Email Setup for Windows Mail (Vista)

1. Click the Start button. Click Windows Mail.



2. Click the **Tools** menu, and then click **Accounts**.

File Edit View 👖	ools Message Help	Search P
📑 Greate Mail 🔷 👻	Send and Receive	🤔 Send/Receive 👻 🛤 🛤 🔊 👻
🚽 🍻 Local Folders	Synchronize All	Subject
Inbox Outbox	Windows Contacts Ctrl+Shift+	C M Welcome to Windows Mail
📑 Sent Item	Add Sender to Contacts	
Deleted It	Windows Calendar Ctrl+Shift+	L
Drafts Junk E-mi	Message Rules	m <msoe@microsoft.com> 1o: New Wi</msoe@microsoft.com>
Microsoft Co	Newsgroups Ctrl+V	N reply to this message
0	Accounts	
	Junk E-mail Ontions	come to
	Options	/indows [®] Mail
		Your personal messaging solution
		A CONTRACTOR AND A CONTRACTOR A

3. Click the Add button.

News	Add
msnews.microsoft.com	
Directory Service	v Remove
	Properties
	Set as Defau
	Import
	Export
	Set Order

4. Click the E-mail Account option. Click Next.

E-mail Account	
Newsgroup Account	
5	

5. Enter your name in the **Display name** box. Click **Next**.

9		
Your Name		
When you send e-mail, y Type your name as you y	our name <mark>will</mark> appear in the From field of the out rould like it to appear.	tgoing message.
Display name:	Your Name	
	For example: John Smith	
Where can I find my e-m	ail account information?	
		Next

- 6. Enter your GLBB email address in the E-mail address box. Click Next.
- 7. In the Set up e-mail servers window make these settings. Click Next.

Incoming e-mail server type	POP3 or IMAP
	(POP) pop.glbb.jp
Incoming mail (POP3 or IMAP) server	(IMAP)imap.glbb.jp
Outgoing e-mail server (SMTP) server	smtp.glbb.jp
Outgoing server requires authentiacation	Check the box

8. In the Internet Mail Logon window make these settings. Click Next.

E-mail username	Your GLBB Email Username. Enter as is on the Information sheet
Password	Your GLBB Email Password. Enter as is on the Information sheet
Remember password	Check this if you don't want to type your password every time you check for new email.

- 9. Check the **Do not download my e-mail at this time** box. Click the **Finish** button.
- 10. The **Internet Accounts** window will appear showing the new account you have made. Highlight that account and then click the **Properties** button.

File Edi	Set up new e-mail accounts or newsgroup subscriptions by To make changes, export, or remove an account or subscript	clicking Add. tion, select it first.	
	Mail pop. glbb. jp (default) username(Qglbb. ip News Microsoft Communities (default) msnews.microsoft.com Directory Service	· · ·	Add Remove Properties Set as Default Import Export
1 message		1.	

11. Click the **Servers** tab. Make these settings.

My incoming mail server is	POP3 or IMAP
Incoming mail (POP3)	pop.glbb.jp
Incoming mail (IMAP)	imap.glbb.jp
Outgoing mail (SMTP)	smtp.glbb.jp
E-mail username	Your GLBB Email User ID
Password	Your GLBB Email Password
Remember password	Check the box if you don't want to have to type your password every time you download your email.
Log on using Secure Password Authentication	Do not check this box.
My server requires authentication	Check this box.

General	Servers	Connection	Security	Advanced	
Server	Informat	ion			
My	incoming	g mail server	isa P	OP3	server.
Inco	ming ma	ail (POP3):	pop.glb	b.jp	
Out	going ma	ail (SMTP):	smtp.gl	bb.jp	
Incom	ing Mail :	Server —			4.5
E-m	ail usern	ame:	GLBB U	sername	
Password:			•••••	••	
			📝 Reme	mber pass	word
Ē	og on us	ing Secure P	assword A	Authentica	tion
Outgo	ing Mail :	Server			
1 N	Ay server	requires aut	henticatio	n	Settings

- 12. Click the **Settings** button.
- 13. Click the **Use the same settings as my incoming mail server** box. Click the **OK** button.

ogon Information	
Use same setting	js as my incoming mail server
Cog on using	
E-mail usemame	4
Password:	
	Remember password
Log on using	Secure Password Authentication

14. Click the **Advanced** tab. Make these settings.

Incoming mail (POP)	110
Incoming mail (IMAP)	143
Outgoing mail (SMTP)	587

15. Confirm that the port numbers are still in their respective boxes. Click the **Apply** button. Click the **OK** button.

eneral	Servers Connection Security Auranceu	
Server	Port Numbers	
Out	joing mail (SMTP): 587 Use Defaults	
[]]	his server requires a secure connection (SSL)	
Ince	ming mail (0002). 110	
mcc	ming mail (POPS):	
L	his server requires a secure connection (SSL)	
Server	limeouts	
Sho	t 🐨 Long 1 minute	
Sendir	g	
() ()	reak apart messages larger than 60. KB	
Delive	·	
0	eave a copy of messages on server	
E] Remove from server after 5 🔄 day(s)	
E	Remove from server when deleted from 'Deleted Items'	

- 16. The Internet Accounts window will appear. Click the Close button.
- 17. If your computer is connected to the Internet, click the **Send/Receive** button to download your email.