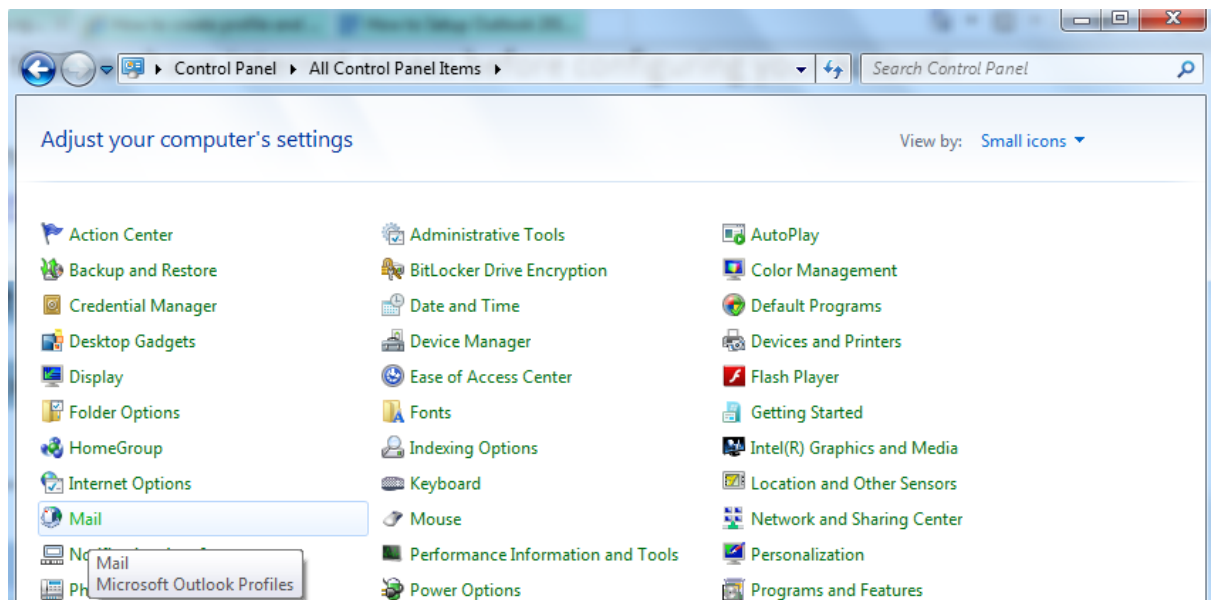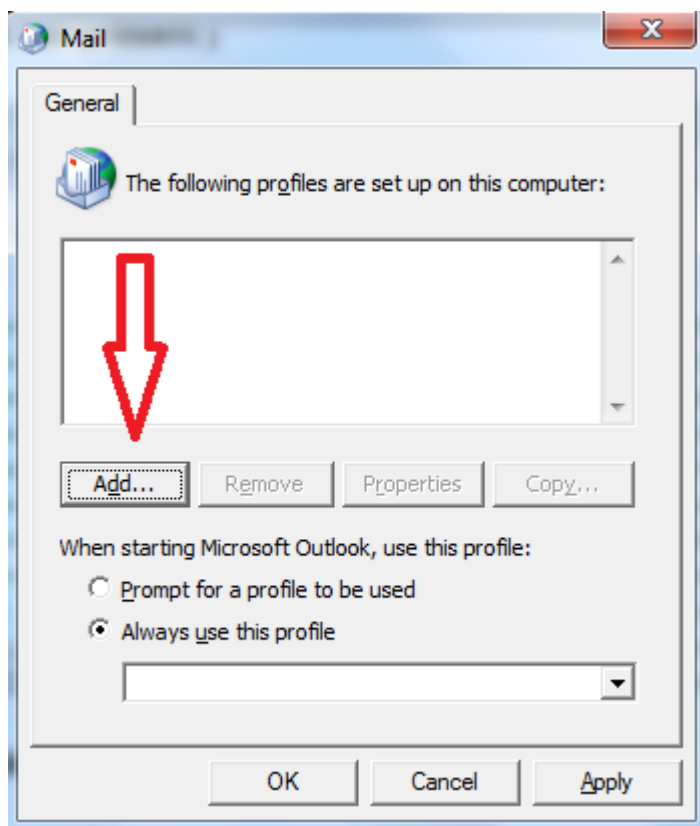This document shows the step by step instructions on how to configure your GE email Account in Outlook 2010.

Configure Outlook 2010
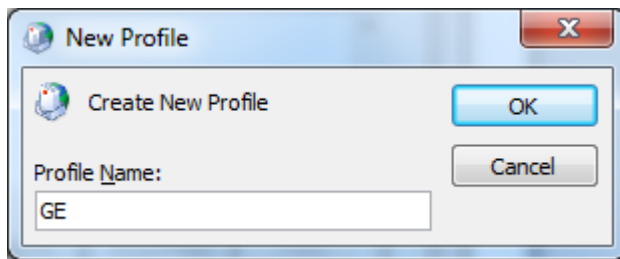
1. Go to **Start** > **Control Panel** > **Mail (You need to reopen the outlook if Mail icon is not present)**
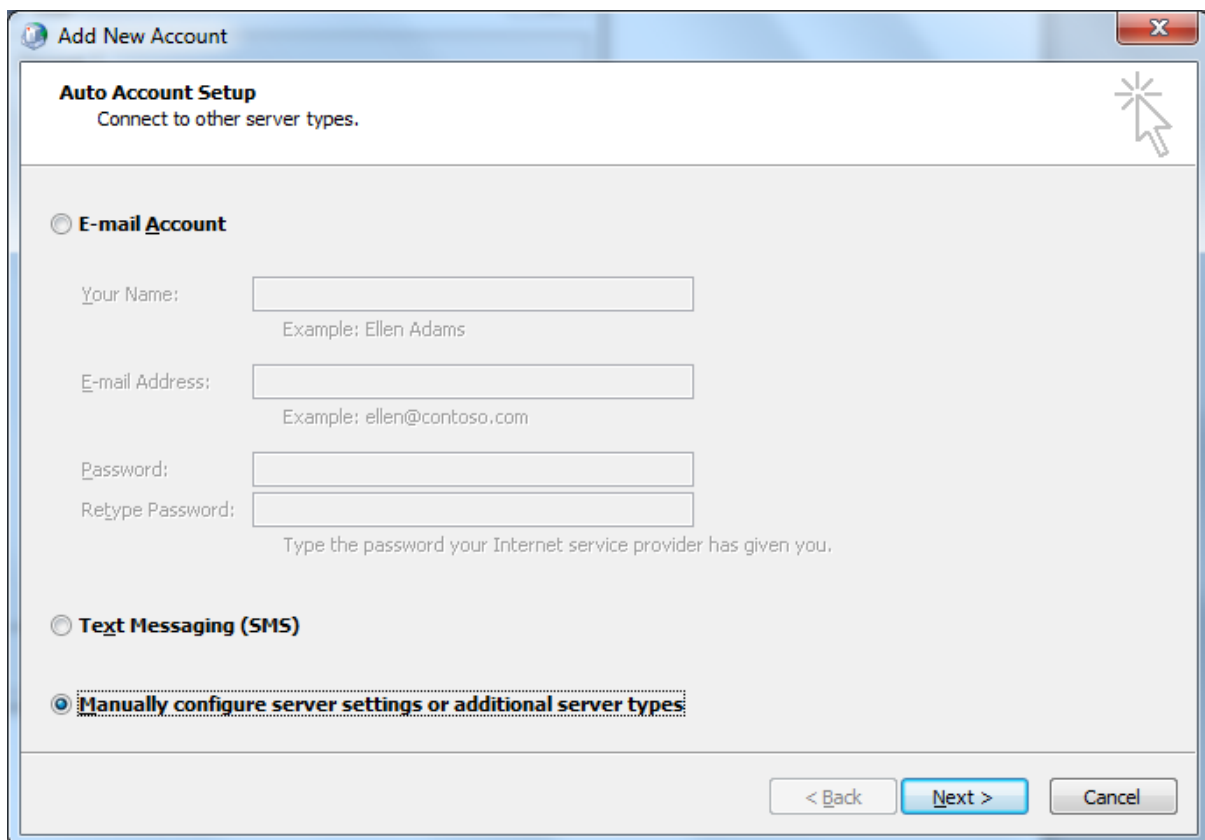

2. Select **Add…**

Enter a name for your Outlook profile and click **OK**.
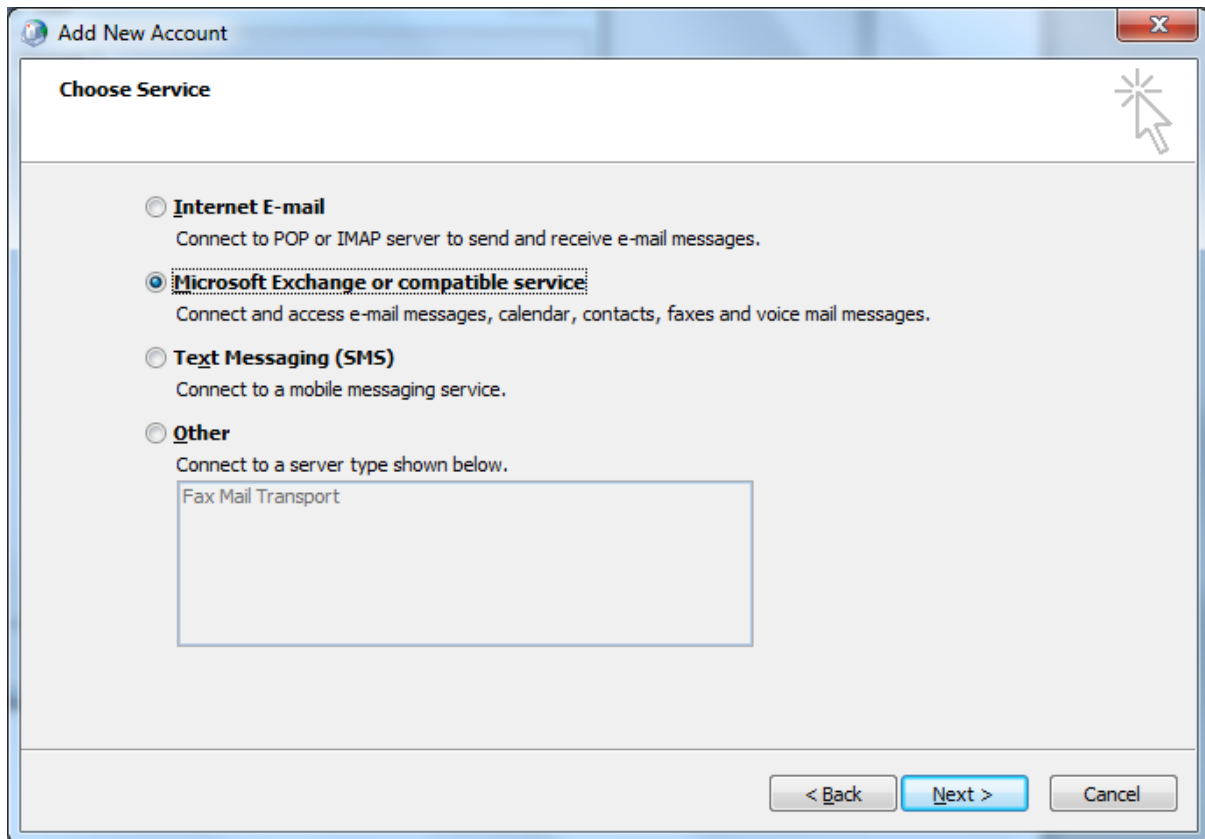

Select **Manually configure server settings or additional server types**.

Click **Next**

- Select **Microsoft Exchange.**
- Click **Next.**

Enter the below information in server settings window

☐ Enter **E2K.AD.GE.COM** in the Microsoft Exchange server field.

☐ Enter your **SSO ID** in the User Name field.

Please click on the Check Name and Enter the Credentials as E2K\SSO ID and SSO Password.

Please note that if not accepting the password or any other related issues with SSO (Contact HELPDESK.GE.COM)

You are almost done, please click on the Next to finish the outlook setup

Thank you please get back to us if you finding any difficulties.
Email: GEBLRIT@igate.com