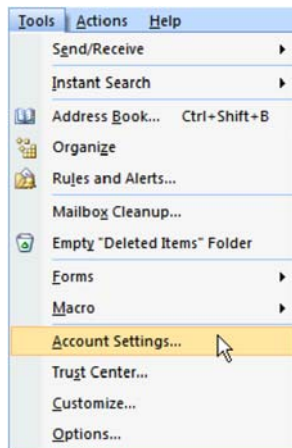


## Configurar conta E-mail

Microsoft Outlook 2007

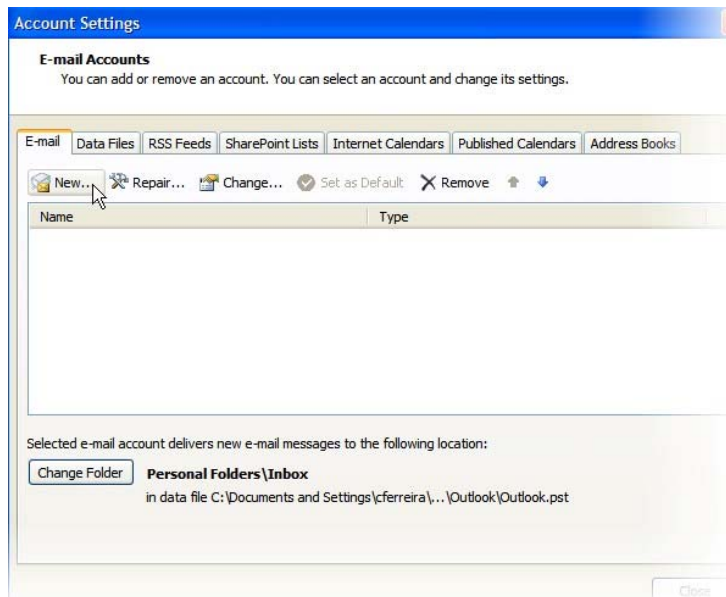
### 1.º Passo

Abra o menu “Ferramentas”, seguido de “Contas”.



### 2.º Passo

Adicione uma nova conta de e-mail, carregando no botão “Novo” seguido de “correio”.



**3.º Passo**

Escolha a opção Microsoft Exchange, POP3, IMAP, or HTTP e depois “Seguinte”.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' step. The 'Microsoft Exchange, POP3, IMAP, or HTTP' option is selected and highlighted with a red box. Below it, the text reads: 'Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.' The 'Other' option is also visible, with the text: 'Connect to a server type shown below.' and 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

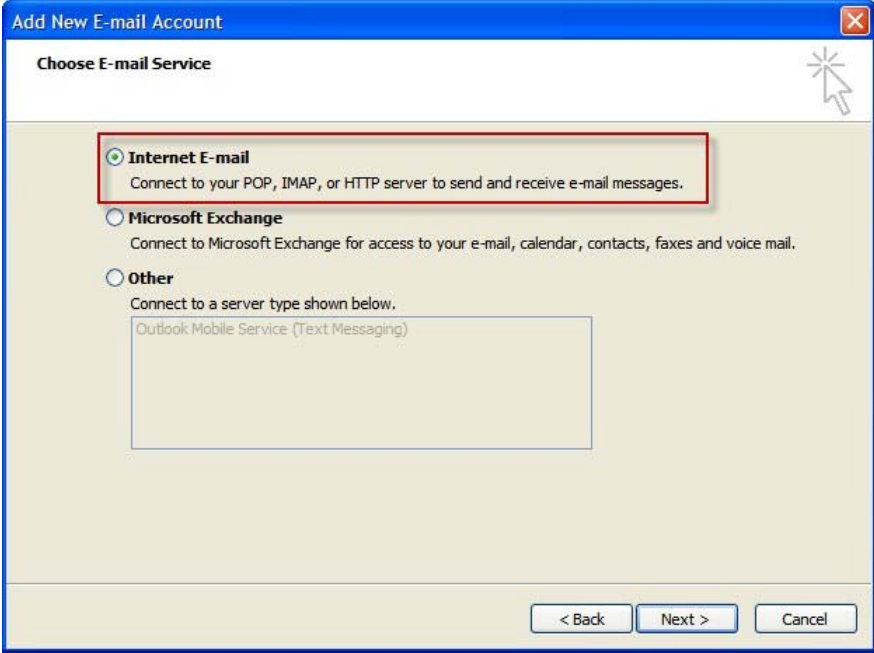
**4.º Passo**

Nesta fase deverá selecionar a caixa para introduzir as configurações manualmente e depois “Seguinte”.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' step. It contains input fields for 'Your Name' (with example: Barbara Sankovic), 'E-mail Address' (with example: barbara@contoso.com), 'Password', and 'Retype Password' (with instruction: Type the password your Internet service provider has given you.). At the bottom, the checkbox 'Manually configure server settings or additional server types' is checked and highlighted with a red box. At the bottom right, there are buttons for '< Back', 'Next >', and 'Cancel'.

**5.º Passo**

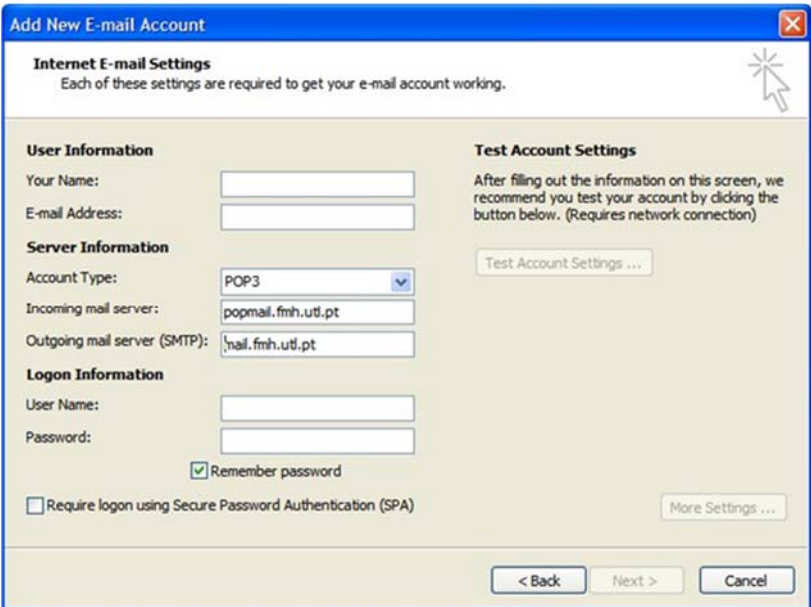
Selecione a opção Internet E-mail e depois “Seguinte”.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' step. The 'Internet E-mail' option is selected and highlighted with a red box. Below it, the 'Microsoft Exchange' and 'Other' options are visible. The 'Other' section lists 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

**6.º Passo**

Preencher o formulário com os seus dados e as seguintes informações:

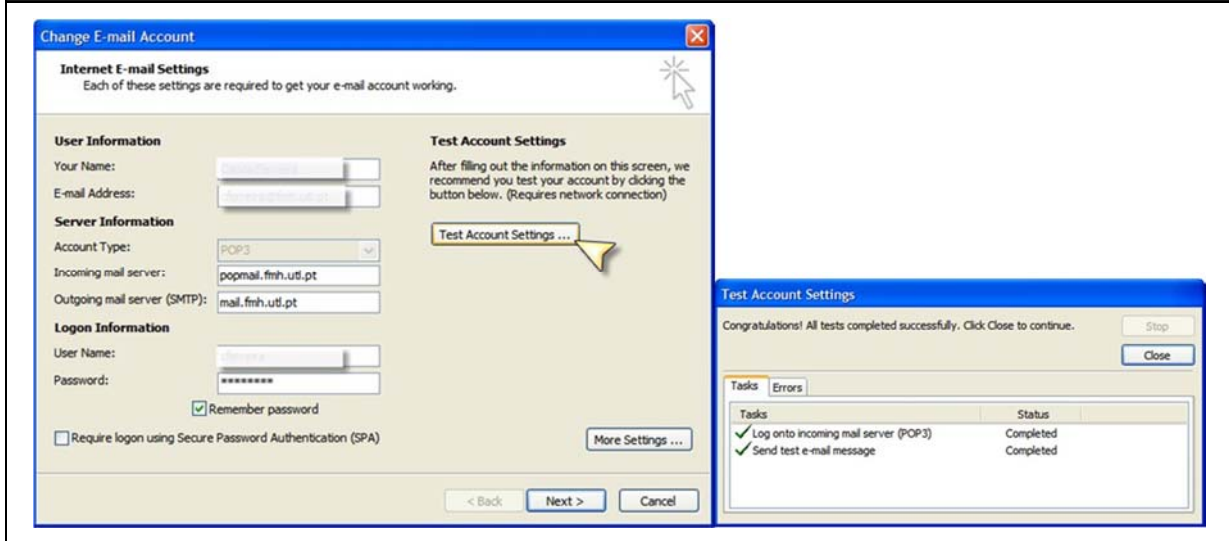
**Account Type:** POP3**Incoming mail server:** popmail.fmh.utl.pt**Outgoing mail server (SMTP):** mail.fmh.utl.pt**Nota:** no campo User Name deverá utilizar o seu email.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Internet E-mail Settings' step. The dialog box contains several sections: 'User Information' with fields for 'Your Name' and 'E-mail Address'; 'Server Information' with a dropdown for 'Account Type' (set to POP3) and text boxes for 'Incoming mail server' (popmail.fmh.utl.pt) and 'Outgoing mail server (SMTP)' (mail.fmh.utl.pt); 'Logon Information' with fields for 'User Name' and 'Password', a checked 'Remember password' checkbox, and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox. A 'Test Account Settings' section is on the right with a 'Test Account Settings ...' button. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

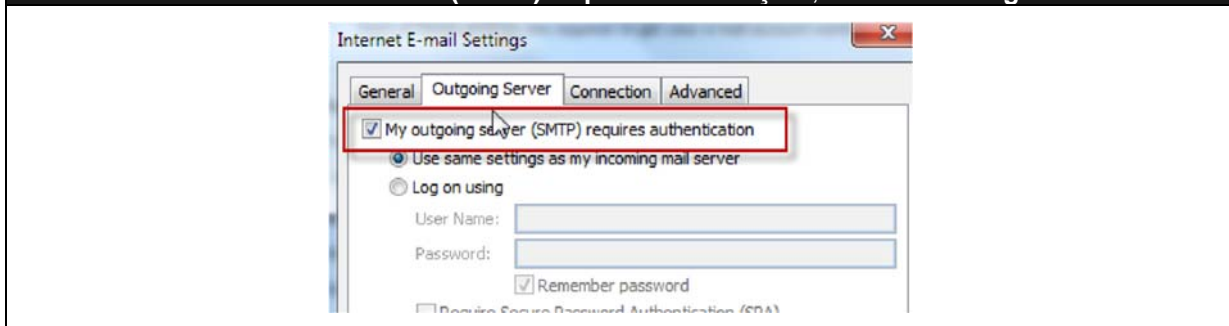
**7.º Passo**

Para testar se as configurações estão todas corretas poderá executar um teste seleccione “**Testar Configurações da Conta**”

Como resultado do teste aparecerá uma janela semelhante à de baixo, indicando que está pronto a receber e a enviar e-mails.

**8.º Passo**

Carregar no botão “**Mais configurações**” e depois escolher o separador “**Servidor de saída**”. Escolher o “**Meu servidor de saída (SMTP) requer autenticação**”, “**Fechar**” e “**Seguinte**”.

**9.º Passo**

Surge a seguinte imagem.

