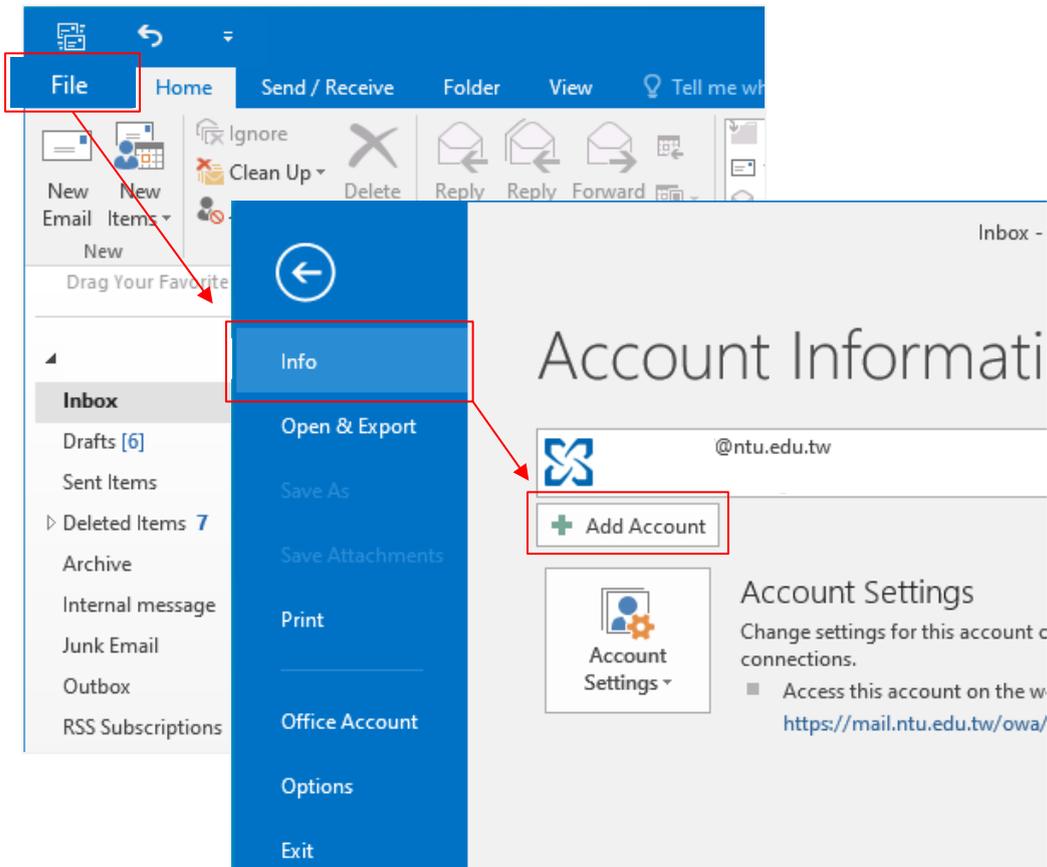
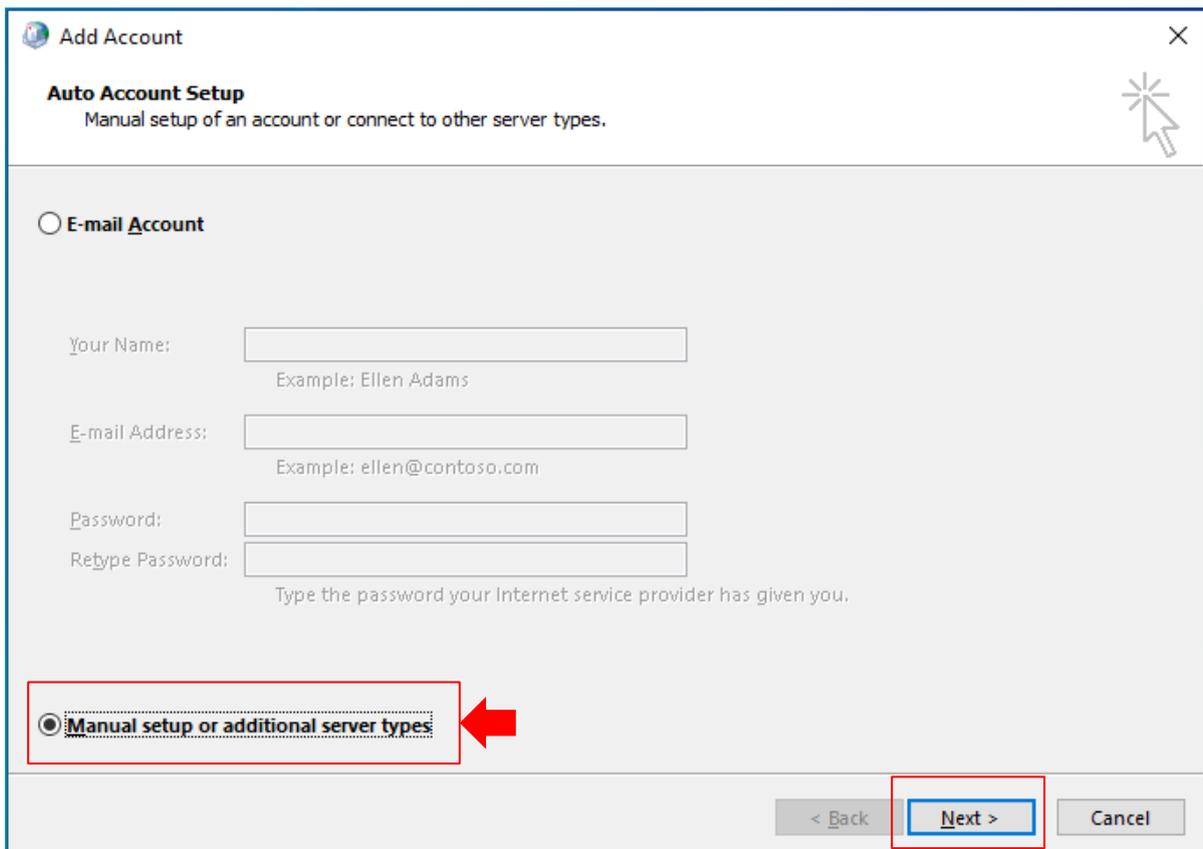


# Setting up POP protocol

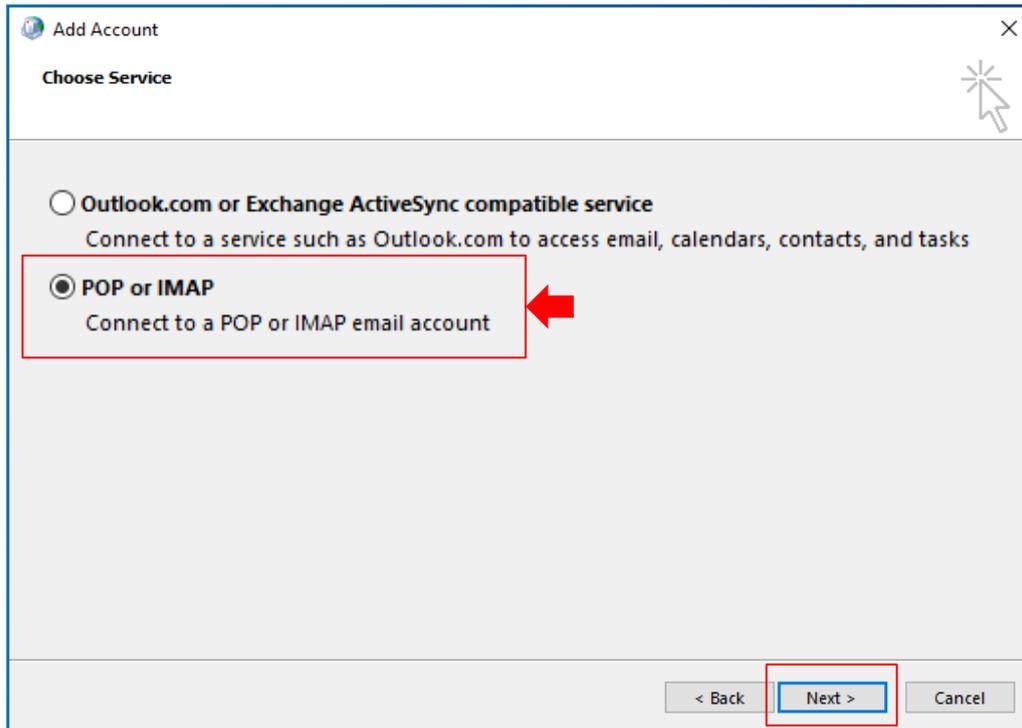
1. Click **【File】** → **【Info】** → **【Add Account】** . (Outlook2016 as example)



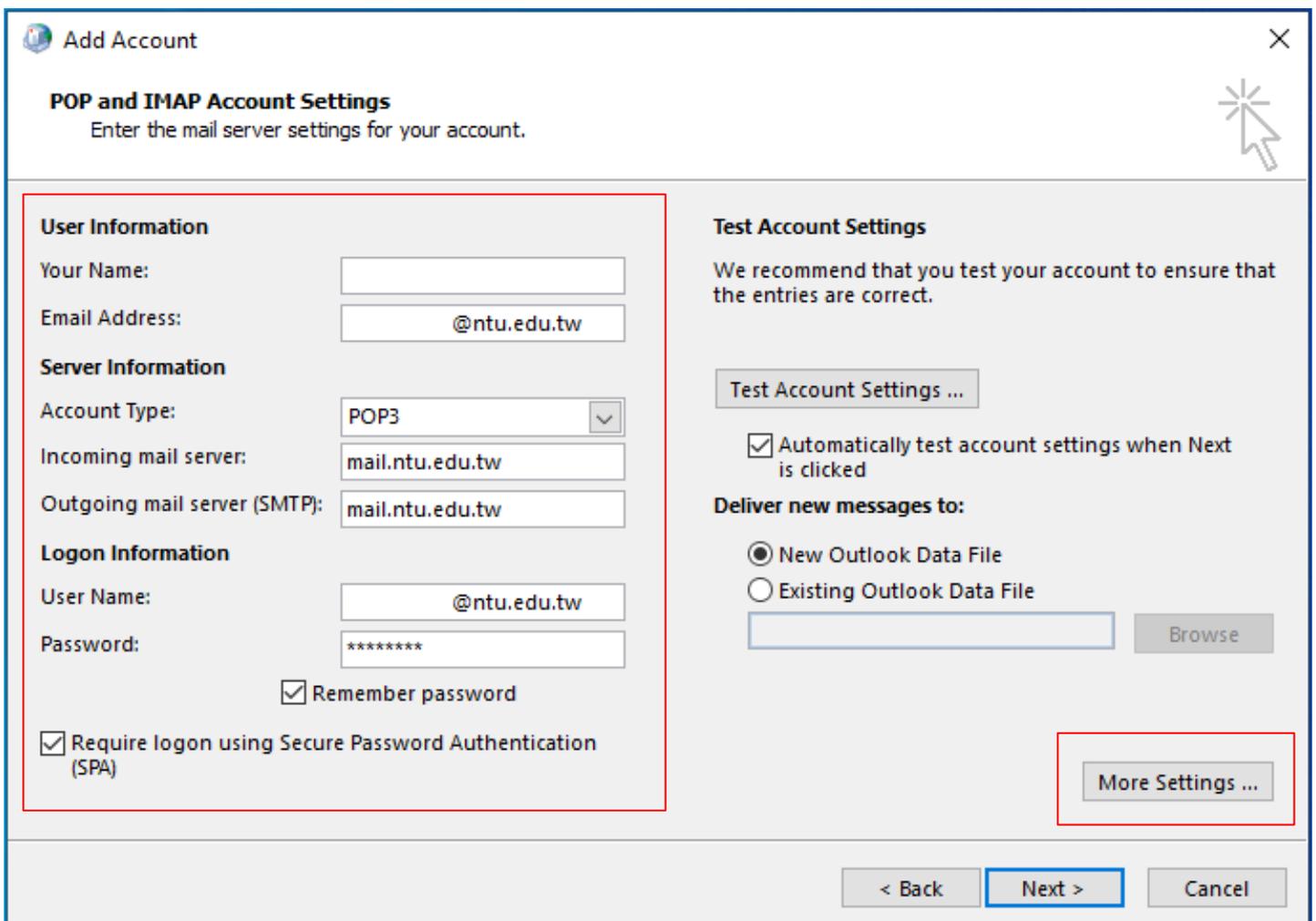
2. Click **【Manual setup or additional server types】** , then click **【Next】** .



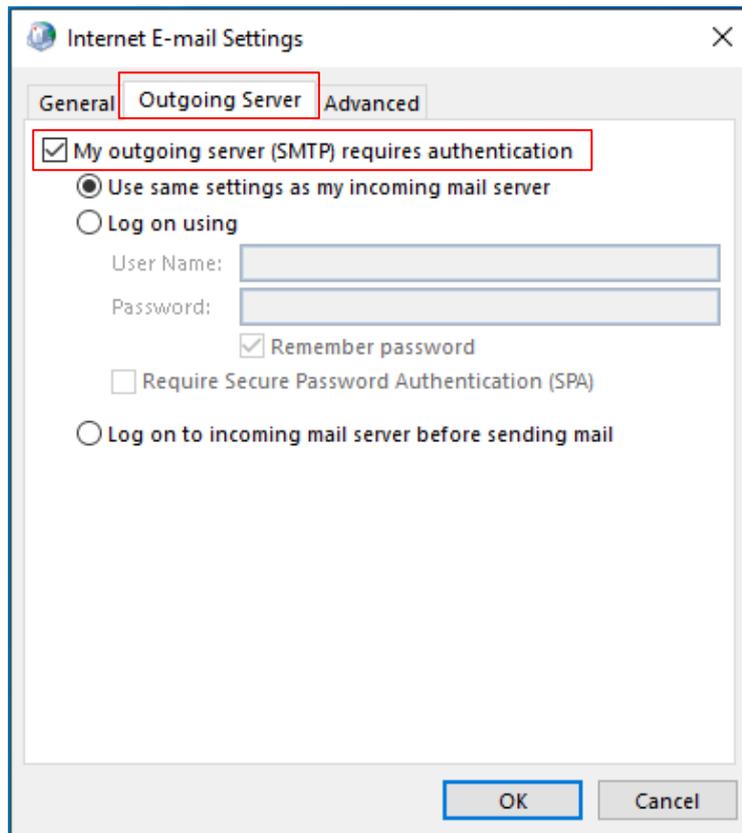
3. Click **【POP or IMAP】** , then click **【Next】** .



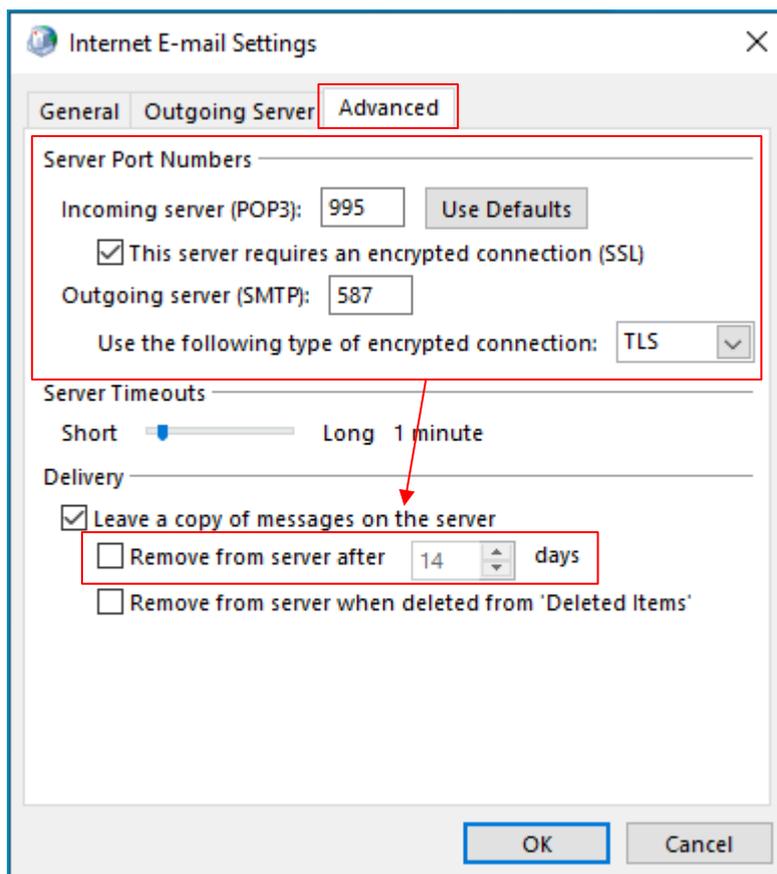
4. Please fill in the following information, then click **【More Settings】** .



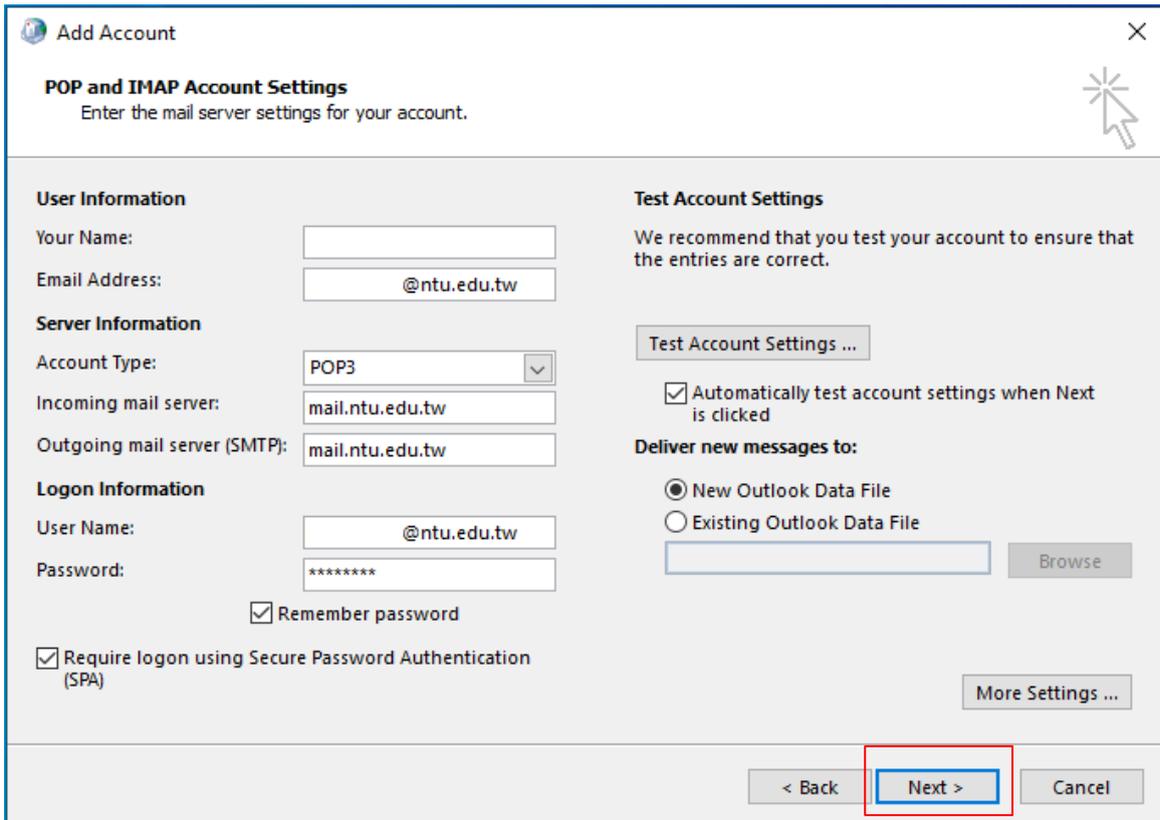
5. Click **【Outgoing Server】** ,  
check **【My outgoing server (SMTP) requires authentication】** .



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】** .



**Add Account**

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

**User Information**  
Your Name:   
Email Address:

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.ntu.edu.tw  
Outgoing mail server (SMTP): mail.ntu.edu.tw

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

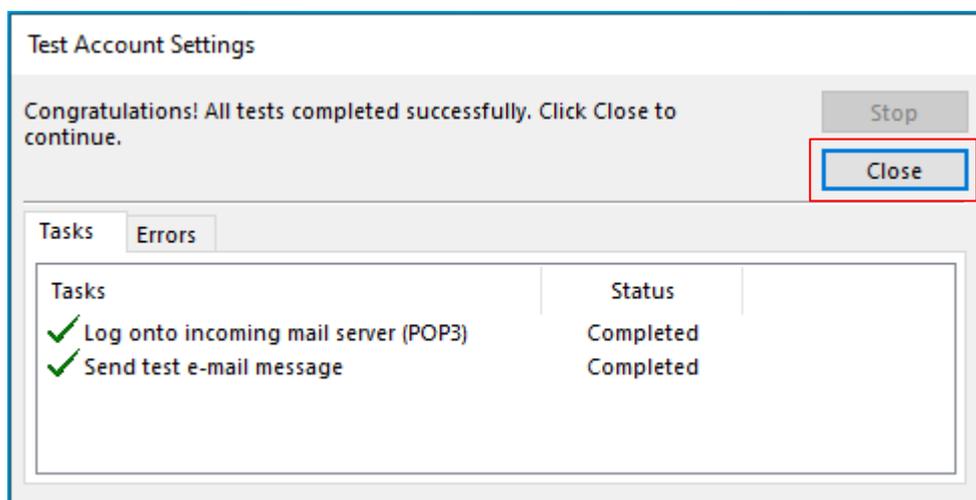
**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked

**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File  
 Browse

More Settings ...

< Back **Next >** Cancel

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



**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Stop

**Close**

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed



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

