

Creating a New Profile

Microsoft Outlook



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Change Password for first time login

 If you have changed your password before, go to step 5. For first time login to your new email, login to your SSM and click my notification to obtain your One Time Password (OTP).
 *Please contact SSM helpdesk at <u>ssm.helpdesk@dynamiktechnologies.com.bn</u> if you have SSM login issues.

🥝 Home 🕶	() My Notification		
My Info My Payslip My Notification	<		My Notification
My Notification	Filter		
<u><u></u></u>	Date 16 January 2023 - 15 Feb	ruary 2023 🔠 Category All	Restore
	Notification Date	Time Category	Notification
Number indicates number of	New 15 February 2023	17:09:00 Penetapan Jawatan	Dear NAME, your OTP for user.name-gov.bn is: OXy83mN
unread notifications	24 January 2023	09:17:58 Pemindahan	1 application(s) rejected for Pemindahan.

Figure 1: Obtain OTP from SSM

 Go to <u>mail.gov.bn</u>, enter your username using the format newdomain\user.name (e.g. mtic\ali.ahmad) and OTP obtained from SSM. Select sign in (refer to Figure 2). For list of domains, refer to page 9, table 1.

	🔹 Outlook								o	
←	C 🗗 https://mail.gov.t	on/owa/auth,				*	ર્⊆ ઉ	b 🦪		
C⊒ In	port favorites 🛛 🎃 mail.gov.bn									Q,
									•	0
				فوست كبغسان اي-كراجان E-GOVERNMENT NATIONAL CENTRE MINISTRY OF TRANSMIC						•
				Domain\user name: mtic\ali.ahmad						
	0			Password:						
			[→ sign in						
				Untuk keterangan selanjutnya, sila rujuk Tatacara Penukaran Katalaluan da Soalan Lazim atau hubungi Meja Bantu Pusat Kebangsaan E-Kerajaan: Tet.+673 2424959 • Fac: +673 2424940 • E-mait: helpdesk@egc.gov.bn	n					
				For more information, kindly please refer Change Password Guideline and or contact E-Government National Centre Helpdesk: Tel: +673 2424959 • Fax: +673 2424940 • E-mail: helpdesk@egc.gov.bn	FAQ					0
			Ø Search) 🗖 🚔 🍳 🧿 📴 🗒			^	° ⊲)) 🍅	2:41 Pl 5/24/202	M 23 🕖

Figure 2: Enter credential

3. On the change password page, enter your OTP, your new password and confirm your new password (refer to Figure 3). Select submit.



Note: password must be minimum 12 characters inclusive of letters, numbers, special characters and capital letters. Refer to <u>Change Password Guideline</u> for details.

🗖 🗅 Outlook 🛛 🗙 🕂								٥	
🔶 C 🖞 https://mail.gov.bn/owa/auth/expiredpassword.aspx?url=/owa/auth.owa 🖉 A 🟠 🎓 🚱 🧾 …									
🛱 Import favorites 🛛 🍲 mail.gov.bn									0
C Import favorites in mail.gov.bn	Confirm new password:	فرست کبشان ای کراجان 							o 🗘 👩 +
								-11	
	🕒 submit								<u>છે</u>

Figure 3: Change password

4. You will be notified if the password change is successful. Select OK (refer to Figure 4).

	🗅 Outlook					٥	
÷	C 🗗 https://mail.gov.bn		τõ	ເ∕≡	œ		
C⊒ In	nport favorites 🛛 🤠 mail.gov.bn						
						Â	٥
		فست بکشیاد ای حکامان				11	0]
		E-GOVERNMENT NATIONAL CENTRE MINISTRY OF TRANSPORT AND INFOCOMPUNICATIONS BRUND DAMAGENALAM				1	
		Your password has been changed. Click OK to sign in with your new password.				1	
	0	⊖ OK					

Figure 4: Successful password change notification



Creating a New Profile in Microsoft Outlook

IMPORTANT Use joined-domain laptop/PC Connect to One Government Network (OGN) for first time setup. NOTE: Contact your respective IT unit for further assistance.

5. Go to Control Panel \rightarrow Mail (Microsoft Outlook 2016) (Figure 5).

Adjus	st your computer's settings								View by: Large icons •
	AutoPlay	事	Backup and Restore (Windows 7)	Ą	BitLocker Drive Encryption	1	Color Management		Configuration Manager
	Credential Manager	P	Date and Time		Default Programs	1	Device Manager		Devices and Printers
G	Ease of Access Center		File Explorer Options	Ø	File History	A	Fonts	Ŀ	Indexing Options
e	Internet Options	1	Keyboard	0	Mail (Microsoft Outlook 2016)	0	Mouse		Network and Sharing Center
4	Phone and Modem	1	Power Options		Programs and Feat Mail (Micro Microsoft C	soft Outl Jutlook P	rook 2016) ry	6	Region
4	RemoteApp and Desktop Connections	P	Security and Maintenance	9	Sound	Ģ	Speech Recognition		Storage Spaces

Figure 5: Control Panel

6. Select Show Profiles (refer to Figure 6).

🚇 Mail S	Setup - Test	Х
Email Acc	counts	
	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

Figure 6: Select Show Profiles



7. Select your existing profile, select Remove (Figure 7). Select Apply (Figure 8).

Mail ×	Mail X
General	General
The following profiles are set up on this computer:	The following profiles are set up on this computer:
Outlook Add Remove Properties Copy	Add Remove Properties Copy
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
Outlook \checkmark	✓
OK Cancel Apply	OK Cancel Apply

Figure 7: Remove old profile

- Figure 8: Select Apply
- 8. To add a new profile, select Add (Figure 9). On the New Profile window, enter the name for your new profile. Select OK (Figure 10).

Mail	×	🗼 Mail
General		General
The following profiles are set up on this comp	outer:	The followi
		New Profile
Add Remove Properties Copy		Profile <u>N</u> ame: Ali Ahmad
When starting Microsoft Outlook, use this profile:		When starting Mi
Prompt for a profile to be used		Prompt for a
○ Always <u>u</u> se this profile	~	Always <u>u</u> se t
OK Cancel	Apply	
Figure 9: Select Add		Figure

🧶 Mail			×
General			
The follow	wing pr <u>o</u> files a	ire set up on	this computer:
New Prof	ile		×
Oreate Nev	v Profile		ок
Profile <u>N</u> ame:			Cancel
Ali Ahmad			
When starting I	Microsoft Outle	ook, use this	profile:
O Prompt fo	r a profile to b	e used	
🔿 Always <u>u</u> s	e this profile		
			~
	ОК	Cancel	Apply

Figure 10: Enter new profile name



9. On the Add Account window, enter your email address, password, and then retype your password (Figure 11). Select Next.

Add Account			×					
Auto Account Setu	p Jatisally configure many small accounts		米					
	aucany configure many email accounts.	🕡 Add Account						×
O Email Account		Auto Account Setu Outlook can auton	ip natically configure many	email accounts.				×
Your Name:								. 0
	Example: Ellen Adams							
Email Address:		🗿 Email Account						
	Example: ellen@contoso.com	Your Name:	Ali Ahmad					
Password:			Example: Ellen Adam	IS				
Retype Password:	Type the password your Internet service provider has a	Email Address:	ali ahmad@egc.gov.hn					
	Type the password your internet service provider has g	Linali Address.	Example: ellen@con	toso com				
O Manual setup or	additional server types		Example: ellerte con	050.0011				
		Password:	*****					
		Retype Password:	******					
			Type the password y	our Internet service pro	vider has give	en you.		
	< Back	O Manual setup or	r additional server type	25				
	-							
					< Back	Next >	Cancel	Help
	l							

Figure 11: Enter credentials

10. When prompted for credentials on the Windows Security window, select More choices.

Add Account Searching for your mail server settings	Windows Security ×
Searching for your mail server settings Configuring Outlook is completing the setup for your account. This might take several minutes. ✓ Establishing network connection → Searching for ali.ahmad@egc.gov.bn settings Logging on to the mail server	Mail Application Connecting to ali.ahmad@egc.gov.bn mtic\ Password Remember my credentials
< Back	OK Cancel Next > Cancel Help

Figure 12: Select More choices



11. On the Windows Security window, select Use a different account (Figure 13). Enter your username and password. Tick Remember my credentials, select OK (Figure 14).

♥ Windows Security ×	Windows Security X
Mail Application	Mail Application Connecting to ali.ahmad@egc.gov.bn
Connecting to ali.ahmad@egc.gov.bn	User n Windows Security ×
mtic\	Passwer Mail Application
Password	Domain: Connecting to ali.ahmad@egc.gov.bn
Remember my credentials	More . mtic\ali.ahmad
More choices	
mtic\	Remember my credentials
Q Use a different account	More choices
ОК Сапсеі	C mtic∖
Figure 13: Select Use a different account	Use a different account
	OK Cancel

Figure 14: Enter credentials

12. On the Add Account window, you will be notified if the configuration is successful (Figure 15). Select Finish.

Add Account				Х
Congratulations!				×
Configuring				
Outlook is completing the setup for your account. This might take	several minutes	i.		
 Establishing network connection 				
 Searching for ali.ahmad@egc.gov.bn settings 				
 Logging on to the mail server 				
Congratulations! Your email account was successfully configur	ed and is ready	to use.	Add and	ther account
Set up Outlook Mobile on my phone,			Add and	
	< Back	Finish	Cancel	Help

Figure 15: Successful configuration



13. Open Microsoft Outlook. Select the profile created earlier, select OK (Figure 16).

Choose Profile		×	
Profile Name:	Ali Ahmad	~	
Options >>	ОК С	lose	

Figure 16: Open Microsoft Outlook

14. When prompted for credentials, enter your username and password. Select Remember your credentials. Select OK (Figure 17).

Windows Security	×
Mail Application	
Connecting to ali.ahmad@egc.gov.bn	
mtic\ali.ahmad	
•••••	
Domain: mtic	
Remember my credentials	
More choices	
C mtic∖	
Q Use a different account	
OK Car	ncel

Figure 17: Enter credentials



15. 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		
Kolej Universiti Perguruan Ugama Seri Begawan (KUPUSB)	IVIORA (
Ministry of Transport and Infocommunications		
Maritime and Port Authority of Brunei Darussalam		

