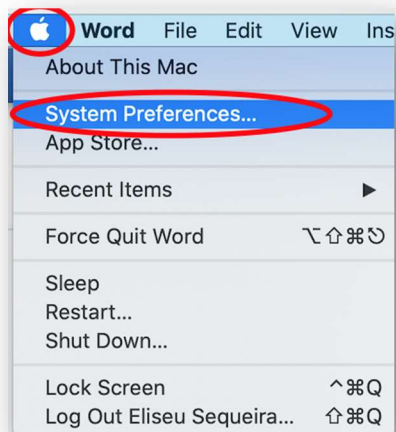
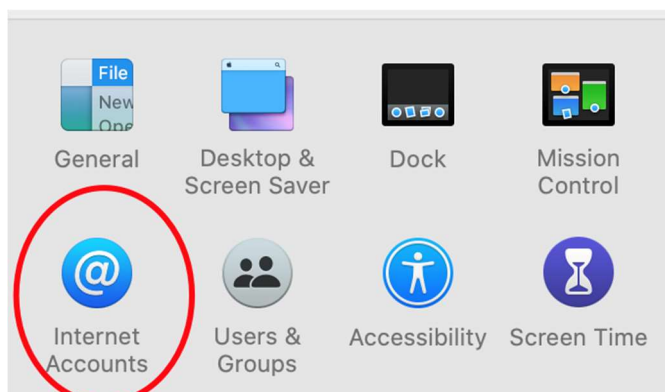


ADICIONAR A SUA CONTA DE E-MAIL - MAC - OS X

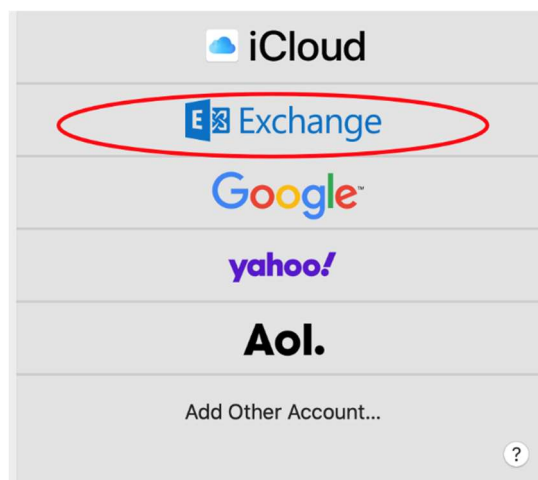
1) No menu Apple “**Preferências do sistema**”



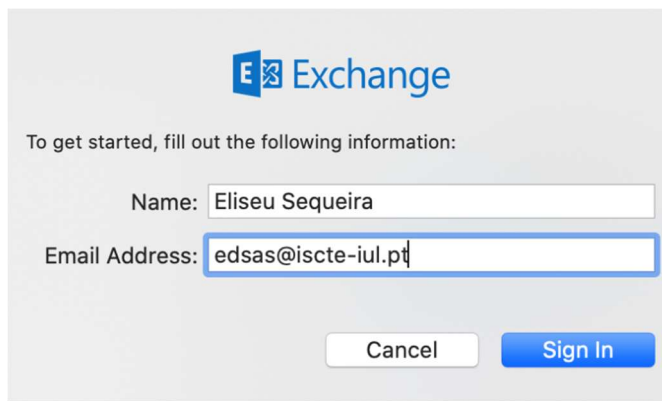
2) Clicar em “**Contas da Internet**”



3) Clicar no tipo de conta a adicionar “**Exchange**”



4) Insira no campo 'Email Address' a conta de e-mail



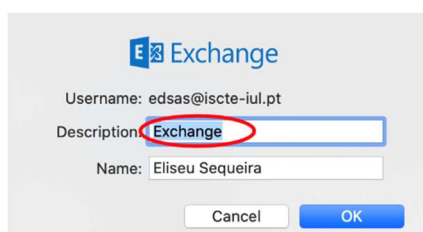
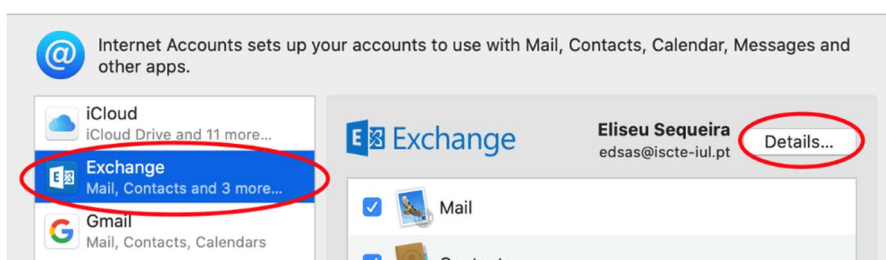
The image shows the Exchange account setup screen. At the top is the Exchange logo. Below it, the text reads "To get started, fill out the following information:". There are two input fields: "Name:" with the value "Eliseu Sequeira" and "Email Address:" with the value "edsas@iscte-iul.pt". At the bottom, there are two buttons: "Cancel" and "Sign In".

5) Inserir a palavra-passe a que está associada ao utilizador/email e clicar em "Sign in"

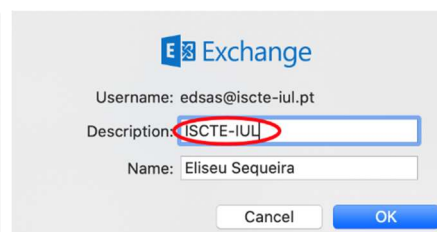


The image shows the password entry screen for the ISCTE IUL account. At the top is the ISCTE IUL logo (Instituto Universitário de Lisboa). Below it, there is a back arrow and the email address "edsas@iscte-iul.pt". The main heading is "Enter password". Below the heading is a password input field filled with dots. There is a link "Forgotten my password" below the password field. At the bottom, there is a blue "Sign in" button.

6) Para alterar a descrição de Exchange: clicar em **Detalhes**



The image shows a dialog box for editing the Exchange account details. The title is "Exchange". The "Username:" field contains "edsas@iscte-iul.pt". The "Description:" field contains "Exchange" and is circled in red. The "Name:" field contains "Eliseu Sequeira". At the bottom, there are "Cancel" and "OK" buttons.



The image shows the same dialog box as above, but the "Description:" field now contains "ISCTE-IUL" and is circled in red. The "Name:" field still contains "Eliseu Sequeira". The "Cancel" and "OK" buttons are at the bottom.