

Microsoft Outlook

(Old Environment)



Membuat profil baru di Microsoft Outlook

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

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

Rajah 1: Control Panel

2. Pilih Show Profiles (rujuk Rajah 2).

🧼 Mail S	Setup - Test	×			
Email Accounts					
	Setup email accounts and directories.	Email Accounts			
Data File	s				
1	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 baru anda. Masukkan nama profil pilihan, kemudian klik **OK** (rujuk Rajah 3(a) & Rajah 3(b)).

Mail	×	Mail	×
General		General	
The following profiles are set up on this compu	ter:	The following profi	iles are set up on this computer:
Test		Test	
		Wew Profile	×
	-	Oreate New Profile	ОК
		Profile Name:	Cancel
Add Remove Properties Copy		Nurul binti Bakar (OLD)	
When starting Microsoft Outlook, use this profile:		When starting Microsoft (Outlook, use this profile:
Prompt for a profile to be used		Prompt for a profile	to be used
Always use this profile		Always use this prof	ïle
Test	~	Test	~
OK Cancel Ap	ply	ОК	Cancel Apply
Rajah 3a: Mail window		Rajah 3b: N	lew profile window

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

Sila pastikan untuk menambah "old" pada alamat e-mel anda, contoh; <u>nurul.bakar@old.egc.gov.bn</u>.

Add Account		×		
Auto Account Setu Outlook can autor	ip natically configure many email accounts.	2		
Email <u>A</u> ccount				
Your Name:	Nurul binti Bakar			
	Example: Ellen Adams			
Email Address:	nurul.bakar@old.test.egc.gov.bn			
	Example: ellen@contoso.com			
Password:	*****			
Retype Password:	********			
Type the password your Internet service provider has given you.				
Manual setup or additional server types				
	< Back Next > Cancel Help			

Rajah 4: Add account window



5. Klik **Finish** apabila konfigurasi telah selesai. (Rajah 5).

Add Account	×
Congratulations!	×
Configuring	
Outlook is completing the setup for your account. This might take several minutes.	
 Establishing network connection 	
 Searching for nurul.bakar@old.test.egc.gov.bn settings 	
 Logging on to the mail server 	
Congratulations! Your email account was successfully configured and is ready to use.	Add another account
< Back Finish	Cancel Help

Rajah 5: Configuration completed

6. Pada **'Mail' window** akan menunjukkan profil baru yang dibuat (Rajah 6) ditunjukkan sebagai *Nurul binti Bakar (OLD).* Pilih **Prompt for a profile to be used** untuk melihat pilihan profil yang berbeza apabila membuka Microsoft Outlook. Klik **OK.**

🗼 Mail			×	
General				
The following profiles are set up on this computer:				
Nurul binti Bakar (OLD)				
Add Remove Properties Copy				
When starting Microsoft Outlook, use this profile:				
Prompt for a profile to be used				
Always use this profile				
Test			\sim	
	ОК	Cancel	Apply	

Rajah 6: Mail window menunjukkan senarai profil



 Buka Microsoft Outlook. Pada Choose Profile window (Rajah 7(a)), pilih profil yang baru dibuat dan pilih OK. Masukkan domain anda (rujuk pada Domains (Jadual 1) dibawah), username dan password. Pilih Remember my credentials, kemudian klik OK (Rajah 7(b)).

Hicrosoft - ×	Windows Security
Choose Profile X	Microsoft Outlook
Profile <u>Name:</u> Nurul binti Bakar (OLD)	Connecting to nurul.bakar@old.test.egc.gov.bn
Options >> OK Close	egc\nurul_bakar
Loading Profile	Domain: egc
Rajah 7(a): Choose Profile window	Remember my credentials
	OK

Rajah 7(b): Enter credentials

8. Domains (Jadual 1)

Ministry/GLC	Domain	
Jabatan Perdana Menteri	BNPMO\	
Kementerian Kewangan dan Ekonomi		
Brunei Halal (Ghanim International Corporation Sdn Bhd)	BNMOF\	
Brunei Darussalam Central Bank		
Kementerian Hal Ehwal Dalam Negeri	BNMOHA\	
Kementerian Pendidikan		
Universiti Teknologi Brunei (UTB)	BNMOE\	
Universiti Islam Sultan Sharif Ali (UNISSA)		
Kementerian Sumber-Sumber Utama dan Pelancongan	BNMIPR\	
Kementerian Pembangunan	BNMOD\	
Kementerian Kebudayaan Belia dan Sukan	BNMCYS	
Kementerian Kesihatan	BNMOH\	
Kementerian Hal Ehwal Ugama	BNMORA\	
Kolej Universiti Perguruan Ugama Seri Begawan (KUPUSB)		
Kementerian Pengangkutan dan Infokomunikasi	BNMOC\	
Maritime and Port Authority of Brunei Darussalam		

