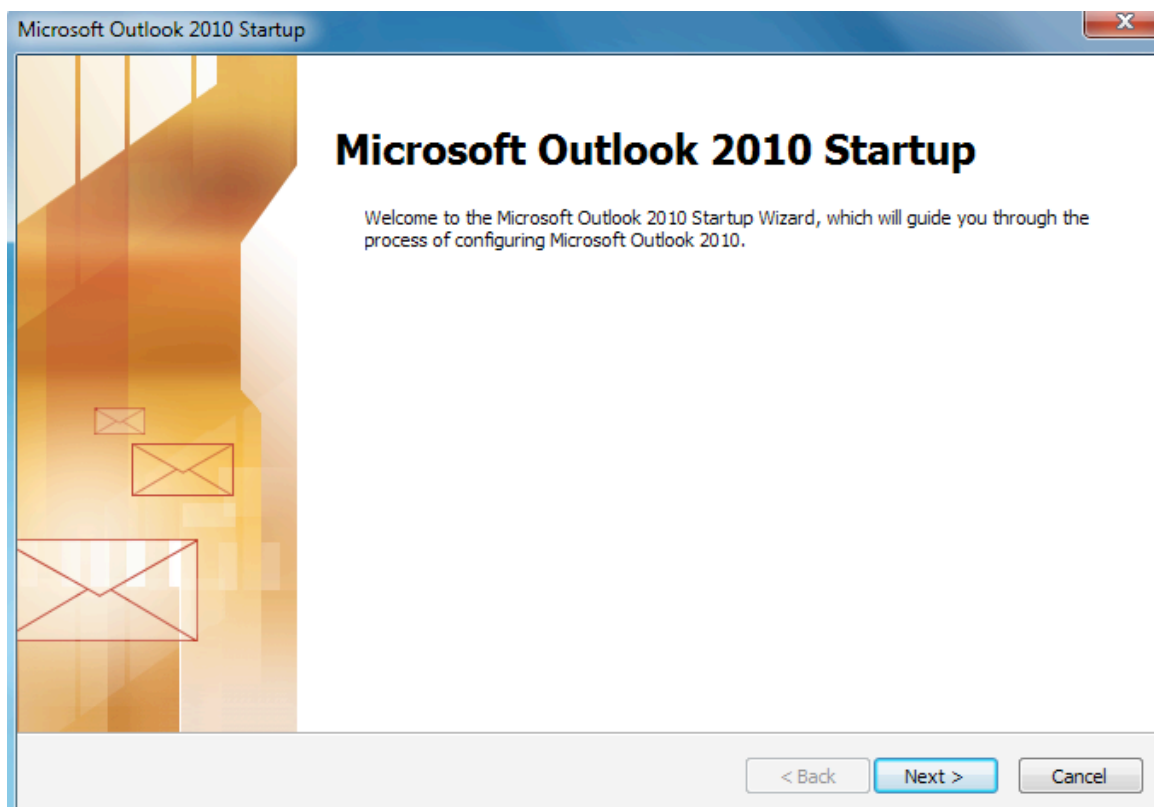
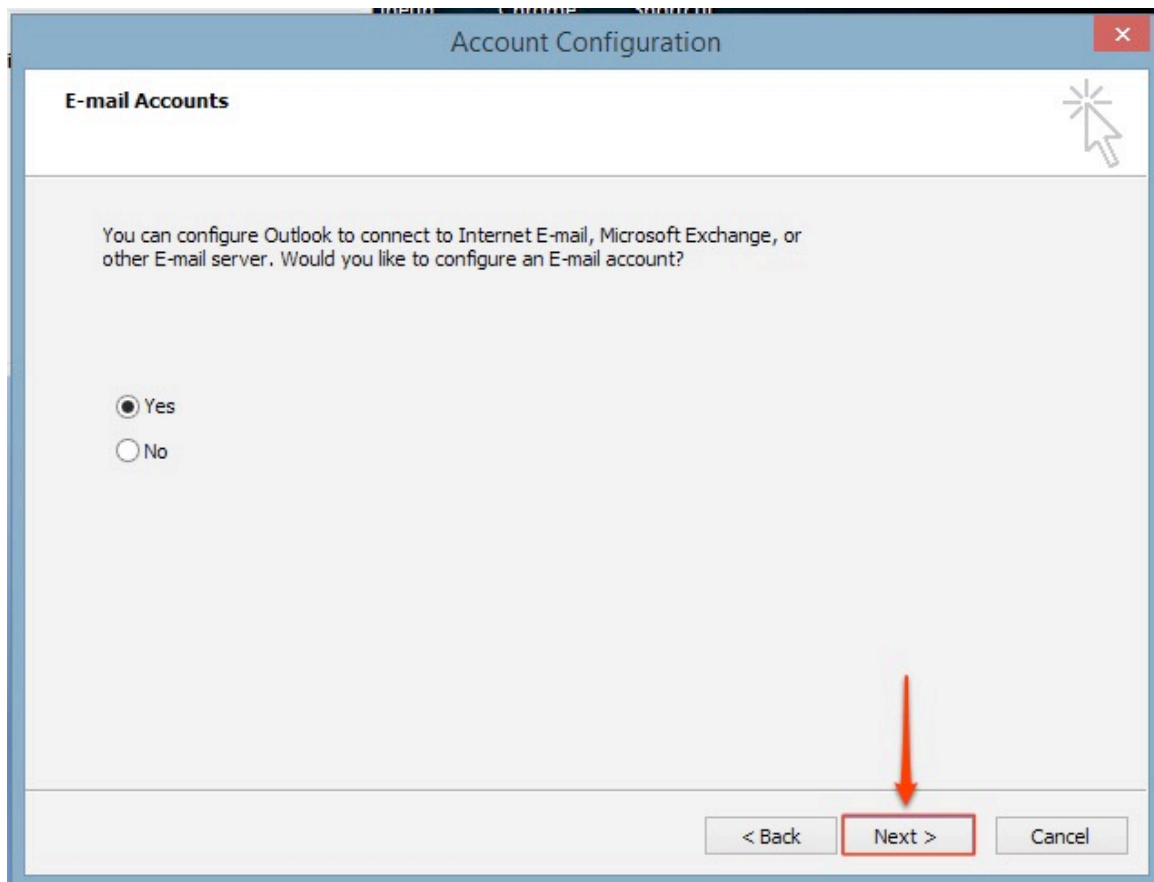


Setting up Globalnaz e-mail in MS Outlook

1. Open Microsoft Office Outlook, then click **NEXT**.



2. Account Configuration, click **NEXT**



3. Select **manually configure server settings or additional server types**, click **NEXT**

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a title bar with a close button (X) in the top right corner. Below the title bar is a header area with the text 'Auto Account Setup' and a help icon (a star with a mouse cursor). The main area contains four input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:'. Below these fields is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'. Two red arrows point to the checkbox and the 'Next >' button.

4. Be sure to select **“Internet E-Mail”** then click **NEXT**

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog has a title bar with a close button (X) in the top right corner. Below the title bar is a header area with the text 'Choose E-mail Service' and a help icon (a star with a mouse cursor). The main area contains three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below the 'Other' option is a text box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'. Two red arrows point to the 'Internet E-mail' radio button and the 'Next >' button.

5. Enter the following settings.

Your Name: **Your Name**
E-mail Address: **Your regional email address**

Server Information section, select **IMAP** for Account Type

Incoming mail server: **mail.globalnaz.org**
Outgoing mail server (SMTP): **mail.globalnaz.org**

In the **Logon Information**

User Name: **(Your regional email address)**
Password: **(Your regional password)**

Select the **Remember password** check box.

Click **More Settings**

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: [Your Name]
E-mail Address: [Your regional email address]

Server Information

Account Type: IMAP
Incoming mail server: mail.globalnaz.org
Outgoing mail server (SMTP): mail.globalnaz.org

Logon Information

User Name: [Your regional email address]
Password: [Your regional password]
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

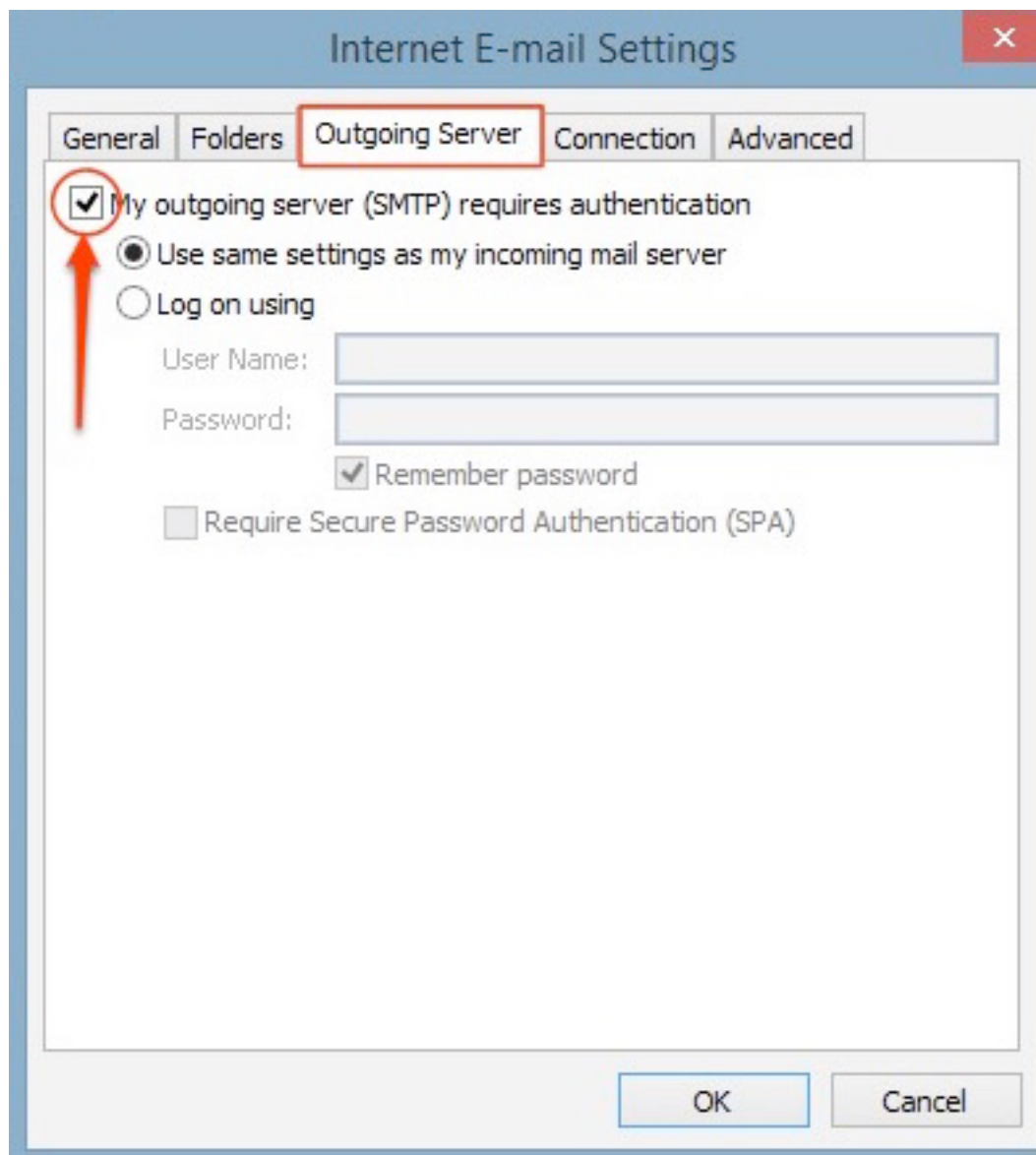
More Settings ...

< Back Next > Cancel

6. Click on the **Outgoing Server** tab

Check **My outgoing server (SMTP) requires authentication**

Make sure that the dot is on the **Use same settings as my incoming mail server**.



9. Click the **Advanced** tab

Incoming server (IMAP): port 993, next to “Use the following type of encrypted connection”, select **SSL** in the drop-down box.

Outgoing server (SMTP): port 587, next to “Use the following type of encrypted connection”, select **TLS** (preferred) or **SSL** encryption, and then click **OK**,

Click **NEXT**

On the **Congratulations** page, click **Finish** to close the setup wizard.

