

Setting up Exchange protocol

1. Click $[File] \rightarrow [Info] \rightarrow [Add Account]$. (Outlook2019 as example)



2. Enter your email address, then click 【Connect】.

	×
Welcome to Outlook	
Enter an email address to add your account.	
@ntu.edu.tw Advanced options ~	
Connect	



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

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

4. Uncheck [Set up Outlook Mobile on my phone, too], then click [OK].





5. Click [File].



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





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

Email Accounts You can add	: I or remove an account. You can select an ac	count and change its setting	gs.
mail Data File	es RSS Feeds SharePoint Lists Internet (Calendars Published Calen	dars Address Books
🧃 New 🔆 F	Repair 🚰 Change 🕑 Set as Default	🗙 Remove 🔹 🖶	
Name	Туре		
Ø @	ntu.edu.tw Micro	osoft Exchange (send from t	his account by def
elected account	delivers new messages to the following loca	tion:	
elected account Change Folder	delivers new messages to the following loca @ntu.edu.tw\Inbox	ition:	
elected account Change Folder	delivers new messages to the following loca @ntu.edu.tw\Inbox in data file C:\Users\\Outlook Files\	ition: @ntu.edu.tw -	.pst
elected account Change Folder	delivers new messages to the following loca @ntu.edu.tw\lnbox in data file C:\Users\\Outlook Files\	ation: @ntu.edu.tw -	.pst
elected account Change Folder	delivers new messages to the following loca @ntu.edu.tw\lnbox in data file C:\Users\\Outlook Files\	ation: @ntu.edu.tw -	.pst
elected account Change Folder	delivers new messages to the following loca @ntu.edu.tw\Inbox in data file C:\Users\\Outlook Files\	ation: @ntu.edu.tw -	.pst

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.

Change Acco	unt							×
Server Sett Enter the	t ings e Microsoft Exchange Serv	er settings for y	our account.					×
User Name:	@ntu.edu.tw	!						
Offline Settin	igs							
🗹 Use Ca	iched Exchange Mode Mail to keep offline:	1 1 1	1 1 1			All		
							Mo	ore Settings
				< Back	Next >		Cancel	Help



9. Click 【OK】.



10. Click 【Finish】.

Change Account	×
You're all set!	
We have all the information we need to set up your account.	
< Back Finish Help	