Apple Mail Setup

 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.

	A CONTRACTOR	Welcome to Mail You'll be guided through the necessary steps to set up your mail account. To get started, fill out the following information: Full Name: Email Address: Password:
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- 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

	Incoming Mail Server		
	Account Type:	@ IMAP	10
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2	Incoming Mail Server:		
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1/20	Password:	-	
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0	Cancel	Go Back	Continue

- 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

	Outgoing Mail Server	
	Description:	
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- 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.