



قوسٲ بٲسائٲ اٲي ڪر لٲائٲ
E-GOVERNMENT NATIONAL CENTRE
MINISTRY OF TRANSPORT AND INFOCOMMUNICATIONS
BRUNEI DARUSSALAM

Creating a New Profile

Microsoft Outlook

(Old Environment)

Creating a New Profile in Microsoft Outlook

1. Go to **Control Panel**, select **Mail (Microsoft Outlook 2016)** (shown in Figure 1).

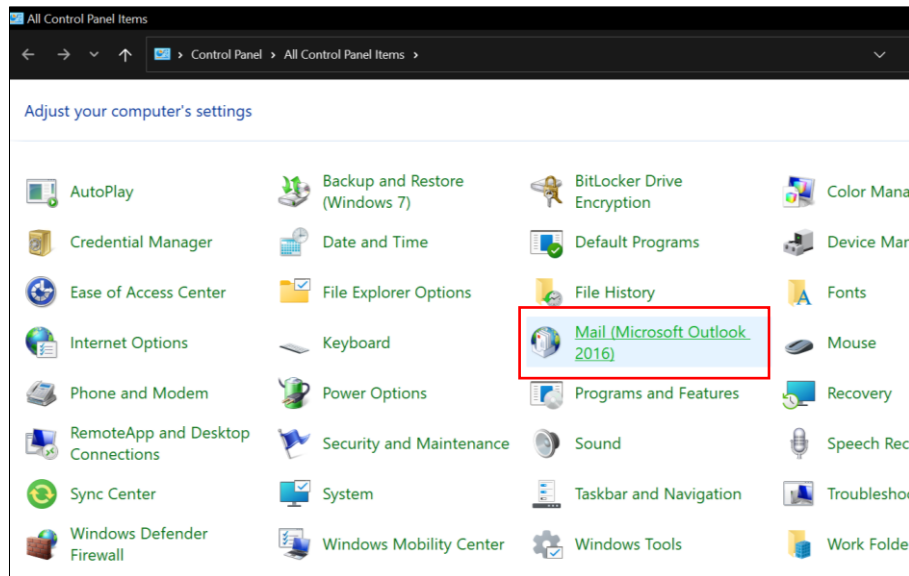


Figure 1: Control Panel

2. Select **Show Profiles** (shown in Figure 2).

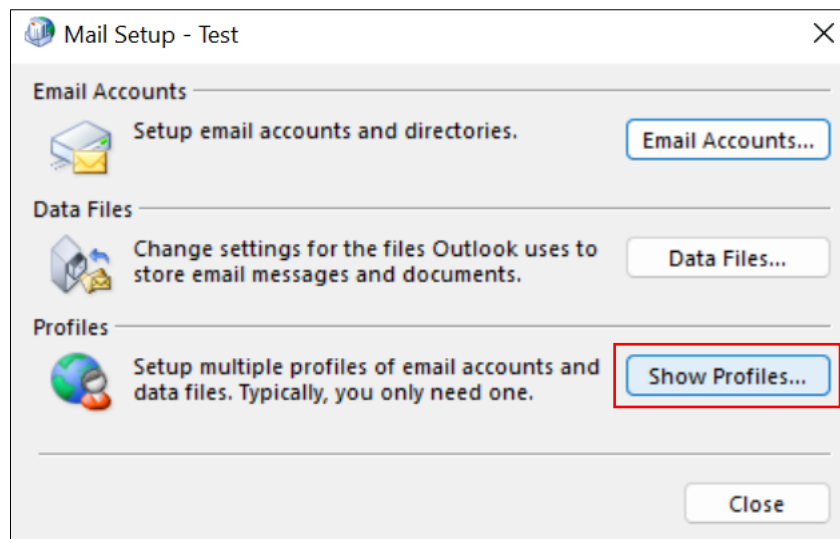


Figure 2: Show Profiles

- On the **Mail** window, select **Add** to add your new profile. Enter your preferred Profile name, then select **OK** (refer to Figure 3(a) & Figure 3(b)).

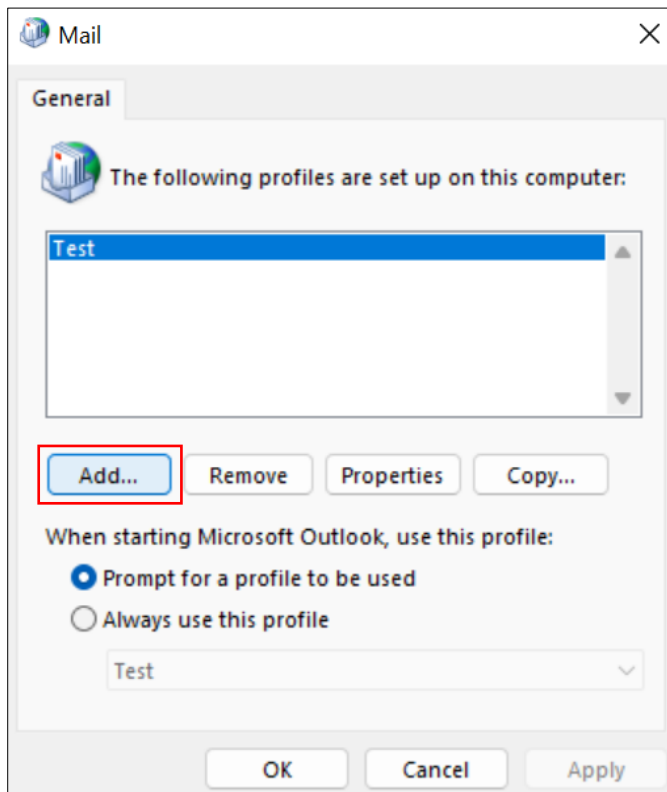


Figure 3a: Mail window

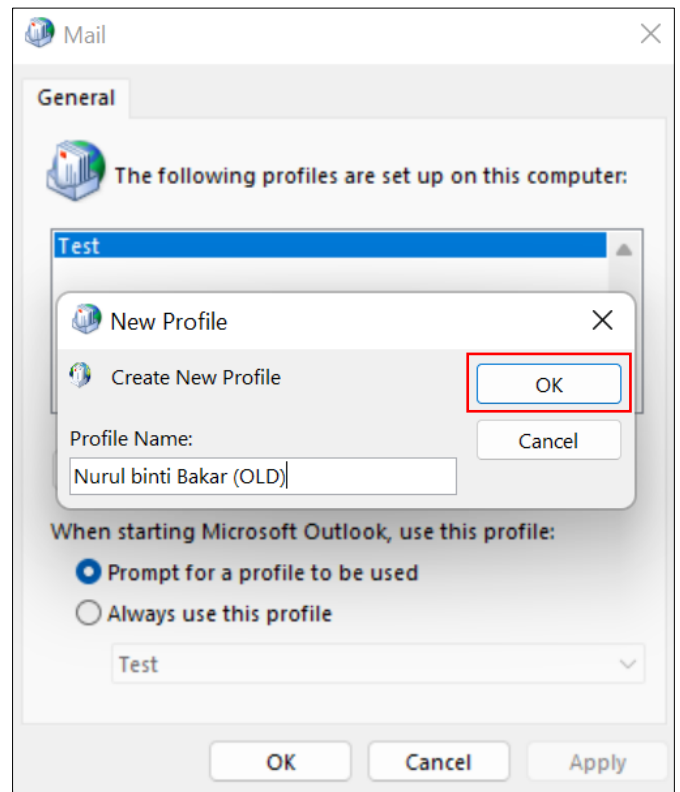


Figure 3b: New profile window

- On the **Add Account** window, type in your **name**, **email address**, and **password**. Select **Next** (refer to Figure 4).

Please ensure to add "old" to your email address, e.g. nurul.bakar@old.egc.gov.bn.

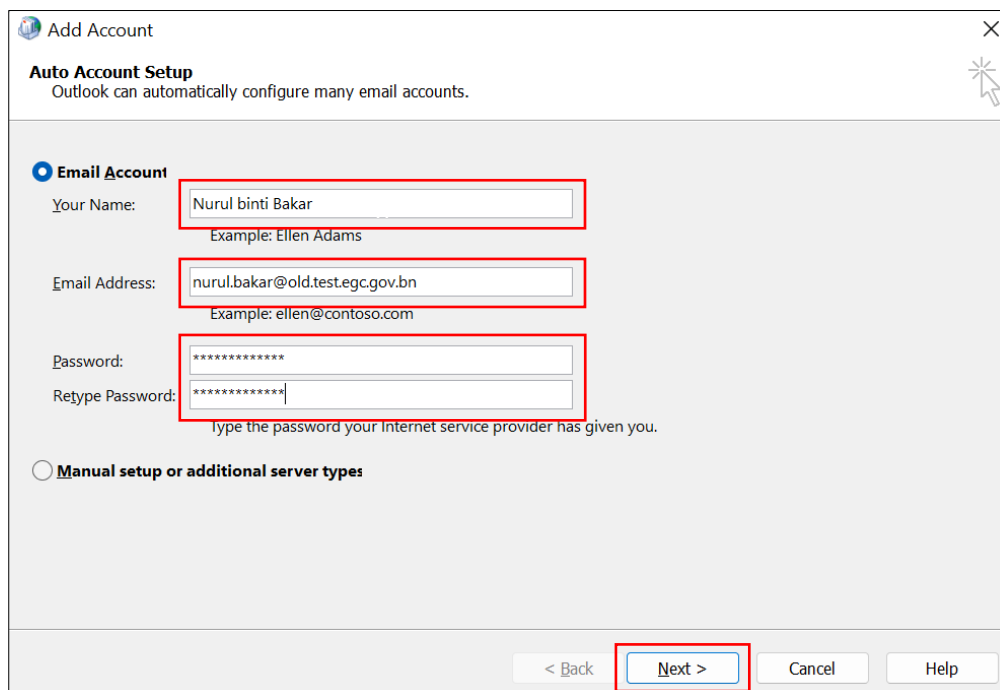


Figure 4: Add account window

5. Select **Finish** once configuration has completed. (Figure 5).

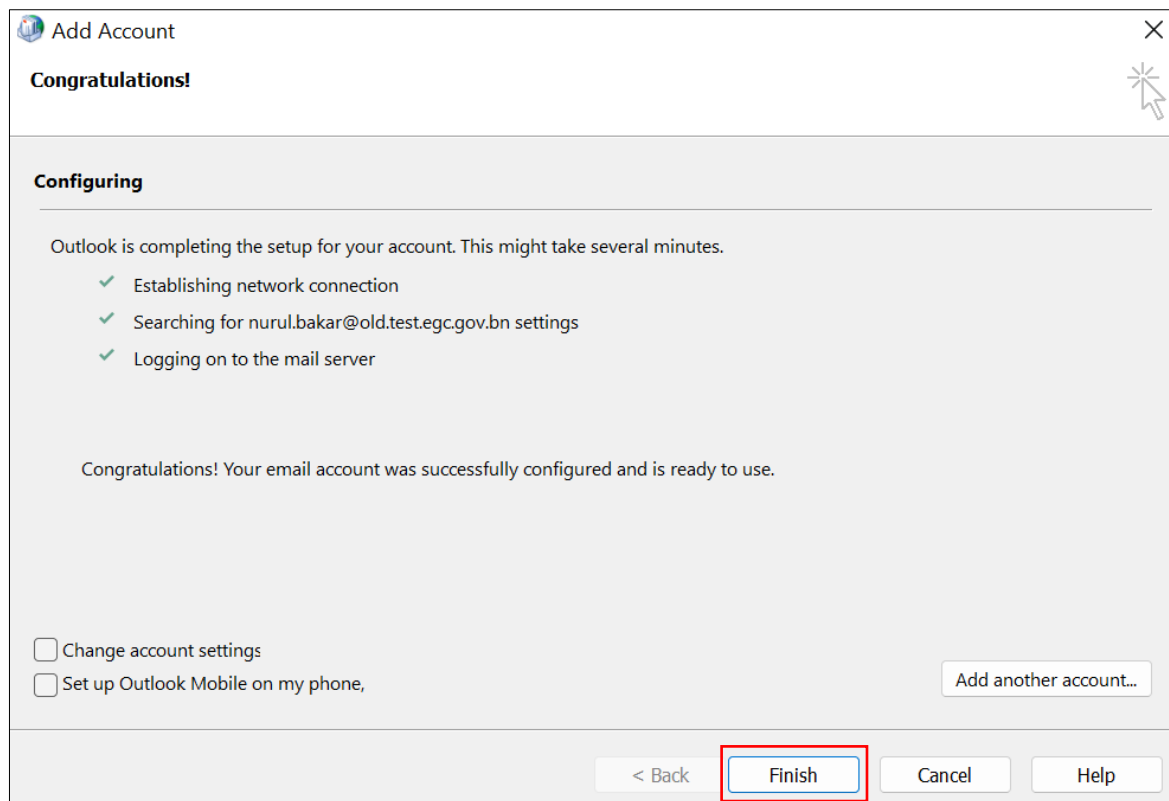


Figure 5: Configuration completed

6. The Mail window should show the recently-created profile, which in the image below (Figure 6) is shown as Nurul binti Bakar (OLD). Select **Prompt for a profile to be used** to view different profiles when starting Microsoft Outlook. Select **OK**.

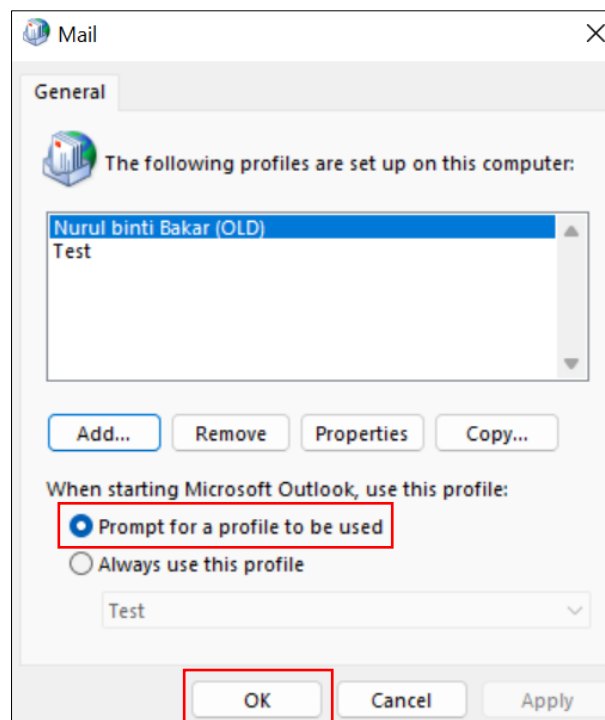


Figure 6: Mail window showing list of profiles

7. **Open Microsoft Outlook.** On the **Choose Profile** window (Figure 7(a)), **select the newly-created profile** and select **OK**. Enter your **domain** (refer to Table 1, page 5 of this document), **username** and **password**. Select **Remember my credentials**, then select **OK** (Figure 7(b)).

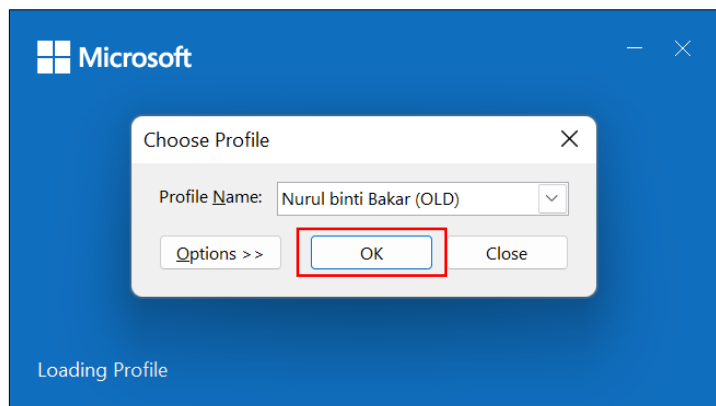


Figure 7(a): Choose Profile window

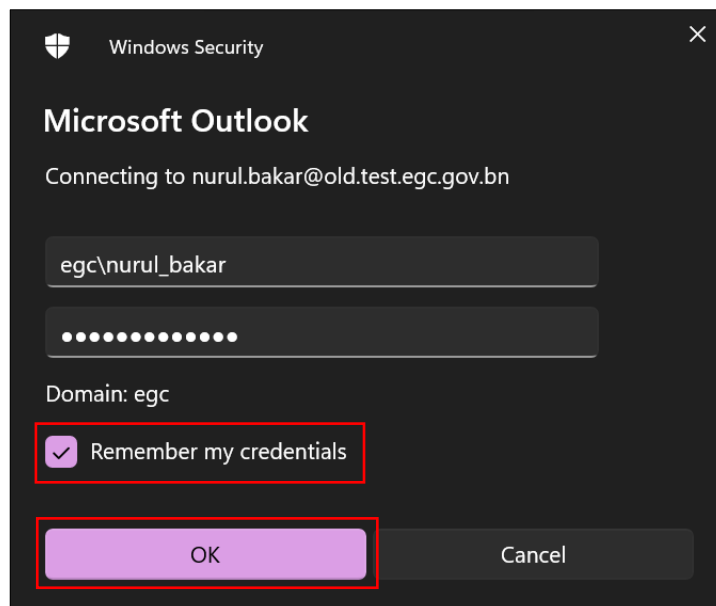


Figure 7(b): Enter credentials

8. Domains (Table 1)

Ministry/GLC	Domain
Prime Minister's Office	BNPMO\
Ministry of Finance and Economy Brunei Darussalam Central Bank	BNMOF\
Ministry of Home Affairs	BNMOHA\
Ministry of Education Universiti Teknologi Brunei (UTB) Universiti Islam Sultan Sharif Ali (UNISSA)	BNMOE\
Ministry of Primary Resources and Tourism	BNMIPR\
Ministry of Development	BNMOD\
Ministry of Culture, Youth and Sports	BNMCYS\
Ministry of Health	BNMOH\
Ministry of Religious Affairs Kolej Universiti Perguruan Ugama Seri Begawan (KUPUSB)	BNMORA\
Ministry of Transport and Infocommunications Maritime and Port Authority of Brunei Darussalam	BNMOC\
Brunei Halal (Ghanim International Corporation Sdn Bhd)	EGC\