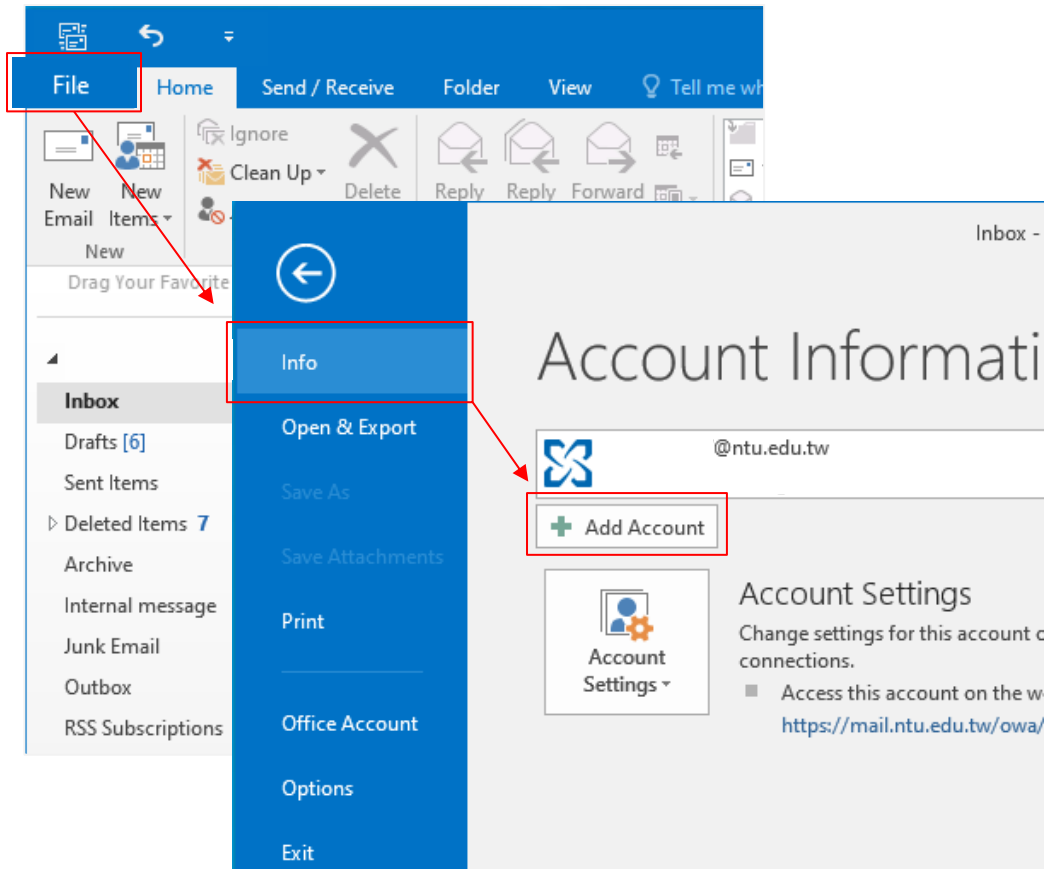


Setting up Exchange protocol

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



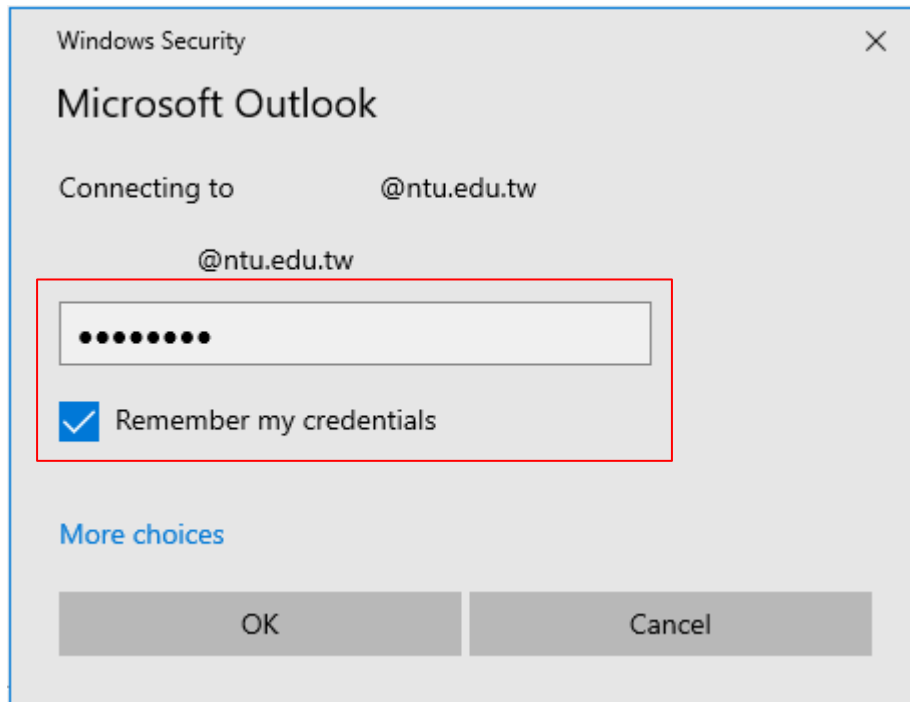
2. Fill in the email address and password, then click **Next** .

The screenshot shows the 'Add Account' dialog box. The 'Auto Account Setup' section is selected, and the 'E-mail Account' radio button is chosen. The form fields are as follows:

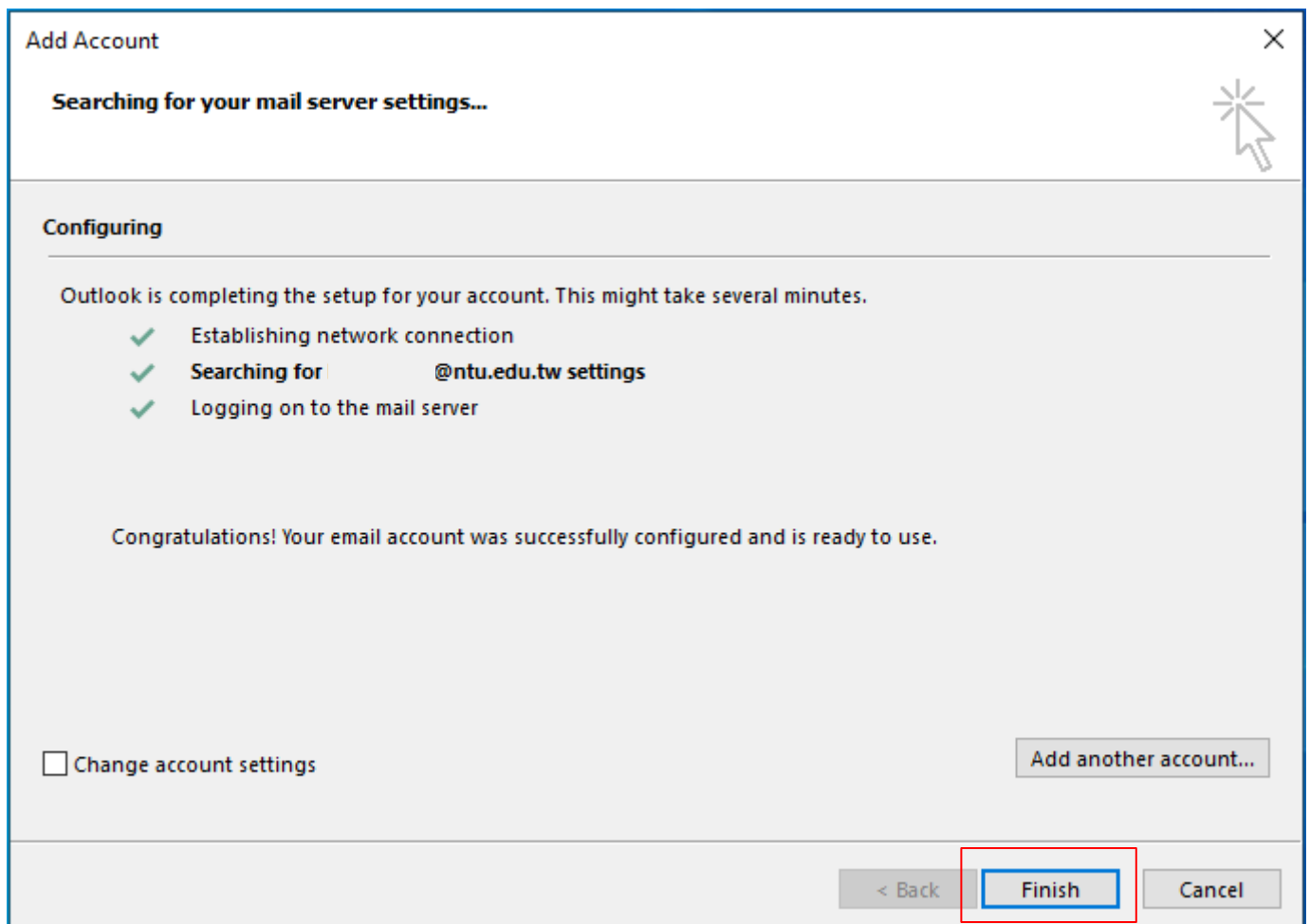
- Your Name: [Empty text box] (Example: Ellen Adams)
- E-mail Address: [ntu.edu.tw] (Example: ellen@contoso.com)
- Password: [*****]
- Retype Password: [*****]

At the bottom, the 'Next >' button is highlighted with a red box.

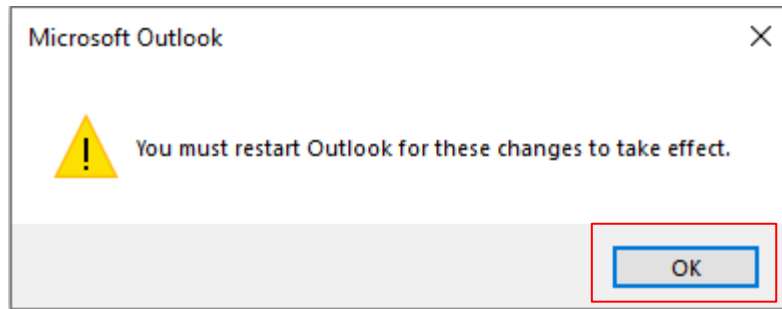
3. Enter your password and check **【Remember my credentials】** , then click **【OK】** .



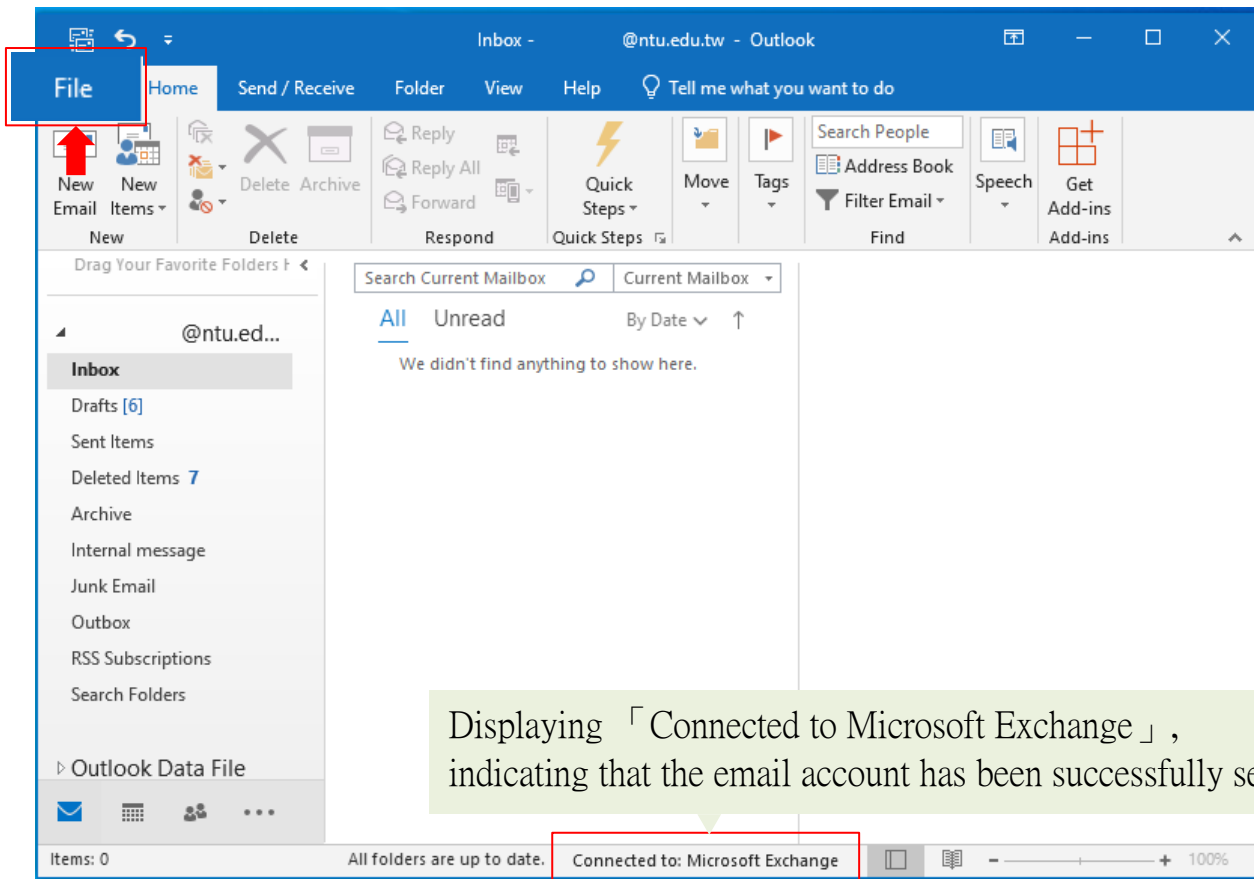
4. Settings completed, then click **【OK】** .



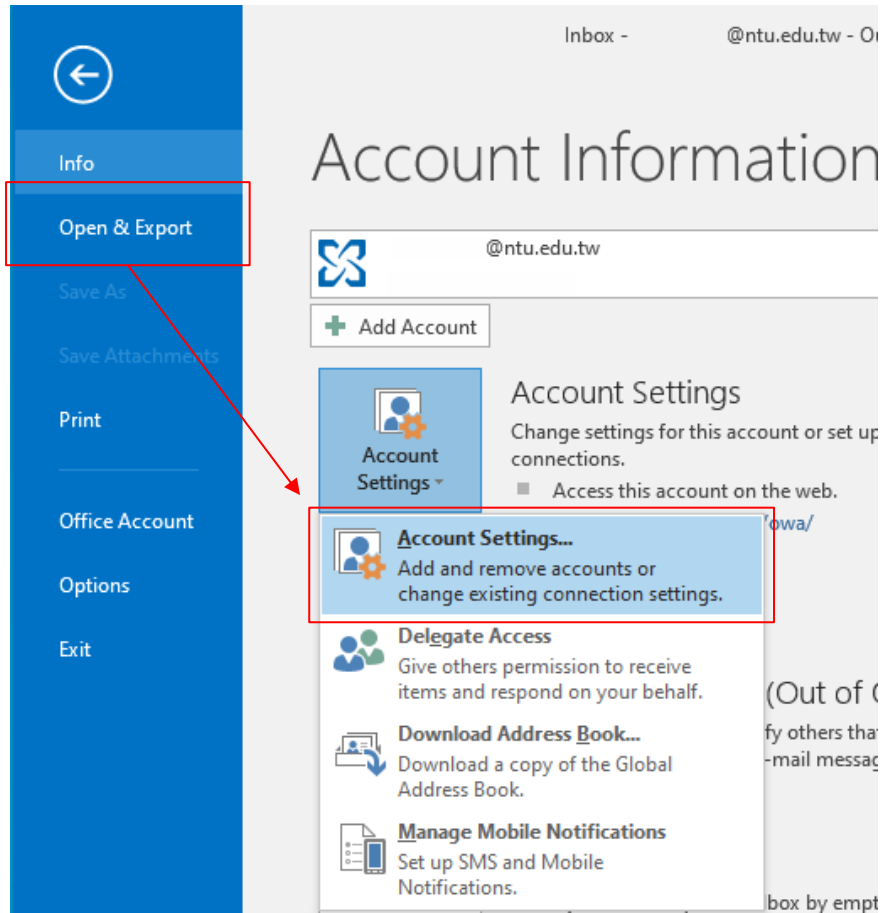
5. Click **【OK】** and restart Outlook.



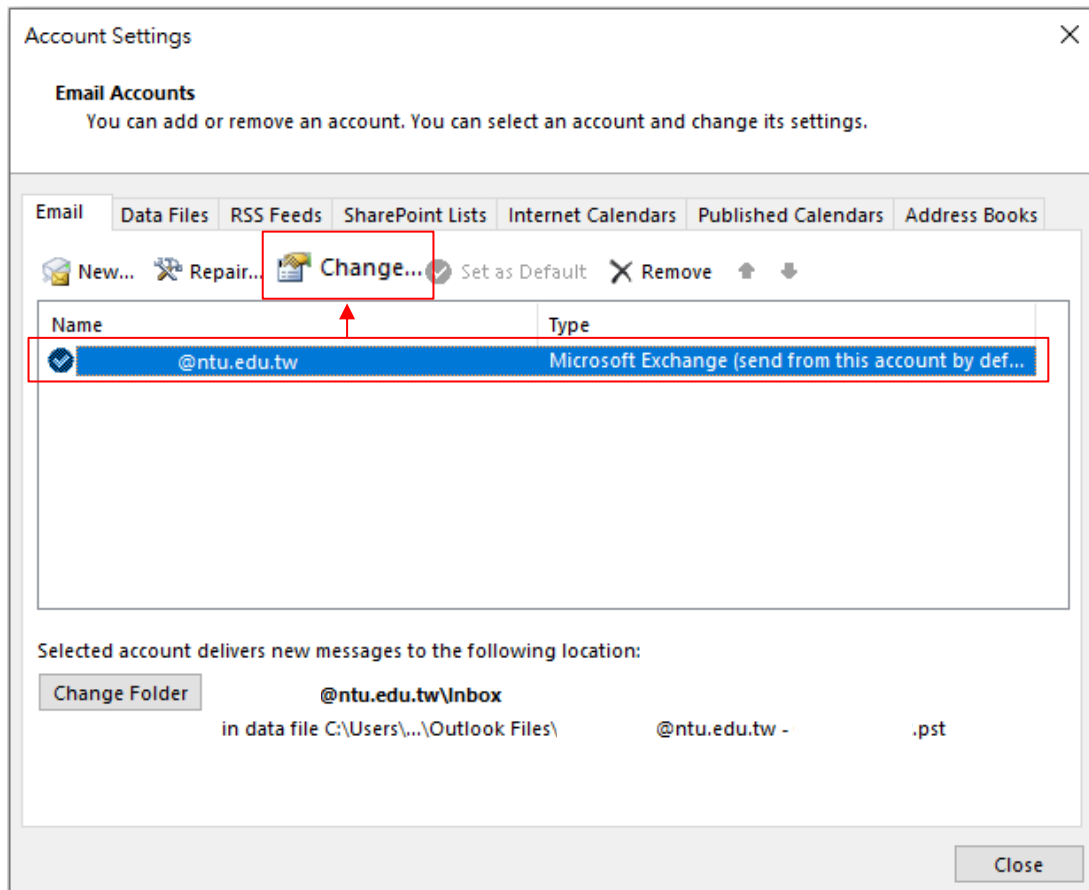
6. Click **【File】** .



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.

Change Account

Server Settings
Enter the Microsoft Exchange Server settings for your account.

User Name:

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: All

More Settings ...

< Back **Next >** Cancel

10. Click **【Finish】** .

Change Account

You're all set!

We have all the information we need to set up your account.

< Back **Finish** Help