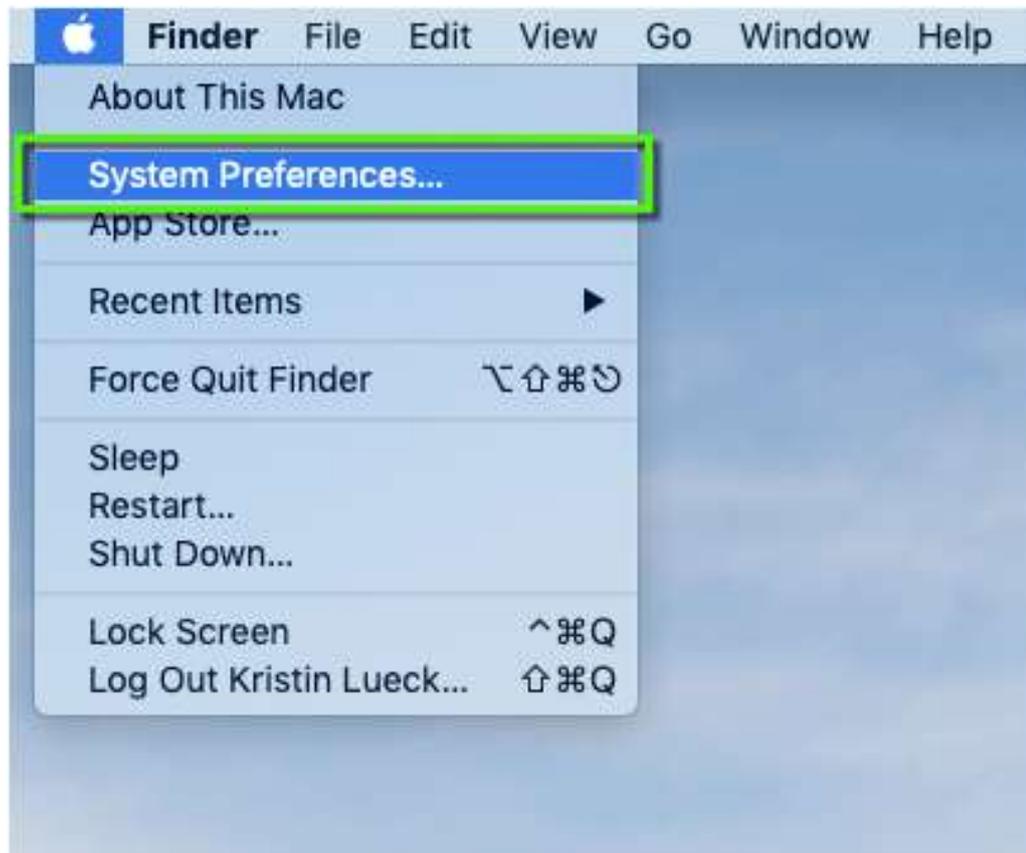


## Setup UCP email (Office 365) in Apple Mail



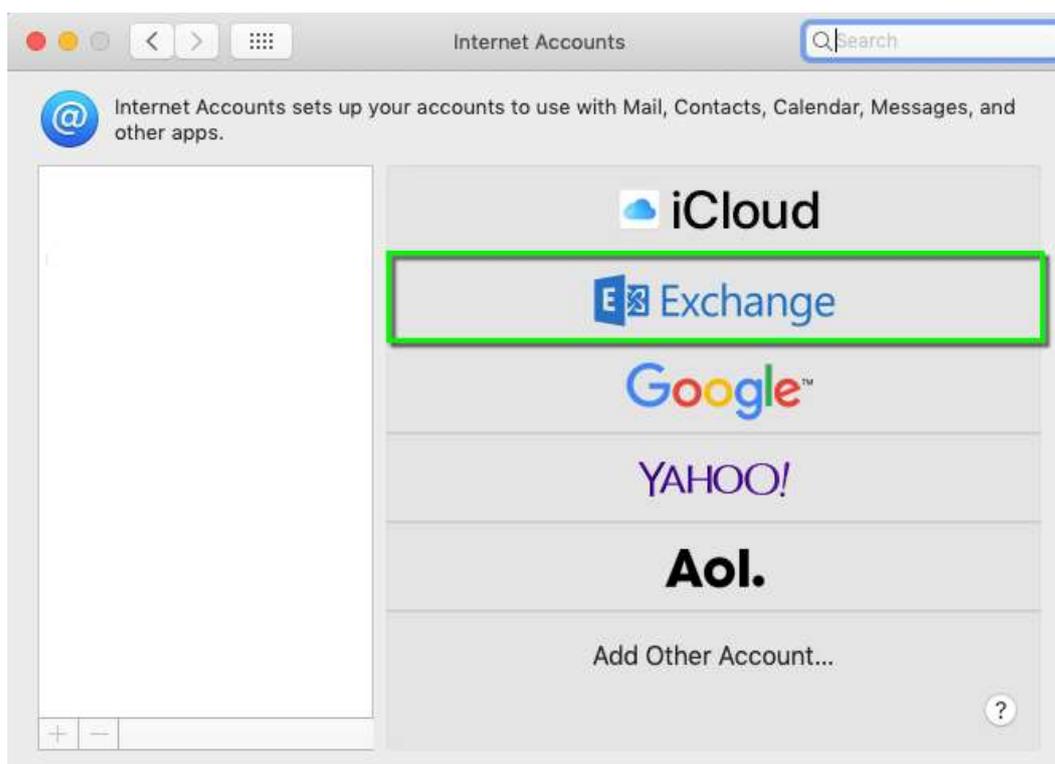
1. Click the Apple logo in the upper left of your screen, then open **“System Preferences”**.



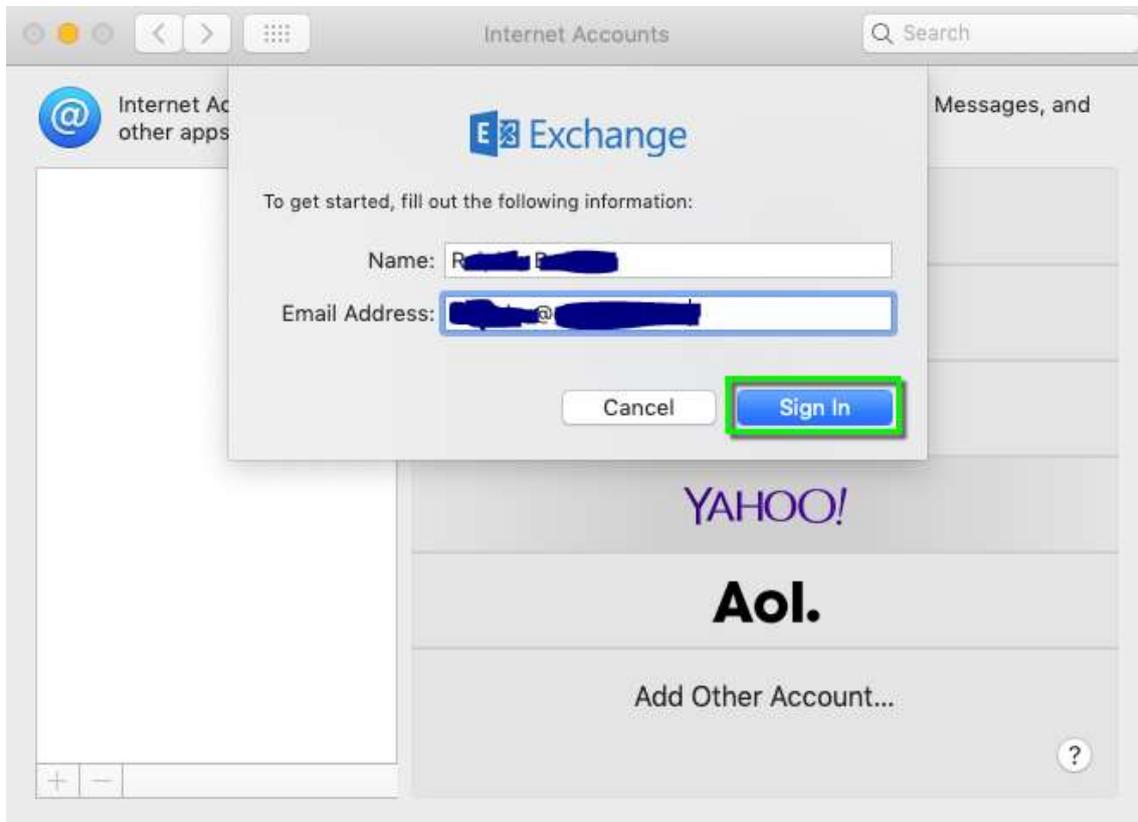
## 2. Select "Internet Accounts"



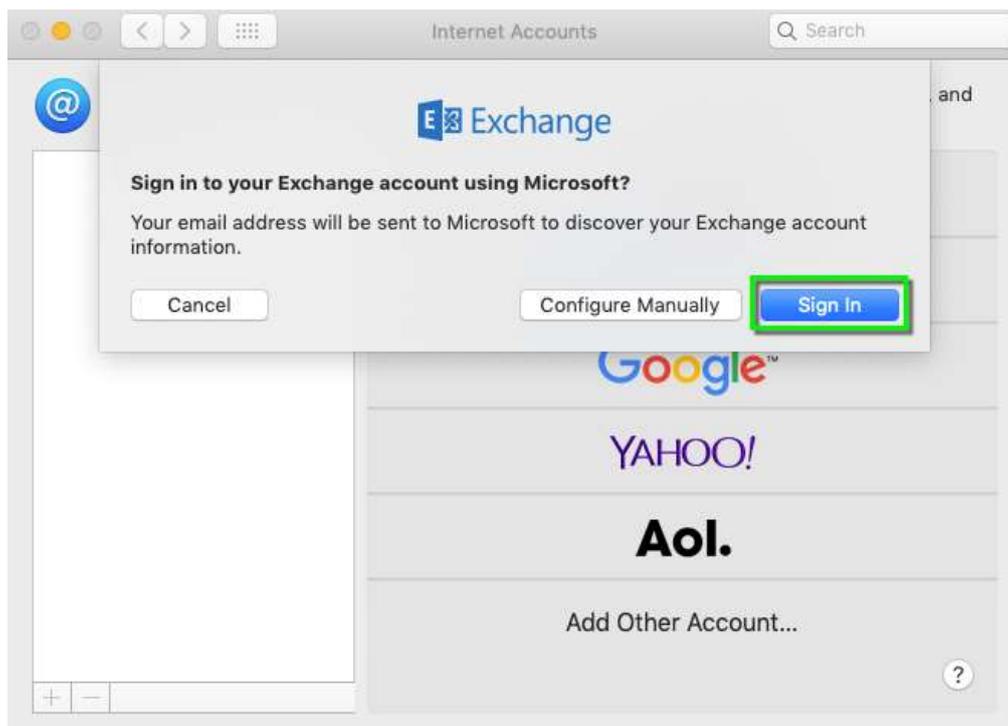
## 3. Select "Exchange"



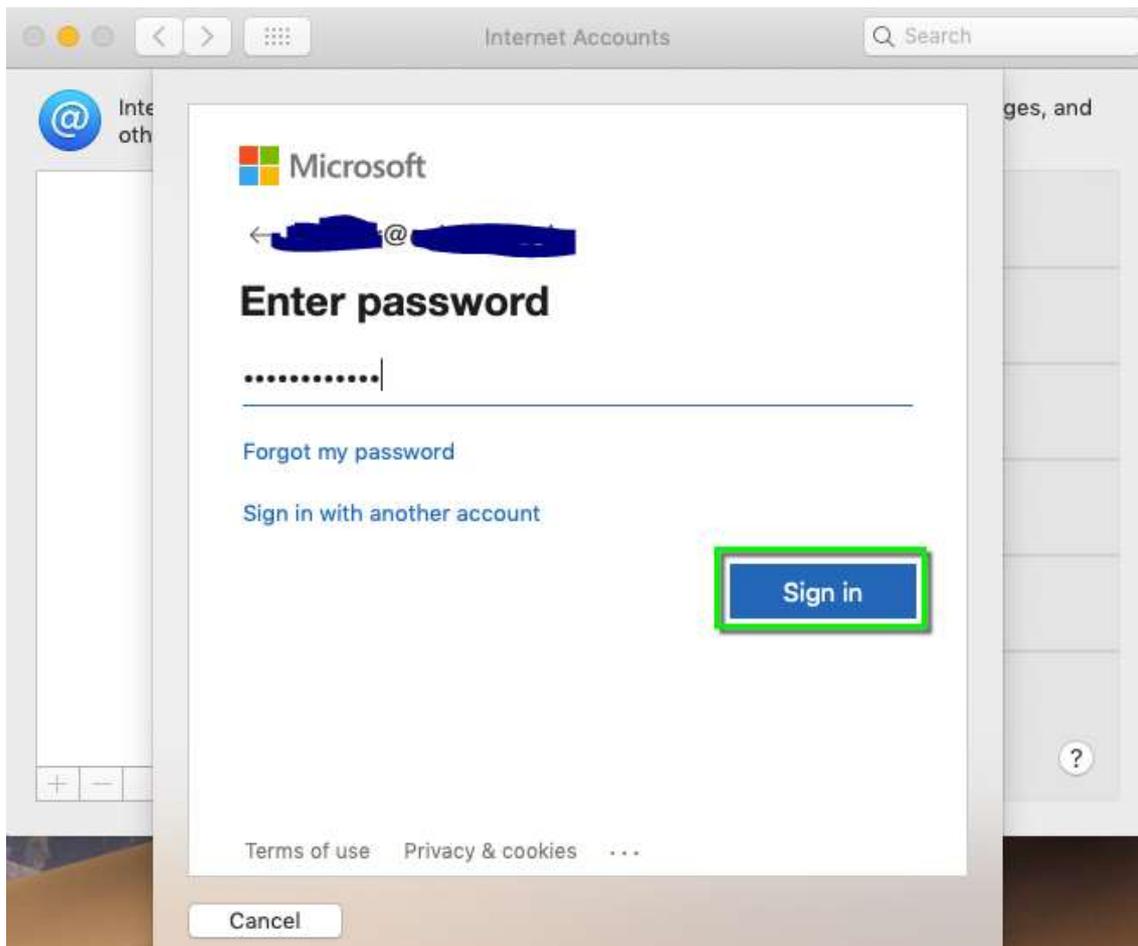
4. Enter a display name for your account in the Name field, and your **\*\*\*@ucp.pt** address (IDU) in the **“Email Address field”**.



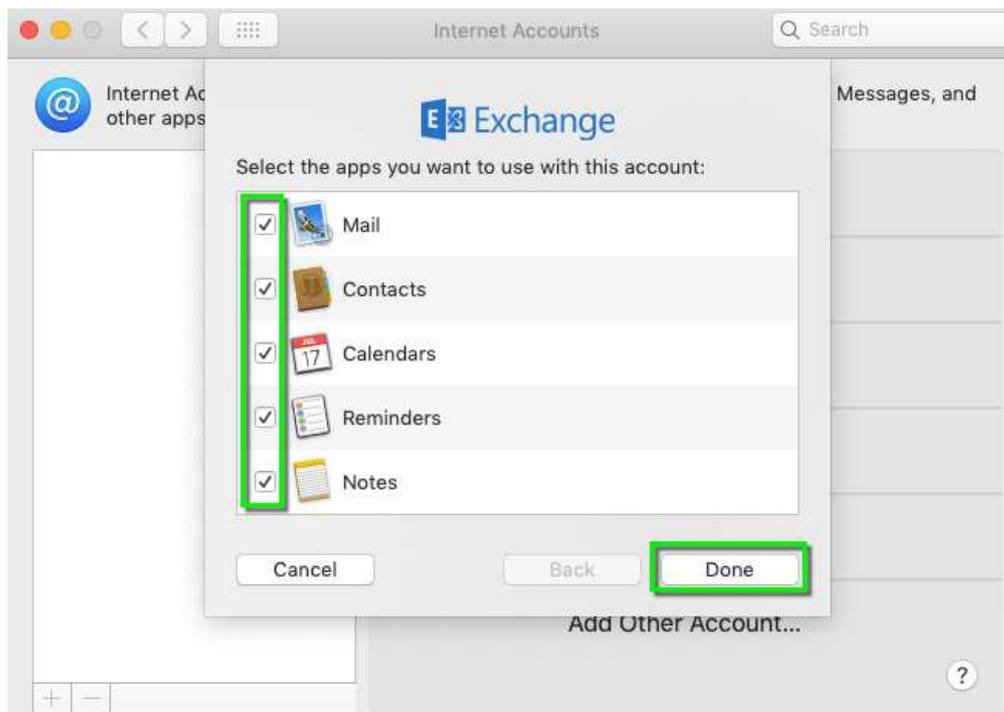
5. Click **“Sign In”**



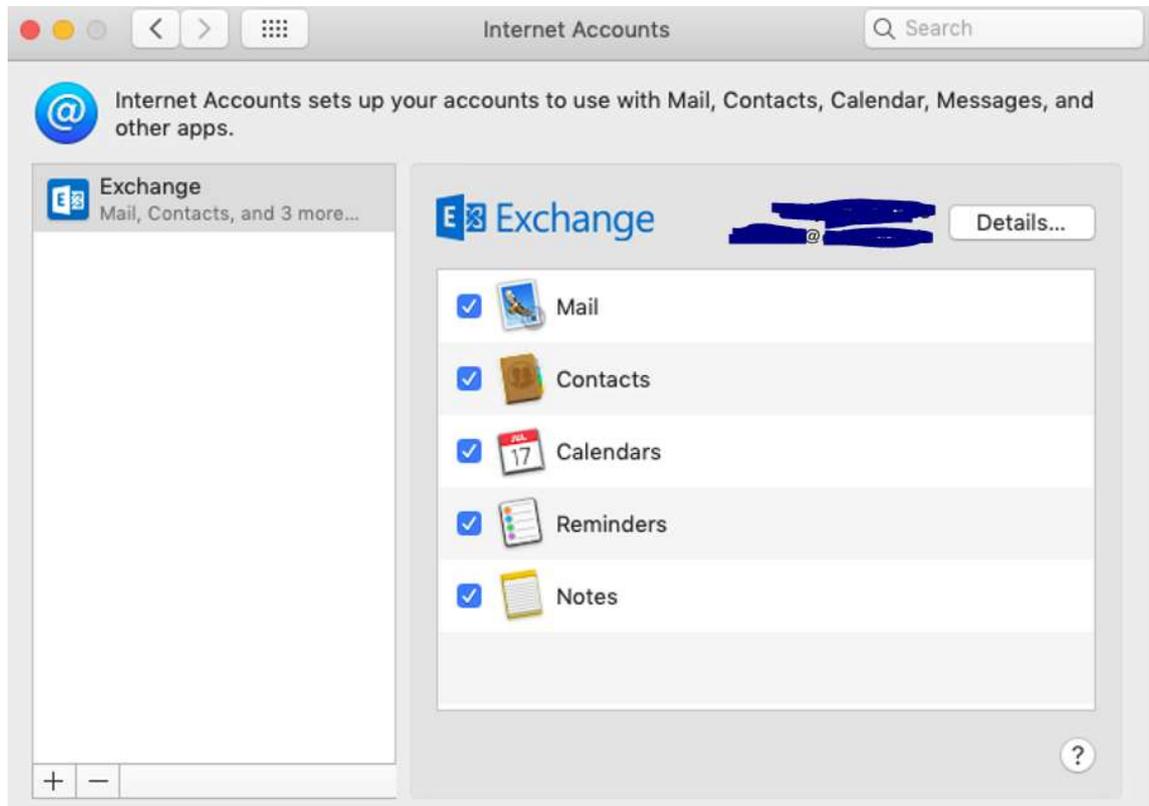
6. Enter your **Password** and click **“Sign In”**



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



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



- Abrir "Apple Mail"

