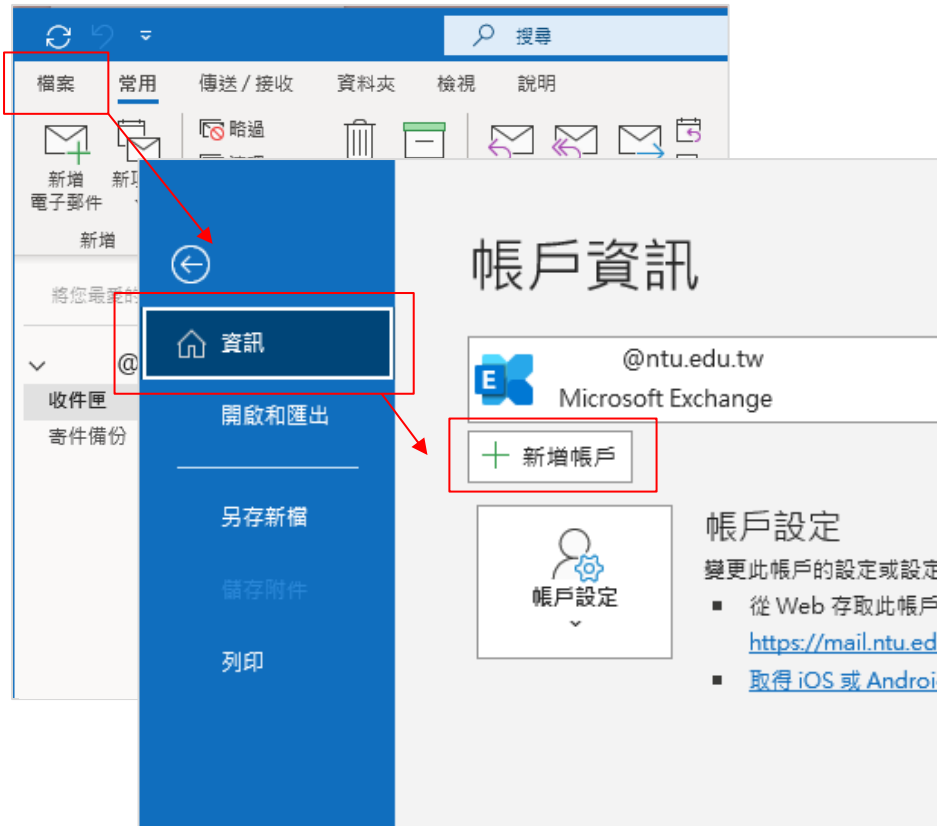
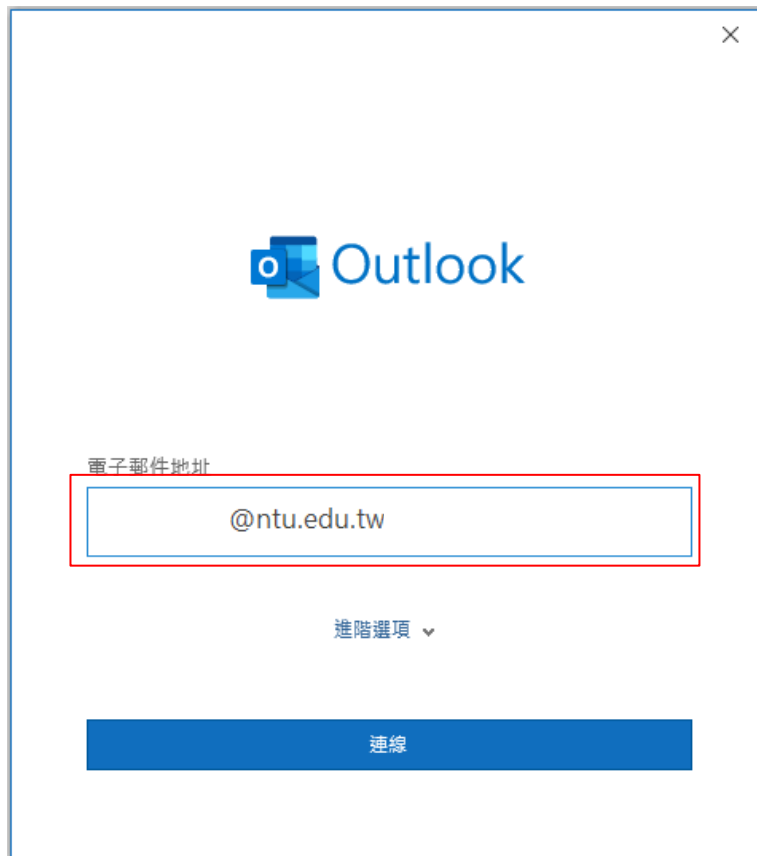


Outlook 設定 Exchange 協定

1. 開啟【檔案】→【資訊】→【新增帳戶】。(以 Outlook 2021 為例)

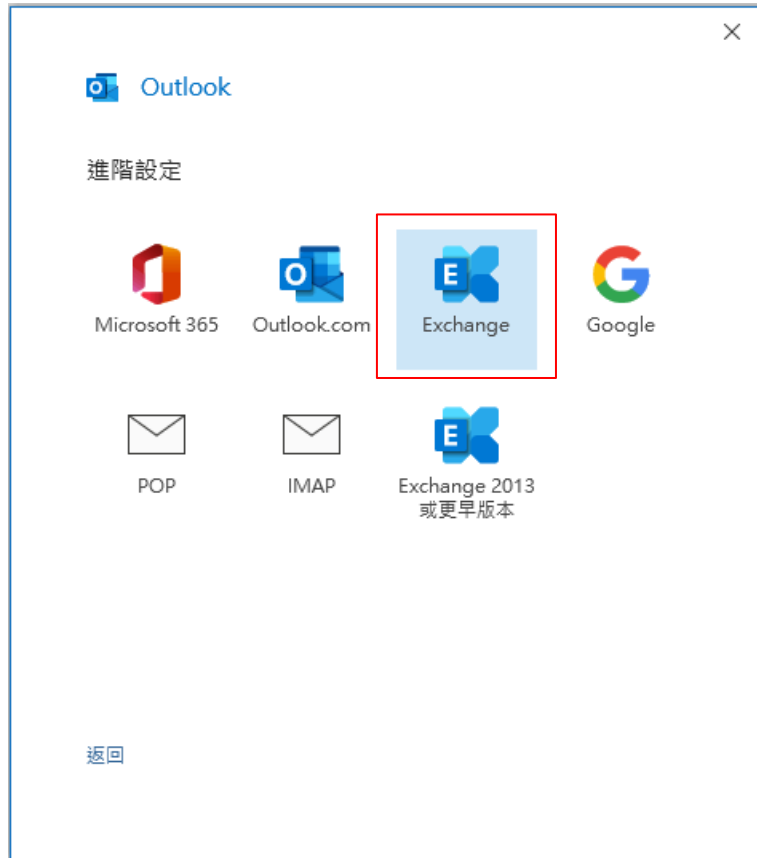


2. 填寫電子郵件地址，按【連線】。

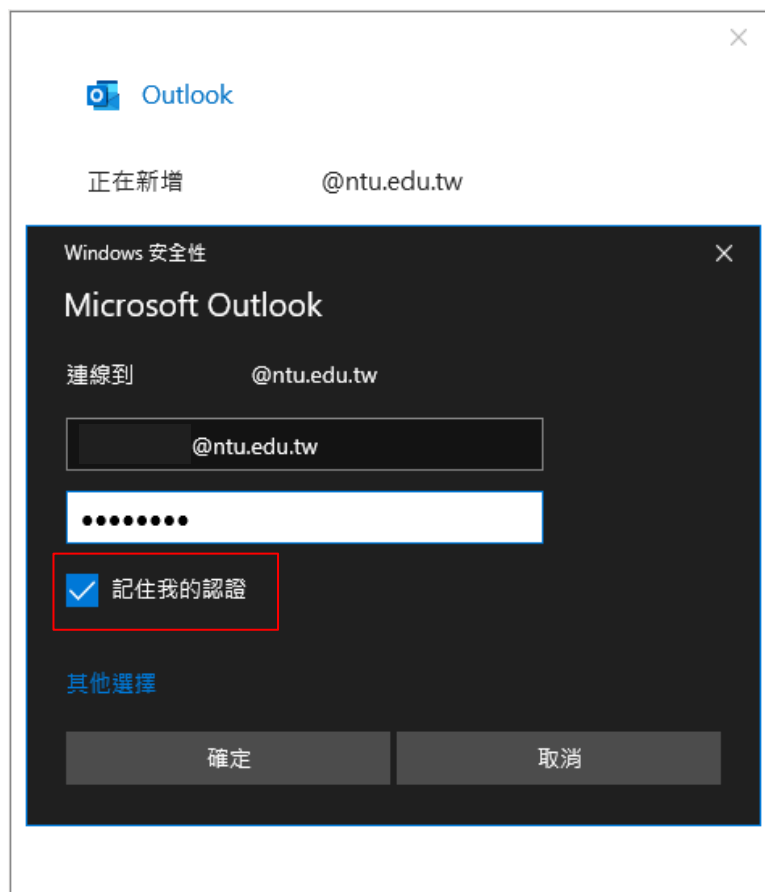




3. 點選【Exchange】。

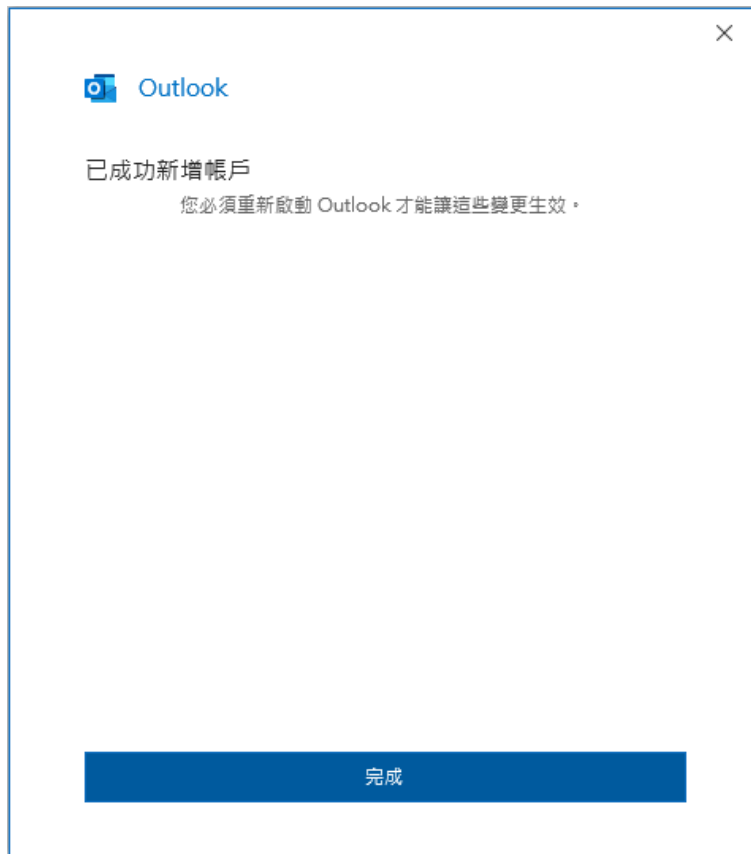


4. 跳出安全性視窗，輸入信箱密碼，勾選【記住我的認證】，點選【確定】。

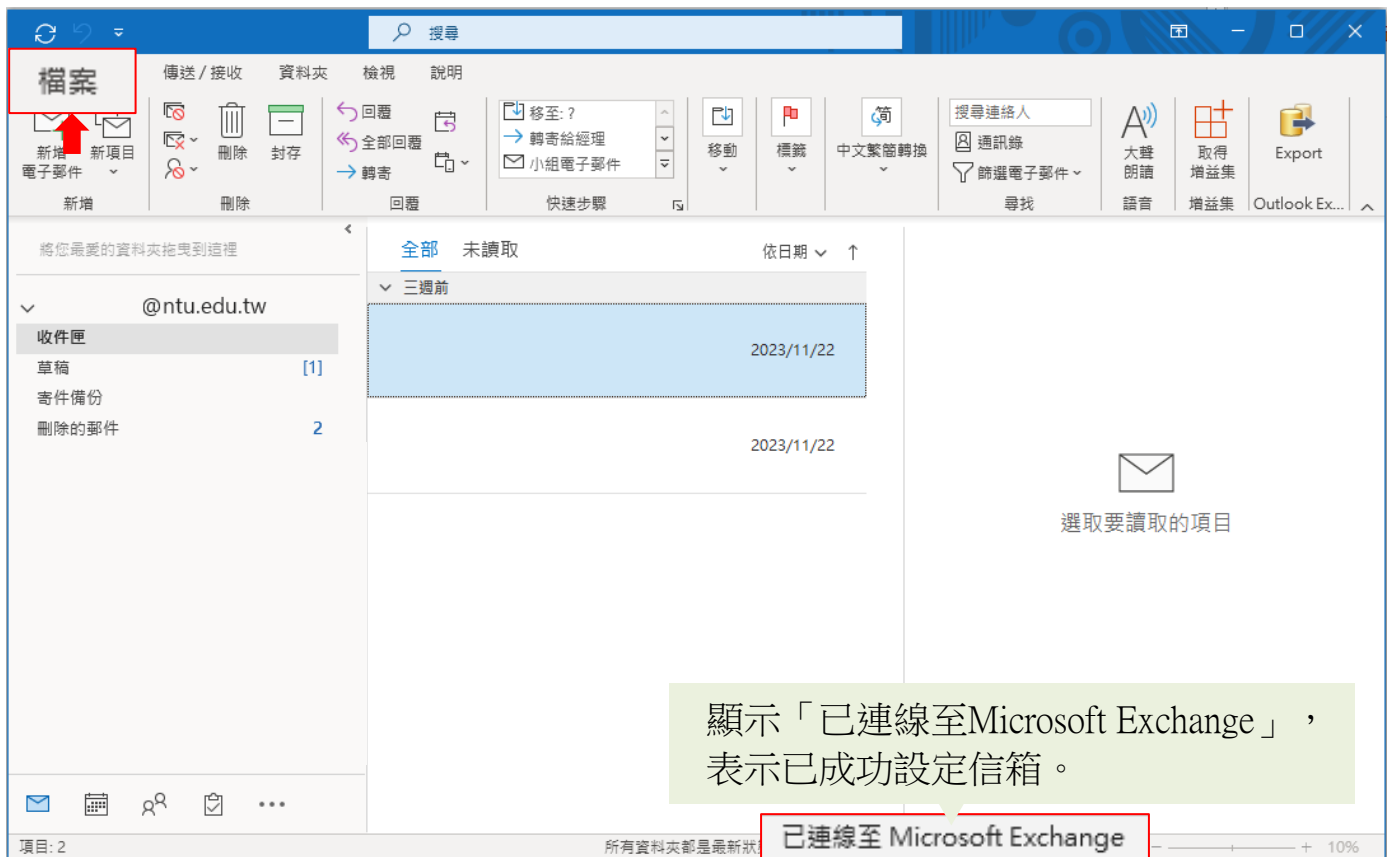




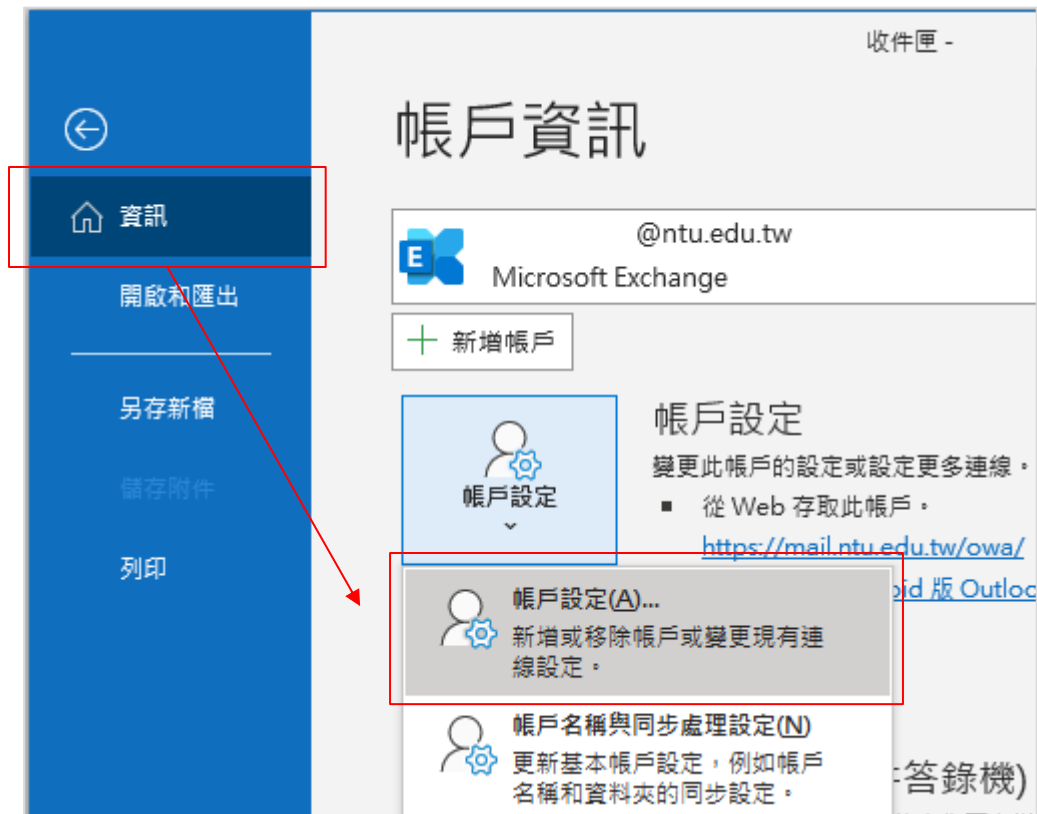
5. 設定完成，點選【完成】。



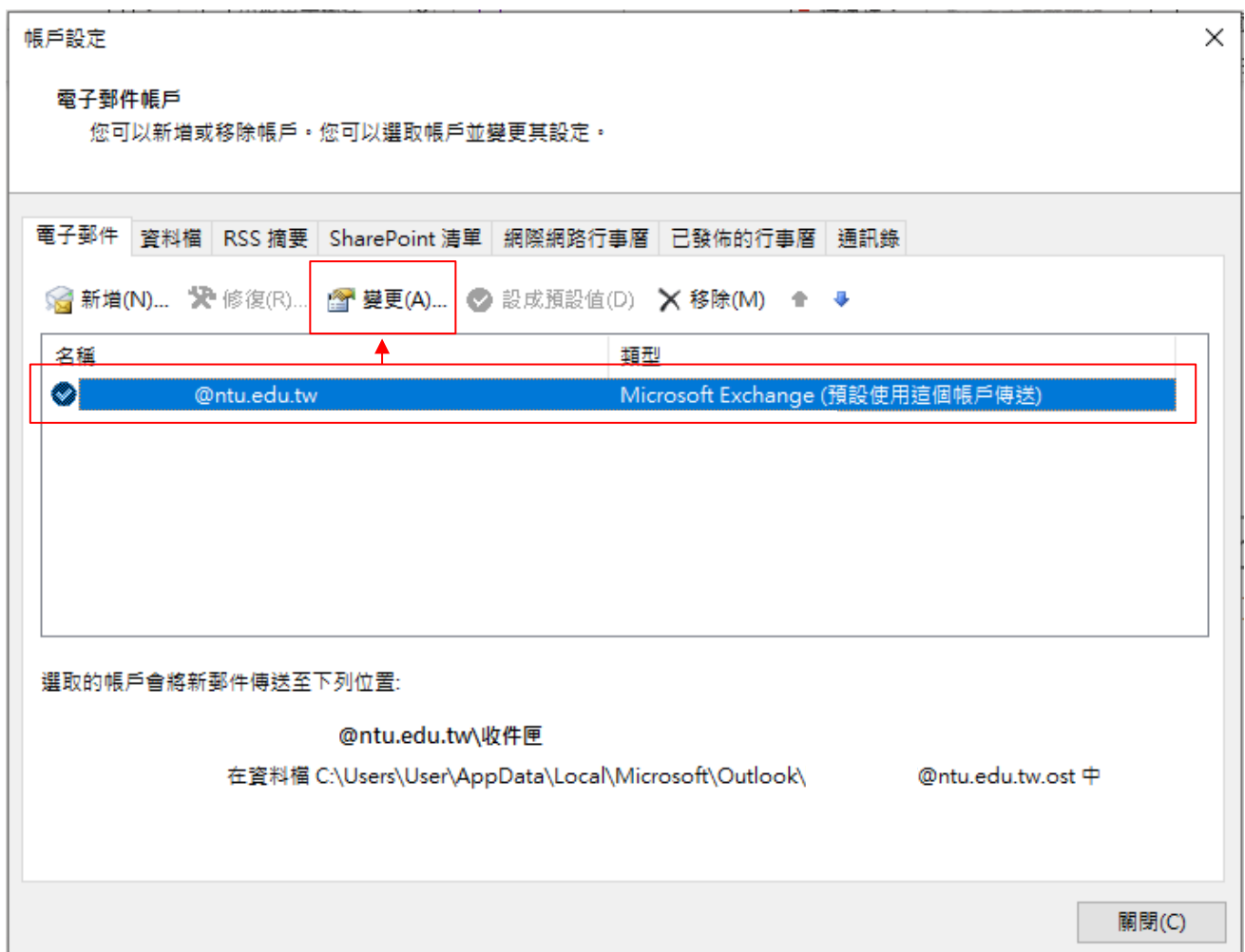
6. 點選【檔案】。



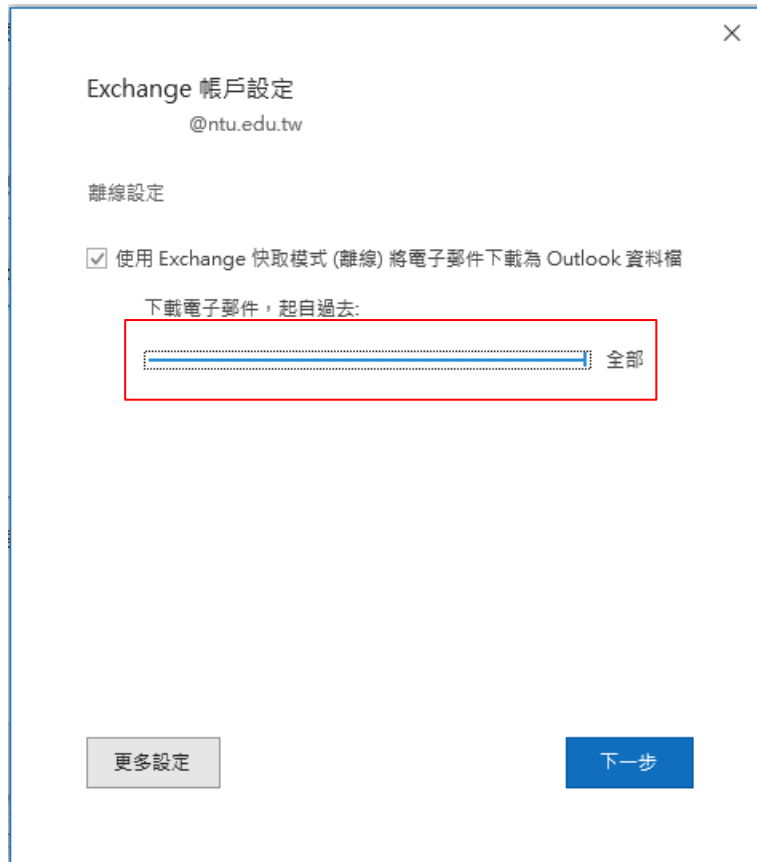
7. 點選【資訊】→【帳戶設定】。



8. 點選您的【帳戶】→【變更】。

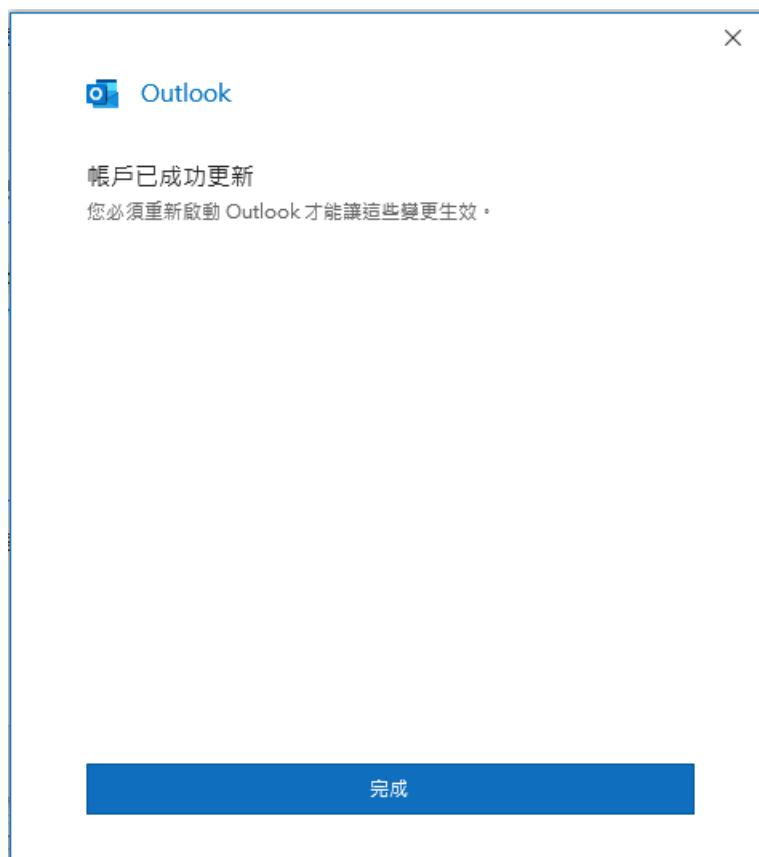


9. 依個人習慣來決定是否將下載郵件調至【全部】，
若調整完，請點選【下一步】，放棄調整，請點選【X】。



The screenshot shows the 'Exchange 帳戶設定' (Exchange Account Settings) dialog box for the account '@ntu.edu.tw'. Under the '離線設定' (Offline Settings) section, the checkbox '使用 Exchange 快取模式 (離線) 將電子郵件下載為 Outlook 資料檔' (Use Exchange caching mode (offline) to download emails as Outlook data files) is checked. Below this, the text '下載電子郵件，起自過去:' (Download emails, starting from the past:) is followed by a dropdown menu currently set to '全部' (All). At the bottom, there are two buttons: '更多設定' (More settings) and '下一步' (Next step).

10. 完成設定，點選【完成】。



The screenshot shows a success message dialog box from Outlook. It features the Outlook logo and the text '帳戶已成功更新' (Account successfully updated) and '您必須重新啟動 Outlook 才能讓這些變更生效。' (You must restart Outlook for these changes to take effect.). At the bottom, there is a large blue button labeled '完成' (Finish).