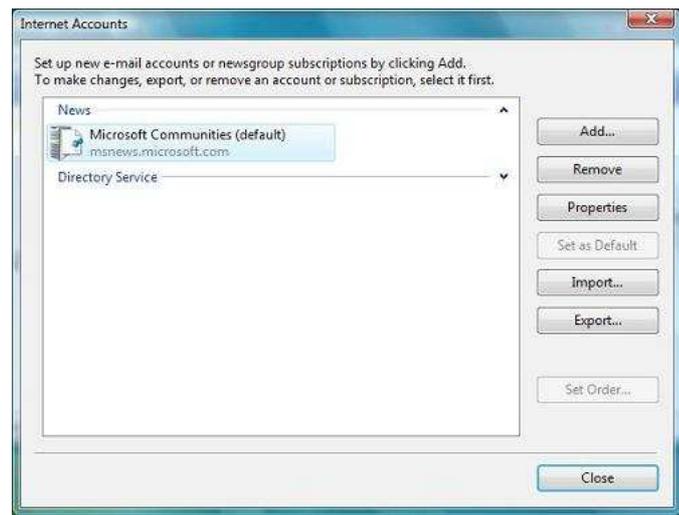**Email Setup for Windows Mail (Vista)**

1. Click the **Start** button. Click **Windows Mail**.

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

3. Click the **Add** button.

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

5. Enter your name in the **Display name** box. Click **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
Incoming mail (POP3 or IMAP) server	(POP) pop.glbb.jp (IMAP)imap.glbb.jp
Outgoing e-mail server (SMTP) server	smtp.glbb.jp
Outgoing server requires authentiacation	Check the box

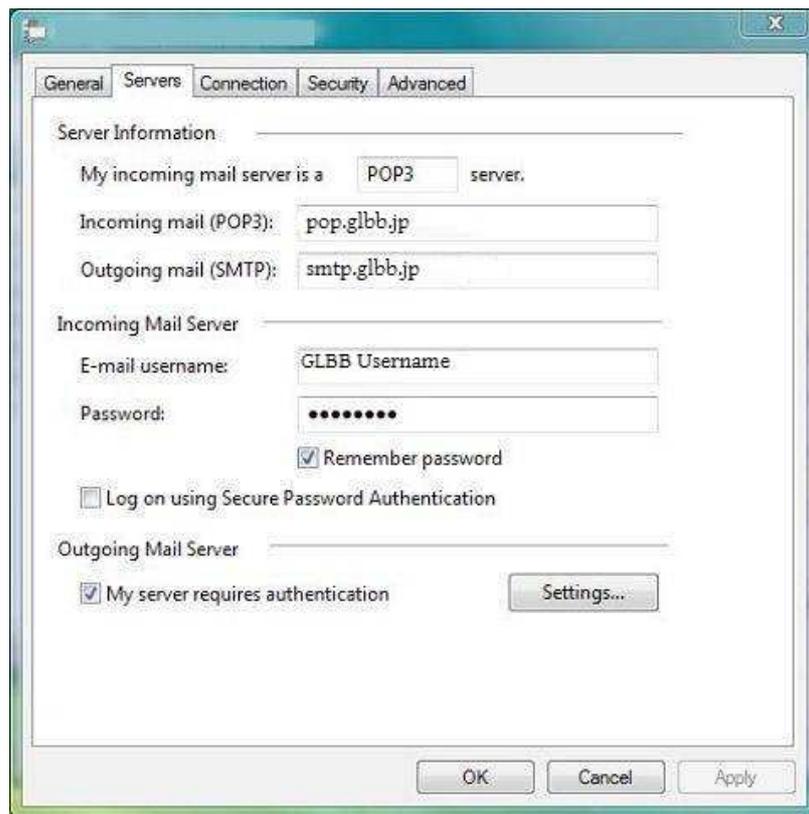8. In the **Internet Mail Logon** window make these settings. Click **Next**.

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.

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.

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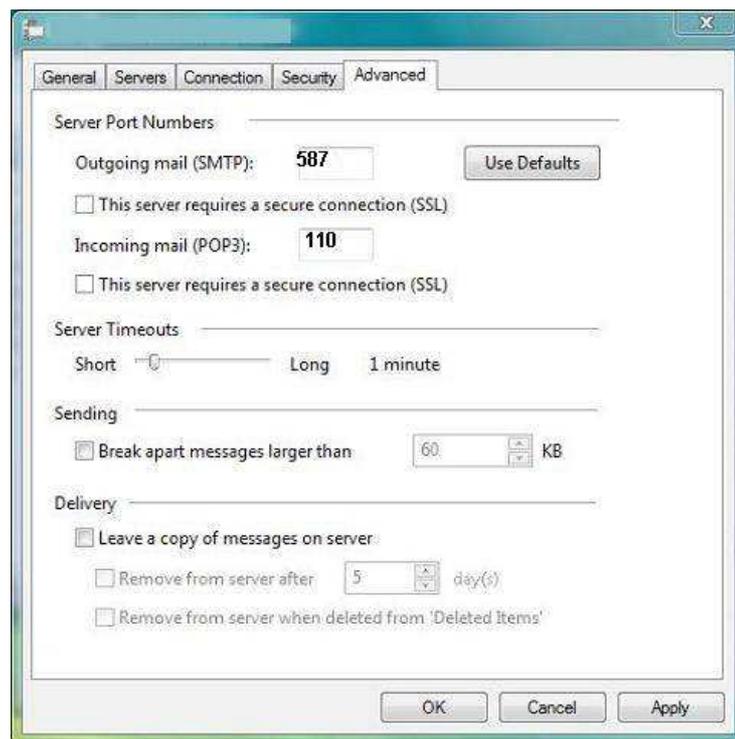13. Click the **Use the same settings as my incoming mail server** box.
    Click the **OK** button.

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.

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.