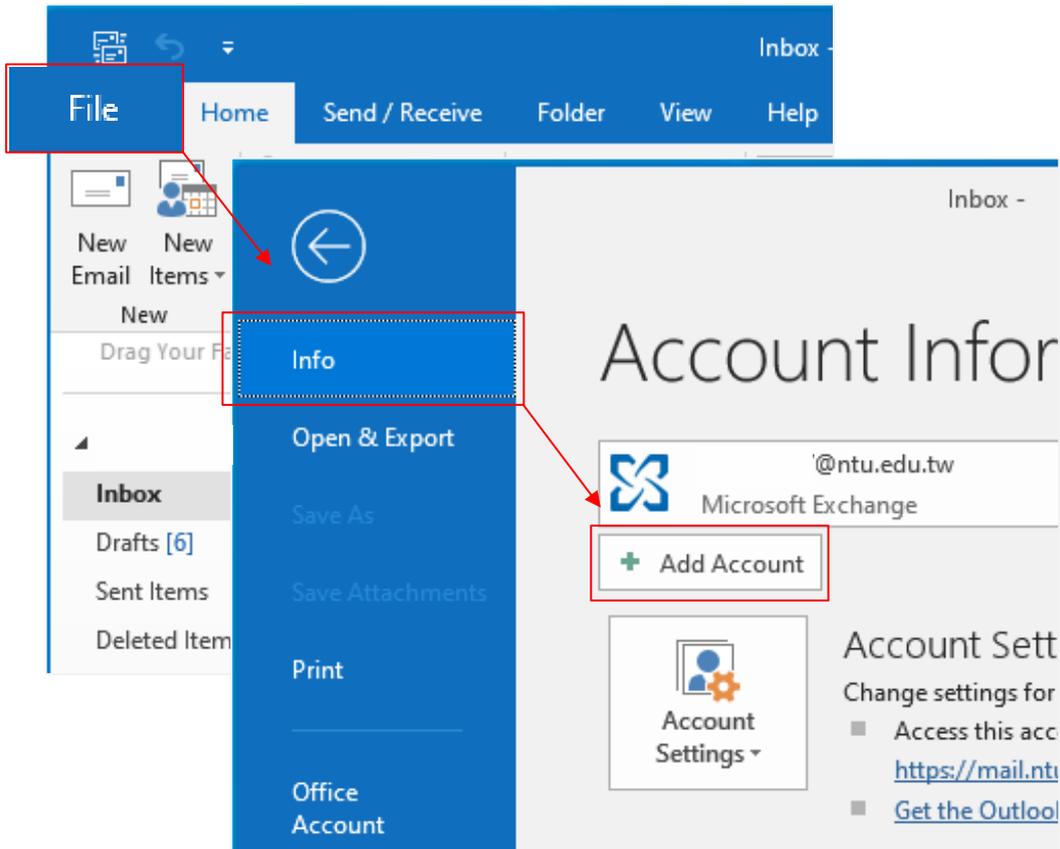
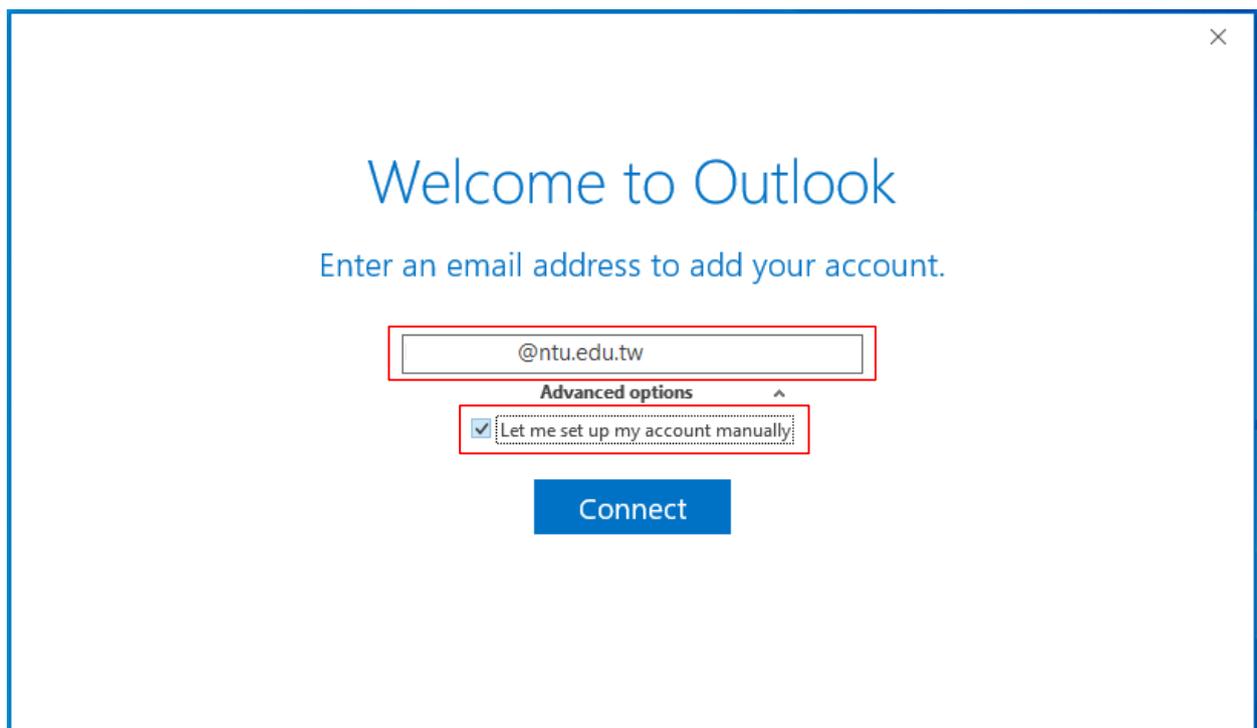


Setting up POP protocol

1. Click **File** → **Info** → **Add Account** . (Outlook2019 as example)

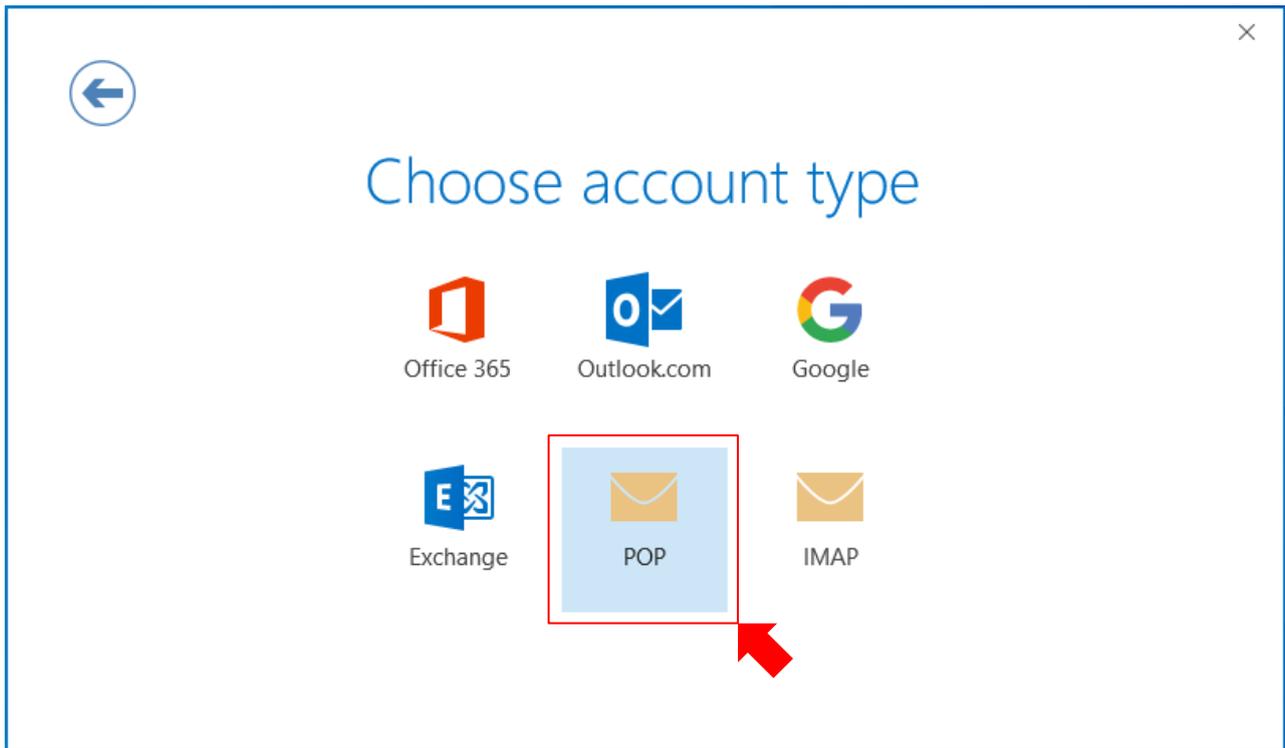


2. Enter your email address, click **Advanced options** ,
check **Let me set up my account manually** , then click **Connect** .

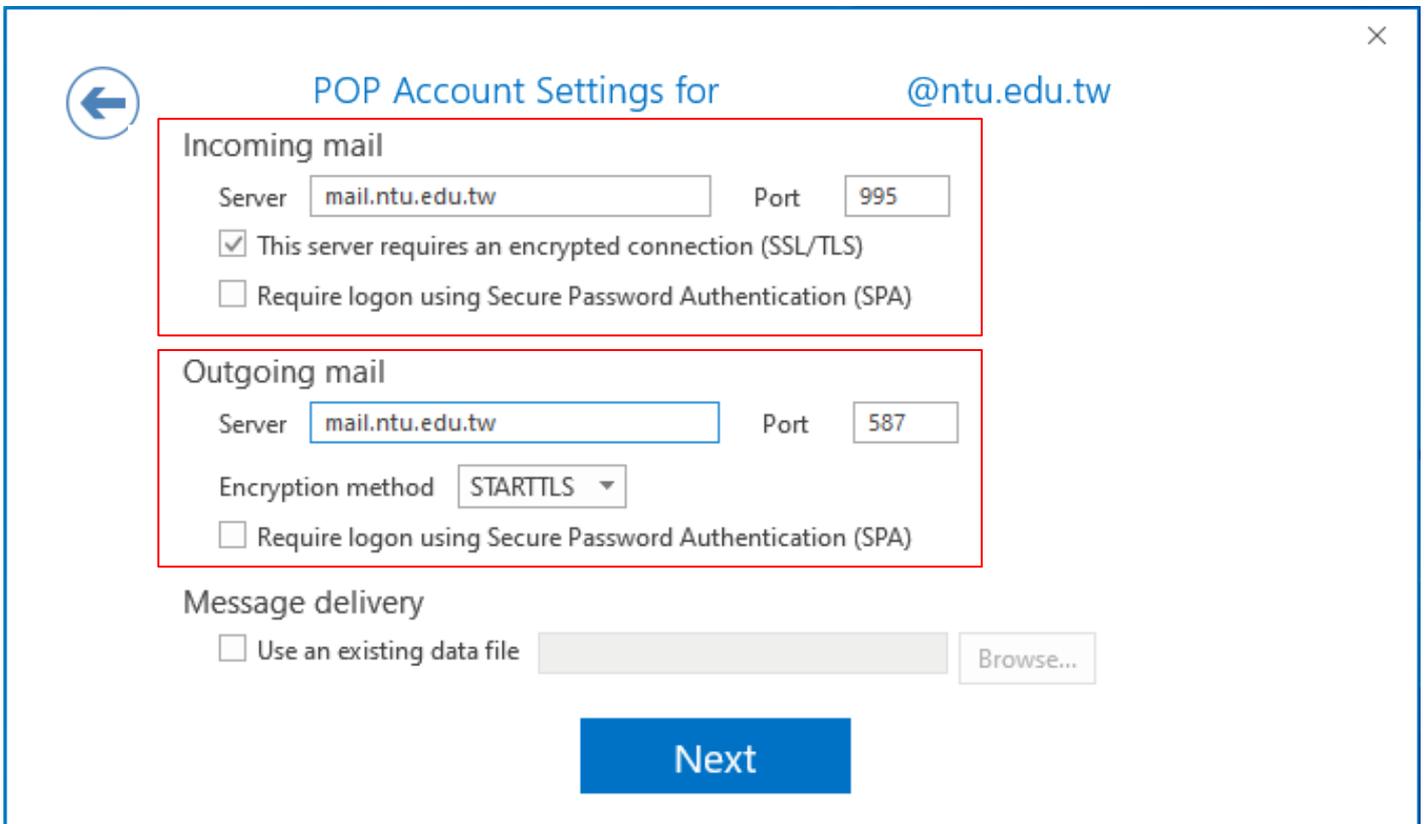




3. Please select **【POP】** .



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





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

Enter the password for @ntu.edu.tw

.....

Connect

6. Click **【OK】** .

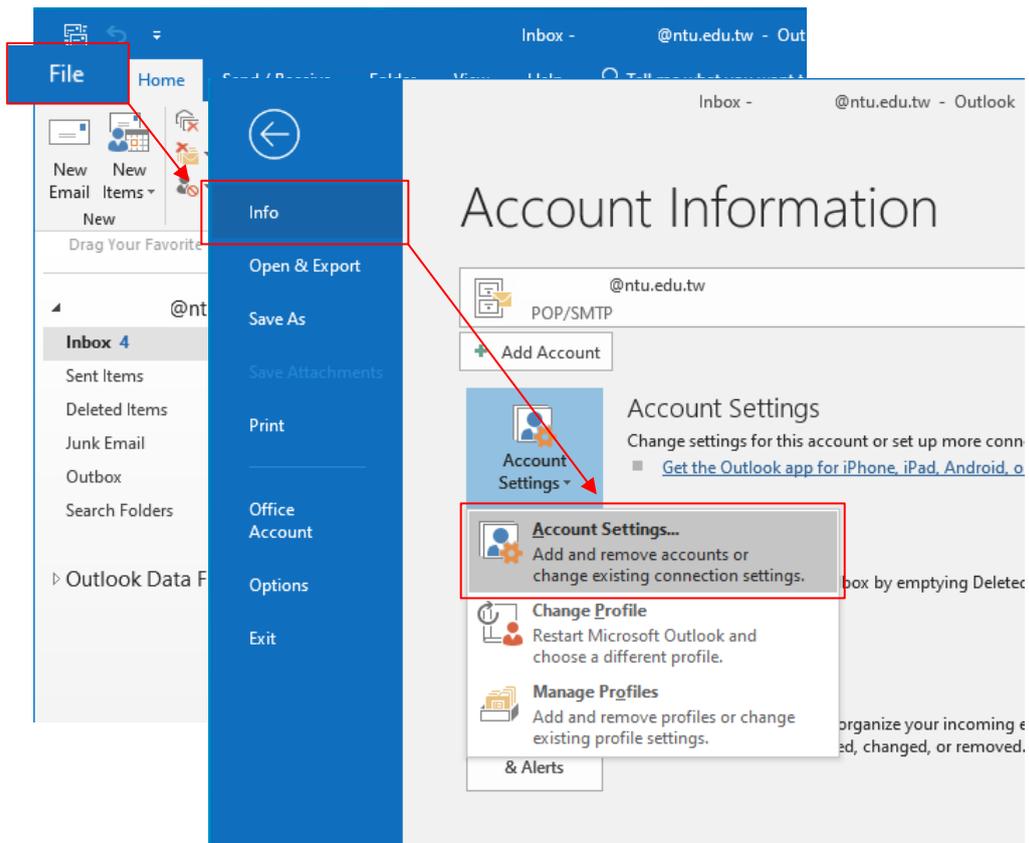
Adding @ntu.edu.tw

Account setup is complete

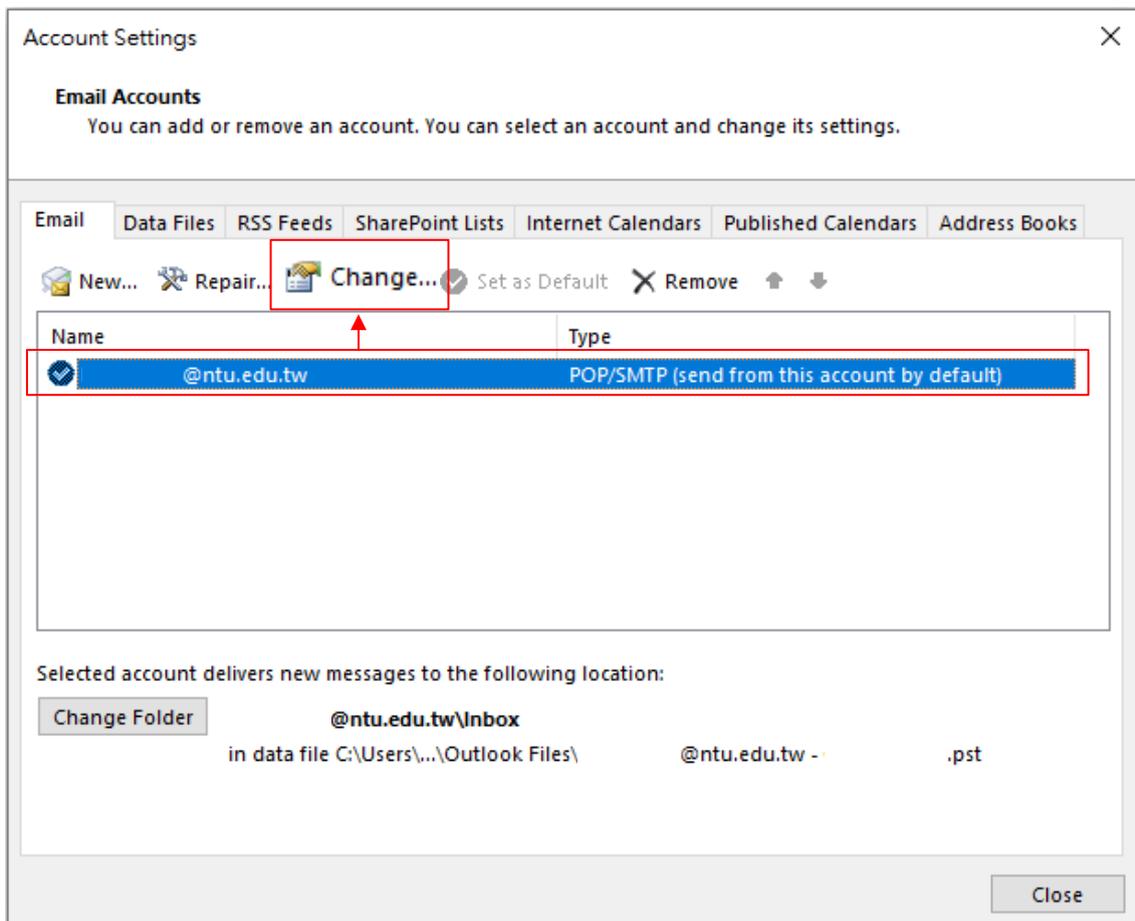
OK

Set up Outlook Mobile on my phone, too

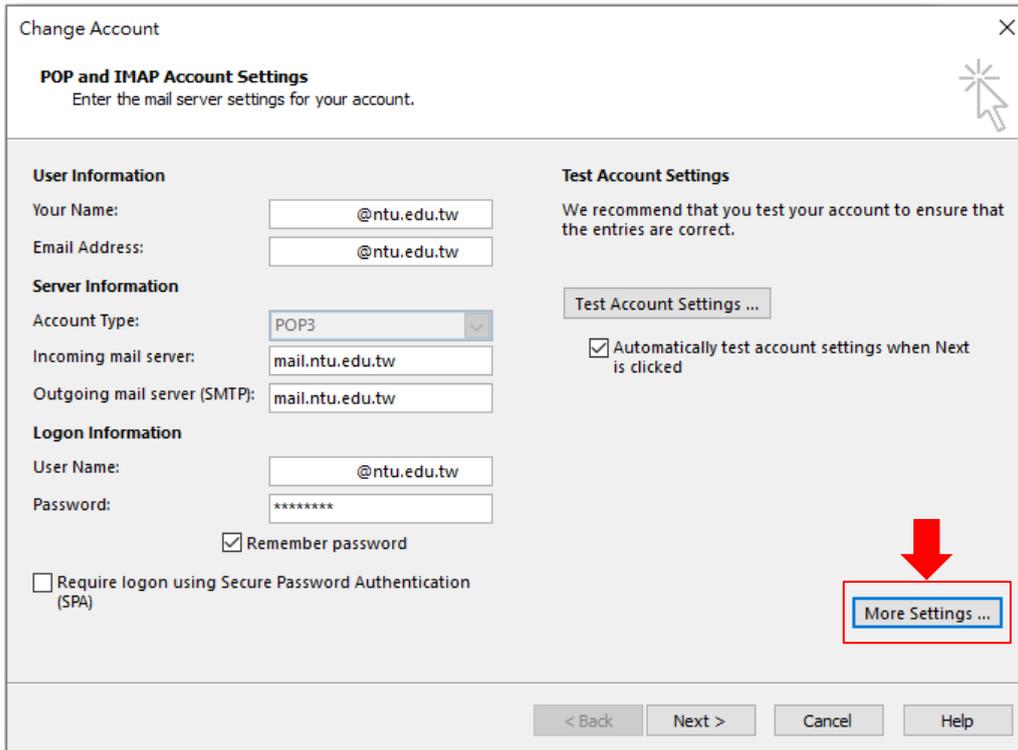
7. Click **【File】** → **【Info】** → **【Account Settings】** .



8. Please click your NTU account and click **【Change】** .



9. Check 【More Settings】 .



Change Account

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

User Information
Your Name: @ntu.edu.tw
Email Address: @ntu.edu.tw

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

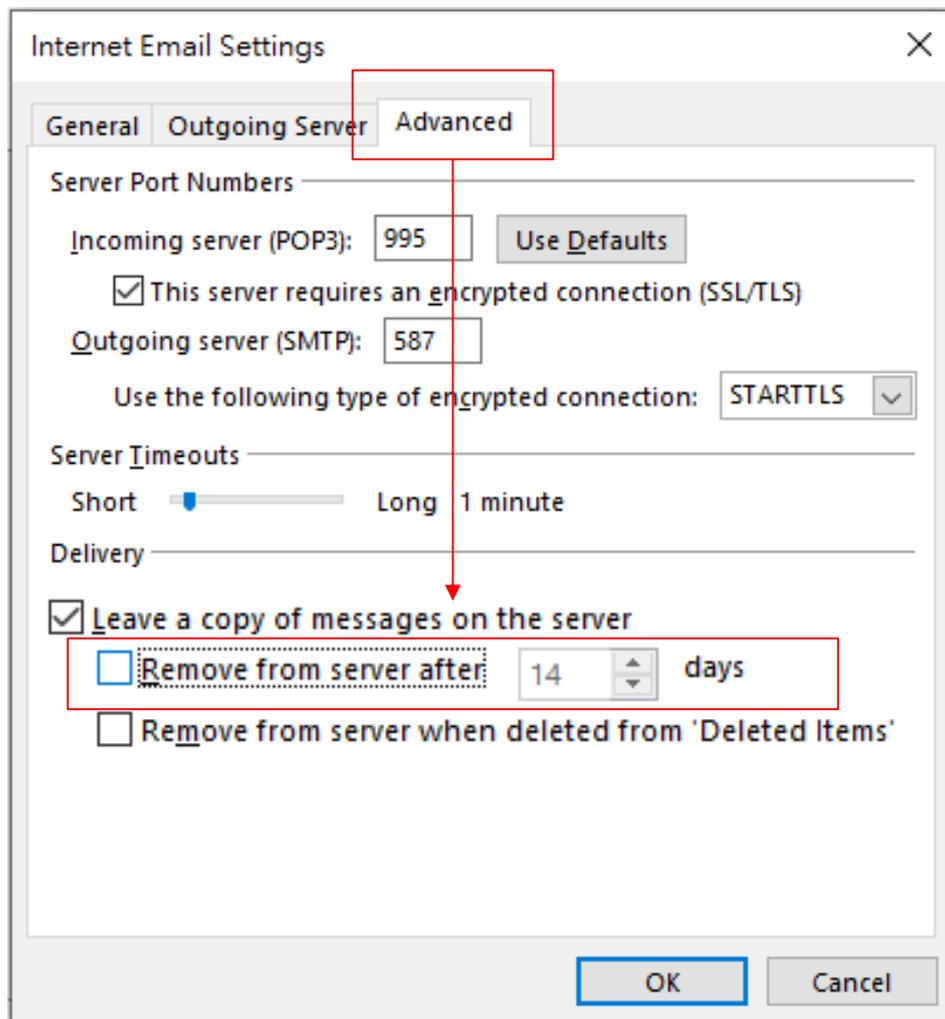
Logon Information
User Name: @ntu.edu.tw
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

More Settings ...

< Back Next > Cancel Help

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



Internet Email Settings

General Outgoing Server **Advanced**

Server Port Numbers
Incoming server (POP3): 995 Use Defaults
 This server requires an encrypted connection (SSL/TLS)
Outgoing server (SMTP): 587
Use the following type of encrypted connection: STARTTLS

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



11. Click **【Next】** .

Change Account [Close]

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

User Information
Your Name: @ntu.edu.tw
Email Address: @ntu.edu.tw

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

Logon Information
User Name: @ntu.edu.tw
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

[More Settings ...](#)

< Back **Next >** Cancel Help

12. Click **【Finish】** .

Change Account [Close]

You're all set!
We have all the information we need to set up your account.

< Back **Finish** Help