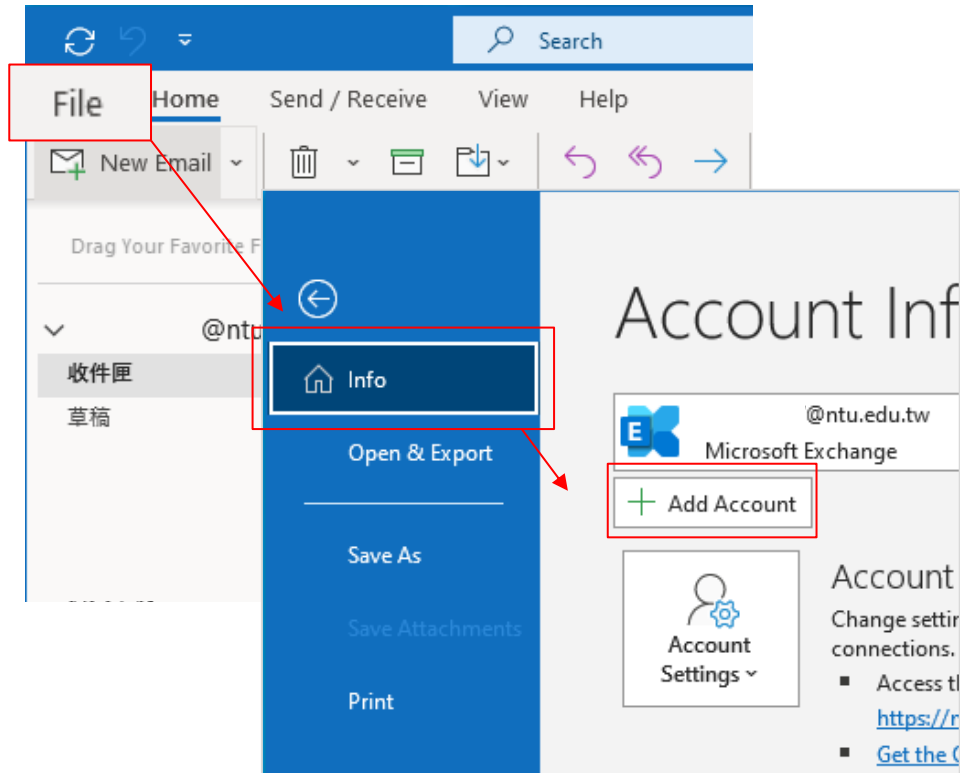
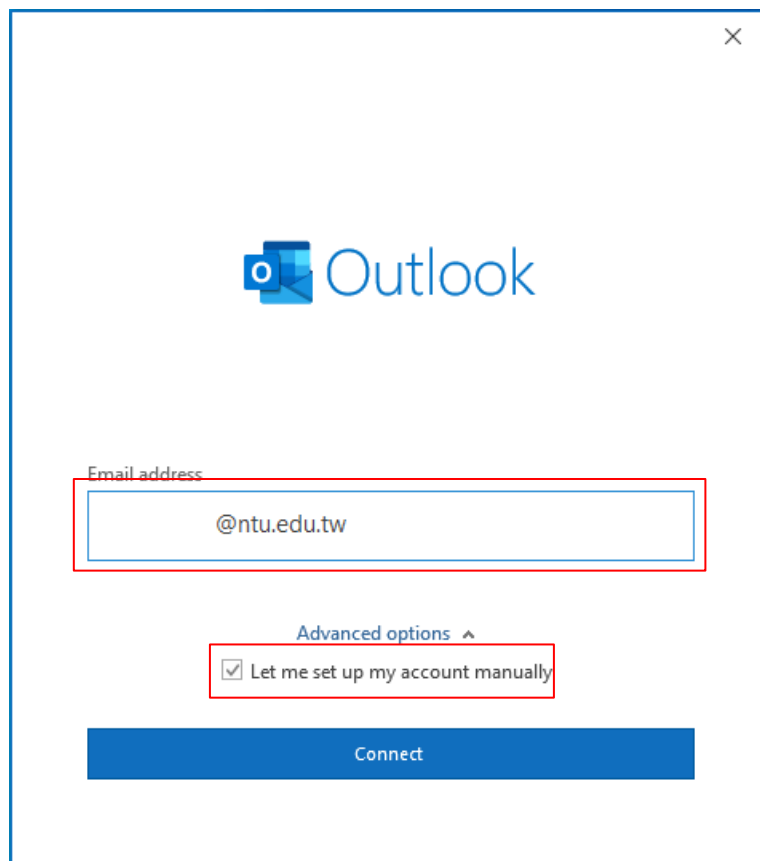


## Setting up POP protocol

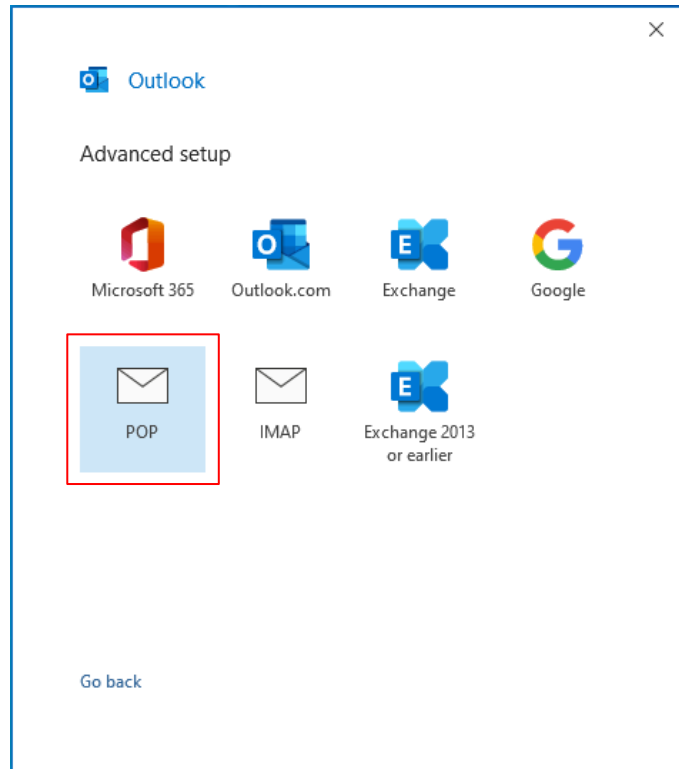
1. Click **File** → **Info** → **Add Account** .(Outlook2021 as example)



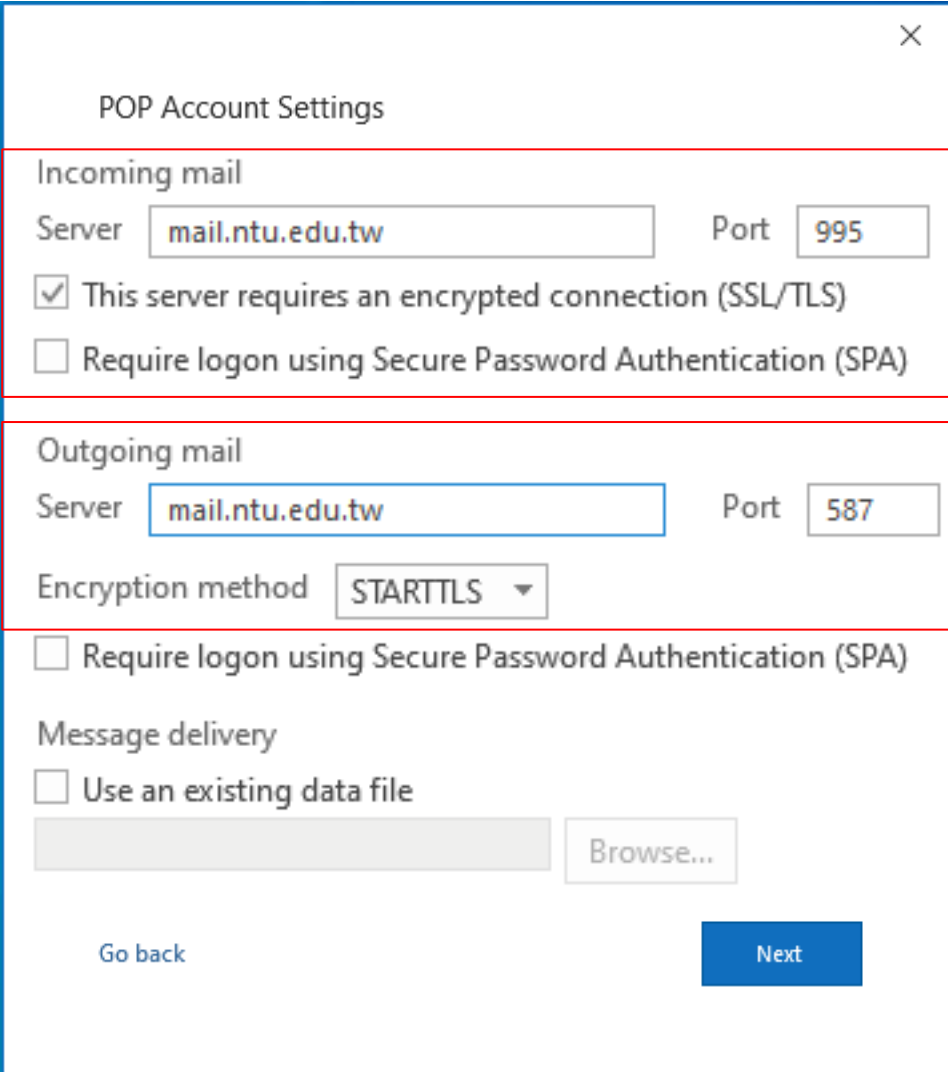
2. Enter your email address , click **Advanced options** , check **Let me set up my account manually** , then click **Connect** .



3. Please select **【POP】** .



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



The screenshot displays the 'POP Account Settings' form. It is divided into three main sections, each enclosed in a red box:

- Incoming mail:** Server:  Port:   
 This server requires an encrypted connection (SSL/TLS)  
 Require logon using Secure Password Authentication (SPA)
- Outgoing mail:** Server:  Port:   
Encryption method:
- Message delivery:**  Use an existing data file

At the bottom of the form, there are two buttons: 'Go back' on the left and 'Next' on the right.



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

POP Account Settings  
@ntu.edu.tw (Not you?)

Password  
\*\*\*\*\*

Go back **Connect**

6. Click **【Done】** .

Outlook

Account successfully added

POP @ntu.edu.tw

Add another email address

Email address Next

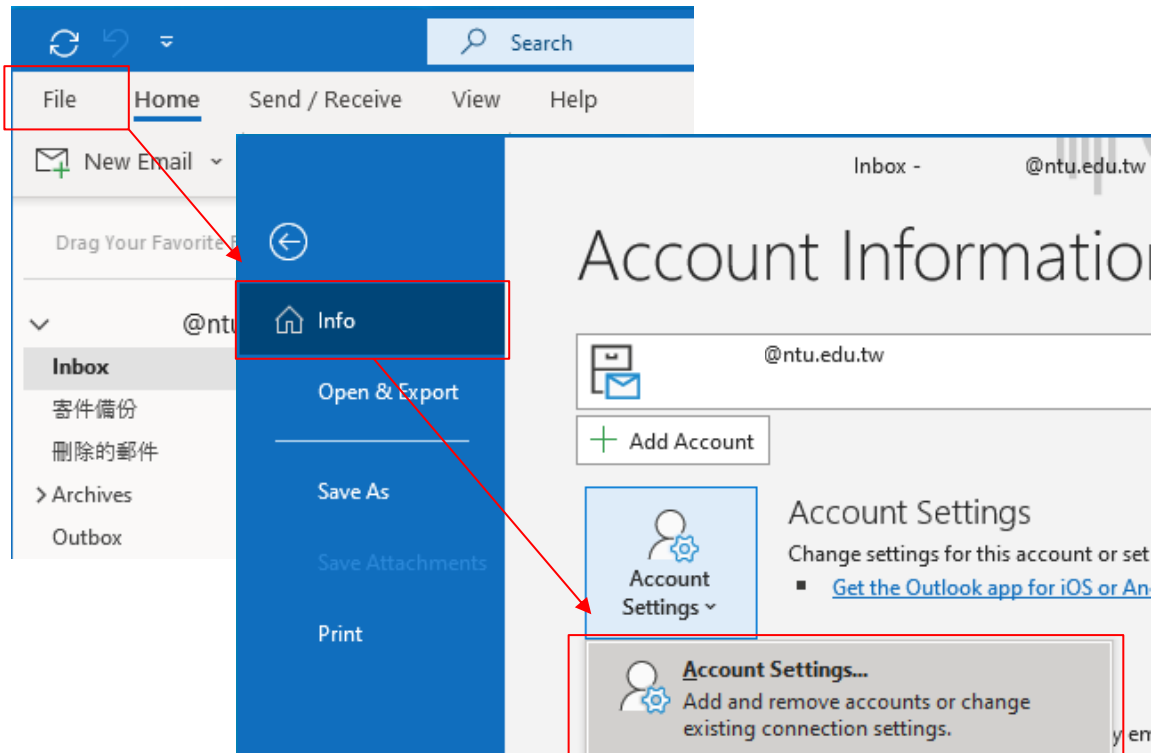
Advanced options ^

Let me set up my account manually

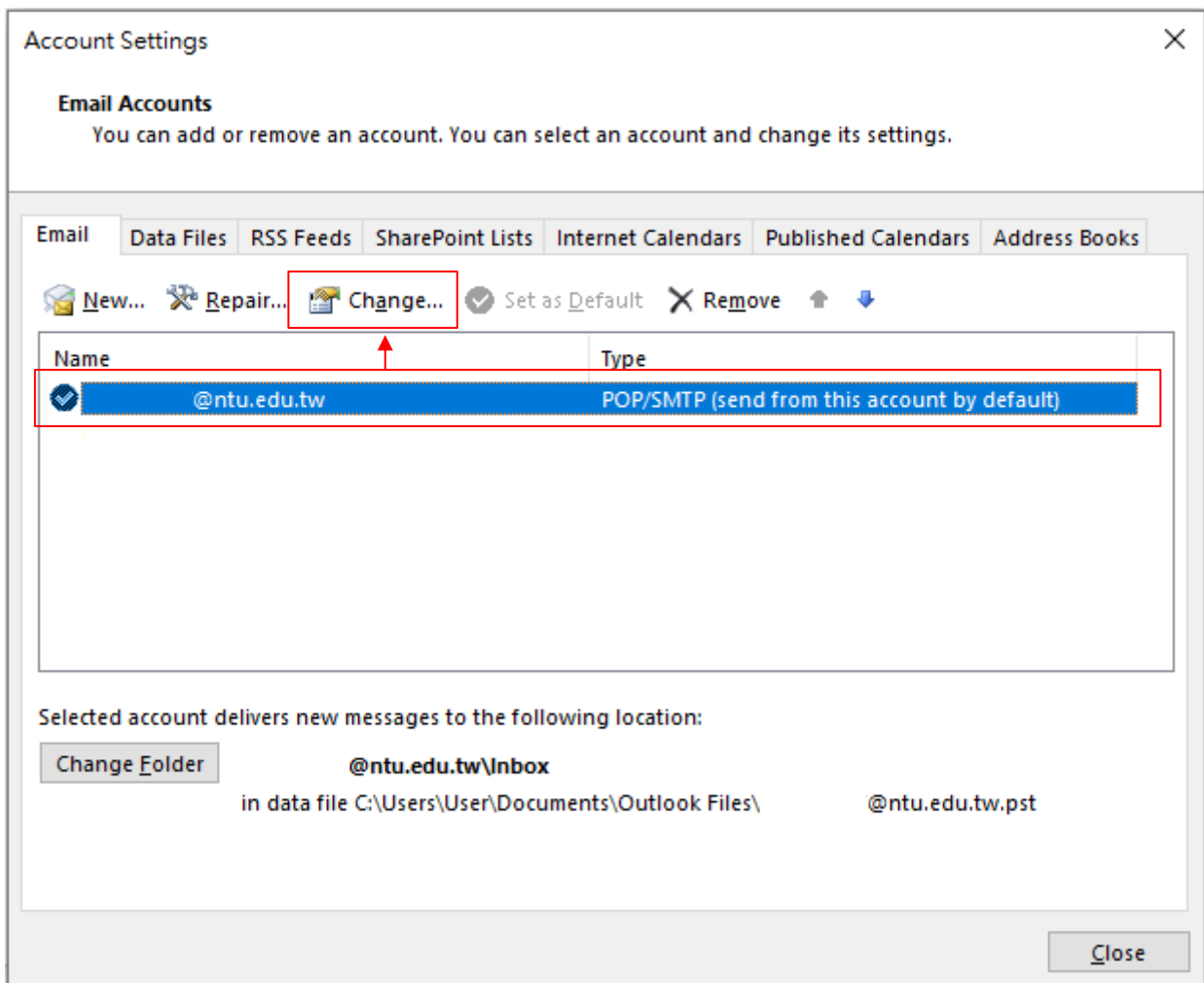
Set up Outlook Mobile on my phone, too

**Done**

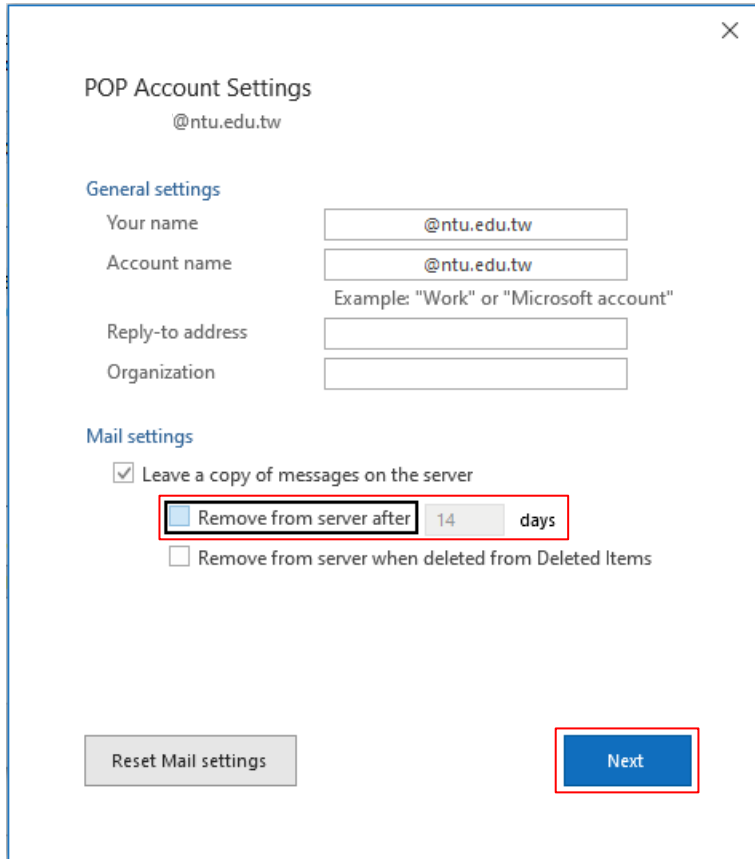
7. Click **【File】** → **【Info】** → **【Account Settings】** .



8. Please click your NTU account, then click **【Change】** .



9. According to your preference, decide whether to uncheck **【Remove from server after 14 days】** , then click **【Next】** to apply changes, or click **【 X 】** to discard them.



POP Account Settings  
@ntu.edu.tw

**General settings**

Your name @ntu.edu.tw

Account name @ntu.edu.tw  
Example: "Work" or "Microsoft account"

Reply-to address

Organization

**Mail settings**

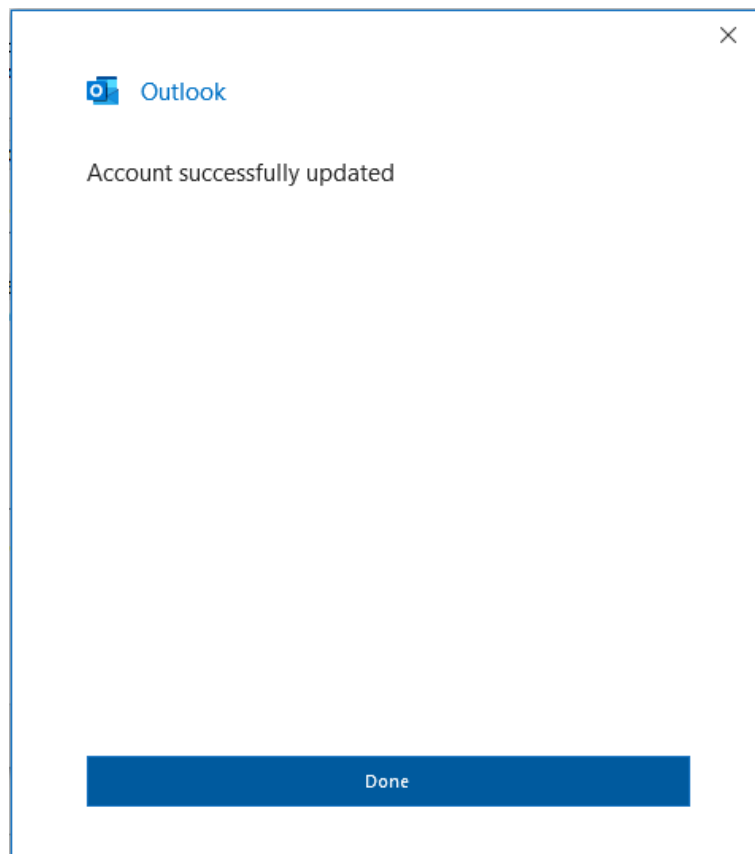
Leave a copy of messages on the server

Remove from server after 14 days

Remove from server when deleted from Deleted Items

Reset Mail settings Next

10. Click **【Done】** and restart Outlook.



Outlook

Account successfully updated

Done