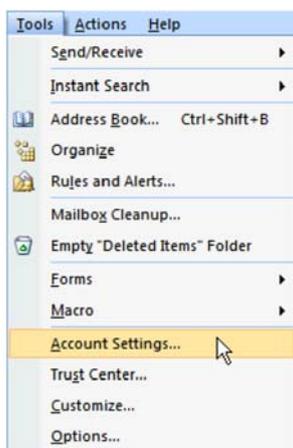


## Configurar conta E-mail

Microsoft Outlook 2007

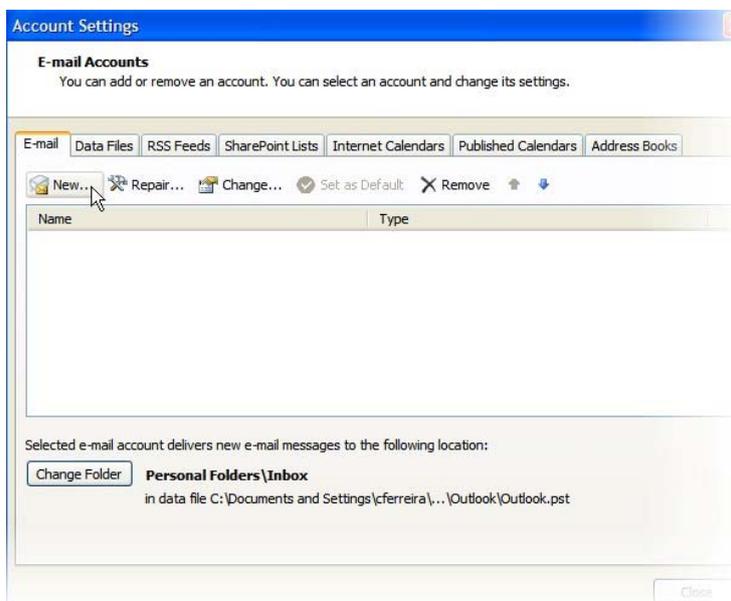
### 1.º Passo

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'.

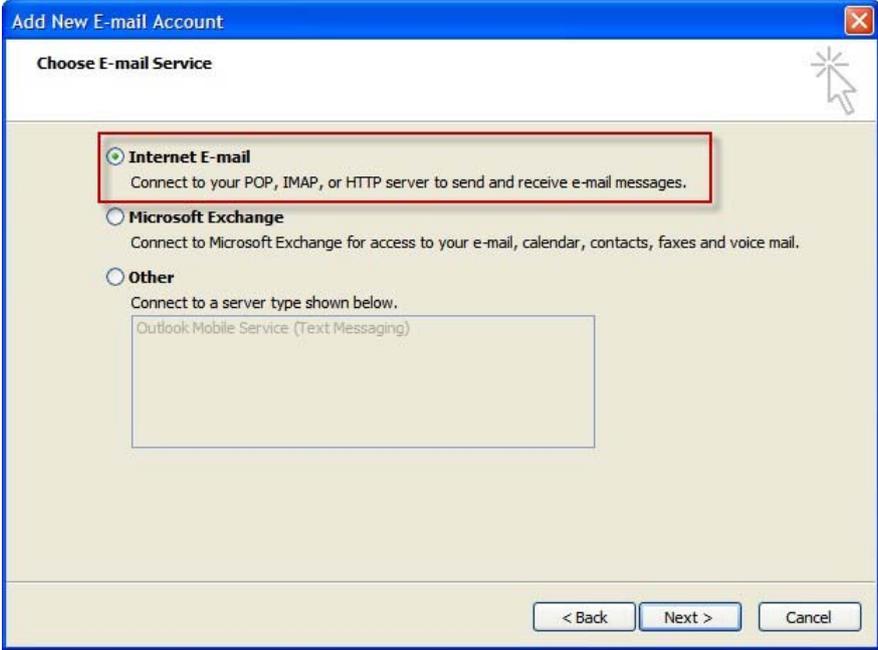
**4.º Passo**

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:', 'E-mail Address:', 'Password:', and 'Retype Password:'. Below these fields, there is a checkbox labeled 'Manually configure server settings or additional server types' which is checked and highlighted with a red box. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

**5.º Passo**

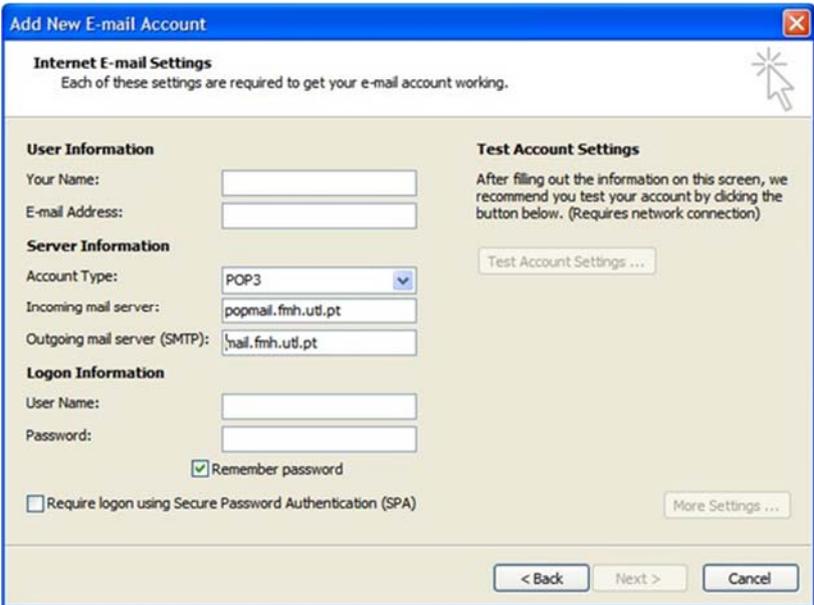
Selecione a opção Internet E-mail e depois “Seguinte”.



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 are the 'Microsoft Exchange' and 'Other' options. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

**6.º Passo**

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

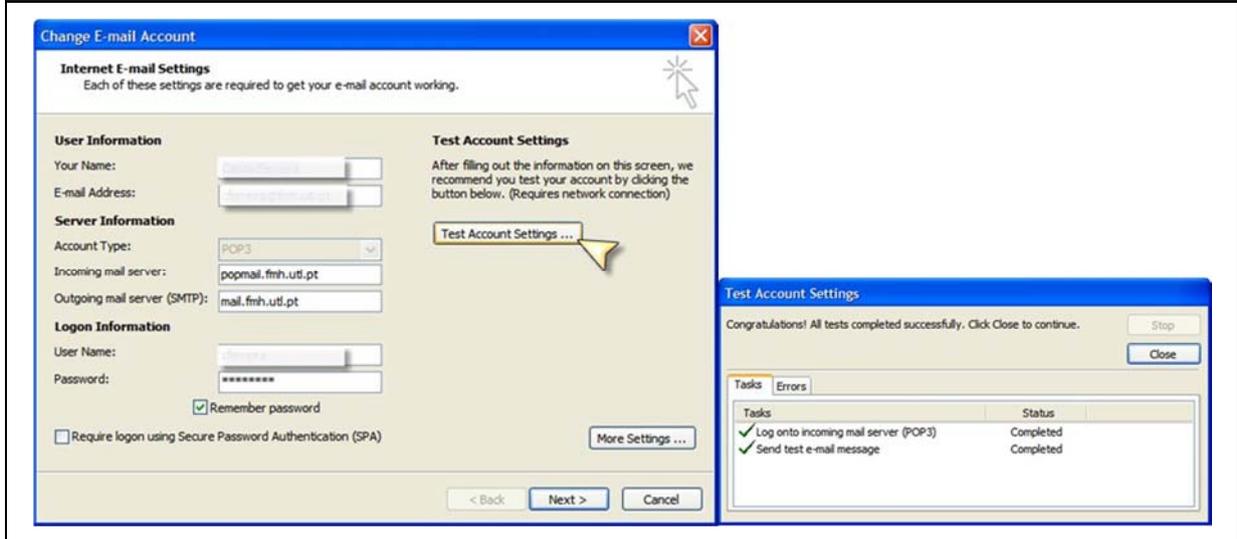
**Account Type:** POP3**Incoming mail server:** popmail.fmh.utl.pt**Outgoing mail server (SMTP):** mail.fmh.utl.pt**Nota:** no campo User Name deverá utilizar o seu email.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Internet E-mail Settings' step. The 'User Information' section has fields for 'Your Name' and 'E-mail Address'. The 'Server Information' section has 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). The 'Logon Information' section has fields for 'User Name' and 'Password', with a checked 'Remember password' checkbox and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox. The 'Test Account Settings' section has a 'Test Account Settings ...' button. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

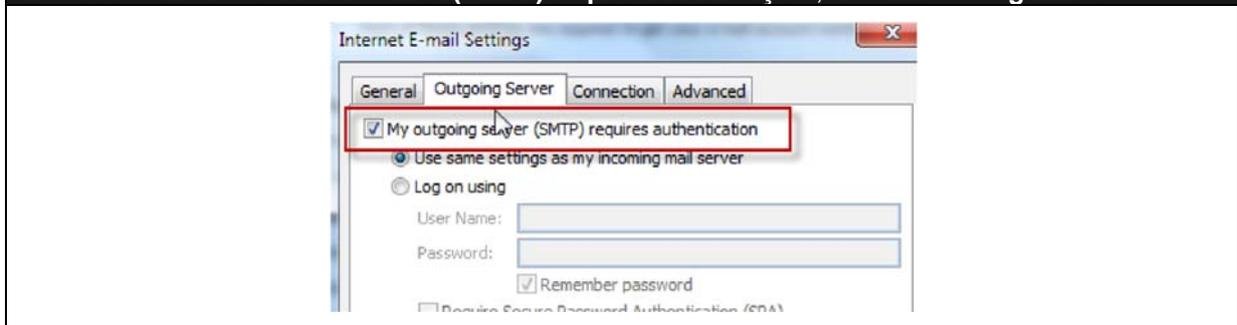
**7.º Passo**

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.

