

Setting up POP protocol

1. Click $[File] \rightarrow [Info] \rightarrow [Add Account]$. (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 **[**POP**]**.

| Œ | | | | × |
|---|------------|-------------|---------|---|
| | Choose | e accour | nt type | |
| | Office 365 | Outlook.com | Google | |
| | E 🔀 | РОР | IMAP | |
| | - | | • | |

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

| | | \times |
|---------------------|--|----------|
| $\mathbf{\epsilon}$ | POP Account Settings for @ntu.edu.tw | |
| | Incoming mail | |
| | Server mail.ntu.edu.tw Port 995 | |
| | ✓ This server requires an encrypted connection (SSL/TLS) | |
| | Require logon using Secure Password Authentication (SPA) | |
| | Outgoing mail | |
| | Server mail.ntu.edu.tw Port 587 | |
| | Encryption method STARTTLS Require logon using Secure Password Authentication (SPA) | |
| | Message delivery | |
| | Use an existing data file Browse | |
| | Next | |



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

| F | | × |
|---|------------------------------|-------------|
| | Enter the password for @ntu. | edu.tw] |

6. Click 【OK】.





| 7. Click | (File) | \rightarrow | (Info) | \rightarrow | [Account Settings] | |
|----------|--------|---------------|--------|---------------|--------------------|--|
|----------|--------|---------------|--------|---------------|--------------------|--|



8. Please click your NTU account and click [Change].

| Account | Settings | | | | | | | × |
|--------------------|-------------------------|----------------|--------------------|------------------|-------------------|-------------|---------------|---|
| Email Yo | Accounts u can add c | or remove an a | account. You can s | select an accoun | t and change its | s settings. | | |
| Email | Data Files | RSS Feeds | SharePoint Lists | Internet Calen | dars Published | d Calendars | Address Books | |
| S Nev | w 🔆 Re | epair 🚰 C | hange 🕑 Set | as Default 🗙 | Remove 👚 | + | | |
| Name | | | • | Туре | | | | |
| | @n | tu.edu.tw | | POP/SMT | o (send from this | account by | default) | |
| | | | | | | | | |
| Selected | d account d | elivers new m | essages to the fol | lowing location | | | | |
| Chang | ge Folder | 0 | ntu.edu.tw\Inbo | x | | | | |
| | | in data file C | :\Users\\Outloo | ok Files∖ | @ntu.edu.tw | _ (| .pst | |
| | | | | | | | Close | • |



9. Check [More Settings].

| User Information | | Test Account Settings |
|-------------------------------------|---------------------------|---|
| Your Name: | @ntu.edu.tw | We recommend that you test your account to ensure that |
| Email Address: | @ntu.edu.tw | the entries are conect. |
| Server Information Account Type: | POP3 | Test Account Settings |
| Incoming mail server: | mail.ntu.edu.tw | Automatically test account settings when Next is clicked |
| Outgoing mail server (SMTP): | mail.ntu.edu.tw | |
| Logon Information | | |
| User Name: | @ntu.edu.tw | |
| Password: | ****** | |
| 🗹 Re | emember password | |
| Require logon using Secur (SPA) | e Password Authentication | More Settings |

10. Click 【Advanced】, according to your preference, decide whether to uncheck【Remove from server after 14 days】, then click 【OK】.

| Internet Email Settings X |
|---|
| General Outgoing Server Advanced |
| Server Port Numbers |
| Incoming server (POP3): 995 Use <u>D</u> efaults |
| This server requires an <u>encrypted</u> connection (SSL/TLS) |
| Outgoing server (SMTP): 587 |
| Use the following type of encrypted connection: STARTTLS V |
| Server Timeouts |
| Short Long 1 minute |
| Delivery |
| <u>Leave a copy of messages on the server</u> |
| Remove from server after 14 days |
| Remove from server when deleted from 'Deleted Items' |
| |
| |
| |
| OK Cancel |



11. Click [Next].

| Change Account | | × |
|--|---------------------------------------|--|
| POP and IMAP Account Set Enter the mail server settin | tings Igs for your account. | |
| User Information | | Test Account Settings |
| Your Name: | @ntu.edu.tw | We recommend that you test your account to ensure that the entries are correct |
| Email Address: | @ntu.edu.tw | the entries are correct. |
| Server Information | | Test Account Settings |
| Account Type: | POP3 🗸 | |
| Incoming mail server: | mail.ntu.edu.tw | Automatically test account settings when Next is clicked |
| Outgoing mail server (SMTP): | mail.ntu.edu.tw | |
| Logon Information | | |
| User Name: | @ntu.edu.tw | |
| Password: | ****** | |
| Re | member password | |
| Require logon using Secure (SPA) | e Password Authentication | More Settings |
| | | < Back Next > Cancel Help |

12. Click [Finish].

| Change Account | × |
|---|------|
| You're all set! | |
| We have all the information we need to set up your account. | |
| | |
| | |
| | |
| | |
| | |
| | |
| < Back Finish | Help |