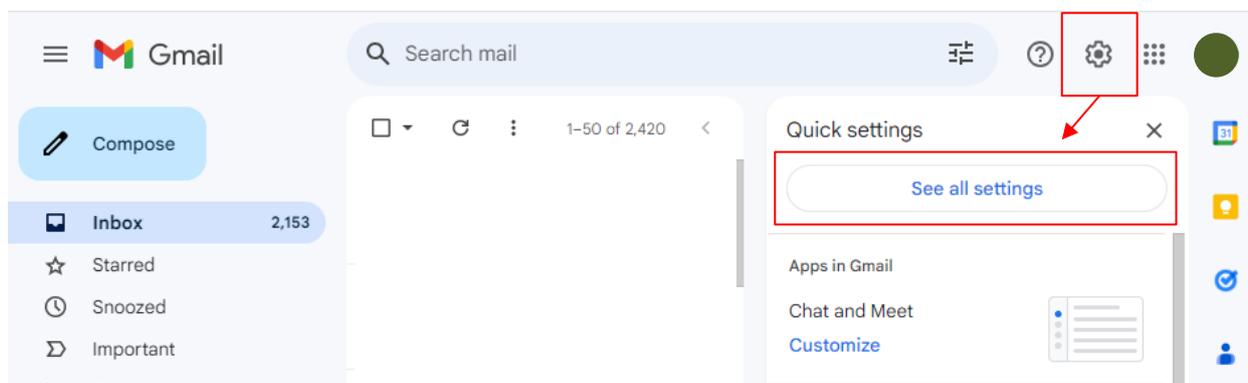


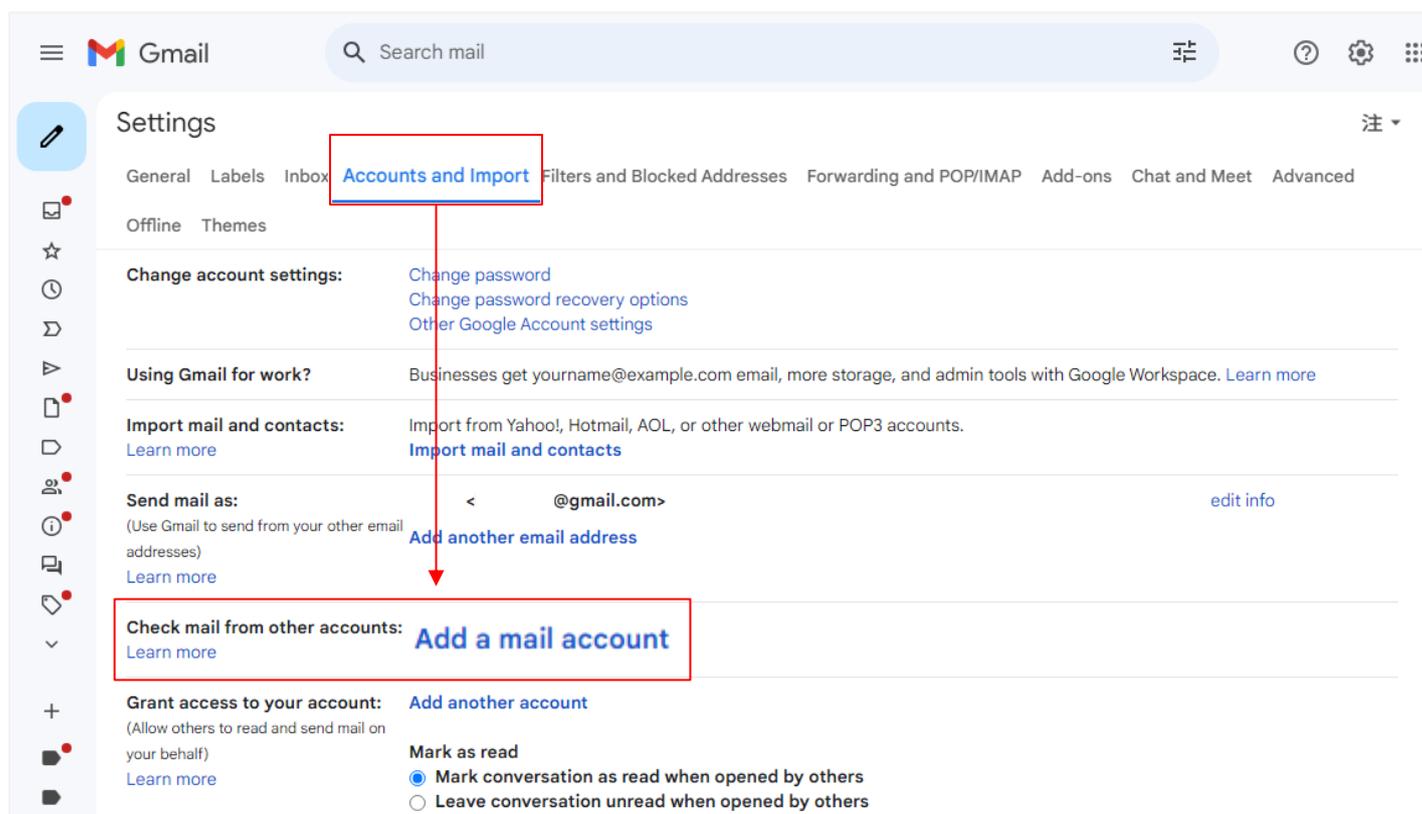
Set up Gmail to receive NTU emails

Users can use Gmail to receive their NTU emails and also to back up their emails.

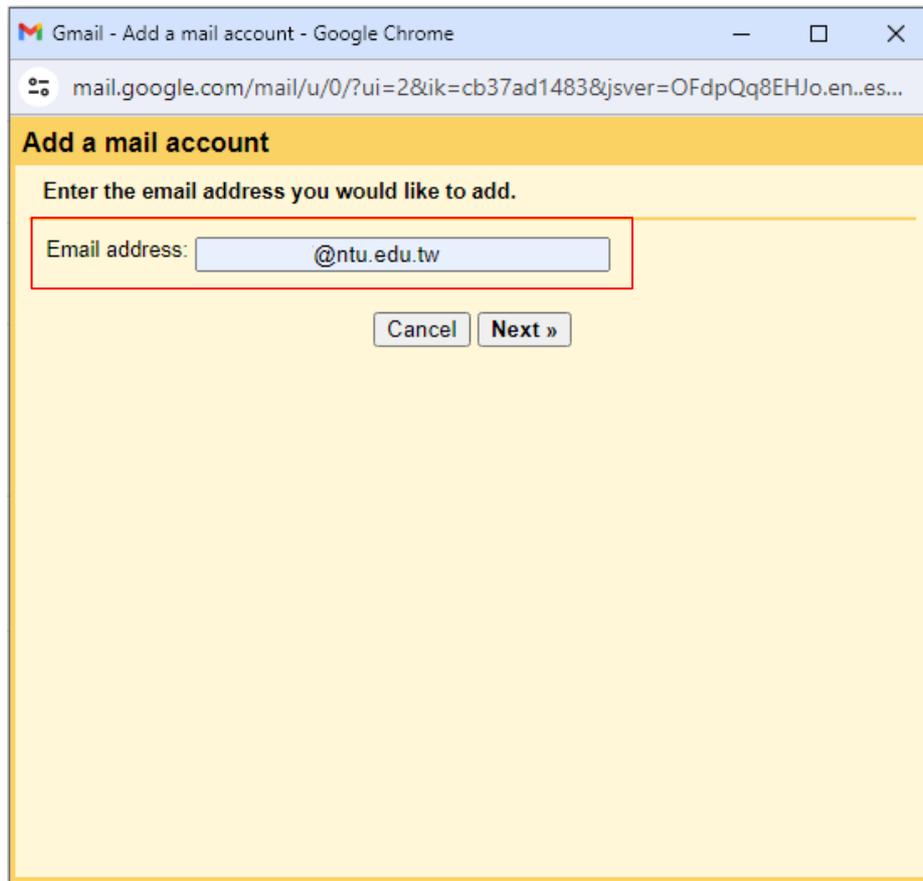
1. Log in to Gmail, please click on the settings icon, then click **【See all settings】** .



2. Click **【Accounts and Import】** → **【Add another email address】** .



3. Enter the mail address, click **【Next】** .



Gmail - Add a mail account - Google Chrome

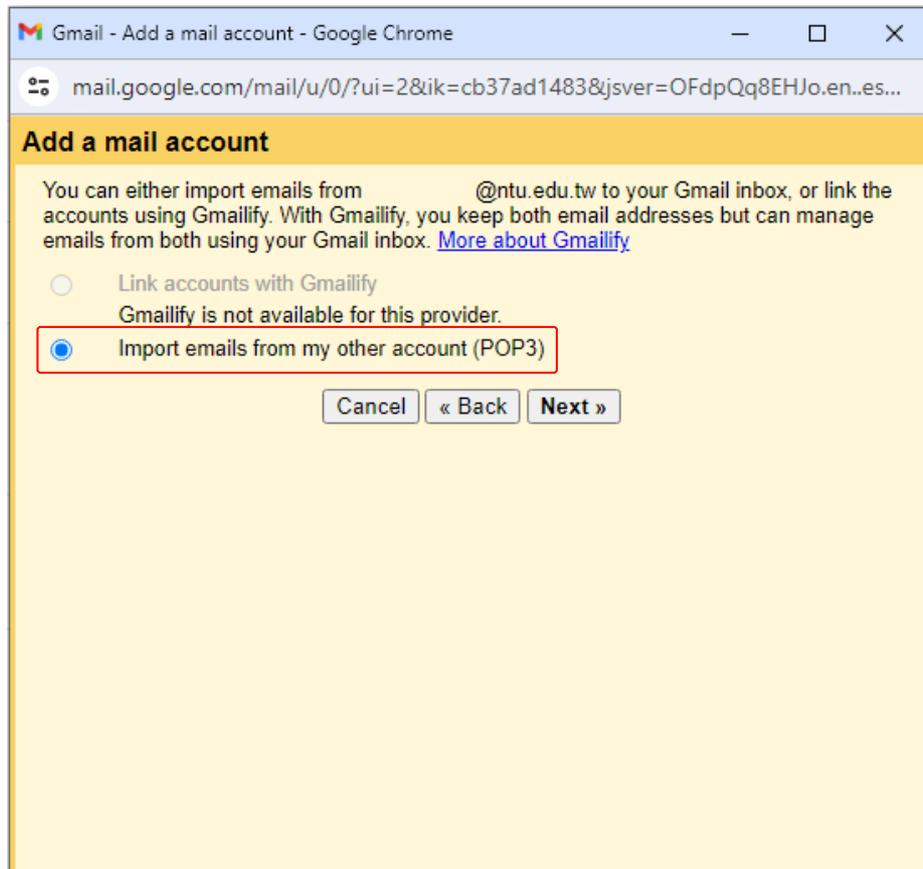
mail.google.com/mail/u/0/?ui=2&ik=cb37ad1483&jsver=OFdpQq8EHJo.en..es...

Add a mail account

Enter the email address you would like to add.

Email address:

4. Click **【Import emails from my other account(POP3)】** , click **【Next】** .



Gmail - Add a mail account - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=cb37ad1483&jsver=OFdpQq8EHJo.en..es...

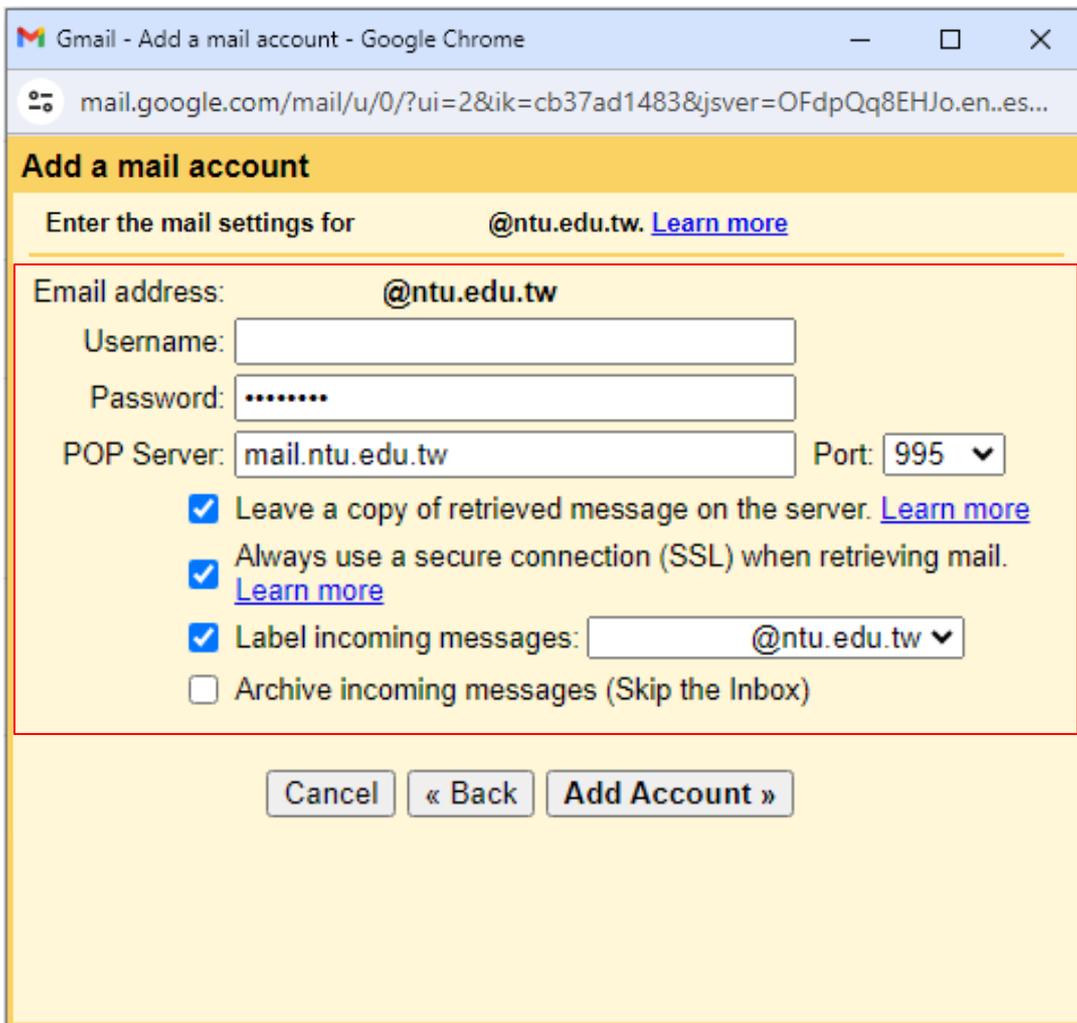
Add a mail account

You can either import emails from @ntu.edu.tw to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. [More about Gmailify](#)

Link accounts with Gmailify
Gmailify is not available for this provider.

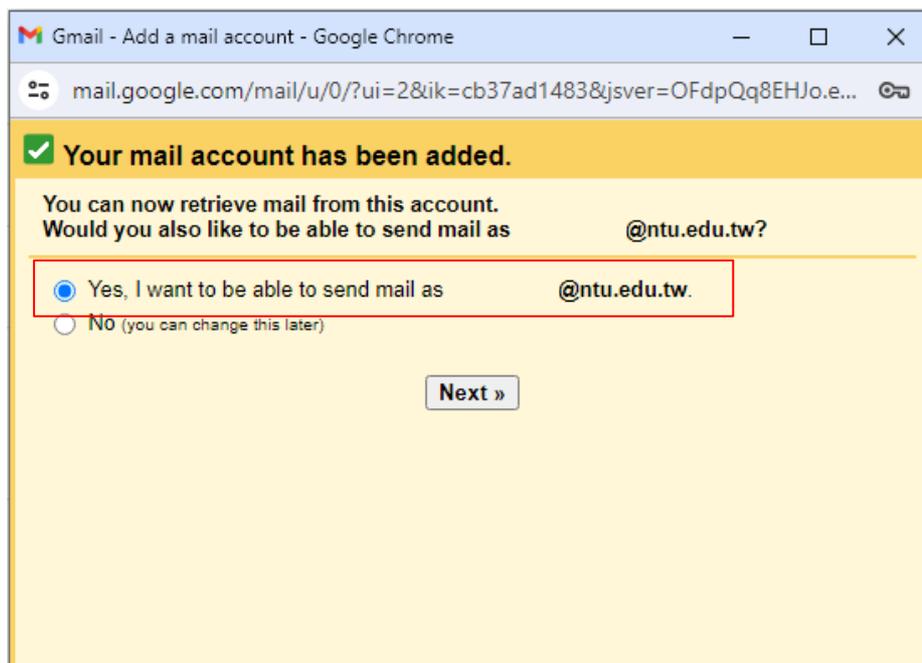
Import emails from my other account (POP3)

5. Please fill in the following information, then click **【Add Account】** .



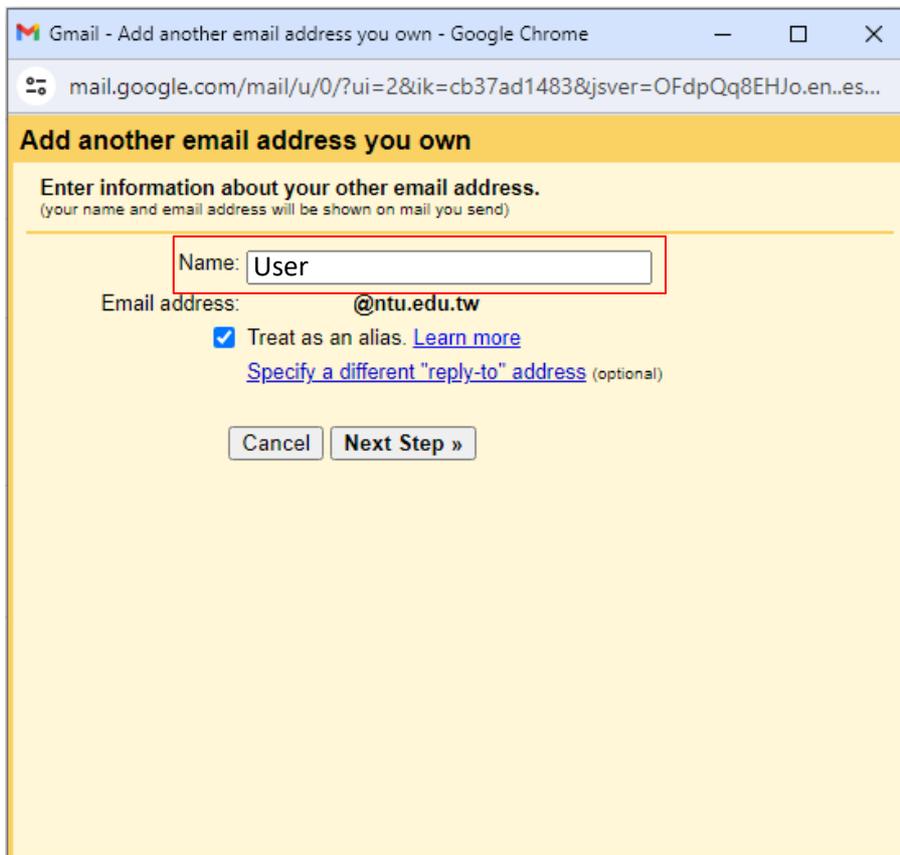
The screenshot shows the Gmail 'Add a mail account' page for an NTU email account. The browser title is 'Gmail - Add a mail account - Google Chrome' and the URL is 'mail.google.com/mail/u/0/?ui=2&ik=cb37ad1483&jsver=OFdpQq8EHJo.en..es...'. The page title is 'Add a mail account'. Below the title, it says 'Enter the mail settings for @ntu.edu.tw. [Learn more](#)'. The form fields are: 'Email address: @ntu.edu.tw', 'Username: [empty]', 'Password: [masked]', 'POP Server: mail.ntu.edu.tw', and 'Port: 995'. There are three checked checkboxes: 'Leave a copy of retrieved message on the server. [Learn more](#)', 'Always use a secure connection (SSL) when retrieving mail. [Learn more](#)', and 'Label incoming messages: @ntu.edu.tw'. There is one unchecked checkbox: 'Archive incoming messages (Skip the Inbox)'. At the bottom, there are three buttons: 'Cancel', '« Back', and 'Add Account »'.

7. If you would like to send emails as your NTU mail account, please select **【Yes】** , then click **【Next】** .



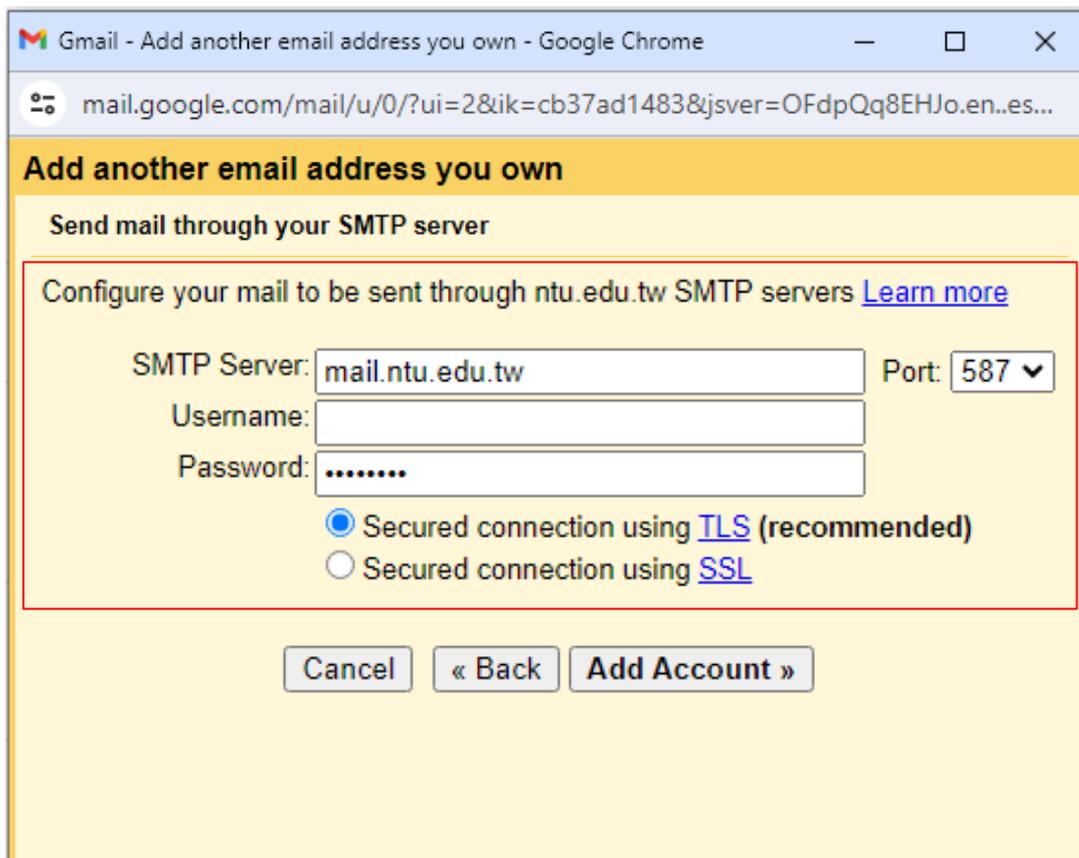
The screenshot shows the Gmail 'Add a mail account' confirmation screen. The browser title is 'Gmail - Add a mail account - Google Chrome' and the URL is 'mail.google.com/mail/u/0/?ui=2&ik=cb37ad1483&jsver=OFdpQq8EHJo.e...'. The page title is 'Your mail account has been added.' with a green checkmark icon. Below the title, it says 'You can now retrieve mail from this account. Would you also like to be able to send mail as @ntu.edu.tw?'. There are two radio button options: 'Yes, I want to be able to send mail as @ntu.edu.tw.' (selected) and 'No (you can change this later)'. At the bottom, there is a 'Next »' button.

8. Enter the **【Name】** , then click **【Next Step】** .



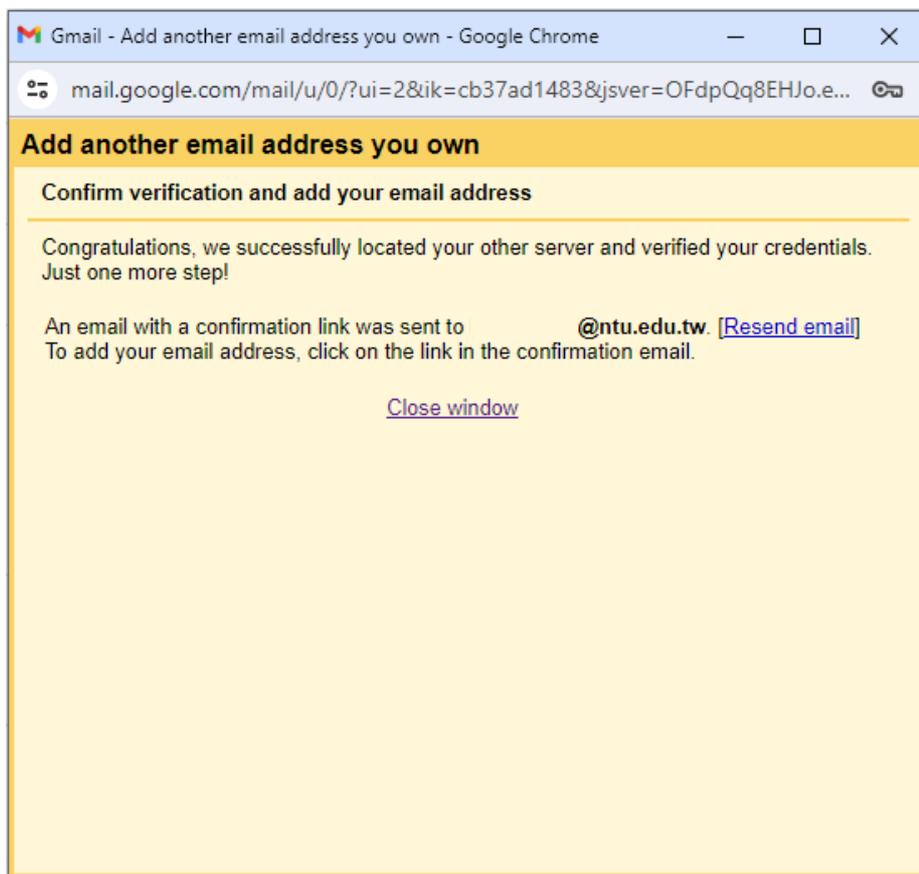
The screenshot shows a web browser window titled "Gmail - Add another email address you own - Google Chrome". The address bar shows "mail.google.com/mail/u/0/?ui=2&ik=cb37ad1483&jsver=OFdpQq8EHJo.en..es...". The main heading is "Add another email address you own". Below it, the instruction reads "Enter information about your other email address. (your name and email address will be shown on mail you send)". The form contains a "Name:" field with the text "User" entered, which is highlighted with a red box. Below it is the "Email address:" field with "@ntu.edu.tw" entered. There is a checked checkbox for "Treat as an alias" with a "Learn more" link, and an optional link for "Specify a different 'reply-to' address". At the bottom are "Cancel" and "Next Step »" buttons.

9. Please fill in the following information, then click **【Add Account】** .



The screenshot shows the same web browser window, now at the "Send mail through your SMTP server" step. The heading is "Add another email address you own" and the sub-heading is "Send mail through your SMTP server". The instruction reads "Configure your mail to be sent through ntu.edu.tw SMTP servers" with a "Learn more" link. The form contains an "SMTP Server:" field with "mail.ntu.edu.tw" entered, a "Port:" dropdown menu set to "587", a "Username:" field, and a "Password:" field with "....." entered. There are two radio button options: "Secured connection using TLS (recommended)" (which is selected) and "Secured connection using SSL". At the bottom are "Cancel", "« Back", and "Add Account »" buttons.

10. You will receive a Gmail confirmation email in your mailbox.



11. Please click the link to confirmation, then settings completed.

