

# Setting up Globalnaz e-mail in MS Outlook on Windows

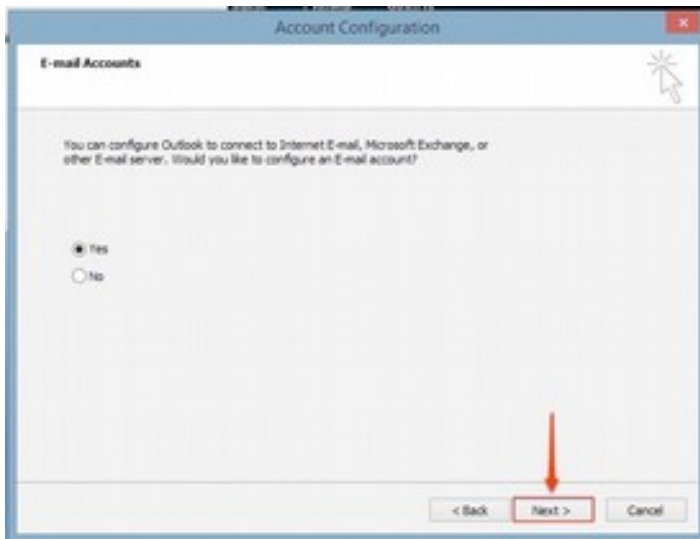
1. Open Microsoft Office Outlook, then click **NEXT**.

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

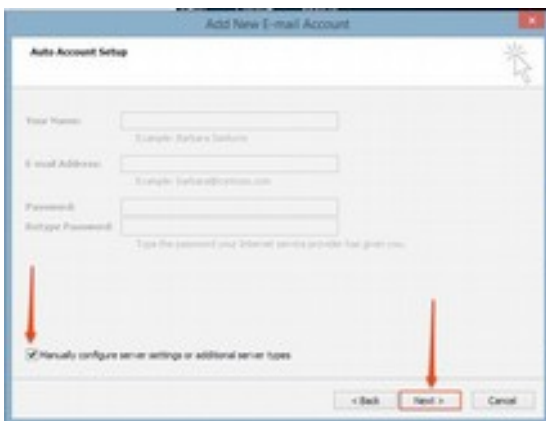
\*\*Before proceeding, please verify in the New Email Account welcome message whether you are on the **Global Server** or the **Field Server**. You will need that information for Step 5.



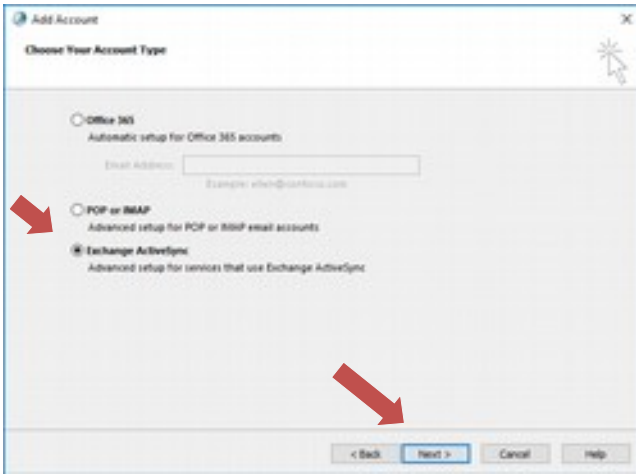
2. Account Configuration, click **NEXT**



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:

E-mail Address:

**address Server Information**

Global Server:

Field Server:

In the **Logon Information**

User Name:

Password:

Select the **Remember password** check box.

**Your Name**

**Your regional email**

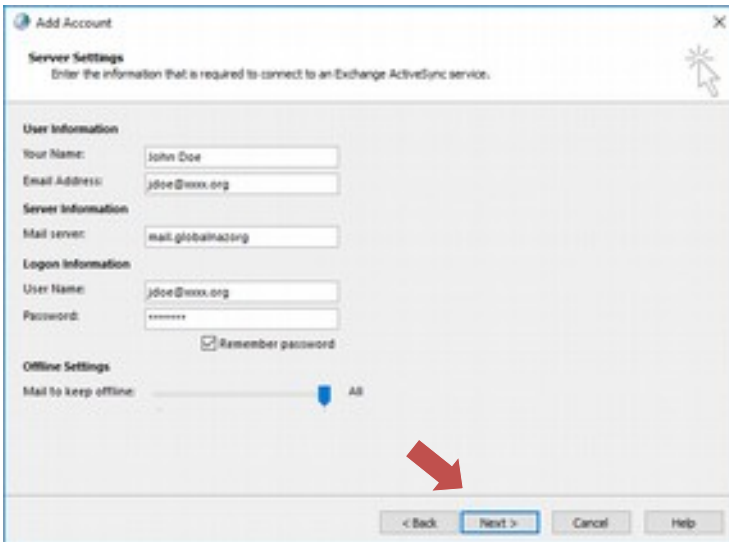
**mail.globalnaz.org**

**gnsync.globalnaz.org**

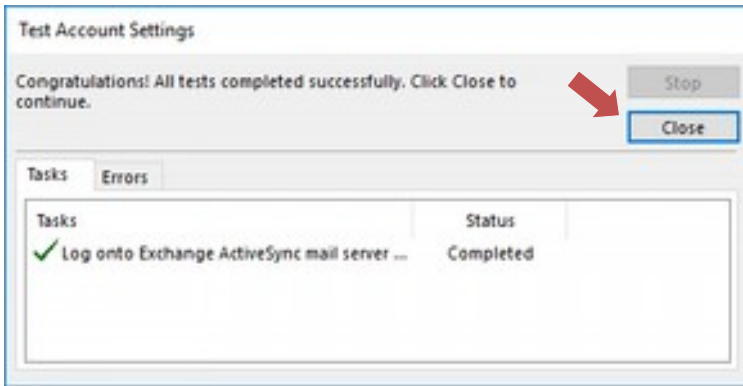
**(Your email address)**

**(Your password)**

Click Next



6. The Account will verify the settings then click Close



7. Click Finish

