Microsoft Outlook 2016

A Importante

Utilizar os parâmetros e informações desta página: Como configurar meu e-mail?

Primeiramente, abra seu Microsoft Outlook 2016.

Na tela principal do Outlook, localize no canto esquerdo superior a guia "Arquivo" ou "File" em inglês, como no destaque abaixo:

Ē5 ·								Outlook Today - Outlook	
File Home Send / Receive Fo	older View	$\ensuremath{\mathbb{Q}}$ Tell me what you want to do							
New New Meeting New TeamViewer Del	Delete Archive	Reply Reply Forward All Respond	g Move to: ? Team Email	G To Manager ✓ Done ✓ Create New Steps	Move OneNote	Unread/ Categorize Follow Read Up * Tags	Search People Address Book Filter Email ~ Find		
▲ Favorites 《	quinta-fei	ira, 12 de maio de 2016							
Caixa de Entrada	Calendar							Tasks	
Itens Enviados									
Itens Excluídos									
⊿ arguivo de dados do outlook									
Caixa de Entrada									
Rascunhos									
Itens Enviados									
Itens Excluídos									
Caixa de Saída									
Junk E-mail									
RSS Feeds									
Search Folders									

Uma nova tela irá abrir com as opções de configuração, clique no botão "Adicionar Conta" ou "Add Account" em inglês, conforme foto abaixo:



Nesta etapa, selecione a opção "Definir manualmente as configurações do servidor ou tipos de servidores adicionais" ou em inglês "Manual setup or additional server types" conforme a foto abaixo:

E-mail <u>A</u> ccount	
<u>Y</u> our Name:	Example: Ellen Adams
<u>E</u> -mail Address:	Example: ellen@contoso.com
<u>P</u> assword: Retype Password:	
<u></u>	Type the password your Internet service provider has given you.

Agora, selecione a opção "POP ou IMAP" ou "POP or IMAP" em inglês, conforme foto abaixo:

Add Account X Choose Service Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks OPOP or IMAP Connect to a POP or IMAP email account ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks ActiveSync compatible service Connect to a POP or IMAP Connect to a POP or IMAP email account		
Choose Service	Add Account	×
Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks OPP or IMAP Connect to a POP or IMAP email account	Choose Service	×
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		N
Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks Oper or IMAP Connect to a POP or IMAP email account Sack Next > Cancel		
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks Connect to a POP or IMAP Connect to a POP or IMAP email account A pop of the service such as outlook.com to access email, calendars, contacts, and tasks Connect to a POP or IMAP Connect to a POP or IMAP email account Connect to a POP or IMAP Connect to a POP or IMAP email account Connect to a POP or IMAP Connect to a POP or IMAP email account Connect to a POP or IMAP	Outlook.com or Exchange <u>A</u> ctiveSync compatible service	
© POP or IMAP Connect to a POP or IMAP email account	Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks	
Connect to a POP or IMAP email account	POP or IMAP	
< Back Next > Cancel	Connect to a POP or IMAP email account	
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	< Back Next >	Cancel

Agora, coloque as configurações de seu e-mail e seu usuário e senha, utilizando nossa página de configurações como auxilio (Como configurar meu email?):

Add Account		X
POP and IMAP Account Set Enter the mail server setting	ttings gs for your account.	
User Information		Test Account Settings
<u>Y</u> our Name:	Teste	We recommend that you test your account to ensure that the
<u>E</u> mail Address:	testeuser@neture.com.br	entries are correct.
Server Information		<u>T</u> est Account Settings
<u>A</u> ccount Type:	IMAP 🗸	
Incoming mail server:	essaging.services.horizonsdc.net	Automatically test account <u>s</u> ettings when Next is clicked
<u>O</u> utgoing mail server (SMTP):	essaging.services.horizonsdc.net	
Logon Information		
<u>U</u> ser Name:	testeuser@neture.com.br	
Password:	*****	Mail to keep offline: All
	Remember password	an a
Reguire logon using Secure	Password Authentication (SPA)	<u>M</u> ore Settings
		< <u>B</u> ack <u>N</u> ext > Cancel

Em seguida, clique no botão "Mais Configurações" ou "More Settings" em inglês:

Add Account		×
POP and IMAP Account Se Enter the mail server setting	ttings gs for your account.	×.
User Information		Test Account Settings
<u>Y</u> our Name:	Teste	We recommend that you test your account to ensure that the
Email Address:	testeuser@neture.com.br	entries are correct.
Server Information		Test Account Settings
<u>A</u> ccount Type:	IMAP ~	
Incoming mail server:	essaging.services.horizonsdc.net	Automatically test account <u>s</u> ettings when Next is clicked
Outgoing mail server (SMTP):	ssaging.services.horizonsdc.net	
Logon Information		
<u>U</u> ser Name:	testeuser@neture.com.br	
Password:	*****	Mail to keep offline: All
	Remember password	and the second secon
Require logon using Secure	e Password Authentication (SPA)	<u>M</u> ore Settings
		< <u>B</u> ack <u>N</u> ext > Cancel

Selecione a aba "Avançado" ou "Advanced" em inglês:

Iser	Information	Test Accou	ant Settings
<u>(</u> ou	Internet E-mail Settings	×	nd that you test your account to ensure that the
m	General Outgoing Server	dvanced	meet.
Ser Acc	Type the name by which y "Work" or "Microsoft Mail	ou want to refer to this account. For example: Server"	it Settings
ncc Dut	testeuser@neture.com.br		natically test account <u>s</u> ettings when Next is d
.og	Organization:		
<u>J</u> se	Reply E-mail:		offline: All
<u>as</u> .			
			More Settings
			< Back Next > Cancel

Agora digite e selecione as configurações conforme a foto abaixo:

		and Contribution
ou	Internet E-mail Settings ×	nd that you test your account to ensure that the
ma	General Outgoing Server Advanced	
er vcc	Server Port Numbers Incoming server (IMAP): 993 Use Defaults	it Settings
ncc <u>)</u> ut	Use the following type of <u>encrypted connection</u> : SSL <u>Q</u> utgoing server (SMTP): 587	natically test account <u>s</u> ettings when Next is d
og Ise as:	Server Imeouts Short Long 1 minute	offline: All
	Root folder path:	
	Sent Items	Mars Cattions
	Do not save copies of sent items Deleted Items	<u>M</u> ore Settings
	Mark items for deletion but do not move them automatically Items marked for deletion will be permanently deleted when the items in the mailbox are purged.	< <u>B</u> ack <u>N</u> ext > Cancel
	Durge items when switching folders while online	

Como última configuração, selecione a aba "Servidor de Saída" ou "Outgoing Server" conforme foto abaixo:

User You	Internet E-mail S	ettings	nd that you test your account to ensure	e that the
Ema	General Outgoin	g Server Advanced	rrect.	
Sar	Mail Account -			
<u>A</u> cc	Type the name "Work" or "Mic	by which you want to refer to this account. For example: rosoft Mail Server"	it Settings	
Inco	testeuser@net	ure.com.br	natically test account <u>s</u> ettings when Ne d	xt is
<u>O</u> ut	Other User Inform	nation		
Log	Organization:			
<u>U</u> se	Reply E-mail:			
Pase			offline: All	_
				•
-			More	Settings
				C 1
			< <u>B</u> ack <u>N</u> ext >	Cancel

Selecione a opção "Meu servidor de saída requer autenticação" ou "My outgoing server (SMTP) requires authentication" conforme foto abaixo:

POP and Enter	J IMAP Account Settings the mail server settings for your account.		
User Info You Inte	ermation ernet E-mail Settings eneral Outgoing Server Advanced	Test Accou	nt Settings nd that you test your account to ensure that the rrect.
Ser ⊻ Acc Incc Qut Log Use	My gutgoing server (SMIP) requires authentication Use same settings as my incoming mail server Log on using User Name: Password: Remember password Require Secure Password Authentication (SPA)		it Settings natically test account <u>s</u> ettings when Next is d
			offline: All <u>More Settings</u>
-			< <u>Back N</u> ext > Cancel

Agora clique em OK para salvar a configuração, em seguida clique em "Próximo" ou "Next" em inglês, aguarde o Outlook validar a configuração, em seguida uma tela conforme abaixo irá aparecer:

	3-		_	
Congratulations! All te	ests completed successfully. Clic	k Close to continue.	Stop	
Tasks Frrors			your a	ccount to ensure that the
Tasks ✓ Log onto incom ✓ Send test e-mai	ing mail server (IMAP) I message	Status Completed Completed		
			count <u>s</u>	ettings when Next is
Logon Information	testeuser@neture.co	m.br		
	*****	Mail to ke	eep offline: All	
Password:				
<u>P</u> assword:	✓ <u>R</u> emember passwor	rd		

Pronto, sua configuração está finalizada, você já pode utilizar seu Outlook! 🙂