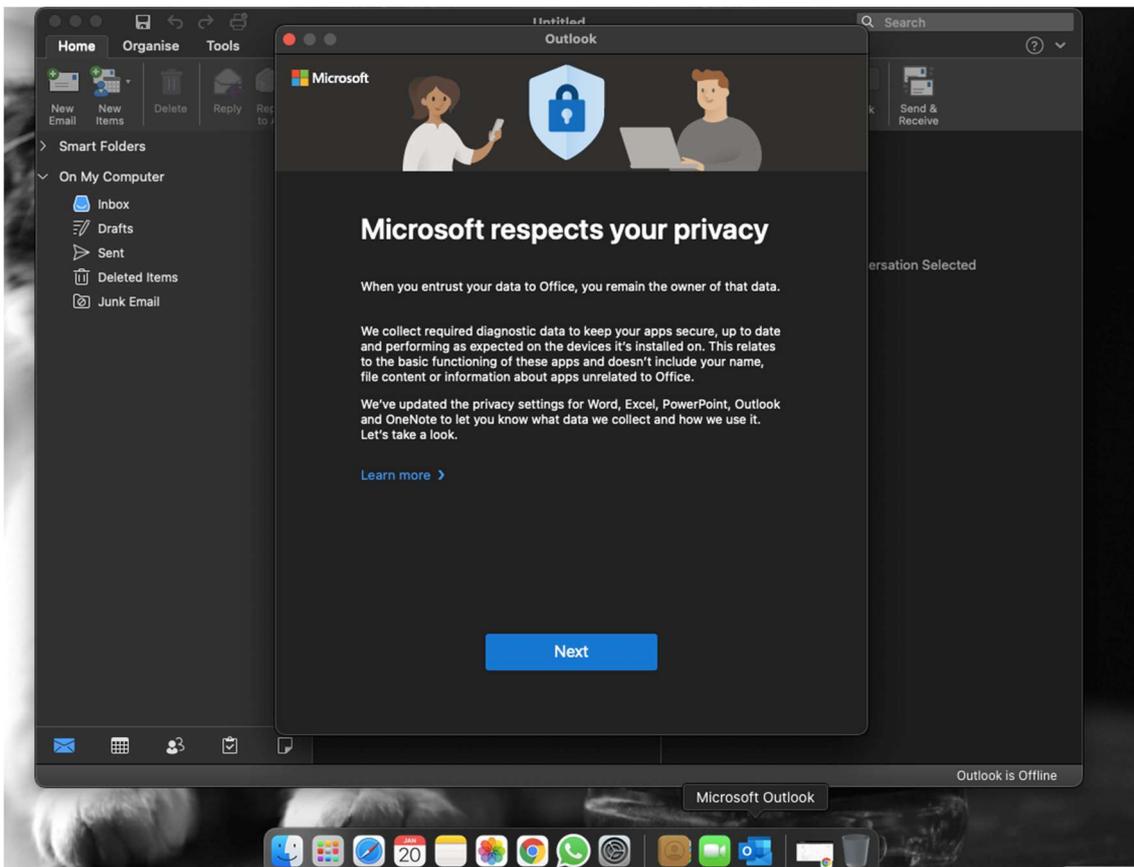


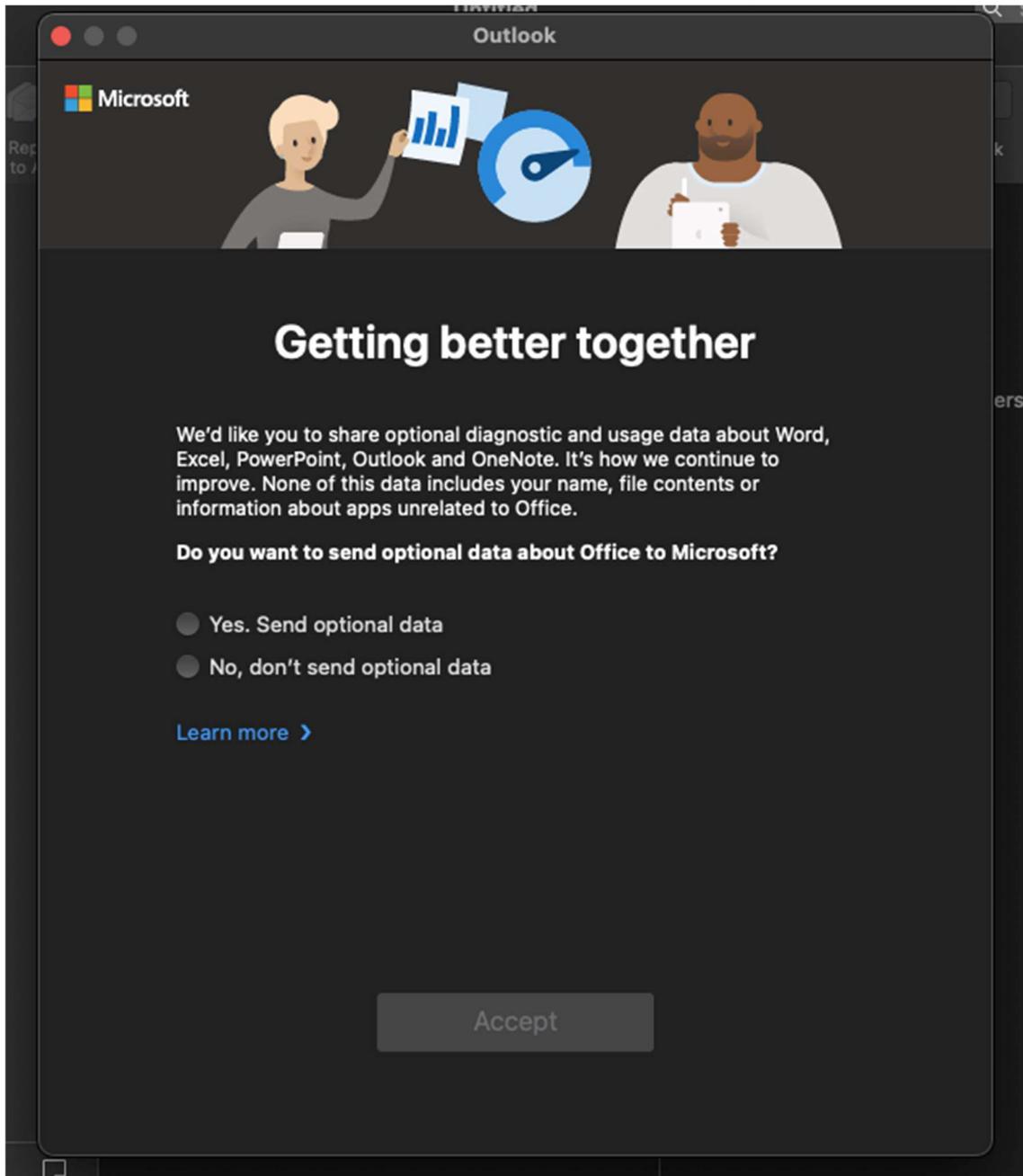
Configure Outlook (Office 365) in MacOS (Apple)



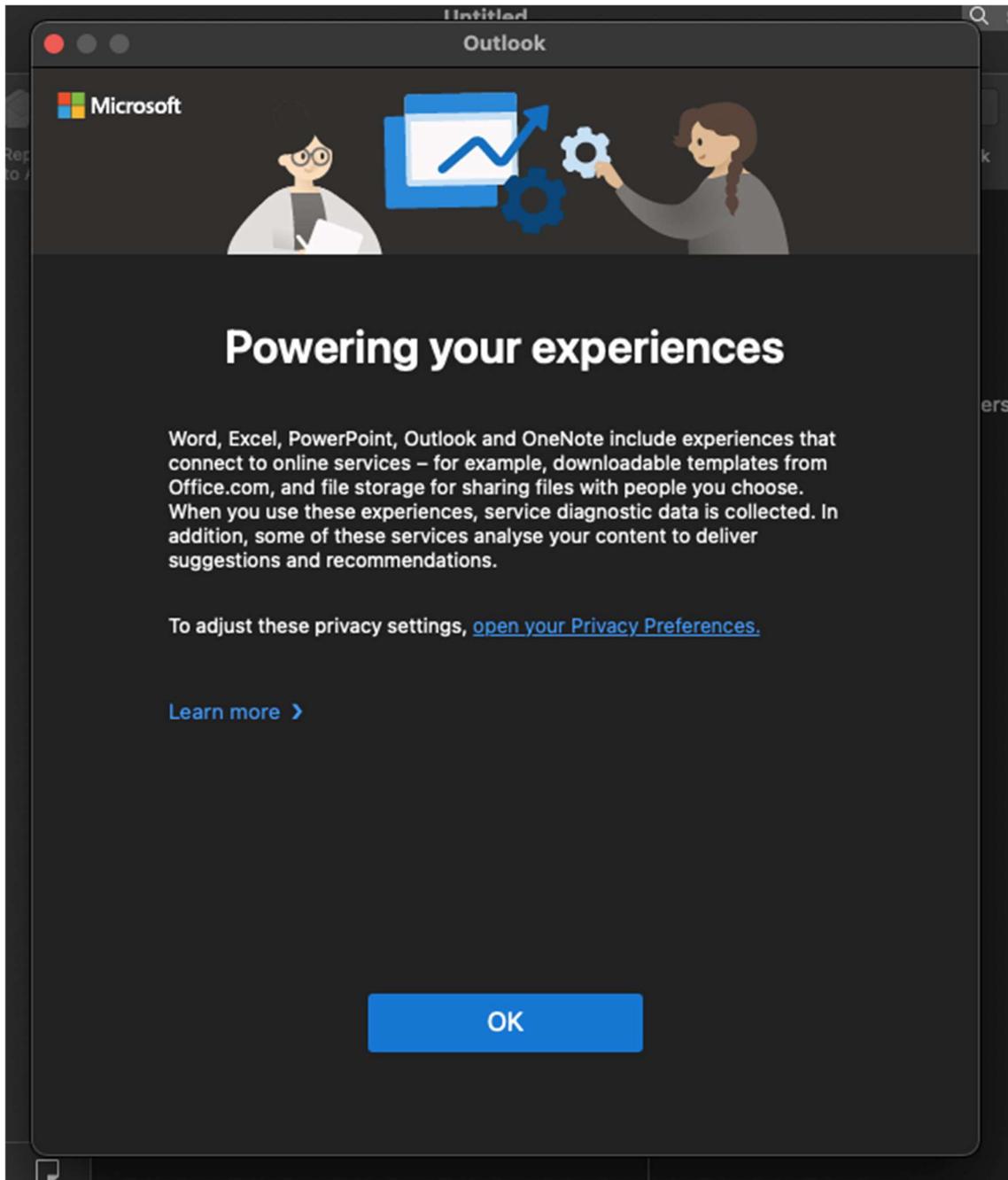
1. After open Outlook for the 1st time, accept the privacy terms by clicking “next”



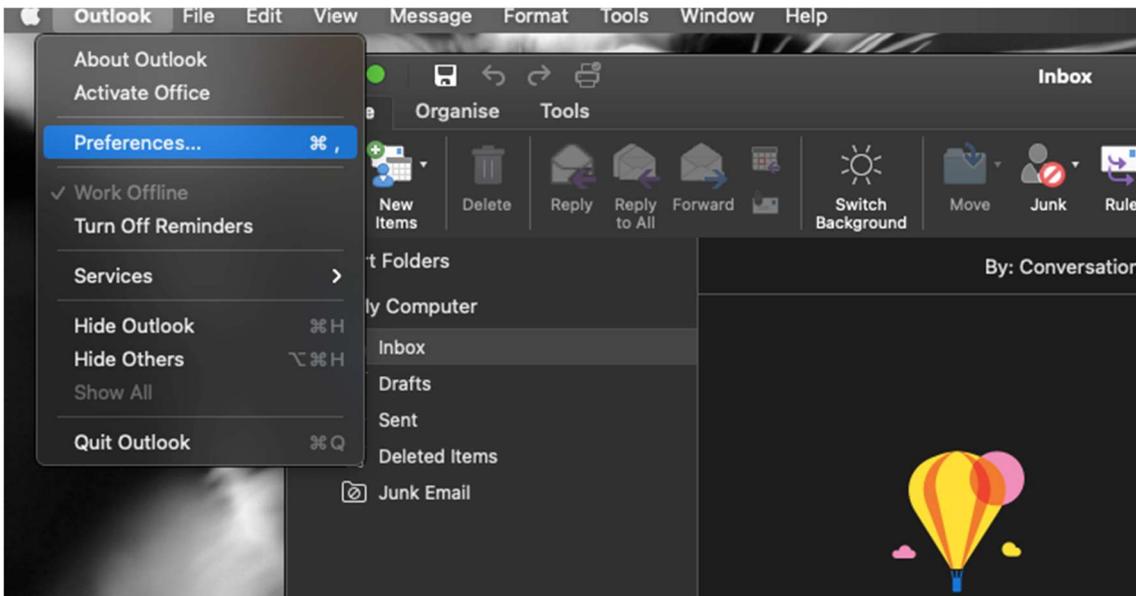
2. Next, it's a personal choice, recommended is "No" and "Accept"



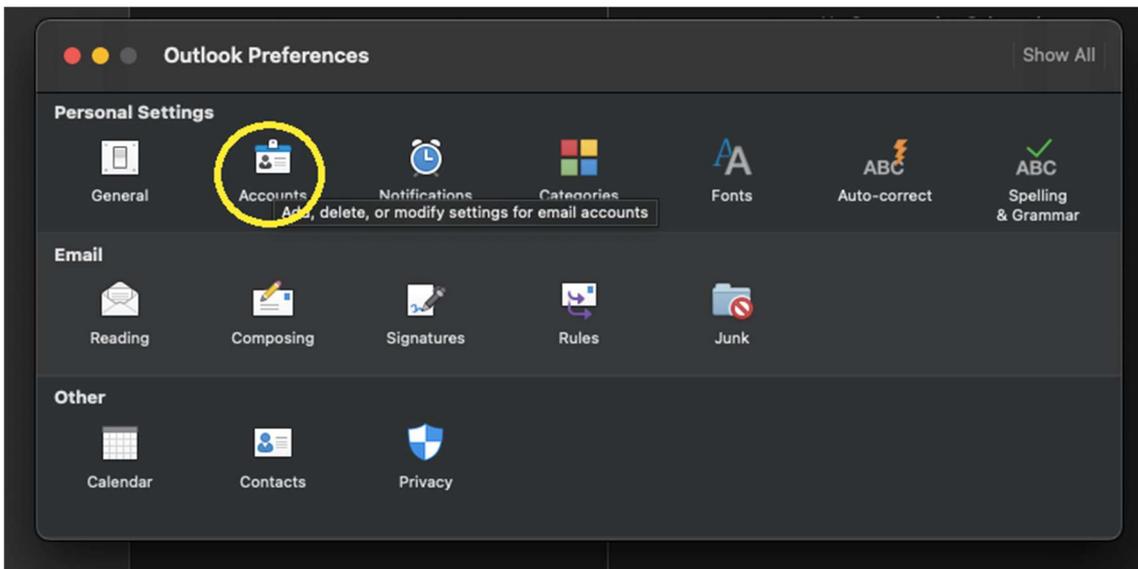
3. Select “OK”



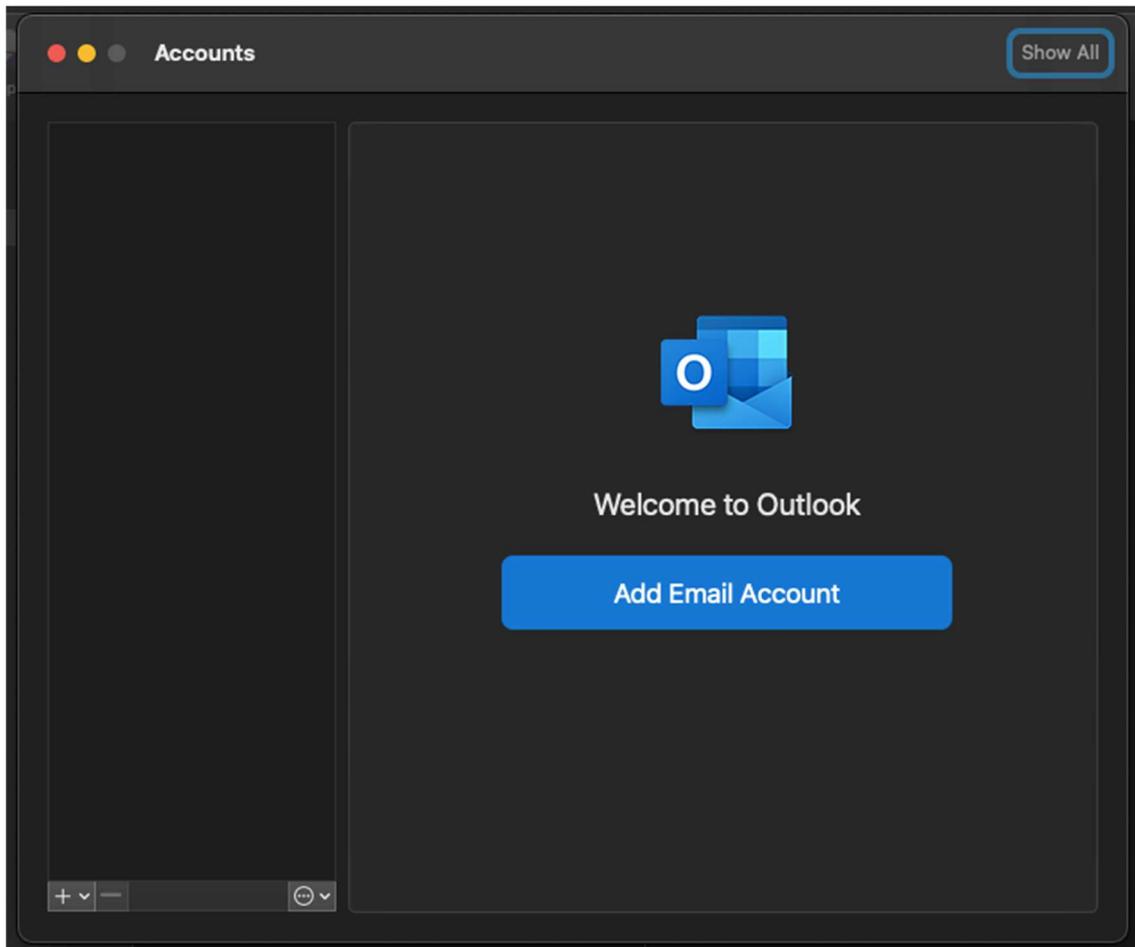
4. With Outlook open select “Preferences” on the menu on the top left corner next to the apple logo



5. Select “Accounts”



6. Select “Add new email account”



7. Put your IDU credentials

Set Up your Email



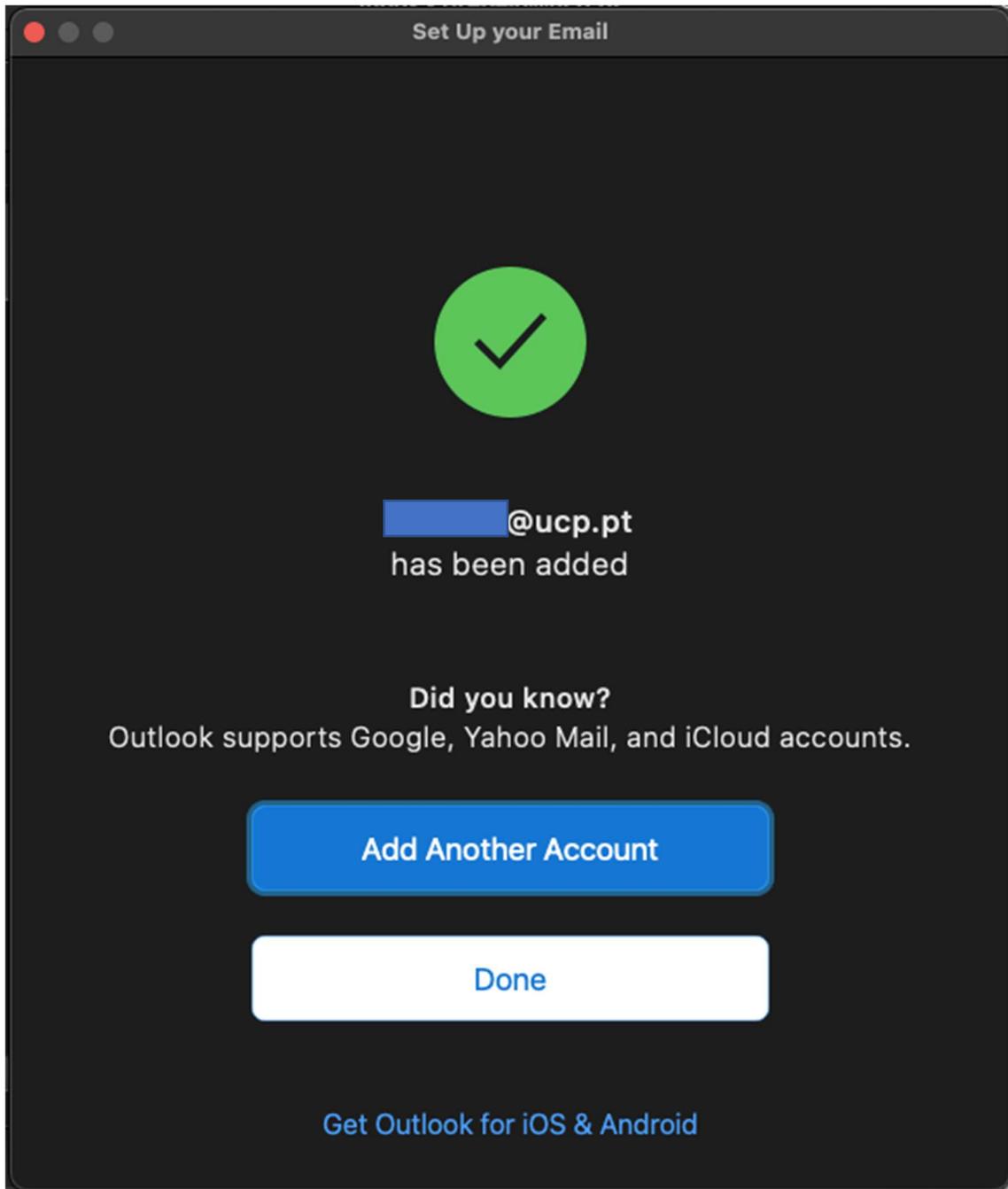
Please enter your email address.

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

