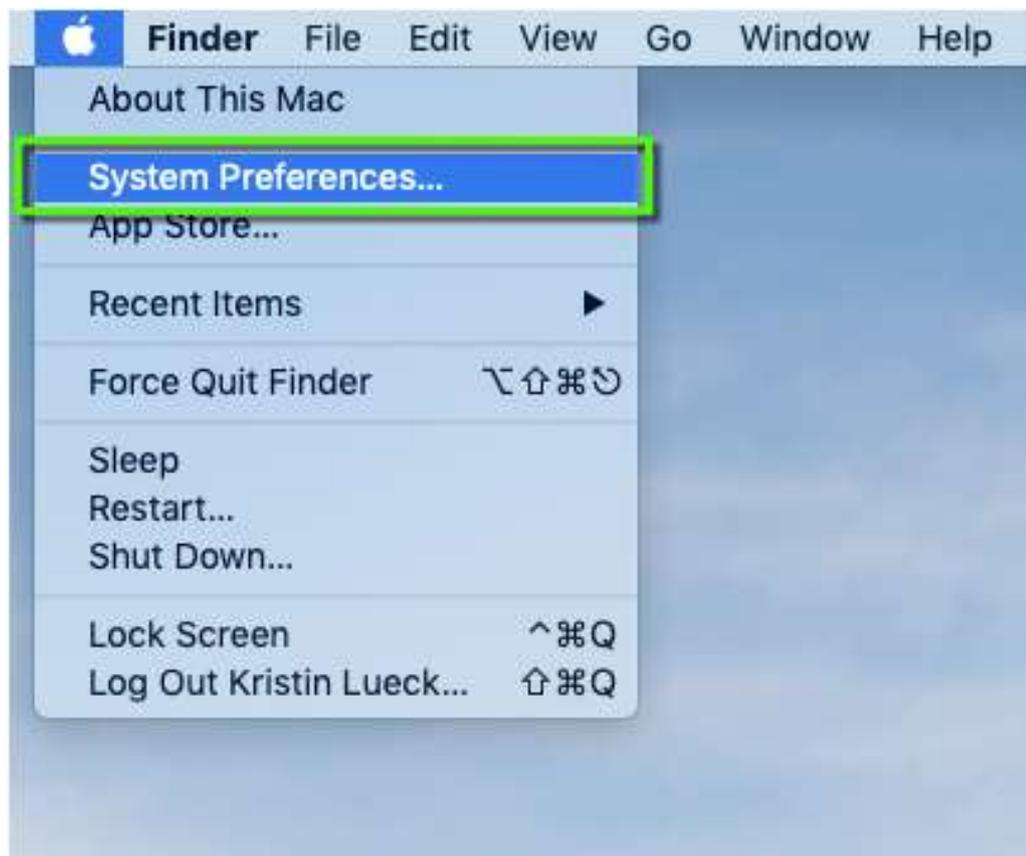


## Configurar email UCP (Office 365) em Apple Mail Configuration



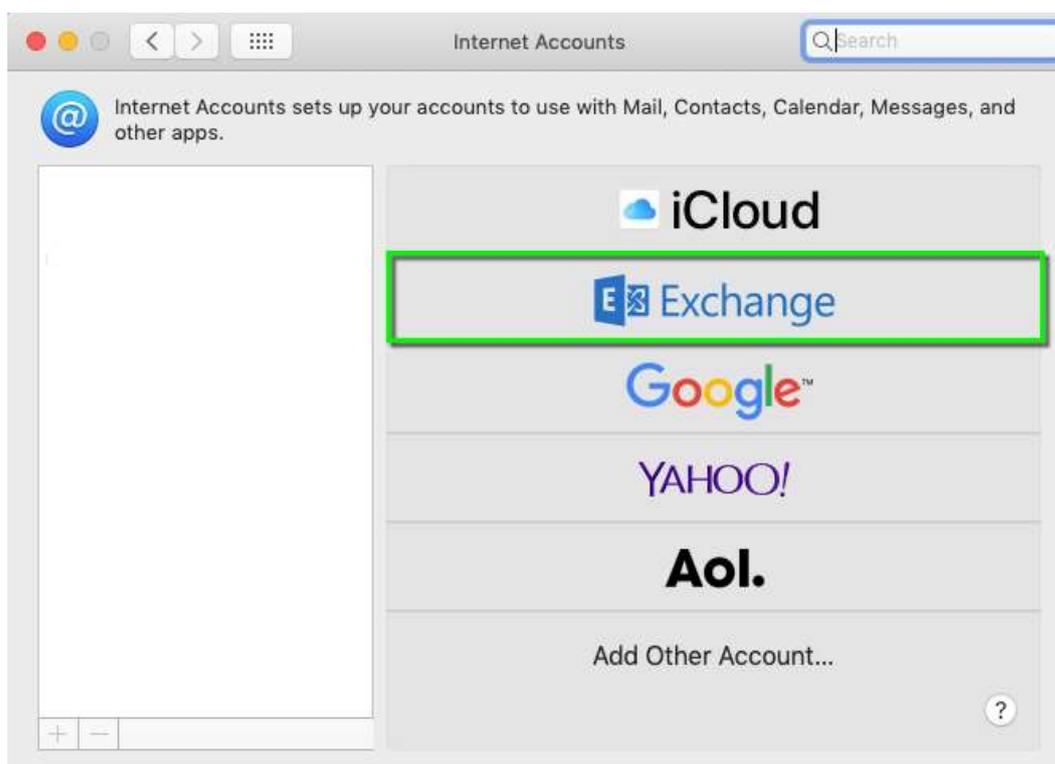
1. Clique em Apple logo no canto superior esquerdo do seu Mac, e selecione **“System Preferences”**.



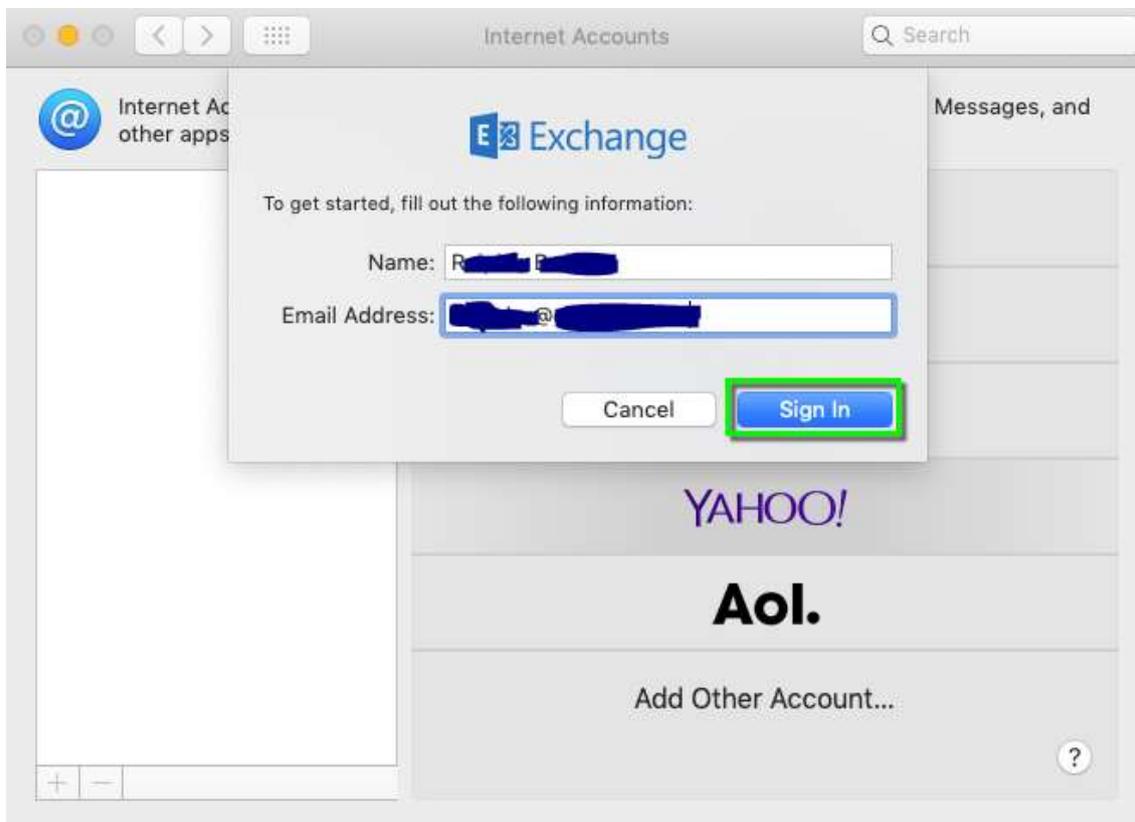
## 2. Selecione “Internet Accounts”



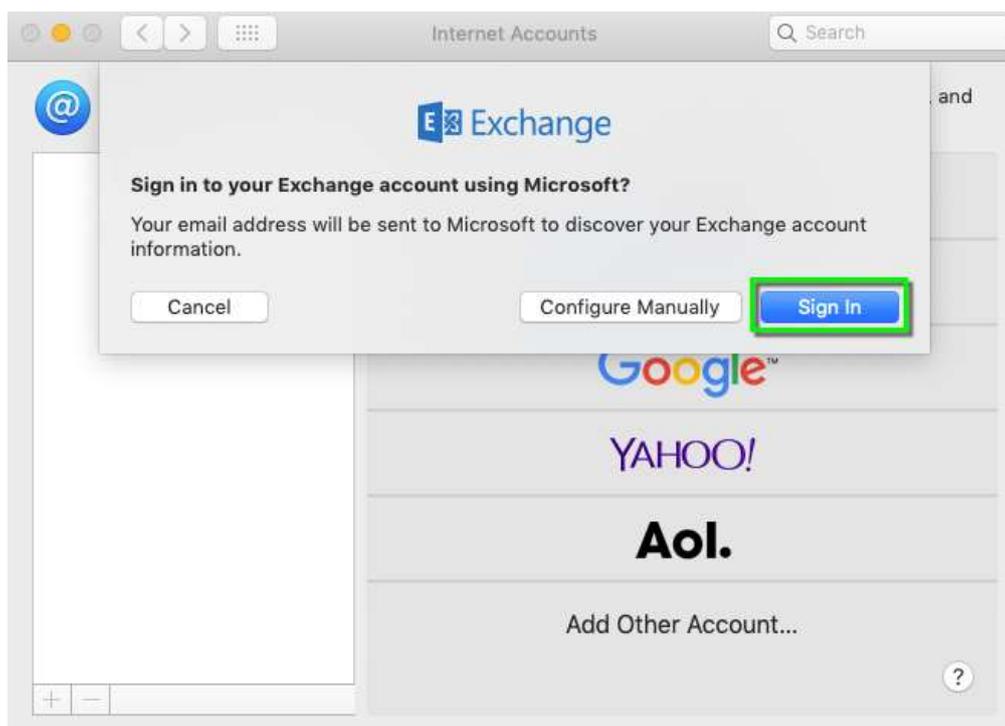
## 3. Selecione “Exchange”



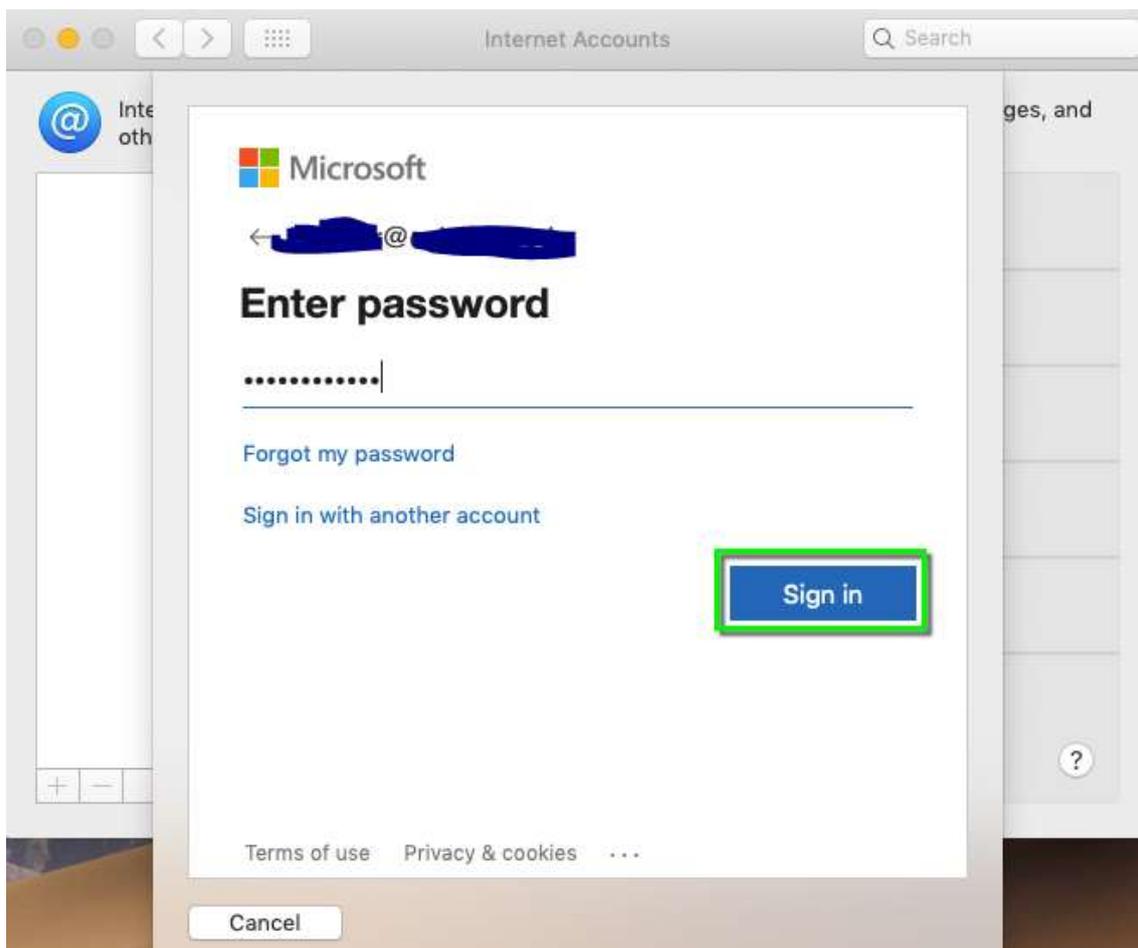
4. Digite o display name para a sua conta no campo **“Name”** (O seu nome), e o seu endereço de email **\*\*\*\*@ucp.pt** (IDU) no campo **“Email Address”**.



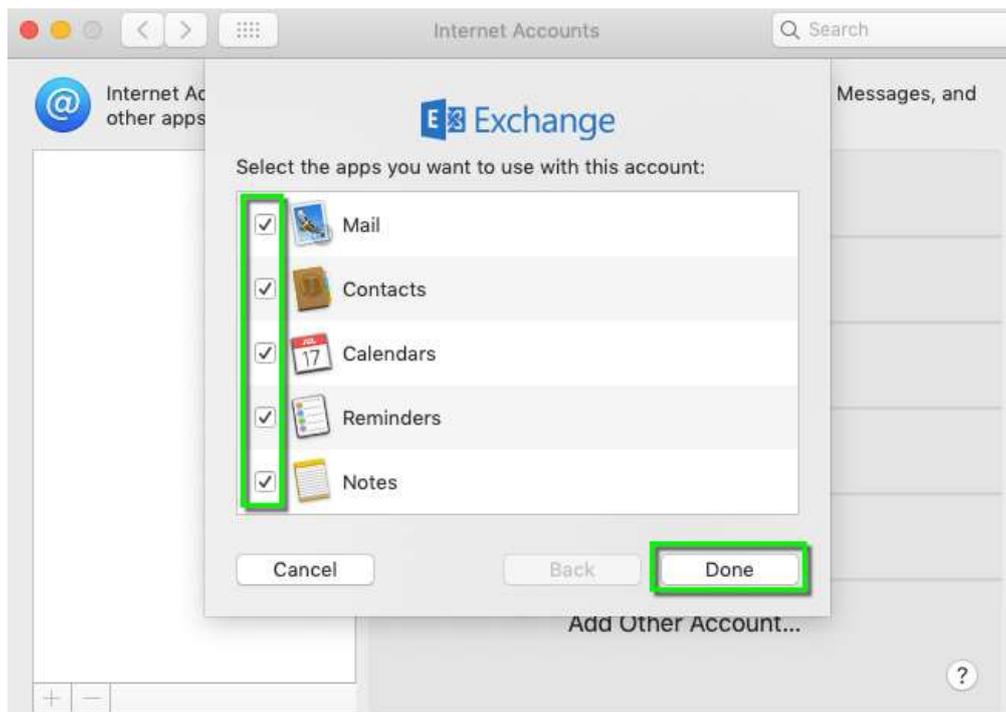
5. Clique em **“Sign In”**



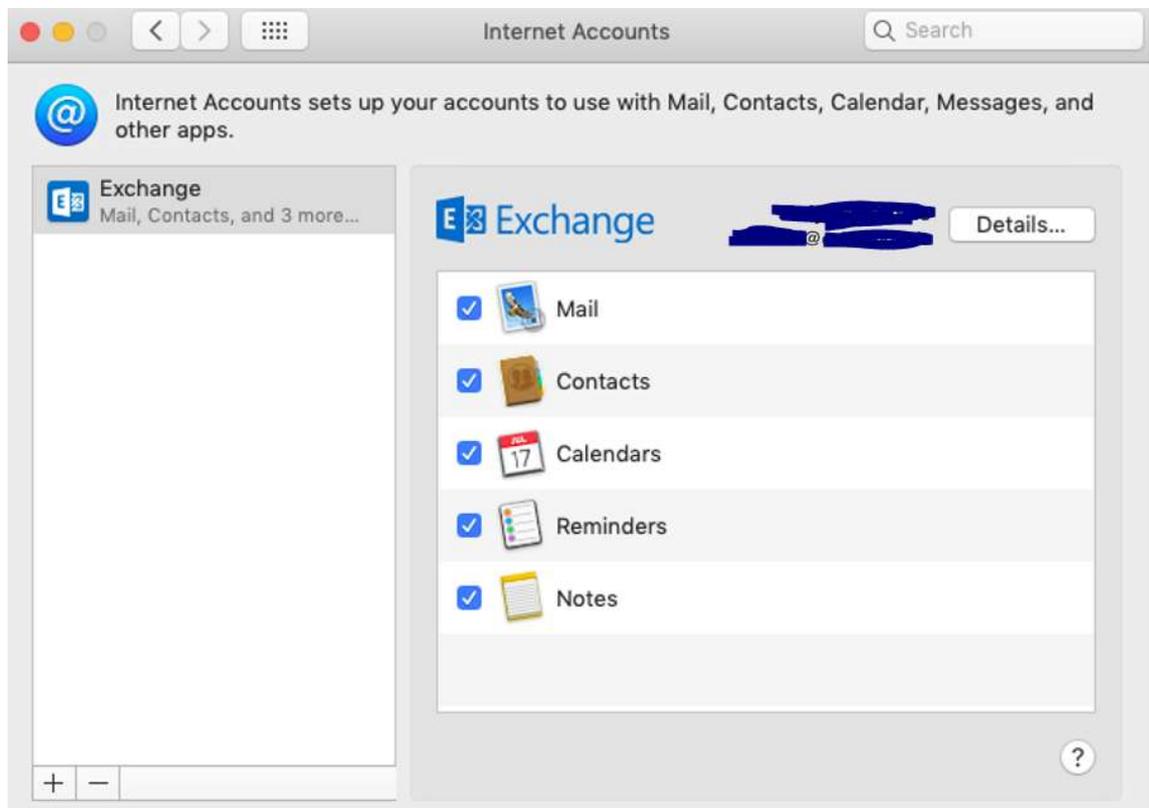
6. Introduza a sua **Password** e clique **“Sign In”**



7. Selecione o que deseja e clique **“Done”**



8. A sua conta aparece agora na coluna da esquerda na opção **“Internet accounts”** com o nome de Exchange (Default), e fechar as janelas de System preferences



9. Abrir **“Apple Mail”**

