

## Setting up POP protocol

1. Click [File]  $\rightarrow$  [Info]  $\rightarrow$  [Add Account]. (Outlook2016 as example)



2. Click [Manual setup or additional server types], then click [Next].

Add Account		×
Auto Account Setup Manual setup of an	account or connect to other server types.	${\swarrow}$
○ E-mail <u>A</u> ccount		
Your Name:	Example: Ellen Adams	
<u>E</u> -mail Address: [	Example: ellen@contoso.com	
Password:		
Keype rassoord.	Type the password your Internet service provider has given you,	
<u>Manual setup or ad</u>	ditional server types	
	< <u>B</u> ack Ca	ncel



## 3. Click **[**POP or IMAP**]**, then click **[**Next**]**.

Add Account	×
Choose Service	N.
<ul> <li>Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks</li> <li>POP or IMAP Connect to a POP or IMAP email account</li> </ul>	
< Back Next > Cance	1

4. Please fill in the following information, then click [More Settings].

Add Account		×
POP and IMAP Account Set Enter the mail server settir	t <b>tings</b> ngs for your account.	
User Information Your Name: Email Address: Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information User Name: Password:	@ntu.edu.tw   POP3   mail.ntu.edu.tw   mail.ntu.edu.tw   @ntu.edu.tw   @ntu.edu.tw	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
Require logon using Secur (SPA)	e Password Authentication	More Settings
		< Back Next > Cancel



5. Click [Outgoing Server],

check [My outgoing server (SMTP) requires authentication].

Interr	net E-mail Settings			×
General	Outgoing Server	Advanced		
My o	My outgoing server (SMTP) requires authentication			
٥u	se same settings a	s my incomin <u>c</u>	ı mail server	
01	og on using			
- L	Jser Name:			
F	'assword:			
	V Rei	nember passw	/ord	
	Require Secure	assword Auth	nentication (SPA)	
OL	og on to incoming	mail server be	fore sending m	ail
			ОК	Cancel

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】.

Internet E-mail Settings		
General Outgoing Server Advanced		
Server Port Numbers		
Incoming server (POP3): 995 Use Defaults		
This server requires an encrypted connection (SSL)		
Outgoing server (SMTP): 587		
Use the following type of encrypted connection: TLS 🤍		
Server Timeouts		
Short 💶 Long 1 minute		
Delivery		
Leave a copy of messages on the server		
Remove from server after 14 🚔 days		
Remove from server when deleted from 'Deleted Items'		
OK Cancel		



## 7. Click [Next].

POP and IMAP Account Set Enter the mail server settir	t <b>tings</b> ngs for your account.	Ť		
User Information		Test Account Settings		
Your Name:		We recommend that you test your account to ensure that the entries are correct.		
Email Address:	@ntu.edu.tw			
Server Information		Test Account Settings		
Account Type:	POP3 v			
Incoming mail server:	mail.ntu.edu.tw	Automatically test account settings when Next is clicked		
Outgoing mail server (SMTP):	mail.ntu.edu.tw	Deliver new messages to:		
Logon Information		New Outlook Data File		
User Name:	@ntu.edu.tw	Existing Outlook Data File		
Password:	*****	Browse		
Re	member password			
Require logon using Secur (SPA)	e Password Authentication	More Settings		
		< Back Next > Cancel		

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

Test Account Settings			
Congratulations! All tests completed successfully. 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].

Add Account	×
You're all set!	
We have all the information we need to set up your account.	
Add another account	
< Back Finish	