



E-mail Setup

Android Device

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Document History

Version	Issue Date	Changes
V1.0	16 May 2024	Setting up e-mail on Android device document creation

Approval and Signature

Document Name	E-mail Setup (Android Device)	
The purpose of the document is to provide formalize the guideline to setup e-mail on Android Device.		
I have reviewed the document and can confirm that it has been endorsed:		
Name	Role	Date
Pengiran Amirul Hayat bin Pengiran Haji Yussop	Acting EGNC Director	16 May 2024
Hajah Sabarina binti Haji Ajak	Acting Chief Operation Officer	16 May 2024

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Setting up Microsoft Outlook on Android Device

1. **Download** and **install Microsoft Outlook** from the **Play Store** (Figure 1).
2. Open Microsoft Outlook on your device. Select **Add Account** (Figure 2). **Enter** your **e-mail address**, select **Continue** (Figure 3). On the following page, select **Setup Account Manually** (Figure 4).



Figure 1: Install MS Outlook

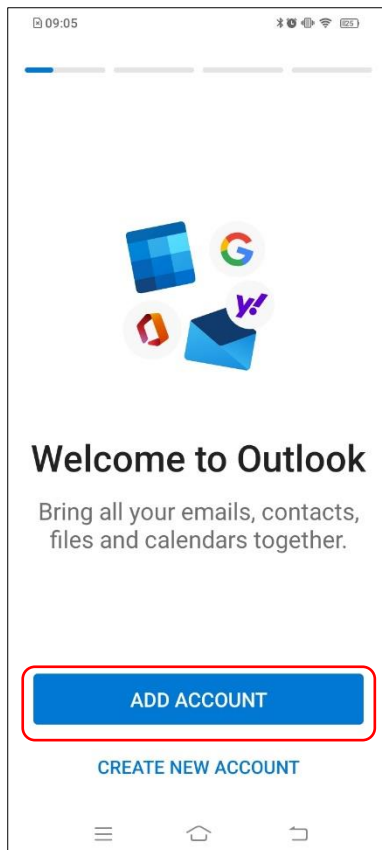


Figure 2: Select Add Account

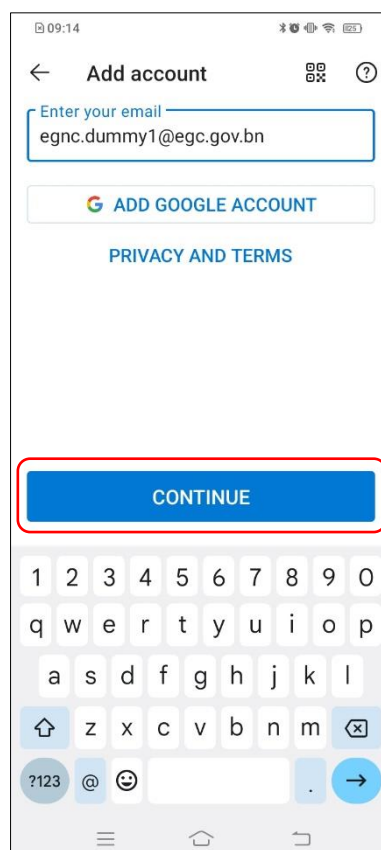


Figure 3: Enter e-mail address

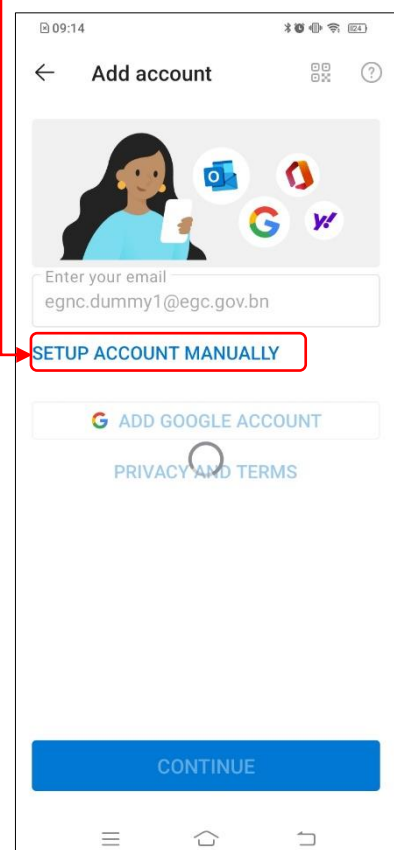


Figure 4: Select Setup Account Manually

3. Select **Exchange** (Figure 5). On the **Connect Exchange** page, enter your **e-mail address**, **server (mail.gov.bn)**, **domain** (refer to Table 1) + **username**, **password**, and description (Figure 6). Select ✓ on the top right. You will be automatically redirected to inbox upon successful sign-in attempt (Figure 7).

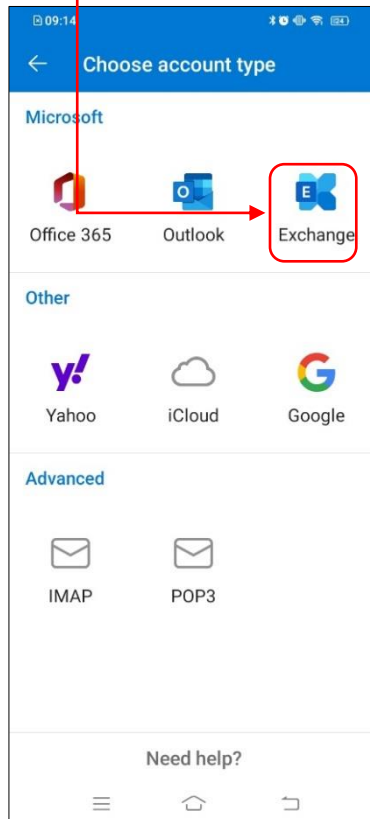


Figure 5: Select Exchange

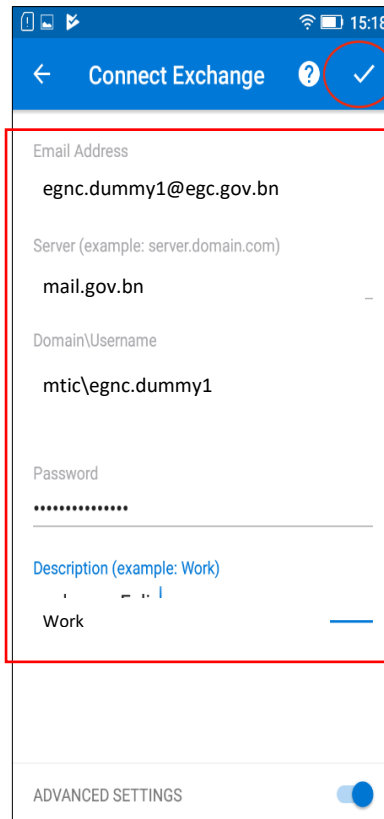


Figure 6: Enter details

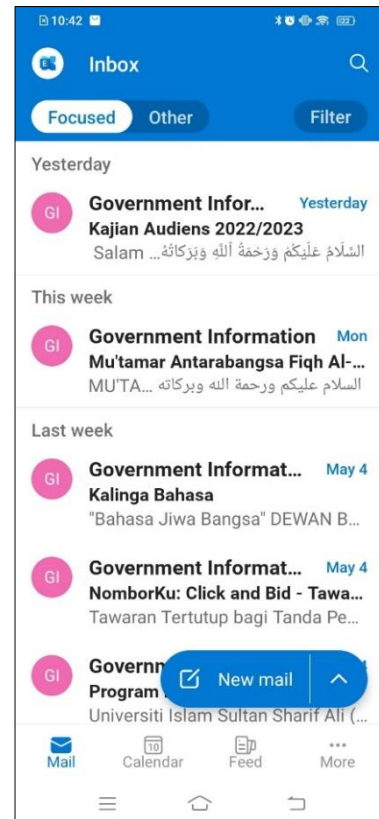


Figure 7: Inbox

4. 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 Yayasan Sultan Haji Hassanal Bolkiah (YSHHB) Brunei Darussalam Deposit Protection Corporation Competition Corporation Brunei Darussalam	MOFE\
Ministry of Home Affairs	MOHA\
Ministry of Education Universiti Teknologi Brunei (UTB)	MOE\
Ministry of Primary Resources and Tourism	MPRT\
Ministry of Development	MOD\
Ministry of Culture, Youth and Sports	MCYS\
Ministry of Health Brunei Darussalam Food Authority	MOH\
Ministry of Religious Affairs Kolej Universiti Perguruan Ugama Seri Begawan (KUPUSB)	MORA\
Ministry of Transport and Infocommunications	MTIC\