# How to check NTU Webmail (@ntu.edu.tw) through Outlook 2024

Applicable to:

1. NTUH staff

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)

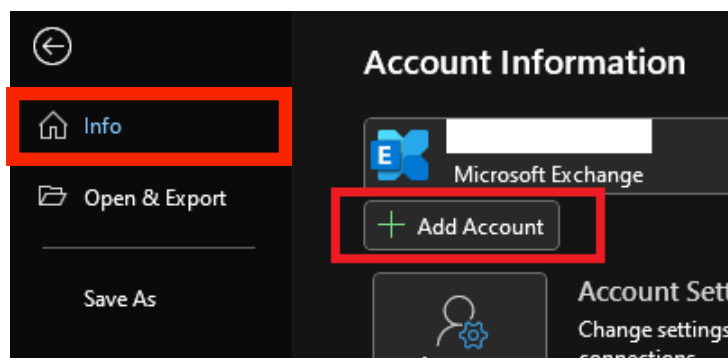1. Please search for 【Outlook (Classic)】 in the toolbar below and open it.

Note: Please do not choose 【Outlook (New)】 since they're totally different.
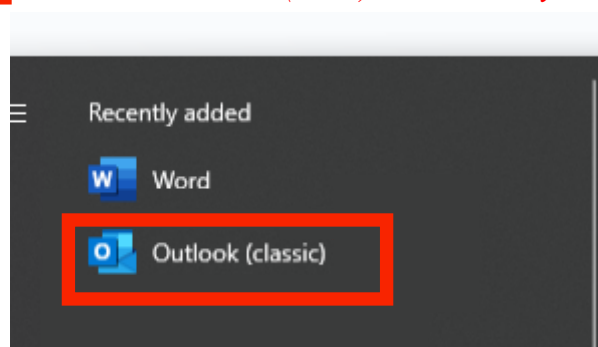
2. Please click 【File】
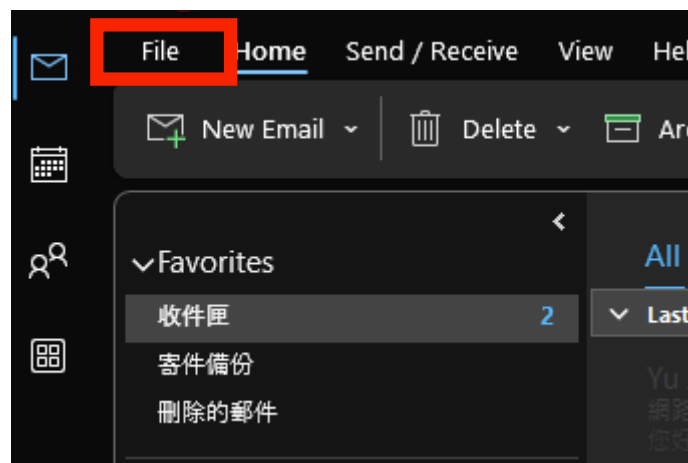
3. Please click【Info】>【Add account】

4. Please fill in the following information:

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

ex: d90123456@ntu.edu.tw

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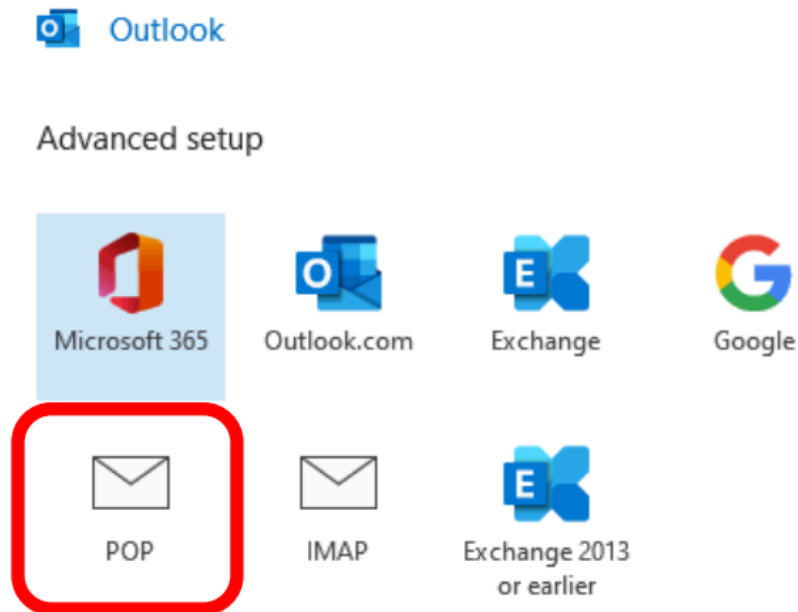and check【**Let me set up my account manually**】.

C. Click【Connect】

5. Please select【POP】as the account type.

6. Please fill in the following information:
  A. 【Incoming Mail Server】:
   ● If your username is in **"student ID"** form ,
     please enter 【**msa.ntu.edu.tw**】
   ● If your username is in **"personal name"** form
     (*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)】:
   ● please enter 【**smtps.ntu.edu.tw**】
   ● Port: **465**
   ● Encryption method: SSL/TLS
  C. Please click 【Next】

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

Incoming mail

Server   msa.ntu.edu.tw   Port   995   **A**

☑ This server requires an encrypted connection (SSL/TLS)

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

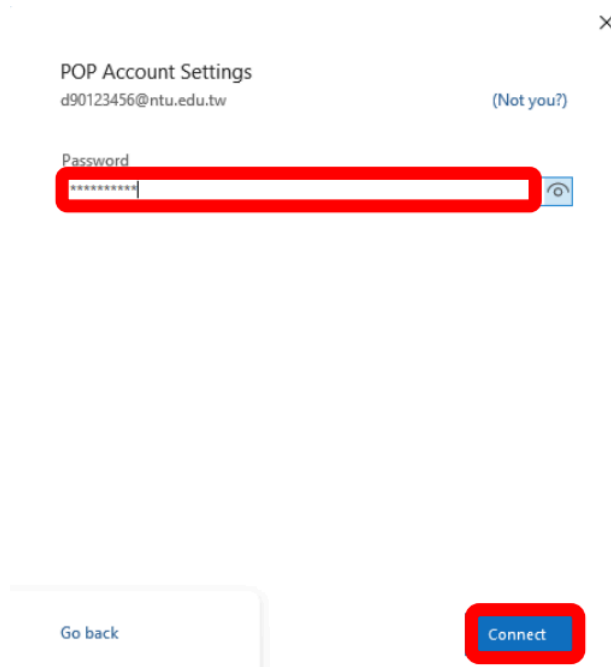Server   smtps.ntu.edu.tw   Port   465   **B**

Encryption method   SSL/TLS   ▼

☐ Require logon using Secure Password Authentication (SPA)

Message delivery

☐ Use an existing data file

[   ]   Browse...

Go back   **C**   Next
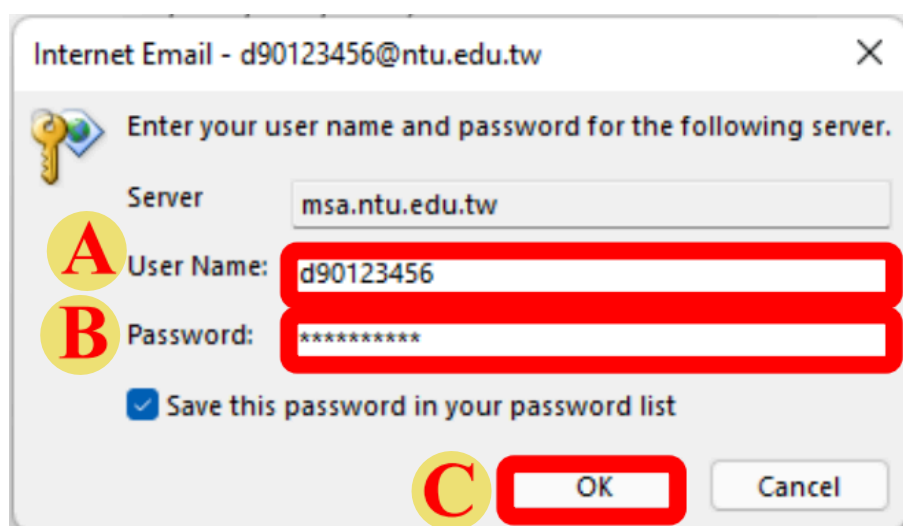
7. Please enter your password, and click【Connect】

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】

9. Please **<u>uncheck</u>**【Set up Outlook Mobile on my phone too】
   and click【Done】 to complete all settings
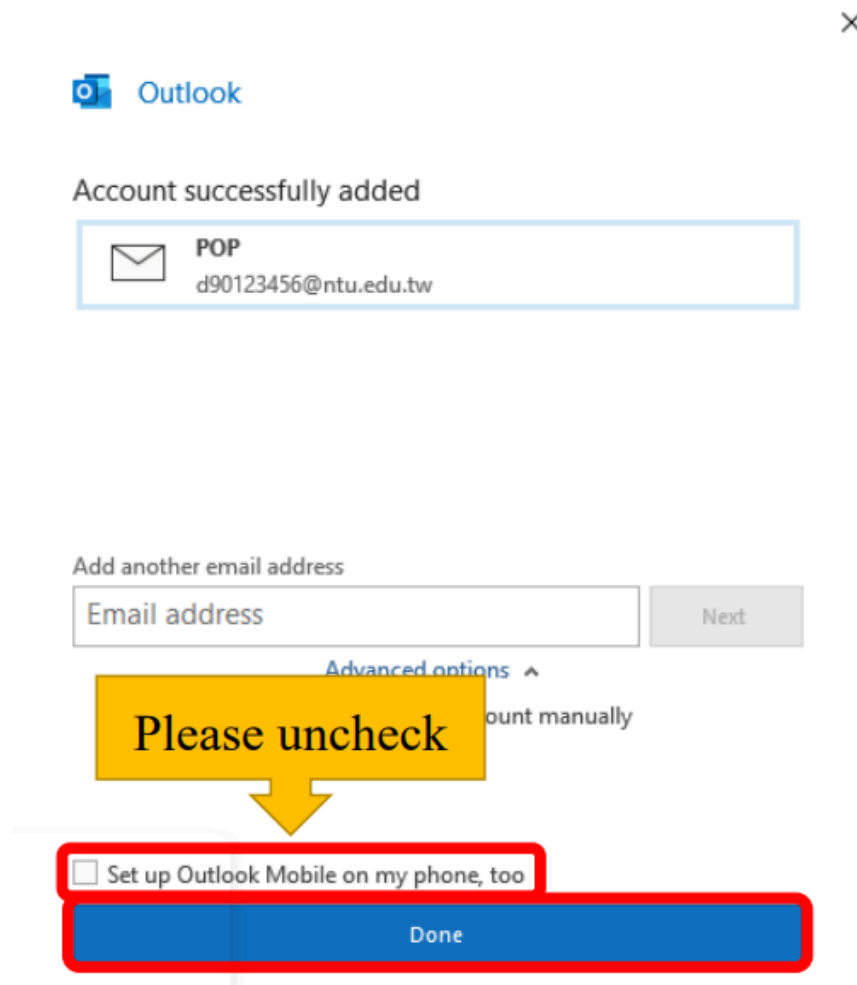
Please notice that this setting (POP3) **ONLY** retrieves the messages from **<u>inbox</u>** which means the **<u>sent mails</u>** or **<u>trash</u>** would **NOT** show in your Outlook.

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