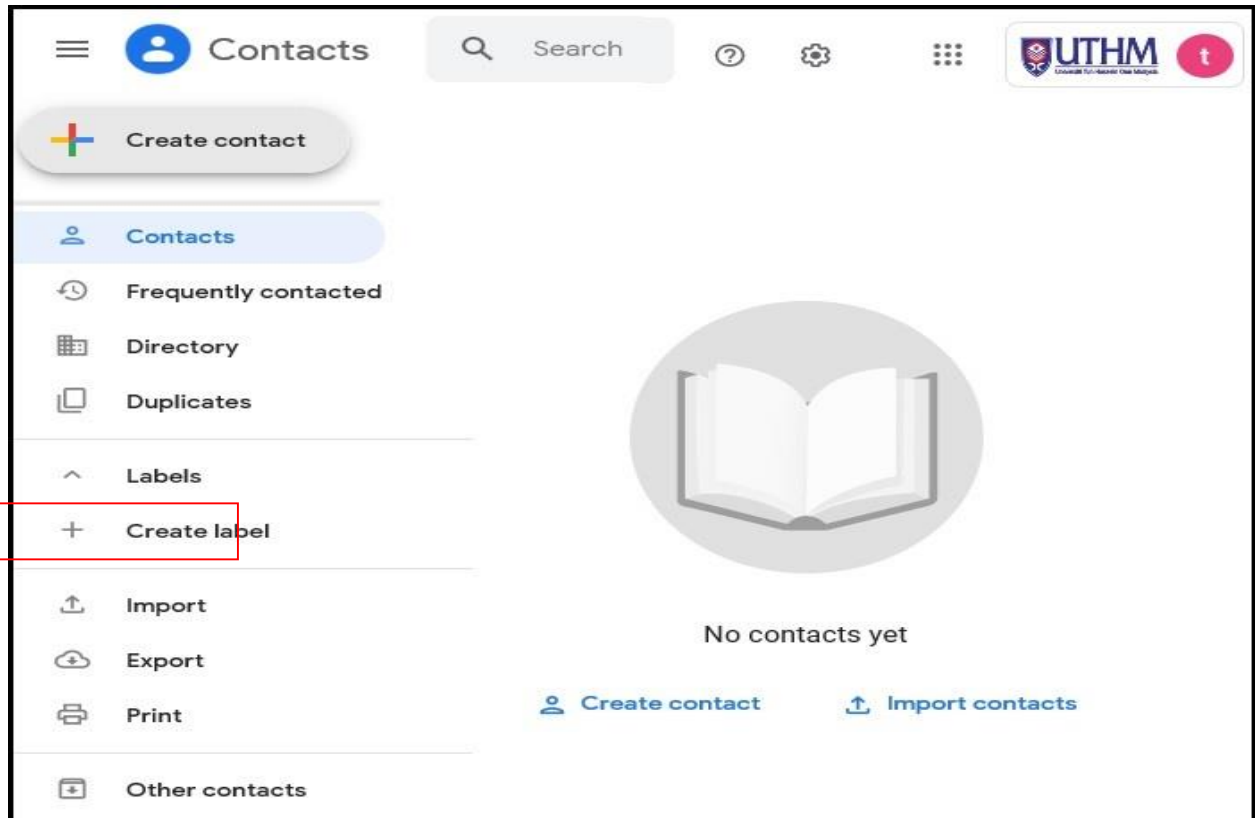
Atau

Taipkan di url browser anda <https://contacts.google.com>



Langkah 2 : Cipta label (*group mailing list*)

- a. Kemudian klik '+ Create label' di bahagian menu sebelah kiri



- b. Taipkan nama group mailing list yang anda ingin ciptakan di skrin berikut dan klik 'Save'

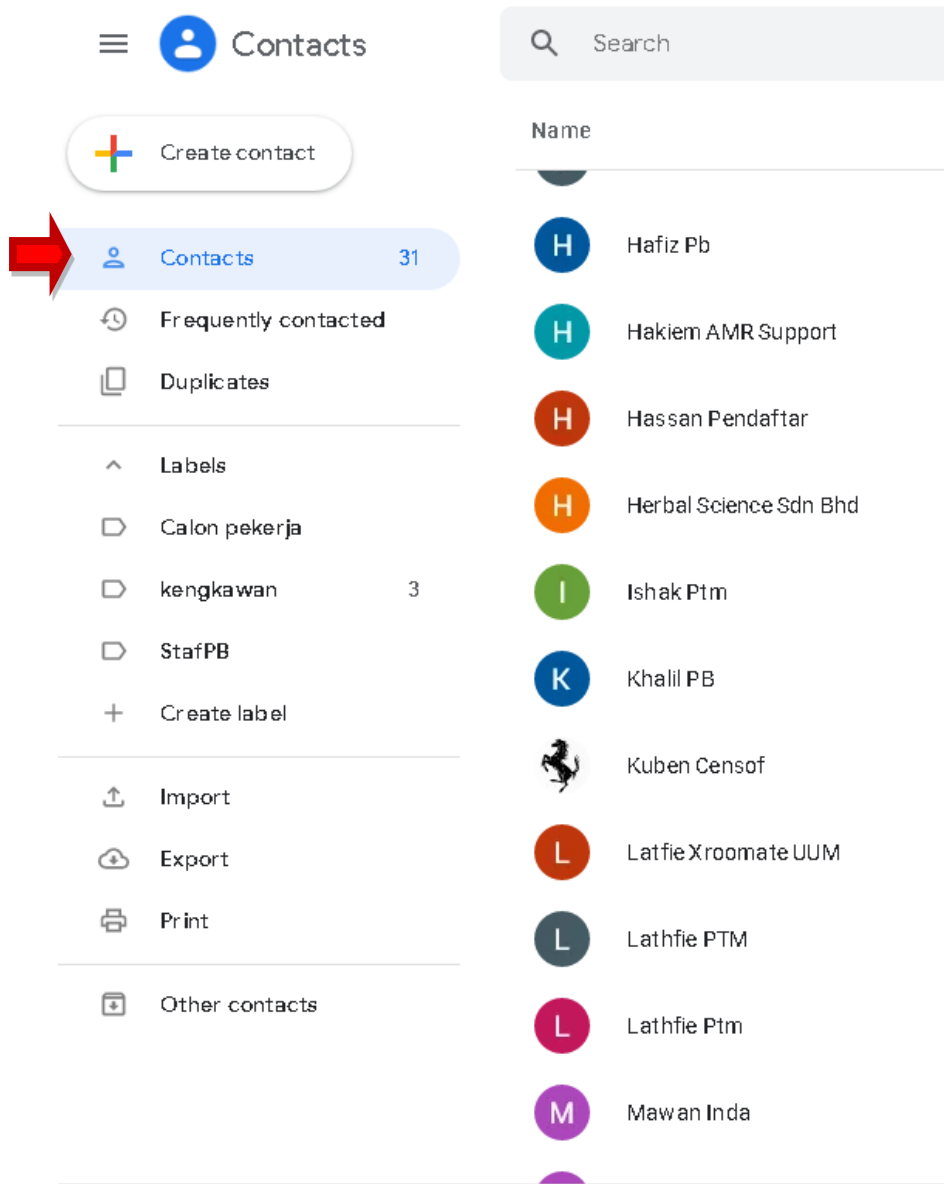
Create label

Masukkan nama mailing list di sini|

Cancel Save

Langkah 3 : Pilih dari senarai *contacts* untuk disenaraikan ke dalam label (*group mailing list*)

a. Klik 'Contacts' dan senarai *contacts* anda akan dipaparkan di sebelah kanannya.



The screenshot displays a contact management interface. On the left, a sidebar contains navigation options: 'Create contact', 'Contacts' (highlighted with a red arrow and showing 31 contacts), 'Frequently contacted', 'Duplicates', 'Labels' (expanded to show 'Calon pekerja', 'kengkawan' with 3 contacts, and 'StafPB'), 'Create label', 'Import', 'Export', 'Print', and 'Other contacts'. On the right, a search bar is present above a list of contacts under the heading 'Name'. The contacts listed are: Hafiz Pb, Hakiem AMR Support, Hassan Pendaftar, Herbal Science Sdn Bhd, Ishak Ptm, Khalil PB, Kuben Censof, Latfie X roommate UUM, Lathfie PTM, Lathfie Ptm, and Mawan Inda.

Name
Hafiz Pb
Hakiem AMR Support
Hassan Pendaftar
Herbal Science Sdn Bhd
Ishak Ptm
Khalil PB
Kuben Censof
Latfie X roommate UUM
Lathfie PTM
Lathfie Ptm
Mawan Inda

- b. Pilih dari senarai contacts untuk anda masukkan ke dalam label (group mailing list) yang anda inginkan dengan meng-klik

The screenshot displays a contact management interface. On the left, a sidebar contains navigation options: 'Contacts' (31), 'Frequently contacted', 'Duplicates', 'Labels' (with a dropdown arrow), 'Calon pekerja', 'kengkawan' (3), 'StafPB', 'UnitPusatDataPTM', 'Create label', 'Import', 'Export', and 'Print'. The main area shows a search bar and a list of 31 contacts. The first contact, 'Akhbar Ptm', is selected with a checkmark and highlighted by a red arrow labeled 'Contoh'. Other contacts include 'Akp', 'Al Zain Kenari Mudah', 'Asmadi Basir', 'Asmadi UMT Member Azam', 'Bio Nutrica Damansara', 'En. Suhaimi FKEE', 'Esa Ptm', and 'Fikri Urut Alor Gajah'.

Contacts

Create contact

Contacts 31

Frequently contacted

Duplicates

Labels

Calon pekerja

kengkawan 3

StafPB

UnitPusatDataPTM

Create label

Import

Export

Print

Search

CONTACTS (31)

Akhbar Ptm **Contoh**

A Akp

A Al Zain Kenari Mudah

A Asmadi Basir

A Asmadi UMT Member Azam

B Bio Nutrica Damansara

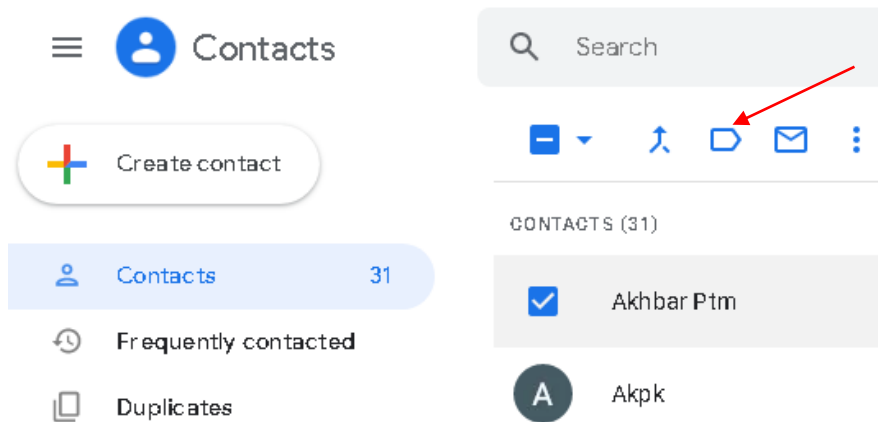
E En. Suhaimi FKEE

E Esa Ptm

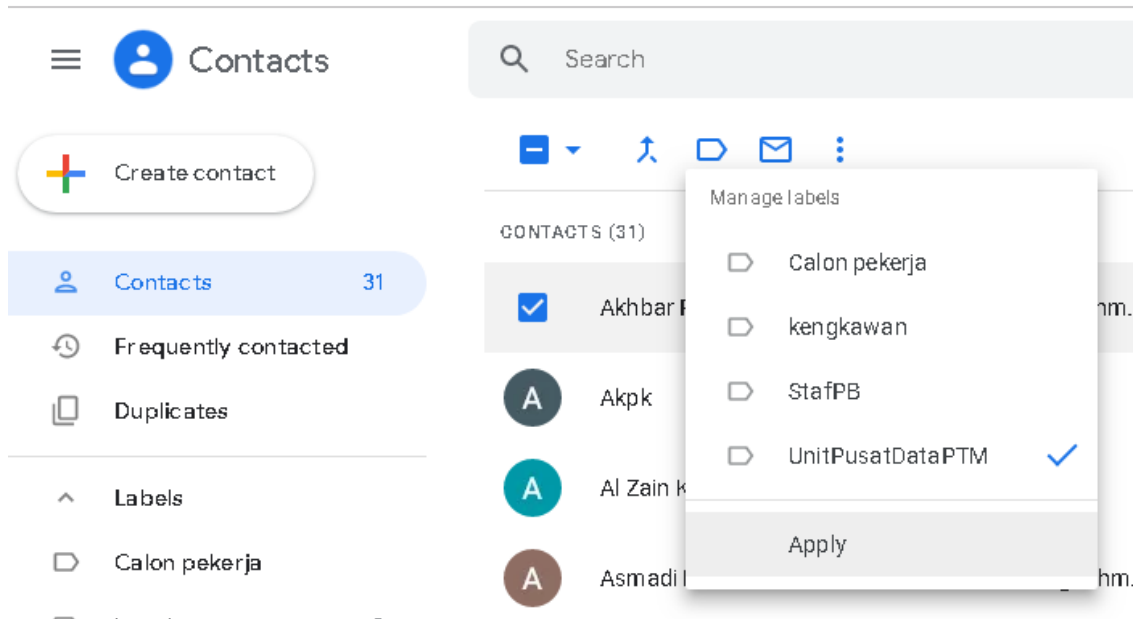
Fikri Urut Alor Gajah

Langkah 4 : Padankan contacts yang telah dipilih dengan label (*group mailing list*) yang diinginkan

- a. Klik ikon  di bagian atas senarai nama contacts



- b. Pilih label (nama group mailing list) yang anda ingin tempatkan nama-nama contacts yang telah anda pilih tadi dan klik 'Apply'



- c. Klik nama label (nama group mailing list) tadi untuk menyemak senarai contacts yang terlibat didalamnya.

The screenshot shows a contact management interface. On the left is a sidebar with navigation options: 'Create contact', 'Contacts', 'Frequently contacted', 'Duplicates', 'Labels' (expanded to show 'Calon pekerja', 'kengkawan' with a count of 1, 'StafPB', and 'UnitPusatDataPT' which is selected), 'Create label', 'Import', 'Export', 'Print', and 'Other contacts'. The main area features a search bar and a table of contacts. The table has columns for 'Name', 'Email', and 'Phone number'. Two contacts are listed under the 'UNITPUSATDATAPTM (2)' label: Akhbar Ptm and Tariq Ptm. A dark notification banner at the bottom right states: '2 people have been added to UnitPusatDataPTM and removed from kengkawan' with an 'UNDO' button.

Name	Email	Phone number
UNITPUSATDATAPTM (2)		
Akhbar Ptm	akhbar@uthm.edu.my	+60177771105
Tariq Ptm	tariq@uthm.edu.my	+60137986925

2 people have been added to UnitPusatDataPTM and removed from kengkawan [UNDO](#)

- d. Selesai