Email Setup for Microsoft Outlook 2010

There are two ways to start the wizard. The first is to click on Add Account below the Account Information Heading. The second is to press the button called Account Settings, the difference between the two is that the first will open the Auto Account Setup Wizard where as the Account Settings Button will open the Email Accounts overview window first. If you have any experience using Outlook both windows will look familiar to you. That starts the wizard which will guide you through the process. You have two choices: Fully automatic and the manual way, but for GLBB e-mail, we'll skip right to the Manual setup:

🖳 Save Atlachments	Account Information	
info	POP/SMTP	
Open Print Help Diptions X but	Account Settings Account Settings read this account and configure additional connections.	
	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted items and archiving.	
	Rules and Alerts Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.	

1. Choose *Manually configure server settings or additional server types* and then Click **the next** button.

Auto Account Setup Click Next to conne	ct to the mail server and automatically configure your account settings.		Ť
E-mail Account			
Your Name:	Example: Ellen &dams		
E-mail Address:			
Password:	Example: ellen@contoso.com		
Retype Password:	Type the password your Internet service provider has given you.		
Text Messaging			
Manually configure	e server settings or additional server types		
		10	

2. In the next Window, fill out all the necessary information as needed. Name, Email, Account Type, incoming and outgoing sever as well as the Logon information. If you don't have all this, you can get it from your ISP or network manager.

User Information		Test Account Settings	
Your Name:	Your Name	After filing out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)	
E-mail Address:	GLBB Email		
Server Information Account Type:	POP3	Test Account Settings	
Incoming mail server:	pop.glbb.jp	Deliver new messages to:	
Outgoing mail server (SMTP):	smtp.glbb.jp	New Outlook Data File	
Logon Information		Existing Outlook Data File	
User Name:	GLBB Username	Browse	
Password:	GLBB Password		
	Remember password		
Require logon using Secure	Password Authentication (SPA)	(Here Barry	

- 3. Server Information, choose the type of account that you wish to use. POP3 or Imap.
- 4. Under Deliver new message to: check the "New Outlook Data File"
- 5. Click the More Settings button.
- 6. Click the **Outgoing Server tab**.

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

7. Click the **Advanced** tab, and check your settings are as follows:

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

- 8. Click Ok to close the more settings window.
- 9. Click Finish. You are Done!!
- 10. Back in the main window; click *Send /Receive* to check for new email.