

Microsoft Outlook

(New Environment)



Membuat profil baru di Microsoft Outlook

1. Klik Control Panel, pilih Mail (Microsoft Outlook 2016) (rujuk Rajah 1).

All Control Panel Items							
← -	→ ✓ ↑ 🖾 → Control Panel	› All Co	ontrol Panel Items >				~
Adjust your computer's settings							
	AutoPlay	4	Backup and Restore (Windows 7)	R	BitLocker Drive Encryption		Color Mana
	Credential Manager		Date and Time		Default Programs	4	Device Man
3	Ease of Access Center		File Explorer Options	0	File History	A	Fonts
	Internet Options		Keyboard	٩	Mail (Microsoft Outlook 2016)	٦	Mouse
4	Phone and Modem	1	Power Options		Programs and Features	3 -	Recovery
	RemoteApp and Desktop Connections	1	Security and Maintenance	0	Sound	Ģ	Speech Rec
0	Sync Center		System		Taskbar and Navigation		Troubleshoo
1	Windows Defender Firewall	9	Windows Mobility Center		Windows Tools		Work Folder

Rajah 1: Control Panel

2. Pilih Show Profiles (rujuk Rajah 2).

💭 Mail S	Setup - Test	×
Email Acc	counts	
	Setup email accounts and directories.	Email Accounts
Data File	s —	
	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close

Rajah 2: Show Profiles



3. Pada **Mail window**, Pilih **Add** untuk menambah profil baharu anda. Masukkan nama Profil pilihan anda, kemudian pilih **OK** (rujuk Rajah 3(a) & Rajah 3(b)).

🕡 Mail 🛛 🗙	Mail ×
General	General
The following profiles are set up on this computer:	The following profiles are set up on this computer:
Nurul binti Bakar Test	Nurul binti Bakar Test New Profile Create New Profile
Add Remove Properties Copy	Profile Name: Nurul binti Bakar (NEW) Cancel
When starting Microsoft Outlook, use this profile:	When starting Microsoft Outlook, use this profile: O Promot for a profile to be used
 Always use this profile 	Always use this profile
Test \checkmark	Test
OK Cancel Apply	OK Cancel Apply
Rajah 3a: Mail window	Rajah 3b: New profile window

4. Pada Add Account window, masukkan name, email address, dan password. klik Next (rujuk Rajah 4).

Add Account		×		
Auto Account Setu Outlook can auton	p natically configure many email accounts.	×		
• Email Account Your Name:	Nurul binti Bakar			
Email Address:	nurul.bakar@test.egc.gov.bn Example: ellen@contoso.com			
Password: Retype Password:	*********** ************ Iype the password your Internet service provider has given you.			
O Manual setup or additional server types				
	< Back Next >	Cancel Help		

Rajah 4: Add account window



5. Sila berikan sedikit masa untuk **Microsoft Outlook** mengkonfigurasi profil anda (Rajah 5).

Add Account	×
Searching for your mail server settings	×
	42
Configuring	
Outlook is completing the setup for your account. This might take several minutes.	
 Establishing network connection 	
Searching for nurul.bakar@test.egc.gov.bn settings	
Logging on to the mail server	

Rajah 5: Configuring profile

6. Pada Windows Security window pop-up, Pilih Use a different account. Masukkan domain
anda (rujuk pada Jadual 1, mukasurat 4 dokumen ini), username dan password (rujuk Rajah
6). Select Remember my credentials, kemudian klik OK.

Windows Security	×
Mail Application	
Connecting to nurul.bakar@test.egc.gov.bn	
 eg\nurul.bakar	
•••••	
Domain: eg	
Remember my credentials	
More choices	
ିର୍ଦ୍ଦ eg\nurul_bakar	
Use a different account	
OK Cancel	

Rajah 6: Enter credentials



 Klik Finish setelah konfigurasi selesai (Rajah 7). Pada Mail window dibawah,akan menunjukkan profil baru yang dibuat (rujuk Rajah 8) ditunjukkan sebagai Nurul binti Bakar (NEW). Pilih Always use this profile, pilih profil yang baru dibuat pada senarai dibawah untuk menetapkannya kepada 'default' apabila memulakan Microsoft Outlook. Pilih OK.

Add Account	×	Mail	X
Congratulations!	Ť.	General	
Configuring		The following prof	iles are set up on this computer:
Outlook is completing the setup for your account. This might take several minutes.			nes are set up on this computer.
 Establishing network connection 		Nurul binti Bakar (NEW)	
 Searching for nurul.bakar@test.egc.gov.bn settings 		Nurul binti Bakar (OLD)	
 Logging on to the mail server 		Test	
Congratulations! Your email account was successfully configured and is ready to use.		Add Remove	Properties Copy
Change account settings		When starting Microsoft	Outlook, use this profile:
Set up Outlook Mobile on my phone,	Add another account	Prompt for a profile	to be used
< Back Finish	Cancel Help	Always use this protone of the second sec	file NEW) ~
Rajah 7: Configuration completed			
		ОК	Cancel Apply

Rajah 8: Mail window showing list of profiles

8. Domains (Jadual 1)

Ministry/GLC	Domain	
Jabatan Perdana Menteri	PM0\	
Kementerian Kewangan dan Ekonomi		
Brunei Halal (Ghanim International Corporation Sdn Bhd)	MOFE\	
Brunei Darussalam Central Bank		
Kementerian Hal Ehwal Dalam Negeri	MOHA\	
Kementerian Pendidikan		
Universiti Teknologi Brunei (UTB)	MOE\	
Universiti Islam Sultan Sharif Ali (UNISSA)		
Kementerian Sumber-Sumber Utama dan Pelancongan	MPRT\	
Kementerian Pembangunan	MOD\	
Kementerian Kebudayaan Belia dan Sukan	MCYS\	
Kementerian Kesihatan	МОН\	
Kementerian Hal Ehwal Ugama		
Kolej Universiti Perguruan Ugama Seri Begawan (KUPUSB)	IVIORA	
Kementerian Pengangkutan dan Infokomunikasi		
Maritime and Port Authority of Brunei Darussalam	IVITIC\	

