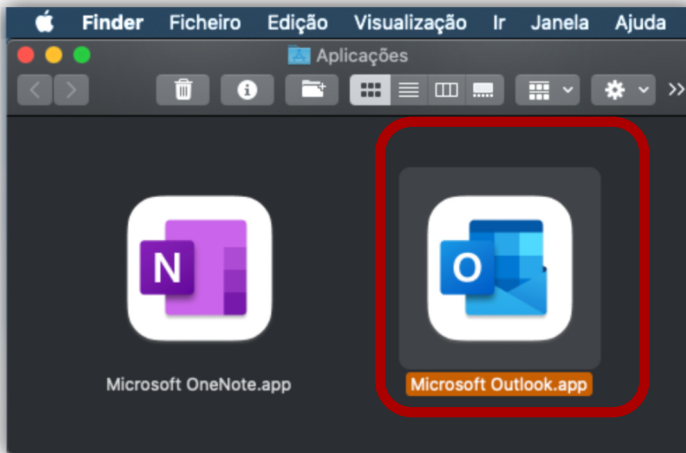


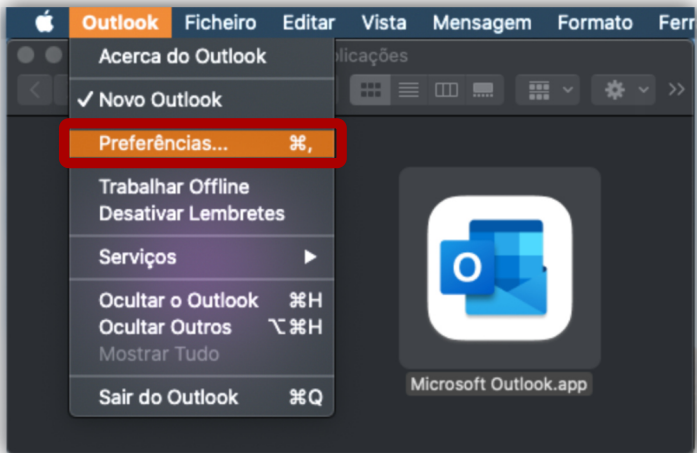
# UMinho's e-mail account set up instructions in Outlook for MacOS



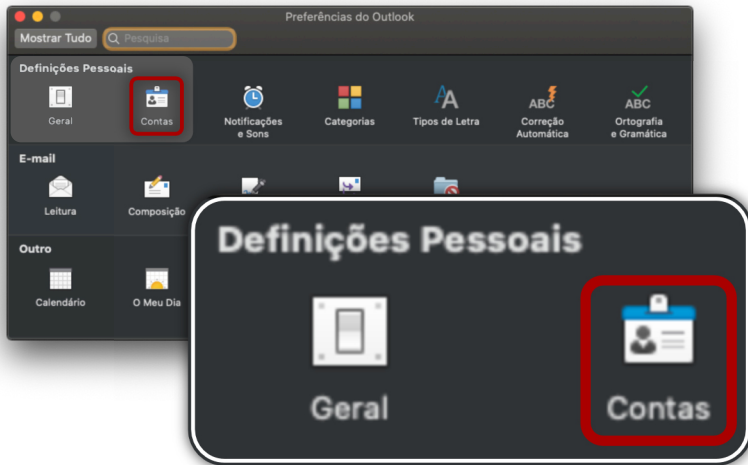
# 1. Abrir a aplicação **Microsoft Outlook**.



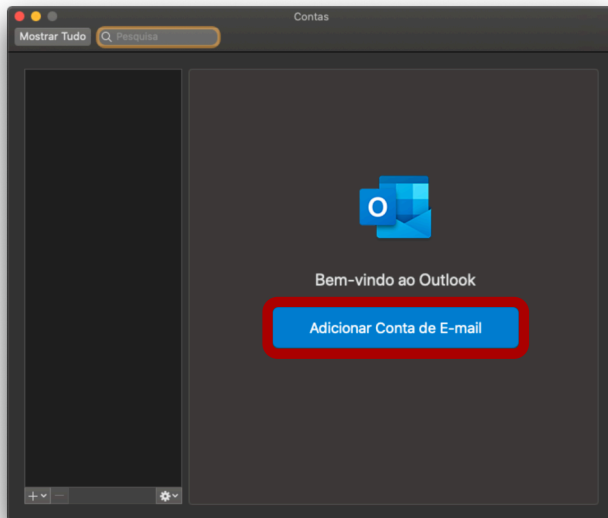
2. Abrir as “**Preferências...**” da aplicação.



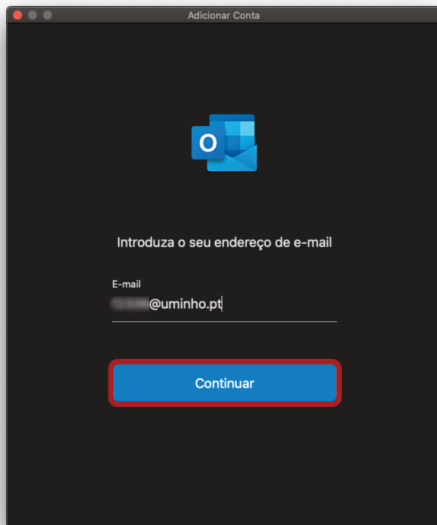
### 3. Clicar em “Contas”.




#### 4. Clicar em “Adicionar Conta de E-mail”.



5. Introduzir o **número mecanográfico**, seguido de “@**uminho.pt**”.



Adicionar Conta

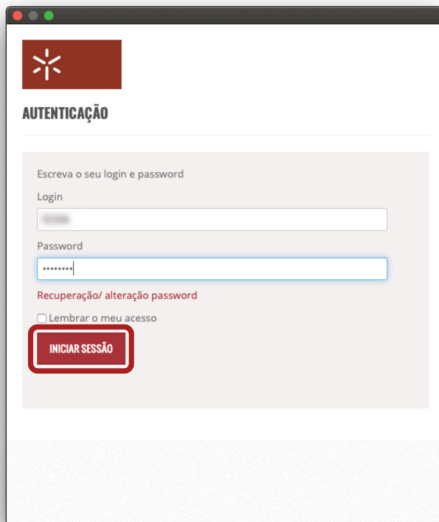


Introduza o seu endereço de e-mail

E-mail  
XXXX@uminho.pt

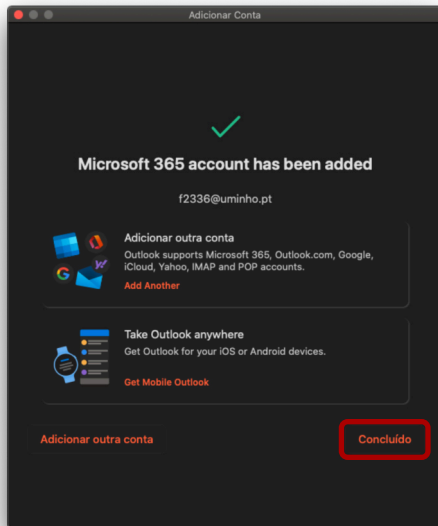
Continuar

## 6. Introduzir as **credenciais de acesso**.



The image shows a web browser window displaying the authentication page of the University of Minho. At the top left, there is a red square logo with a white asterisk-like symbol. Below the logo, the word "AUTENTICAÇÃO" is written in bold, black, uppercase letters. The main content area is a light gray box containing the following elements: the instruction "Escreva o seu login e password", a "Login" label above a white text input field, a "Password" label above a white text input field with masked characters (dots), a link "Recuperação/ alteração password" in red text, and a checkbox labeled "Lembrar o meu acesso". At the bottom of this box is a red button with rounded corners and a white border, containing the text "INICIAR SESSÃO" in white, uppercase letters.

7. Após a mensagem de sucesso, clicar em **“Concluído”**.





## 8. A sua conta está configurada.

