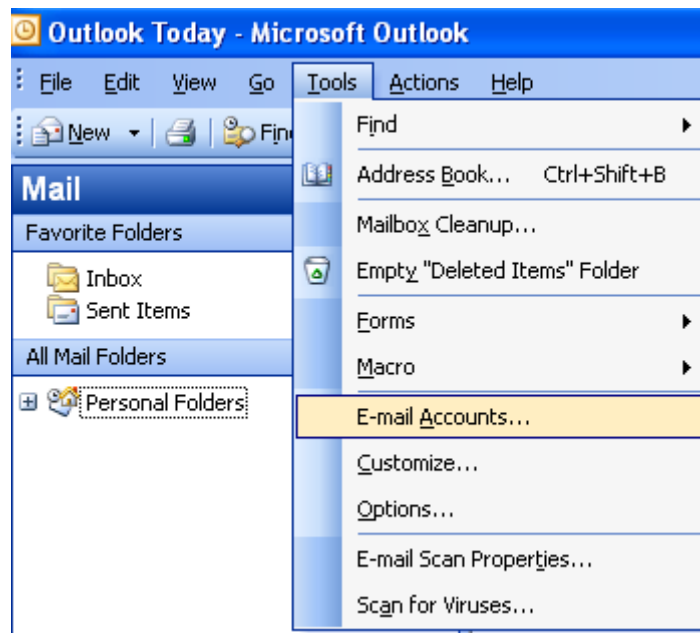
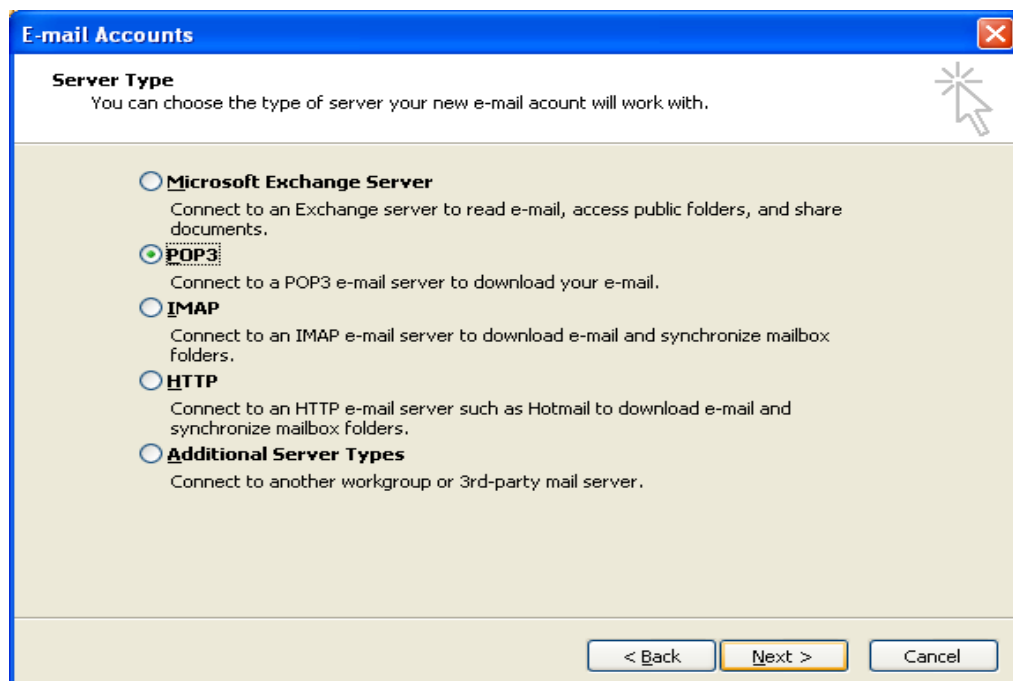


## Configuração do cliente Outlook

1. Abra o programa **Outlook**
2. No menu **Tools**, seleccione **Email Accounts**.



3. Como **Tipo de Servidor** escolha **IMAP** e clique em **Seguinte [Next]**.



## Configuração do cliente Outlook

4. Preencha as caixas de texto como se mostra na figura seguinte e clique em **Seguinte [Next]**.

**E-mail Accounts** [Close]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password  
 Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back    Next >    Cancel

5. Clique em **More Settings...**

**Internet E-mail Settings** [Close]

General    Outgoing Server    Connection    Advanced

Mail Account \_\_\_\_\_  
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

Other User Information \_\_\_\_\_

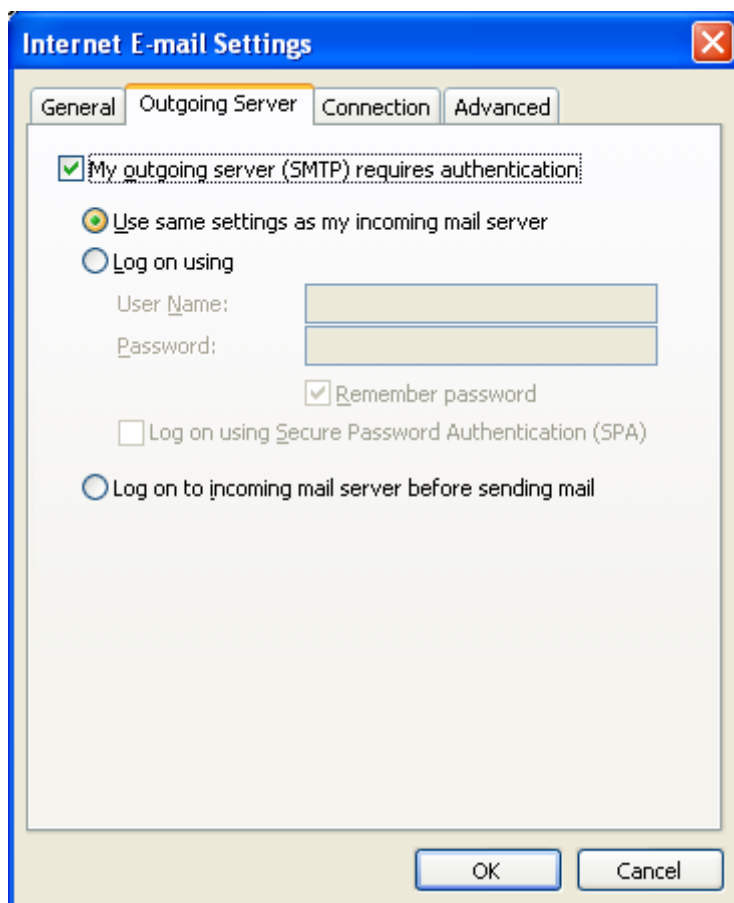
Organization:

Reply E-mail:

OK    Cancel

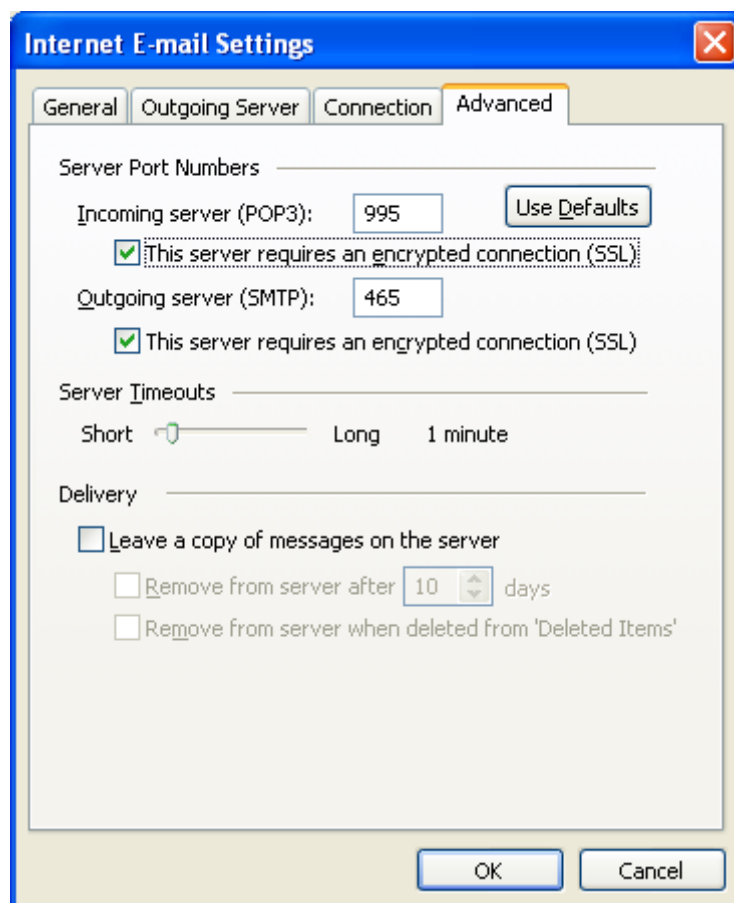
## Configuração do cliente Outlook

6. Verifique as Opções do separador 'Outgoing Server' e seleccione as opções **My outgoing server (SMTP) requires authentication** e **Use same settings as my incoming mail server**.



## Configuração do cliente Outlook

7. Verifique as Opções do separador 'Advanced'. Selecione no **Incoming server (POP3)** e no **Outgoing server (SMTP)** a opção **This server requires an encrypted connection (SSL)** e clique em **OK**.



## Configuração do cliente Outlook

### 8. Clique em **Next**.

**E-mail Accounts** [Close]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back   Next >   Cancel

### 9. Clique em **Finish**

**E-mail Accounts** [Close]

**E-mail Accounts**  
You can select an account and change its settings or remove it.

Outlook processes e-mail for these accounts in the following order:

Name	Type
pop.ubi.pt	IMAP/SMTP (Default)

Deliver new e-mail to the following location:

< Back   Finish   Cancel

## Configuração do cliente Outlook

Neste momento tem configurado a sua conta do servidor exchange no Outlook.

Não se esqueça que também pode consultar os seus e-mails, através do endereço <https://exchange.ubi.pt>

Para mais informações, contacte o helpdesk do CI.