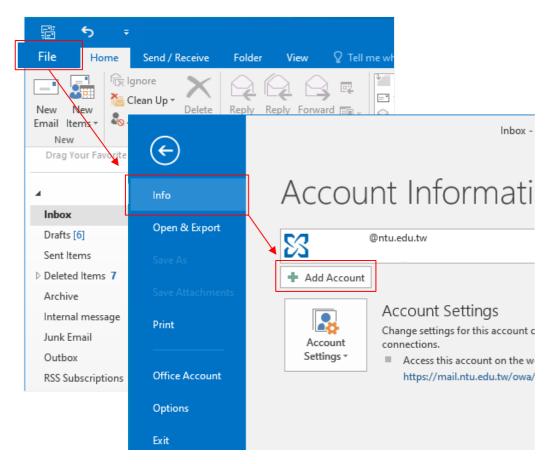


Setting up Exchange protocol

1. Click [File] \rightarrow [Info] \rightarrow [Add Account]. (Outlook2016 as example)



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

Add Account		×
Auto Account Setur Outlook can autor	natically configure many email accounts.	×.
• E-mail Account		
Your Name:	Example: Ellen Adams	
E-mail Address:	@ntu.edu.tw Example: ellen@contoso.com	
Password:	****	
Retype Password:	****	
	Type the password your Internet service provider has given you.	
]
O Manual setup or a	dditional server types	
	< Back	Next > Cancel



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

Windows Security	×
Microsoft Outlook	
Connecting to @nto	u.edu.tw
@ntu.edu.tw	
•••••	
Remember my credentials	
More choices	
ОК	Cancel

4. Settings completed, then click $\mbox{[OK]}$.

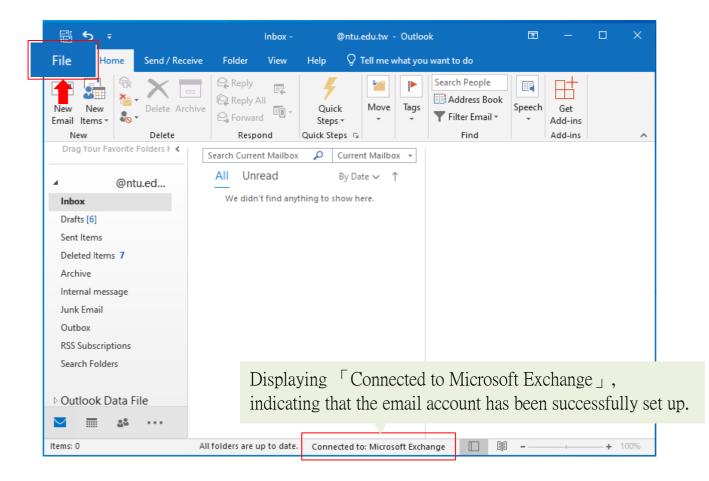
Add Account	×
Searching for your mail server settings	×
Configuring	
Outlook is completing the setup for your account. This might take several minutes.	
Establishing network connection	
Searching for @ntu.edu.tw settings Logging on to the mail server	
Congratulations! Your email account was successfully configured and is ready to use.	
Change account settings	Add another account
< Back	Finish Cancel



5. Click **(**OK**)** and restart Outlook.

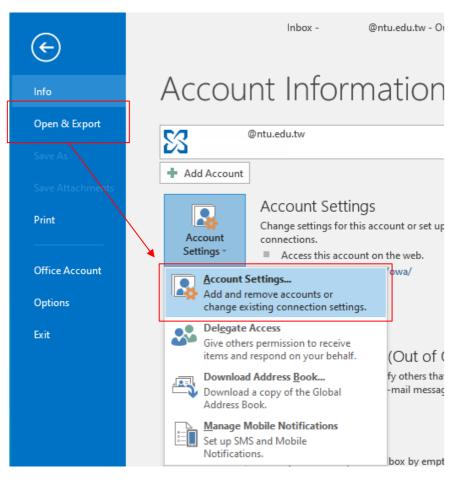


6. Click [File].





7. Click [Info] \rightarrow [Account Settings].



8. Please click your NTU account, then click [Change].

Account	t Settings						×
	l Accounts ou can add o	or remove an a	account. You can s	elect an account a	nd change its settings.		
Email	Data Files	RSS Feeds	SharePoint Lists	Internet Calenda	rs Published Calendars	Address Books	
🧐 Ne	ew 🔆 Re	pair 督 C	hange 📀 Set	as Default 🗙 Re	move 🕈 🖶		
Name	2		^	Туре			
	@nt	tu.edu.tw		Microsoft Ex	change (send from this a	account by def	
							-
Selecte	d account d	elivers new m	essages to the fol	lowing location:			
			ntu.edu.tw\Inbo				
Chan	ge Folder	0	vintu.euu.tw (inbo)	•			
Chan	ige Folder	-	•••••	k Files∖ (Dntu.edu.tw -	.pst	
Chan	ige Folder	-	•••••	-	Dntu.edu.tw -	.pst	
Chan	ige Folder	-	•••••	-	⊉ntu.edu.tw -	.pst	



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: @ntu.edu.tw	
Offline Settings	
Use Cached Exchange Mode Mail to keep offline:	
	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	lelp