Creating a New Profile

Microsoft Outlook

Contents

Change Password for first time login

1. If you have changed your password before, go to step 5. For first time login to your new email, login to your SSM and click my notification to obtain your One Time Password (OTP). *Please contact SSM helpdesk at ssm.helpdesk@dynamiktechnologies.com.bn if you have SSM login issues.
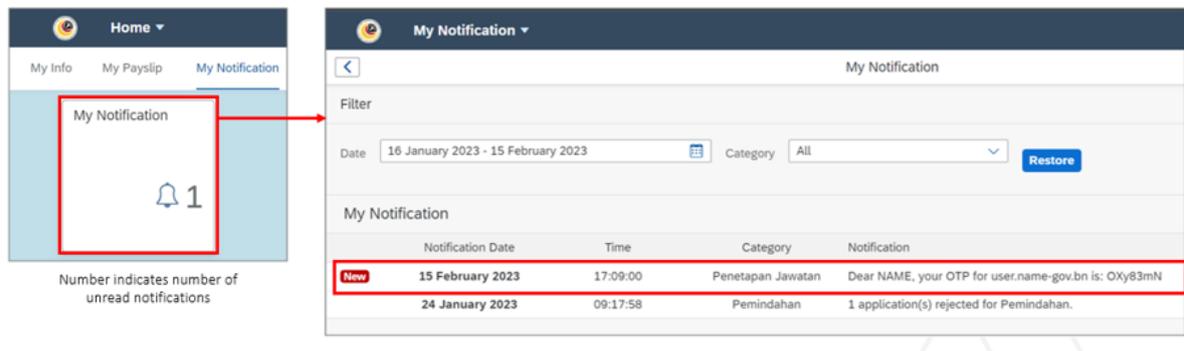
Figure 1: Obtain OTP from SSM

2. Go to mail.gov.bn, enter your username using the format newdomain\user.name (e.g. mtic\ali.ahmad) and OTP obtained from SSM. Select sign in (refer to Figure 2). For list of domains, refer to page 9, table 1.
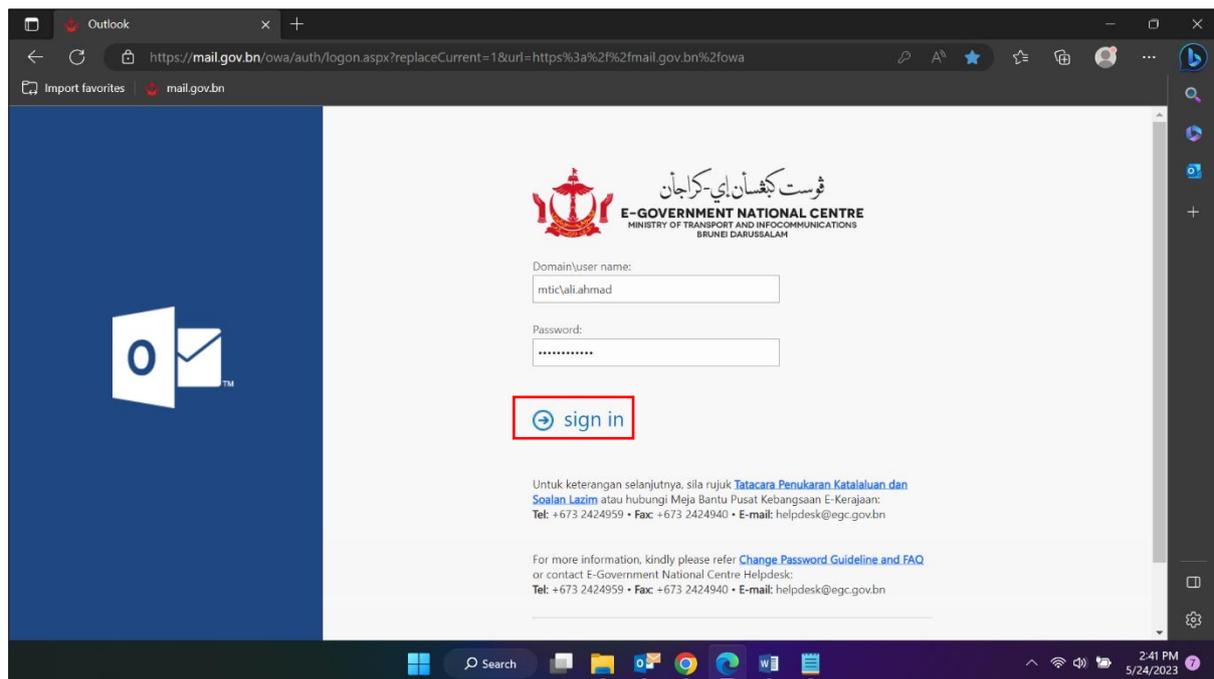
Figure 2: Enter credential

3. On the change password page, enter your OTP, your new password and confirm your new password (refer to Figure 3). Select submit.

Note: password must be minimum 12 characters inclusive of letters, numbers, special characters and capital letters. Refer to Change Password Guideline for details.
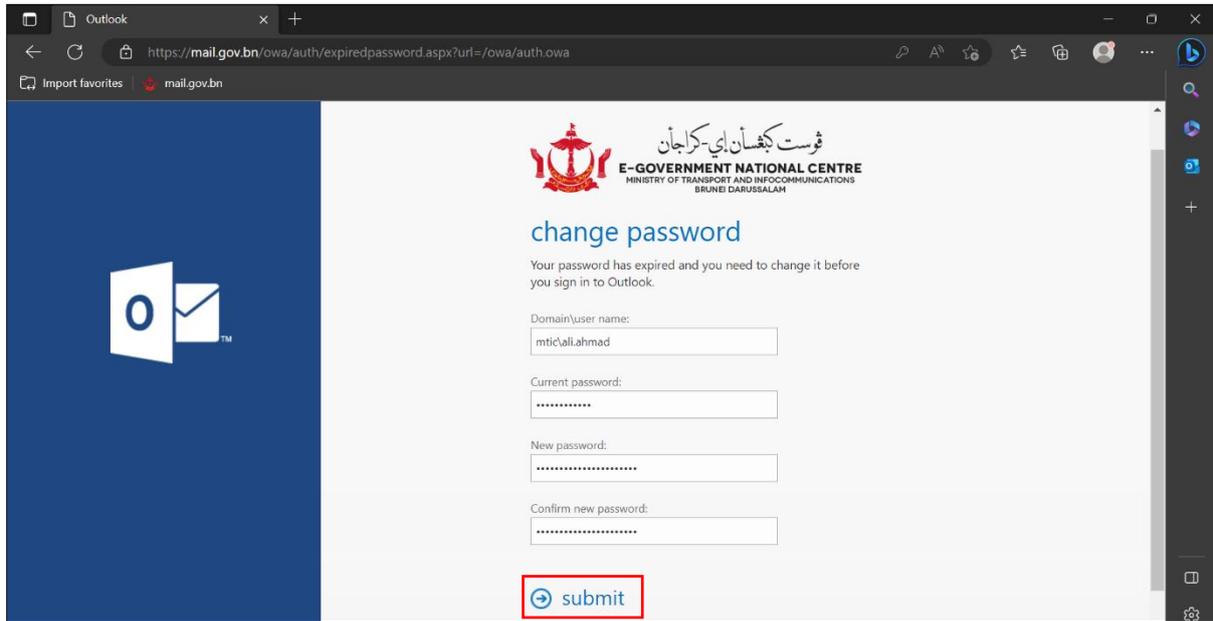
Figure 3: Change password

4. You will be notified if the password change is successful. Select OK (refer to Figure 4).
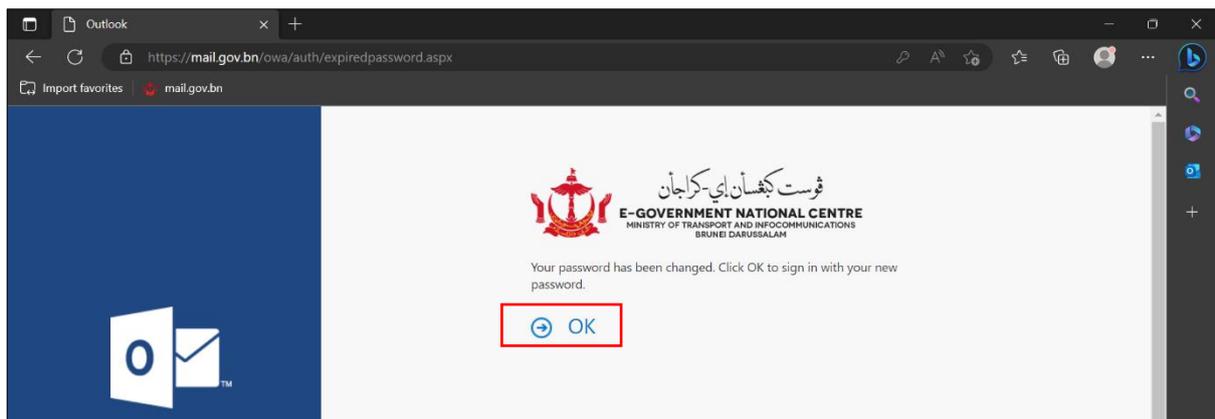
Figure 4: Successful password change notification

Creating a New Profile in Microsoft Outlook

<div style="border:1px solid black; color:red;">
IMPORTANT
Use joined-domain laptop/PC
Connect to One Government Network (OGN) for first time setup.
NOTE: Contact your respective IT unit for further assistance.
</div>

5. Go to Control Panel → Mail (Microsoft Outlook 2016) (Figure 5).

Figure 5: Control Panel

6. Select Show Profiles (refer to Figure 6).
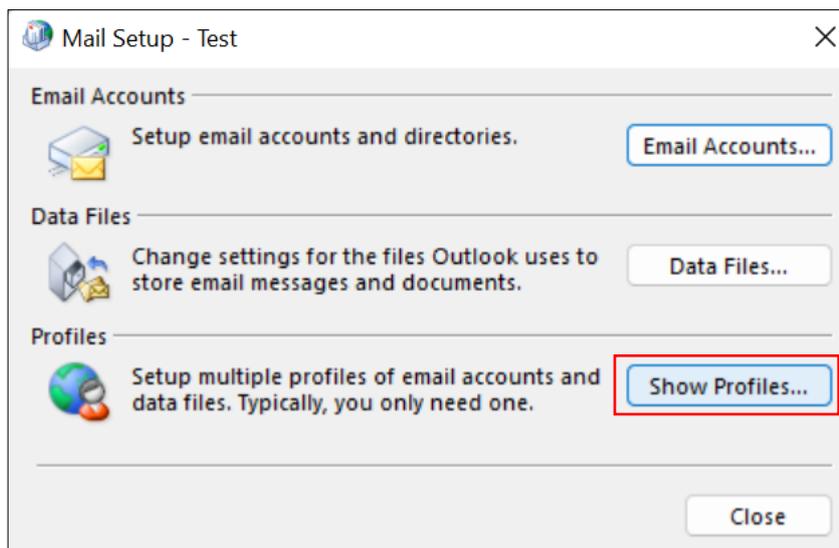
Figure 6: Select Show Profiles

7. Select your existing profile, select Remove (Figure 7). Select Apply (Figure 8).
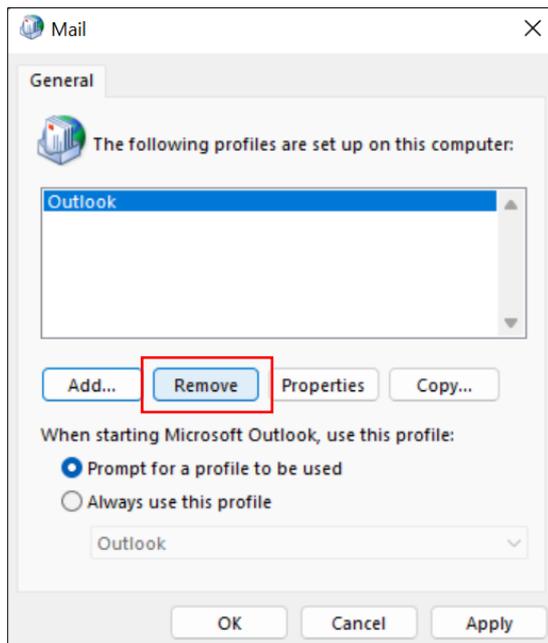
Figure 7: Remove old profile
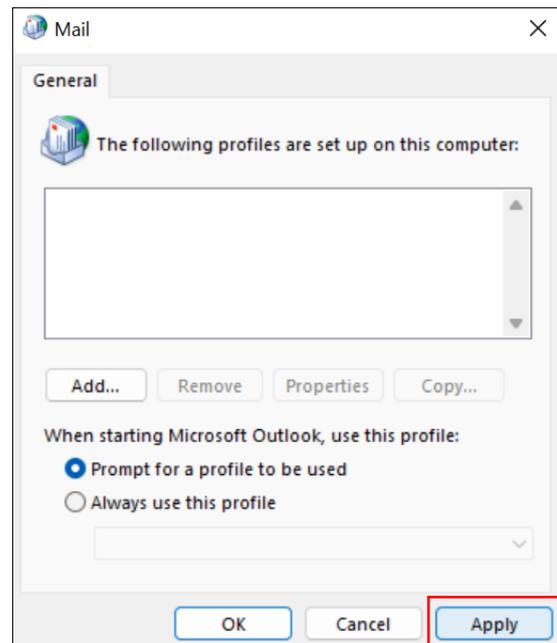
Figure 8: Select Apply

8. To add a new profile, select Add (Figure 9). On the New Profile window, enter the name for your new profile. Select OK (Figure 10).
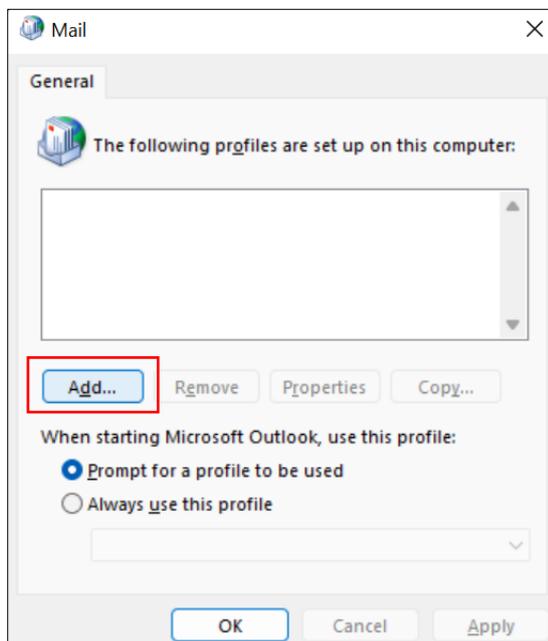
Figure 9: Select Add
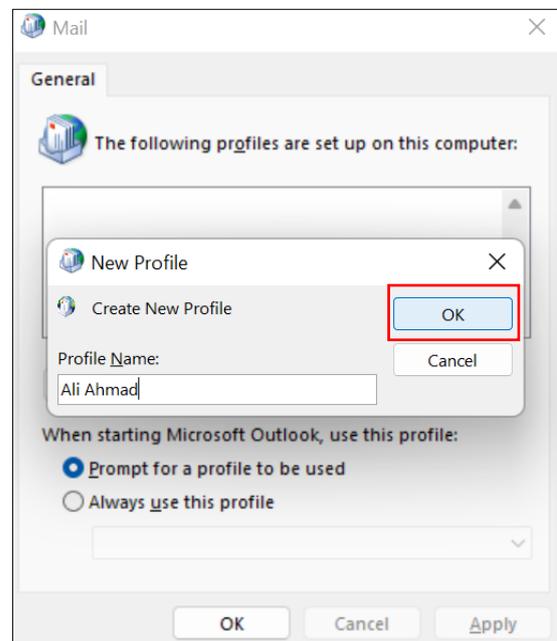
Figure 10: Enter new profile name

9. On the Add Account window, enter your email address, password, and then retype your password (Figure 11). Select Next.
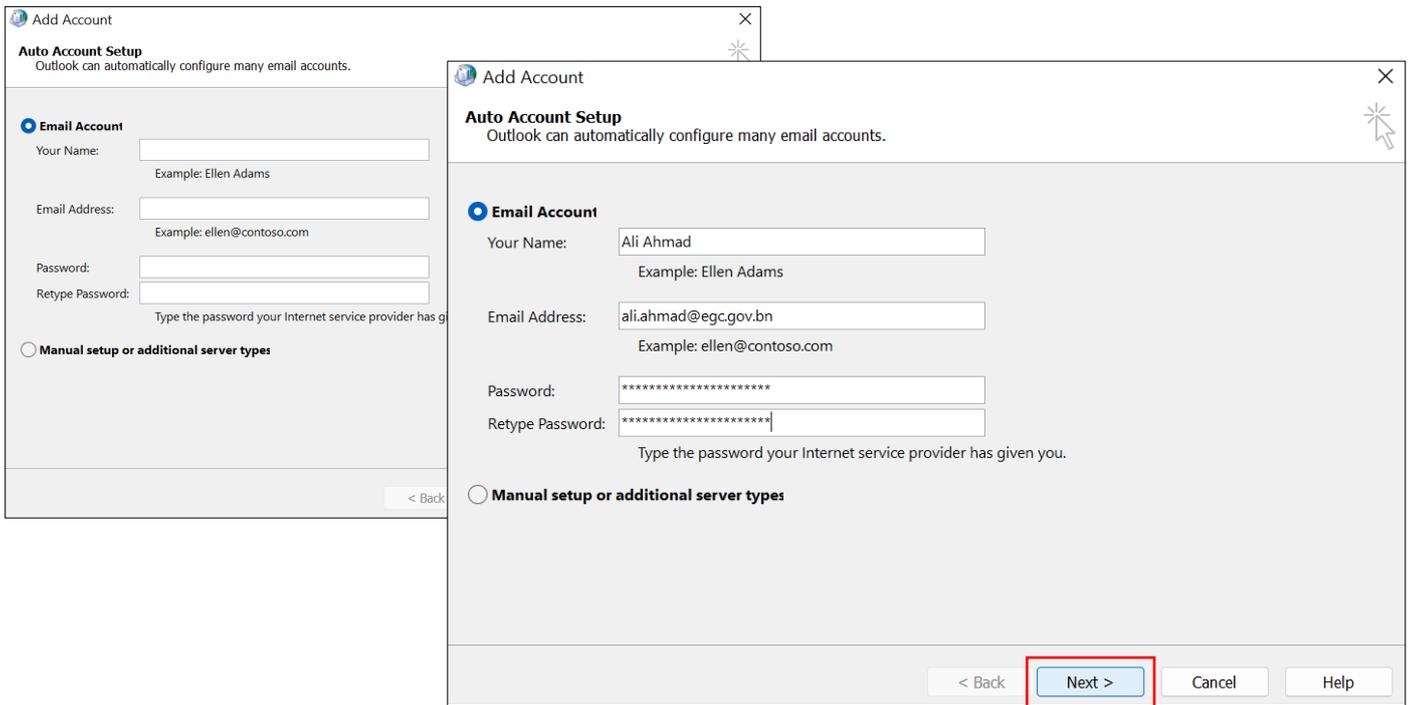
Figure 11: Enter credentials

10. When prompted for credentials on the Windows Security window, select More choices.
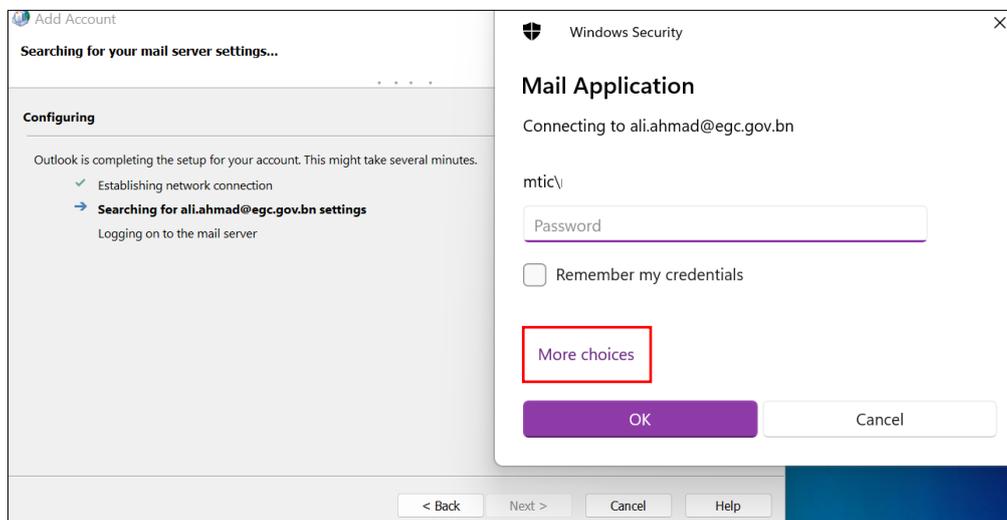
Figure 12: Select More choices

11. On the Windows Security window, select Use a different account (Figure 13). Enter your username and password. Tick Remember my credentials, select OK (Figure 14).
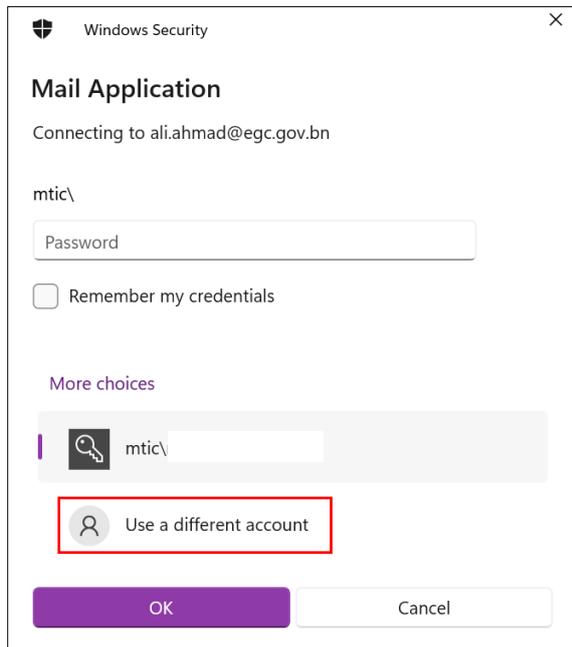
Figure 13: Select Use a different account
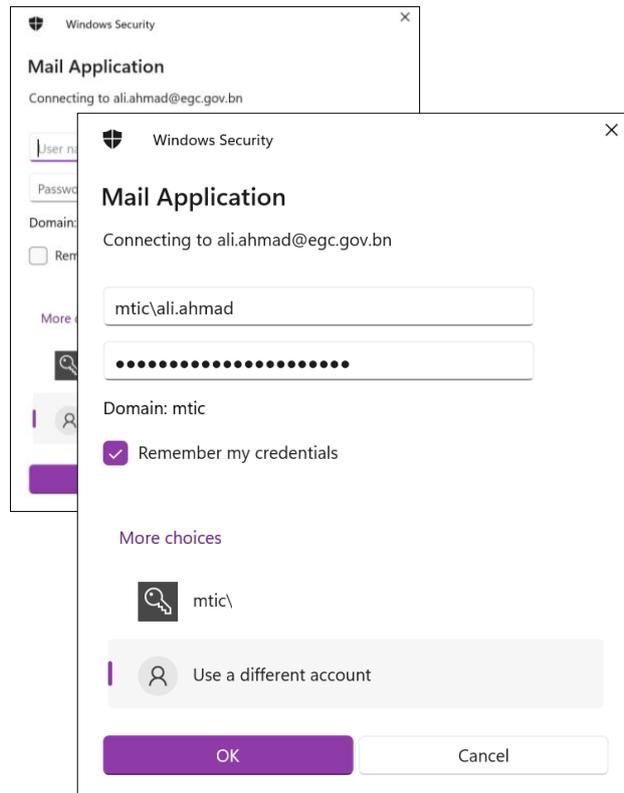
Figure 14: Enter credentials

12. On the Add Account window, you will be notified if the configuration is successful (Figure 15). Select Finish.
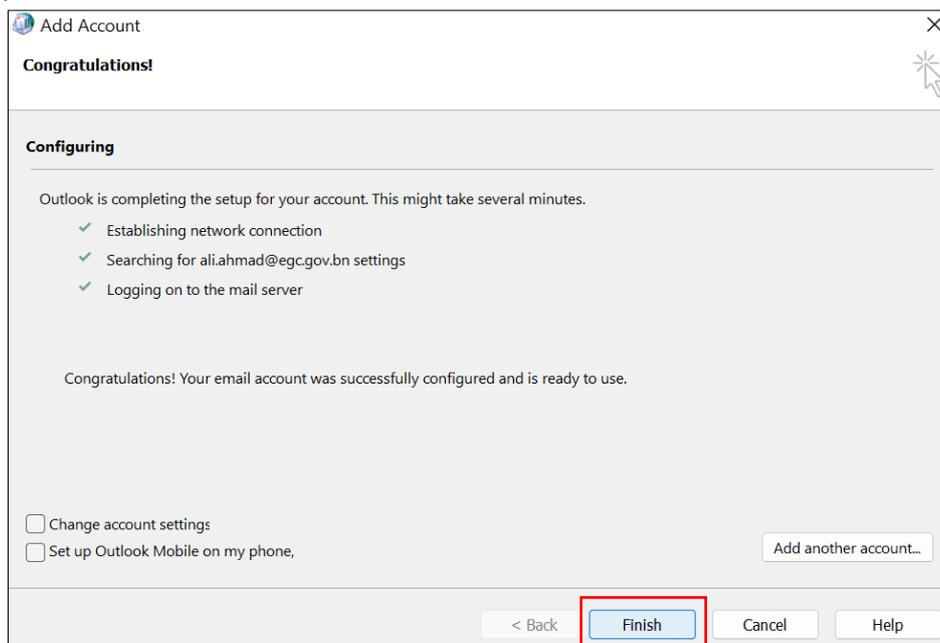
Figure 15: Successful configuration

13. Open Microsoft Outlook. Select the profile created earlier, select OK (Figure 16).
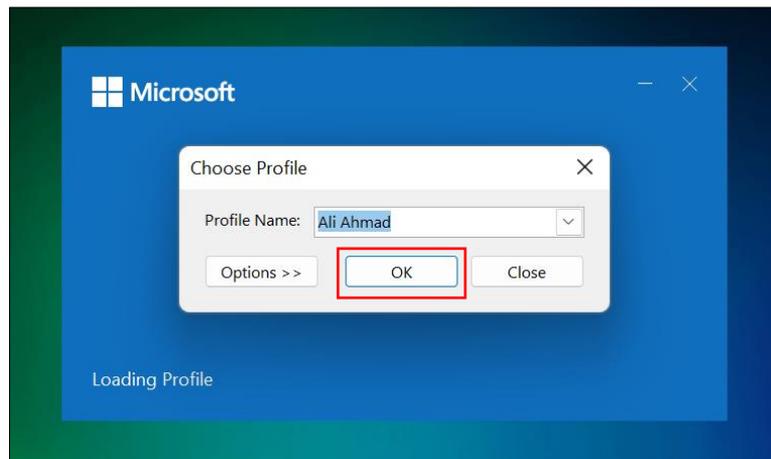
Figure 16: Open Microsoft Outlook

14. When prompted for credentials, enter your username and password. Select Remember your credentials. Select OK (Figure 17).
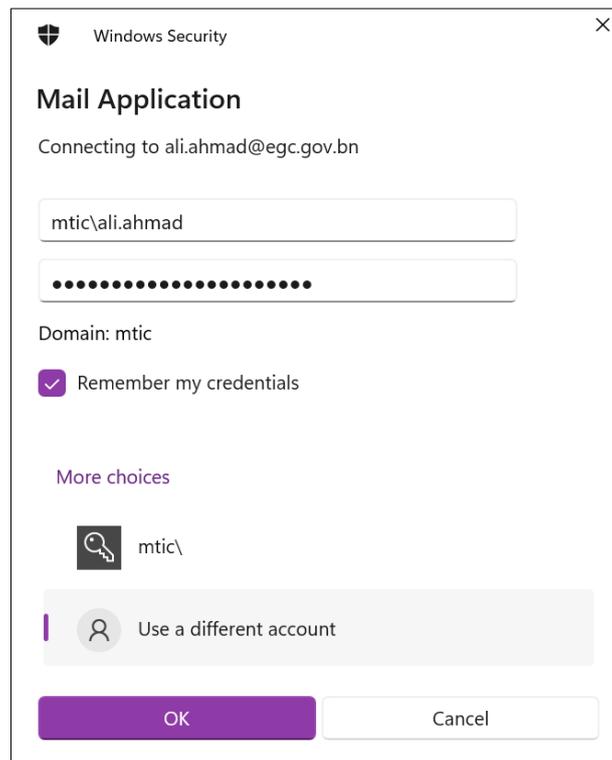
Figure 17: Enter credentials

15. Domains (Table 1)

Ministry/GLC	Domain
Prime Minister's Office	PMO\
Ministry of Finance and Economy Brunei Halal (Ghanim International Corporation Sdn Bhd) Brunei Darussalam Central Bank	MOFE\
Ministry of Home Affairs	MOHA\
Ministry of Education Universiti Teknologi Brunei (UTB) Universiti Islam Sultan Sharif Ali (UNISSA)	MOE\
Ministry of Primary Resources and Tourism	MPRT\
Ministry of Development	MOD\
Ministry of Culture, Youth and Sports	MCYS\
Ministry of Health	MOH\
Ministry of Religious Affairs Kolej Universiti Perguruan Ugama Seri Begawan (KUPUSB)	MORA\
Ministry of Transport and Infocommunications Maritime and Port Authority of Brunei Darussalam	MTIC\