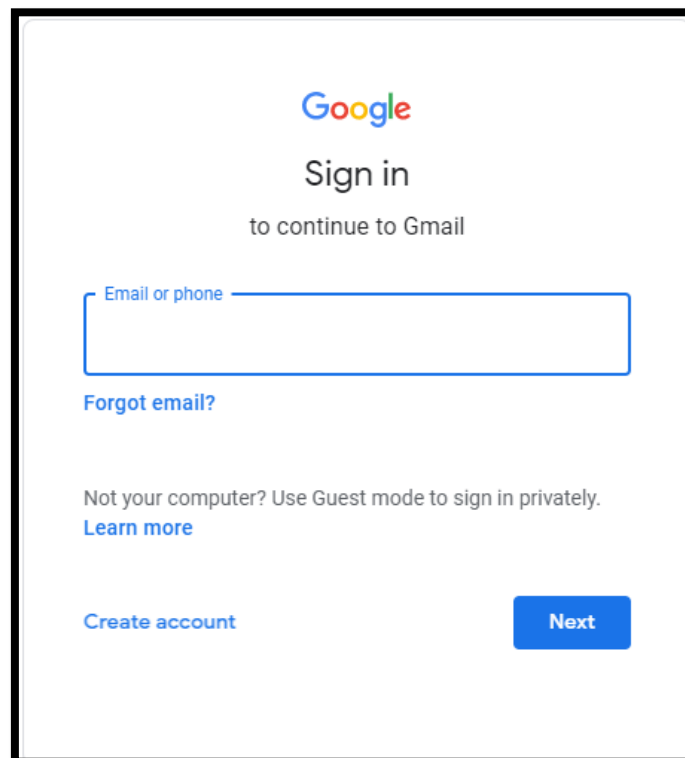# How to check NTU Webmail(@ntu.edu.tw) through Gmail

Applicable to:

1. NTUH staff

2. The student who enrolled after 2020/05

3. Alumni who enrolled before 2020/05
   (After you have received the notification from NTUCC)

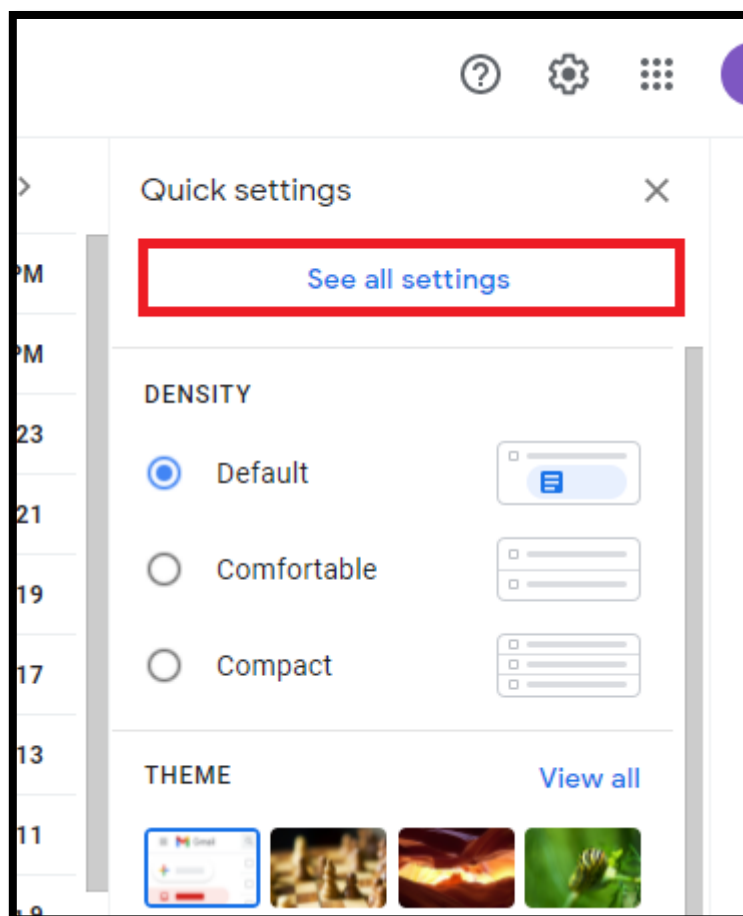4. Alumni with a name-based account (e.g. johnsmith@ntu.edu.tw)
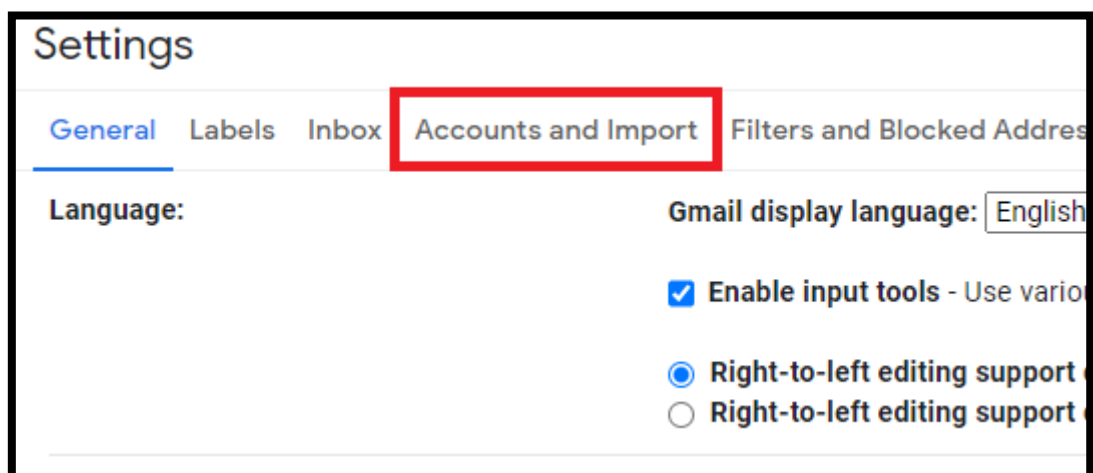
Step 1. Please sign into your Gmail.

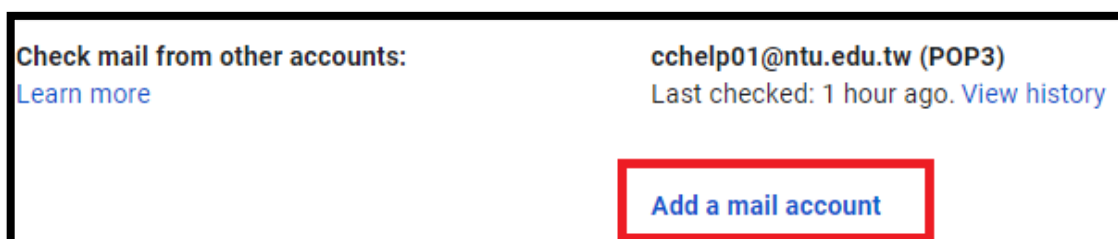Step 2.   On the upper right corner, please click Settings (the gear icon).
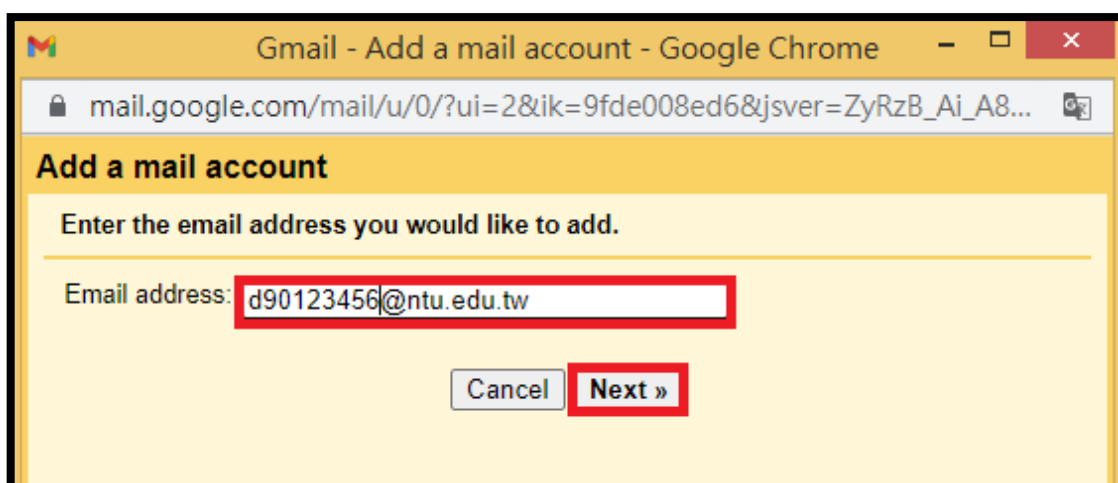

Step 3.   Please click [See all settings].

Step 4. Please click [Accounts and Import].

Settings

General   Labels   Inbox   **Accounts and Import**   Filters and Blocked Addres

Language: Gmail display language: English

☑ **Enable input tools** - Use vario

🔘 **Right-to-left editing support**
⚪ **Right-to-left editing support**

Step 5. Please click [Add a mail account].

Check mail from other accounts: cchelp01@ntu.edu.tw (POP3)
Learn more   Last checked: 1 hour ago. View history

                                          Add a mail account

Step 6. Please enter your webmail address and click [Next].

M   Gmail - Add a mail account - Google Chrome   – □ ✕

🔒 mail.google.com/mail/u/0/?ui=2&ik=9fde008ed6&jsver=ZyRzB_Ai_A8...

Add a mail account

Enter the email address you would like to add.

Email address: d90123456@ntu.edu.tw

                          Cancel   **Next »**

Step 7. Please select [Import emails from my other account (POP3)].

Step 8. Please fill in the following information:
Username: Please enter your username (without @ntu.edu.tw)
Password: Please enter the password of your webmail
POP server:
If your username is **student ID number**, please choose [msa.ntu.edu.tw]
If your username is **initials**, please choose [ccms.ntu.edu.tw]
*Including NTUH staff and alumni
After completing the information, please make sure that four options are checked and click [Add Account].

Step 9. Please select [Yes, I …].
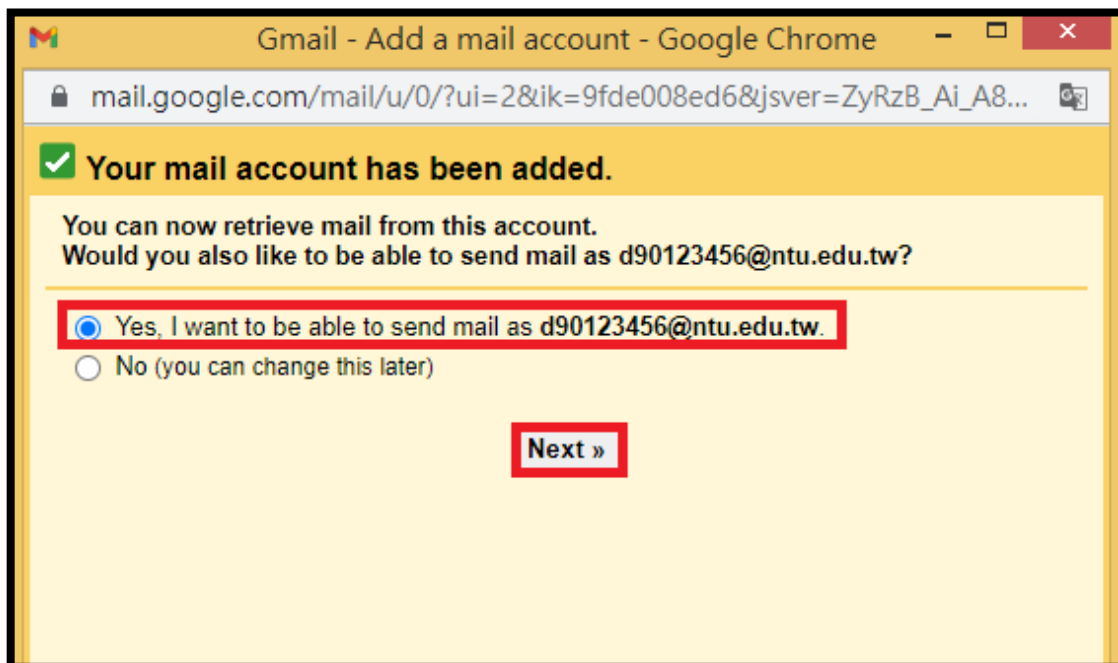
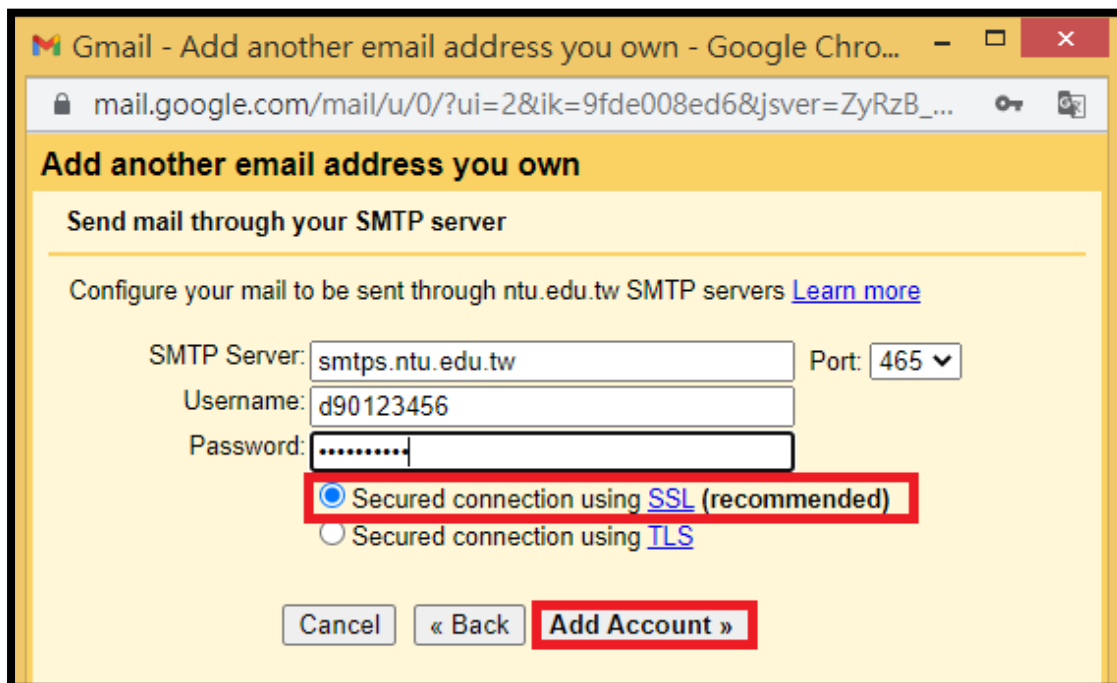Step 10. Please enter your name and click [Next Step].
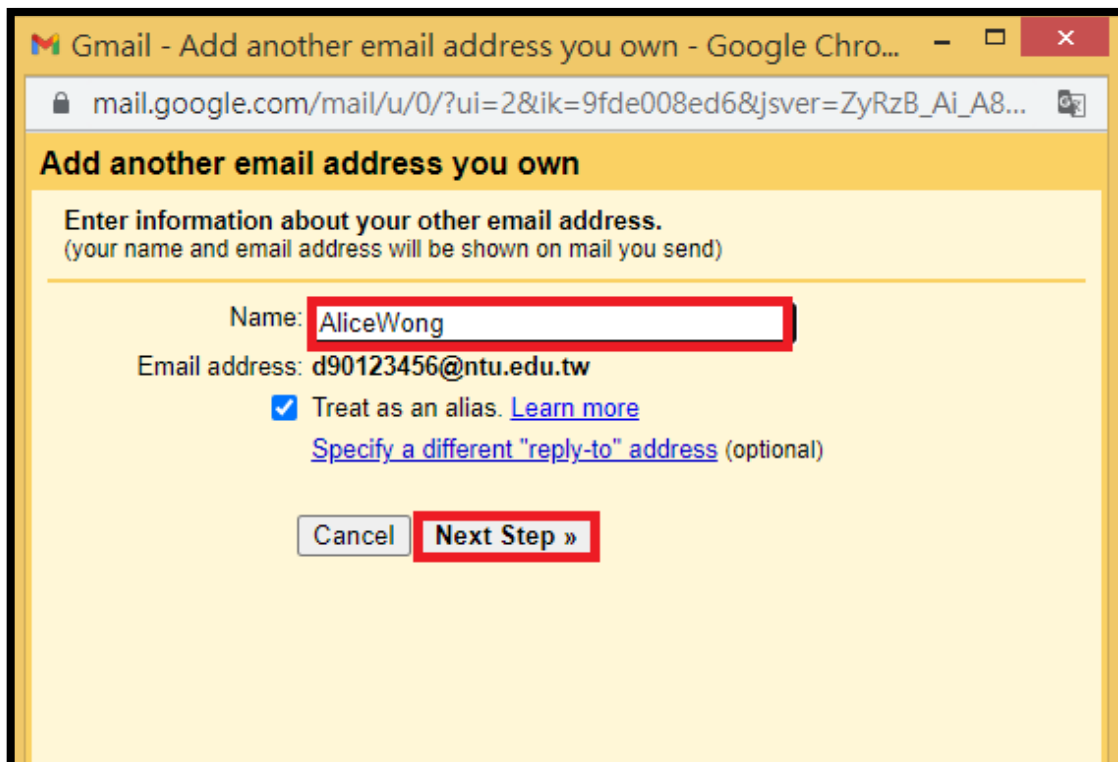
Step 11. Please fill in the following information:

SMTP Server: **smtps.ntu.edu.tw**   Port: **465**

Username: Please enter your username (without @ntu.edu.tw)

Password: Please enter the password of your webmail

After completing the information, please select [**SSL**] and click [Add Account].

Step 12. Please sign into your webmail on our website and copy the confirmation code.

Step 13. Please paste the confirmation code and click [Verify].
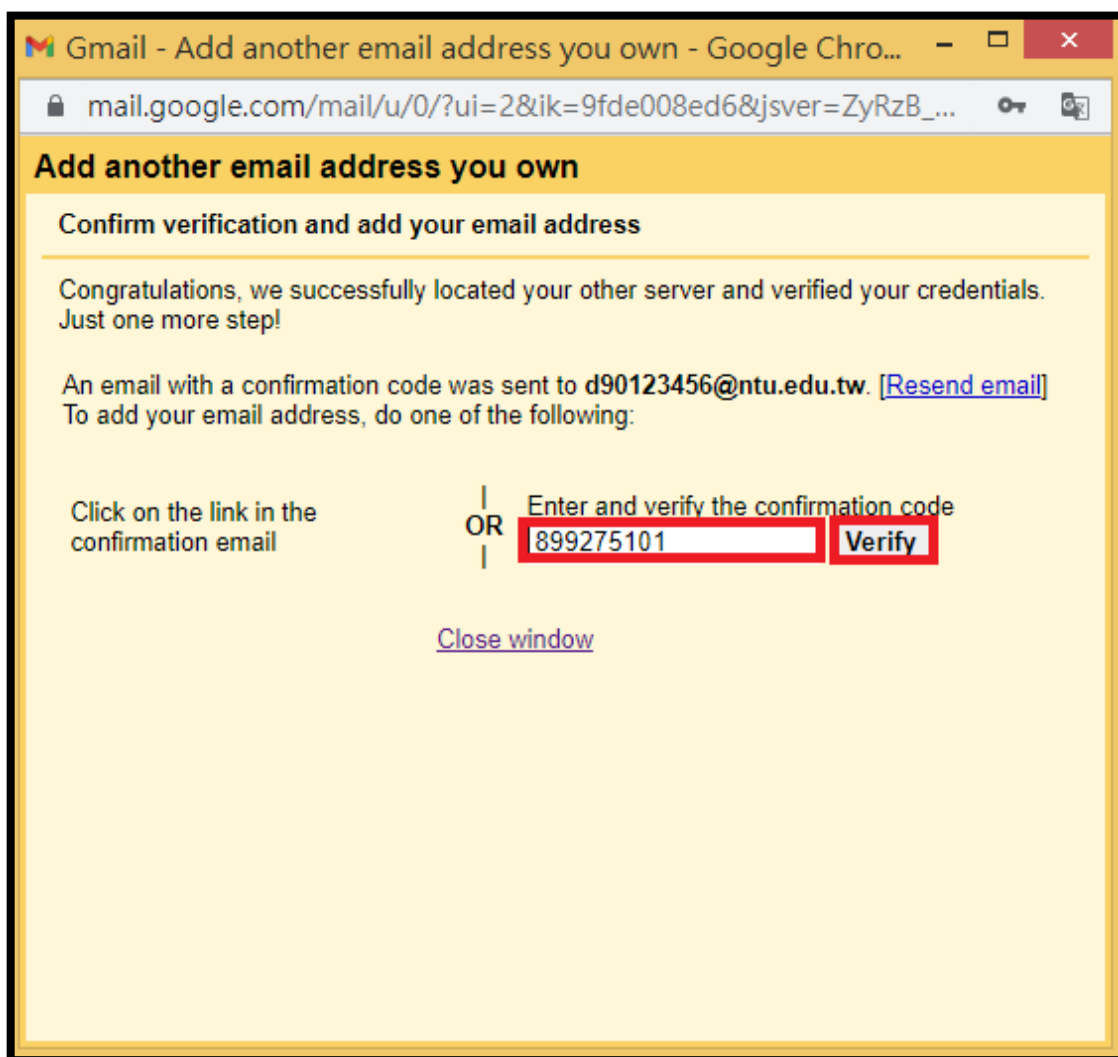
Step 14. After all of these steps, the setting is done and your webmail address will show here.

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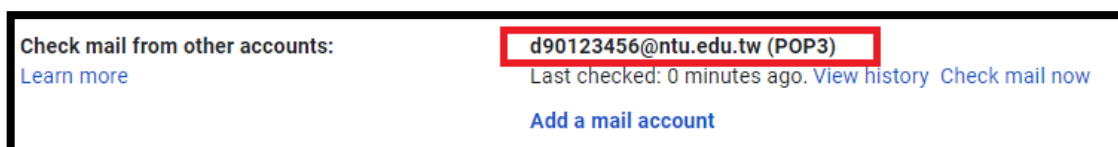
Please notice that this setting (POP3) **only** retrieves the messages from inbox which means the sent mails or trash wouldn't show in your Gmail.