How to Set Up Outlook 2019 to Receive School Emails (Applicable to Faculty, Staff, and Students)　　　2020/06/16

This document uses Outlook 2019 as an example to explain how to set up receiving NCHU emails, 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 2019 and Click "File"
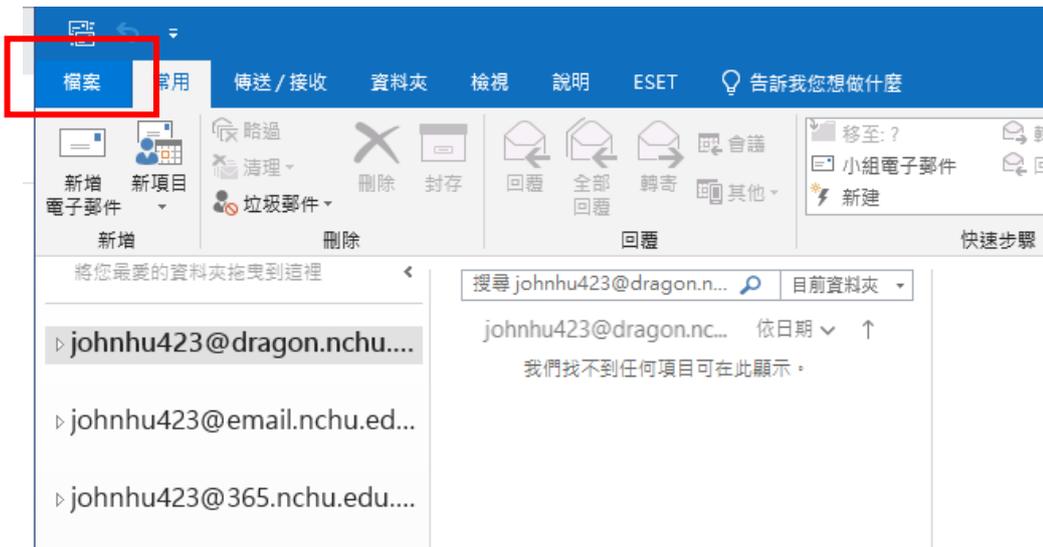
2. Click "Add Account"
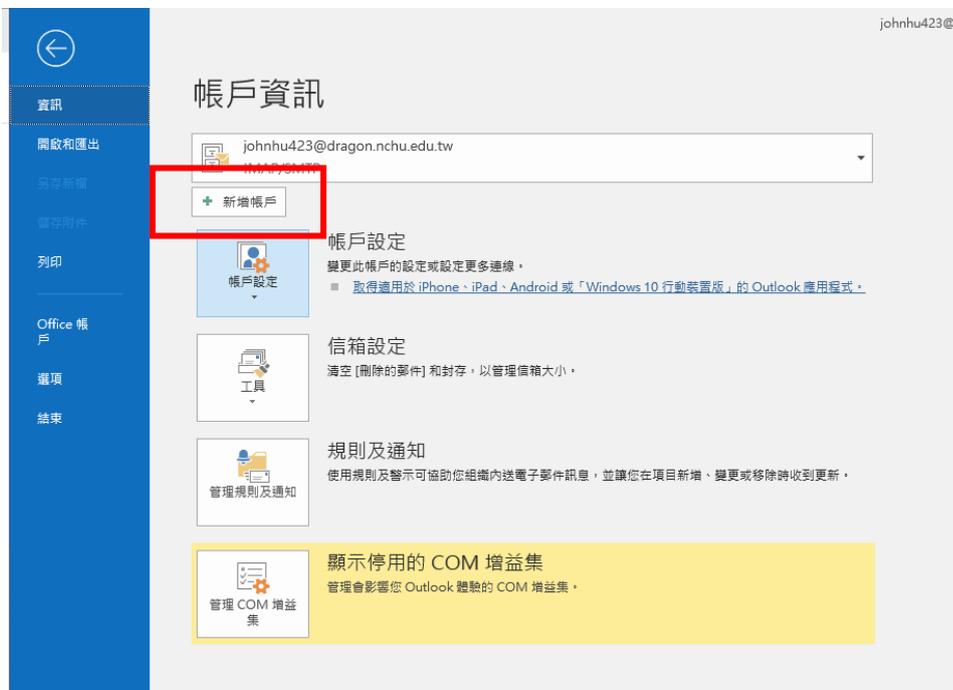
3. Enter Your Email, Then Expand "Advanced Options"
   Faculty and staff email domain: **@dragon.nchu.edu.tw**
   Student email domain: **@mail.nchu.edu.tw**

歡迎使用 Outlook

輸入電子郵件地址以新增您的帳戶。

justice@dragon.nchu.edu.tw

進階選項 ⌄

連線

@dragon.nchu.edu.tw, **without omitting "dragon"**

Click here.

4. Check "I want to set up my account manually" and then click "Connect"

歡迎使用 Outlook

輸入電子郵件地址以新增您的帳戶。

justice@dragon.nchu.edu.tw

進階選項

☑ 我要手動設定我的帳戶

連線

5. Next, the following screen will appear, and it will update automatically shortly.

正在新增 justice@dragon.nchu.edu.tw
我們正在準備

6. Choose Account Type
    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.

選擇帳戶類型

Office 365　　Outlook.com　　Google

Exchange　　POP　　IMAP

7. Enter the Following Information, Then Click "Next"
   - ✓ Incoming Server: Faculty and staff enter "dragon.nchu.edu.tw", students enter "mail.nchu.edu.tw".
   - ✓ Check "This server requires an encrypted connection (SSL/TLS)", and set the port to 995 for POP3. (If using IMAP, check "This server requires an encrypted connection (SSL/TLS)" for the incoming server, and set the port to 993.)
   - ✓ Outgoing Server: Faculty and staff enter "dragon.nchu.edu.tw", students enter "mail.nchu.edu.tw".
   - ✓ For the outgoing server, select "SSL/TLS" as the encryption method, and set the port to 465.

8. Enter Your Email Password, Then Click "Connect"

9. Uncheck "Set up Outlook Mobile on my phone too", Then Click "OK" to Complete Setup

正在新增 justice@dragon.nchu.edu.tw
帳戶設定完成

確定

☐ 同時在我的手機上設定 Outlook Mobile

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

- Outergoing 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