How to check NTU Webmail(@ntu.edu.tw) through Mac OS

Version: mac OS 11.5.2

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 open [Mail] on your Mac.



Step 2. After open the App, please click [Mail] on the upper left corner.



Step 3. Please click [Add Account] .

É	Mail	File	Edit	View	Mailbox	Message	Format	Window	Help
●	About Mail			n	nbox (Read Only)				
	Prefer Accou	ences nts	•	ж,	-				
	Add A	ccount.							
	Servic	es		>					
	Hide M Hide C Show	/lail)thers All	N	ЖН ЖН					
	Quit M	lail		жQ					

Step 4. Please choose [Other Mail Account] and click [Continue].



Step 5. Please fill out the required information and click [Sign In].

Add a Mail account						
To get started, fill out the following information:						
Name:	Alice					
Email Address:	d90123456@ntu.edu.tw					
Password:	••••••					
Cancel	Back Sign In					

Step 6. Please fill in the following information: Account Type : **POP** Incoming Mail Server :

Incoming Mail Server :

- msa.ntu.edu.tw (for student ID account)
- ccms.ntu.edu.tw (for name-based account)
- Outgoing Mail Server : smtps.ntu.edu.tw

Email Address:	d90123456@ntu.edu.tw Automatic			
User Name:				
Password:	•••••			
Account Type:	POP			
Incoming Mail Server:	msa.ntu.edu.tw			
Outgoing Mail Server:	smtps.ntu.edu.tw			
Cancel	Back Sign In			

Step 7. Please click [Mail] on the upper left corner and select [Preferences].



Step 8. Please click [Account] > [ntu.edu.tw] and change the time to [After one month].

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G	දි දි eneral	(O) Accounts	Junk Mail	Aa Fonts & Cold	OO Viewing	Composing	xJn Signatures	Rules	
	@	ntu.edu.tw POP	A	count Informa	ation Mailb	ox Behaviors	Server Sett	ings	
		iCloud		Enable this account					
		Inactive		Status:	Online 😑				
				Description:	ntu.edu.tw				
			En	nail Address:	Alice <d9012< th=""><th>3456@ntu.ed</th><th>u.tw></th><th>0</th></d9012<>	3456@ntu.ed	u.tw>	0	
			Pr	 Remove copy from server after retrieving a message: After one month Remove now Prompt me to skip messages over KB 					

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