

Create a new email

1. Log in NTU Mail, click [New].



2. As you enter the recipient's information, commonly used or previously entered recipients will be automatically displayed





Tips:

If you've previously entered an incorrect email address for a recipient,

you'll need to delete the old record first (click "X" to delete) and re-enter the complete email address.

Otherwise, clicking to select the recipient will still result in the error.

