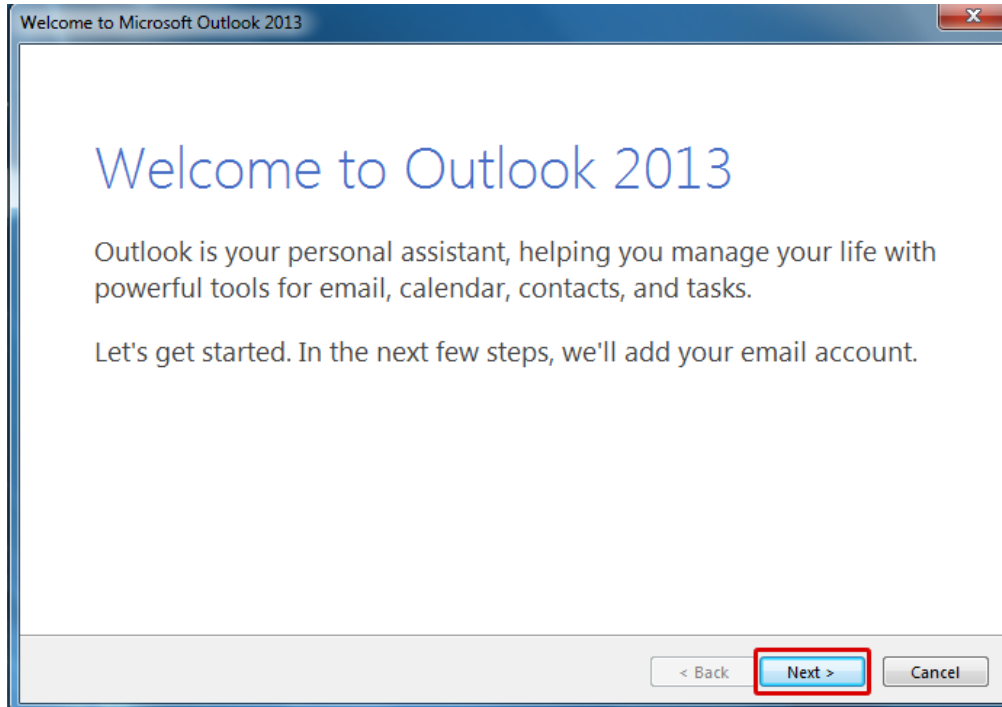


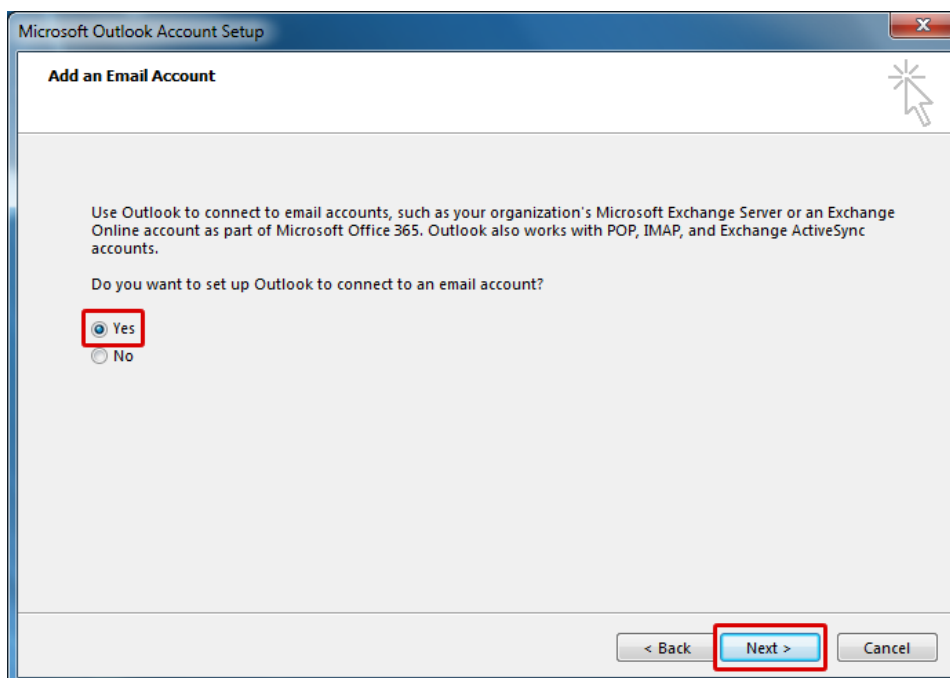


## Configurações do Outlook 2013

Abra seu Outlook 2013 e clique em **Next** (*próximo*)



Em seguida clique em **Yes**, e novamente em **Next**.





Marque a opção **Manual setup or additional server types**, clique em **Next**

**Add Account**

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back **Next >** Cancel

Selecione a opção **POP or IMAP**, depois **Next**

**Add Account**

**Choose Service**

Microsoft Exchange Server or compatible service  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**  
Connect to a POP or IMAP email account

< Back **Next >** Cancel



**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:  1

Email Address:  2

**Server Information**

Account Type:  3

Incoming mail server:  4

Outgoing mail server (SMTP):  5

**Logon Information**

User Name:  6

Password:  7

Remember password 8

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

**Deliver new messages to:**

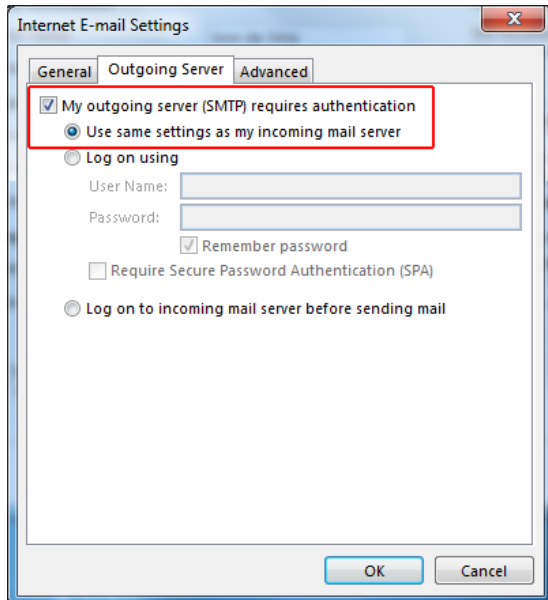
New Outlook Data File

Existing Outlook Data File

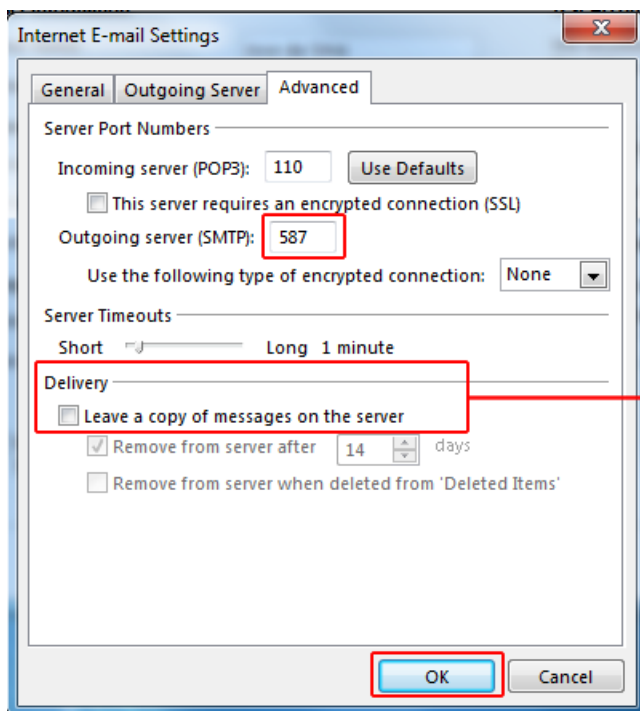
1. **Your name:** nome de sua conta
2. **Emails address:** seu endereço de e-mail completo
3. **Account type:** POP3
4. **Incoming mail server:** mail.seudominio.com.br
5. **Outgoing mail server (SMTP):** mail.seudominio.com.br
6. **User name:** seu endereço de e-mail completo
7. **Password:** digite sua senha
8. **Remember password:** selecione essa opção para lembrar sua senha

Clique em **More Settings...** para continuar a configuração.

Clique na guia **Outgoing Server** e habilite a opção **My outgoing server (SMTP) requires authentication** e **Use same settings as my incoming mail server**.



clique na guia **Advanced**, modifique a **Outgoing server (SMTP)** para **587** e desmarque a opção **Leave a copy of messages in the Server**, clique em **OK** (como exemplo abaixo).



Desmarque esta opção