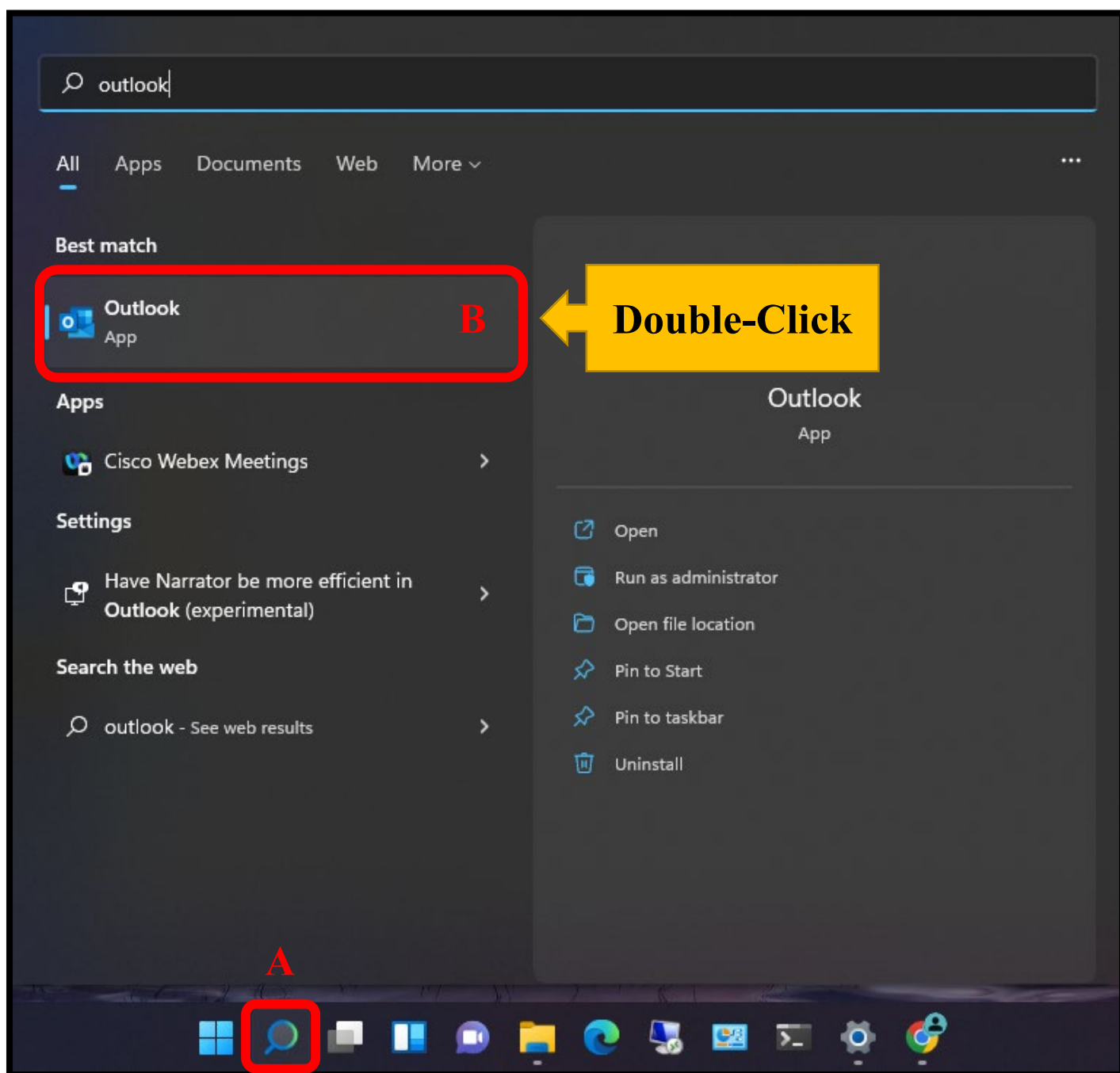


How to check NTU Webmail(@ntu.edu.tw) through Outlook 2021

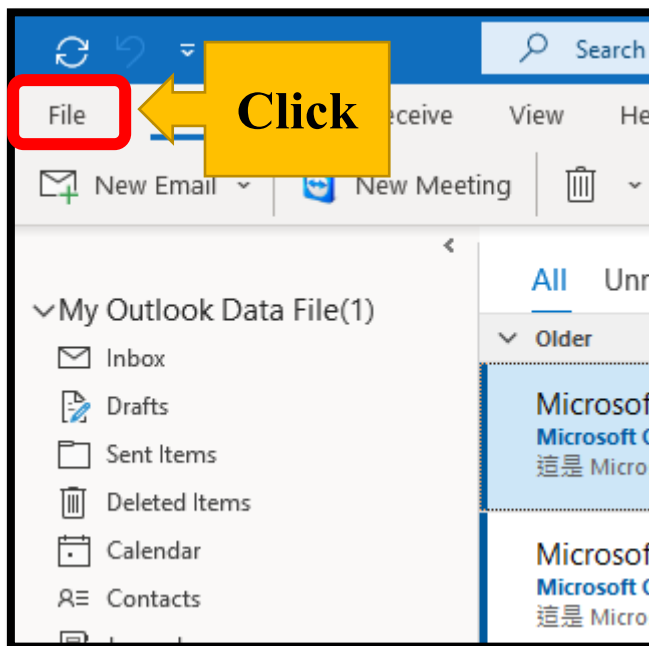
Applicable to:

1. NTUH staffs
2. Students 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)

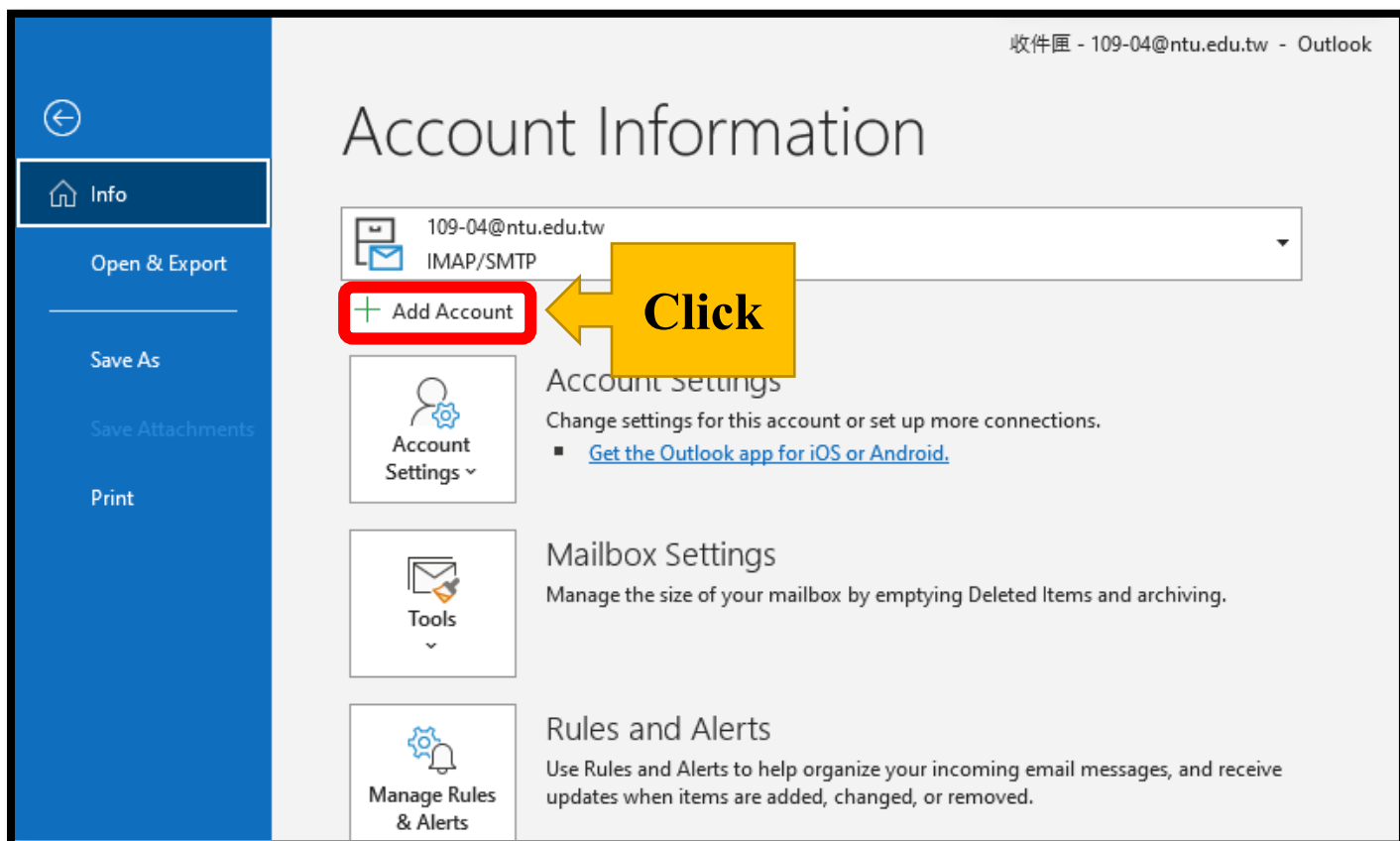
Step 1. Please search for "Outlook" in the toolbar below and open it.



Step 2. Please click **【File】** on the upper left corner.



Step 3. Please click **【Add Account】** .

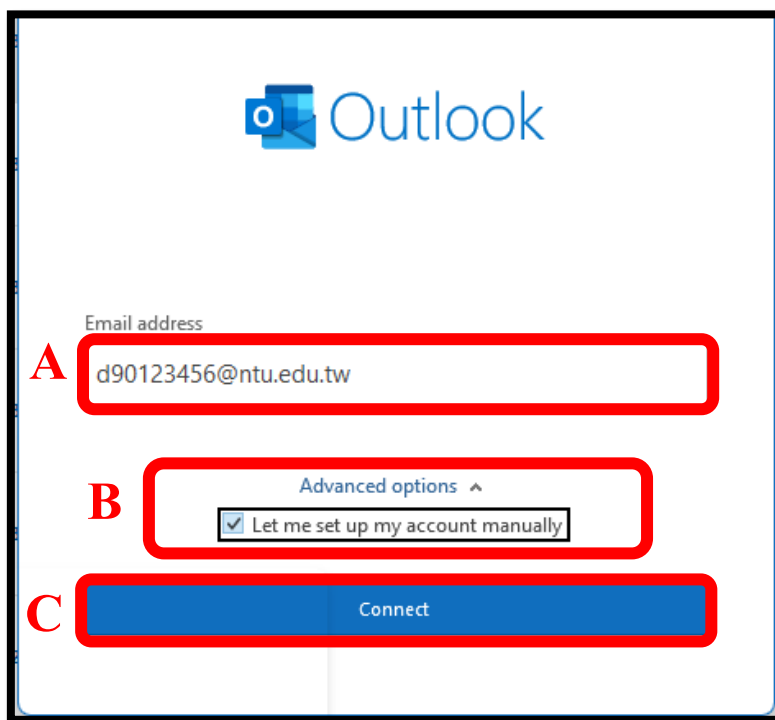


Step 4. Please fill in the following information:

A. 【Email address】 : Your account@ntu.edu.tw

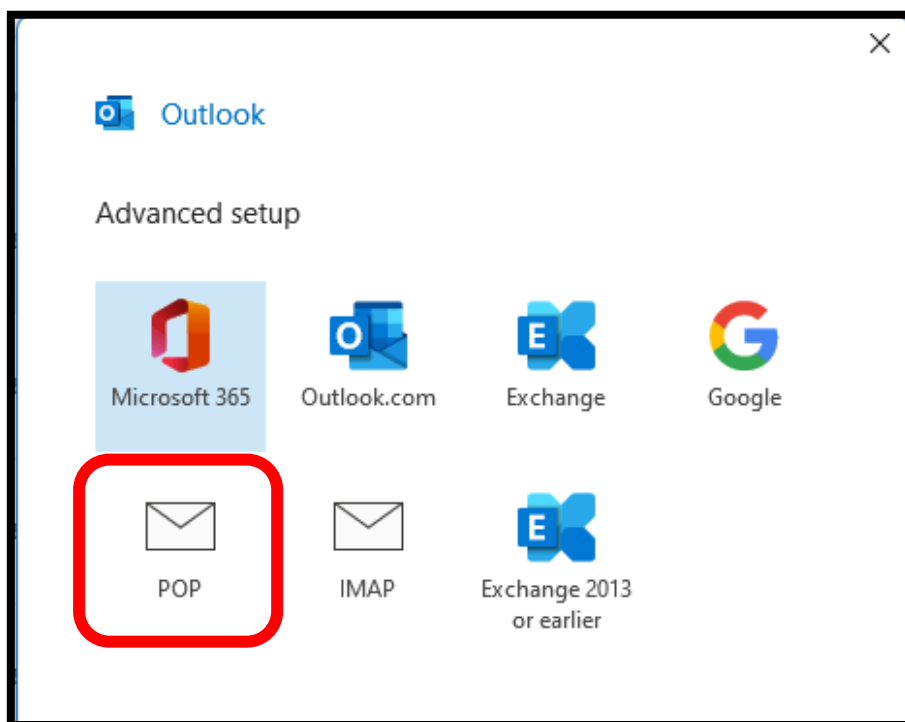
For example : **d90123456@ntu.edu.tw**

B. Click 【Advanced options】 and check 【Let me set up my account manually】 .



The screenshot shows the Outlook account setup interface. At the top, the Outlook logo is displayed. Below it, the 'Email address' field is highlighted with a red box and labeled 'A', containing the text 'd90123456@ntu.edu.tw'. Below the email field, the 'Advanced options' dropdown menu is expanded and highlighted with a red box and labeled 'B', showing a checked checkbox for 'Let me set up my account manually'. At the bottom, the 'Connect' button is highlighted with a red box and labeled 'C'.

Step 5. Please select 【POP】 for the account type.



The screenshot shows the 'Advanced setup' screen in Outlook. The 'POP' option is selected and highlighted with a red box. Other options visible include Microsoft 365, Outlook.com, Exchange, Google, IMAP, and Exchange 2013 or earlier.

Step 6. Please fill in the following information:

A. **【Incoming Mail Server】** :

If your username is student ID number, please enter **【msa.ntu.edu.tw】**

If your username is initials (***Including NTUH staff and alumni**), please enter **【ccms.ntu.edu.tw】**

Port: **995**

Check **【This server requires an encrypted connection (SSL/TLS)】**

B. **【Outcoming Mail Server (SMTP)】** : **smtps.ntu.edu.tw**

Port: **465**

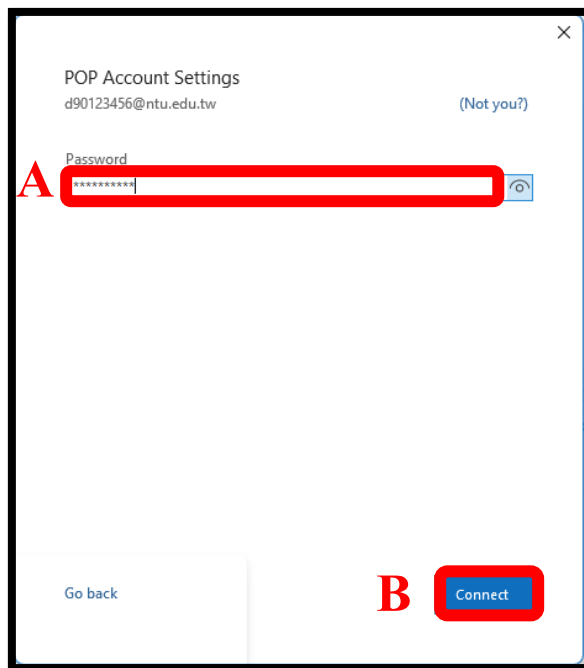
Encryption method: **SSL/TLS**

C. Please click **【Next】**

The screenshot shows a 'POP Account Settings' window for the email address d90123456@ntu.edu.tw. The window contains the following fields and options:

- Incoming mail:** Server: msa.ntu.edu.tw, Port: 995. A red box labeled 'A' highlights this section. The checkbox 'This server requires an encrypted connection (SSL/TLS)' is checked.
- Outgoing mail:** Server: smtps.ntu.edu.tw, Port: 465. A red box labeled 'B' highlights this section. The 'Encryption method' dropdown is set to 'SSL/TLS'.
- Message delivery:** A checkbox 'Use an existing data file' is unchecked, with a 'Browse...' button next to it.
- Navigation:** A 'Go back' button is on the left, and a blue 'Next' button is on the right, highlighted with a red box labeled 'C'.

Step 7. Please enter your password, and click **【Connect】**



Step 8. Please fill in the following information:

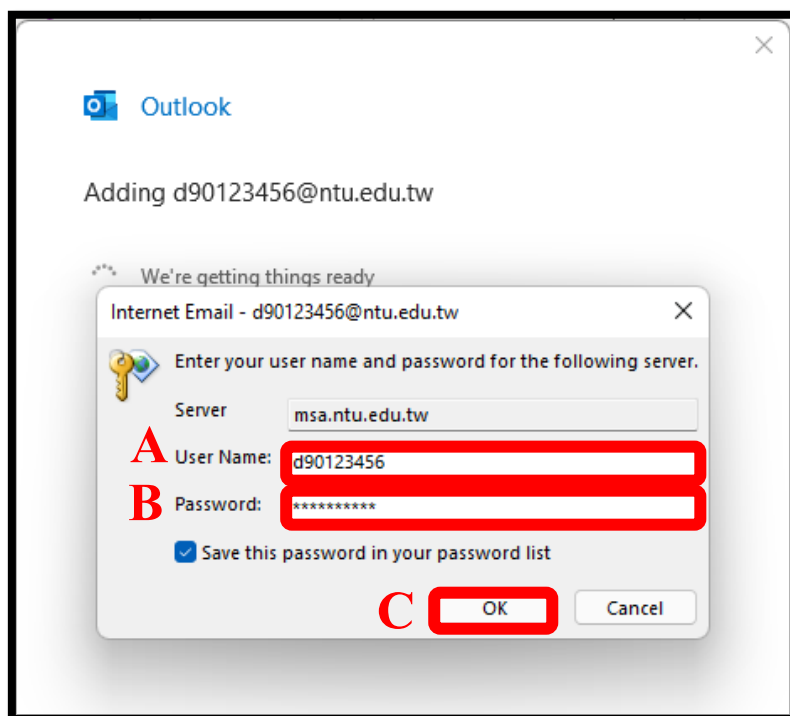
A. **【User name】** : Please enter your username (**without @ntu.edu.tw**)

For example: **d90123456**

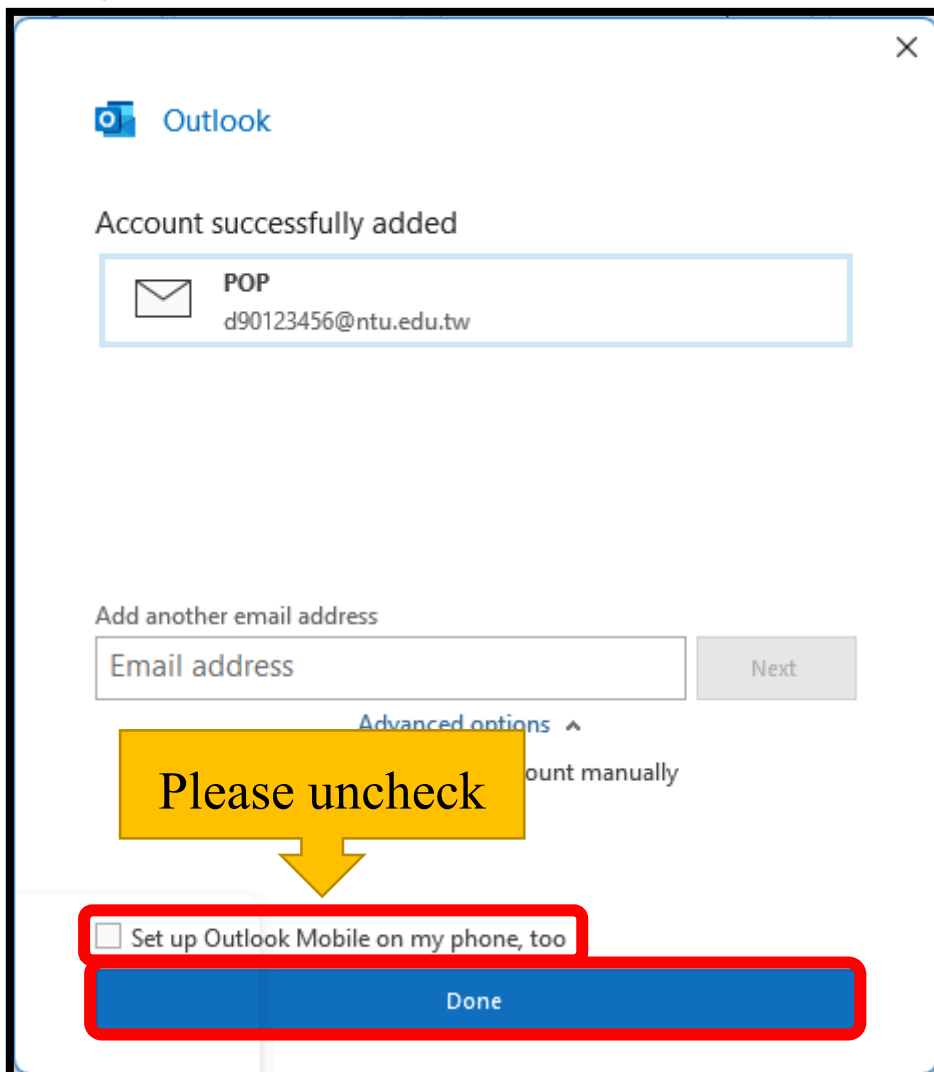
B. Please enter your password

It is recommended to check **【Save this password in your password list】**

C. Please click **【OK】**



Step 9. Please uncheck **【Set up Outlook Mobile on my phone too】** and click **【Done】** 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.

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