CREATING NEW PROFILE FOR OUTLOOK
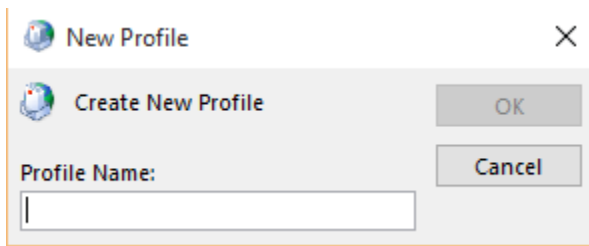
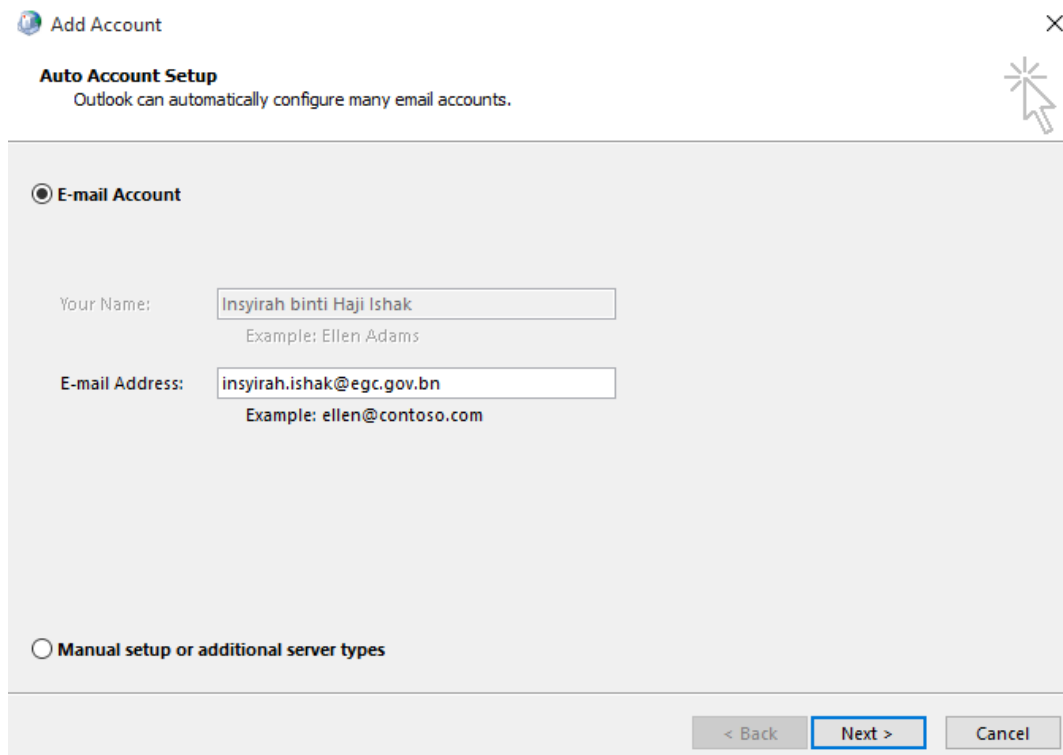**1)** Open **Control Panel**, and select **Mail**

2) Select **'Always use this profile - Outlook'** and click **'Add'**.
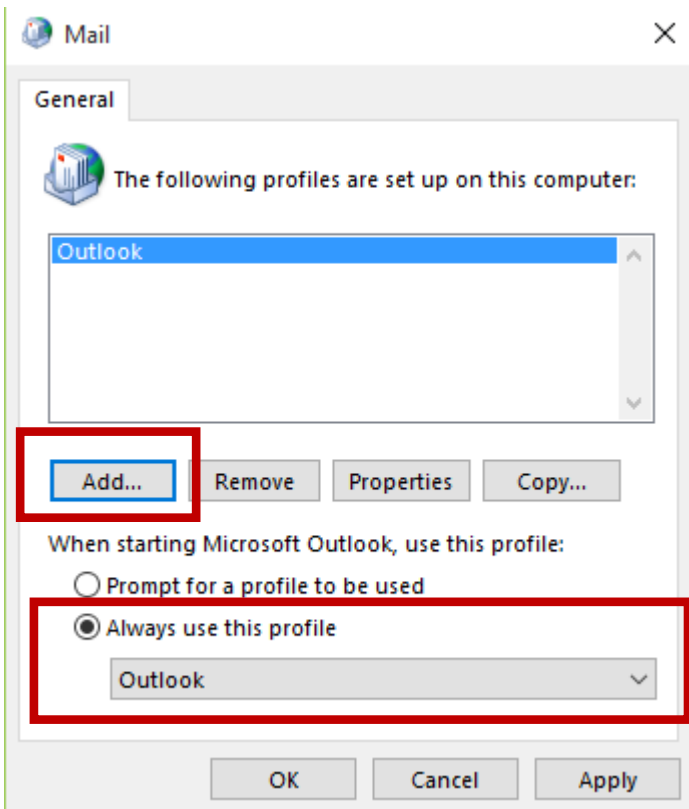
3) Add any name (e.g. user's name) and click **'OK'**

4) It will automatically fill in the name and email address. Click '**Next'**.

5) Click '**Finish**' and restart Outlook.

Add Account ✕

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

✓ Establishing network connection

✓ Searching for insyirah.ishak@egc.gov.bn settings

✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☐ Change account settings   Add another account...

< Back   **Finish**   Cancel