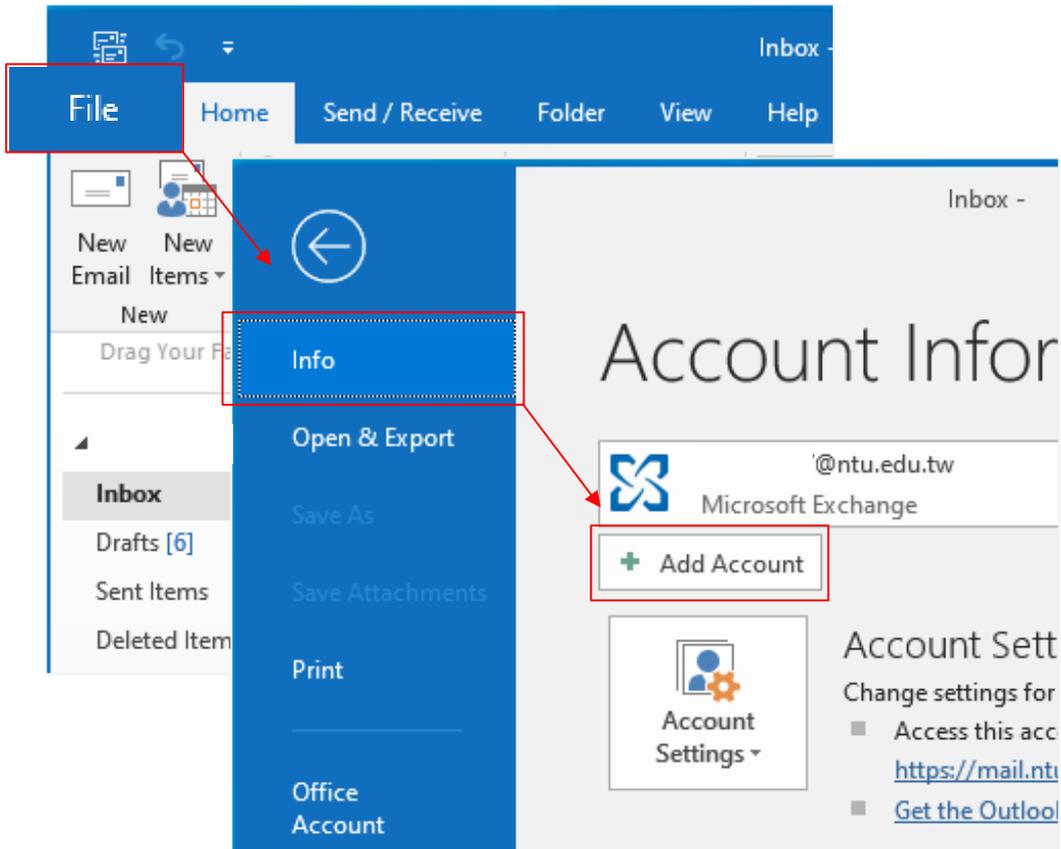
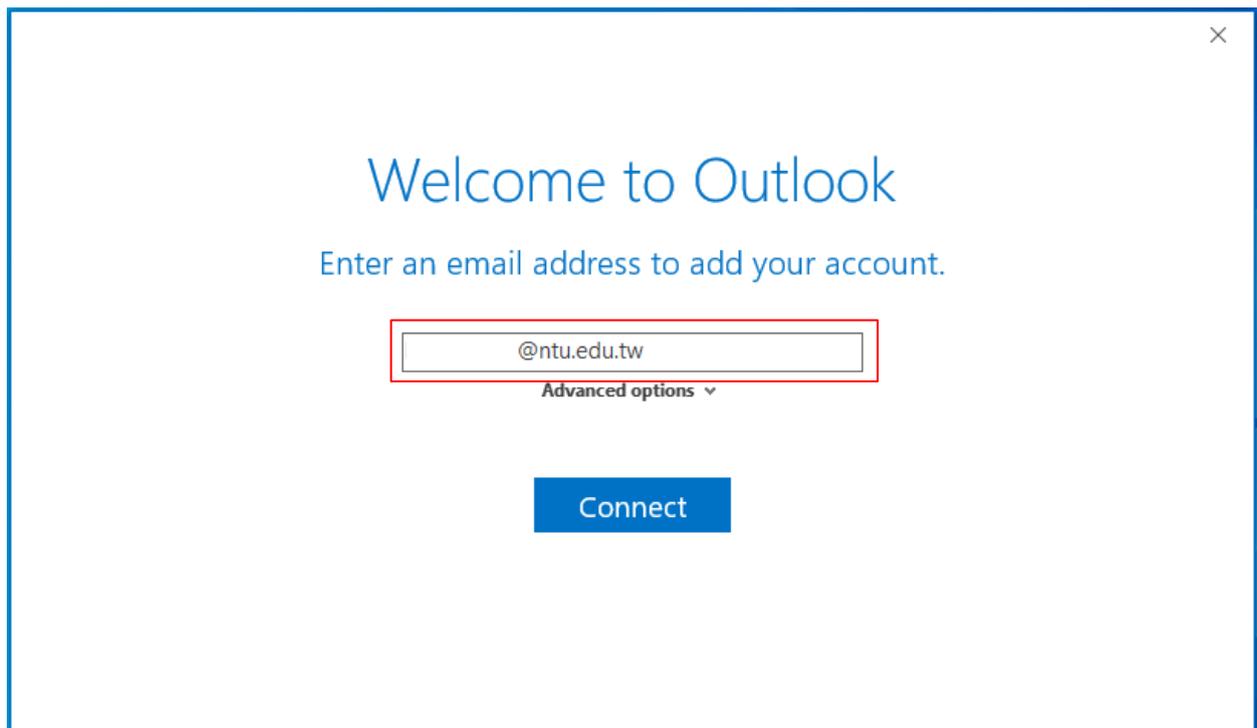


Setting up Exchange protocol

1. Click **File** → **Info** → **Add Account** . (Outlook2019 as example)

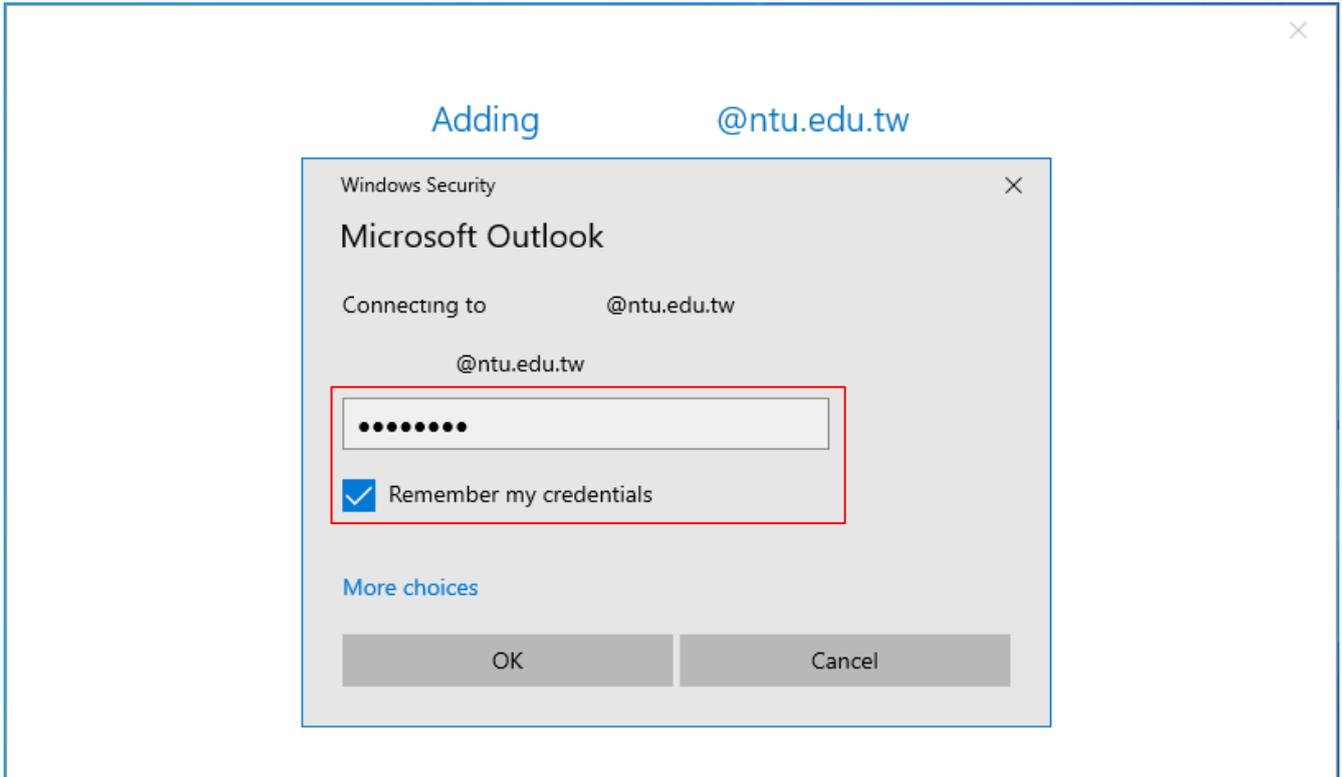


2. Enter your email address, then click **Connect** .

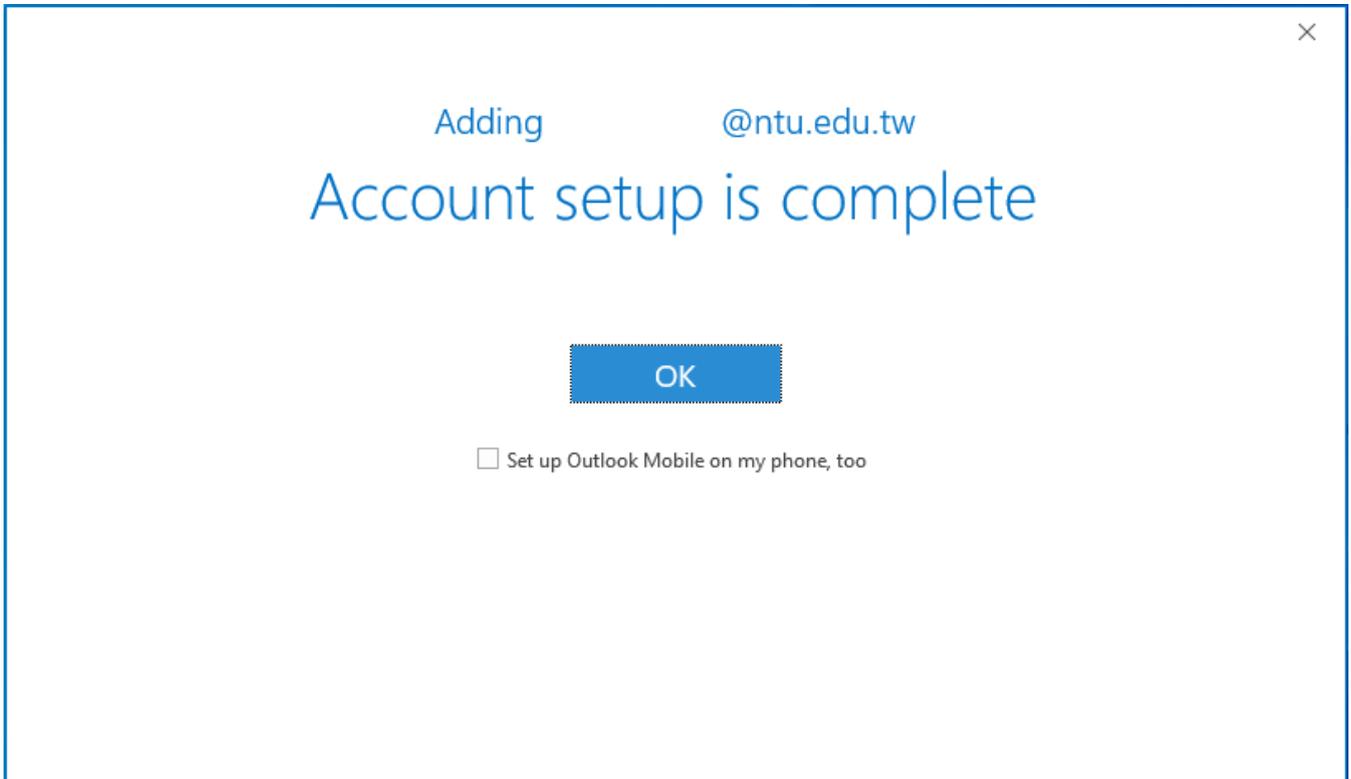




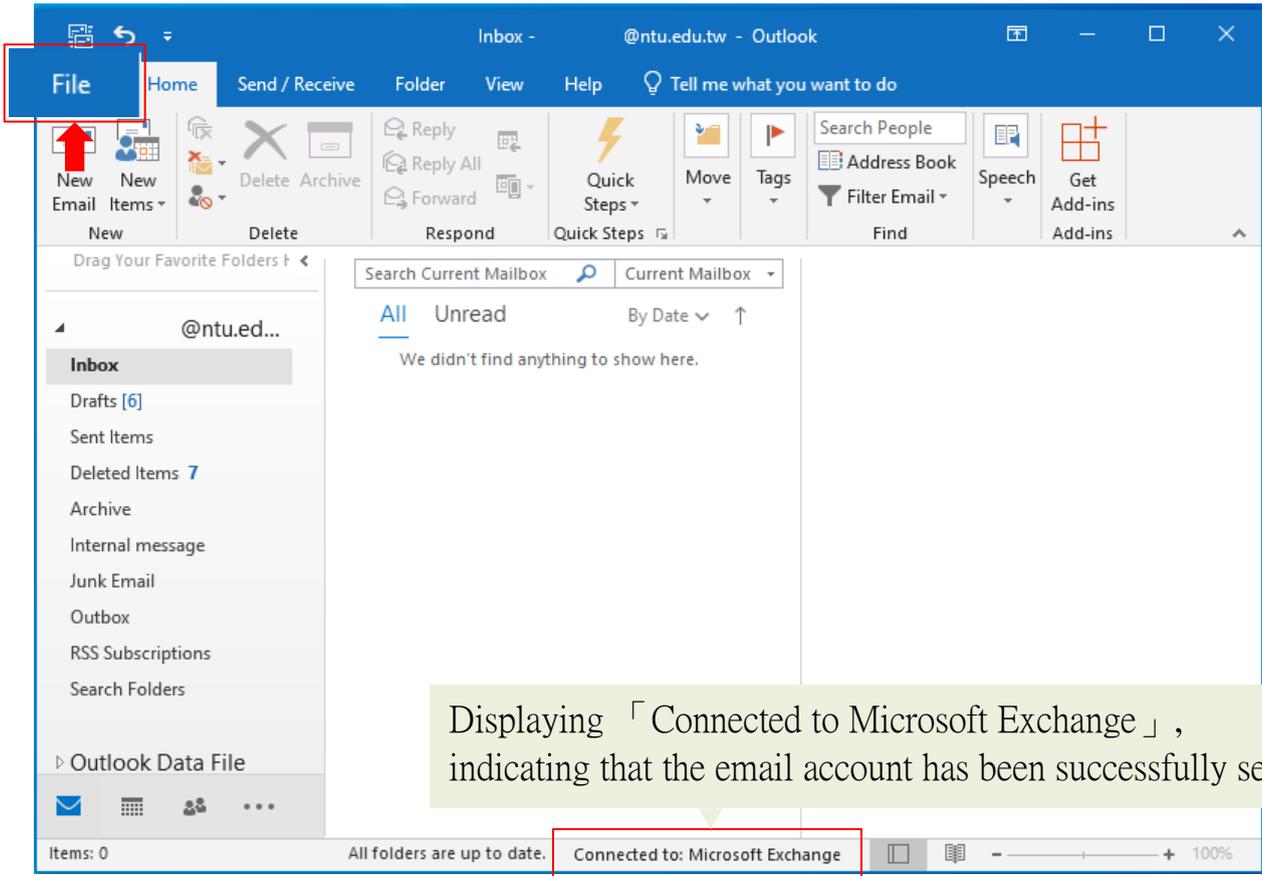
3. Enter your password and check **【Remember my credentials】** .



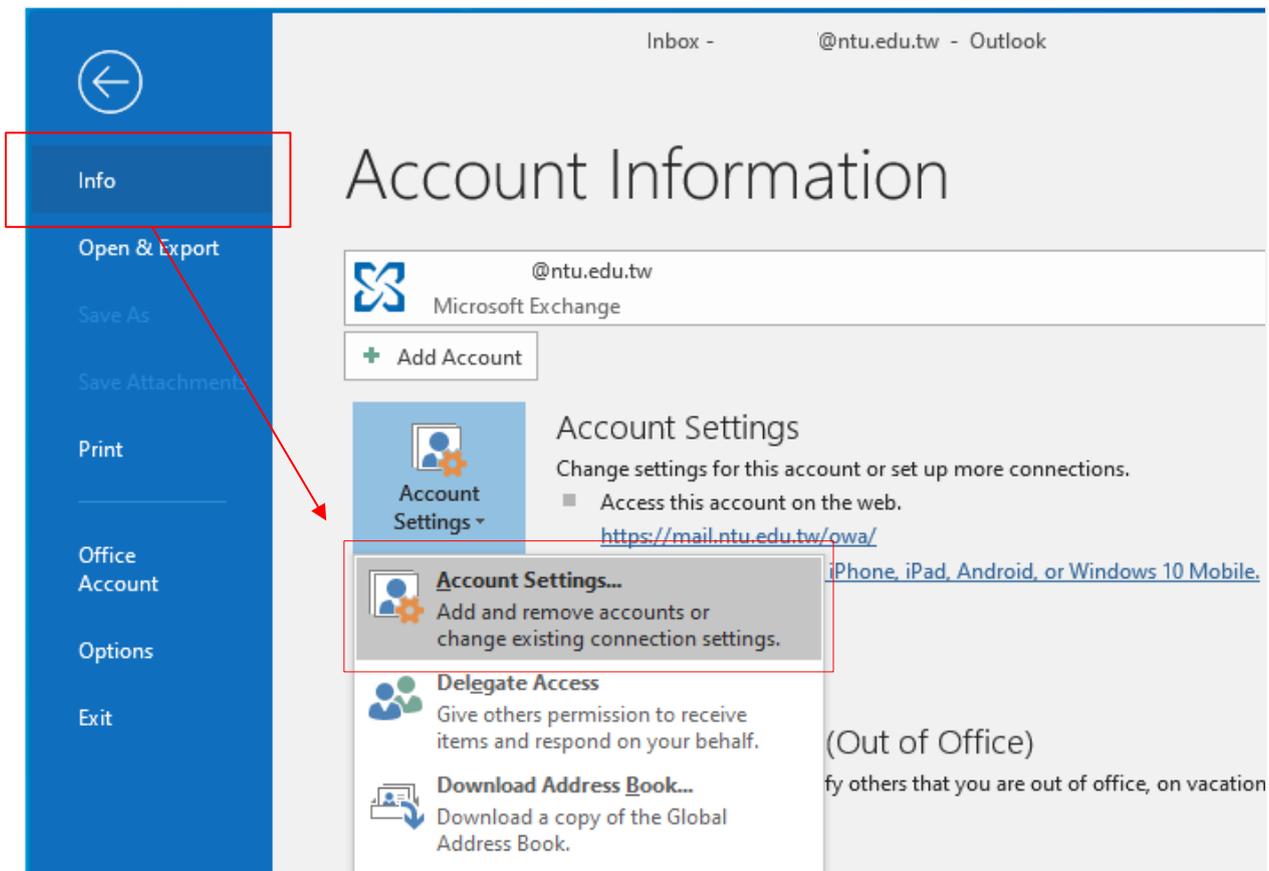
4. Uncheck **【Set up Outlook Mobile on my phone, too】** , then click **【OK】** .



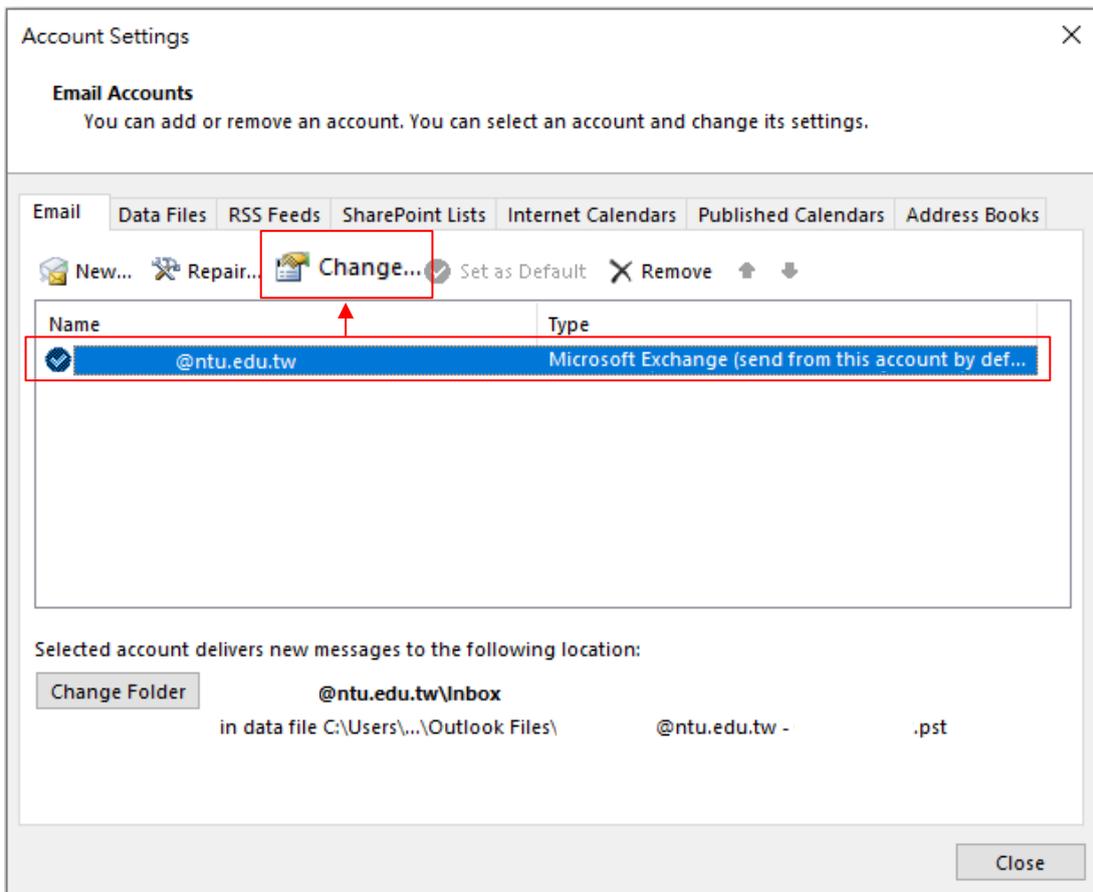
5. Click **【File】** .



6. Click **【Info】** → **【Account Settings】** .

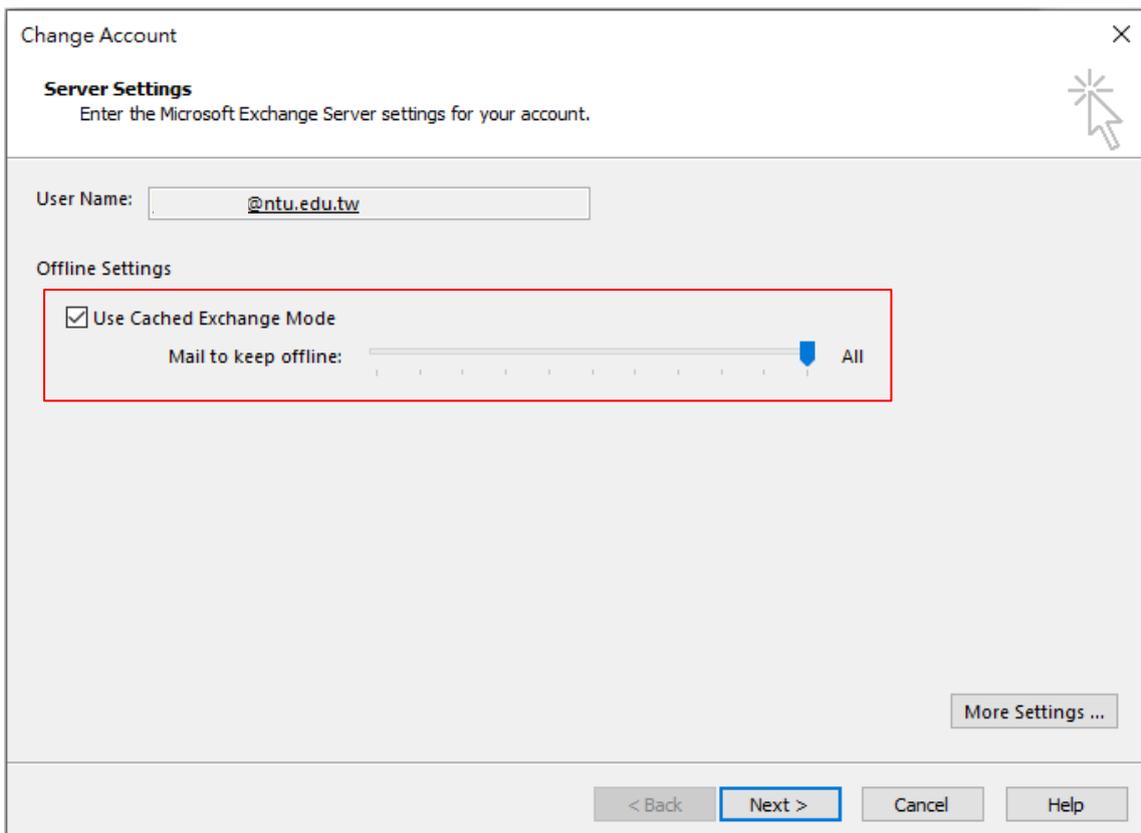


7. Please click your NTU account, then click **【Change】** .



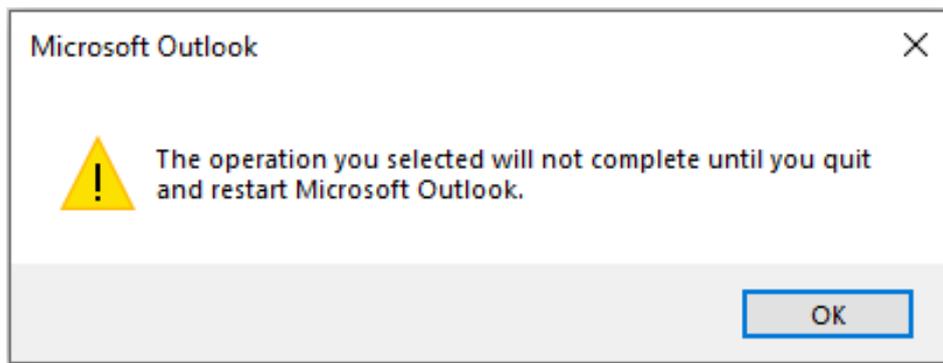
8. According to your preference, then decide whether to adjust the setting of **【Mail to keep offline】** to all.

Click **【Next】** to apply changes, or click **【 X 】** to discard them.





9. Click **【OK】** .



10. Click **【Finish】** .

