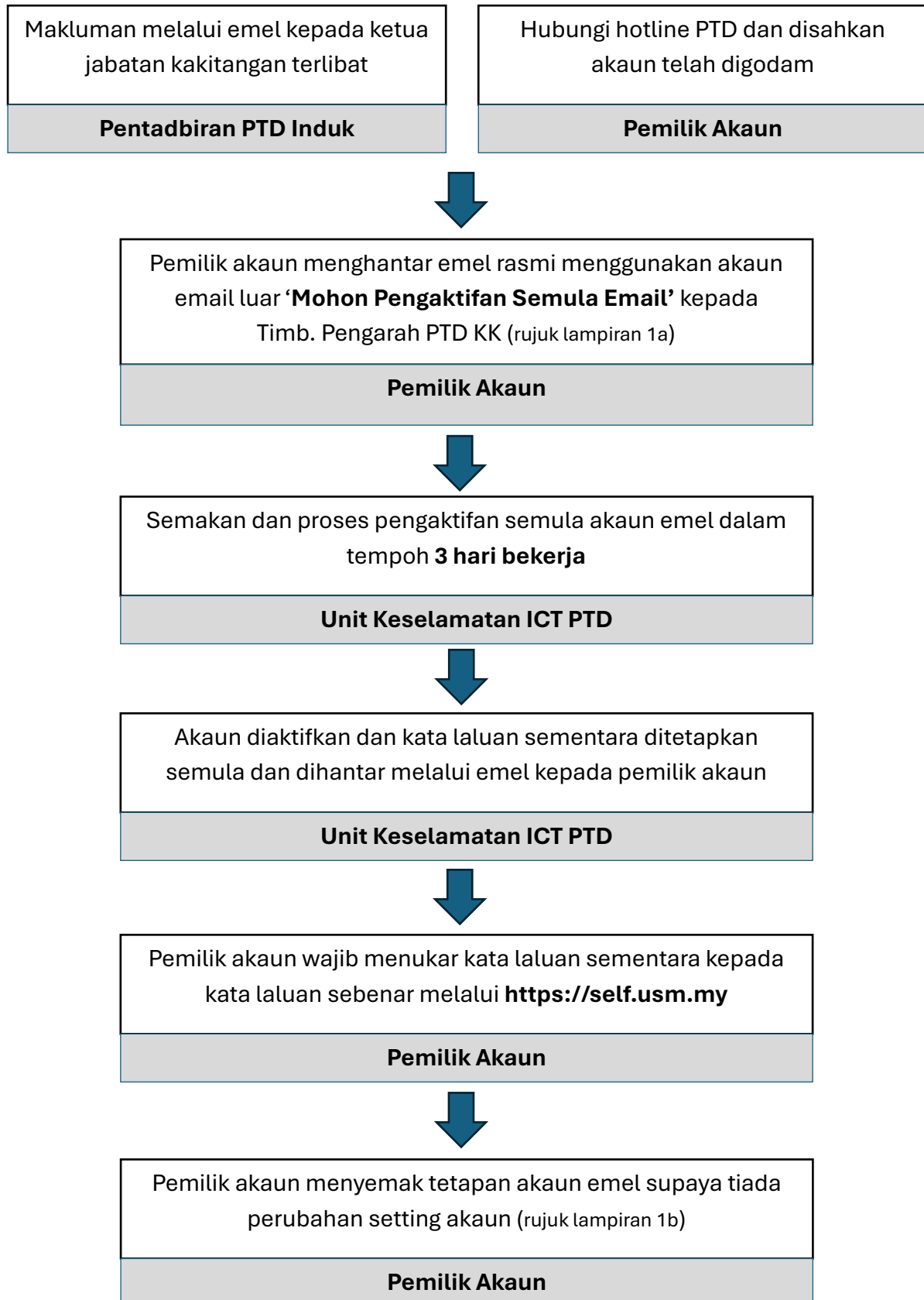


**PROSES PENGAKTIFAN SEMULA AKAUN EMEL USM YANG DIGODAM**

## **FORMAT PERMOHONAN PENGAKTIFAN SEMULA EMEL YANG TELAH DIGODAM**

Permohonan Pengaktifan Semula Akaun Emel Yang Telah Digodam

Dengan segala hormatnya merujuk kepada perkara di atas.

2. Untuk makluman pihak tuan, saya dapati bahawa akaun emel USM saya telah disekat pada (Tarikh). Oleh itu, saya mohon jasa baik pihak tuan untuk mengaktifkan semula akaun emel saya bagi memudahkan saya untuk menjalankan tugas dan urusan rasmi harian di pejabat seperti biasa.

3. Butiran adalah seperti berikut:

Nama :

Jawatan :

Jabatan :

No. Staf :

Emel USM :

No telefon :

4. Sehubungan dengan itu, saya amat berharap agar permohonan ini dapat dipertimbangkan dan tindakan pengaktifan semula dapat dilaksanakan dalam kadar segera.

Kerjasama dan perhatian pihak tuan berhubung perkara ini amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian.

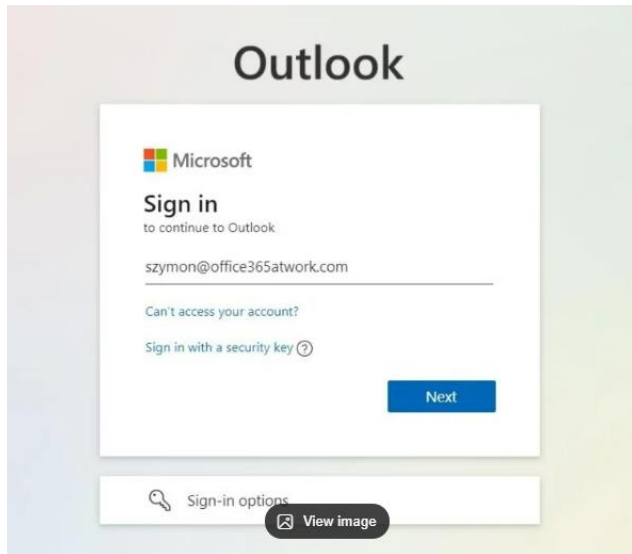
Yang Benar,

**\*SILA GUNA FORMAT INI (COPY AND PASTE) UNTUK EMEL KEPADA PTD.**

**\* SILA EMELKAN KEPADA:**

**([nashron@usm.my](mailto:nashron@usm.my)) dan cc ([razmi@usm.my](mailto:razmi@usm.my))**

# OUTLOOK RULES SETTINGS

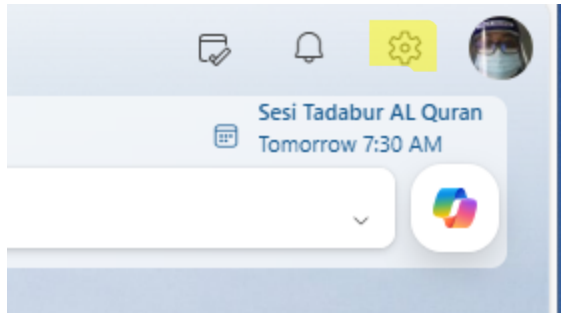


## 1. Login to Outlook on the Web

1. Open your browser.
2. Go to: <https://outlook.office.com>
3. Sign in using your USM email account.

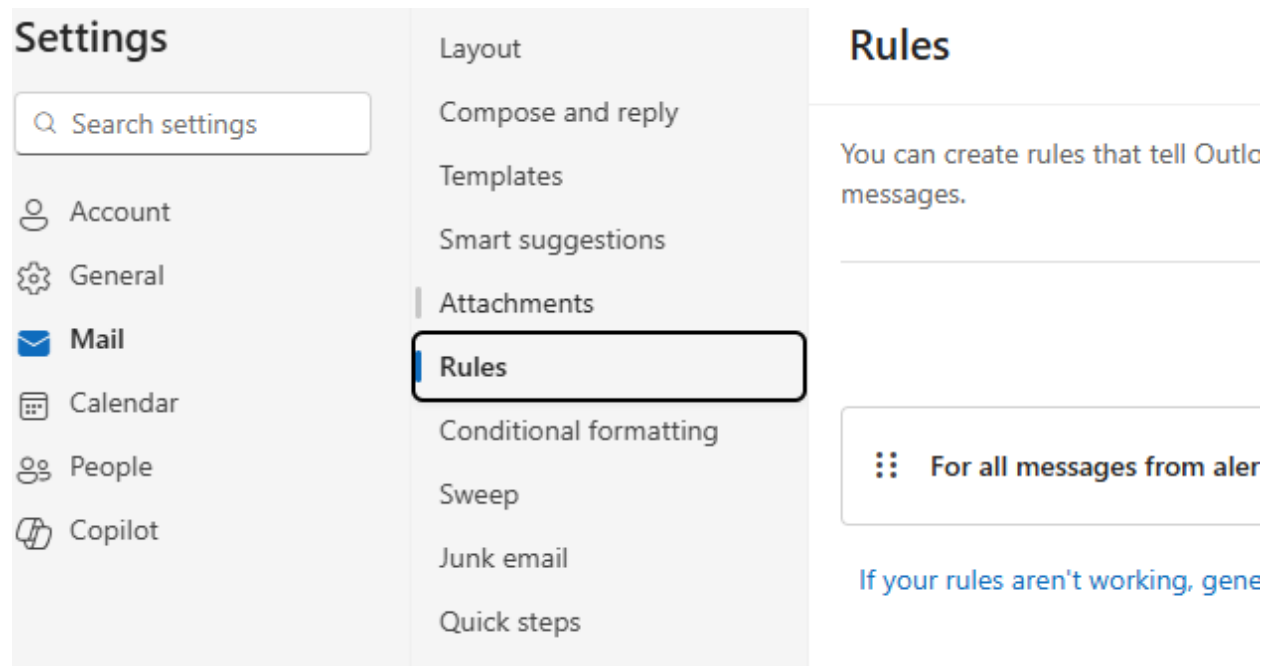
## 2. Open Settings

1. Click the Settings (gear icon) located at the top-right corner of the page.



### 3. Access Inbox Rules

1. In the left menu, click Mail.
2. Select Rules from the submenu.



### 4. Review and Delete Unwanted Rules

1. Look through the list of rules enabled in your account.
2. Turn off rules by toggling the switch.
3. Delete a rule completely by clicking the Trash Bin (🗑️).

## Rules



You can create rules that tell Outlook how to handle incoming email messages.

[+ Add new rule](#)

[Show all descriptions](#)

⋮ For all messages from alerts@serverscheck.com



[If your rules aren't working, generate a report.](#)

## 5. Save Changes

1. Click Save to apply the changes immediately.

## Quick Method: Search for Rules

1. Click Settings.
2. In the search bar, type rules.
3. Select Inbox rules from the results.
4. Turn off or delete unwanted rules.
5. Click Save.

## Notes

- Unwanted or legacy rules may cause emails to disappear, skip the inbox, or move automatically to folders.
- After cleaning rules, sign out and sign in again to refresh the mailbox.
- If your rules cannot be deleted due to corruption, contact UNIT INFOSEC USM.