

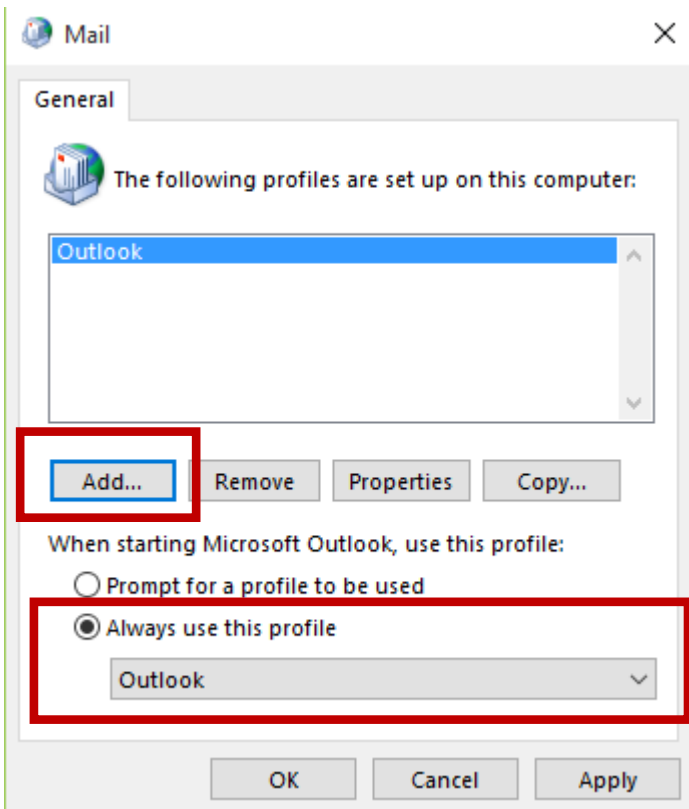


CREATING NEW PROFILE FOR OUTLOOK

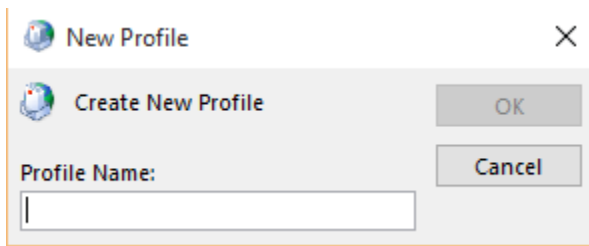
1) Open Control Panel, and select Mail

A screenshot of the Windows Control Panel window. The title bar reads 'All Control Panel Items'. The breadcrumb navigation shows 'Control Panel > All Control Panel Items'. A search bar on the right contains the text 'Search Control Panel'. Below the navigation, the text 'Adjust your computer's settings' is displayed on the left, and 'View by: Small icons' is on the right. The main content area shows a grid of 30 control panel items. The 'Mail' item, represented by an envelope icon, is highlighted with a red rectangular box. Other items include Administrative Tools, BitLocker Drive Encryption, Credential Manager, Device Manager, DTS Audio Control Panel, File History, HomeGroup, Intel® Rapid Storage Technology, Keyboard, Mouse, Phone and Modem, QuickTime (32-bit), RemoteApp and Desktop Connections, Speech Recognition, System, User Accounts, Windows Mobility Center, AutoPlay, Color Management, Date and Time, Devices and Printers, Ease of Access Center, Flash Player (32-bit), Indexing Options, Internet Options, Language, Network and Sharing Center, Power Options, Recovery, Security and Maintenance, Storage Spaces, Taskbar and Navigation, Windows Defender, Windows To Go, Backup and Restore (Windows 7), Configuration Manager, Default Programs, Display, File Explorer Options, Fonts, Intel® HD Graphics, Java, Personalization, Programs and Features, Region, Sound, Sync Center, Troubleshooting, Windows Firewall, and Work Folders.

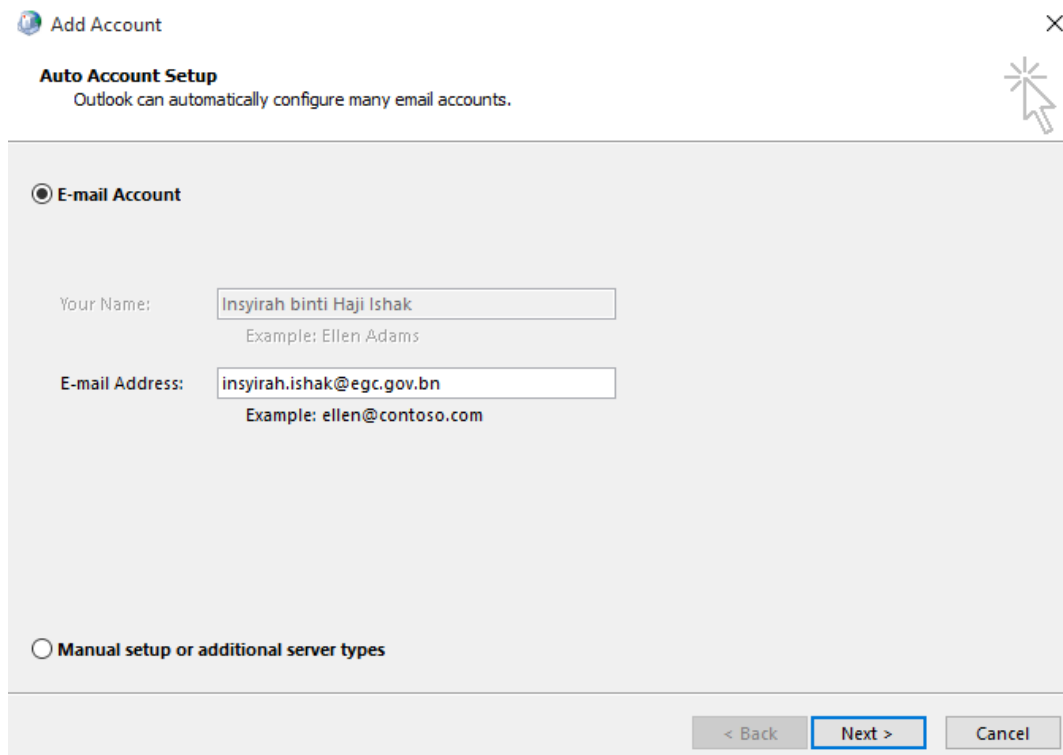
2) Select 'Always use this profile - Outlook' and click 'Add'.



3) Add any name (e.g. user's name) and click 'OK'



4) It will automatically fill in the name and email address. Click **'Next'**.



5) Click **'Finish'** and restart Outlook.

Congratulations!



Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for insyirah.ishak@egc.gov.bn settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

Add another account...

< Back

Finish

Cancel