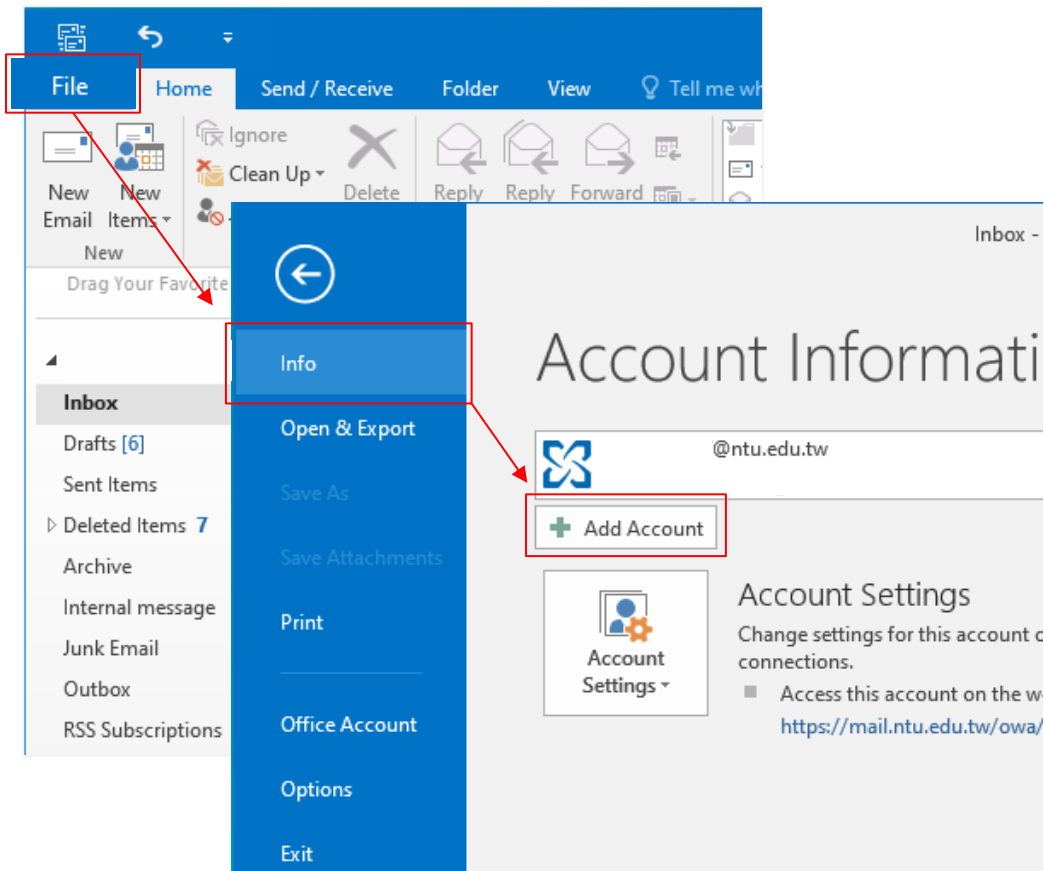
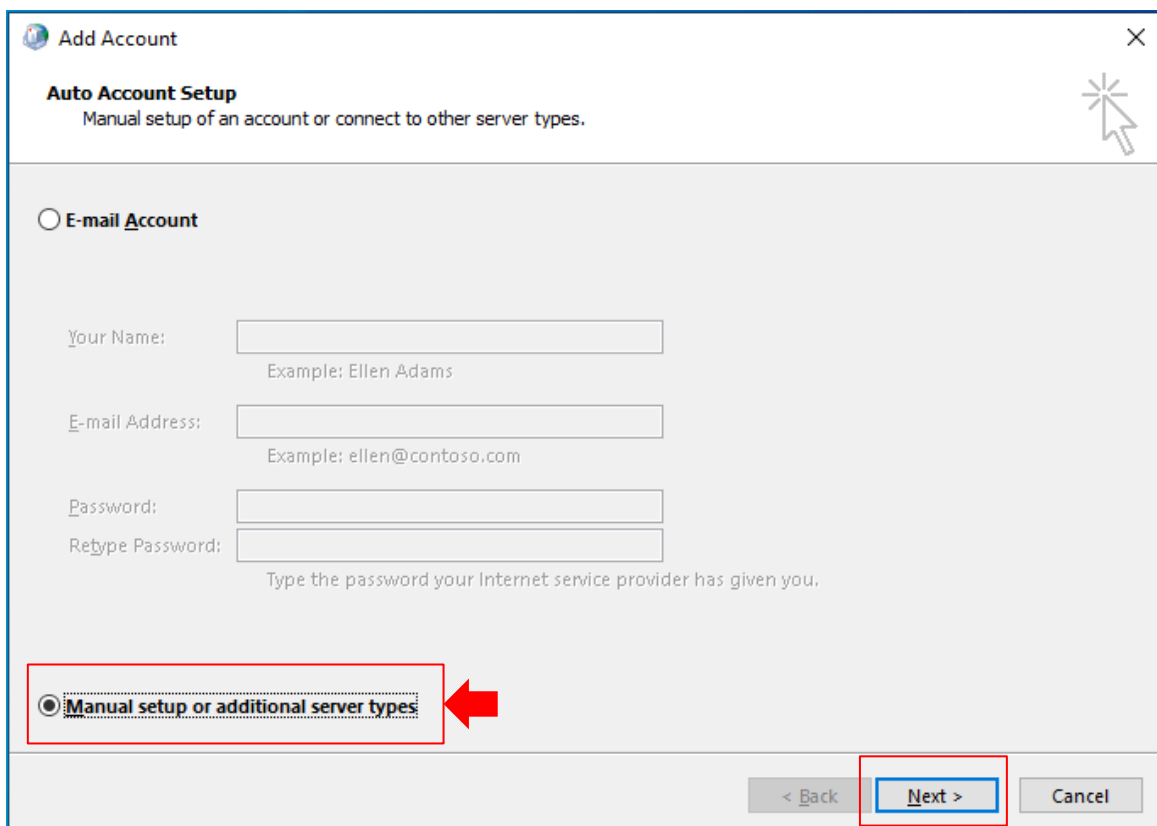


Setting up IMAP protocol

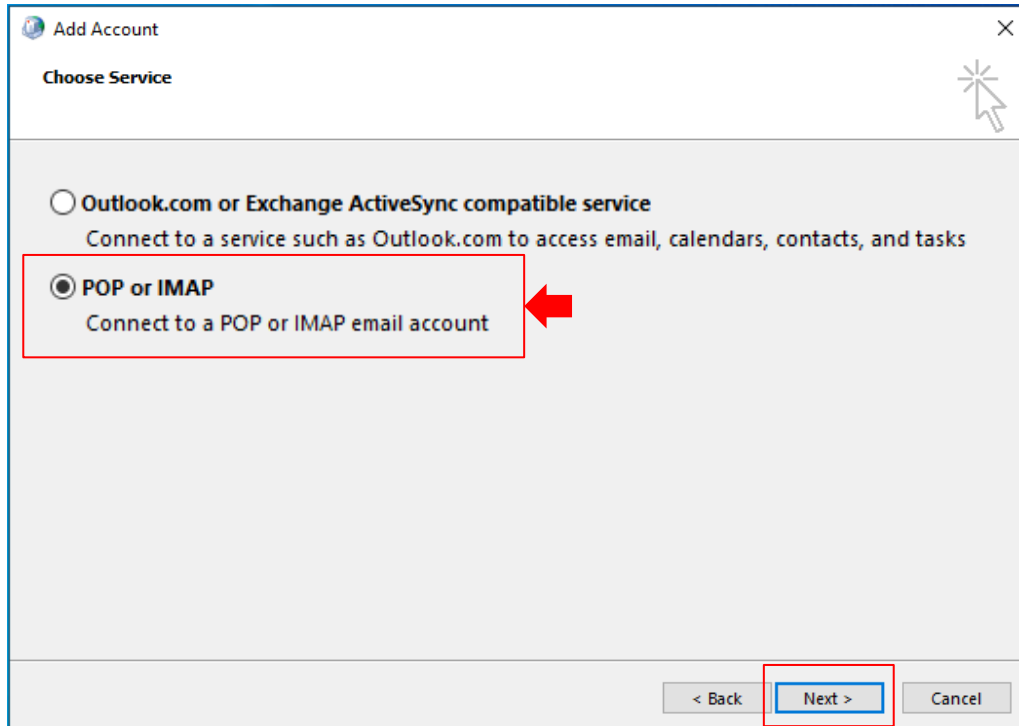
1. Click **【File】** → **【Info】** → **【Add Account】** . (Outlook2016 as example)



2. Click **【Manual setup or additional server types】** , then click **【Next】** .

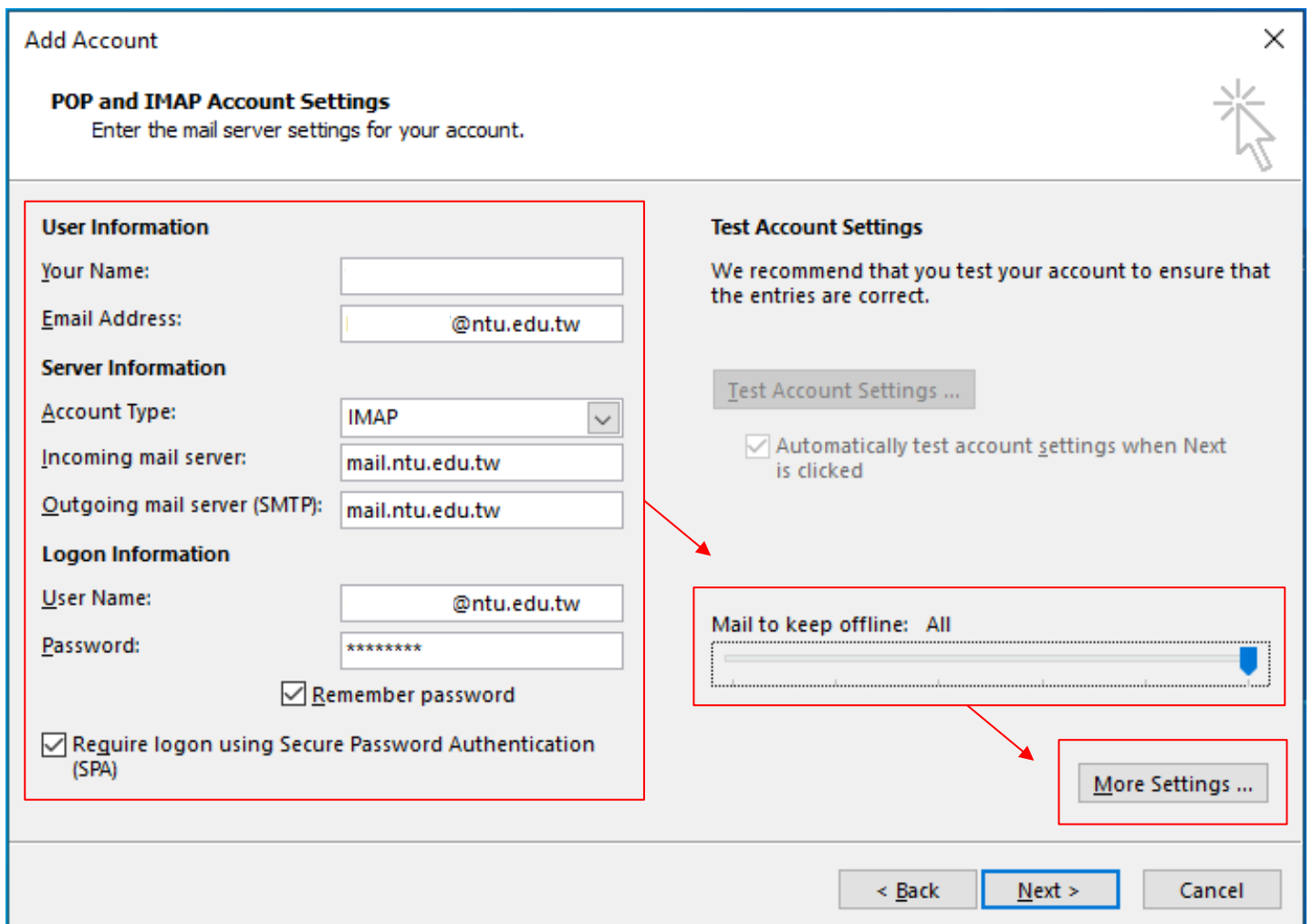


3. Click **【POP or IMAP】** , then click **【Next】** .

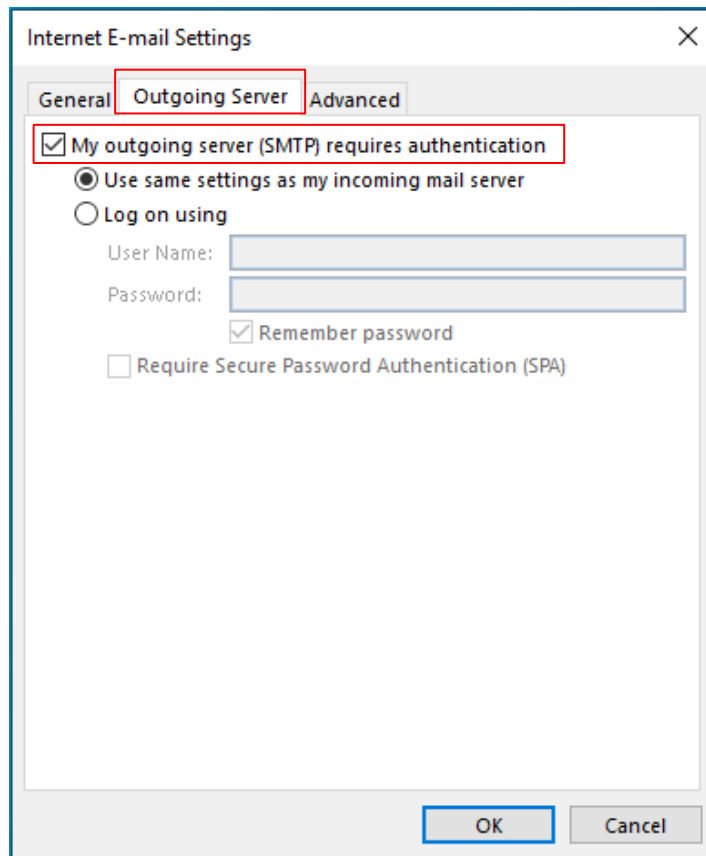


4. Please fill in the following information.

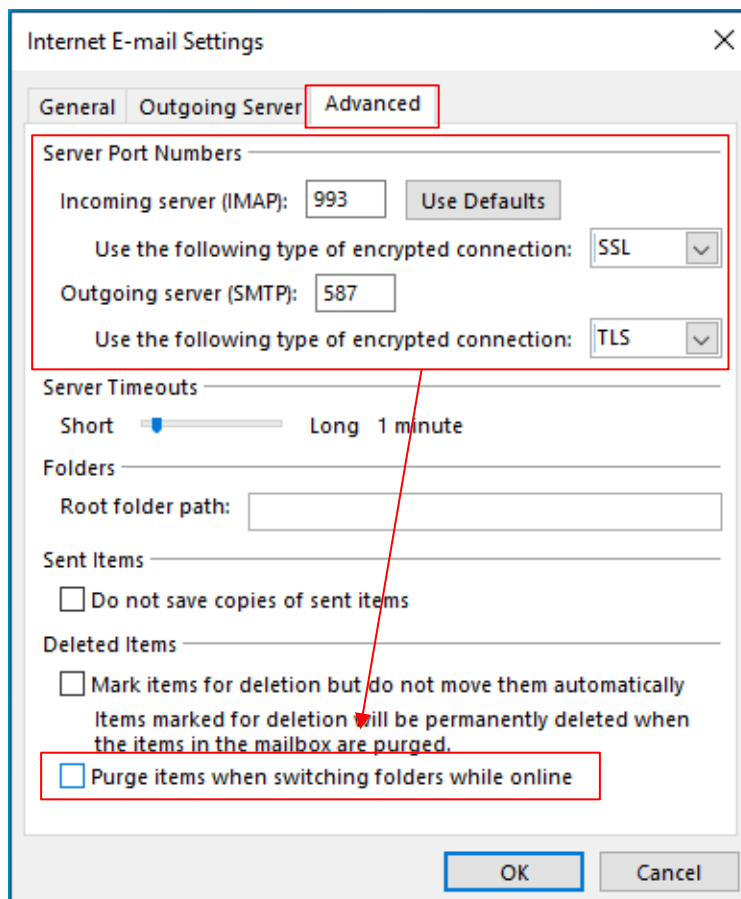
And according your preference, then decide whether to adjust the setting of **【Mail to keep offline】** to all, then click **【More Settings】**



5. Click **【Outgoing Server】** ,
check **【My outgoing server (SMTP) requires authentication】** .



6. Click **【Advanced】** , please fill in the following information.
According to your preference, decide whether to uncheck **【Remove from server after 14 days】** , then click **【OK】** .



7. Click **【Next】** .

The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' tab selected. The dialog is titled 'Add Account' and contains the following sections:

- User Information:** Fields for 'Your Name', 'Email Address' (containing '@ntu.edu.tw'), 'User Name' (containing '@ntu.edu.tw'), and 'Password' (containing '*****'). There are checkboxes for 'Remember password' and 'Require logon using Secure Password Authentication (SPA)'.
- Server Information:** Fields for 'Account Type' (set to 'IMAP'), 'Incoming mail server' (containing 'mail.ntu.edu.tw'), and 'Outgoing mail server (SMTP)' (containing 'mail.ntu.edu.tw').
- Test Account Settings:** A message stating 'We recommend that you test your account to ensure that the entries are correct.' Below this is a 'Test Account Settings ...' button, a checked checkbox for 'Automatically test account settings when Next is clicked', and a 'Mail to keep offline: All' slider.
- Buttons:** At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons. The 'Next >' button is highlighted with a red box.

8. Tests completed successfully, then click **【Close】** .

The screenshot shows the 'Test Account Settings' dialog box with a success message: 'Congratulations! All tests completed successfully. Click Close to continue.' The 'Close' button is highlighted with a red box. Below the message is a table with two tabs: 'Tasks' and 'Errors'. The 'Tasks' tab is selected, showing a table of completed tasks.

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

9. Settings completed, click **【Finish】** .

