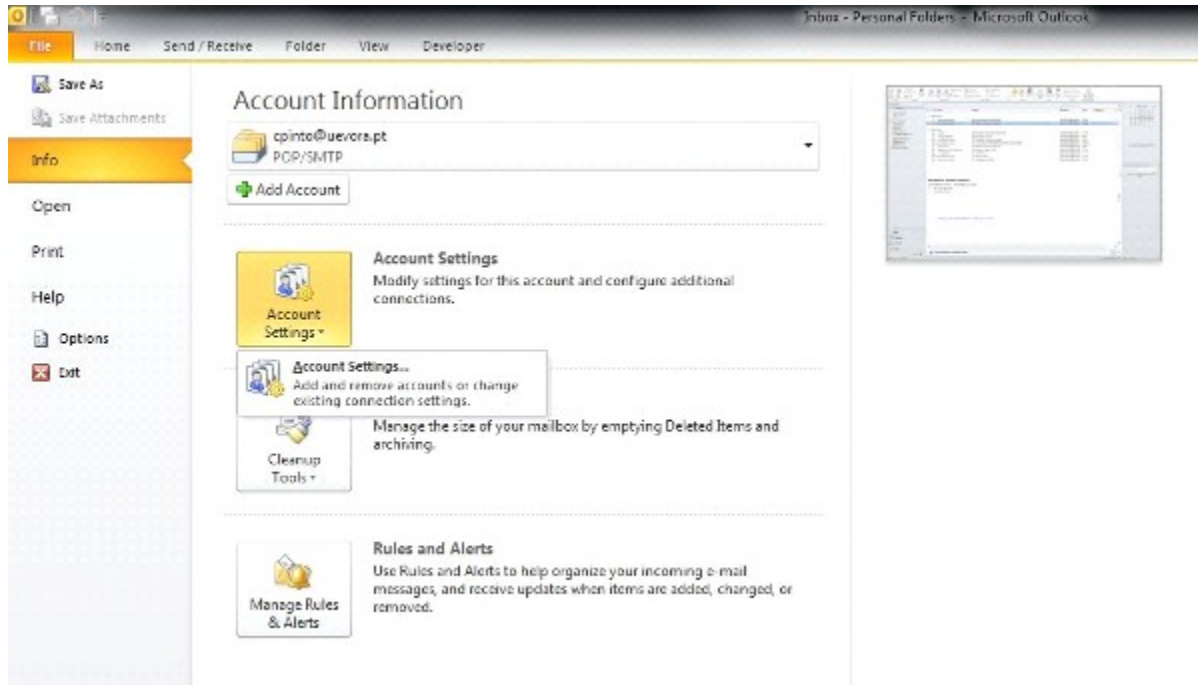


Configuração Outlook 2010

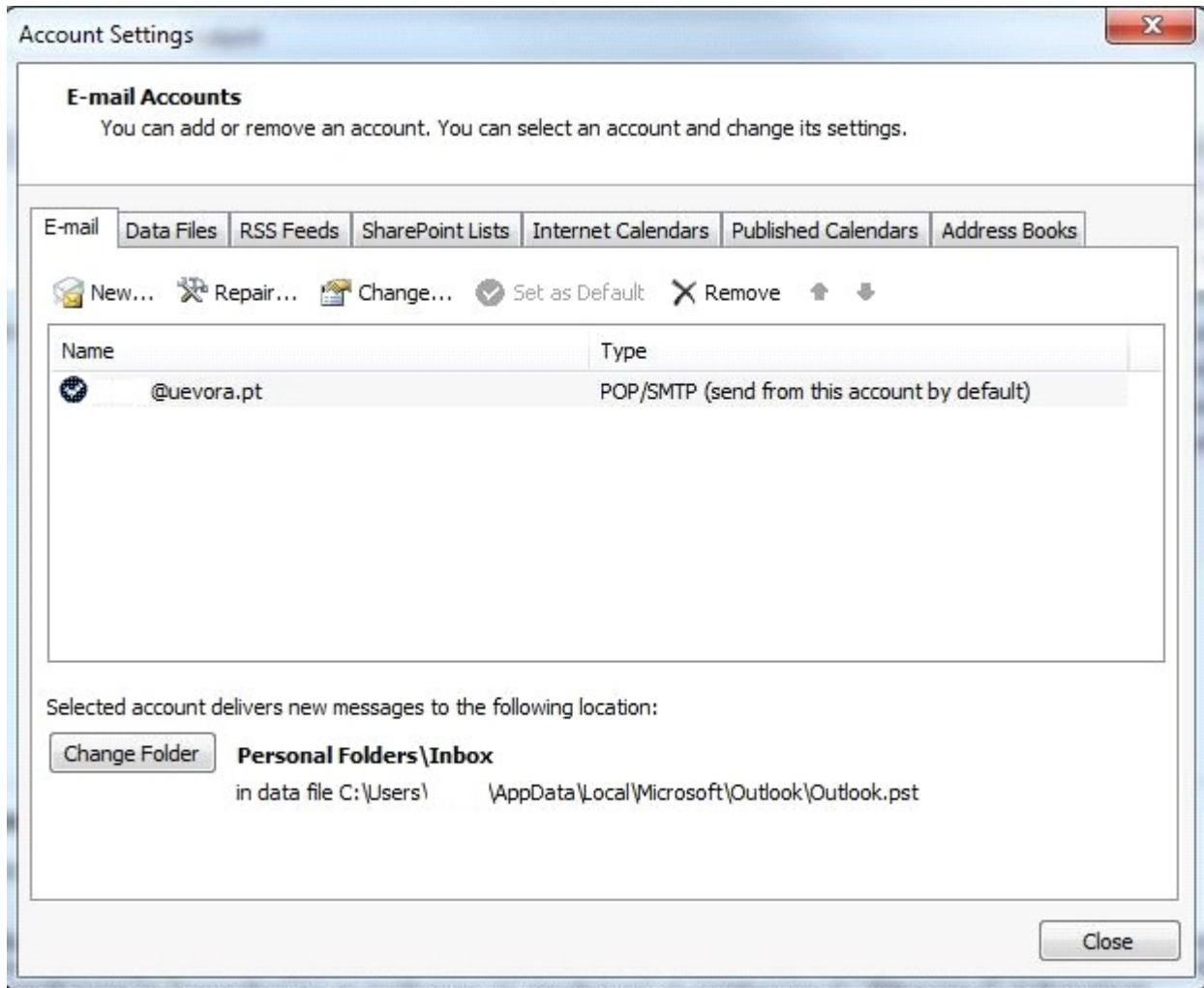
Passo 1

1. Clicar **File - Account Settings**.
2. Seleccionar Conta.
3. Clicar em **Change**.



Passo 2

1. Clicar **More Settings...**



Passo 3

1. Introduzir dados pessoais em **User Information**.
2. Inserir em ambos os servidores : **mail.uevora.pt**
3. Clicar **Next**.

Change Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

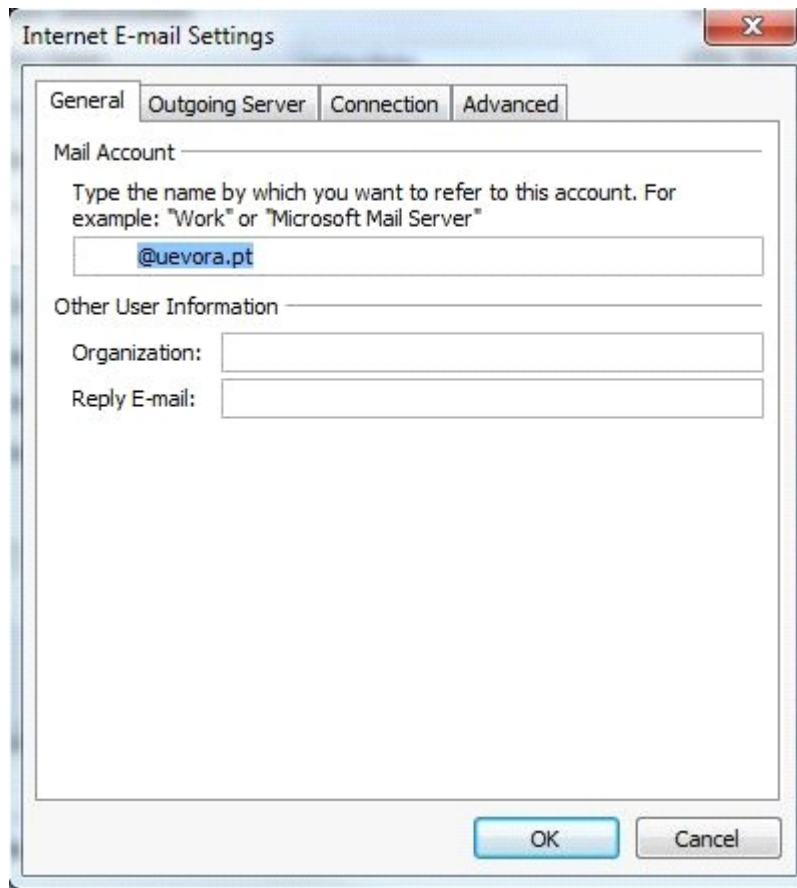
Test Account Settings

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

Test Account Settings by clicking the Next button

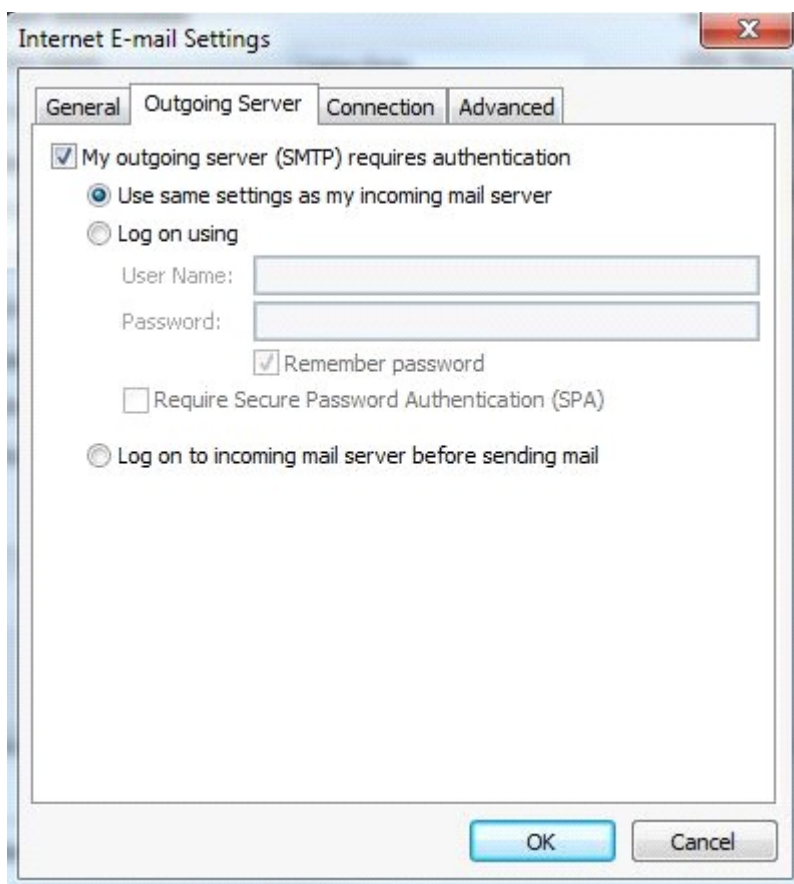
Passo 4

1. Inserir endereço de email da Universidade de Évora.
2. Clicar **Ok**.



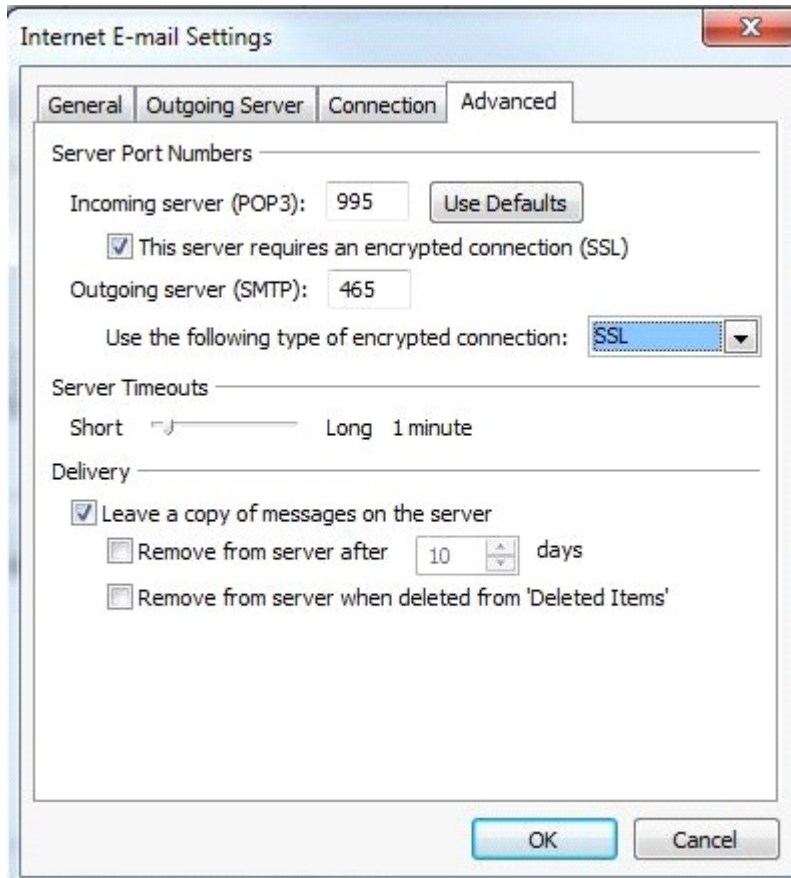
Passo 5

1. Selecionar **My outgoing server (SMTP) requires authentication.**
2. Selecionar **Use same settings as my incoming mail server.**
3. Clicar **Ok.**



Passo 6

1. Introduzir em **Incoming Server (POP3)** o valor **995**.
2. Introduzir em **Outgoing Server (SMTP)** o valor **465**.
3. Seleccionar **Usar encriptação SSL**.
4. Clicar **OK**.



Passo 7

1. Verificar se o status finalizou com sucesso.
2. Clique no botão **Close**.

