Setting up POP protocol
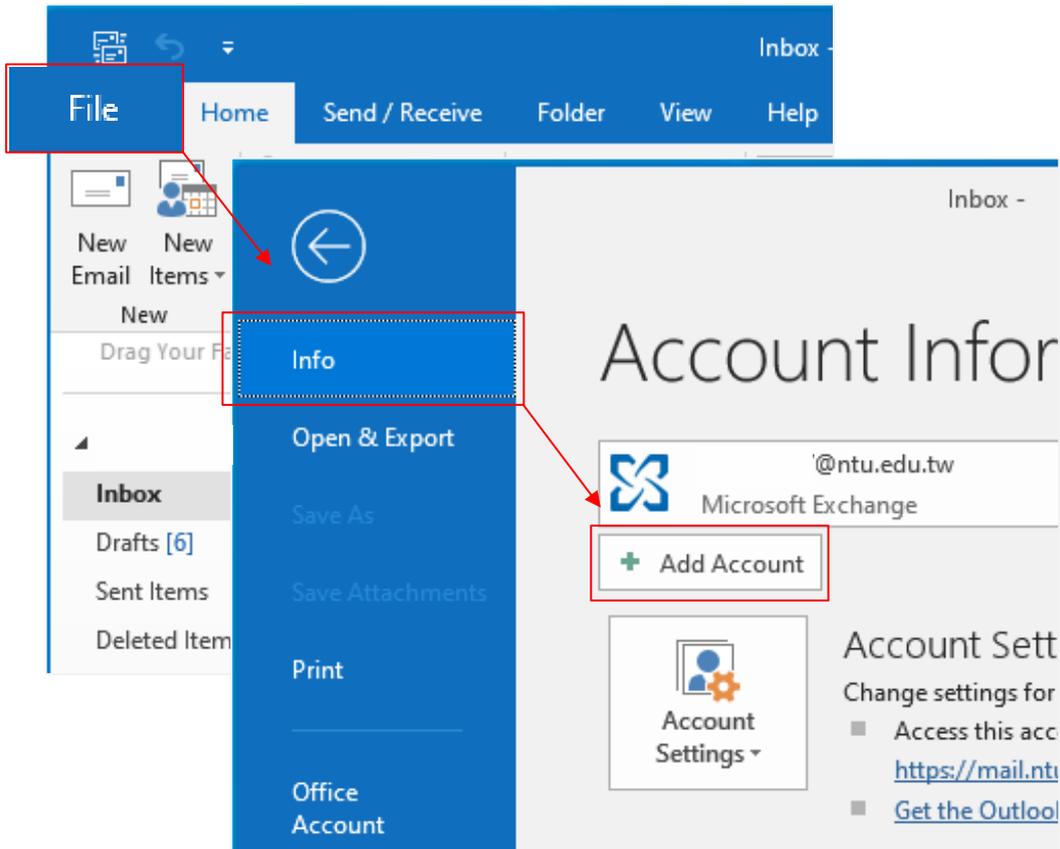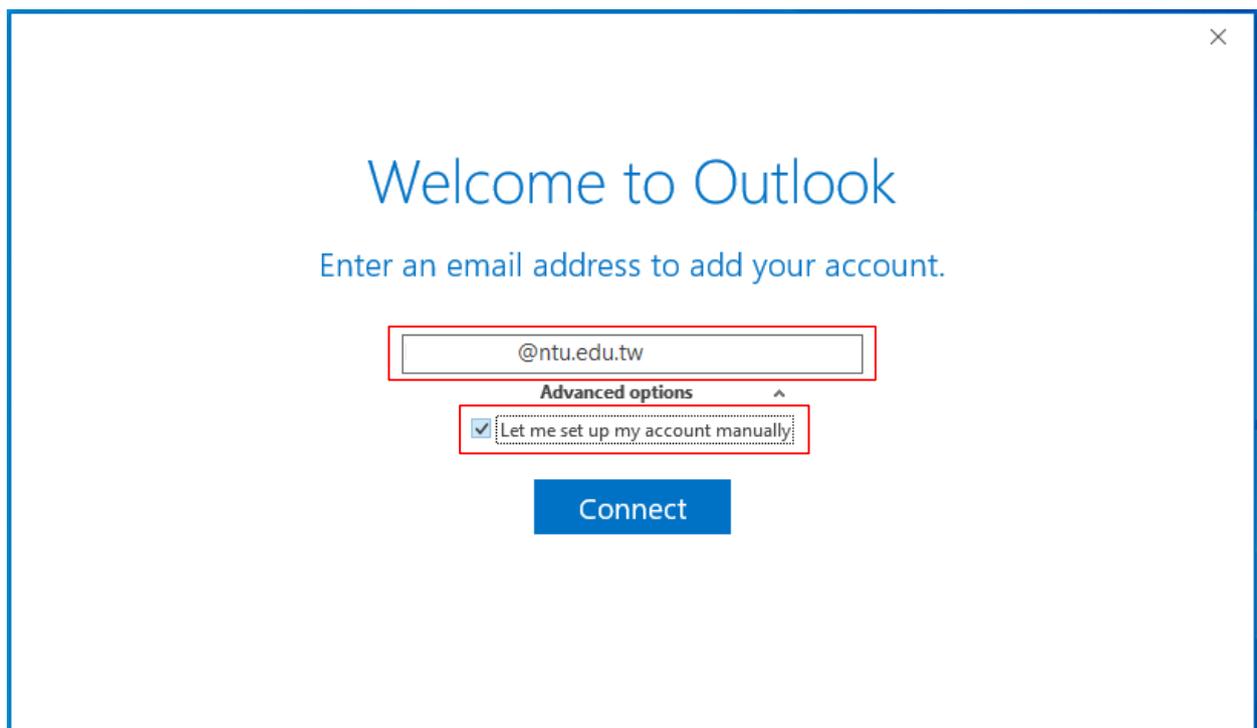
1. Click【File】→【Info】→【Add Account】. (Outlook2019 as example)

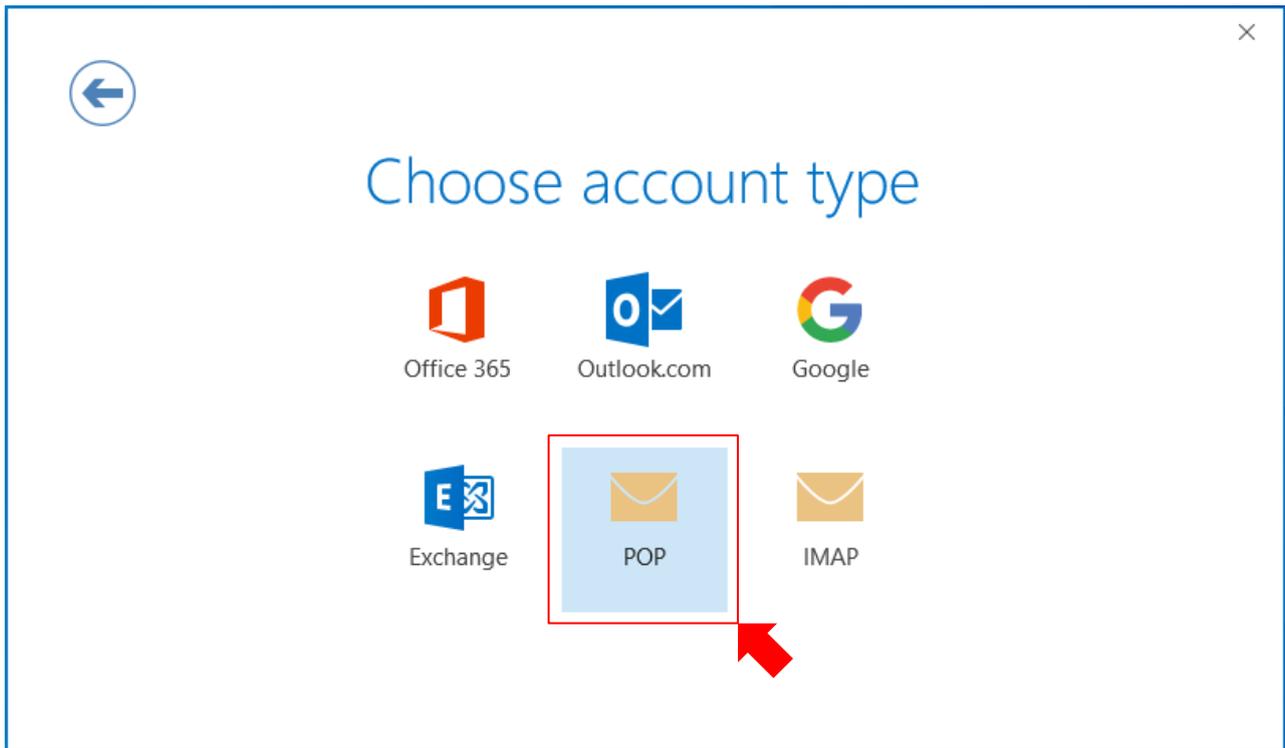
2. Enter your email address, click【Advanced options】,
   check【Let me set up my account manually】, then click【Connect】.
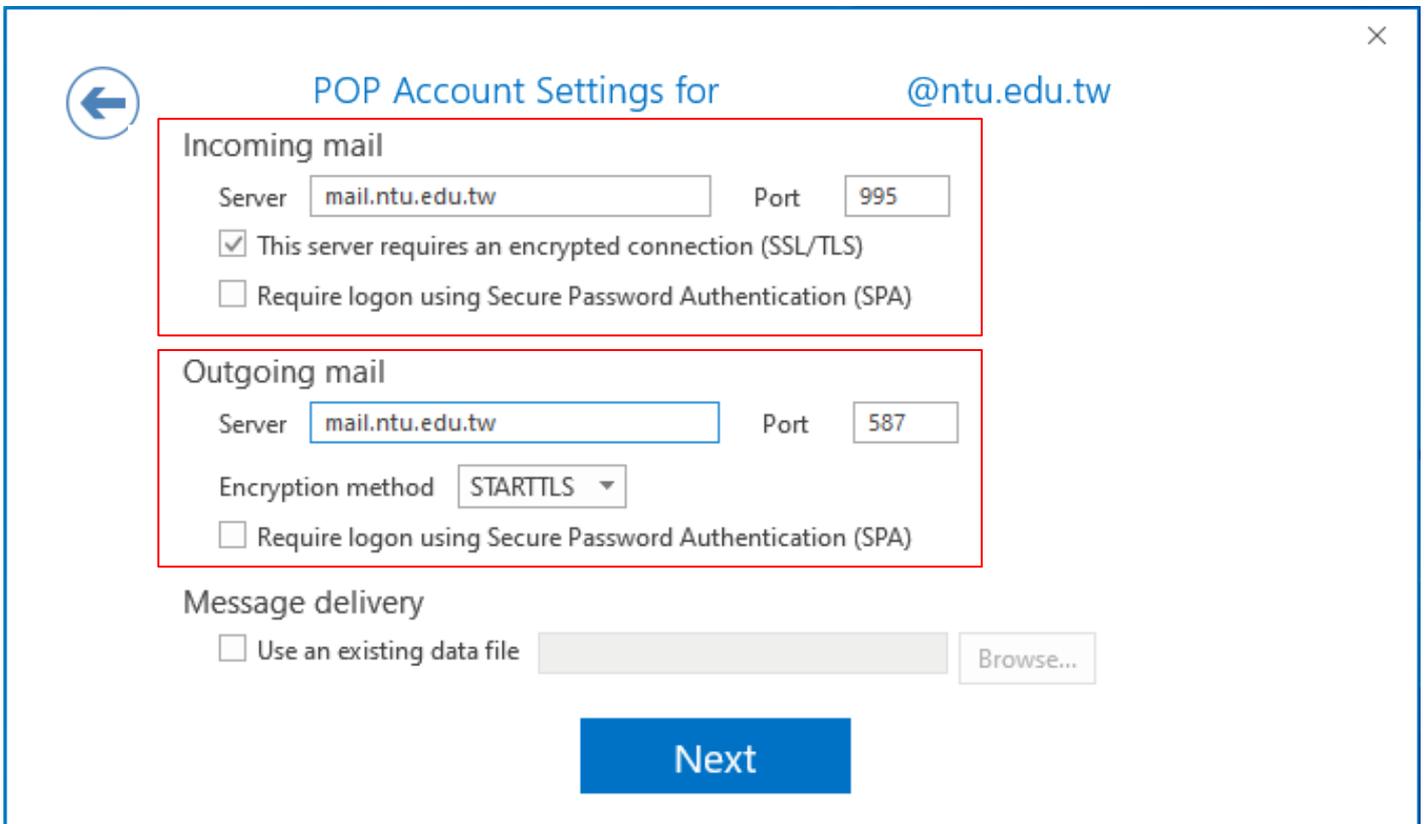
3. Please select【POP】.

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

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

Enter the password for   @ntu.edu.tw
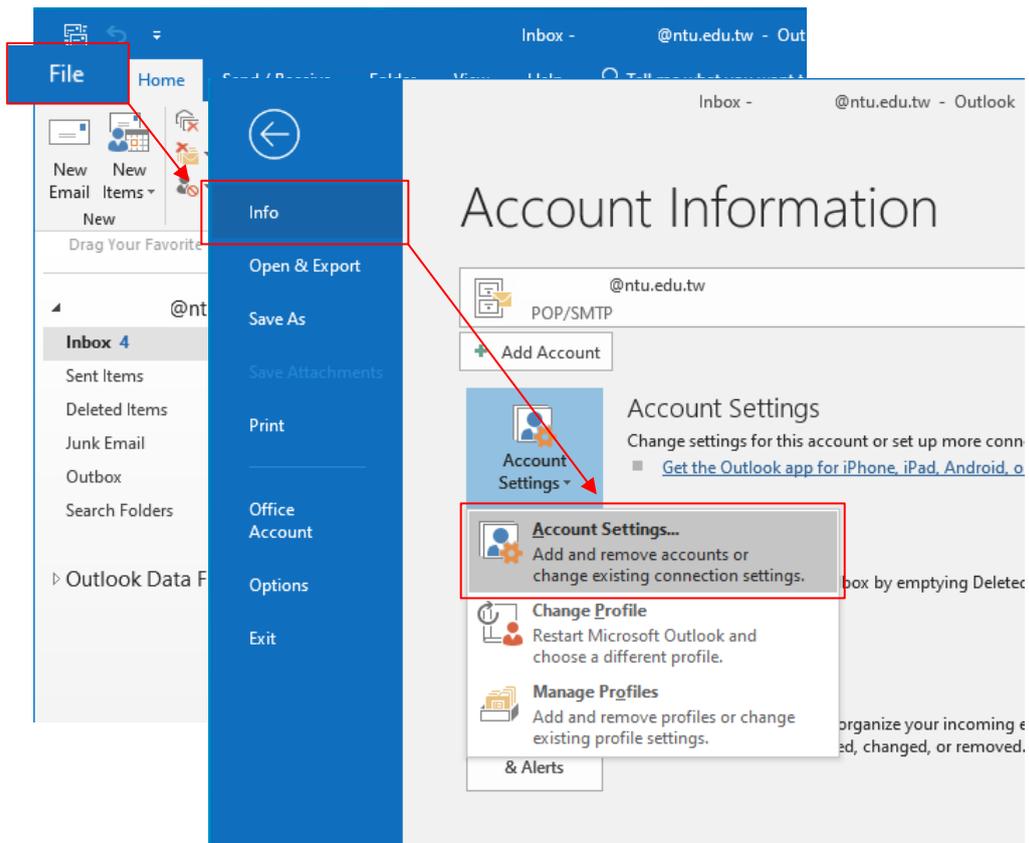
••••••••

Connect

6. Click【OK】.

Adding   @ntu.edu.tw

Account setup is complete
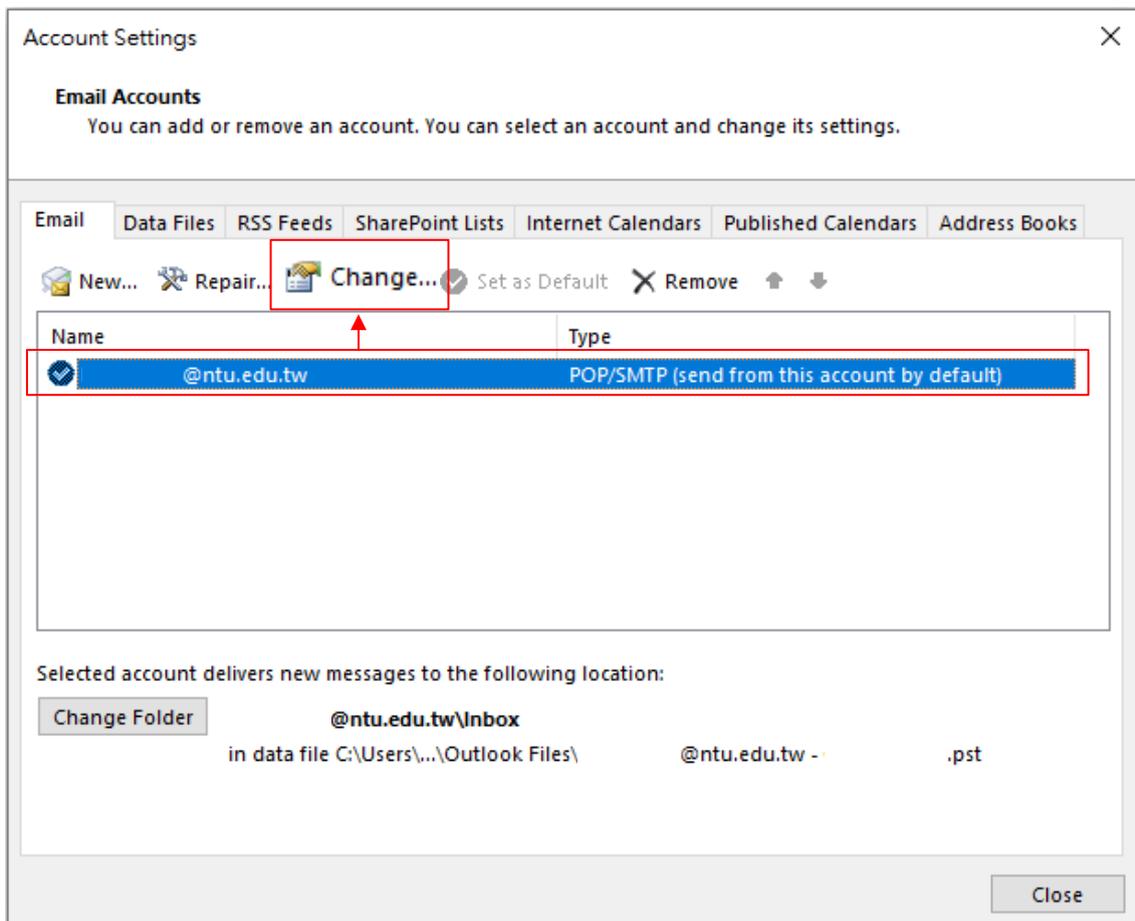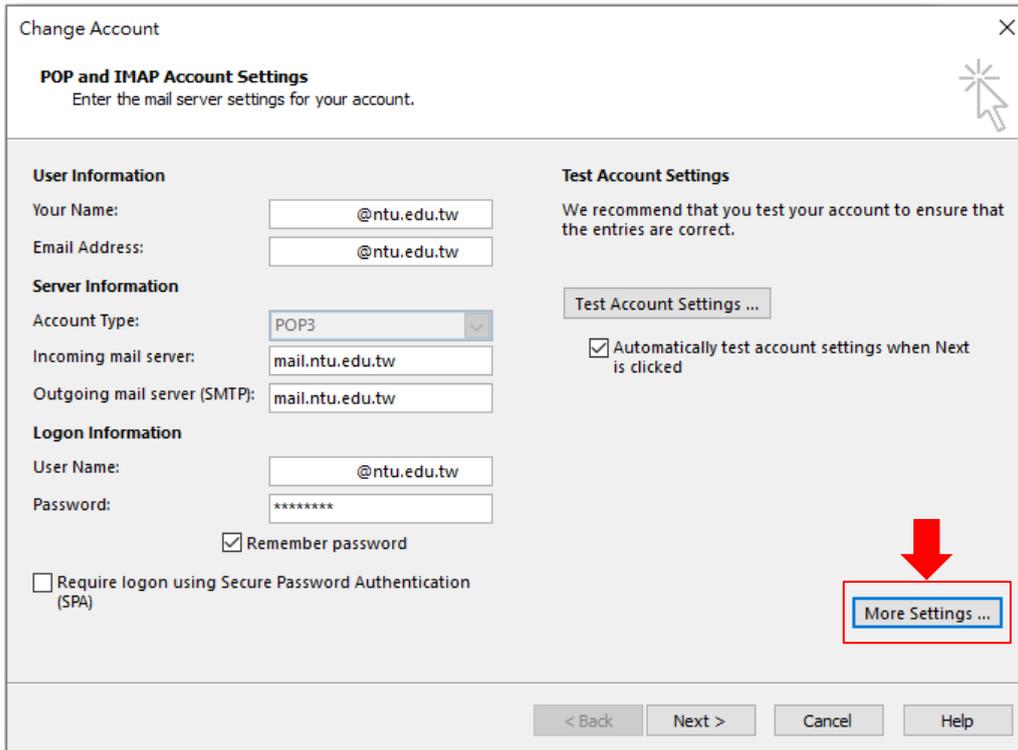
OK

☐ 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】.

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

11. Click【Next】.

12. Click【Finish】.