

Creating a New Profile Microsoft Outlook

(Old Environment)



Creating a New Profile in Microsoft Outlook

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

All Cor	all Control Panel Items						
← -	→ ~ ↑ 🔤 > Control Panel	> All Co	ontrol Panel Items >				~
Adjust your computer's settings							
	AutoPlay	Ŷ	Backup and Restore (Windows 7)	R	BitLocker Drive Encryption		Color Mana
	Credential Manager	P	Date and Time		Default Programs	J.	Device Man
٢	Ease of Access Center		File Explorer Options	Ø	File History	A	Fonts
	Internet Options	\checkmark	Keyboard	٩	Mail (Microsoft Outlook 2016)	9	Mouse
4	Phone and Modem	8	Power Options		Programs and Features	3 _	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	4	Windows Mobility Center		Windows Tools		Work Folder

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	× 🧼 Mail ×
General	General
The following profiles are set up on this computer:	The following profiles are set up on this computer:
Test	Test
	New Profile X Create New Profile OK
Add Remove Properties Copy	Profile Name: Cancel 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 profile
Test	✓ Test ✓
OK Cancel Apply	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).

Please ensure to add "<u>old</u>" to your email address, e.g. <u>nurul.bakar@old.egc.gov.bn</u>.

🐌 Add Account		×
Auto Account Setu Outlook can autor	IP natically configure many email accounts.	×
O Email <u>A</u> ccount		
Your Name:	Nurul binti Bakar	
	Example: Ellen Adams	
<u>E</u> mail Address:	nurul.bakar@old.test.egc.gov.bn	
	Example: ellen@contoso.com	
Password:	****	
Re <u>t</u> ype Password:	******	
○ <u>M</u> anual setup o	Type the password your Internet service provider has given you.	
	< Back Next > Cancel	Help

Figure 4: Add account window



5. Select **Finish** once configuration has completed. (Figure 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

Figure 5: Configuration completed

6. The Mail window should show the recently-created profile, which in the image below (Figure 6) is shown as Nurul binti Bakar (OLD). Select **Prompt for a profile to be used** to view different profiles when starting Microsoft Outlook. Select **OK**.

Mail			×		
General					
The following profiles are set up on this computer:					
Nurul binti Ba	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			~		
	ОК	Cancel	Apply		

Figure 6: Mail window showing list of profiles



 Open Microsoft Outlook. On the Choose Profile window (Figure 7(a)), select the newlycreated profile and select OK. Enter your domain (refer to Table 1, page 5 of this document), username and password. Select Remember my credentials, then select OK (Figure 7(b)).

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

Figure 7(b): Enter credentials

8. Domains (Table 1)

Ministry/GLC	Domain	
Prime Minister's Office	BNPMO\	
Ministry of Finance and Economy		
Brunei Darussalam Central Bank	DIVIVIOF	
Ministry of Home Affairs	BNMOHA\	
Ministry of Education		
Universiti Teknologi Brunei (UTB)	BNMOE\	
Universiti Islam Sultan Sharif Ali (UNISSA)		
Ministry of Primary Resources and Tourism	BNMIPR\	
Ministry of Development	BNMOD\	
Ministry of Culture, Youth and Sports	BNMCYS	
Ministry of Health	BNMOH\	
Ministry of Religious Affairs	BNMORA\	
Kolej Universiti Perguruan Ugama Seri Begawan (KUPUSB)		
Ministry of Transport and Infocommunications	BNMOC\	
Maritime and Port Authority of Brunei Darussalam		
Brunei Halal (Ghanim International Corporation Sdn Bhd)	EGC	

