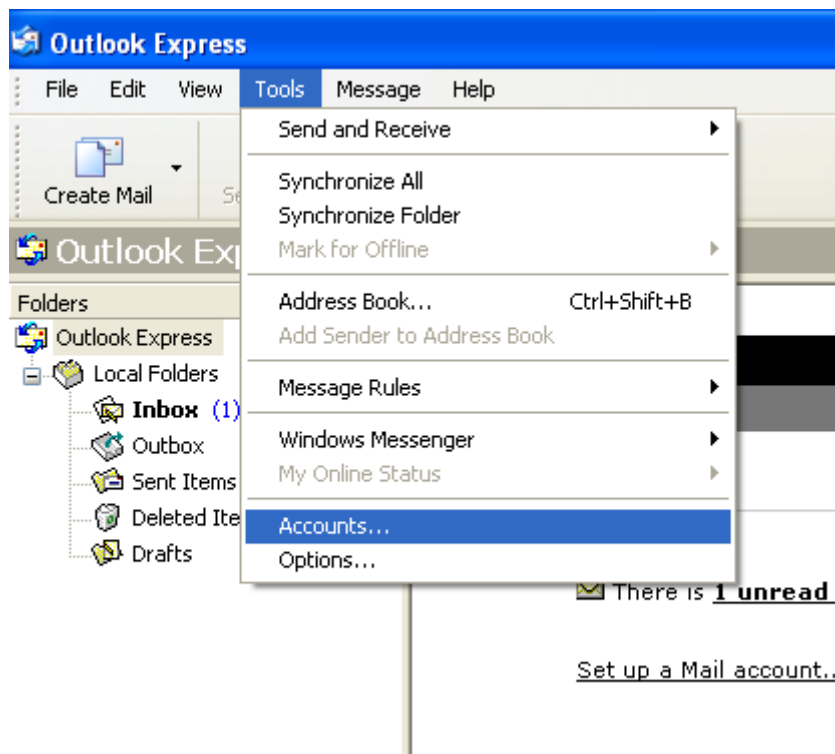
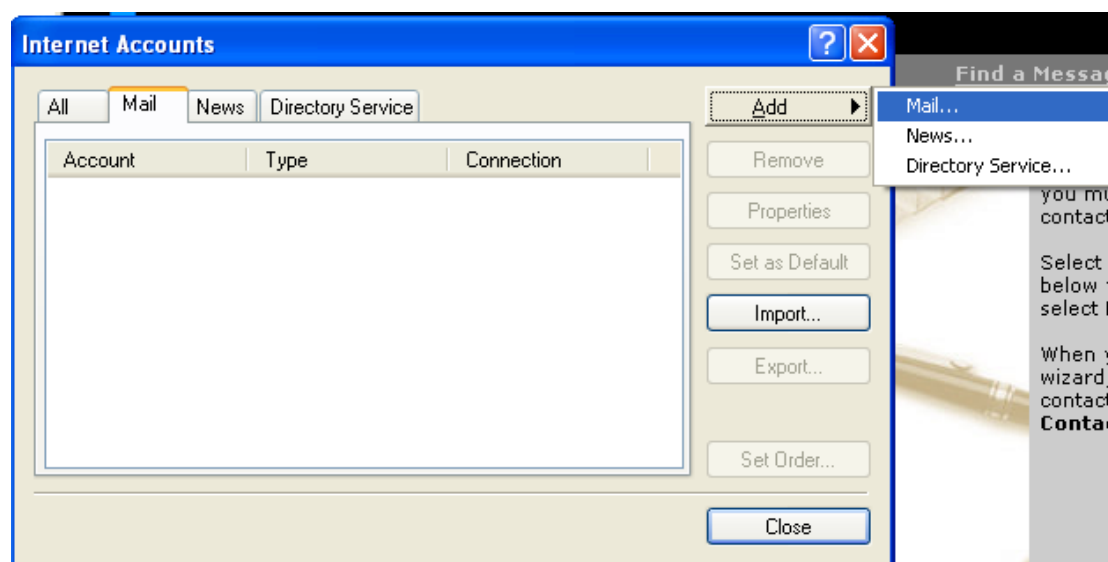


Configuração do cliente Outlook Express

1. Abra o programa **Outlook Express**.
2. No menu **Tools**, selecione **Accounts**.

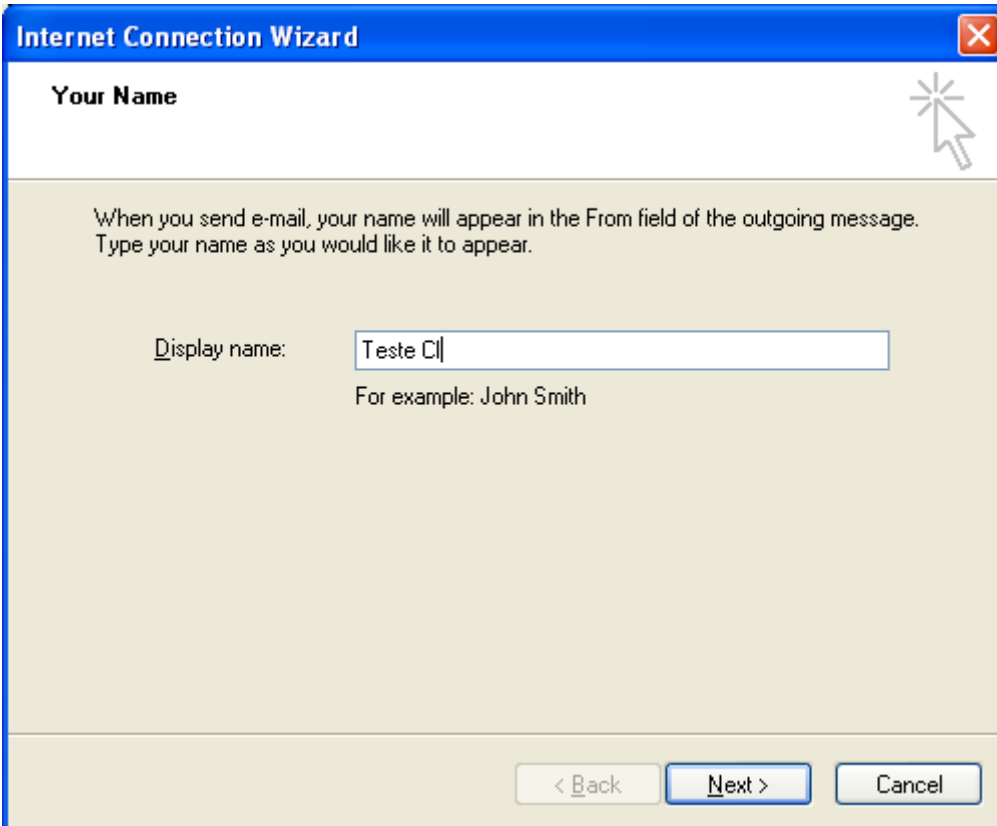


3. Selecione o separador **Mail**. Em **Add**, selecione **Mail...** e Clique.



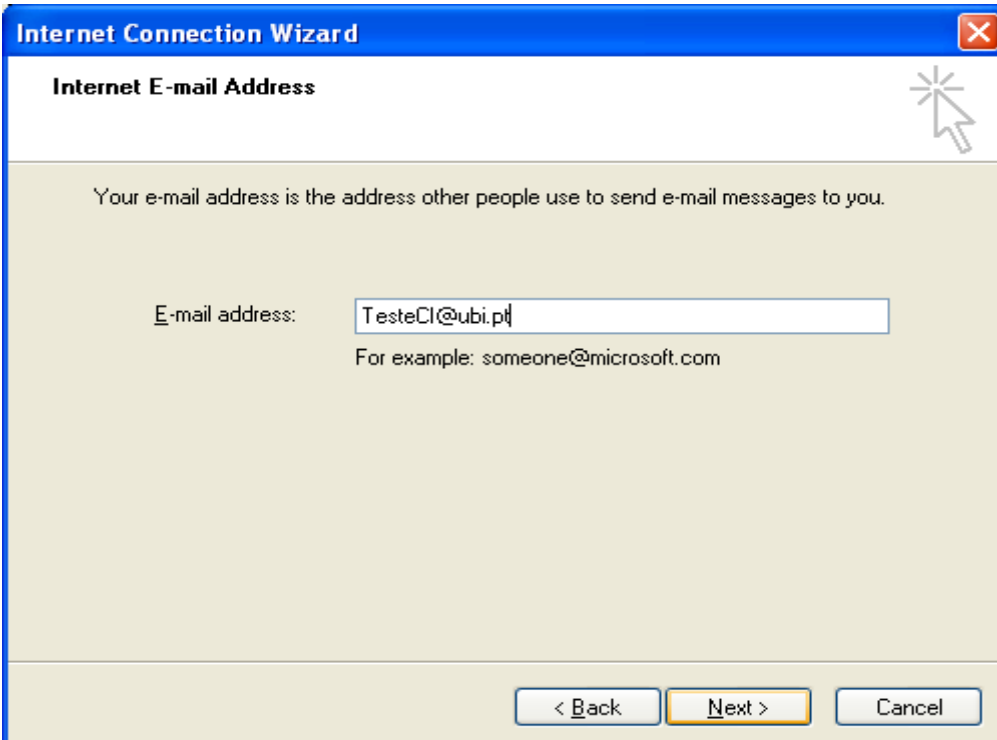
Configuração do cliente Outlook Express

4. Escreva o seu **nome** (não é necessário ser completo, apenas da forma como é mais conhecido) e clique em **Next**.



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'Teste Cl'. To the right of the text box, there is a mouse cursor icon. Below the text box, there is a label 'Display name:' and a text box containing 'Teste Cl'. Below the text box, there is a label 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

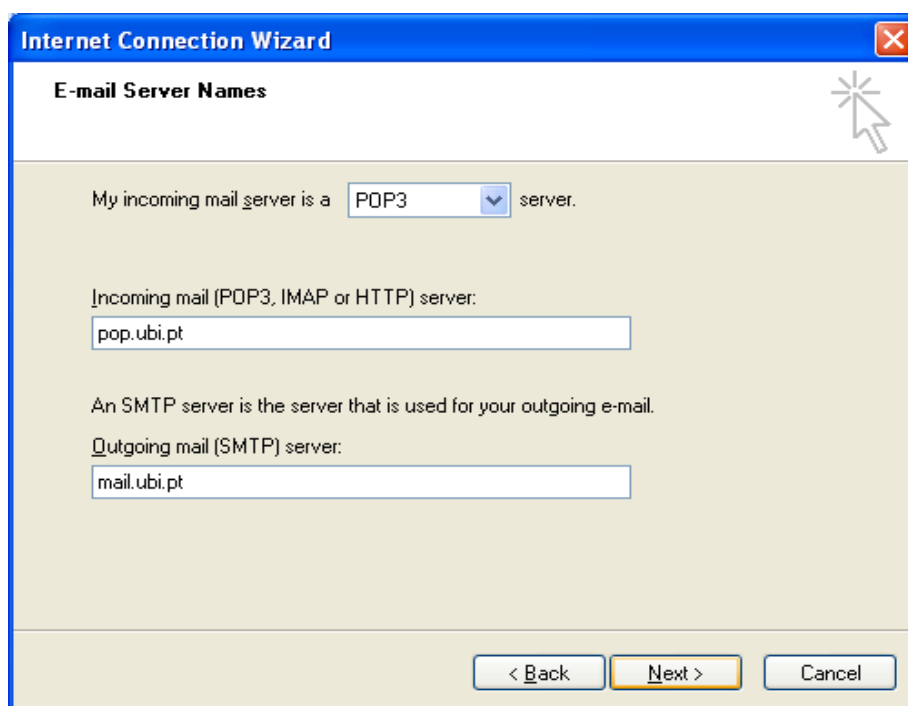
5. Escreva o seu **endereço de E-mail** e clique em **Next**.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'TesteCl@ubi.pt'. To the right of the text box, there is a mouse cursor icon. Below the text box, there is a label 'E-mail address:' and a text box containing 'TesteCl@ubi.pt'. Below the text box, there is a label 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

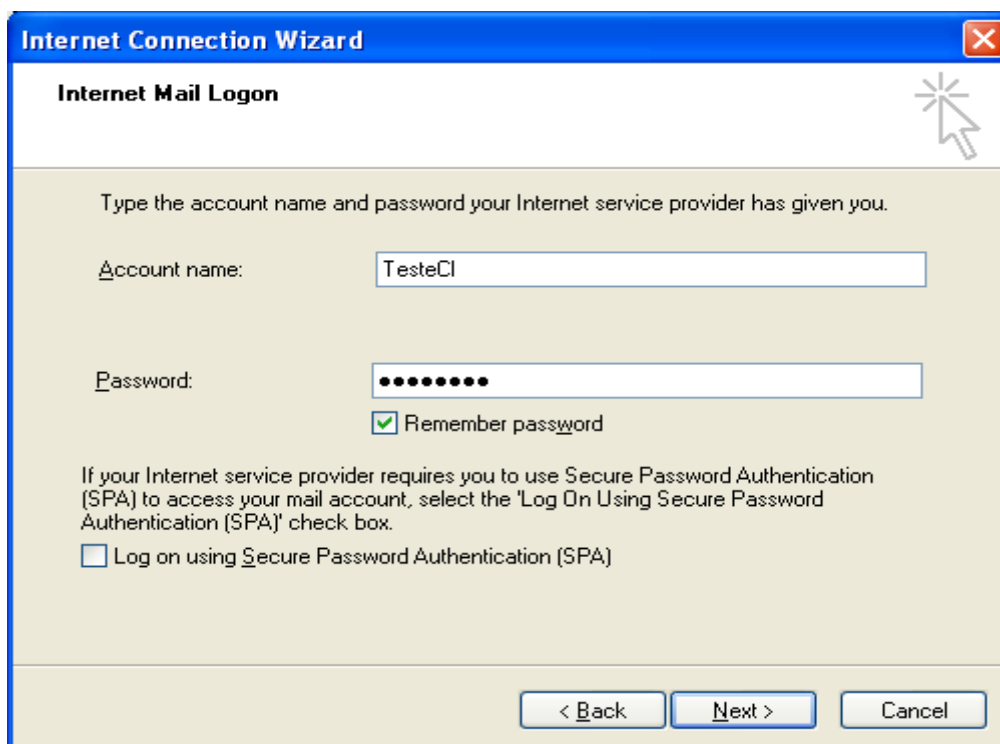
Configuração do cliente Outlook Express

6. Configure como na seguinte imagem os servidores de e-mail e clique em **Next**



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text field for the incoming mail server type, which is set to 'POP3'. The text reads: 'My incoming mail server is a POP3 server.' Below this, there is a text field for the incoming mail server name, which contains 'pop.ubi.pt'. The text above this field reads: 'Incoming mail (POP3, IMAP or HTTP) server:'. Below that, there is a text field for the outgoing mail server name, which contains 'mail.ubi.pt'. The text above this field reads: 'An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

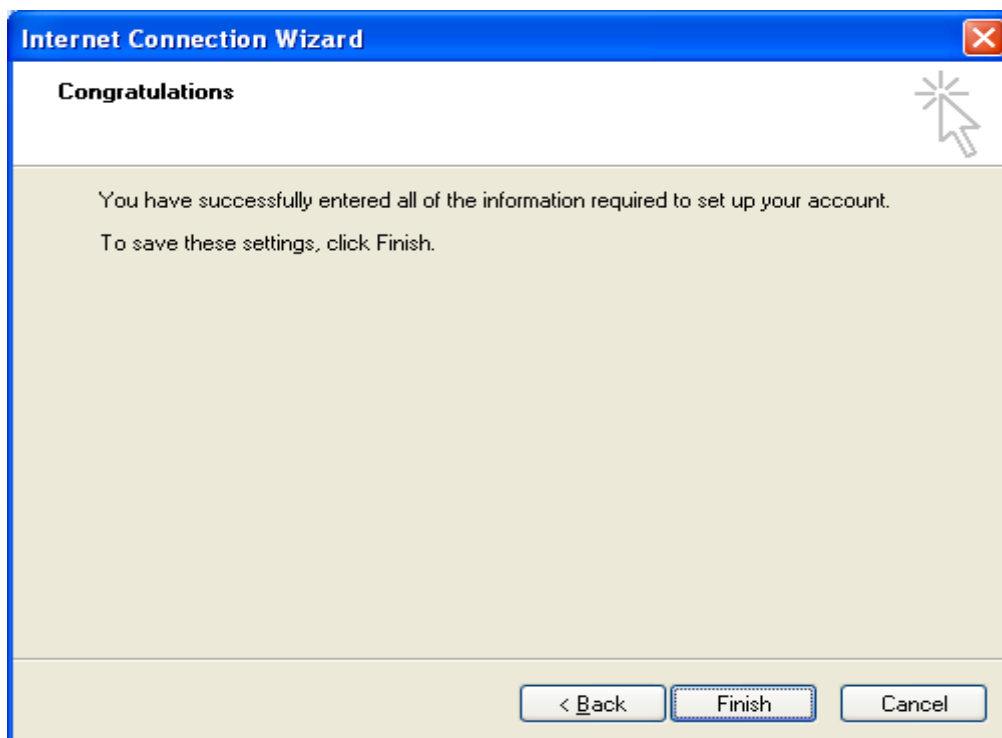
7. Coloque em Account Name o seu nome de **Utilizador(Login)** e no campo seguinte a sua **Password**. Clique em **Next**



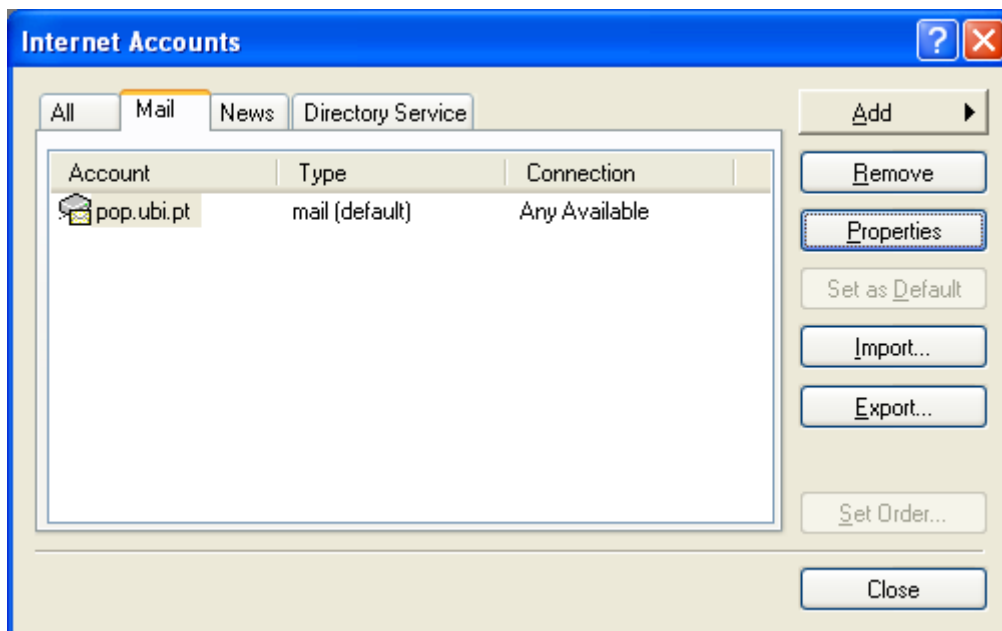
The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text field for the account name, which contains 'TesteCl'. The text above this field reads: 'Type the account name and password your Internet service provider has given you. Account name:'. Below that, there is a text field for the password, which contains a series of dots. The text above this field reads: 'Password:'. Below the password field, there is a checked checkbox labeled 'Remember password'. Below that, there is a text field for the secure password authentication (SPA) option, which is unchecked. The text above this field reads: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box. Log on using Secure Password Authentication (SPA)'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

Configuração do cliente Outlook Express

8. Clique em **Finish** para terminar o processo de configuração.

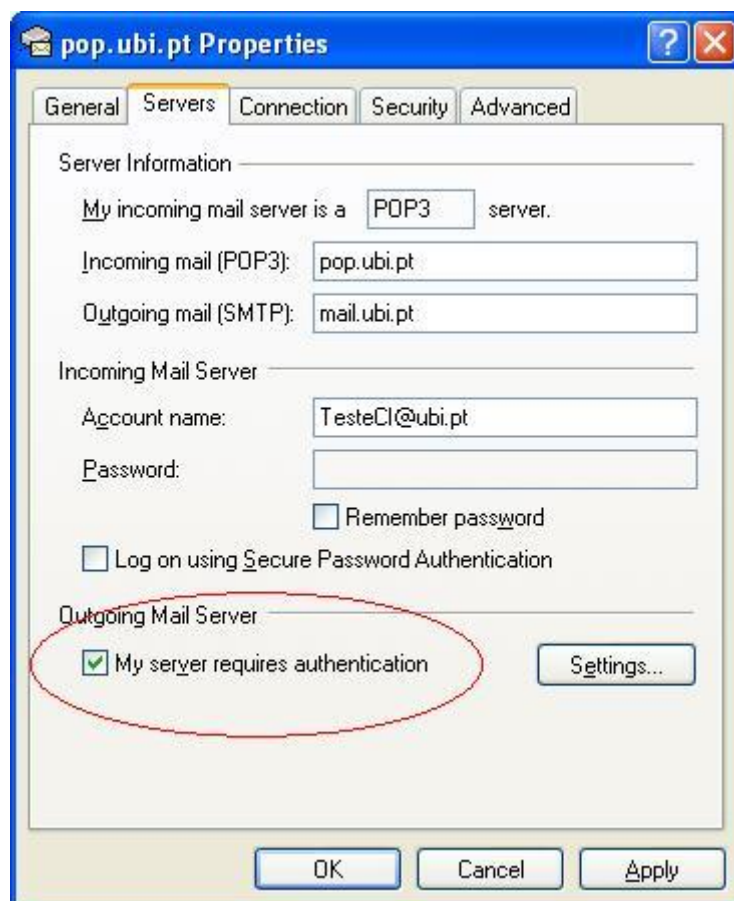


9. Selecione **pop.ubi.pt** e clique em **Properties**



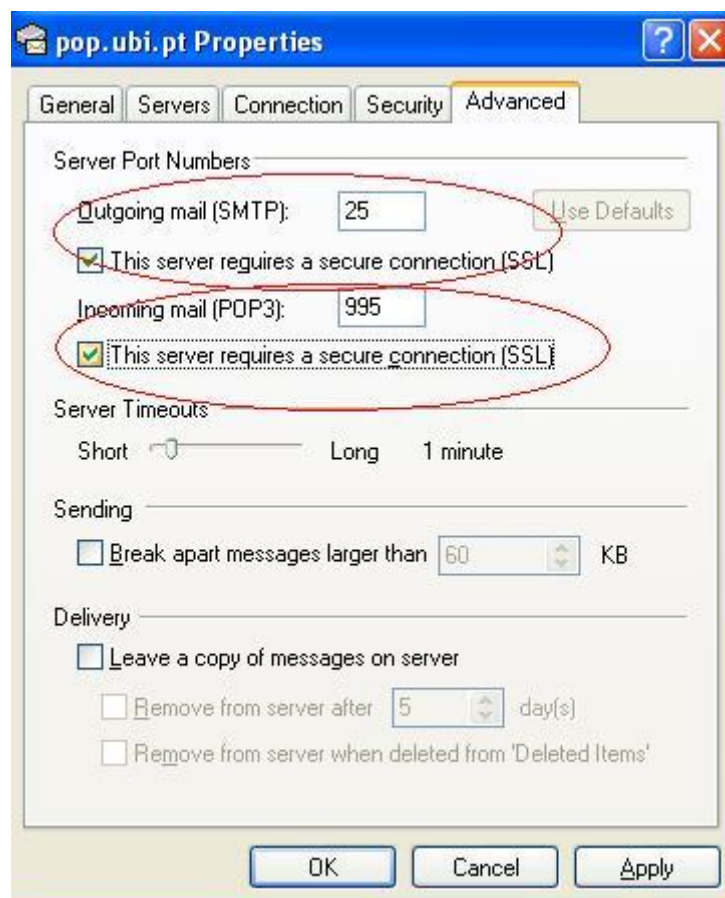
Configuração do cliente Outlook Express

10. Clique no separador **Servers** e selecione a opção **My server requires authentication** no **Outgoing Mail Server**.



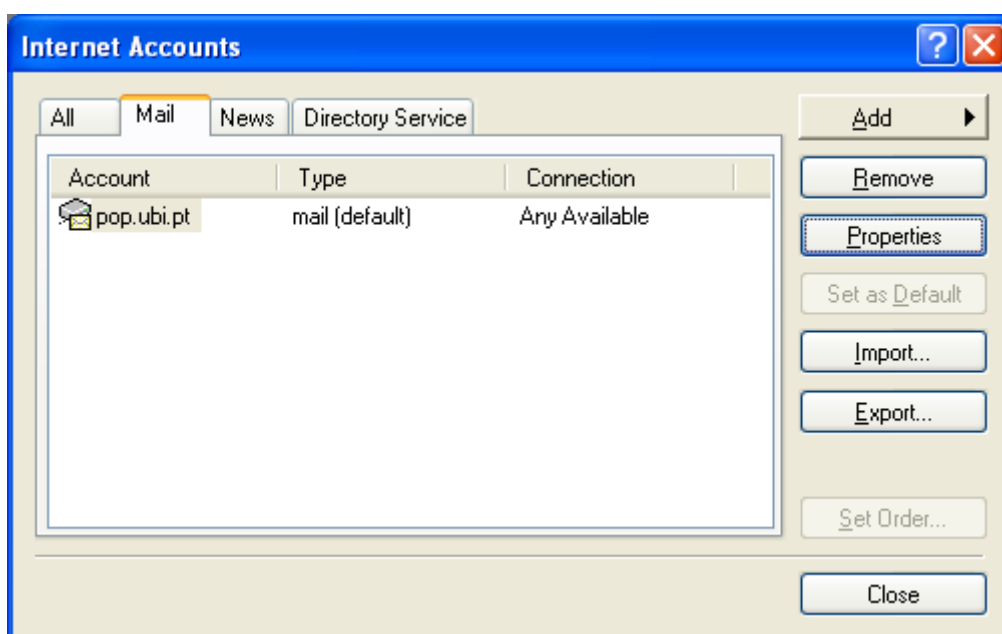
Configuração do cliente Outlook Express

11. Clique no separador **Advanced** e ponha os valores como aqui se apresenta. Clique em **OK**



Configuração do cliente Outlook Express

12. Clique em **Close**



O seu e-mail já está operacional! Não se esqueça que pode consultar os seus e-mails, através do endereço <https://exchange.ubi.pt>