

# Núcleo de Informática e Telecomunicações

Configuração do Correio Eletrónico no Outlook 2016 por IMAP

29/05/2020 NIT



Este documento apresenta as instruções de configuração do Correio Eletrónico no Outlook 2016 fora da Rede da Faculdade de Farmácia (**se já tem uma conta configurada siga o manual a partir da figura 3**).

Ao clicar no ícone do Outlook 2016, irá abrir uma janela **Welcome to Outlook 2016**; de seguida pressione **Next** (Fig 1).

No menu Add an Email Account, selecione a opção Yes e clique em Next (Fig. 2).

e to Microsoft Outlook 2016	.er.:n Gudiok Account Setup Add an Email Account	米
Welcome to Outlook 2016		2
Outlook is your personal assistant, helping you manage your life with	Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exc Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSyn accounts.	lange Ic
Let's get started. In the next few steps, we'll add your email account.	U 9 901 want to set up Uurook to connect to an eman account:	
< Back Next > Cancy	< Back Next >	Canrol

Figura 1

Figura 2

No menu Auto Account Setup (Fig. 3), selecione a opção Manual setup or additional server types e clique em Next. Na janela Choose Service selecione POP or IMAP e clique em Next (Fig. 4).

A count <b>uto Account Setup</b> Manual setup of an account or connect to other server types.	Choose Service	长
E-mail Account	Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks POP or IMAP	
Tour Name: Example: Flien Adams	Connect to a POP or IMAP email account	
E-mail Address		
Example: exemption colors		
Retype Password: Type the password your Internet sense provider has given you.		
Manual setup or additional server types		
< Back Next > Carrow	< Back Net > C	lancel



Na janela **POP and IMAP Account Settings** (Fig. 5) no menu:

 - User Information nas opções Your Name coloque o nome a apresentar no remetente das mensagens que enviar e em Email Address coloque o Endereço de Correio Eletrónico.

- Server Information preencha as opções Incoming mail server e Outgoing mail server (SMTP) com webmail.ff.ulisboa.pt

 Logon Information nas opções User Name coloque o seu nome de utilizador sem o sufixo @ff.ulisboa.pt e na Password coloque a respetiva senha e selecione memorizar (esta última opção é facultativa). Por fim clique em More Settings...

Jser Information		Test Account Settings
our Name:	Pedro A V Ramos	We recommend that you test your account to ensure that
mail Address:	pramos@ff.ulisboa.pt	the entries are correct.
Server Information		To the second of the sec
Account Type:	IMAP	Test Account Settings
ncoming mail server:	webmail.ff.ulisboa.pt	Automatically test account settings when Next is clicked
Outgoing mail server (SMT	P): webmail.ff.ulisboa.pt	
ogon Information		
Jser Name:	pramos	
Password:	****	Mail to keep offline: All
	Remember password	an an an an an ar 📲



Irá abrir a janela Internet E-mail Settings (Fig. 6) e no separador Outgoing Server selecione My outgoing server (SMTP) requires authentication e Use same settings as my incoming mail server. Clique em OK.

Account	Internet E-mail Settings	×
POP and IMAP Account Enter the mail server s	General Outgoing Server Advanced	米
	My outgoing server (SMTP) requires authentication	
User Information	O Log on using	
our Name:	User Name:	r account to ensure that
Email Address:	Password:	
Server Information	Remember password	
Account Type:	Require Secure Password Authentication (S	PA)
ncoming mail server:		settings when Next
Outgoing mail server (SMT		
ogon Information		
Jser Name:		
Password:		
Require logon using Se (SPA)		More Settings
	ОК	Cancel ext > Cancel

Figura 6



No separador Advanced (Fig. 7) em:

- Incoming server (IMAP) coloque 993 e em Use the following type of encrypted connection selecione SSL.

- Outgoing server (SMTP) coloque 587 e em Use the following type of encrypted connection selecione TLS. Clique em OK.

Account	Internet E-mail Settings X	
POP and IMAP Account Enter the mail server s	General Outgoing Server Advanced	彩
Jser Information our Name: mail Address:	Server Port Numbers Incoming server (IMAP): 993 Use Defaults Use the following type of encrypted connection: SSL Outgoing server (SMTP): 587	r account to ensure that
erver Information account Type: ncoming mail server: Dutgoing mail server (SMT	Use the following type of encrypted connection TLS Server Timeouts Short Long 1 minute Folders Root folder path:	settings when Next
ogon Information Iser Name:	Sent Items	
'assword: ☑ Require logon using Se (SPA)	<ul> <li>Deleted Items</li> <li>Mark items for deletion but do not move them automatically Items marked for deletion will be permanently deleted when the items in the mailbox are purged.</li> <li>Purge items when switching folders while online</li> </ul>	More Settings
	OK Cancel	ext > Cancel





Na janela **Test Account Settings** o status tem que estar **Completed**. Clique em **Close** e de seguida em **Next** (Fig 8).

Neste momento, tem a conta configurada e o email começa a sincronizar (Fig 9).



Figura 8

Figura 9