



# CAPAIAN KE OUTLOOK WEB APPS (OWA) 1GovUC



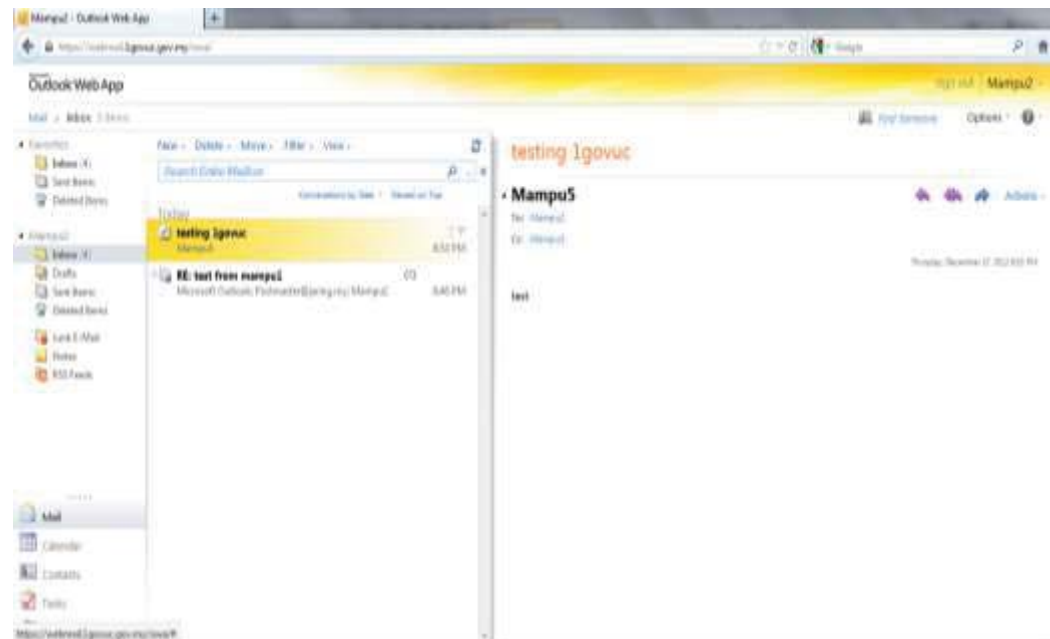
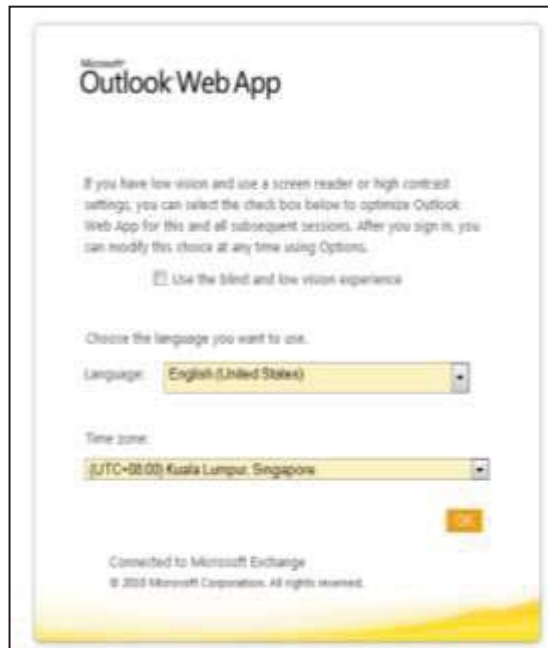
## LANGKAH DEMI LANGKAH MEMASUKI OWA 1GovUC

3. Klik mana-mana capaian Internet dan tuliskan **URL** bagi memasuki capaian **Outlook Web App (OWA) 1GovUC** (<https://webmail.1govuc.gov.my/owa>)
4. Satu paparan sekuriti akan dipaparkan untuk pengguna memasukkan maklumat berkenaan **User Name** (contoh: 1govuc\hidayah.mampu) dan **Password**.
5. Kemudian klik butang **Sign in** untuk memasuki capaian **OWA 1GovUC**.



## LANGKAH DEMI LANGKAH MEMASUKI OWA 1GovUC

6. Pilih bahasa untuk menggunakan **Outlook Web App (OWA)**.
  - English (United States) (KALI PERTAMA SAHAJA)
7. Pilih waktu kawasan bagi penggunaan **Outlook Web App (OWA)**.
  - (UTC+08:00) Kuala Lumpur, Singapore
8. Klik butang **OK** untuk memulakan penggunaan **OWA**.





# MENUKAR KATALALUAN 1GovUC



# LANGKAH DEMI LANGKAH MENUKAR KATA LALUAN

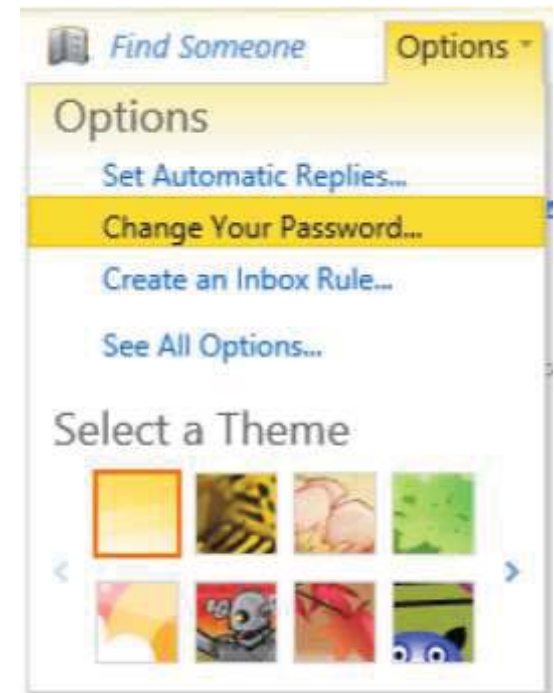
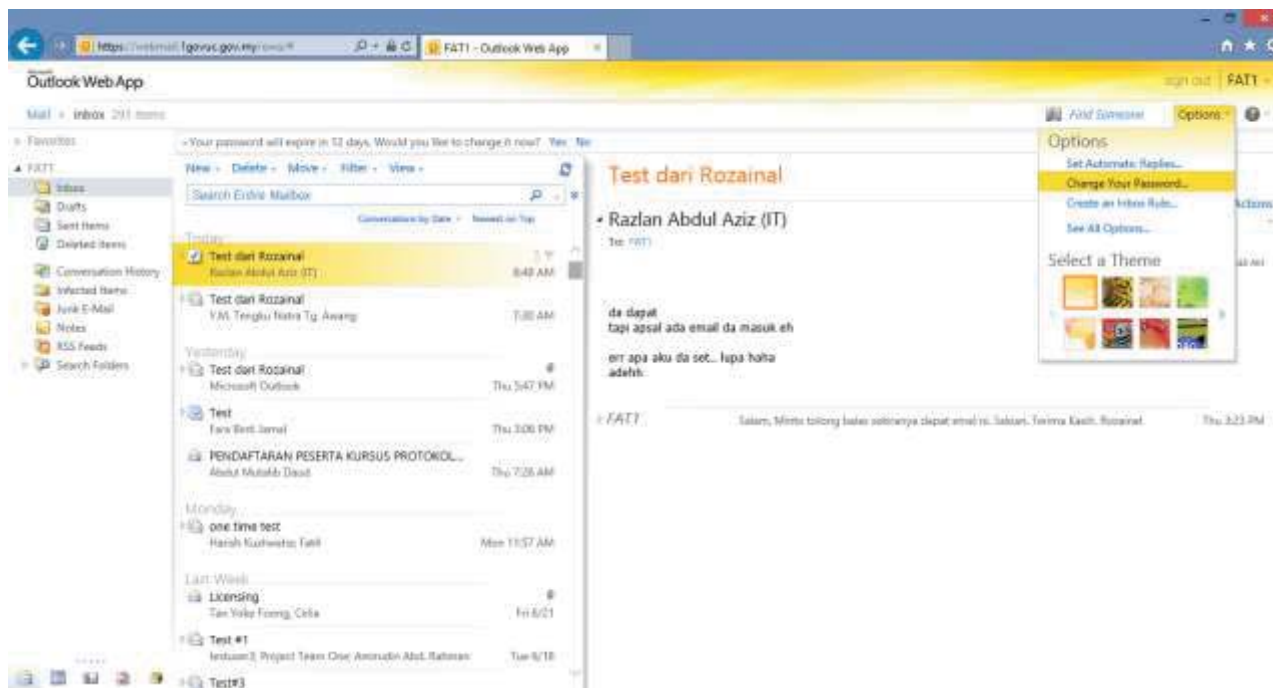
1. Berikut adalah polisi untuk katalaluan bagi pengguna 1GovUC

Polisi	Tetapan
Kuatkuasa sejarah katalaluan	4 sejarah katalaluan
Maksimum umur katalaluan	90 hari
Minimum umur katalaluan	0 hari
Minimum panjang katalaluan	12 aksara
Katalaluan harus menepati kerumitan (complexity)	Dimestikan
Mempunya Aksara daripada kategori berikut	<ol style="list-style-type: none"><li>1. Huruf besar</li><li>2. Huruf kecil</li><li>3. Nombor (0 -9)</li><li>4. Simbol ( contoh : !, @, #, \$, %, &amp;)</li></ol>



# LANGKAH DEMI LANGKAH MENUKAR KATA LALUAN

1. Pertukaran katalaluan dilakukan pada pilihan *Options* di laman **Outlook Web App (OWA)**.
2. Sila pilih pilihan Change Your Password





# LANGKAH DEMI LANGKAH MENUKAR KATA LALUAN

1. Masukkan katalaluan lama di ruangan *Current Password*
2. Masukkan katalaluan di ruangan *New Password* dan *Confirm New Password*
3. Tekan butang *Save*

The screenshot shows the Outlook Web App interface for changing a password. The browser address bar displays "https://outlook.officeapps.microsoft.com/Password.aspx?wa=wsignin1.0". The page title is "Outlook Web App" and the user is signed in as "FATI". The left sidebar shows navigation options: Account, Organize E-Mail, Groups, Settings (selected), Phone, and Block or Allow. The main content area is titled "Change Password" and contains the following text: "Enter your current password, type a new password, and then type it again to confirm it." Below this, a note states: "After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully." The form includes three input fields: "Domain/user name:" with the value "IGOVIC/FATI", "Current password:", "New password:", and "Confirm new password:". A green "Save" button is located at the bottom right of the form.



# SEKIAN TERIMA KASIH

[PMO-1GovUC@mampu.gov.my](mailto:PMO-1GovUC@mampu.gov.my)