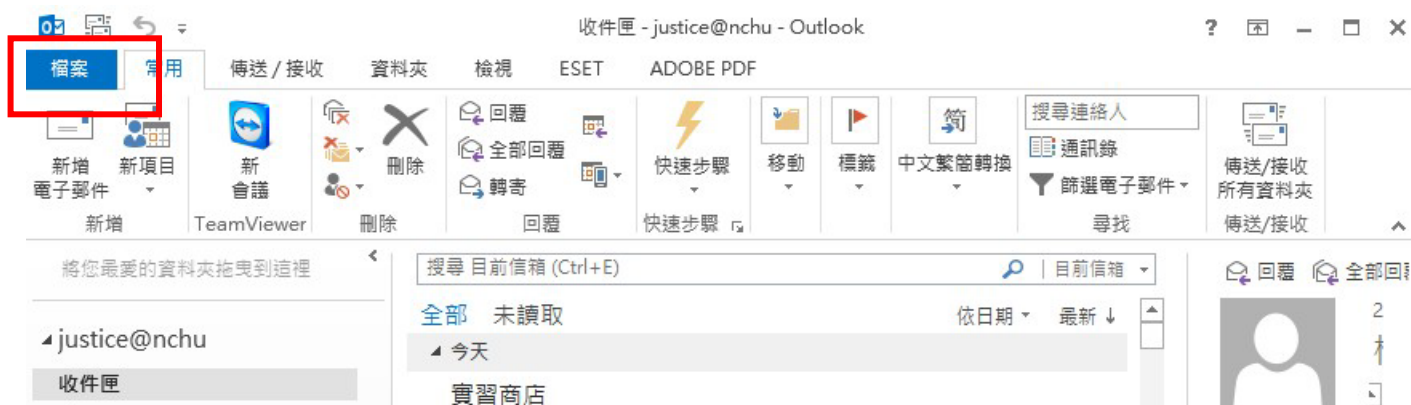


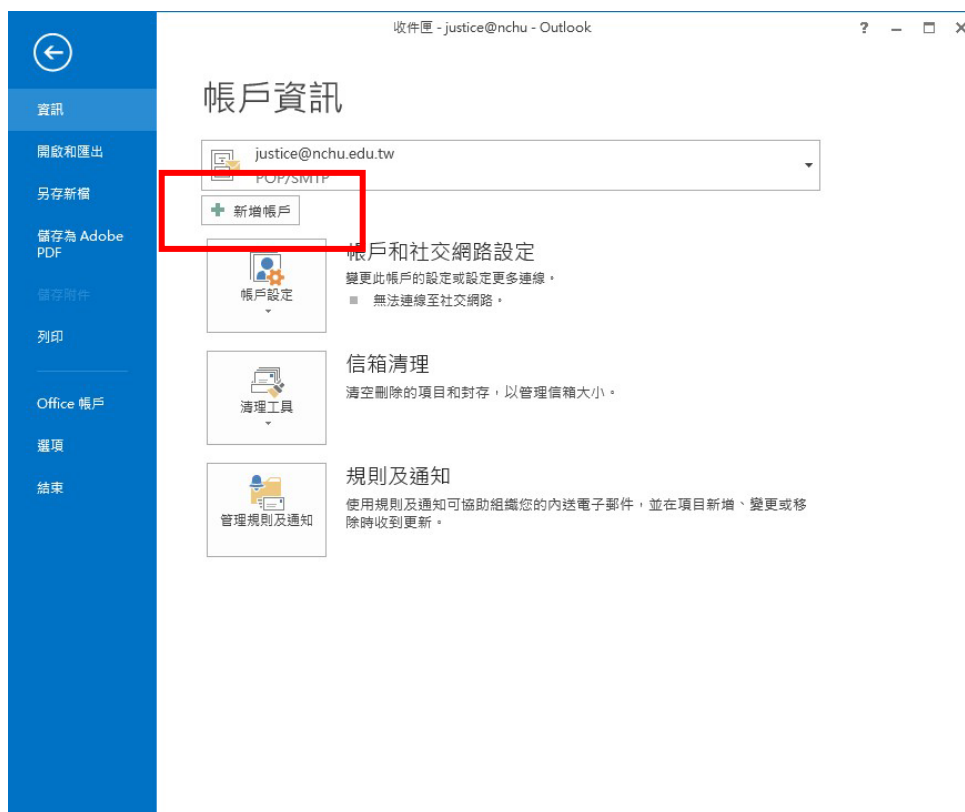
# How to Set Up Outlook 2016 to Receive NCHU Emails (Applicable to Faculty, Staff, and Students) 2020/06/15

This document uses Outlook 2016 as an example to explain how to set up receiving NCHU emails (also applicable to Outlook 2013 and other Outlook versions), applicable to faculty, staff, and students. **To enhance the security of information transmission, it is recommended to refer to the attached instructions and modify the connection method for school emails to an encrypted format.**

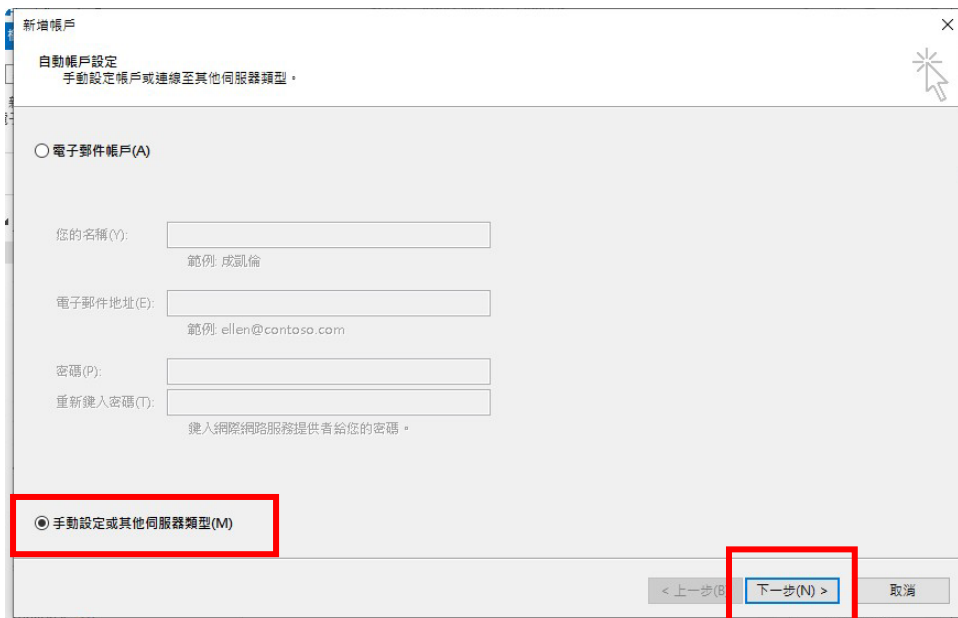
## 1. Open Outlook 2016 and Click "File"



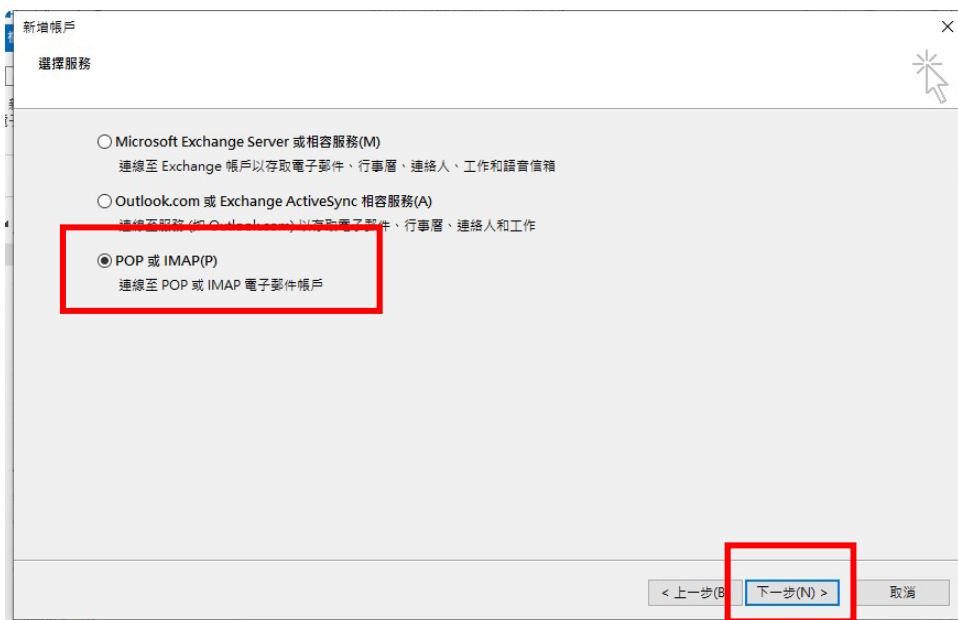
## 2. Click "Add Account"



## 3. Click on "Manual setup or additional server types", then click "Next".



4. Select "POP or IMAP (P)" and then click "Next".



Differences between service types can be referred to in the following explanation. Generally, it's recommended to choose POP3. However, if multiple devices are sharing one account simultaneously, then IMAP is recommended. Here, we'll demonstrate using POP3. (The steps for IMAP are similar.)

**POP3:** Emails are received and stored on the computer's hard drive, taking up space, and not suitable for users with multiple devices sharing the same account. Most POP3 email clients only keep your newest emails (Outlook defaults to 14 days) on the server. Older emails are only retained on the computer where you receive emails. If you also set up your phone to receive emails in this way, the phone will only receive emails that are still on the server (for example, the newest emails within the last 14 days in Outlook). Older emails will only be available on the computer, and the phone won't be able to retrieve them. Therefore, if you want multiple devices to see the same email content simultaneously, it's recommended to use IMAP.

**IMAP :** Synchronization with the server is suitable for users who have multiple devices sharing the same account. After emails are received on a mobile device, the emails will still be retained on the mail

server, making it suitable for users who also want to receive emails on other computers. With this method, if an email is deleted on any device, it will be instantly synchronized and deleted on all devices.

5. Enter your account information, then click "More Settings".

- ✓ Enter your username and email address.
- ✓ Select "POP3" as the account type.
- ✓ Enter "dragon.nchu.edu.tw" for the incoming mail server and outgoing mail server. (For students, it's "mail.nchu.edu.tw".)
- ✓ Enter your username and password.

新增帳戶

POP 和 IMAP 帳戶設定  
輸入帳戶的郵件伺服器設定。

**Setp1**

使用者資訊

您的名稱(N): justice

電子郵件地址(E): justice@dragon.nchu.edu.tw

伺服器資訊

帳戶類型(A): POP3

內送郵件伺服器(I): dragon.nchu.edu.tw

外寄郵件伺服器 (SMTP)(O): dragon.nchu.edu.tw

登入資訊

使用者名稱(U): justice

密碼(P): \*\*\*\*\*

記住密碼(R)

需要使用安全密碼驗證 (SPA) 登入(Q)

測試帳戶設定

我們建議您測試帳戶，以確保輸入正確。

測試帳戶設定(T)...

按 [下一步] 時自動測試帳戶設定(S)

傳送新郵件到:

新增 Outlook 資料檔(W)

現有 Outlook 資料檔(X)

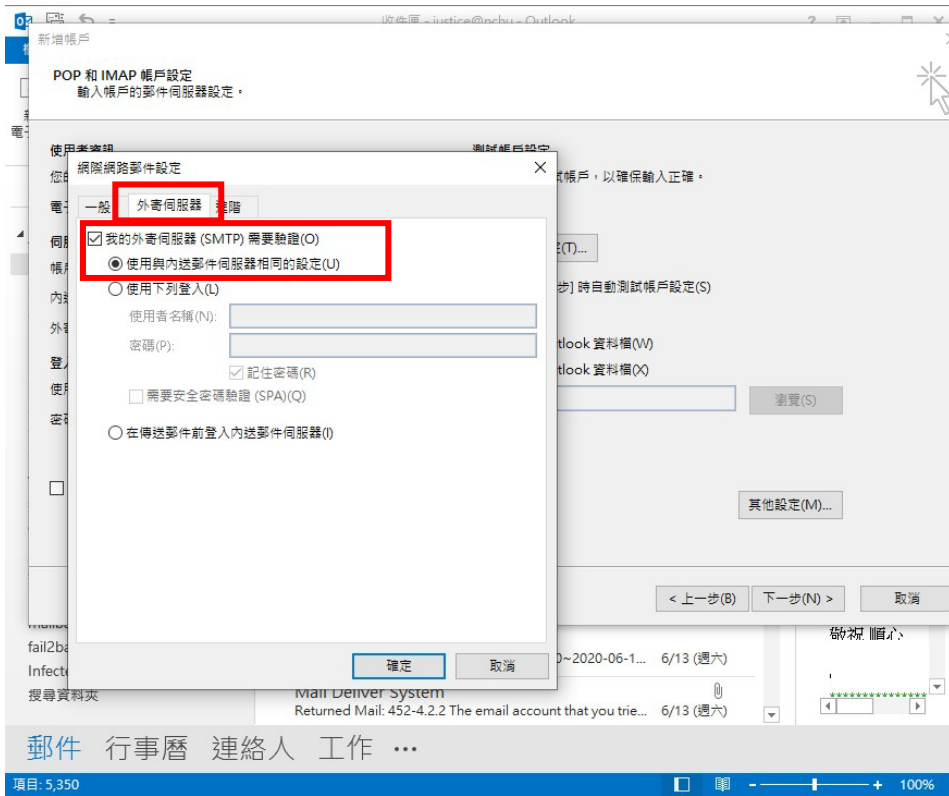
瀏覽(S)

其他設定(M)...

< 上一步(B) **下一步(N) >** 取消

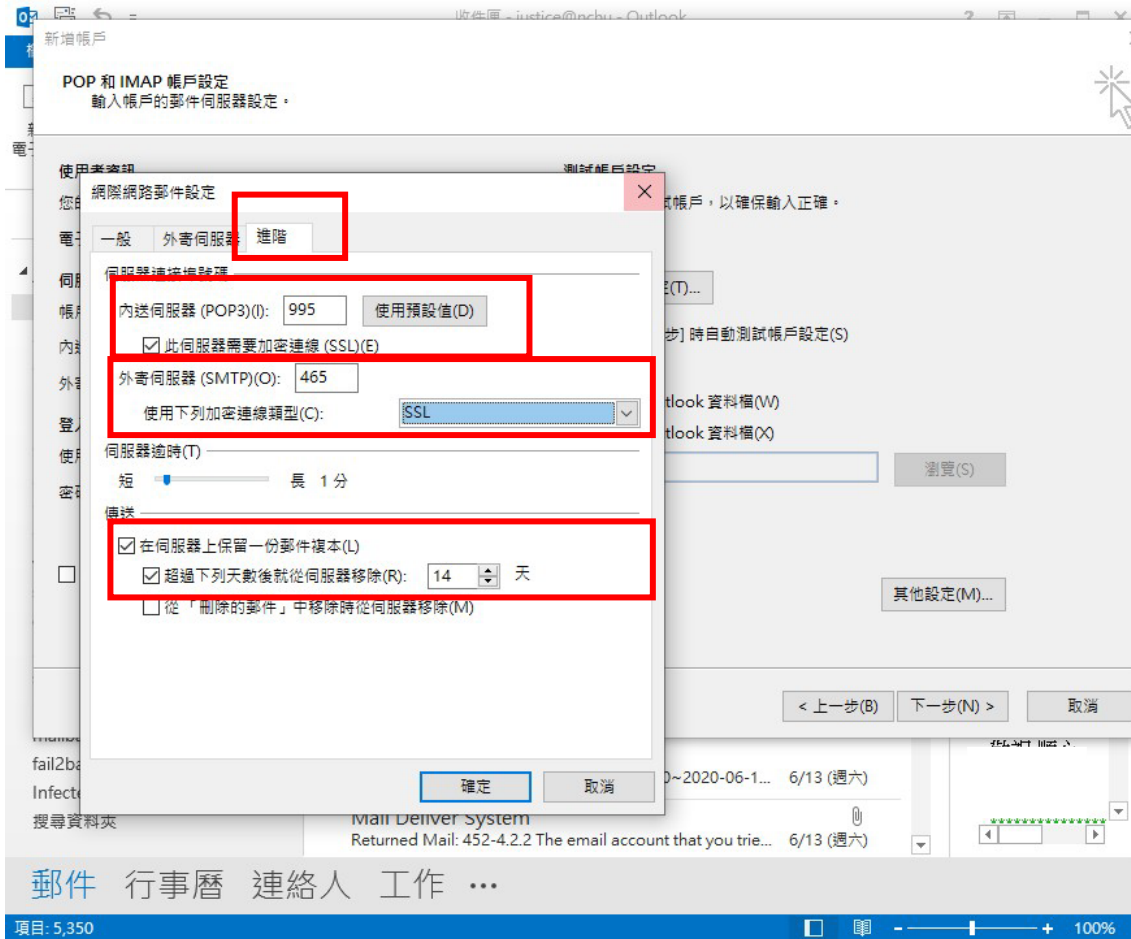
**setp2**

6. Then, the following screen appears. Select "Outgoing Server", check "My outgoing server (SMTP) requires authentication", and then select "Use same settings as my incoming mail server".

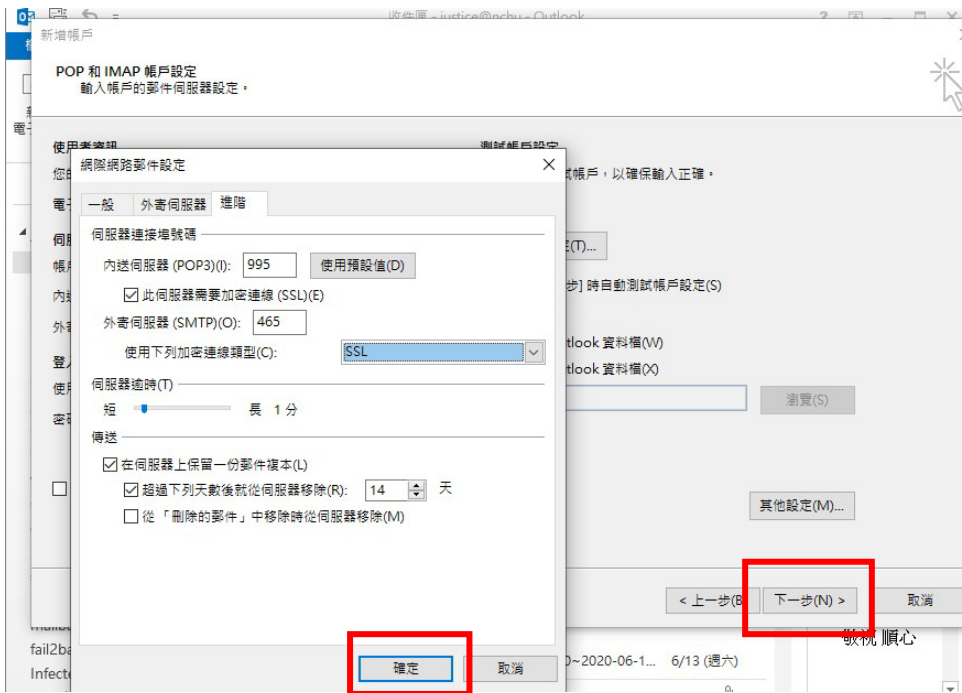


7. Then, select "Advanced".

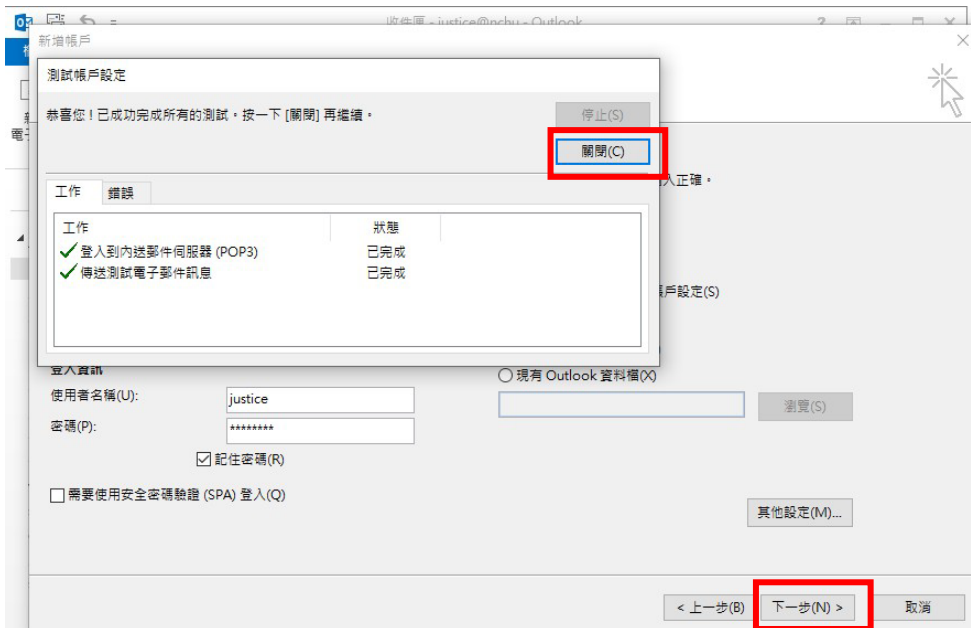
- ✓ Check "This server requires an encrypted connection" for the incoming server, and set the port to 995. (For IMAP, set port to 993.)
- ✓ For the outgoing server, click on "Use the following type of encrypted connection" and select the SSL type, then set the port to 465.
- ✓ Check "Leave a copy of messages on the server".
- ✓ In the "Remove from server after" option, the default is 14 days, but you can modify it according to your needs



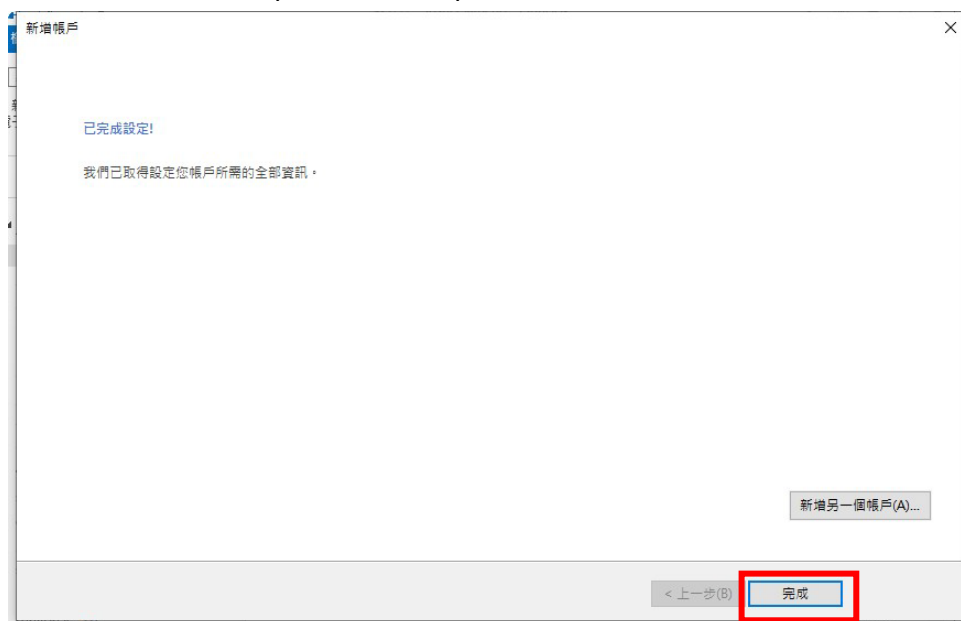
8. After completing the settings, click "OK", then click "Next".



9. Then, a "Test Account Settings" window will pop up. After successful testing, click "Close". (If the system test fails, please double-check your username or password for any errors.) Then, click "Next".



10. Click "Finish" to complete the setup.



Here is the final summary of the relevant information that may be needed to set up email for reference.

- Incoming server

(For the purpose of enhancing information security, it is not recommended to continue using non-encrypted connection methods.)

Connection Method	Server Address	Port
POP3s	Faculty and Staff : dragon.nchu.edu.tw	995
POP3(not recommended)		110
IMAPs	Student: mail.nchu.edu.tw	993
IMAP(not recommended)		143

- Outgoing server

(For enhanced information security, the use of SMTPs is mandatory for connections from outside the campus network.)

Connection Method	Server Address	Port
SMTPs	Faculty and Staff: dragon.nchu.edu.tw	465
SMTP(not recommended)	Student:mail.nchu.edu.tw	25

The encoding rules for the first digit of the student ID corresponding to the email are as follows:

Undergraduate: 4 → s  
Graduate School: 7 → g  
Ph.D. Program: 8 → d  
In-service Special Class: 5 → w  
Continuing Education Division: 3 → n

Example: Student ID: 4109012001 → Email: s109012001@mail.nchu.edu.tw

- Email storage capacity
  - ✓ Faculty and staff mailbox capacity: 15GB  
Webmail URL: <http://dragon.nchu.edu.tw>  
Maximum email send size: 40MB  
Maximum email receive size: 40MB  
Maximum file send size: 40MB
  - ✓ Student mailbox capacity: 1GB  
Webmail URL: <http://mail.nchu.edu.tw>  
Maximum email send size: 30MB  
Maximum email receive size: 40MB  
Maximum file send size: 20MB