

Email Setup for Microsoft Outlook 2007

1. Start **Outlook 2007**.
2. From the **Tools** menu select **Accounts Settings**.
3. Click the **E-mail** tab, and then click **New**.
4. Select **POP3** or **IMAP**. Click **Next**.
5. Check **Manually configure server settings or additional server types**. Click **Next**.
3. Select **Internet E-mail**. Click **Next**.
7. In the **Internet E-Mail Settings** window, enter your information:

Your Name	Your Name
Email Address	Your email address
Account Type	POP3 or IMAP
Incoming Mail Server	(POP3)pop.glbb.jp; (IMAP) imap.glbb.jp
Outgoing Mail Server	smtp.glbb.jp
User Name	Your GLBB Email Username
Password	Your GLBB Email Password
Remember Password	Check This
Require Logon using Secure Password...	Leave unchecked

3. Click the **More Settings** button.
9. Click the **Outgoing Server** tab.

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

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

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

11. Click **OK**. You should be returned to the **Internet E-mail Settings** window.
12. Click the **Next** button. Click the **Finish** button.