



## Setup UCP email (Office 365) in Apple Mail



1. Click the Apple logo in the upper left of your screen, then open "System Preferences".

<b>Finder</b> File Ed	dit View	Go	Window	Help
About This Mac				
System Preferences				
App Store				
Recent Items	•			
Force Quit Finder	CARO			
Sleep				
Restart				
Shut Down				
Lock Screen	^#Q			
Log Out Kristin Lueck				





## 2. Select "Internet Accounts"

•••	<>>		System P	references		Q Search	
Ceneral	Desktop & Screen Saver	Dock	Mission Control	Language & Region	Security & Privacy	Spotlight	Notifications
Displays	Energy Saver	Keyboard	Mouse	Trackpad	Printers & Scanners	Sound	Startup Disk
iCloud	(Q) Internet Accounts	Wallet & Apple Pay	Software Update	Network	Bluetooth	Extensions	Sharing
Touch ID	Users & Groups	Parental Controls	Siri	Date & Time	Time Machine	Accessibility	Profiles

## 3. Select "Exchange"

	Internet Accounts	QSearch	
other apps.	your accounts to use with Mail, Con	tacts, Calendar, Messages, and	
	🥌 iC	loud	
	E 🛛 Exc	hange	
	Go	ogle <sup>.</sup>	
	YAHOO!		
	A	ol.	
	Add Other	Account	
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4. Enter a display name for your account in the Name field, and your **\*\*\*@ucp.pt** address (IDU) in the **"Email Address field".** 

0 <b>0</b> ( )	iiii Internet Accounts	Q Search
Internet Ac other apps	To get started, fill out the following information: Name: Received Started Sta	Messages, and
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5. Click "Sign In"







## 6. Enter your Password and click "Sign In"

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Inte oth	Microso	oft		ges, and
	Enter pa	assword		
	Forgot my pas Sign in with an	sword nother account		
		5	Sign in	
+ -	Terms of use	Privacy & cookies •••		?
	Cancel			

7. Select the apps you wish to access with this account, then click "Done"







8. Your account will now appear in the left-hand column on the Internet Accounts page. Close the system preferences window.

•• <> ==	Internet Accounts	Q Search
Internet Accounts sets other apps.	up your accounts to use with Mail, Cont	tacts, Calendar, Messages, and
Exchange Mail, Contacts, and 3 more	E Exchange	Details
	🗹 🕵 Mail	
	Contacts	
	Calendars	
	Reminders	
	✓ Notes	
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9. Abrir "Apple Mail"

