Setting up IMAP protocol
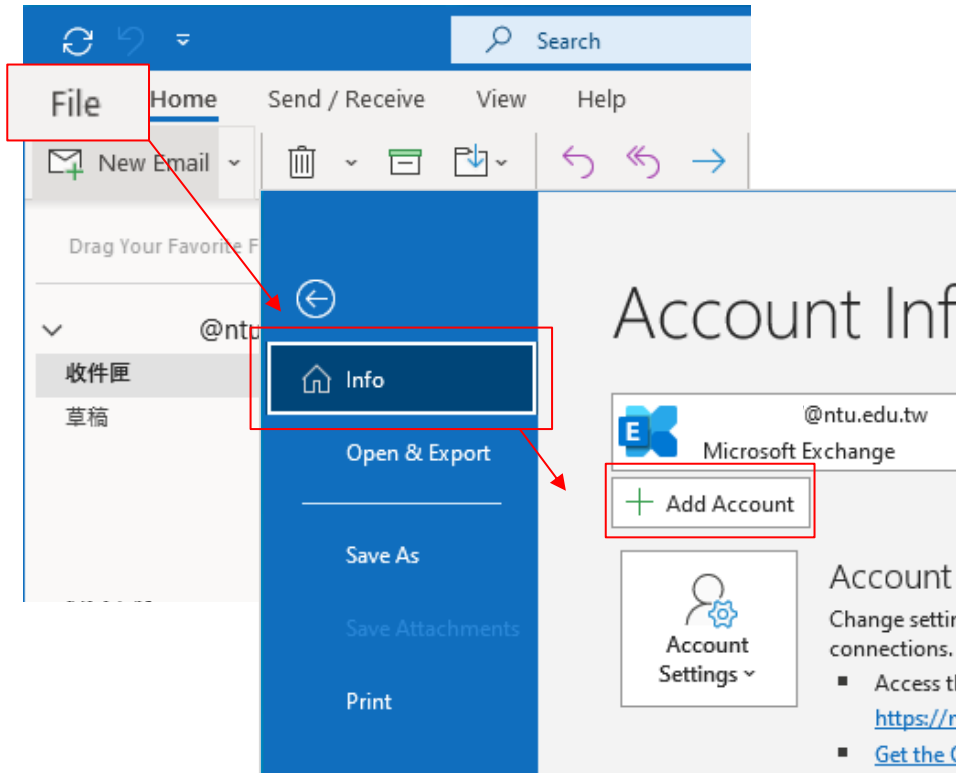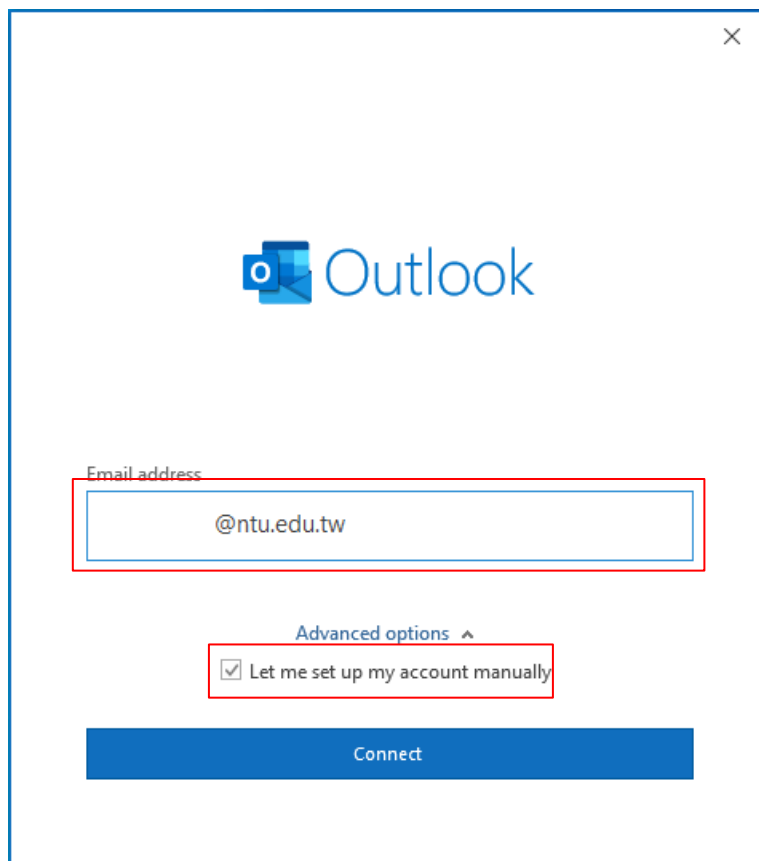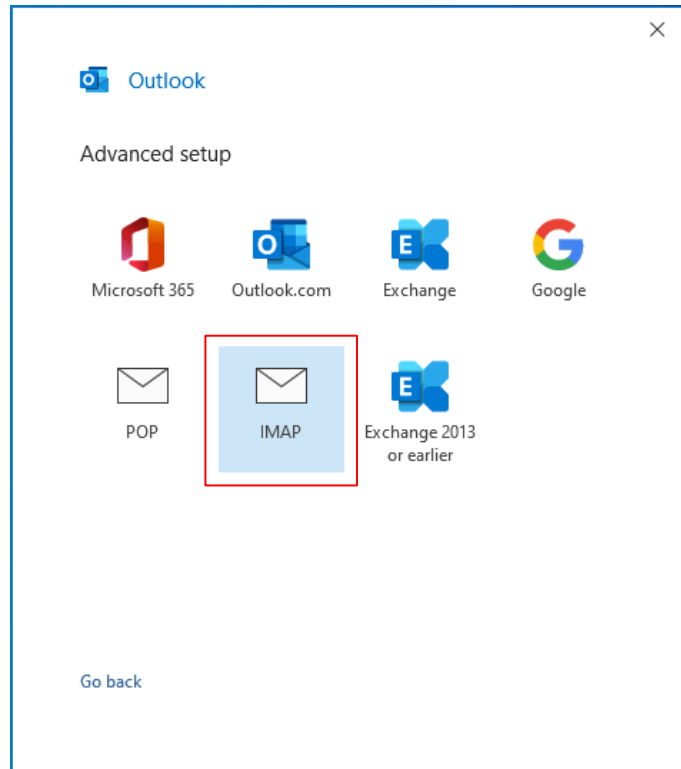
1. Click【File】→【Info】→【Add Account】. (Outlook2021 as example)

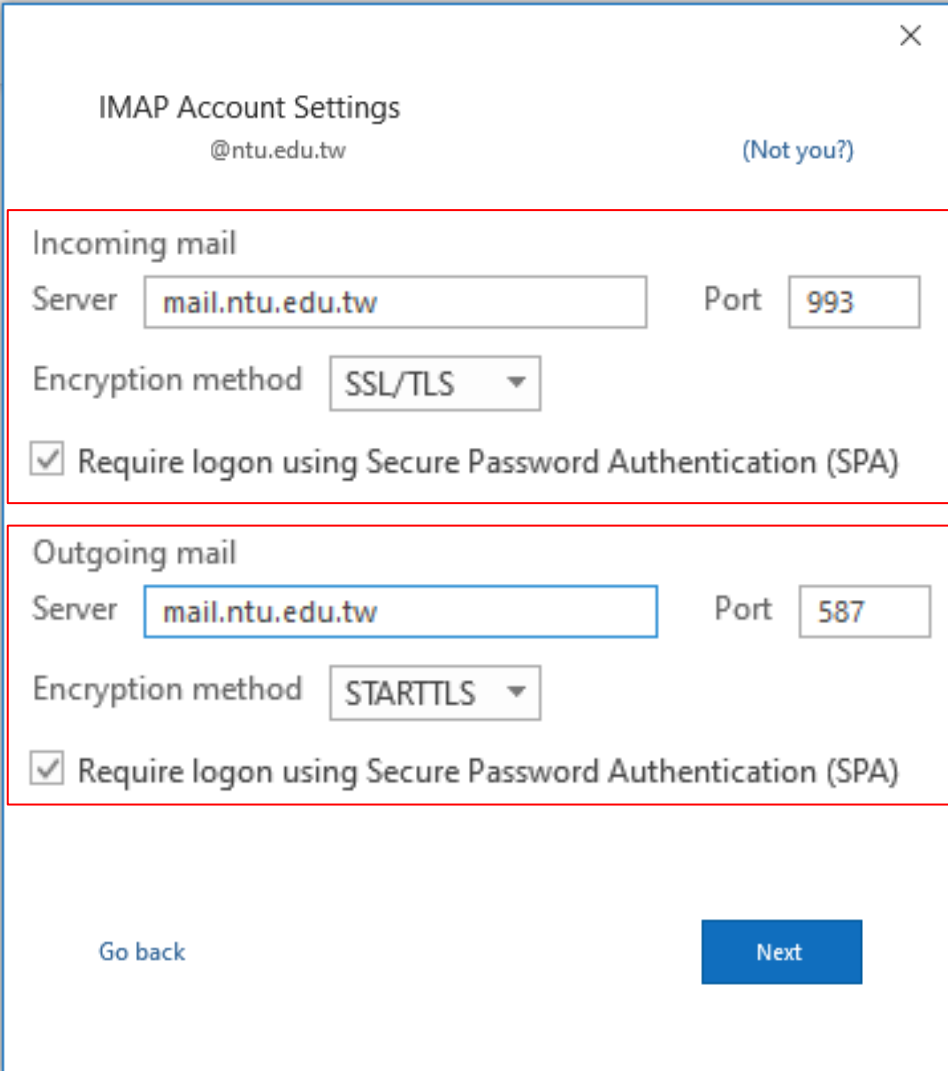

2. Enter your email address, click【Advanced options】,
   check【Let me set up my account manually】, then click【Connect】.
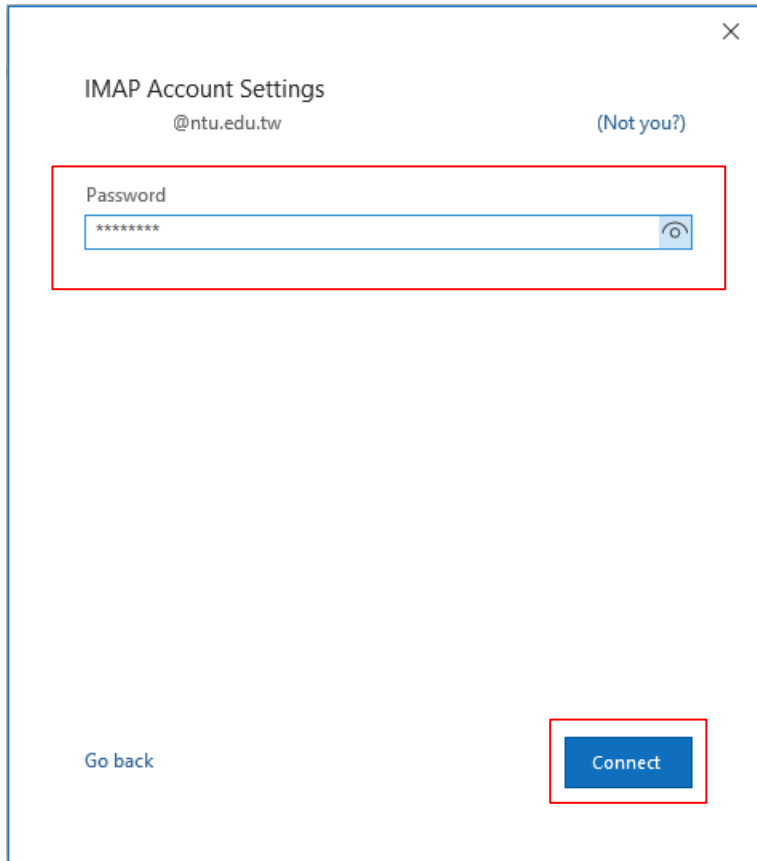
3. Please select【IMAP】.

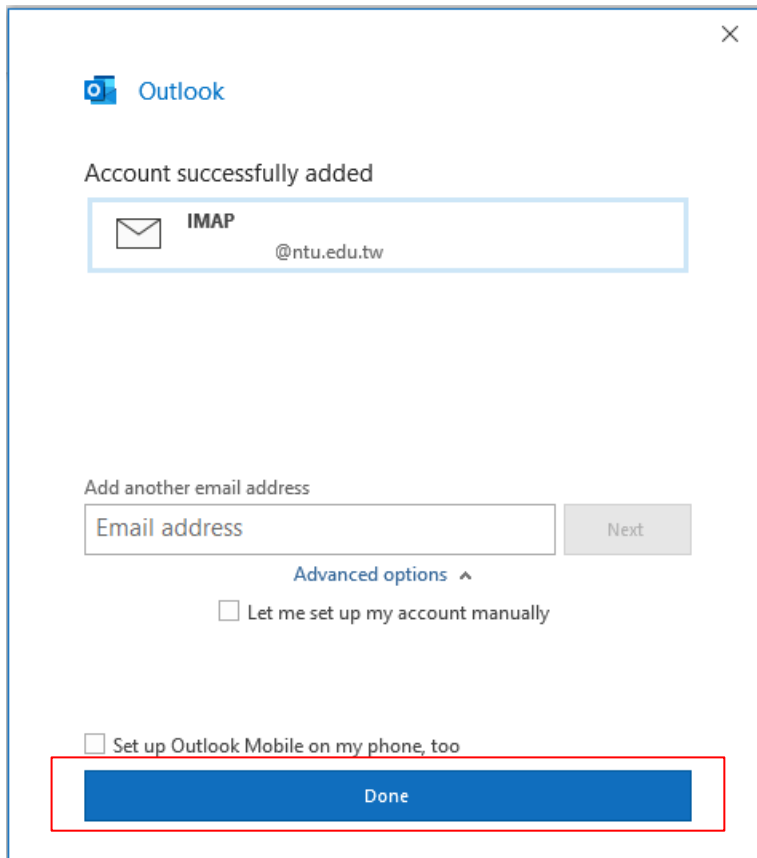4. Please fill in the following information, then click【Next】.

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

IMAP Account Settings

@ntu.edu.tw   (Not you?)

Password

********   ⊚

Go back   Connect

6. Click【Done】.

Outlook

Account successfully added

IMAP
@ntu.edu.tw

Add another email address

Email address   Next

Advanced options ⋀

☐ Let me set up my account manually

☐ Set up Outlook Mobile on my phone, too

Done
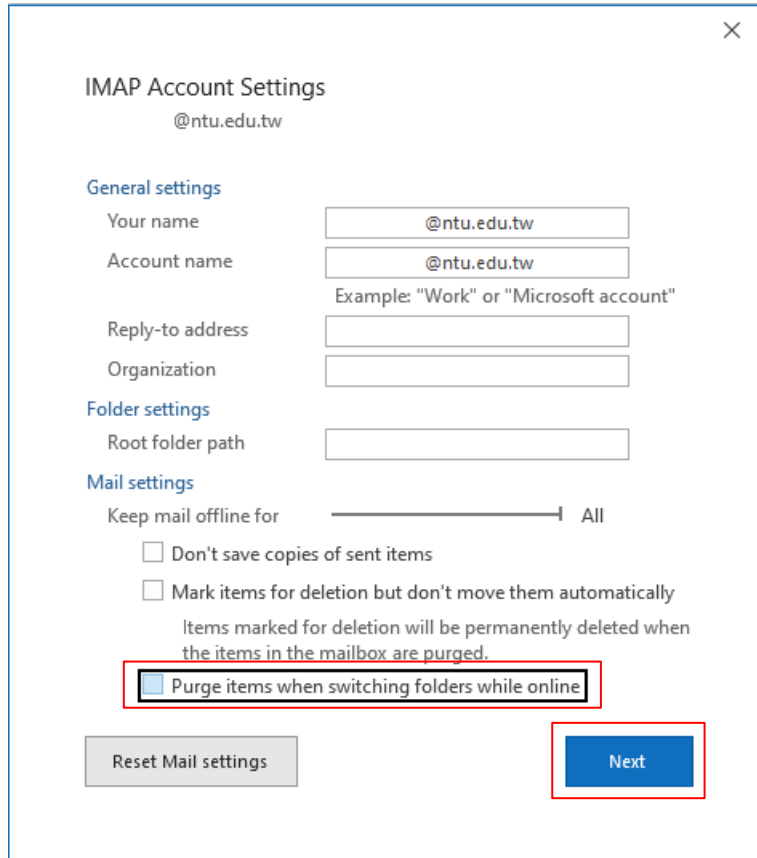
7. Click【File】→【Info】→【Account Settings】.
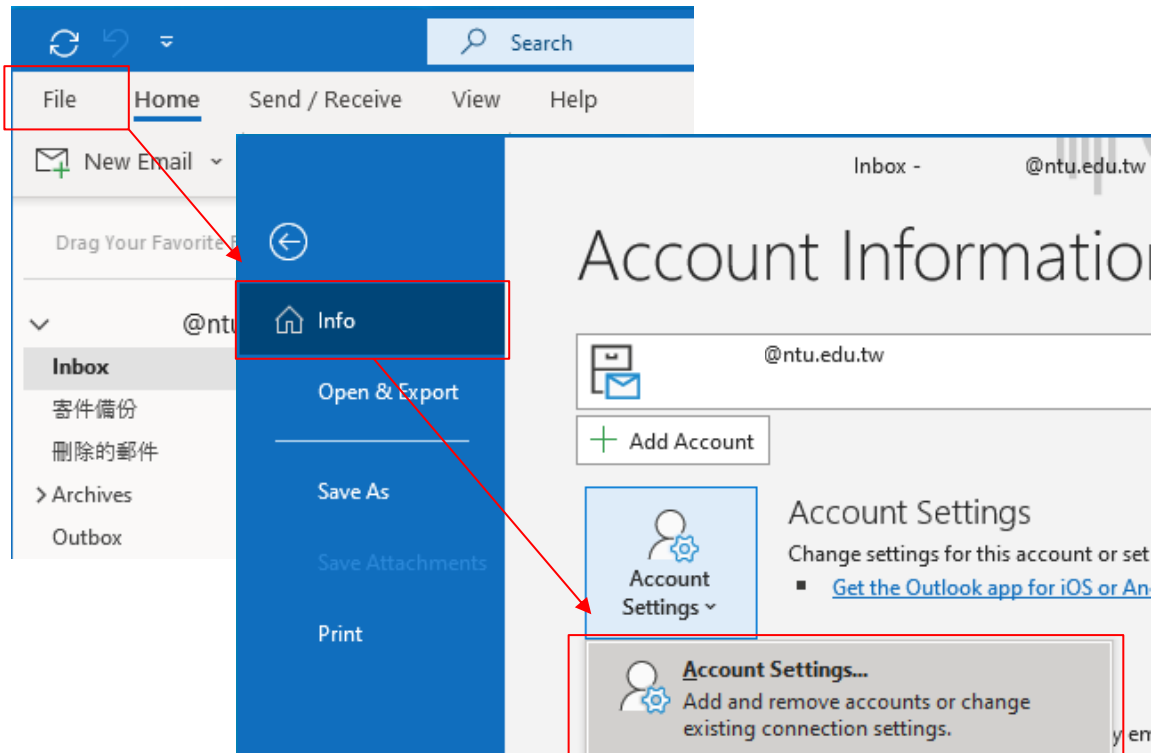
8. Please click your NTU account, then click【Change】.
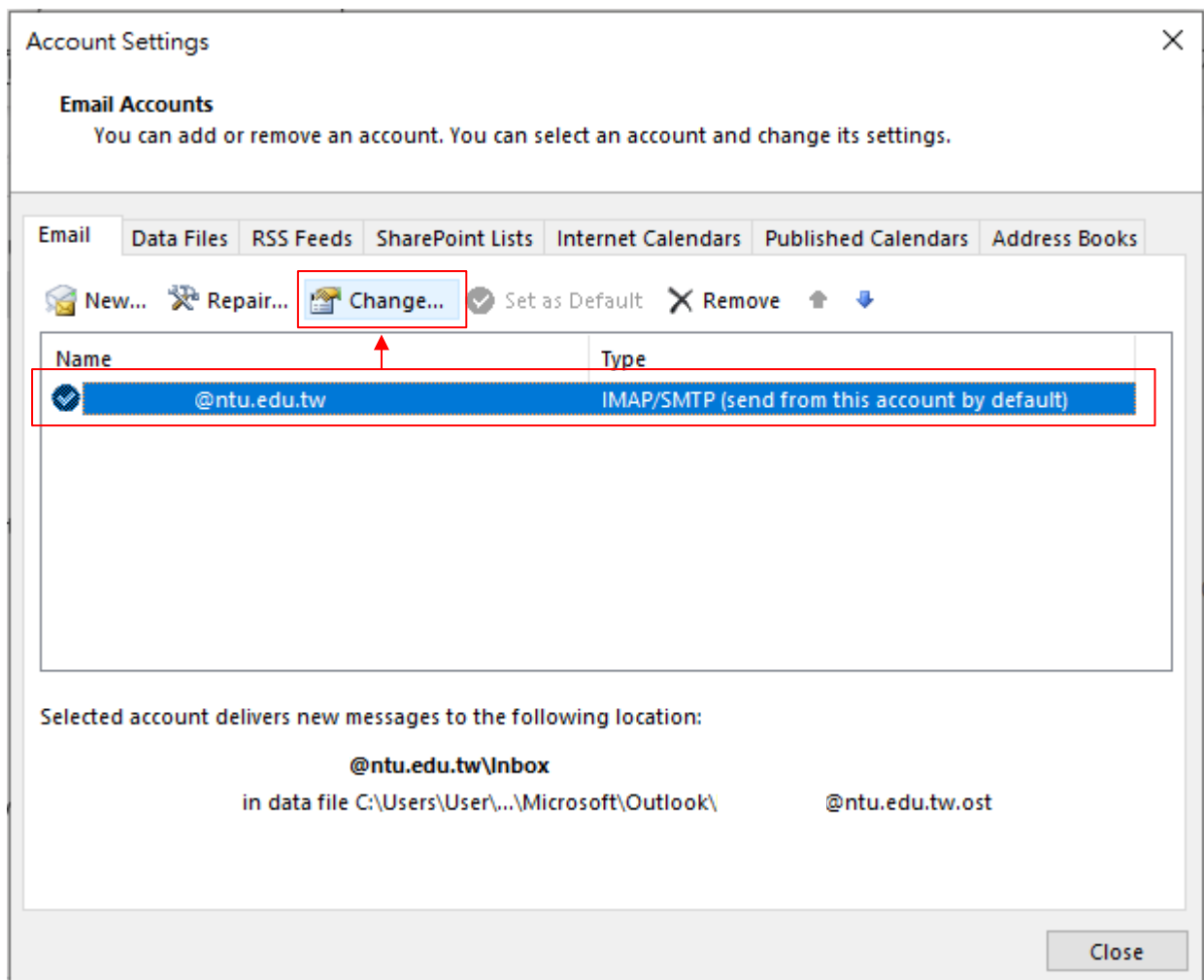
9. Uncheck【Purge items when switching folders while online】, then click【Next】.

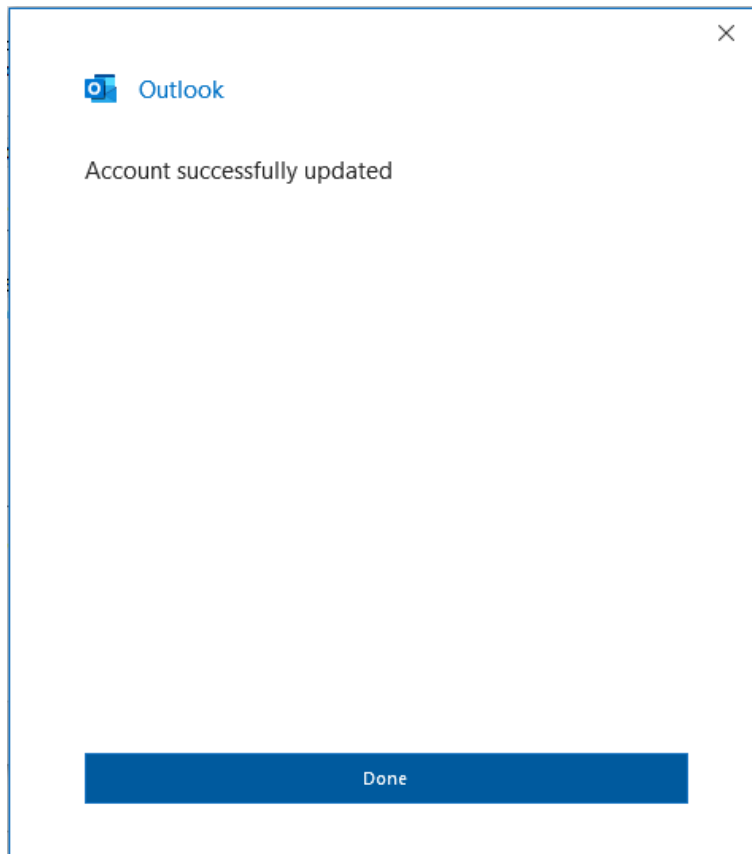10. Click【Done】and restart Outlook.