Email Setup for Microsoft Outlook 2003

1. Start **Outlook.**

2. Go up to the **Tools** menu, and choose **E-mail Accounts**.

3. Click **Add a new e-mail account**, and then click **Next**.

4. Click **POP3 or IMAP**, and then click **Next**.

5. In the **E-Mail Accounts** window, enter your information:

Your Name	Your Name
Email Address	Your email address
User Name	Your GLBB Email UserID
Password	Your GLBB Email Password
Remember Password	Check This
Log on using Secure Password Authentication (SPA)	Do not check this.
Incoming Mail Server (POP)	pop.glbb.jp
Incoming Mail Server (IMAP)	imap.glbb.jp
Outgoing Mail Server	smtp.glbb.jp

6. Click the **More Settings** button.

7. On the **General** tab, all settings are arbitrary.

8. On the **Outgoing Server** tab, make these settings.

My outgoing server (SMTP) requires authentication	Check This
Use same settings as my incoming email server	Check This

9. On the **Advanced** tab, make these settings and Click **OK**.

Incoming Server (POP):	110
Incoming Server (IMAP):	143
Outgoing Server (SMTP)	587

10. The **E-mail Accounts** window will appear.   Click the **Next** button, and then click **Finish**.