



قوسٲ بٲسائٲ اٲي ڪر لٲائٲ
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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).

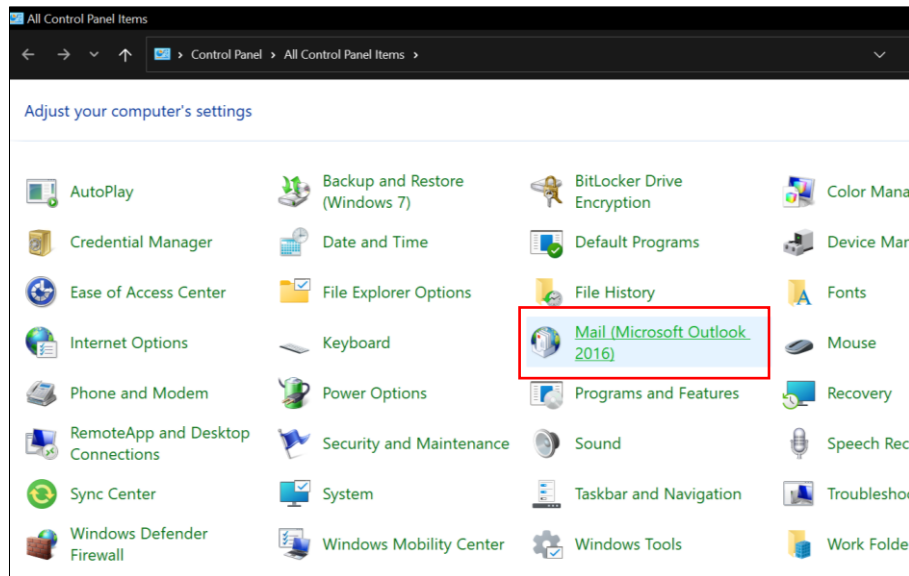


Figure 1: Control Panel

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

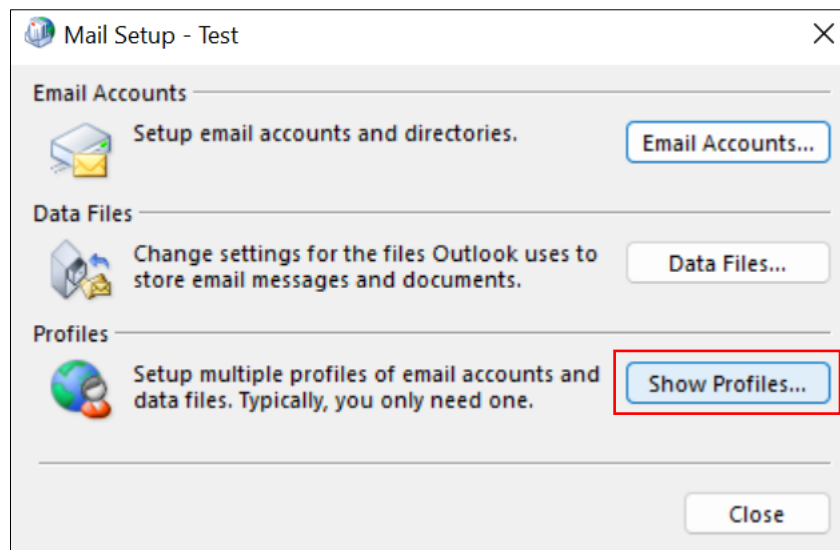


Figure 2: Show Profiles

- 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)).

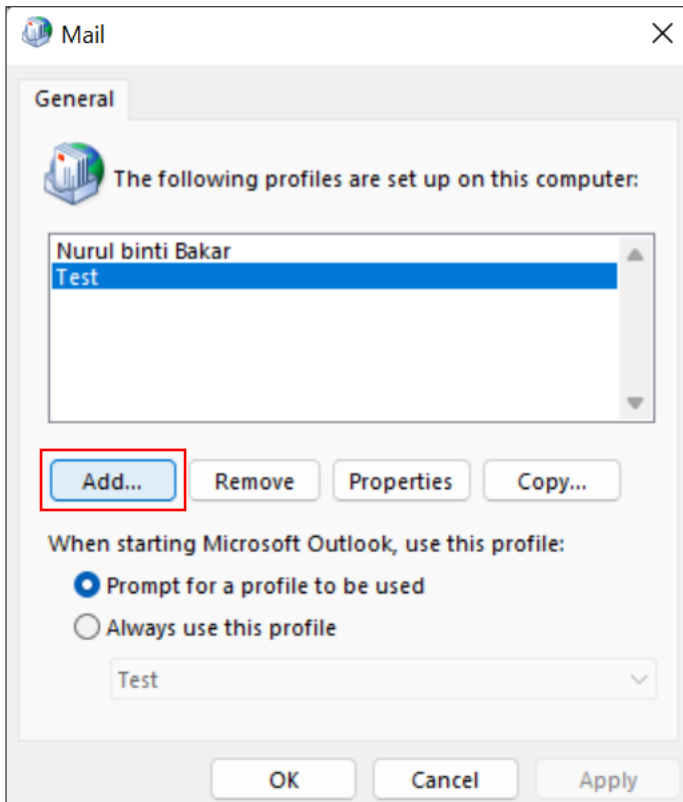


Figure 3a: Mail window

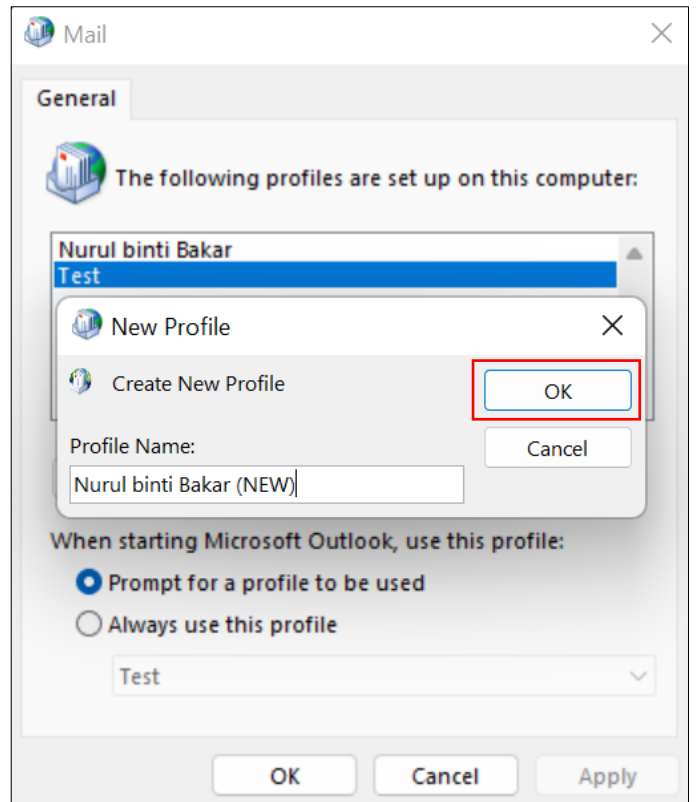


Figure 3b: New profile window

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

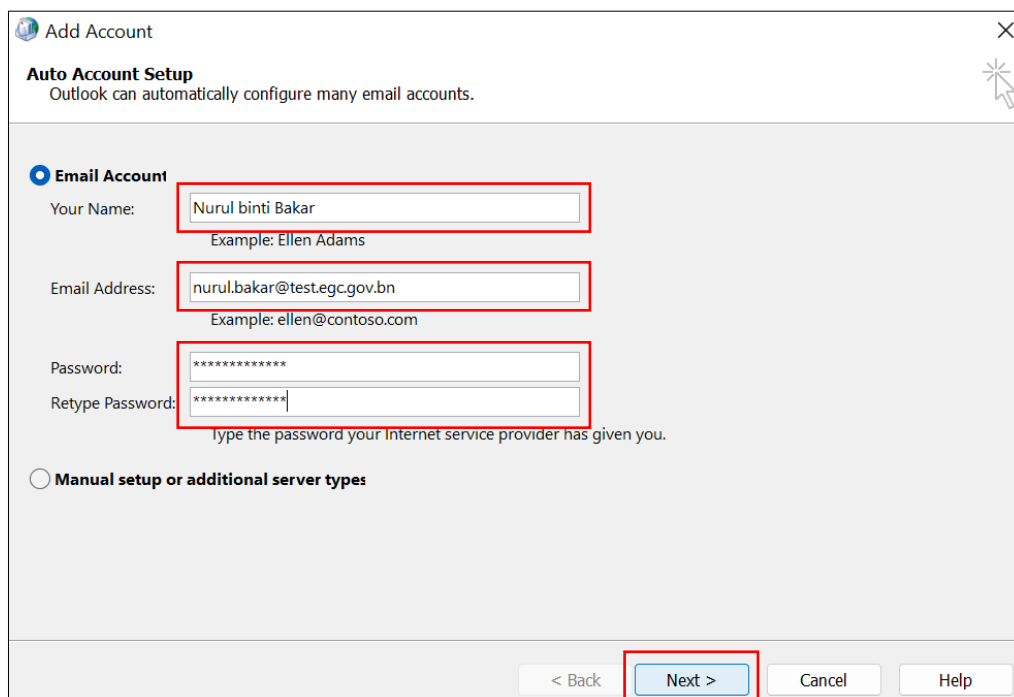


Figure 4: Add account window

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

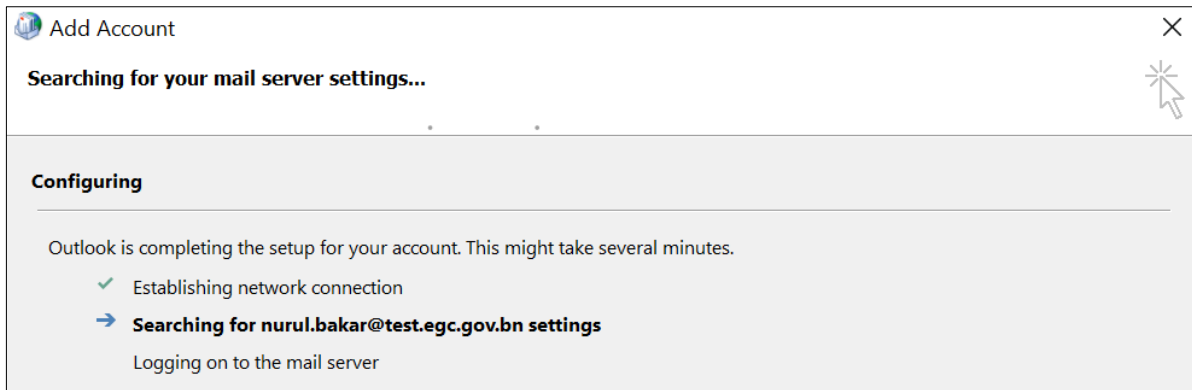


Figure 4: Configuring profile

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**.

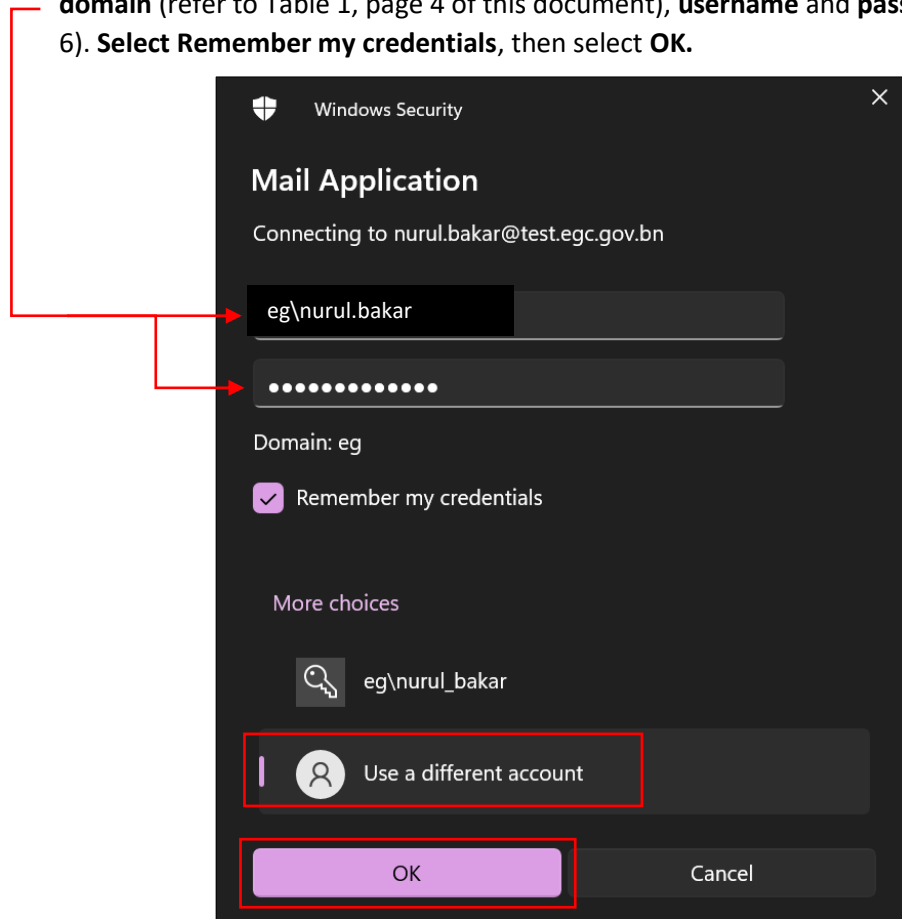


Figure 5: Enter credentials

7. 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**.

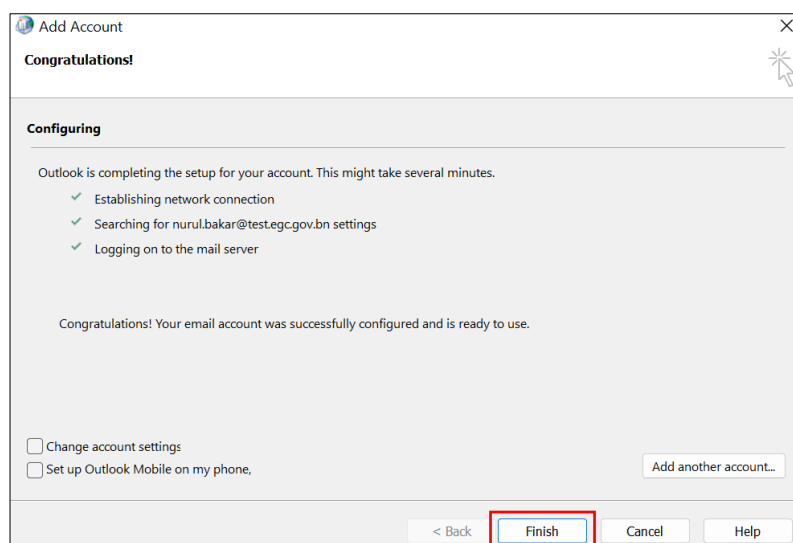


Figure 7: Configuration completed

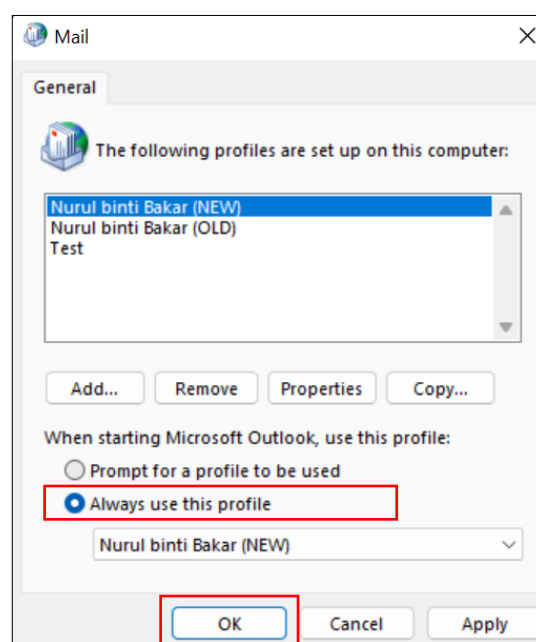


Figure 8: Mail window showing list of profiles

8. Domains (Table 1)

Ministry/GLC	Domain
Prime Minister’s Office	PMO\
Ministry of Finance and Economy Brunei Halal (Ghanim International Corporation Sdn Bhd) 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\