1. Open Outlook and then click "Get Started".



2. Here, click "Start Using Outlook".



3. Fill the text box with your Técnico's email address.



- 4. According to the image below, fill in the following texto boxes and then click "Add Account":
  - a. Email Address: Técnico's email address
  - b. **Username**: istID, in the format istxxxxx
  - c. **Password**: Fénix's password

Set Up your Email		
		Not IMAP/POP?
Туре		
IMAP \$		
Email Address		
Username		
istxxxxx		
Password		
Show Password		
Incoming Server	Port	
mail.tecnico.ulisboa.pt	993	
✓ Use SSL to connect (recommended)		
Outgoing Server	Port	
mail.tecnico.ulisboa.pt	465	
SSL to connect (recommended)		
Add Account		
Need Help? Contact support		

5. To finalize this process, click **"Done"**.

• • •	Set Up your Email
	filipe.reynaud@tecnico.ulisboa.pt has been added
Outlook su	<b>Did you know?</b> Ipports Google, Yahoo Mail, and iCloud accounts.
	Add Another Account
	Done
	Get Outlook for iOS & Android

And that's it! Your Técnico's email address is properly configured on Outlook.

●●●	f.			Trash •				Q Search	
Home Organise Too	ls								?
New New Email Items	Reply Reply For		Switch Background	lunk Rules Rea	ad/Unread Categorise Follow	Filter Emails Addr	ess Book Send & Receive		
> All Accounts		•  @   !   🛛   From		Subject		Date	Received	✓ Categories	
Smart Folders									
> On My Computer					Nothing in C	Deleted Items put the trash out.			