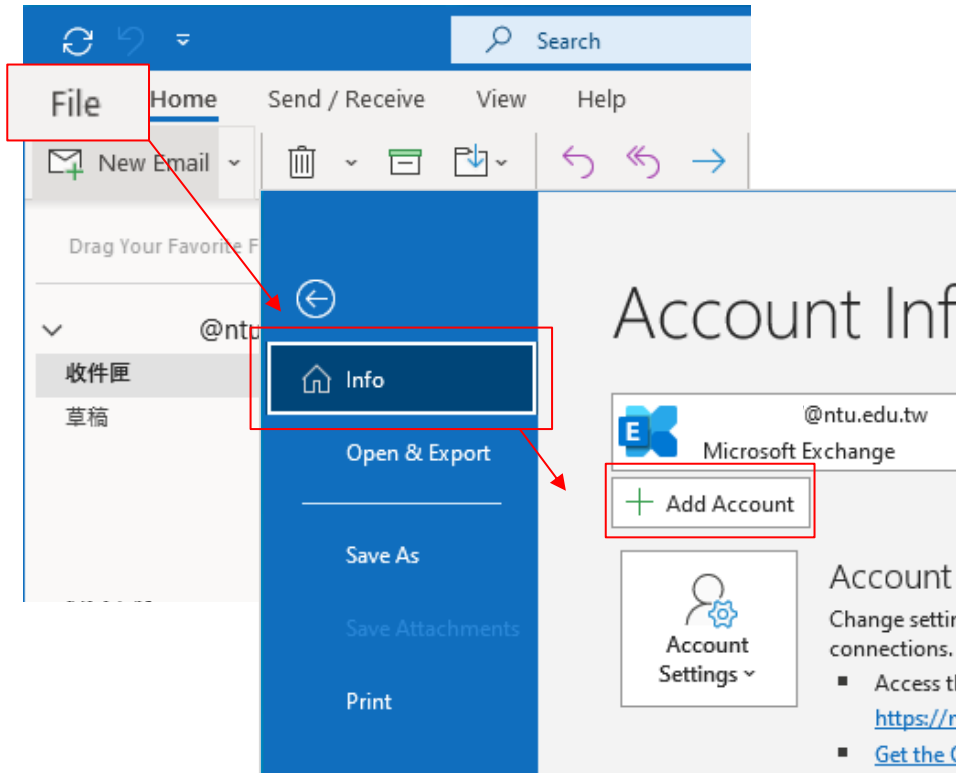
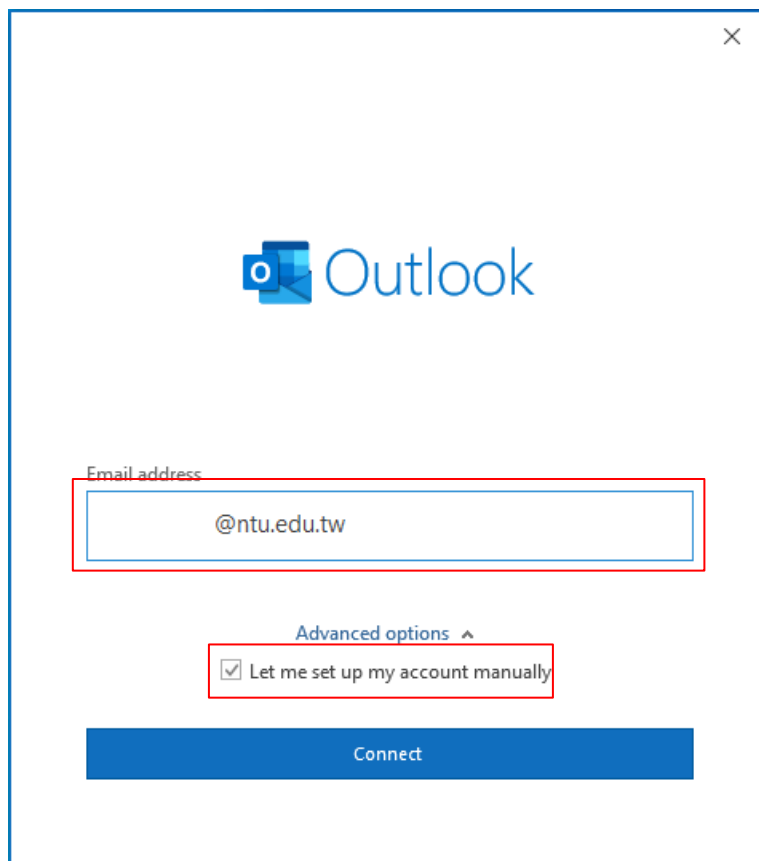


Setting up IMAP protocol

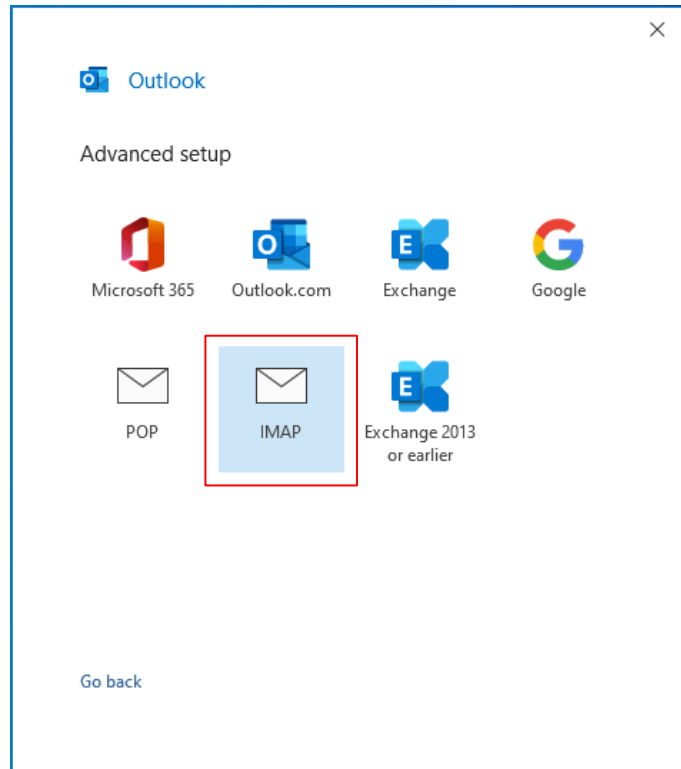
1. Click **File** → **Info** → **Add Account** . (Outlook2021 as example)



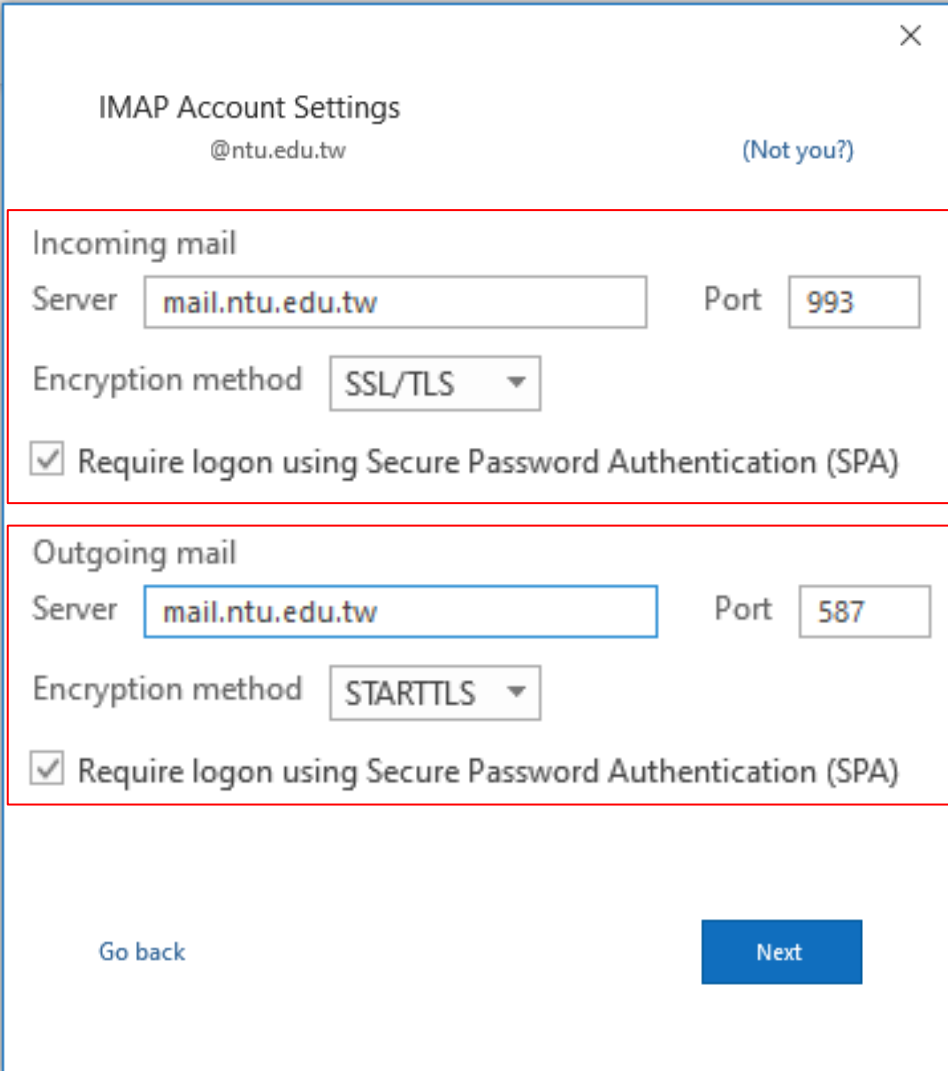
2. Enter your email address, click **Advanced options** ,
check **Let me set up my account manually** , then click **Connect** .



3. Please select **【IMAP】** .

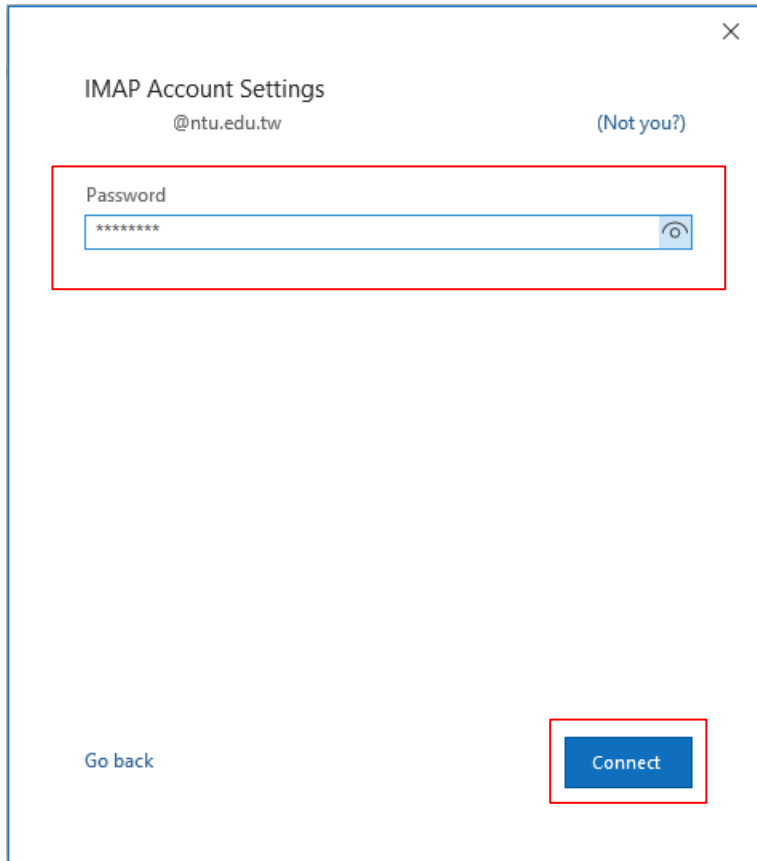


4. Please fill in the following information, then click **【Next】** .



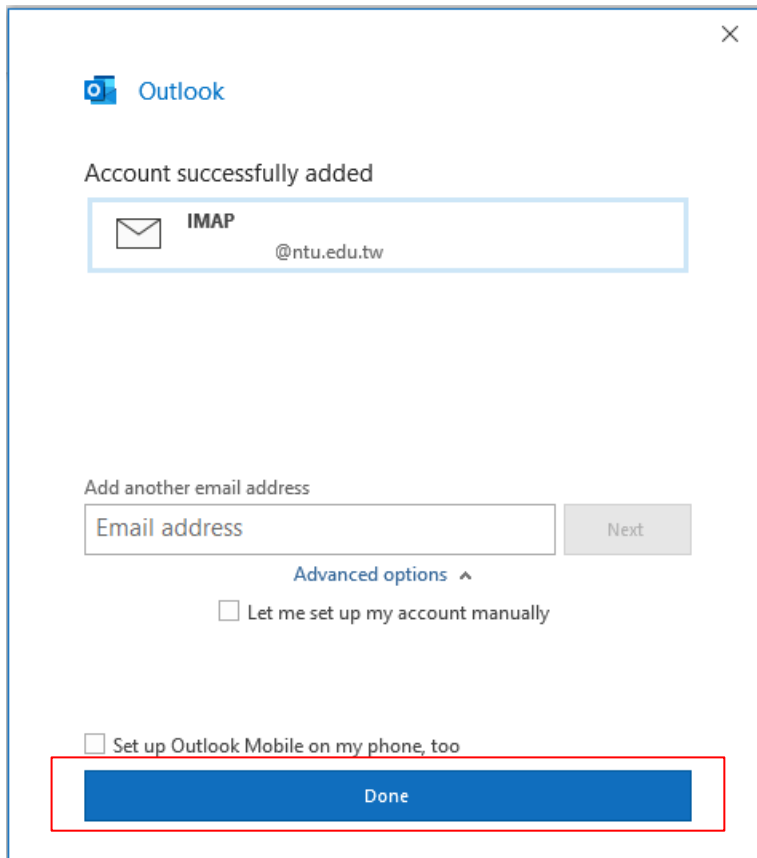
The screenshot displays the 'IMAP Account Settings' form for the email address @ntu.edu.tw. The form is divided into two main sections: 'Incoming mail' and 'Outgoing mail', both of which are highlighted with red boxes. The 'Incoming mail' section includes fields for 'Server' (mail.ntu.edu.tw), 'Port' (993), and 'Encryption method' (SSL/TLS). A checkbox for 'Require logon using Secure Password Authentication (SPA)' is checked. The 'Outgoing mail' section includes fields for 'Server' (mail.ntu.edu.tw), 'Port' (587), and 'Encryption method' (STARTTLS). A checkbox for 'Require logon using Secure Password Authentication (SPA)' is also checked. At the bottom of the form, there are 'Go back' and 'Next' buttons.

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



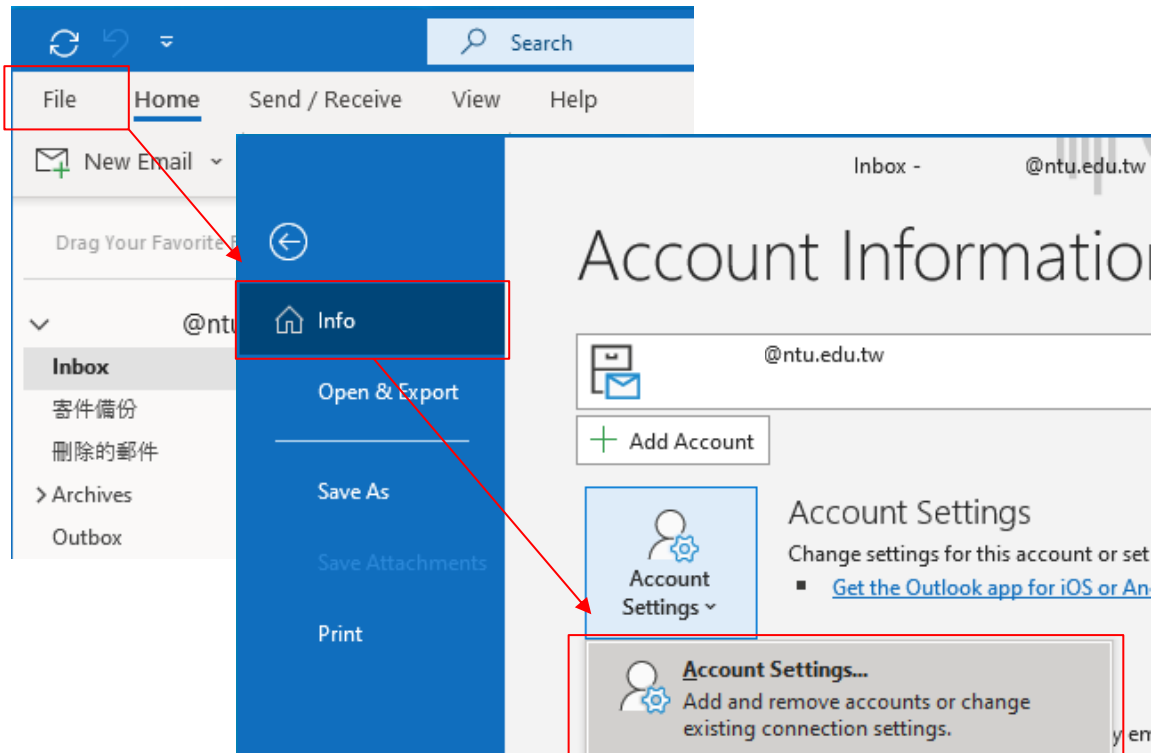
The screenshot shows a dialog box titled "IMAP Account Settings" for the email address "@ntu.edu.tw". A red box highlights the "Password" input field, which contains seven asterisks and a toggle icon. Another red box highlights the "Connect" button at the bottom right. A "Go back" button is visible at the bottom left.

6. Click **【Done】** .

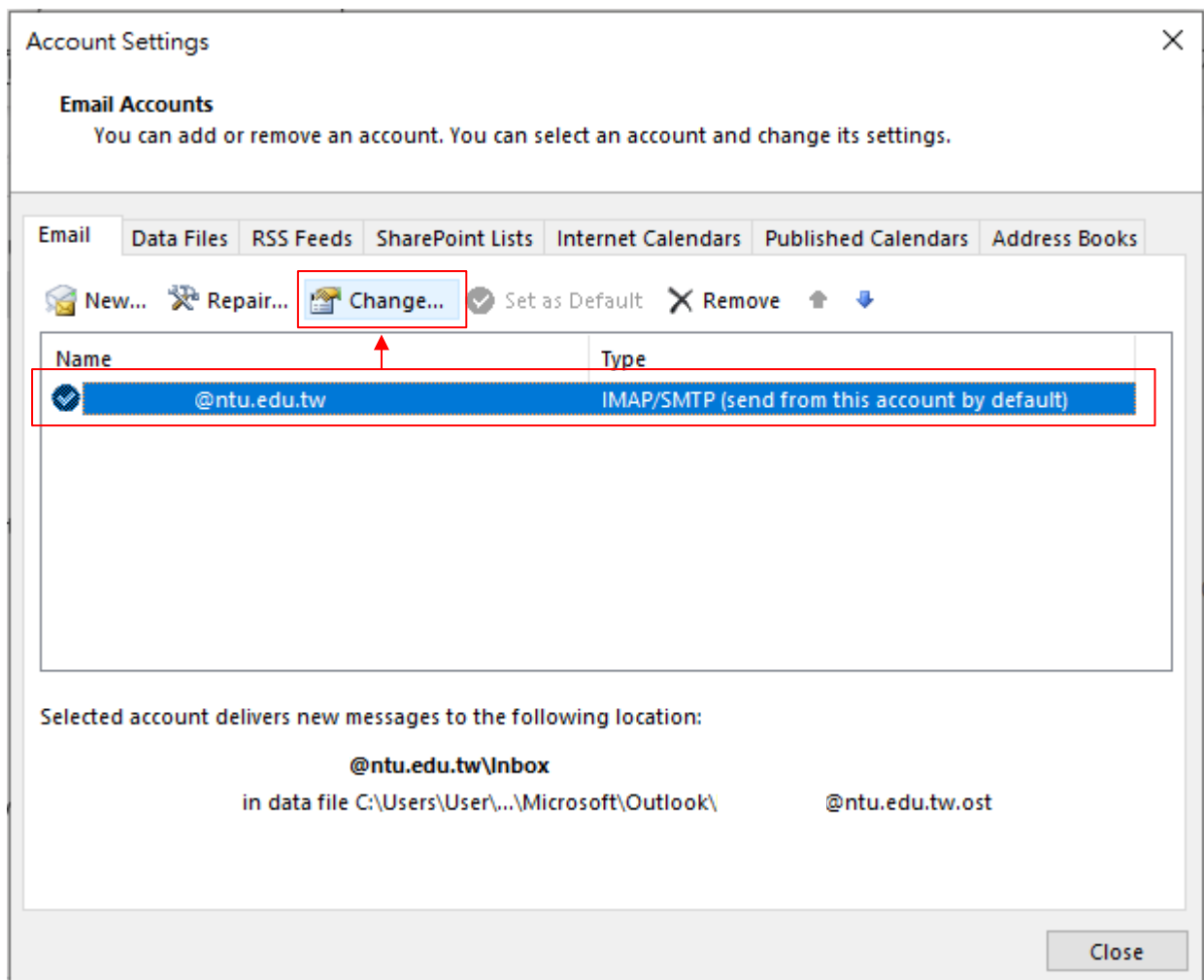


The screenshot shows the Outlook application interface. At the top, it says "Outlook" with the logo. Below that, it states "Account successfully added" and shows a box with an envelope icon, "IMAP", and "@ntu.edu.tw". There is a section for "Add another email address" with an "Email address" input field and a "Next" button. Below this is an "Advanced options" section with a checkbox for "Let me set up my account manually". At the bottom, there is a checkbox for "Set up Outlook Mobile on my phone, too" and a large blue "Done" button highlighted with a red box.

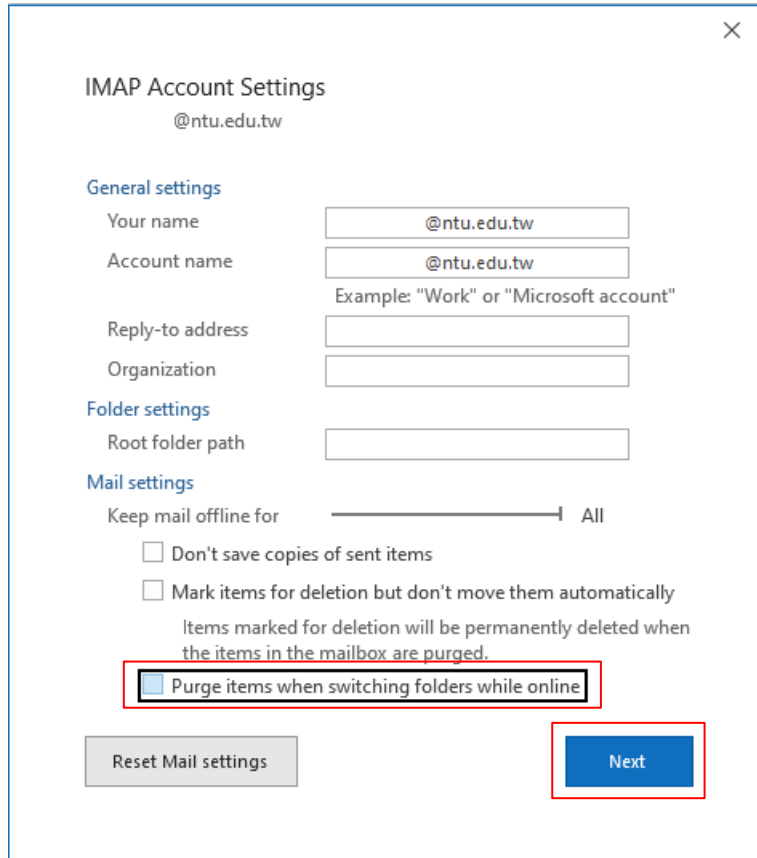
7. Click **【File】** → **【Info】** → **【Account Settings】** .



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



9. Uncheck **【Purge items when switching folders while online】** , then click **【Next】** .

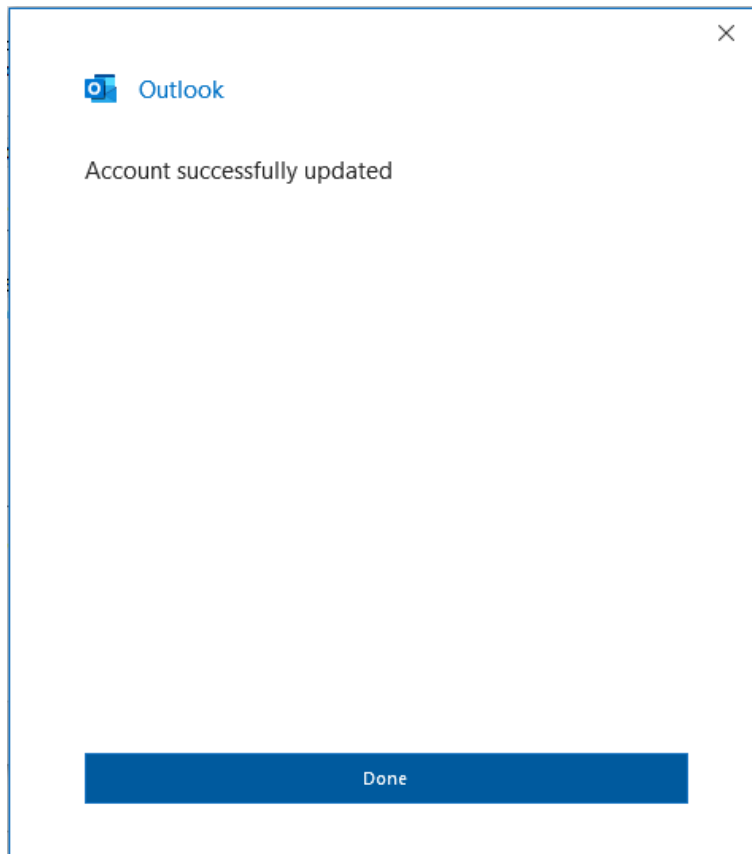


The screenshot shows the "IMAP Account Settings" dialog box for the account "@ntu.edu.tw". It is divided into three sections: "General settings", "Folder settings", and "Mail settings".

- General settings:** Includes fields for "Your name" (containing "@ntu.edu.tw"), "Account name" (containing "@ntu.edu.tw"), "Reply-to address", and "Organization". A note below the account name field says "Example: 'Work' or 'Microsoft account'".
- Folder settings:** Includes a field for "Root folder path".
- Mail settings:** Includes a "Keep mail offline for" slider set to "All". Below it are three checkboxes:
 - Don't save copies of sent items
 - Mark items for deletion but don't move them automatically. A note below says "Items marked for deletion will be permanently deleted when the items in the mailbox are purged."
 - Purge items when switching folders while online** (This checkbox is highlighted with a red box and is currently checked.)

At the bottom, there are two buttons: "Reset Mail settings" (disabled) and "Next" (highlighted with a red box).

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



The screenshot shows the Outlook "Account successfully updated" dialog box. It features the Outlook logo and the text "Account successfully updated". At the bottom, there is a large blue button labeled "Done".