

Creating a New Profile Microsoft Outlook



Creating a New Profile in Microsoft Outlook

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

All Control Panel Items							
← → ✓ ↑ 🖬 > Control Panel > All Control Panel Items > ✓							
Adjust your computer's settings							
	AutoPlay	¥,	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	C	File History	Α	Fonts
	Internet Options	\sim	Keyboard	٩	Mail (Microsoft Outlook 2016)	9	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
e	Windows Defender Firewall	4	Windows Mobility Center		Windows Tools		Work Folde

Figure 1: Control Panel

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

Figure 2: Show Profiles



3. 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)).

🚇 Mail	X 🖓 Mail X
General	General
The following profiles are set up on this computer:	r: The following profiles are set up on this computer:
Nurul binti Bakar	Nurul binti Bakar Test
Test	New Profile Consta New Profile
Add Remove Properties Copy	Profile Name: Cancel
	Nurul binti Bakar (NEW)
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 profile	
Test	✓ Test ✓
OK Cancel Apply	y OK Cancel Apply
Figure 3a: Mail window	Figure 3b: New profile window

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

🕡 Add Account		×			
Auto Account Setu Outlook can auton	p natically configure many email accounts.				
• Email Account					
Your Name:	Nurul binti Bakar Example: Ellen Adams				
Email Address:	nurul.bakar@test.egc.gov.bn Example: ellen@contoso.com				
Password: Retype Password:	**************************************				
Manual setup or additional server types					
	< Back Next > Cancel	Help			

Figure 4: Add account window



5. Please allow some time for Microsoft Outlook to configure your profile (Figure 5).

Add Account	×
Searching for your mail server settings	×
	47
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	

Figure 4: Configuring profile

6. On the Windows Security window pop-up, select Use a different account. Enter your
domain (refer to Table 1, page 4 of this document), username and password (refer to Figure 6). Select Remember my credentials, then select OK.

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

Figure 5: Enter credentials



 Select Finish once configuration is completed (Figure 7). The Mail window should show the recently-created profile, which in the image below (Figure 8) is shown as Nurul binti Bakar (NEW). Select Always use this profile, select the newly-created profile on the drop-down list to set it to default when starting Microsoft Outlook. Select OK.

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

Figure 8: Mail window showing list of profiles

8. Domains (Table 1)

Ministry/GLC	Domain
Prime Minister's Office	PMO\
Ministry of Finance and Economy	
Brunei Halal (Ghanim International Corporation Sdn Bhd)	MOFE\
Brunei Darussalam Central Bank	
Ministry of Home Affairs	MOHA
Ministry of Education	
Universiti Teknologi Brunei (UTB)	MOE
Universiti Islam Sultan Sharif Ali (UNISSA)	
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	MORA
Kolej Universiti Perguruan Ugama Seri Begawan (KUPUSB)	
Ministry of Transport and Infocommunications	MTIC\
Maritime and Port Authority of Brunei Darussalam	IVITIC\

