

ຫົວຂໍ້ສະເໜີ: ການຄົ້ນຫາລາຍຊື່(People)ໃນລະບົບອີເມວ

<https://email.moes.edu.la>

ສະເໜີໂດຍ: ອ.ຈ ສີສິມພອນ ພິງພູໄທ

ສັງກັດ: MIS

ເບີໂທ: 020 54582360

W.A: 020 56744608

ອີເມວ: [sisomphone.p@moes.edu.la](mailto:sisomphone.p@moes.edu.la)

## ຈຸດປະສົງ:

- ▶ - ເປັນພື້ນທີ່ທີ່ສາມາດເຂົ້າເຖິງການຕິດຕໍ່ສ່ວນບຸກຄົນທີ່ເຮົາເກັບລາຍຊື່ (contact) ໄວ້ ແລະ ເບິ່ງລາຍການແຈກຢາຍ ຫຼື ລາຍຊື່ທີ່ຖືກສ້າງຂຶ້ນ
- ▶ - ສາມາດສ້າງກຸ່ມຢູ່ໃນໂຟນເດີລາຍຊື່ (contact) ໄດ້ ກຸ່ມສາມາດຖືກນຳໃຊ້ເພື່ອສົ່ງອີເມວໄປຫາຜູ້ຮັບຫຼາຍໆຄົນໂດຍສິ່ງເປັນກຸ່ມໄດ້.

Outlook Web App

Mail Calendar People Tasks testpn01

New A

Search people E

All People Groups

MY CONTACTS BY FIRST NAME

b

BOUNPONG KEORODONM

BOUNGOLM KORNHEMERNAWONG

BOUNTA SAWONG

C

BOUNPONG KEORODONM  
President, Sakonnakorn University

Contact Notes Organization

Send Email  
[bounpong.k@su.ac.th](mailto:bounpong.k@su.ac.th)

Work  
Job title: President  
Department: Sakonnakorn University  
Outlook - Contacts: Director

D

Linked contacts  
Outlook - (Contacts)  
Directory  
[Manage...](#)

## • A: New contact button:

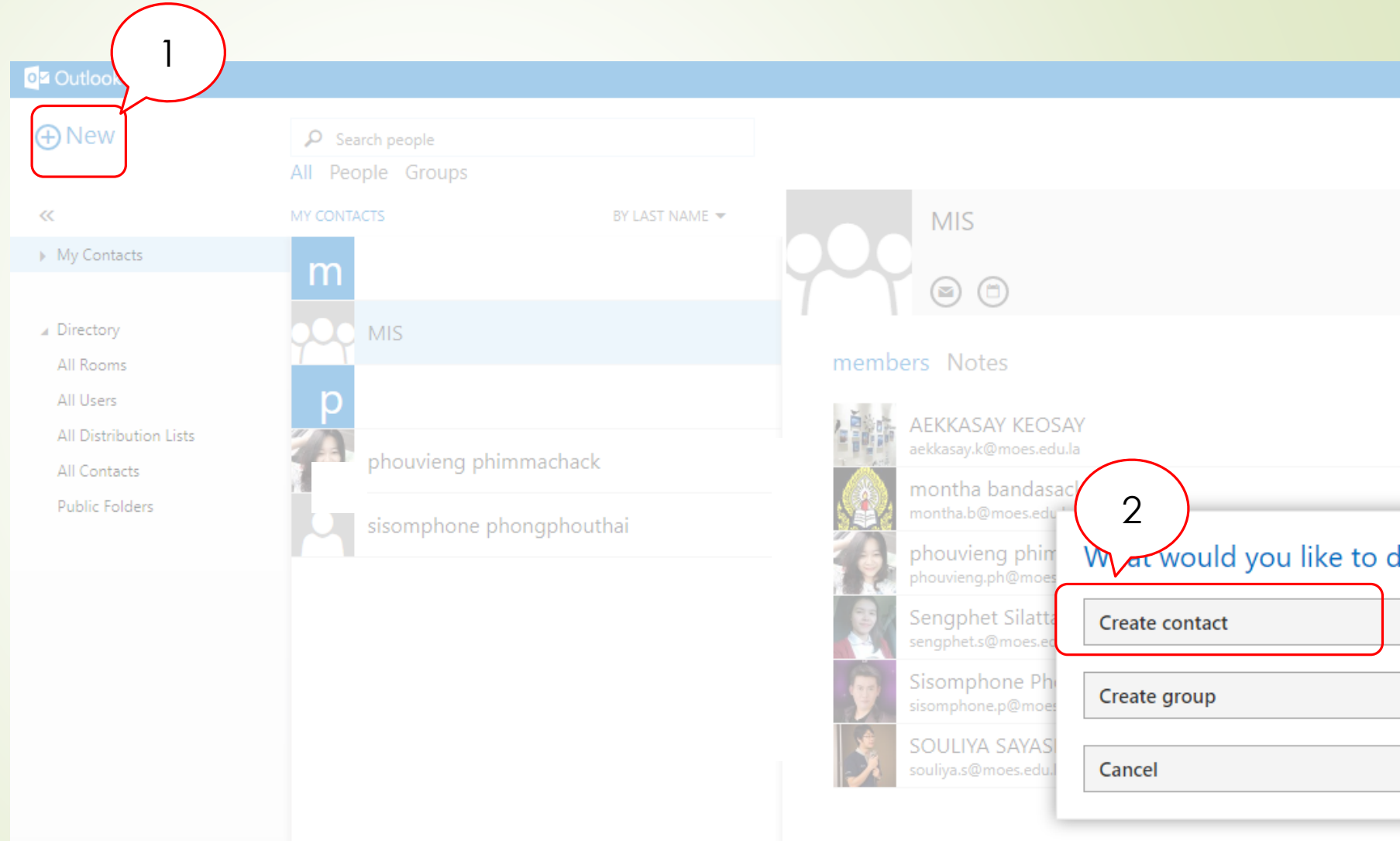
1. ຄລິກ **+New** ເພື່ອສ້າງລາຍຊື່ຕິດຕໍ່(contact) ມີ 2 ປະການ
  - ສ້າງເປັນລາຍຊື່ຕິດຕໍ່ໂຕໂດຍກົງ create contact
  - ສ້າງເປັນກຸ່ມ create group

The screenshot shows the Outlook 'My Contacts' view. A red box highlights the '+New' button in the top left, with a speech bubble containing the number '1' pointing to it. Below the '+New' button is a search bar and tabs for 'All People' and 'Groups'. The main area displays a list of contacts under 'MY CONTACTS', including 'MIS', 'phouvieng phimmachack', and 'sisomphone phongphouthai'. On the right, a group card for 'MIS' is visible, showing a list of members. A dialog box titled 'What would you like to do?' is open over the group card, with three buttons: 'Create contact', 'Create group', and 'Cancel'. The 'Create contact' and 'Create group' buttons are highlighted with a red box.

- ສ້າງເປັນລາຍຊື່ຕິດຕໍ່ສ່ວນບຸກຄົນ create contact

1. ກົດປຸ່ມ New

2. ເລືອກ create contact



3. ເພີ່ມຂໍ້ມູນຂອງລາຍຊື່ຕິດຕໍ່

4. ກົດປຸ່ມ Save

The screenshot shows the Outlook Web App interface for editing a contact. The contact list on the left includes 'MIS', 'phouvieng phimmachack', and 'nphone phongphouthai'. The 'MIS' contact is selected, and its details are shown on the right. A red circle with the number '3' highlights the contact name 'MIS' in the list. Another red circle with the number '4' highlights the 'SAVE' button at the top of the contact details pane. The contact details include fields for First name (ສອງເພັດ), Middle name, Last name (ສິລິດຕະບຸນ), Email (sengphet.s@moes.edu.la), and Mobile (99932694). There are also expandable sections for Work, Address, Other, Phone, IM, and Notes.

Outlook Web App

+ New

Search people

All People Groups

<< MY CONTACTS BY LAST NAME

My Contacts

Directory

- All Rooms
- All Users
- All Distribution Lists
- All Contacts
- Public Folders

m

MIS

p

phouvieng phimmachack

nphone phongphouthai

SAVE DISCARD

Save edit contact

First name: ສອງເພັດ Middle name:

Last name: ສິລິດຕະບຸນ

+ Email Email: sengphet.s@moes.edu.la Display as: ສອງເພັດ ສິລິດຕະບຸນ (sengphet.s@moes.edu.la)

+ Phone Mobile: 99932694

+ IM

+ Notes

+ Work

+ Address

+ Other

# ຜົນລັບ

The screenshot displays the Outlook Web App interface. On the left, a navigation pane shows 'My Contacts' selected. The main area shows a list of contacts under 'MY CONTACTS' sorted by last name. The contact 'phouvieng phimmachack' is highlighted. To the right, a detailed view of this contact is shown, including their name, organization, email address, and mobile number. A red rounded rectangle highlights the contact list and the detailed view.

Outlook Web App

+ New

Search people

All People Groups

<< MY CONTACTS BY LAST NAME

My Contacts

- Directory
- All Rooms
- All Users
- All Distribution Lists
- All Contacts
- Public Folders

phouvieng phimmachack

sisomphone phongphouthai

ແສງເພັດ ສິວັດຕະນະກຸນ

phouvieng phimmachack  
Information and Communication Technology Center

Contact Notes Organization

Send Email  
phouvieng.ph@moes.edu.la

Work  
Department: Information and Communication Technology Center  
Directory

Mobile  
22238877

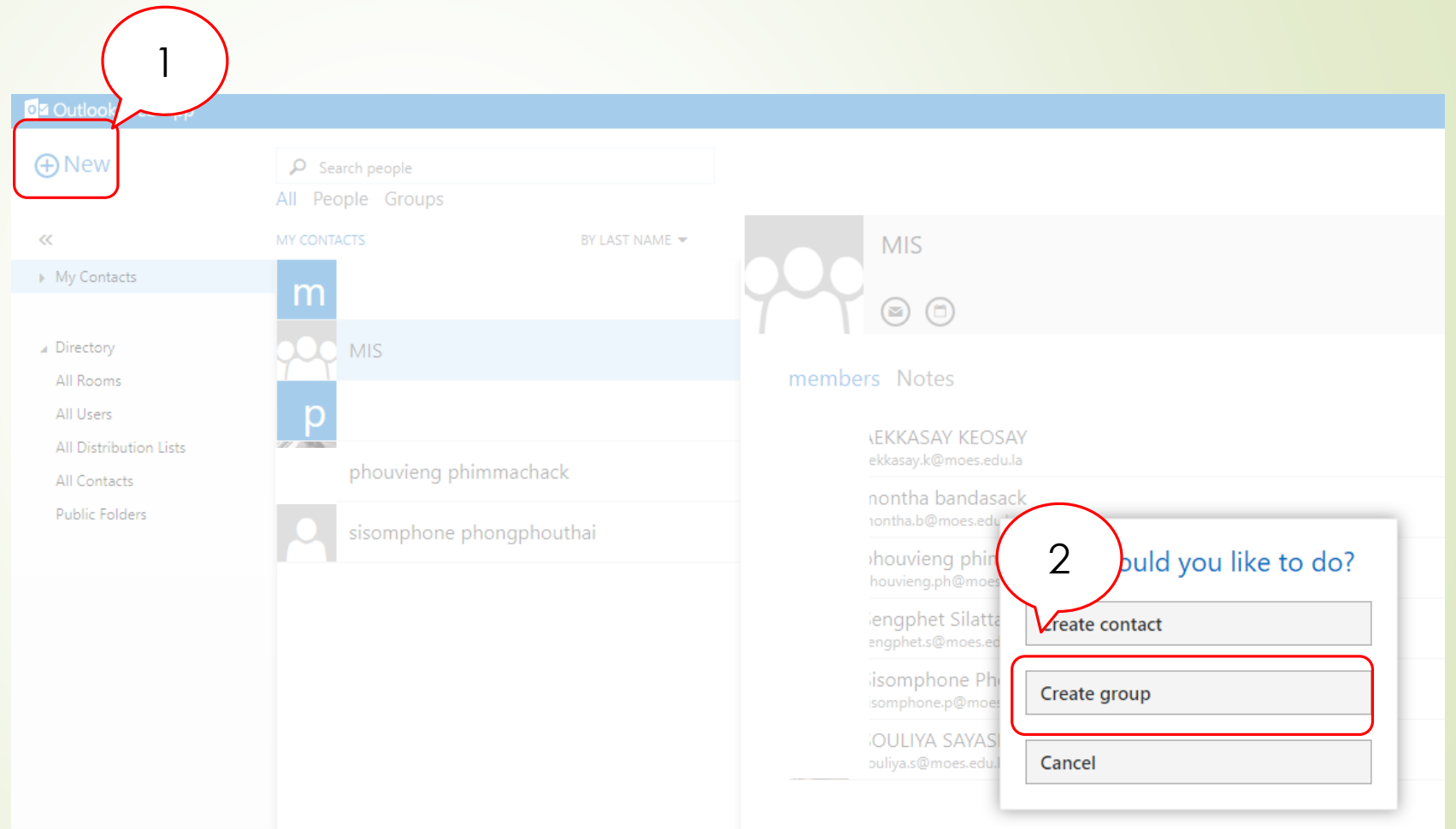
Linked contacts  
Outlook - (Contacts)  
Directory

Manage...

- ສ້າງເປັນກຸ່ມລາຍຊື່ຕິດຕໍ່ create group

1. ກົດປຸ່ມ New

2. ເລືອກ create group





3. ຄົ້ນຫາລາຍຊື່ຜູ້ຕິດຕໍ່ທີ່ຕ້ອງການເພີ່ມເຂົ້າກຸ່ມ

4. ກົດປຸ່ມ Save

The screenshot shows a group management interface. On the left, a list of contacts is displayed under 'MY CONTACTS'. The contact 'MIS' is highlighted. A red circle with the number '3' points to this contact. On the right, the group details are shown, including a 'SAVE' button and a 'DISCARD' button. A red circle with the number '4' points to the 'SAVE' button. Below the group name, there is a 'Members:' section with a search bar and a list of members. A red circle with the number '3' points to the search bar. Below the search bar, there is a list of members with their names and email addresses. The members listed are: AEKKASAY KEOSAY, montha bandasack, phouvieng phimmachac, Sengphet Silattanakoun, Sisomphone Phongphou, and SOULIYA SAYASINH.

4

3

3

4

Search people

All People Groups

MY CONTACTS BY LAST NAME

m MIS

p phouvieng phimmachack

sisomphone phongphouthai

\* ແສງເພັດ ສີລັດຕະນະກຸນ

SAVE DISCARD

Group name: MIS

Members:

sone

SONESAVANH PHOMSOUVAN

sonesavanh.ph@moes.edu.la

SONESAVANH PHOMSOUVAN

Search contacts and directory

Notes:

6 current member(s)

AEKKASAY KEOSAY aekkasay.k@moes.edu.la

montha bandasack montha.b@moes.edu.la

phouvieng phimmachac phouvieng.ph@moes.edu.la

Sengphet Silattanakoun sengphet.s@moes.edu.la

Sisomphone Phongphou sisomphone.p@moes.edu.la

SOULIYA SAYASINH souliya.s@moes.edu.la



# ຜົນລັບ

Outlook Web App

Search people

All People Groups

MY CONTACTS BY LAST NAME

My Contacts

Directory

- All Rooms
- All Users
- All Distribution Lists
- All Contacts
- Public Folders

MIS

members Notes

AEKKASAY KEOSAY aekkasay.k@moes.edu.la
montha bandasack montha.b@moes.edu.la
phouvieng phimmachack phouvieng.ph@moes.edu.la
Sengphet Silattanakoun sengphet.s@moes.edu.la
Sisomphone Phongphouthai sisomphone.p@moes.edu.la
SOULIYA SAYASINH souliya.s@moes.edu.la

- All: ສະແດງ contact ແລະ Group ທັງໝົດ
- People: ສະແດງສະເພາະ contact
- Group: ສະແດງສະເພາະ Group

Search people

All People Groups

MY CONTACTS BY LAST NAME ▼

Initials	Name	Email
m	MIS	
p	phouvi phimmachack	
	sisomphone phongphouthai	
*		
	ແສງເພັດ ສິລິດຕະນະກຸນ	

MIS

members Notes

	AEKKASAY KEOSAY aekkasay.k@moes.edu.la
	montha bandasack montha.b@moes.edu.la
	phouvieng phimmachack phouvieng.ph@moes.edu.la
	Sengphet Silattanakoun sengphet.s@moes.edu.la
	Sisomphone Phongphouthai sisomphone.p@moes.edu.la
	SOULIYA SAYASINH souliya.s@moes.edu.la

## • My Contact

ແມ່ນບ່ອນທີ່ເກັບຂໍ້ມູນລາຍຊື່ຕິດຕໍ່ ທີ່ສາມາດສ້າງເປັນບຸກຄົນ ແລະ ເປັນກຸ່ມໄດ້ເພື່ອສະດວກ ແລະ ວ່ອງໄວ ໃນການສົ່ງອີເມວ ສາມາດສ້າງເປັນ 2 ຮູບແບບ:

1. contacts: ໃຊ້ສໍາລັບເກັບລາຍຊື່ສະເພາະບຸກຄົນ ແລະ ກຸ່ມທີ່ເປັນອີເມວກະຊວງ(.moes.edu.la)

2. Other contacts/Suggested contacts:

ສະເພາະເປັນອີເມວຈາກຄ້າຍອື່ນ...

CONTACTS BY LAST NAME ▾

- My Contacts
- Contacts
- Other contacts
- Suggested Contacts

Directory

- All Rooms
- All Users
- All Distribution Lists
- All Contacts
- Public Folders

m

MIS

p

phouvieng phimmachack

Sisomphone Phouthai

\*

ແສງເພັດ ສີລັດຕະນະກຸນ

MIS

members Notes

- AEKKASAY KEOSAY  
aekkasay.k@moes.edu.la
- montha bandasack  
montha.b@moes.edu.la
- phouvieng phimmachack  
phouvieng.ph@moes.edu.la
- Sengphet Silattanakoun  
sengphet.s@moes.edu.la
- Sisomphone Phongphouthai  
sisomphone.p@moes.edu.la
- SOULIYA SAYASINH  
souliya.s@moes.edu.la

- **Directory:** ເປັນຖານຂໍ້ມູນທີ່ເກັບລາຍຊື່ຕິດຕໍ່ທັງຫມົດໄວ້

The screenshot shows the Outlook Web App interface. On the left, a navigation pane is visible with the following items: '+ New', '<<', 'My Contacts', 'Contacts', 'Other contacts', 'Suggested Contacts', 'Directory', 'All Rooms', 'All Users', 'All Distribution Lists', 'All Contacts', and 'Public Folders'. The 'Directory' item is highlighted with a red rounded rectangle. The main content area shows a search bar for 'Search people' and tabs for 'All', 'People', and 'Groups'. Below this, there is a 'CONTACTS' section with a 'BY LAST NAME' dropdown. A list of contacts is displayed, including 'MIS', 'phouvieng phimmachack', 'Sisomphone Phongphouthai', and 'ແສງເພັດ ສີວັດຕະນະກຸນ'. On the right, a 'members' section is visible, listing several contacts with their names and email addresses, such as 'AEKKASAY KEOSAY', 'montha bandasack', 'phouvieng phimmachack', 'Sengphet Silattanakoun', 'Sisomphone Phongphouthai', and 'SOULIYA SAYASINH'.



# ຄໍາຖາມ & ຄໍາຕອບ