

How to configure an **Exchange** account on Mac OS 【NTU Exchange Mail】

Version : mac OS 13.4

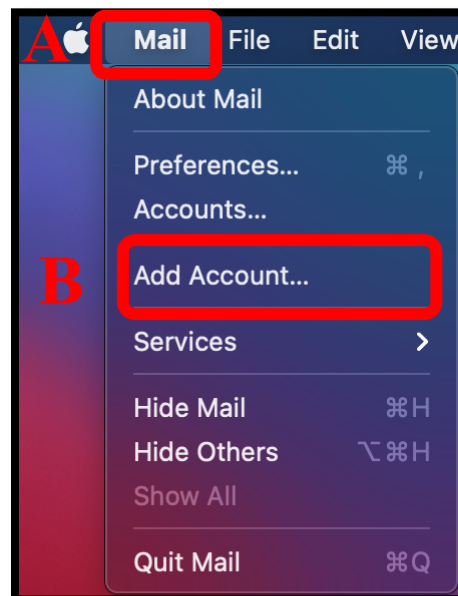
Applicable to:

1. NTU staffs
2. NTU professors
3. Students enrolled before 2020/05

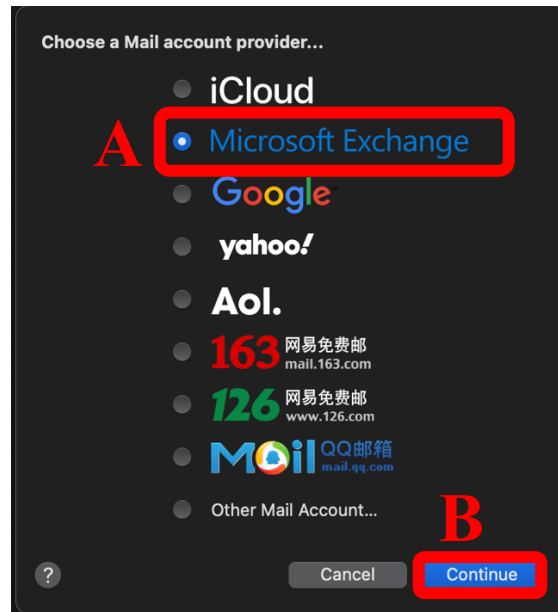
1. Please open 【Mail】 .



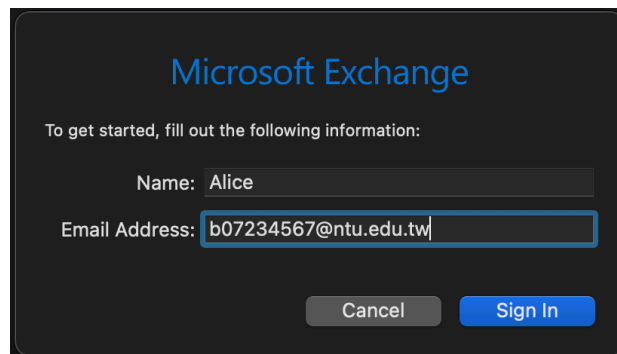
2. Please click 【Mail】 on the upper left corner and choose 【Add Account...】



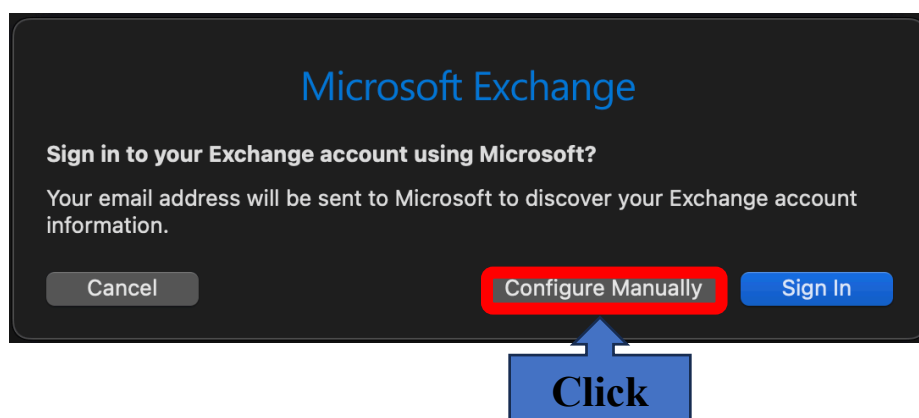
3. Please choose **【Microsoft Exchange】** and click **【Continue】** .



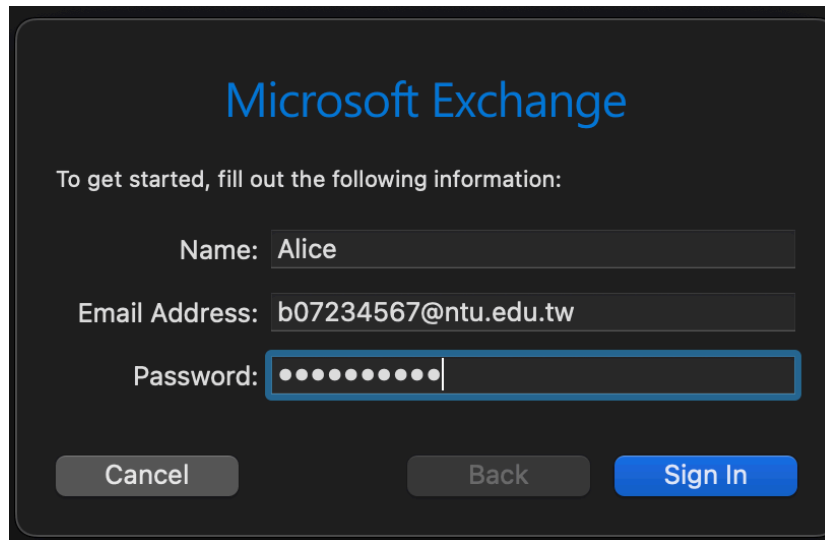
4. Please fill out the required information and click **【Sign In】** .



5. Please click **【Configure Manually】**

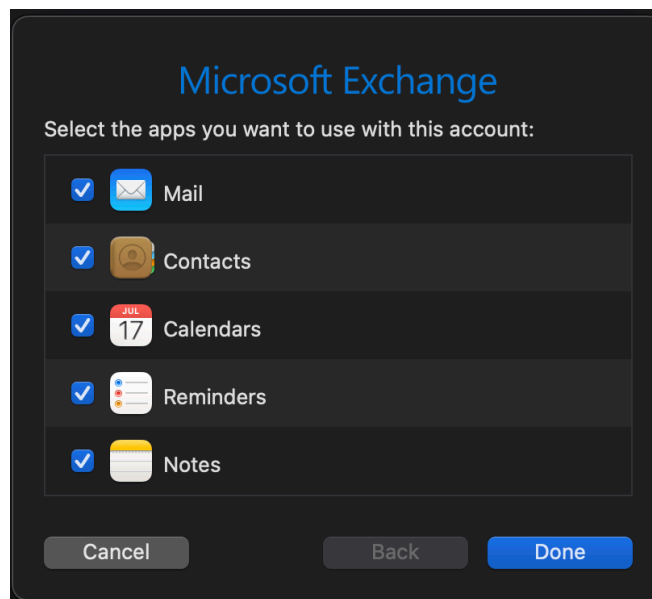


6. Please fill out the required information and click **【Sign In】** .



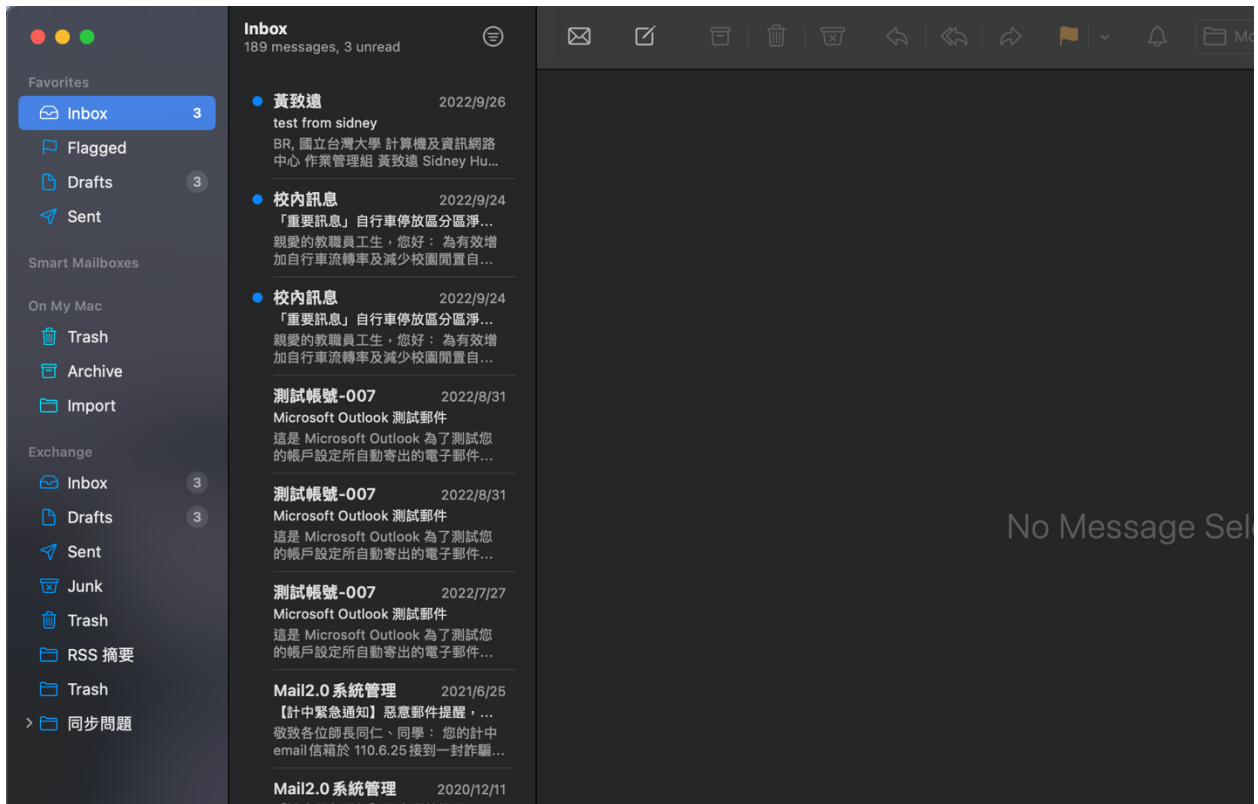
The image shows a dark-themed Microsoft Exchange sign-in screen. At the top, the text "Microsoft Exchange" is displayed in blue. Below it, the instruction "To get started, fill out the following information:" is shown. There are three input fields: "Name:" with the value "Alice", "Email Address:" with the value "b07234567@ntu.edu.tw", and "Password:" with a masked password of ten dots. At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

7. Please choose the apps you need and click **【Done】** .



The image shows a dark-themed Microsoft Exchange app selection screen. At the top, the text "Microsoft Exchange" is displayed in blue. Below it, the instruction "Select the apps you want to use with this account:" is shown. There is a list of five app categories, each with a checked checkbox and an icon: "Mail" (envelope icon), "Contacts" (person icon), "Calendars" (calendar icon showing "JUL 17"), "Reminders" (list icon), and "Notes" (notepad icon). At the bottom, there are three buttons: "Cancel", "Back", and "Done".

8. Your account is ready to use!



National Taiwan University
Computer and Information Networking Centre
Tel : +886-2-3366-5022 , +886-2-3366-5023
Mail : cchelp@ntu.edu.tw

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