Apple Mail Setup

1. When Apple Mail is first opened, you will be prompted with the following welcome screen. Fill out your **Full Name** as you wish it to be seen by other email users, your **Email Address**, and your **password**. When you have filled in each field press **Continue**.

2. In the next panel you will be asked for more details about the mail server and your account on it.

   - For **Account Type** choose IMAP or POP
   - Enter a **Description,** not required
   - For IMAP, enter imap.glbb.jp; for POP, enter pop.glbb.jp **Incoming Mail Server**
   - Enter your GLBB Username for **Username**
   - Enter your GLBB password for **Password**

3. When you have completed all the fields above press **Continue**
4. The next section is about the outgoing mail server.

- Again enter a **Description,** again not required.
- Set **Outgoing Mail Server** to smtp.glbb.jp
- Check **Use only this server**
- Check **Use Authentication**
- For **User Name** enter your GLBB Username
- For **Password** enter your GLBB Password

5. When you have completed all the fields above press **Continue**
6. The **Account Summary** screen should appear as follows. If the settings below (apart from your user name) are not the same as what you see on your screen, press **Go Back** and make them the same. Press **Continue** in each previous step until you get back to the screen below. Check **Take account online** and then press **Create**.