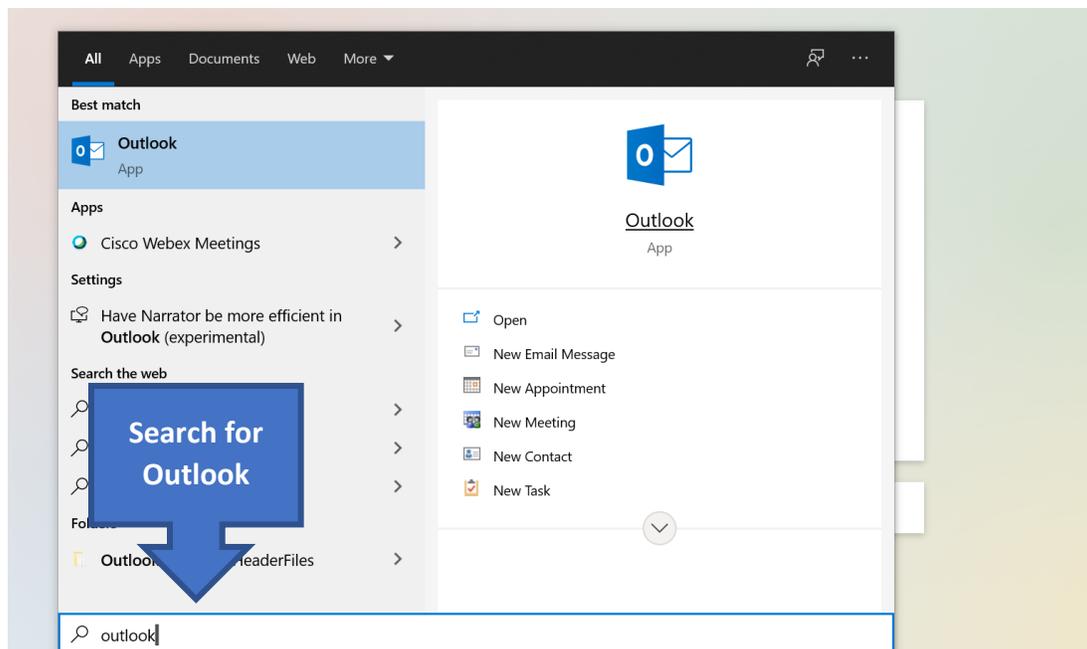


## How to check NTU Webmail(@ntu.edu.tw) through Outlook

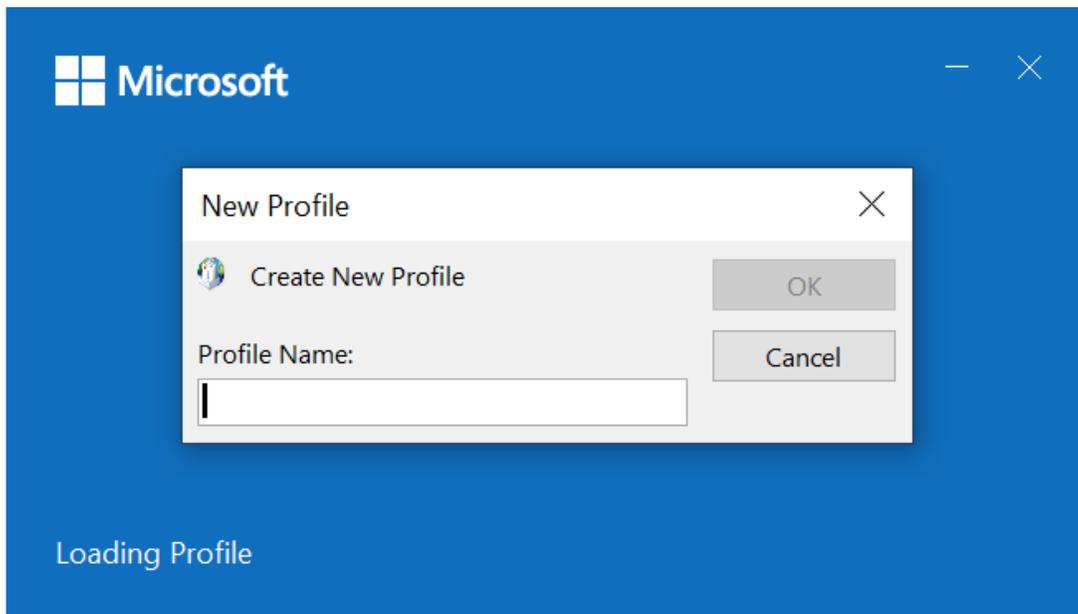
Applicable to:

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](mailto:johnsmith@ntu.edu.tw))

Step 1. Please search for "**Outlook**" in the toolbar below.



Step 2. Create a new profile with your own profile name.

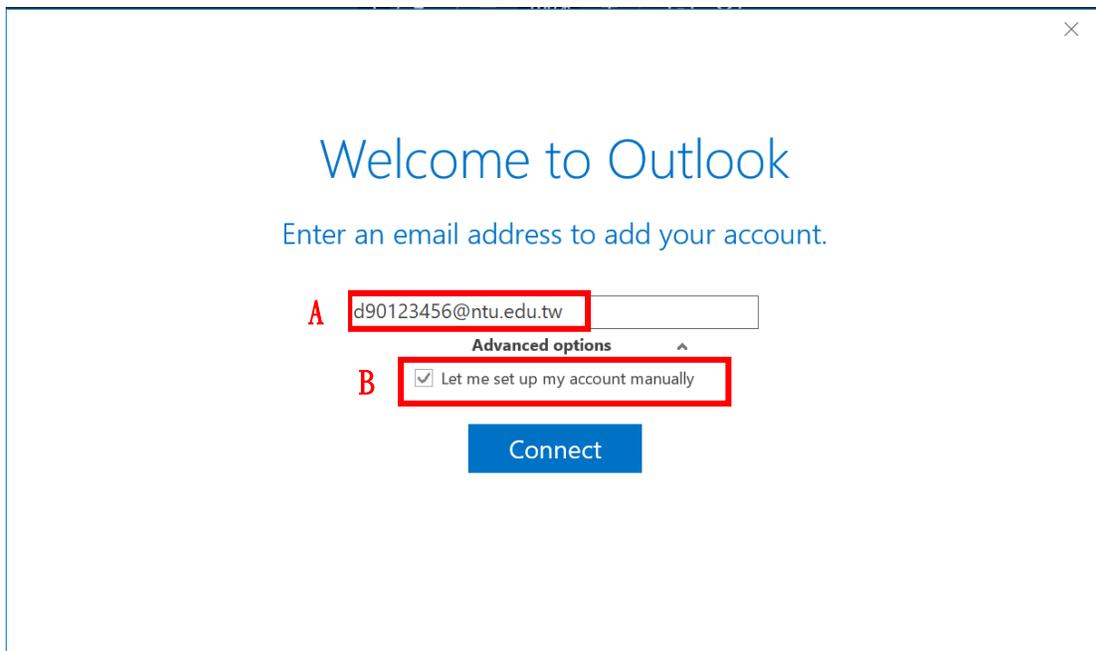


Step 3. After opening [Outlook 2019], please fill in the following information:

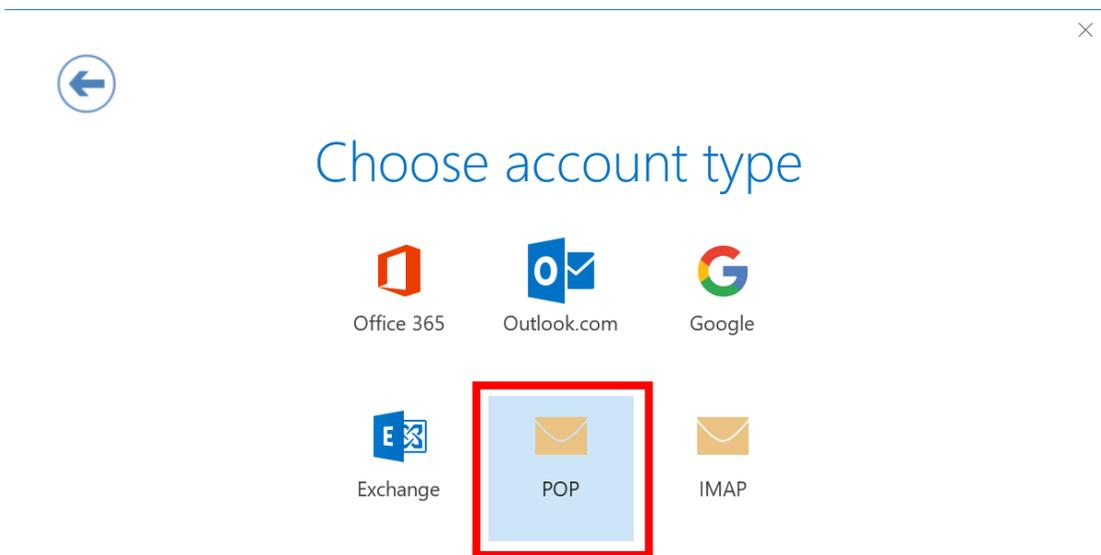
A. **[Email address]:** Your account@ntu.edu.tw

For example: d90123456@ntu.edu.tw

B. Click on the advanced option and check **[Let me set up my account manually]**.



Step 4. Please select **[POP]** for the account type.



Step 5. Please fill in the following information:

**A. [Incoming Mail 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

Port: **995**

Check **[This server requires an encrypted connection (SSL/TLS)]**

**B. [Outcoming Mail Server (SMTP) ]:**

Usually **smtps.ntu.edu.tw**

Port: **465**

Encryption method: **SSL/TLS**

**C.** Then click **[Next]**.

POP Account Settings for d90123456@ntu.edu.tw  
(Not you?)

Incoming mail

Server  Port

**A**  This server requires an encrypted connection (SSL/TLS)  
 Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server  Port

**B** Encryption method   
 Require logon using Secure Password Authentication (SPA)

Message delivery

Use an existing data file  Browse...

**C**

Step 6. Please enter the email password, and then click **[Connect]**.

Enter the password for d90123456@ntu.edu.tw

Step 7. Please fill in the following information:

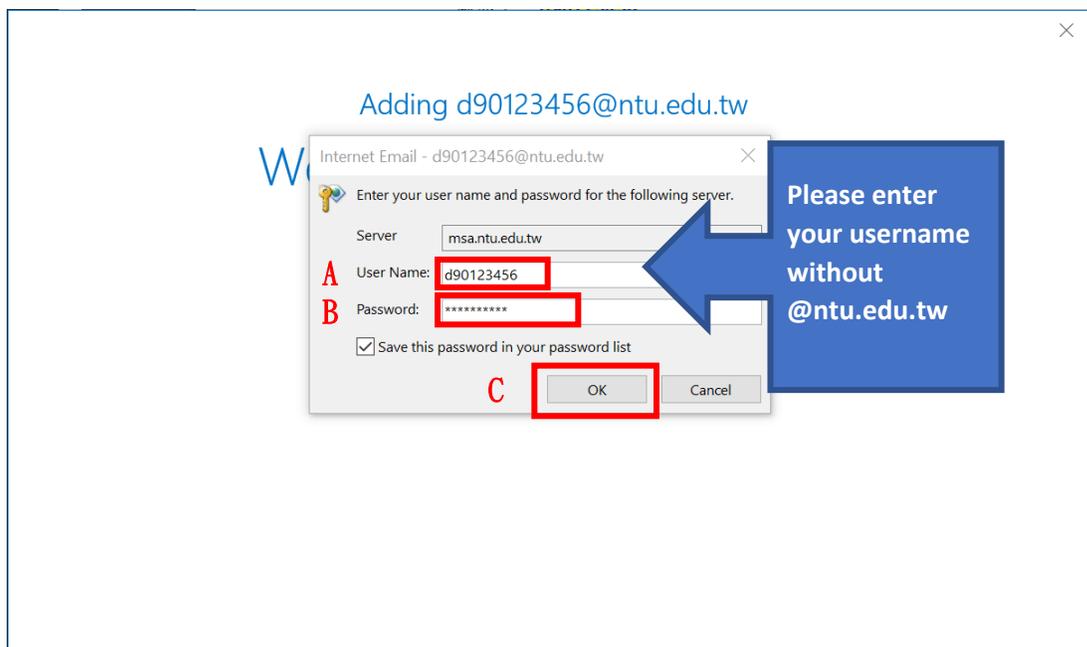
A. **[User name]**: Please enter your username (without @ntu.edu.tw)

For example: **d90123456**

B. Enter your password

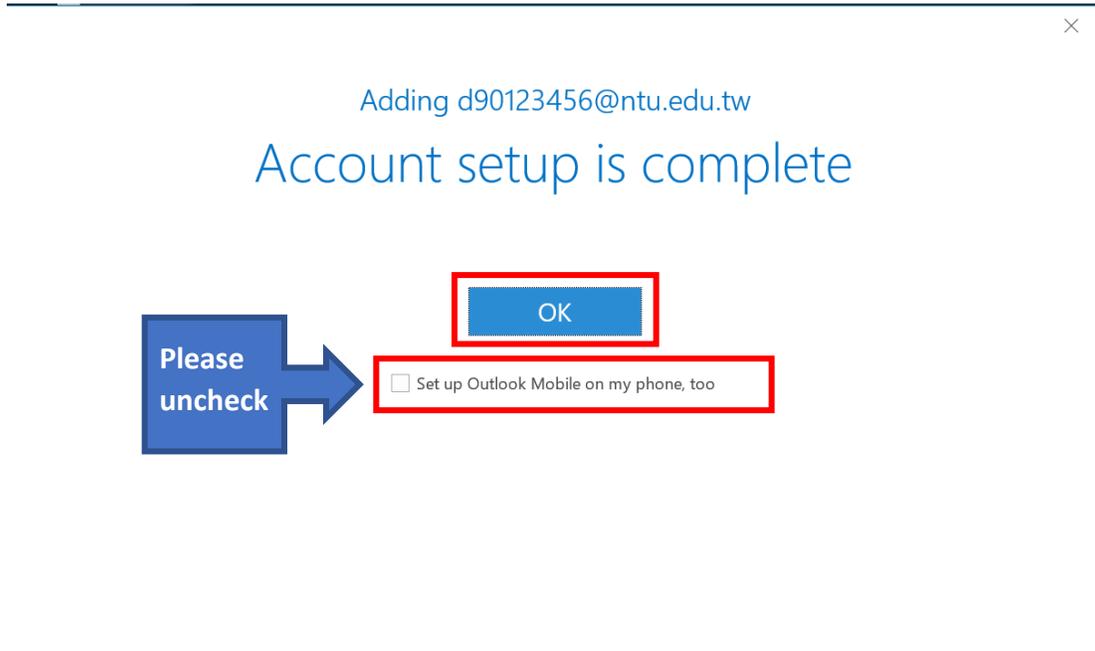
It is recommended to check [Save this password in your password list].

C. After confirming that it is correct, click **[OK]**.



Step 8. Please **uncheck** [Set up Outlook Mobile on my phone too]

Finally, click **OK** to complete all settings.



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