

如何在Mac 系統上收取學校電子郵件(學生、教職員個人信箱)(@mail.ncku.edu.tw) ? How to set up NCKU mail on Mac?

➤ Mac 設定 (OS 系統)

以下以 Mac OS 10.11 版本做範例

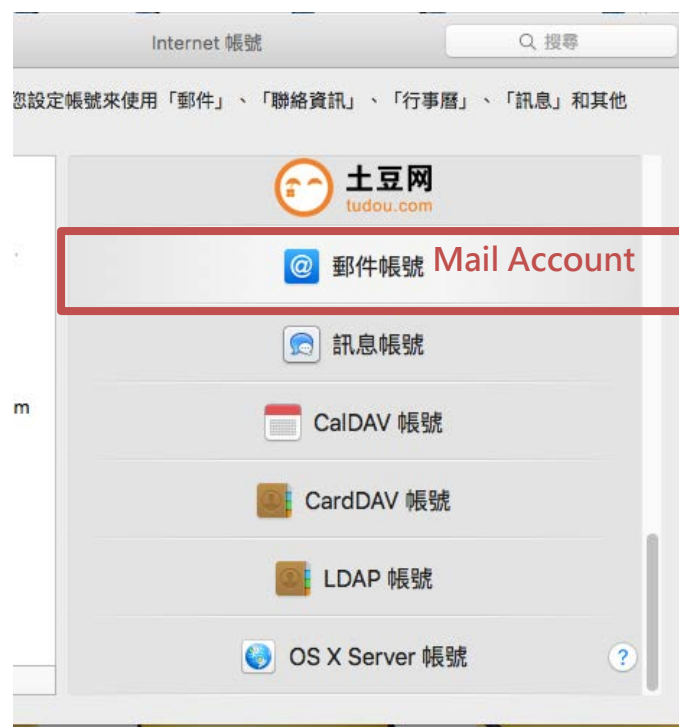
Following is the example of OS 10.11

1. 進入「系統偏好設定」，點選「Internet 帳號」

Open the “**System Preferences**” on Mac and enter “**Internet Accounts**”.



2. 點選「加入其他帳號」，然後點選「郵件帳號」
Tap “Add Other Account” and then select “Mail Account”.



3. 輸入您的名稱、學校電子郵件及密碼。

Enter NCKU mail account information. The information enter here are user's personal NCKU mail address, username and associated password.



The screenshot shows a web form titled "加入「郵件」帳號" (Add Mail Account) with a blue '@' icon. Below the title, it says "若要開始，請填寫下列資訊：" (To get started, please fill in the following information:). The form has three input fields: "Name 名稱" with the value "example", "Email Address 電子郵件位址" with the value "example@mail.ncku.edu.tw", and "Password 密碼" with masked dots. A red rectangular box highlights these three fields. At the bottom, there are three buttons: "取消" (Cancel), "返回" (Back), and "登入" (Login).

4. 選擇您的帳號類型

POP：若信件在電腦上接收後，郵件伺服器不會保留您的郵件，僅會儲存在此台電腦中，因此其它電腦將無法再收取此信件。

IMAP：信件在行動裝置上接收後，郵件伺服器上仍會保留您的郵件，適用於還想再其它電腦上收信者。

若您想選擇 POP 類型請參照第 5 點，選擇 IMAP 請參照第 6 點

Select account type (IMAP or POP):

POP: Downloads emails from the server for permanent and save in computer, so any emails user received won't be replicated on the other devices.

IMAP: The original copy of emails will save on school's server, so user can manage emails from multiple devices.

Choose POP type please refer to the step 5, IMAP type refer to the step 6.

5. 欲選擇 POP 類型

- (1) 將收件伺服器與寄件伺服器輸入「mail.ncku.edu.tw」，輸入完畢後點選登入。

Setting POP type:

Enter Incoming Mail Server and Outgoing Mail Server as “mail.ncku.edu.tw” then click “Sign in”.

The screenshot shows an email account setup interface. A red box highlights the input fields, and another red box highlights the 'Sign in' button. Labels in red text are placed to the left of the corresponding fields.

Label	Field Name	Value
Email Address	電子郵件位址	example@mail.ncku.edu.tw
User Name	使用者名稱	example
Password	密碼
Account Type	帳號類型	POP
Incoming Mail Server	收件伺服器	mail.ncku.edu.tw
Outgoing Mail Server	寄件伺服器	mail.ncku.edu.tw

Buttons: 取消 (Cancel), 返回 (Back), 登入 (Sign in). The 'Sign in' button is highlighted with a red box and the text 'Sign in' below it.

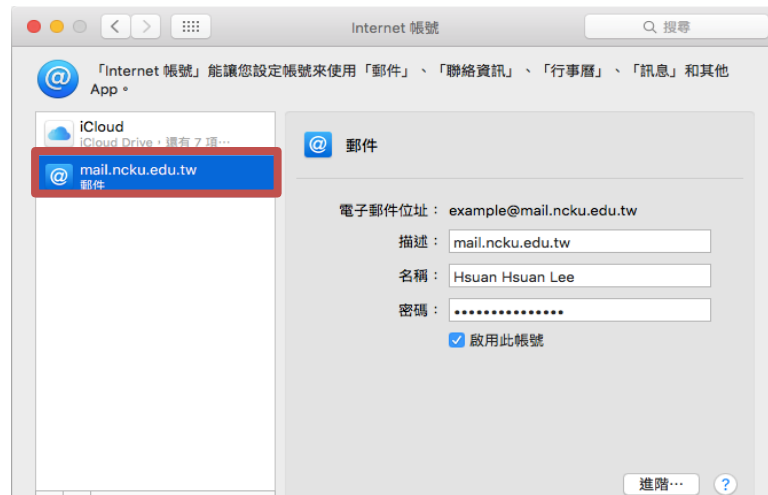
- (2) 選擇您要用於此帳號的 App，接著點選完成：

Select the apps user want to use with this account, then click “Done”.

The screenshot shows an app selection interface. The title is '選擇您要用於此帳號的 App：'. There are two options: '郵件' (Mail) with a checked checkbox and '備忘錄' (Reminders) with an unchecked checkbox. At the bottom, there are three buttons: '取消' (Cancel), '返回' (Back), and '完成' (Done). The '完成' button is highlighted with a red box and the text 'Done' below it.

- (3) 此時在帳號清單中會顯示剛剛所設置的帳號資訊，即完成設置。
If there is the account information on the list, then the setting process is completed.

Internet Accounts



- (4) 點選郵件進入，再點選左上角郵件中的偏好設定，並確認下列資訊無誤後，即可正常收發信件。

Enter the “**Mail**” App then click the “**Preferences**” on the upper left corner. Make sure that information following is correct.

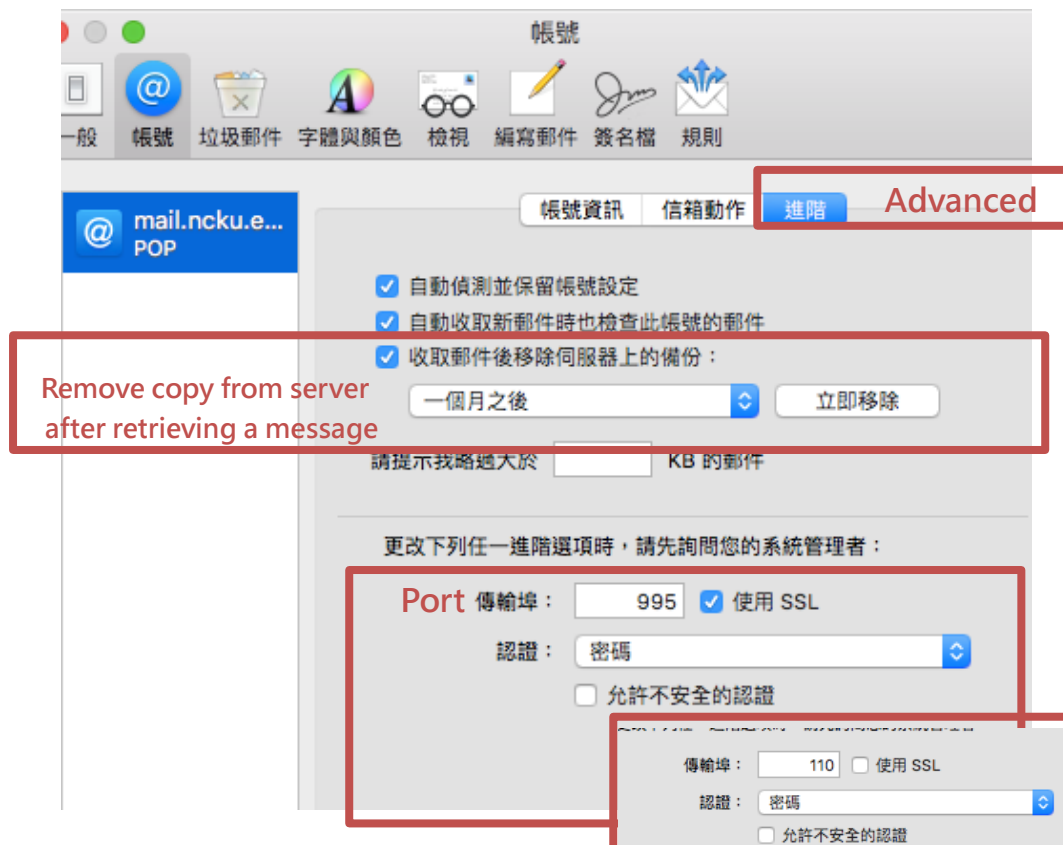


i. 收件伺服器資訊是否正確：

點選進階欄位後，將收取郵件後移除伺服器上的備份日期設定為「一個月之後」，使用 SSL 伺服器傳輸埠為 995，若無使用伺服器傳輸埠則為 110。

Make sure that information of “**Incoming Server**” is correct.

Click “**Advanced**” and set Remove copy from server after retrieving a message as “**After one month**”. If user use SSL setting the Port should be set to 995, if not the port is 110.

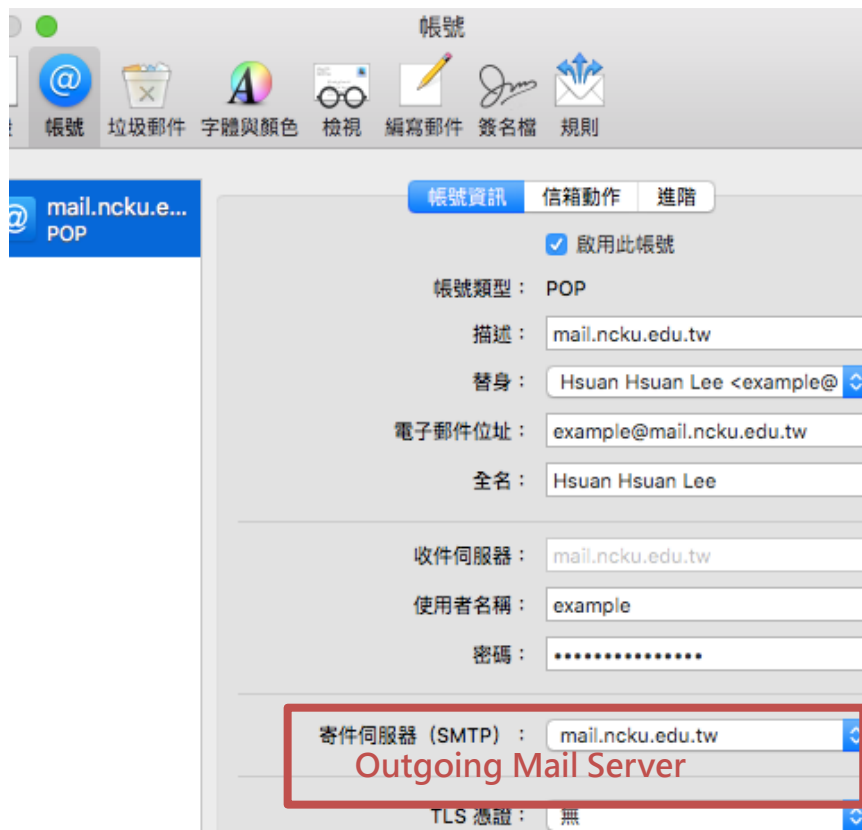


ii. 寄件伺服器資訊是否正確：

確認寄件伺服器為「mail.ncku.edu.tw」。

Make sure the information of Outgoing mail server is correct.

Outgoing Mail Server is “**mail.ncku.edu.tw**”.



點選寄件伺服器，再點選編輯 SMTP 伺服器列表進入。

Click “SMTP” server and click “Edit SMTP server list”.



點選進階欄，若您使用 SSL 傳輸埠應為 465 若無使用則為 25。
Click “**Advanced**”. If user use SSL setting the Port should be set to 465,
if not the port is 25.

Port 傳輸埠: 465 ☒ 使用 SSL

Authentication 認證: 密碼

User Name 使用者名稱: example

Password 密碼:

6. 選擇 IMAP 類型：

- (1) 將收件伺服器與寄件伺服器輸入「mail.ncku.edu.tw」，輸入完畢後點選登入。

Select account type

Setting IMAP type: Enter Incoming Mail Server and Outgoing Mail Server as “**mail.ncku.edu.tw**” then click “**Sign in**”.

Email Address 電子郵件位址: example@mail.ncku.edu.tw

User Name 使用者名稱: example

Password 密碼:

Account Type 帳號類型: IMAP

Incoming Mail Server 收件伺服器: mail.ncku.edu.tw

Outgoing Mail Server 寄件伺服器: mail.ncku.edu.tw

無法驗證帳號名稱或密碼。

取消 返回 登入

Sign in

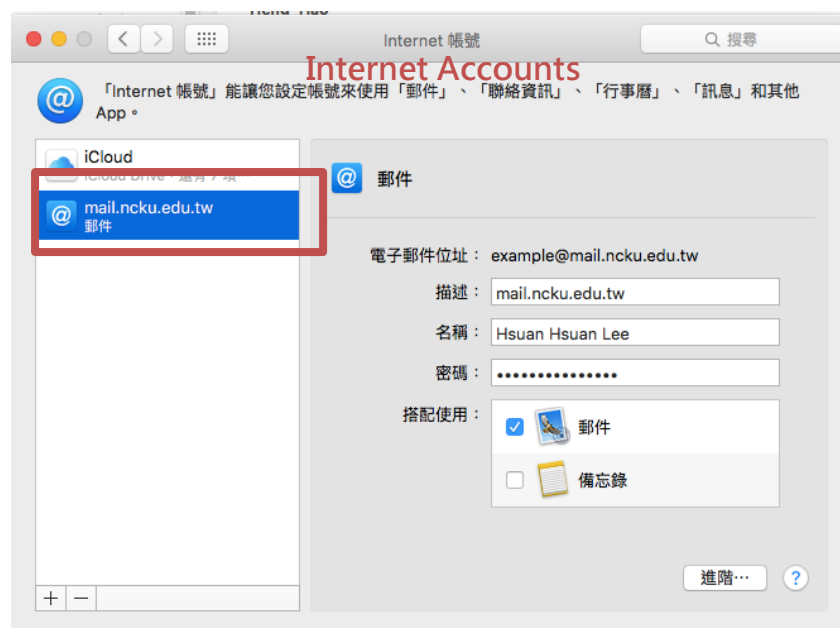
(2) 選擇您要用於此帳號的 App，接著點選完成：

Select the apps user want to use with this account, then click “**Done**”.



(3) 此時在帳號清單中會顯示剛剛所設置的帳號資訊，即完成設置。

If there is the account information on the list, then the setting process is completed.



- (4) 點選郵件進入，再點選左上角郵件中的偏好設定，並確認下列資訊無誤後，即可正常收發信件。

Enter the “Mail” App then click the “**Preferences**” on the upper left corner. Make sure that information following is correct.

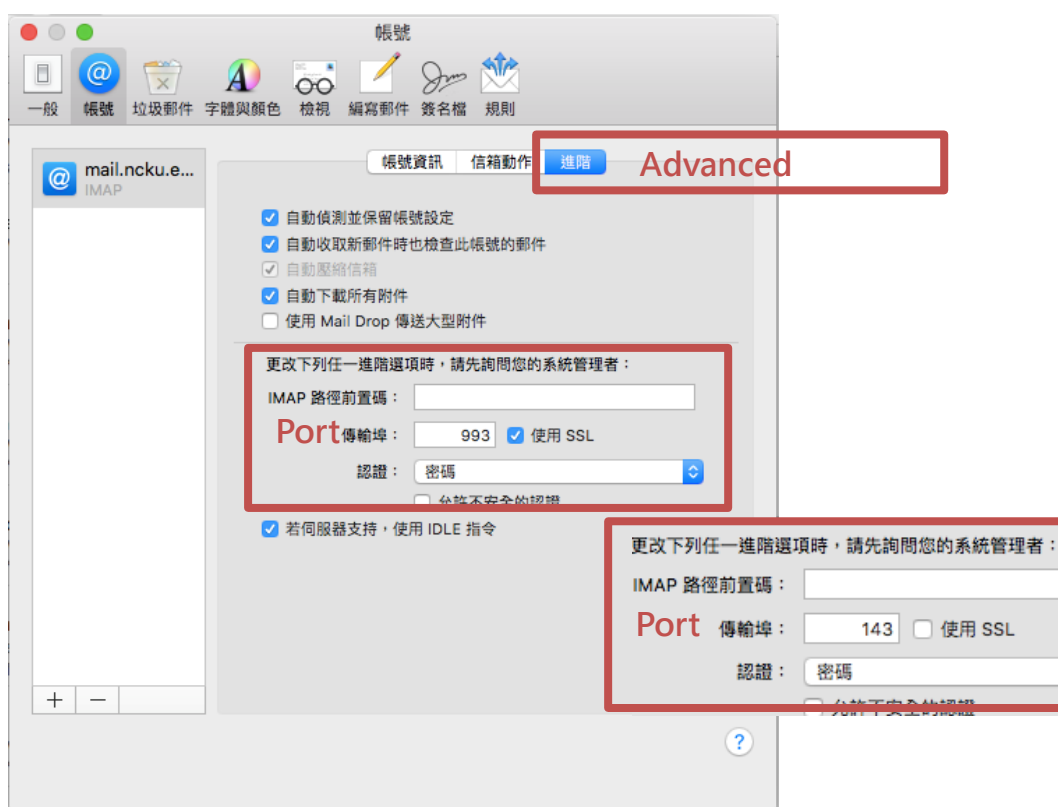


- i. 收件伺服器資訊是否正確：

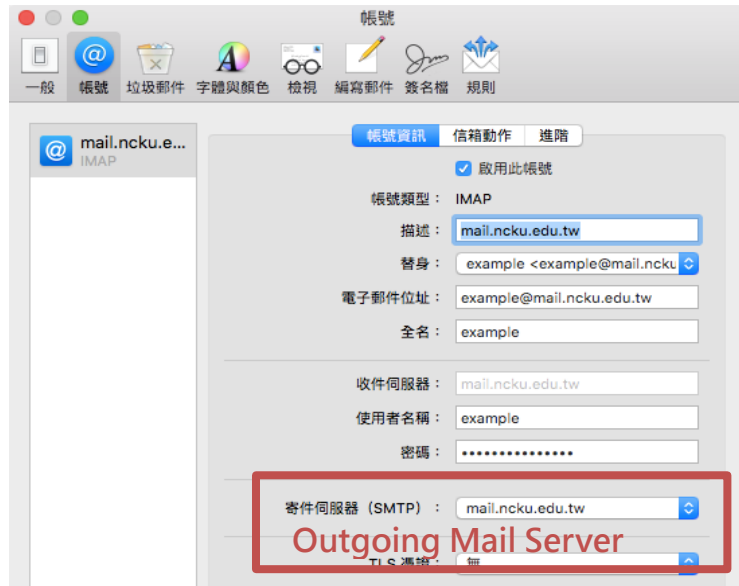
點選進階欄位後，使用 SSL 伺服器傳輸埠為 993，若無使用伺服器傳輸埠則為 143。

Make sure that information of Incoming server is correct.

Click “**Advanced**”. If user use SSL setting the Port should be set to 993, if not the port is 143.



- ii. 寄件伺服器資訊是否正確：
確認寄件伺服器為「mail.ncku.edu.tw」。
Make sure the information of Outgoing mail server is correct. Outgoing Mail Server is “mail.ncku.edu.tw”.



點選寄件伺服器，再點選編輯 SMTP 伺服器列表進入。
Click “SMTP” server and click “Edit SMTP server list”.



點選進階欄，若您使用 SSL 傳輸埠應為 465 若無使用則為 25。
Click “**Advanced**”. If user use SSL setting the Port should be set to 465, if not the port is 25.

The screenshot shows the 'Account' (帳號) settings window of an email client. The window has a title bar with a green button and a menu bar with icons for 'Account' (帳號), 'Trash' (垃圾郵件), 'Font and Color' (字體與顏色), 'Inspect' (檢視), 'Compose' (編寫郵件), 'Signature' (簽名檔), and 'Rules' (規則). Below the menu bar is a table with columns 'Description' (描述), 'Server Name' (伺服器名稱), and 'Used Account' (使用的帳號). The table contains one entry: 'mail.ncku.edu.tw' for all three columns. Below the table are '+' and '-' buttons. The main area is titled 'Account Information' (帳號資訊) and has a 'Advanced' (進階) button. The 'Advanced' settings are highlighted with a red box. Inside this box, the 'Port' (傳輸埠) is set to 465, 'Authentication' (認證) is set to 'Password' (密碼), and 'User Name' (使用者名稱) is set to 'example'. The 'Password' (密碼) field is also highlighted with a red box. A second red box highlights the 'Port' (傳輸埠) set to 25 and the 'Authentication' (認證) set to 'Password' (密碼) in a separate section.

描述	伺服器名稱	使用的帳號
mail.ncku.edu.tw	mail.ncku.edu.tw	mail.ncku.edu.tw

Port
Authentication
User Name
Password

傳輸埠： 465
認證： 密碼
使用者名稱： example
密碼：

傳輸埠： 25
認證： 密碼