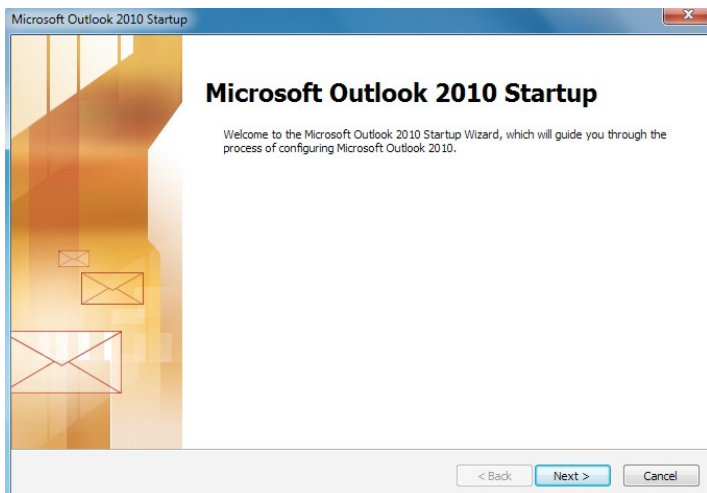


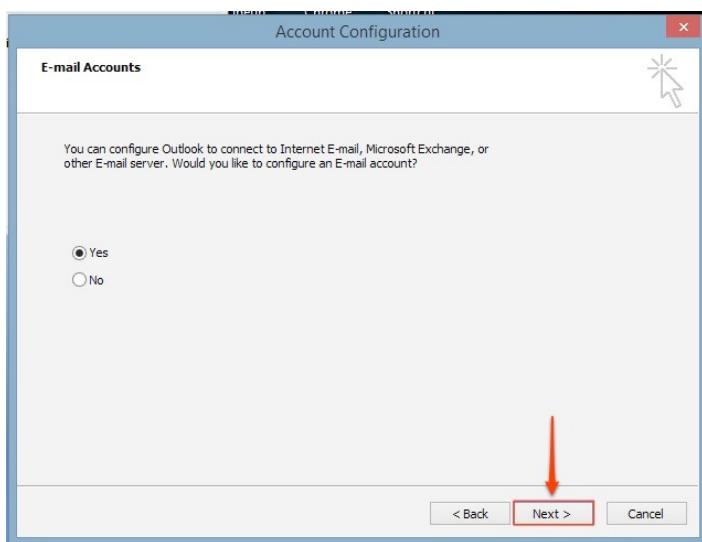
Setting up Globalnaz e-mail in MS Outlook

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

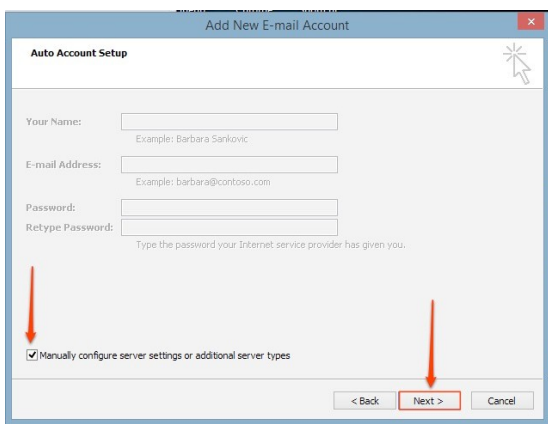
(Please note that while these instructions are for Outlook 2010, the steps are similar in versions up to including Outlook 2016.)



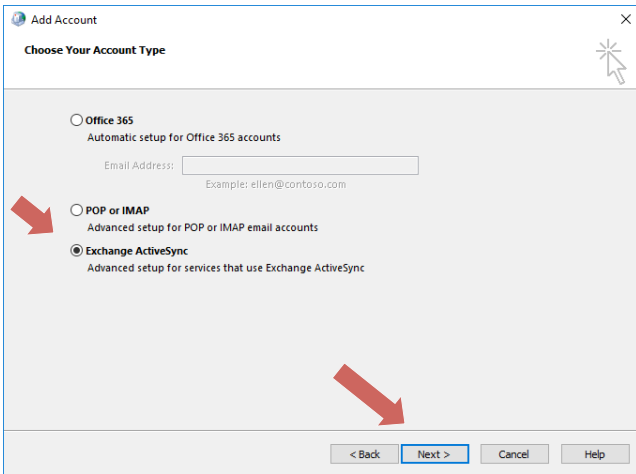
2. Account Configuration, click **NEXT**



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



4. Be sure to select "Exchange ActiveSync" then click **NEXT**



5. Enter the following settings.

Your Name:

Your Name

E-mail Address:

Your regional email address

Server Information

Mail server:

mail.globalnaz.org

In the **Logon Information**

User Name:

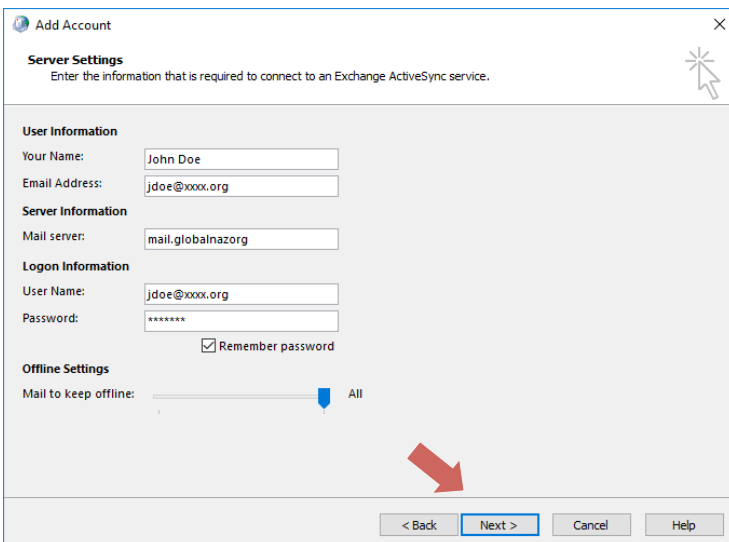
(Your regional email address)

Password:

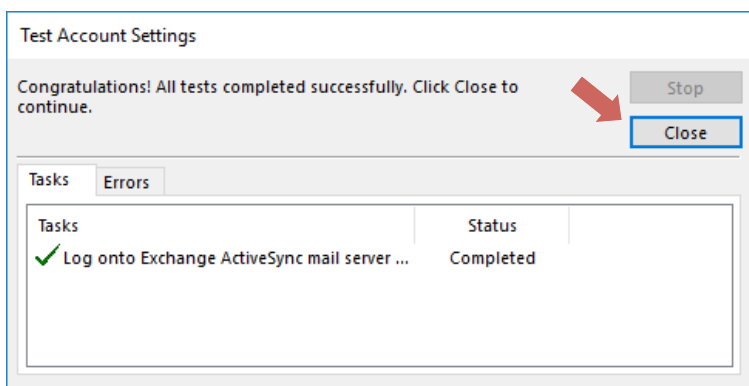
(Your regional password)

Select the **Remember password** check box.

Click Next



6. The Account will verify the settings then click Close



7. Click Finish

