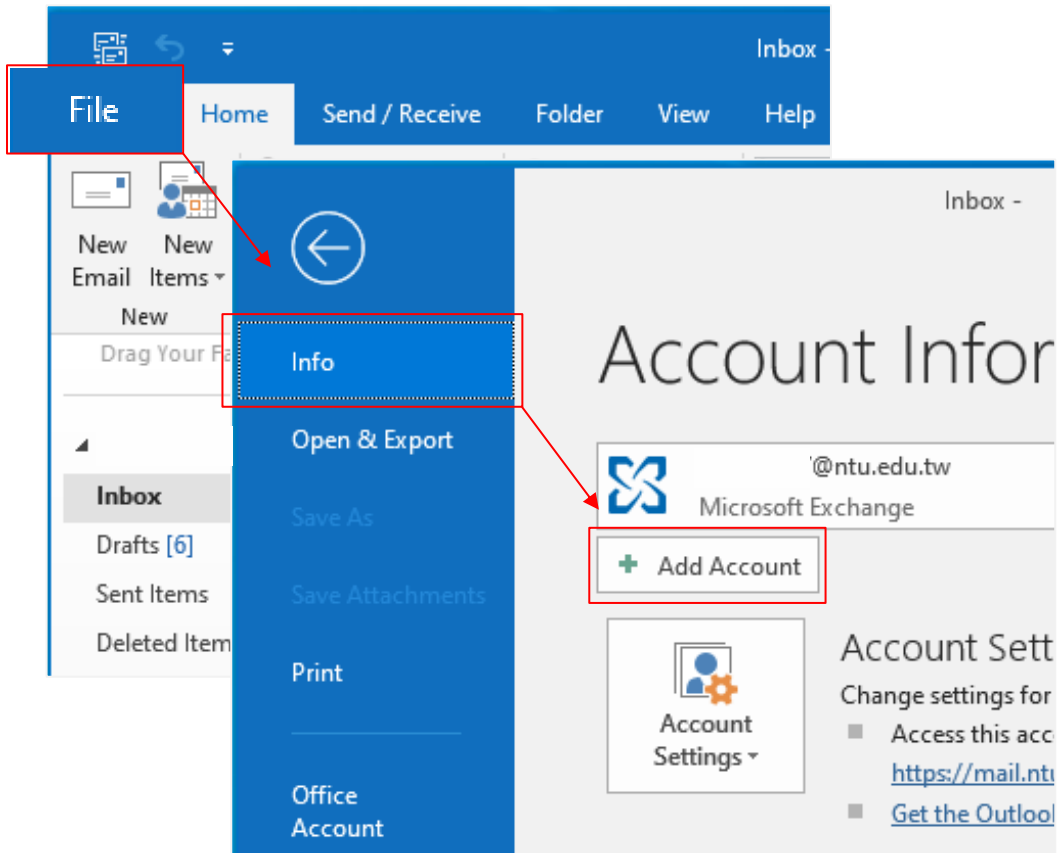
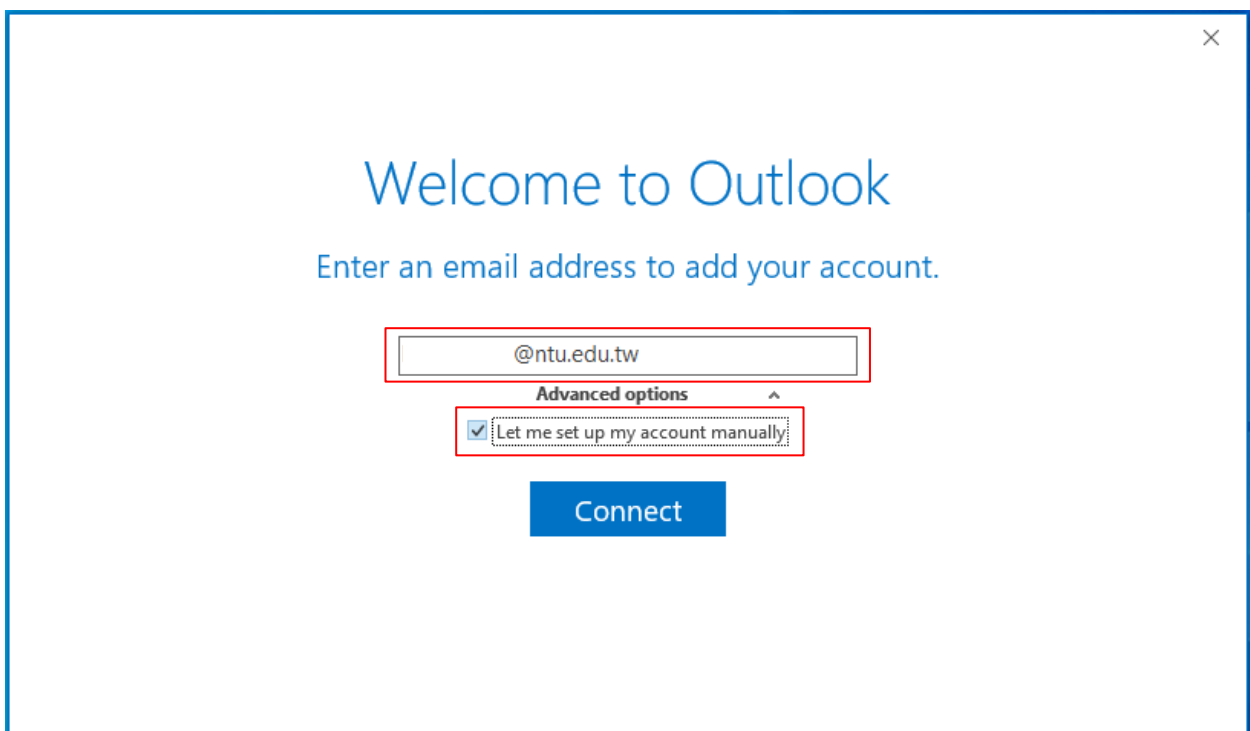


Setting up IMAP protocol

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

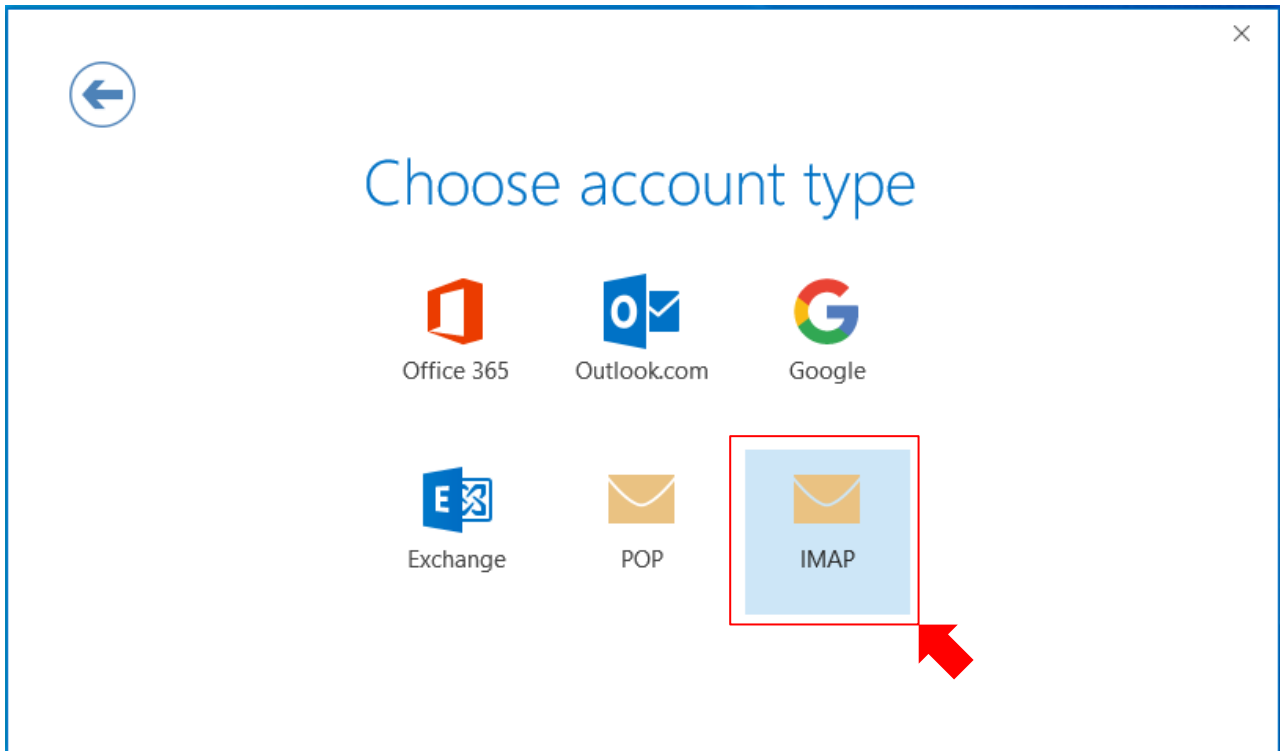


2. Enter your email address, click **Advanced options** ,
check **Let me set up my account manually** , then click **Connect** .

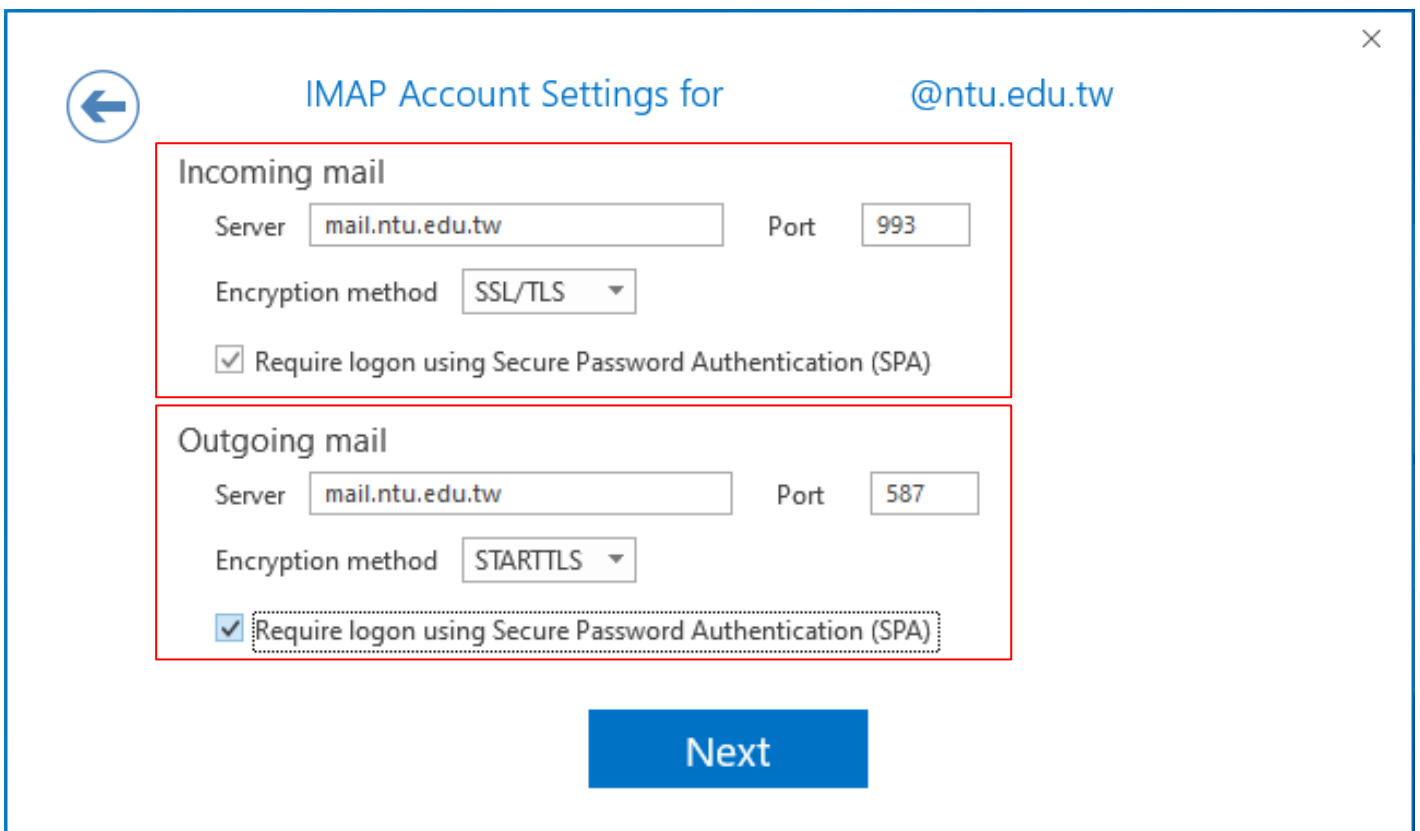




3. Please select **【IMAP】** .



4. Please fill in the following information, then click **【Next】** .





5. Enter your password, then click **【Connect】** .

Enter the password for @ntu.edu.tw

.....

Connect

6. Click **【OK】** .

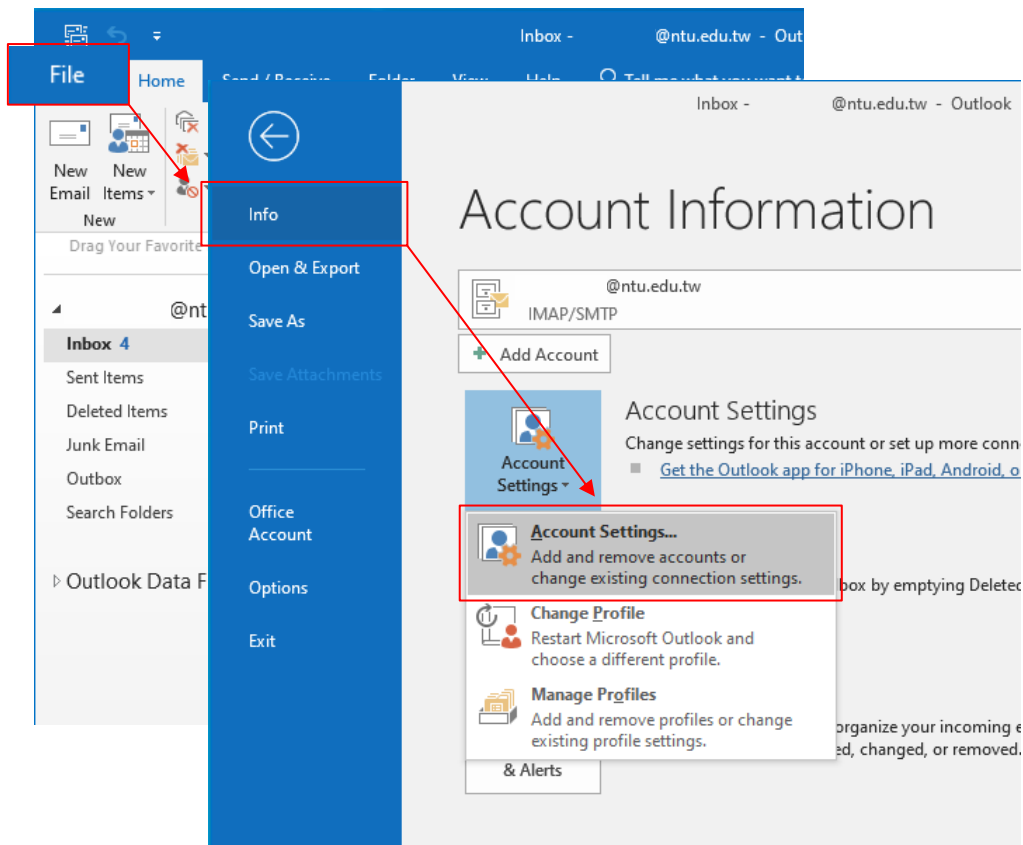
Adding @ntu.edu.tw

Account setup is complete

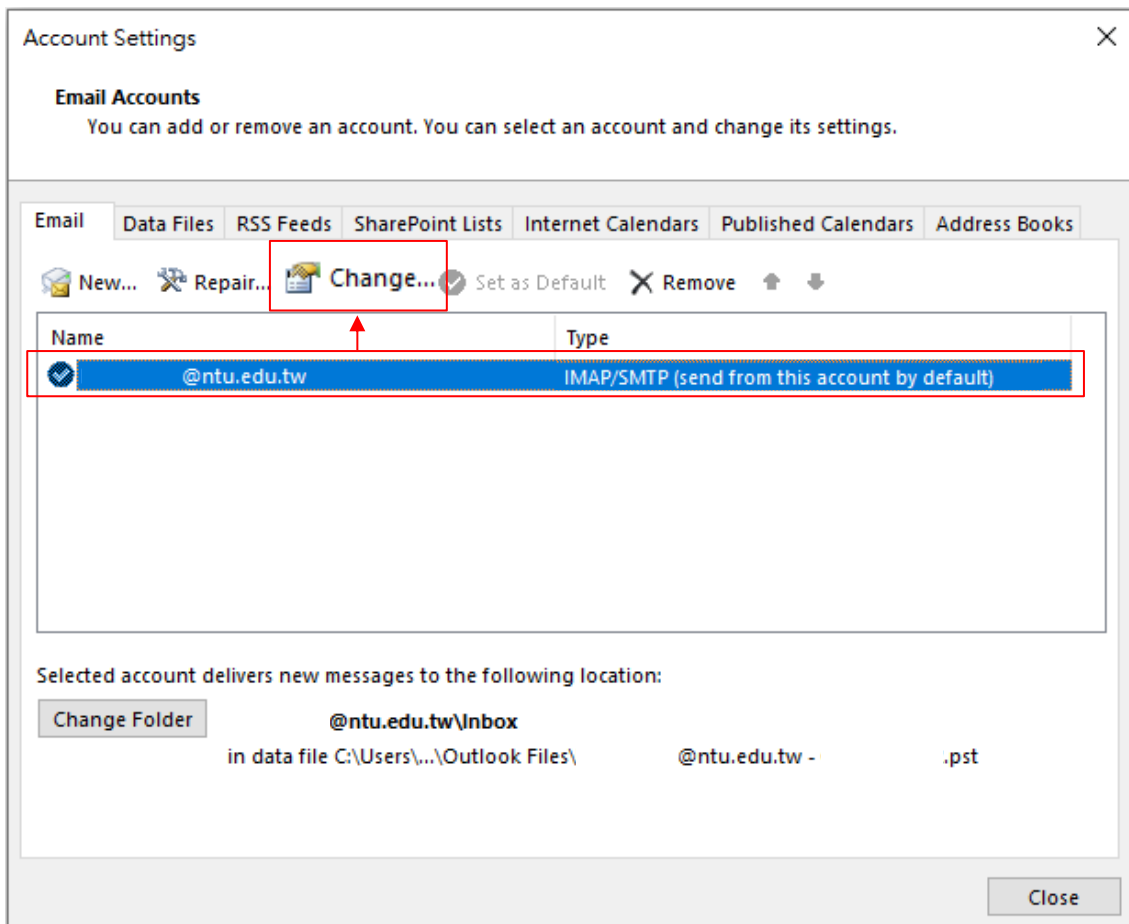
OK

Set up Outlook Mobile on my phone, too

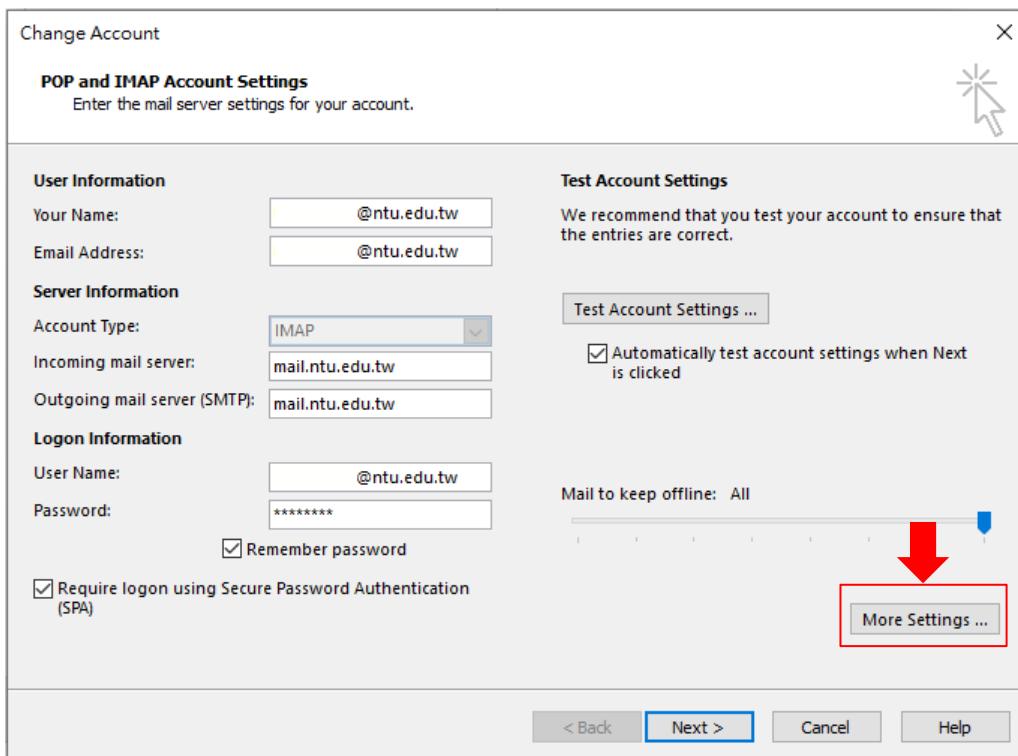
7. Click **【File】** → **【Info】** → **【Account Settings】** .



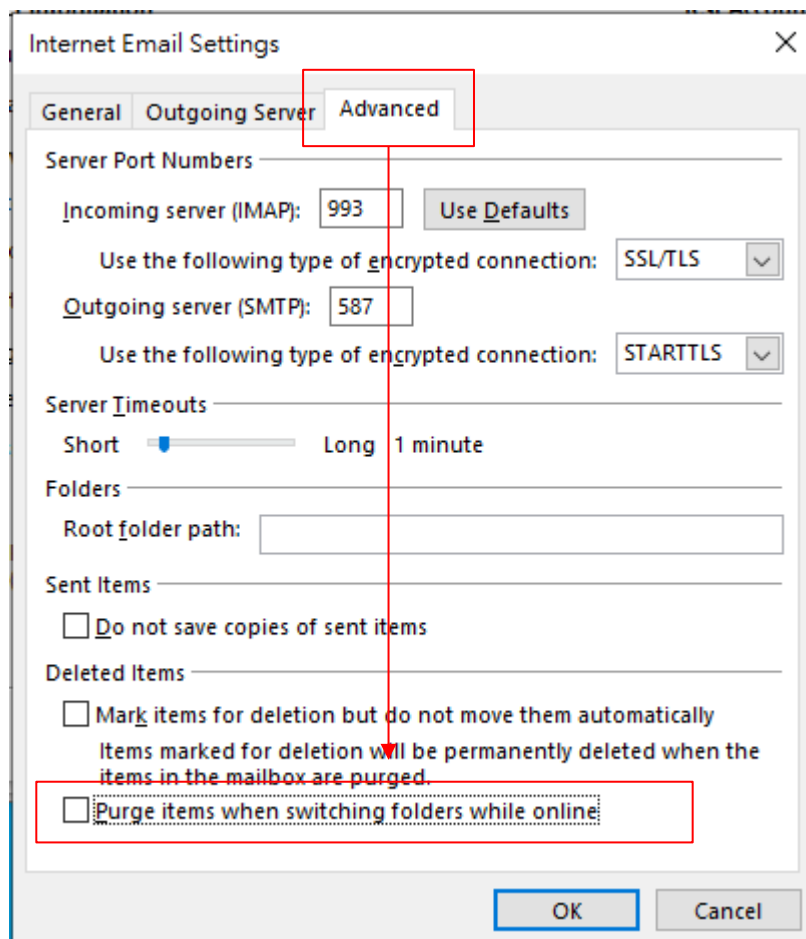
8. Please click your NTU account and click **【Change】** .



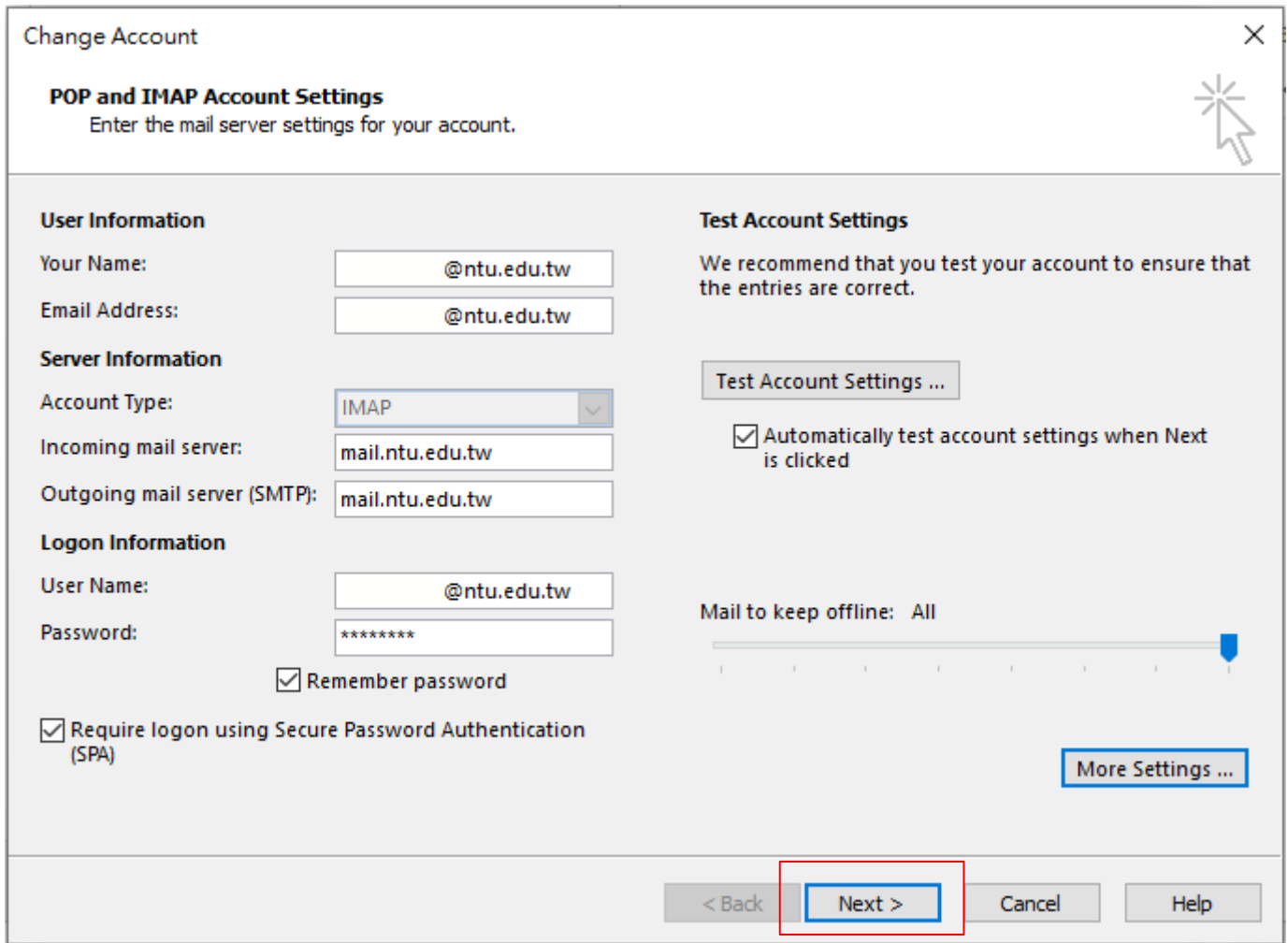
9. Check **【More Settings】** .



10. Click **【Advanced】** , Uncheck **【Purge items when switching folders while online】** , then click **【OK】** .



11. Click **【Next】** .



Change Account [Close]

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: [@ntu.edu.tw]
Email Address: [@ntu.edu.tw]

Server Information

Account Type: [IMAP]
Incoming mail server: [mail.ntu.edu.tw]
Outgoing mail server (SMTP): [mail.ntu.edu.tw]

Logon Information

User Name: [@ntu.edu.tw]
Password: [*****]
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

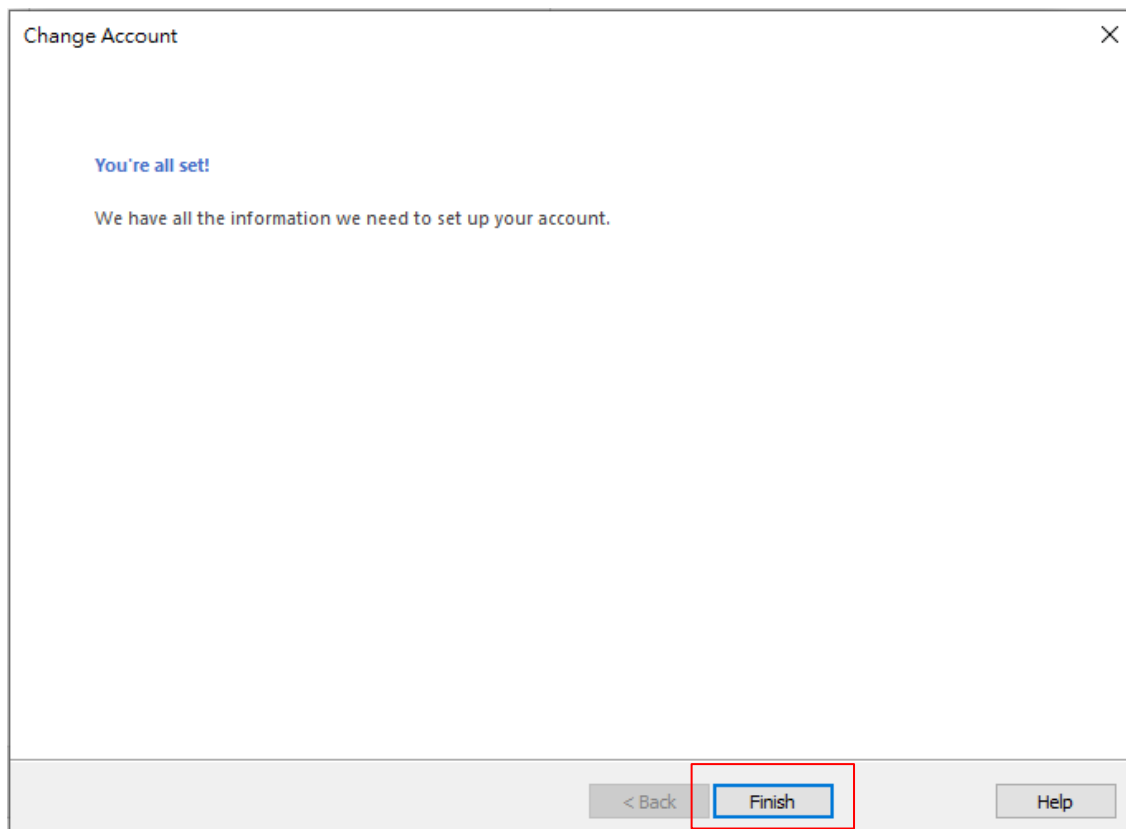
[Test Account Settings ...]
 Automatically test account settings when Next is clicked

Mail to keep offline: All [Slider]

[More Settings ...]

[< Back] [**Next >**] [Cancel] [Help]

12. Click **【Finish】** .



Change Account [Close]

You're all set!

We have all the information we need to set up your account.

[< Back] [**Finish**] [Help]