



## Configure Outlook (Office 365) in MacOS (Apple)



1. After open Outlook for the 1st time, accept the privacy terms by clicking "next"







2. Next, it's a personal choice, recommended is "No" and "Accept"





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3. Select "OK"







4. With Outlook open select "Prefences" on the menu on the top left corner next to the apple logo



5. Select "Accounts"

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Personal Setting	gs					
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General	Accounts Ada, dele	Notifications te, or modify settings	Categories for email accounts	Fonts	Auto-correct	Spelling & Grammar
Email						
Ŕ	<u>_</u>	<mark></mark>	<mark>ر ال</mark>			
Reading	Composing	Signatures	Rules	Junk		
Other						
	2					
Calendar	Contacts	Privacy				





6. Select "Add new email account"

Welcome to Outlook	
Add Email Account	
	Welcome to Outlook Add Email Account





7. Put your IDU credentials

-	Set Up your Email
	Please enter your email address.
	Email @ucp.pt 
	Continue





8. After got confirmation that your account has been successful added, can complete by click "Done"







9. Finish the configuration by closing all the configuration windows you have open

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