Set up for Outlook Express

1. Click on Tools and select Accounts.



2. A new window will open up and you want to select the Add Mail Option on this screen.

II Mail Ne	ews Directory Ser	vice	Add ►	Mail
Account	Туре	Connection	Remove	News Directory Service
			Properties	
			Set as Default	
			Import	
			Export	
			Set Order	

3. It will open up the Internet Mail Wizard and you can begin setting up your mail account through it.

ernet Connection wizard		sL
Internet E-mail Address		
Your e-mail address is th	e address other people use to send e-mail messages to you.	2
E-mail address:	GLBB Email Address	
	For example: someone@microsoft.com	

- 4. In the first screen you want to put in your FULL email address and click next.
- 5. On the next screen you want to be sure the settings look as follows then click next.

-mail Server Names	>
My incoming mail server is a POP3 server.	
Incoming mail (POP3, IMAP or HTTP) server:	
pop.glbb.jp	
An SMTP server is the server that is used for your outgoin	ng e-mail.
An SMTP server is the server that is used for your outgoin Outgoing mail (SMTP) server:	ng e-mail.
An SMTP server is the server that is used for your outgoin Outgoing mail (SMTP) server: smtp.glbb.jp	ng e-mail.
An SMTP server is the server that is used for your outgoin Outgoing mail (SMTP) server: smtp.glbb.jp	ng e-mail.
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6. In this screen you want to have them input thier username and password and be sure that using secure log on is NOT checked.

		SL.
Internet Mail Logon		T
Type the account nar	me and password your Internet service provider has given you.	
Account name:	username	
Password:		
If your Internet service r	Remember password	
(SPA) to access your m Authentication (SPA)' cl	ail account, select the 'Log On Using Secure Password heck box.	
Log on using Secur	e Password Authentication (SPA)	

7. Then you will have a completeing screen and you simply want to click Finish.

ernet Connection Wizard		
Congratulations .		
You have successfully entered all of the information	required to set up yo	ur account.
To save these settings, click Finish.		
		_
< 8	Back Finish	Cancel

8. Once you have completed the mail set up you should see this screen again.

" no	ws Directory Service		Add
Account	Туре	Connection	Remove
amail ispname.com	m mail (default)	Any Available	Properties
			Set as Defaul
			Import
			Export
			Set Order

 To check the mail settings simply click on Properties once GLBB is selected and it will bring up the following screen go through and make sure the settings look just as these do

General Servers Connection Security Advanced Mail Account Type the name by which you would like to refer to servers. For example: "Work" or "Microsoft Mail Server". GLBB User Information Name: Your Name	o these
Mail Account Type the name by which you would like to refer to servers. For example: "Work" or "Microsoft Mail Server". GLBB User Information Name: Your Name	o these
Type the name by which you would like to refer to servers. For example: "Work" or "Microsoft Mail GLBB User Information Name: Your Name	o these
GLBB User Information Name: Your Name	
User Information Name: Your Name	
Name: Your Name	
Organization:	
E-mail address: GLBB Email Address	
Reply address:	
Include this account when receiving mail or synchronizin	Ig
	Arrely

10. Under the **Servers** tab, make sure the My server requires authentication is checked.

General	Servers	Conne	ection Security Advanced	
Server I	nformatior	n		
My in	coming m	ail serve	eris a POP3 server.	
Incor	ning mail (POP3):	pop.glbb.jp	
Outg	oing mail (SMTP):	smtp.glbb.jp	
Incomin	g Mail Ser	ver		
Acco	unt name:		username	
Password:				
۲ L	og on usir	ig Secu	Remember password re Password Authentication	
Outgoin	g Mail Ser	ver —		
M 1	ly server r	equires	authentication Settings	

11. Under the **Advanced** tab, make sure the port numbers are set as they are shown here.

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