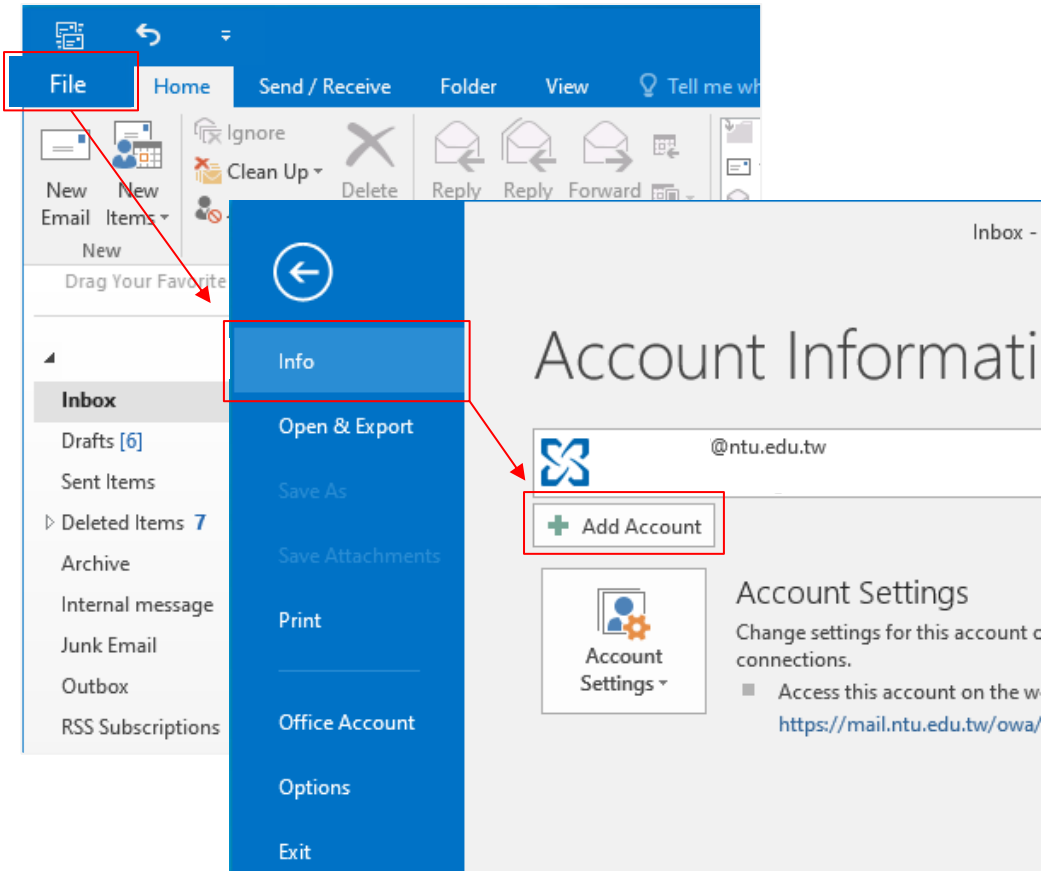
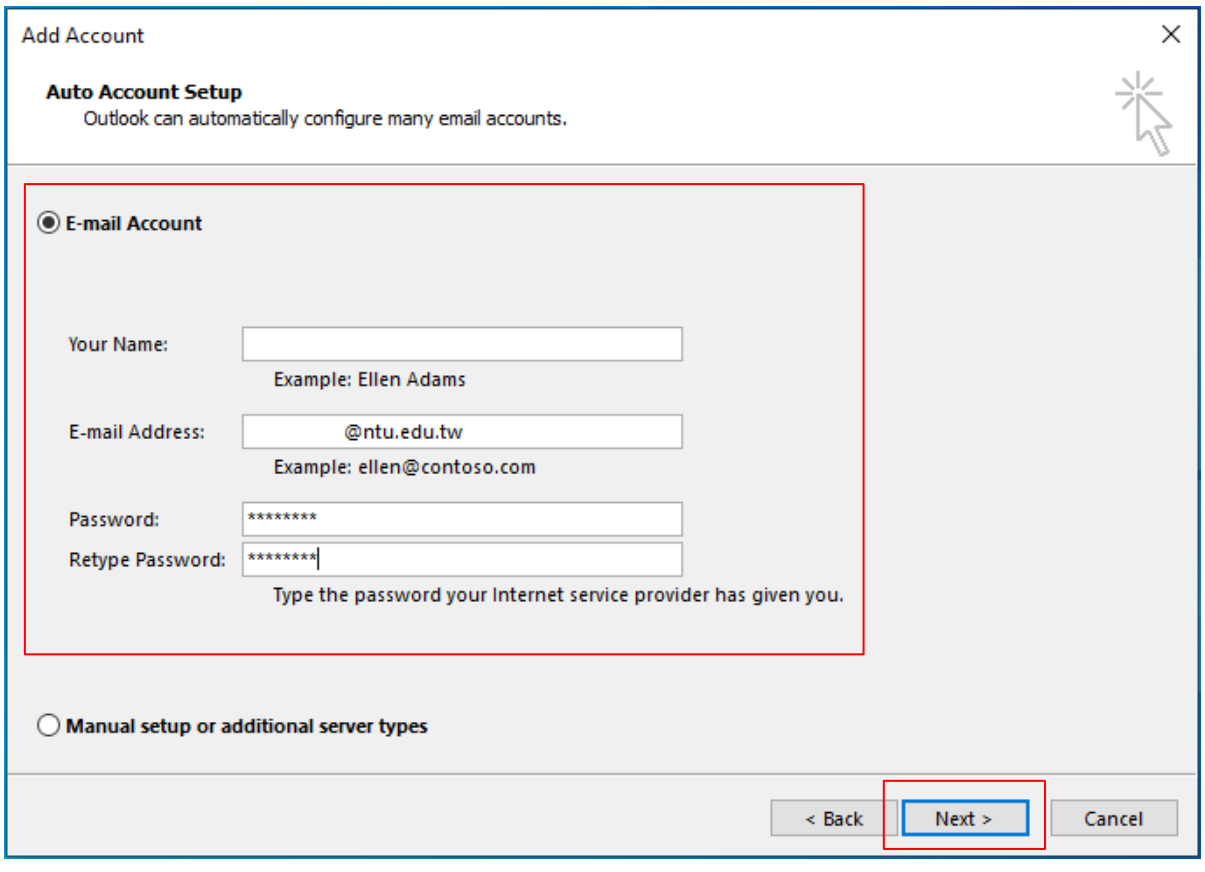
2024/4/2

Setting up Exchange protocol

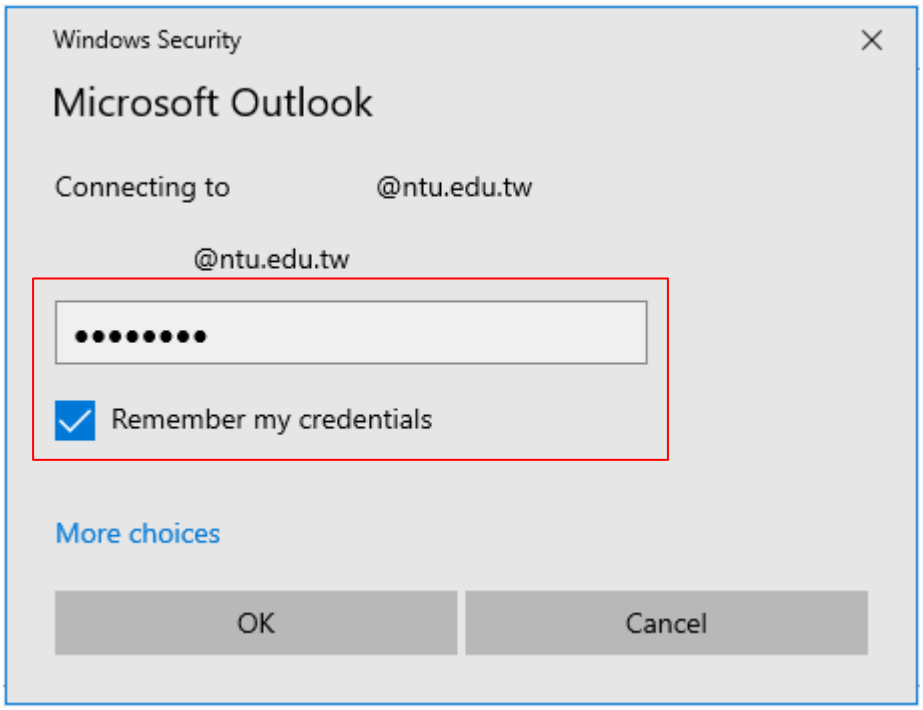
1. Click【File】→【Info】→【Add Account】. (Outlook2016 as example)



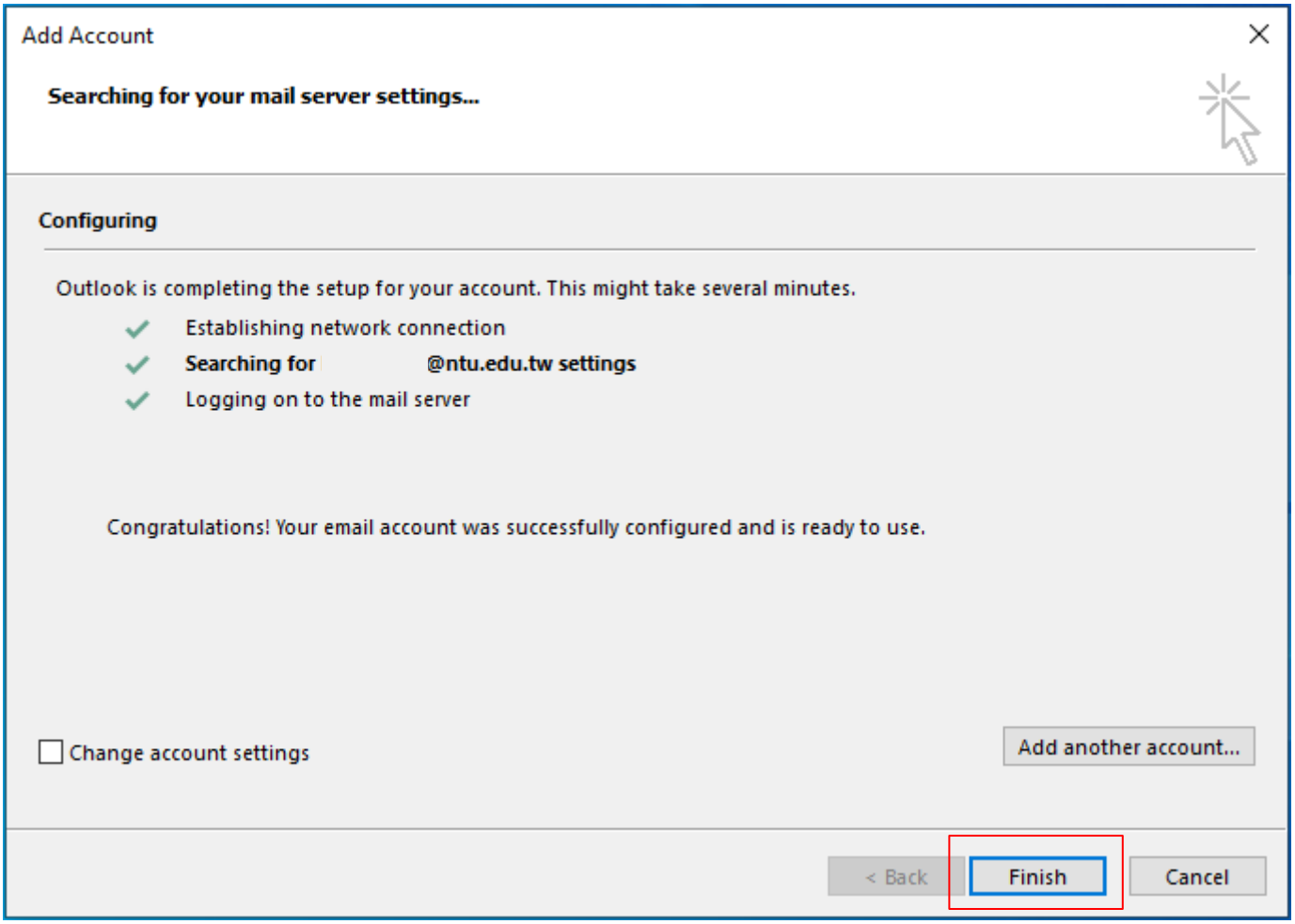
2. Fill in the email address and password, then click【Next】.



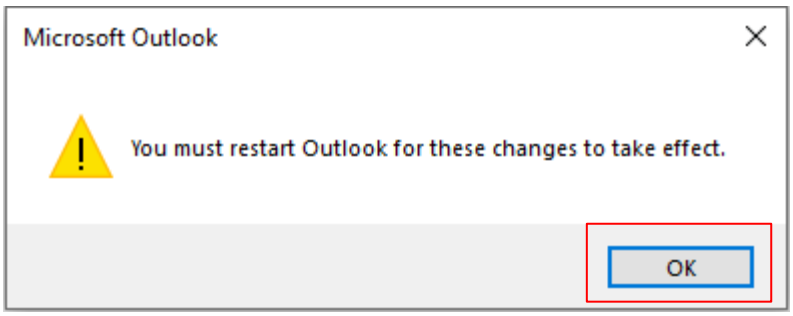
3. Enter your password and check【Remember my credentials】, then click【OK】.



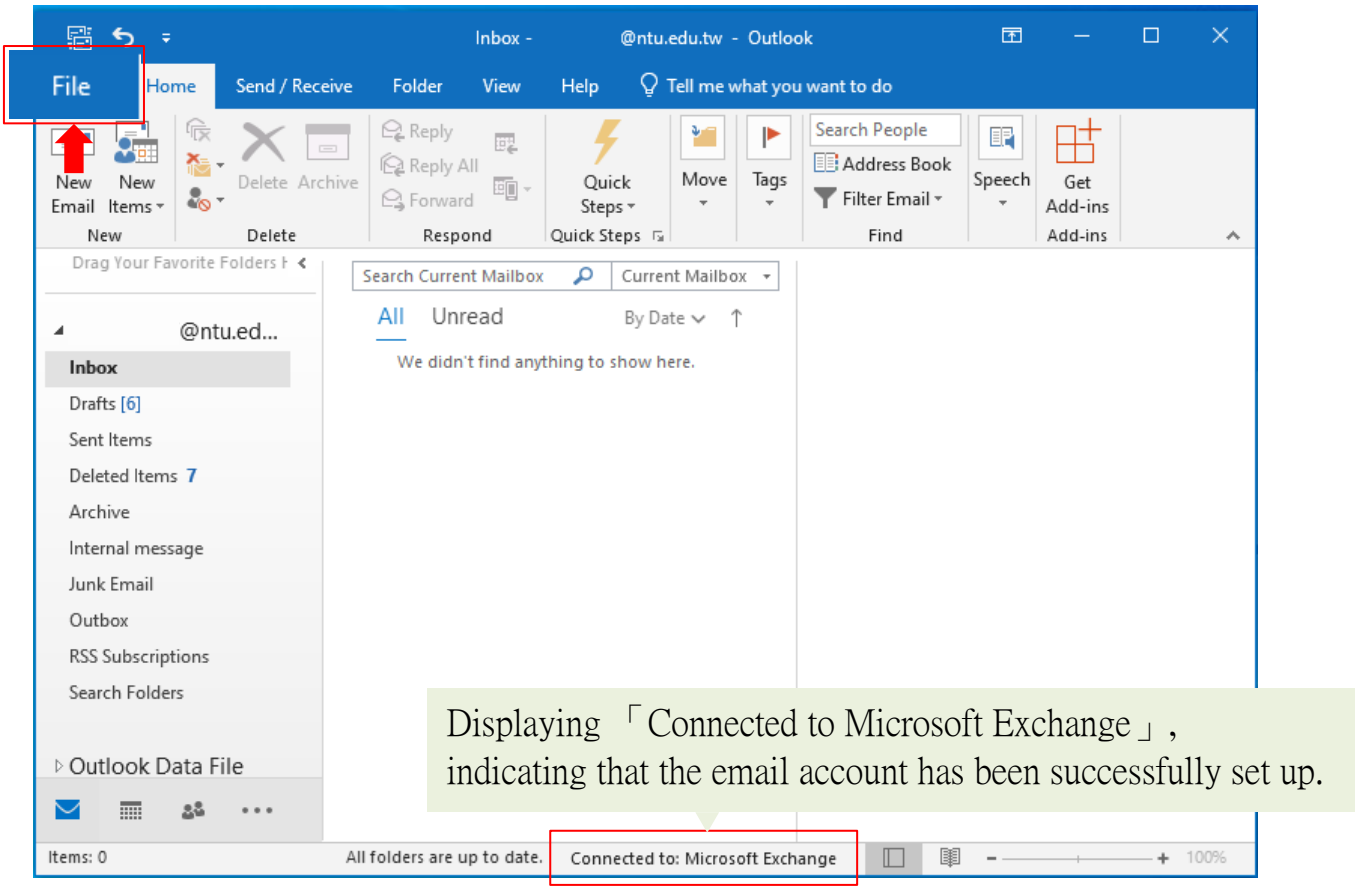
4. Settings completed, then click【OK】.



5. Click【OK】and restart Outlook.

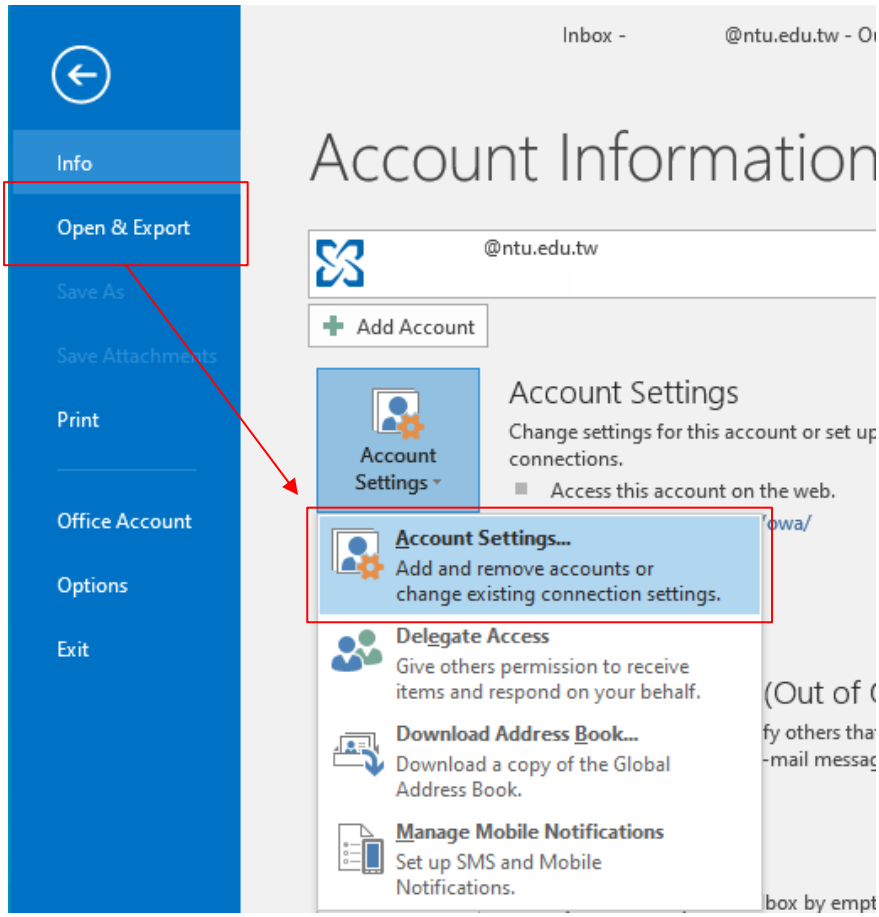


6. Click【File】.

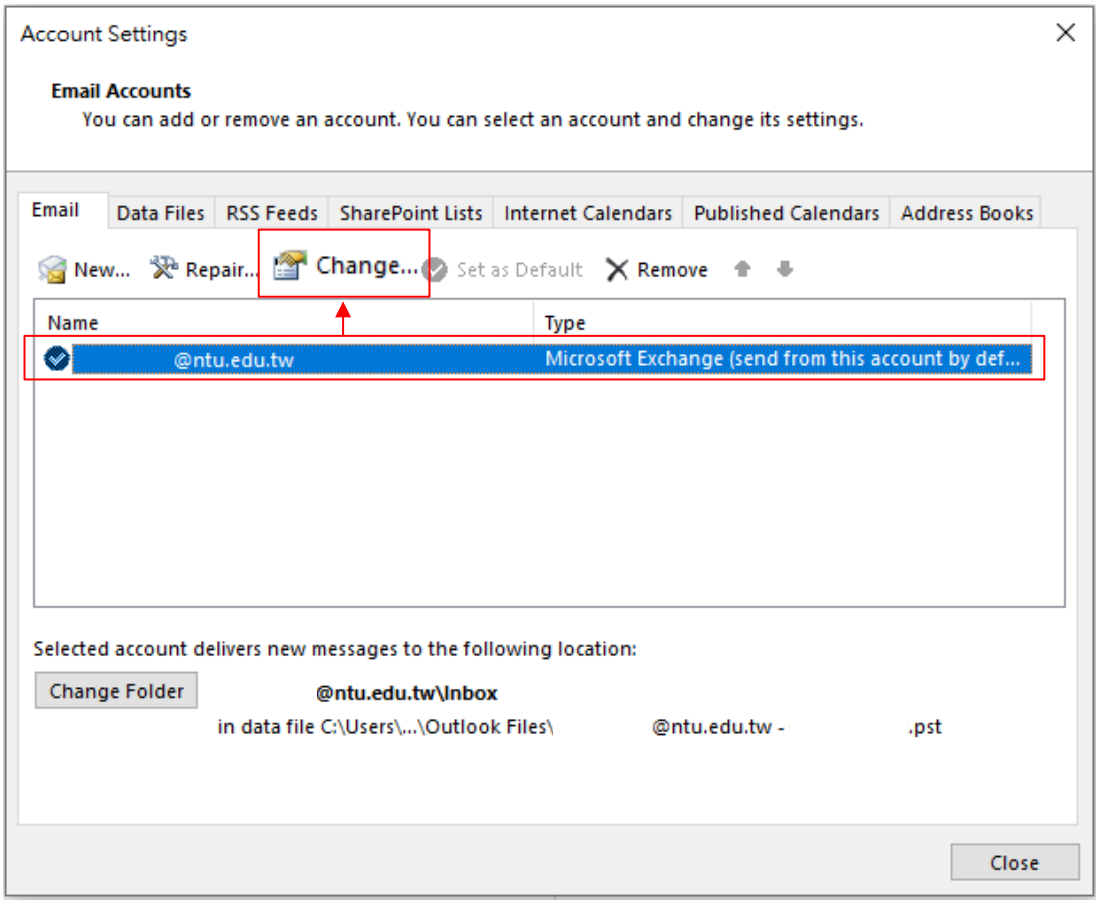


Displaying 「Connected to Microsoft Exchange」, indicating that the email account has been successfully set up.

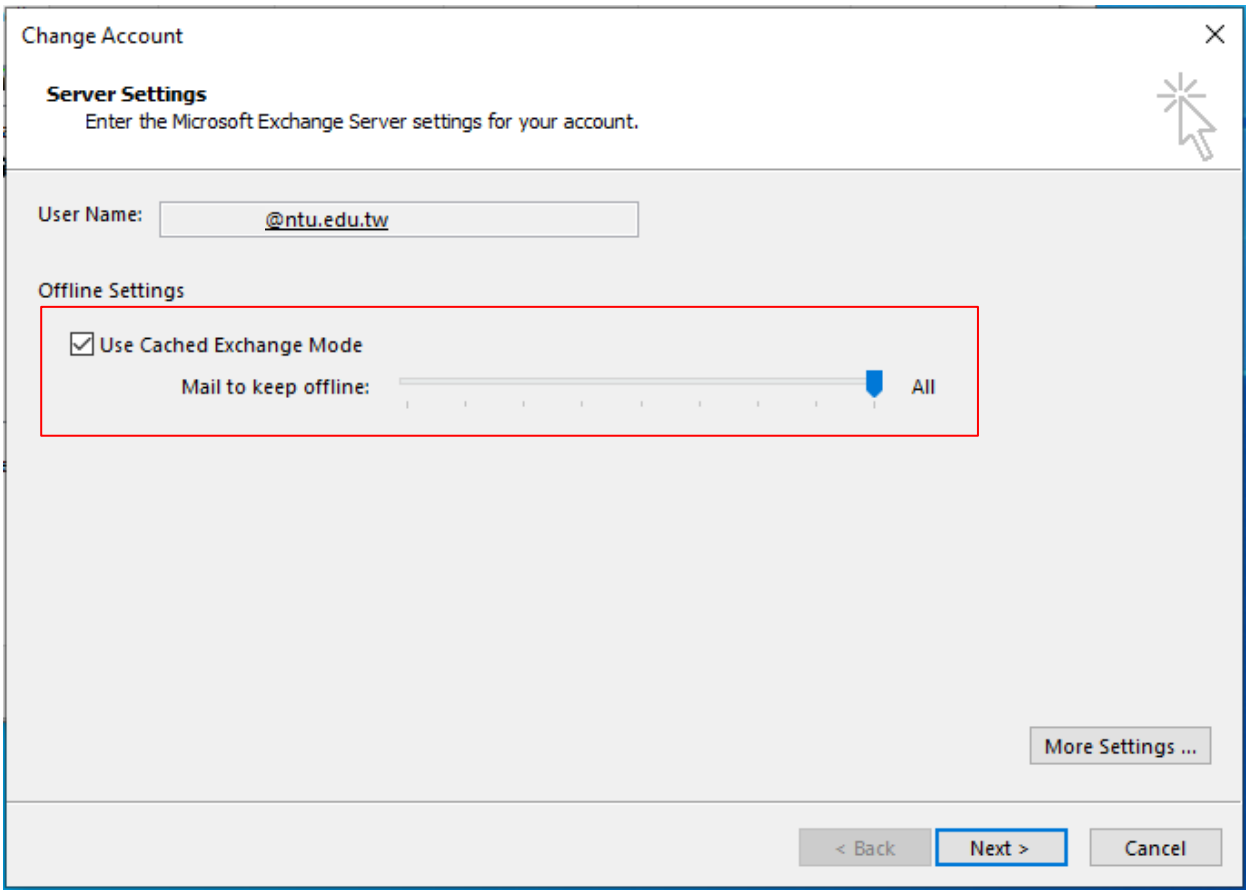
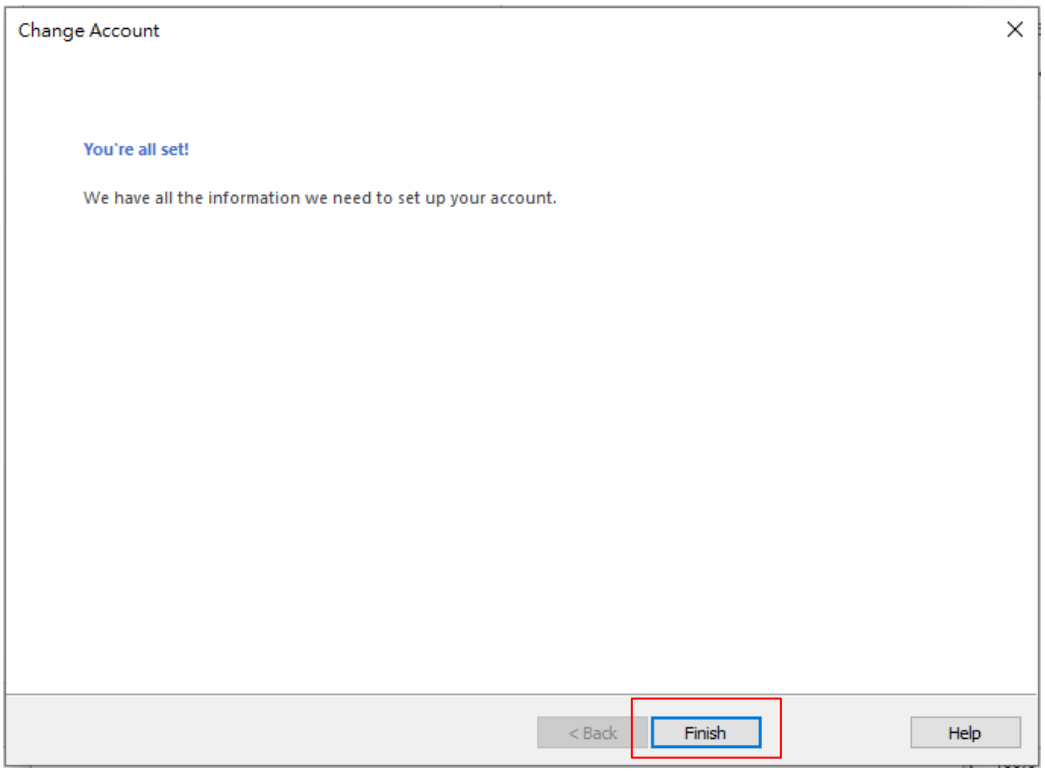
7. Click【Info】→【Account Settings】.



8. Please click your NTU account, then click【Change】.



9. According to your preference, then decide whether to adjust the setting of 【Mail to keep offline】to all.
   Click【Next】to apply changes, or click【 X 】to discard them.



10. Click【Finish】.