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: Your Name E-mail Address: Your reginst address Server Information Global Server: mail.glob Field Server: gnsync.g
In the Logon Information User Name: (Your em Password: (Your pass

Your Name Your regional email

mail.globalnaz.org gnsync.globalnaz.org

(Your email address) (Your password)

Click Next

Server Settings Enter the information that is required to connect to an Exchange ActiveSync service.						卷
User Information Your Name:	John Doe					
Email Address Server Information	jdee@www.eeg					
Logon Information	mail goodamacking					
Password	Remember pactword					
Offline Settings Mail to keep offline:		AB				
			(84)	Rest 1	Carval	Help

6. The Account will verify the settings then click Close



7. Click Finish

