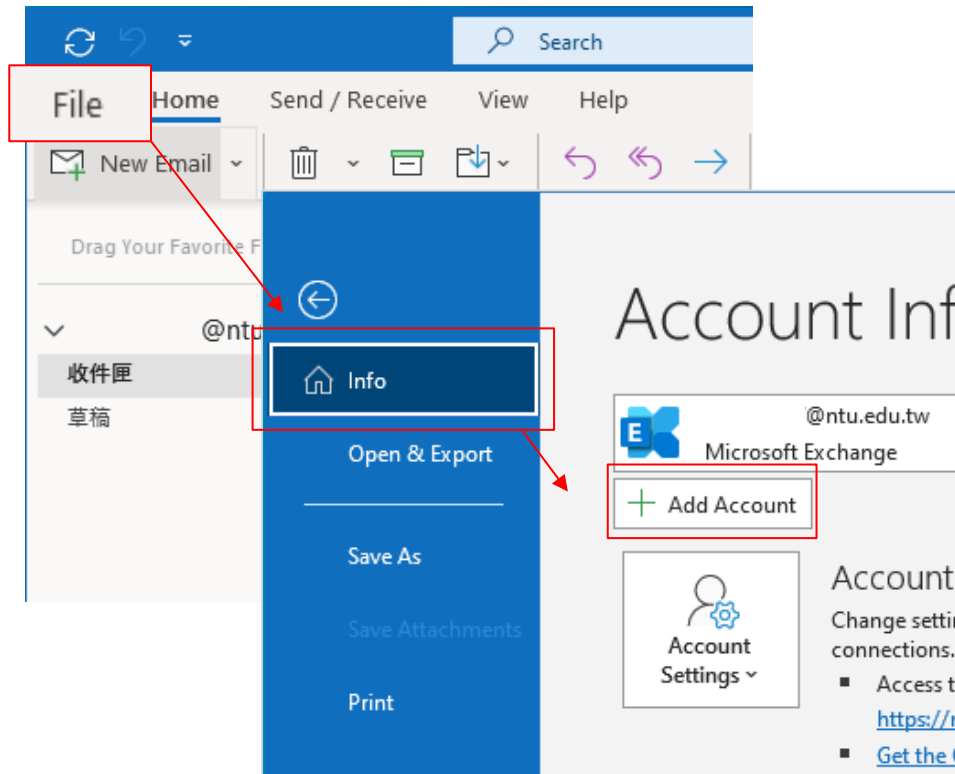
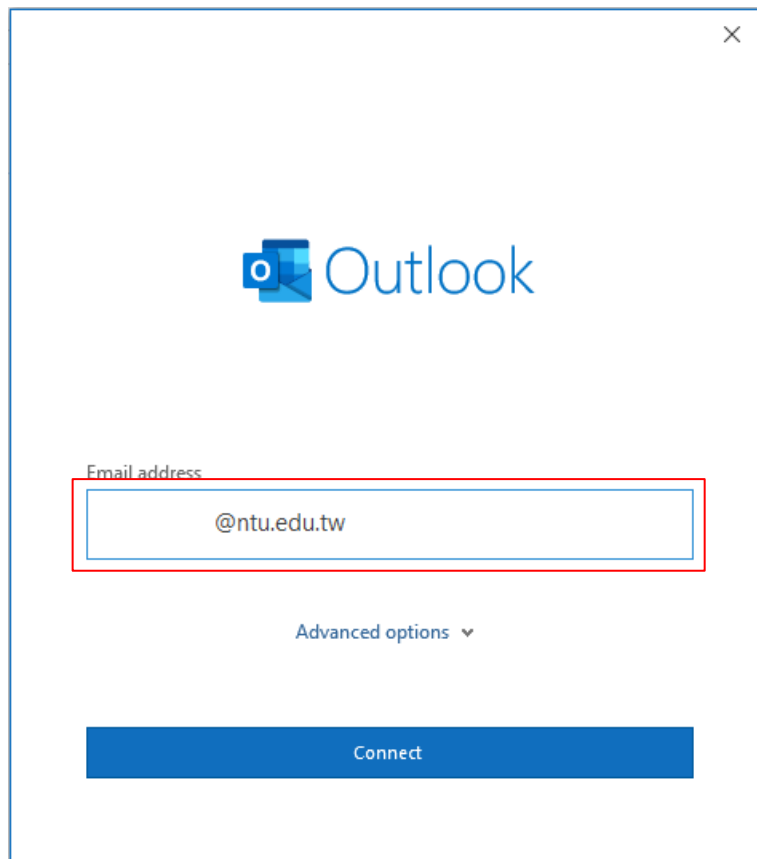


Setting up Exchange protocol

1. Click **File** → **Info** → **Add Account** . (Outlook2021 as example)

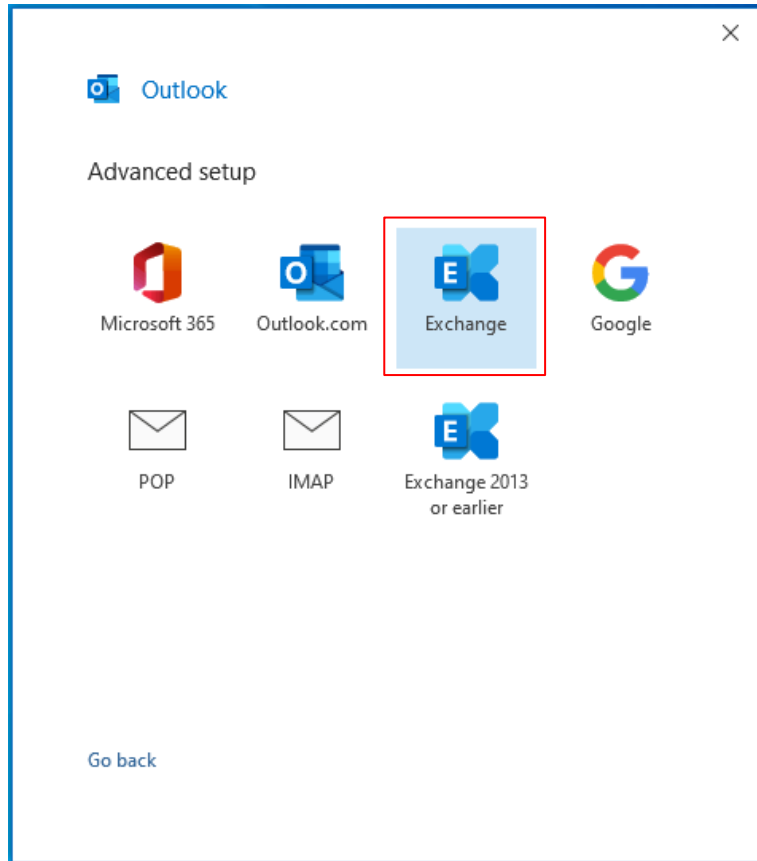


2. Enter your email address, then click **Connect** .

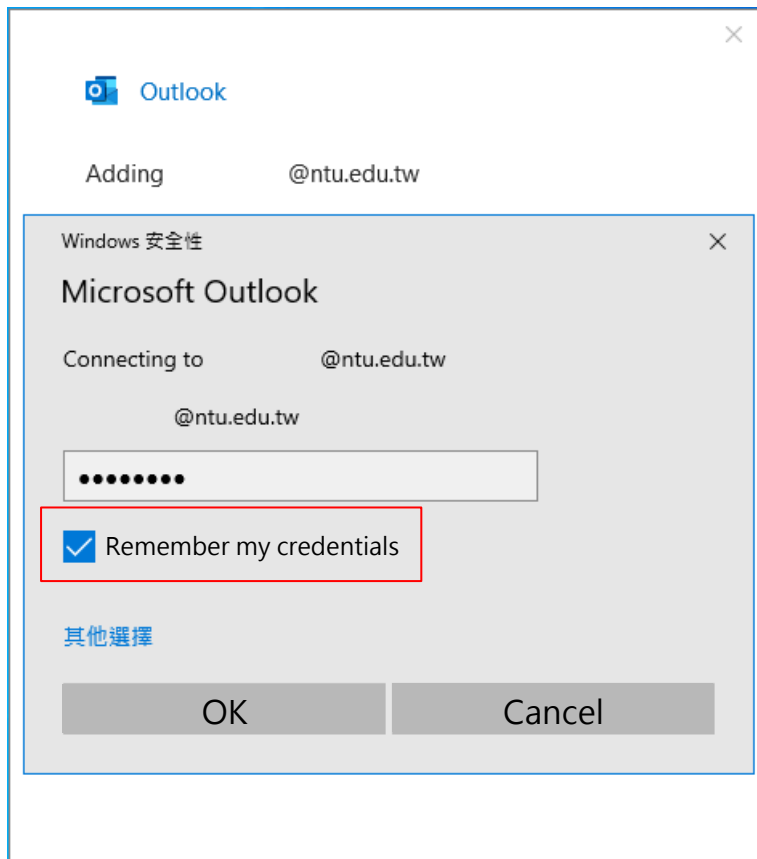




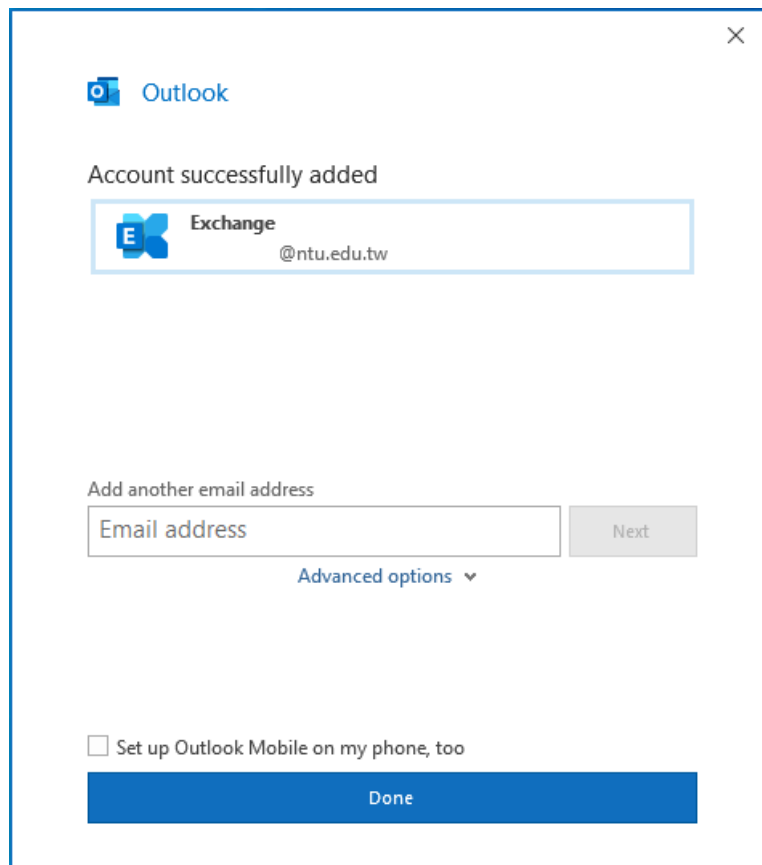
3. Please select **【Exchange】** .



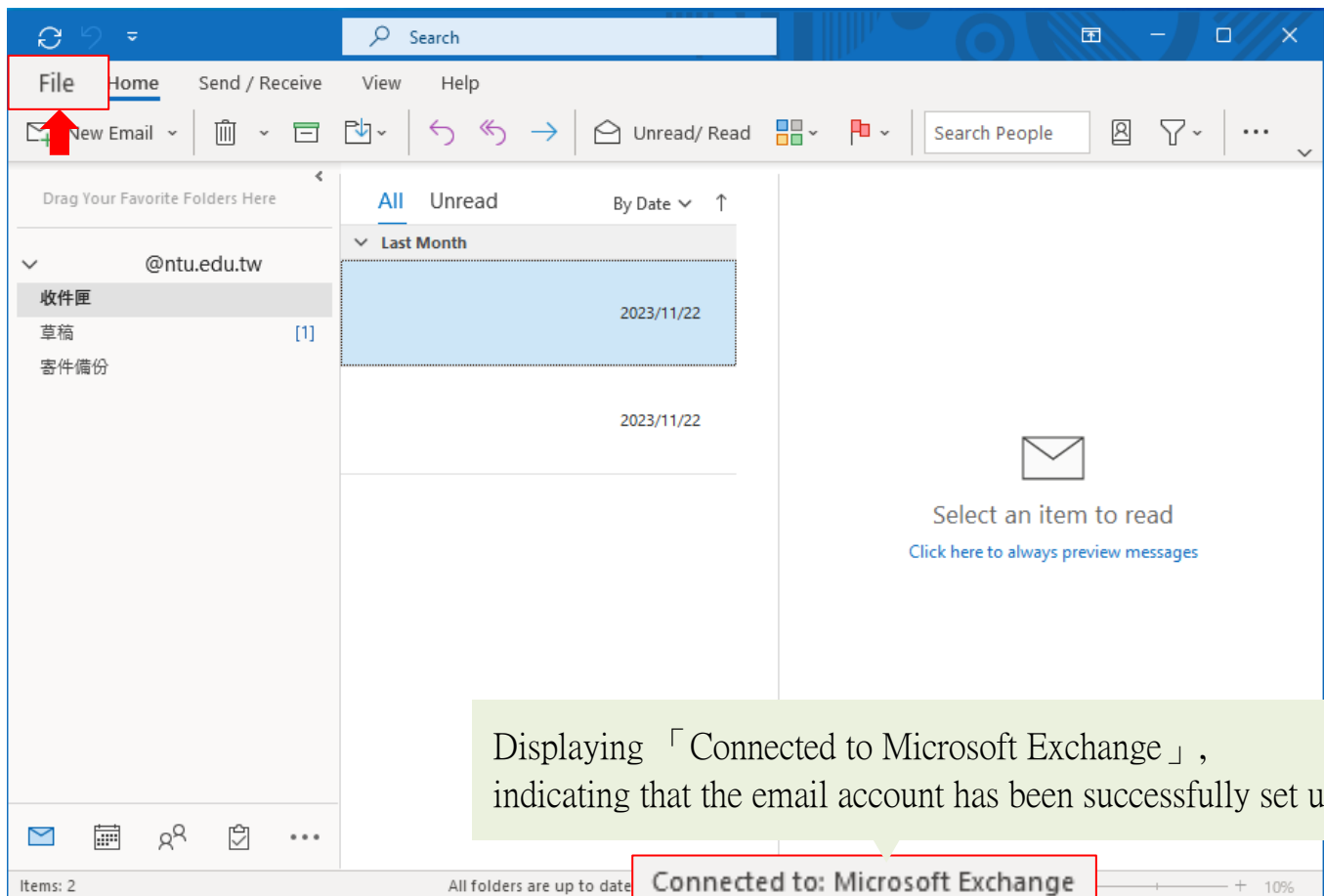
4. Enter your password and check **【Remember my credentials】** , then click **【OK】** .



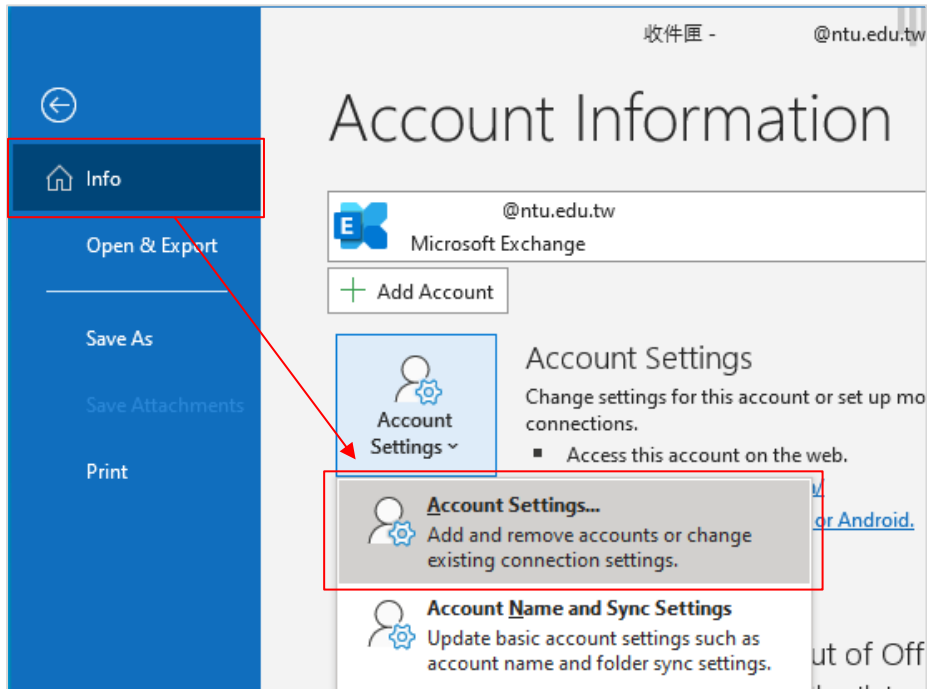
5. Click **【Done】** .



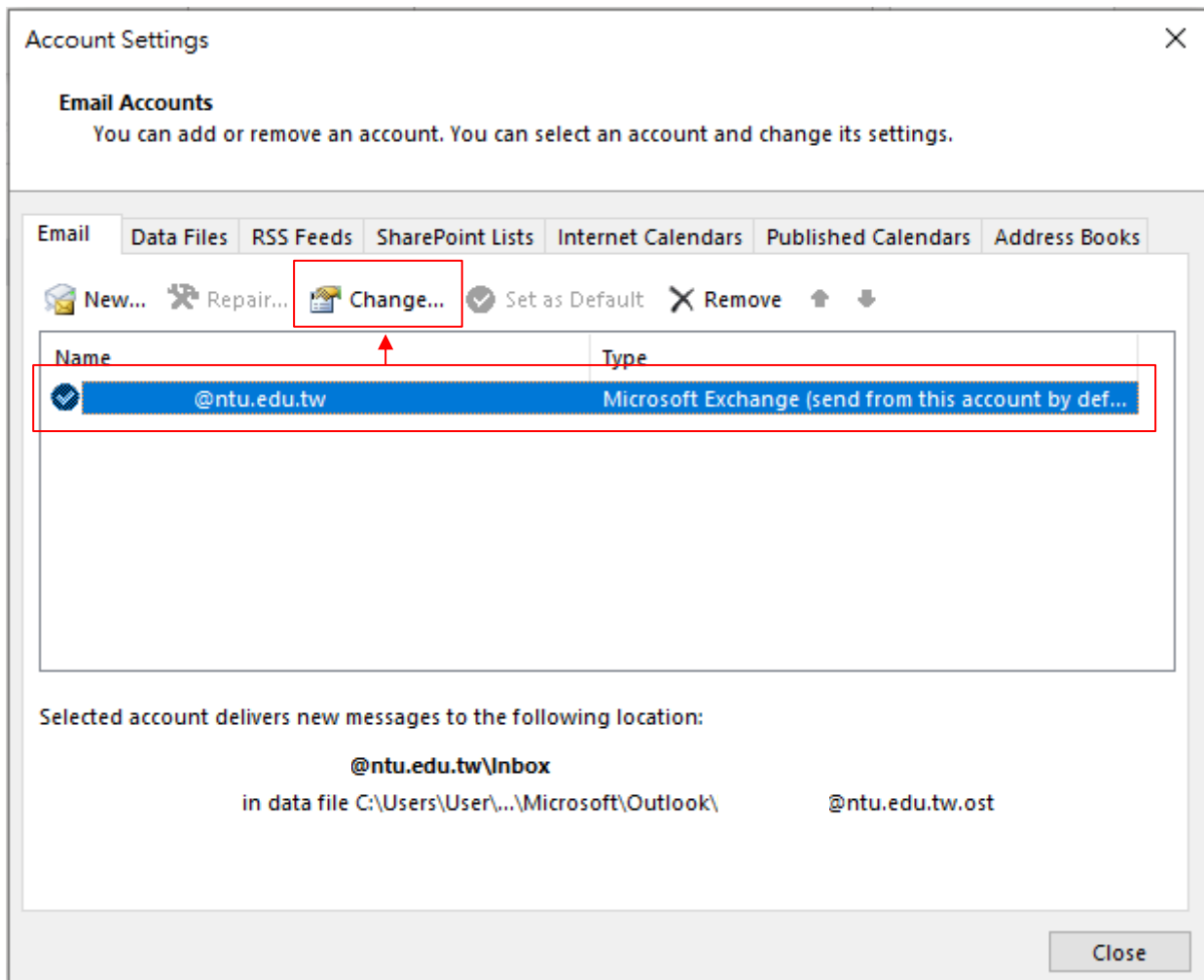
6. Click **【File】** .



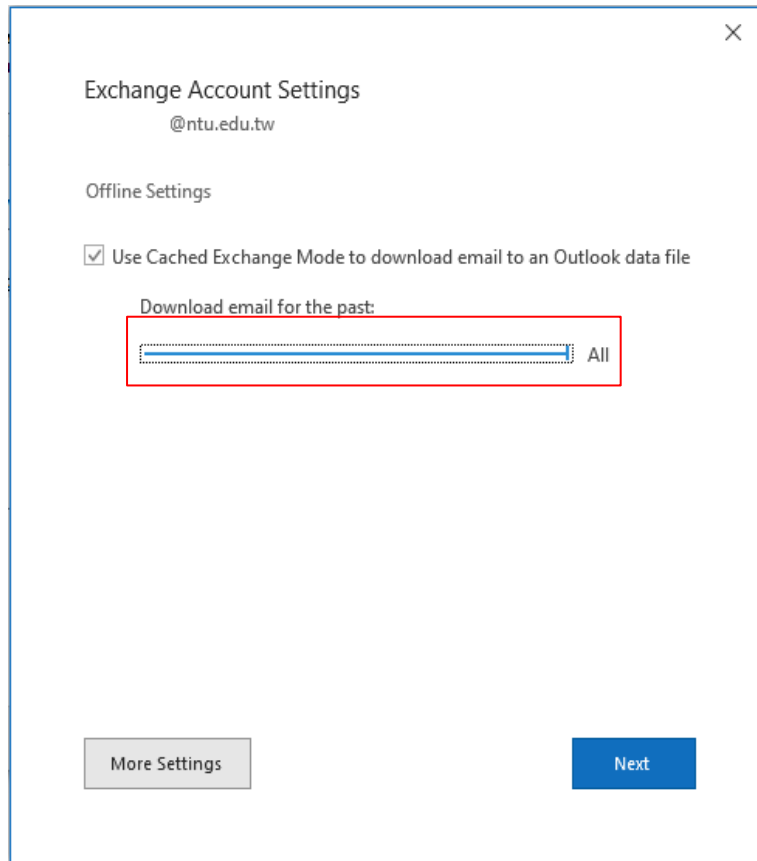
7. Click **【Info】** → **【Account Settings】** .



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



9. Check **【Use Cached...**】, according to your preference , then decide whether to adjust the setting of **【Download email for the past】** to all. Click **【Next】** to apply changes, or click **【 X 】** to discard them.



10. Click **【Done】** and restart Outlook.

