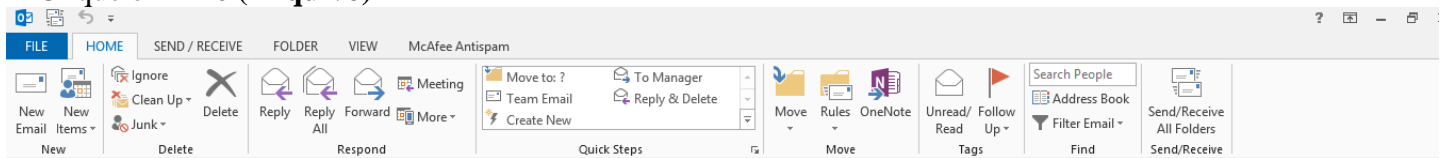
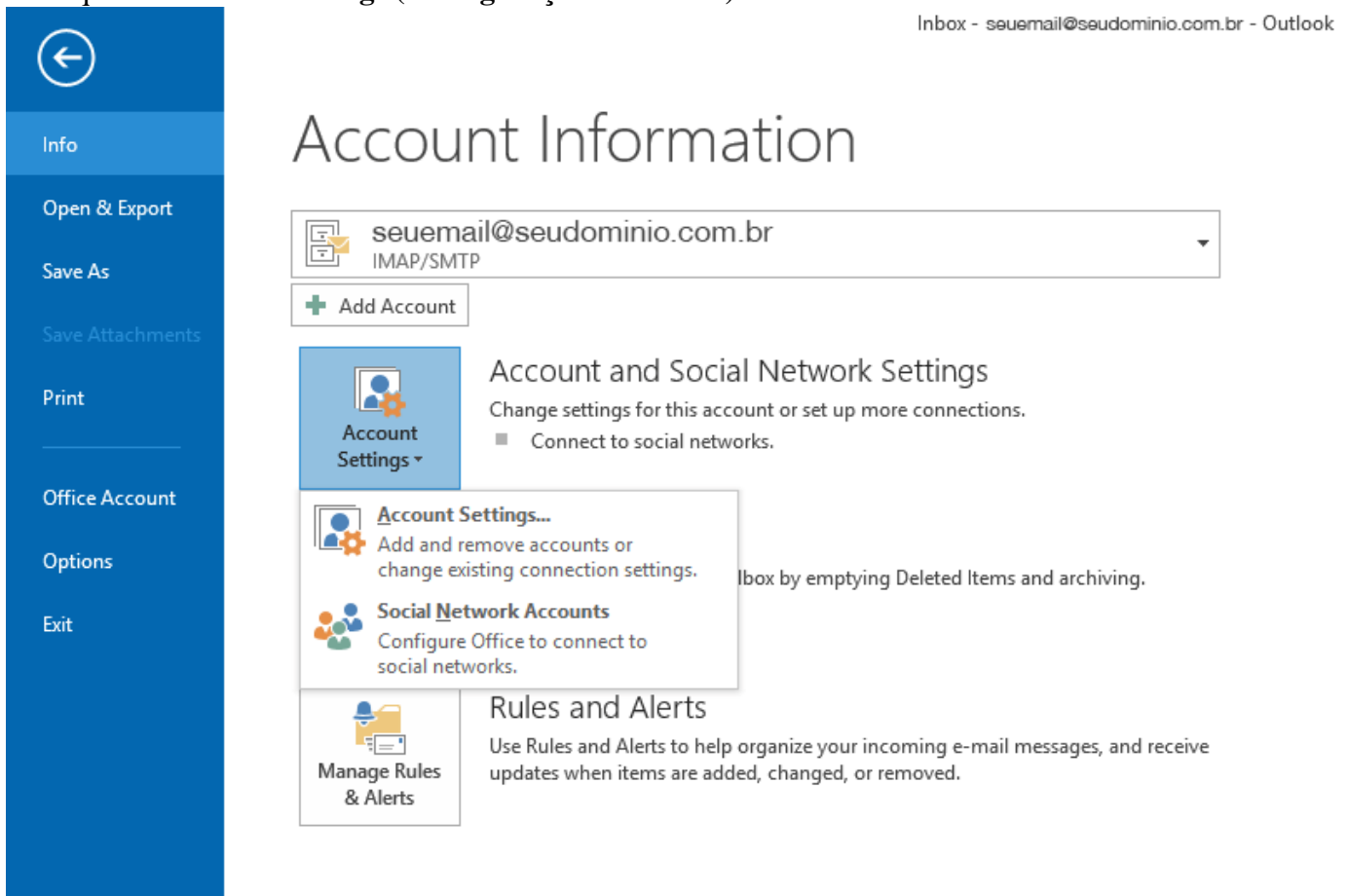


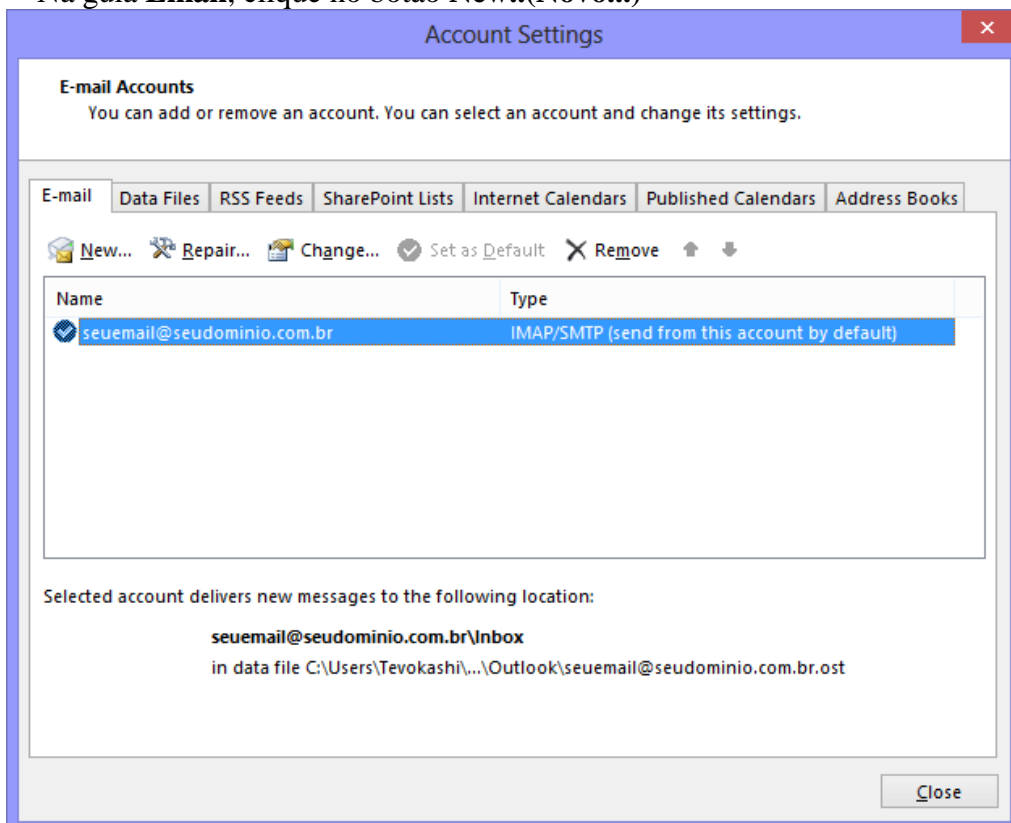
- Clique em **File (Arquivo)**



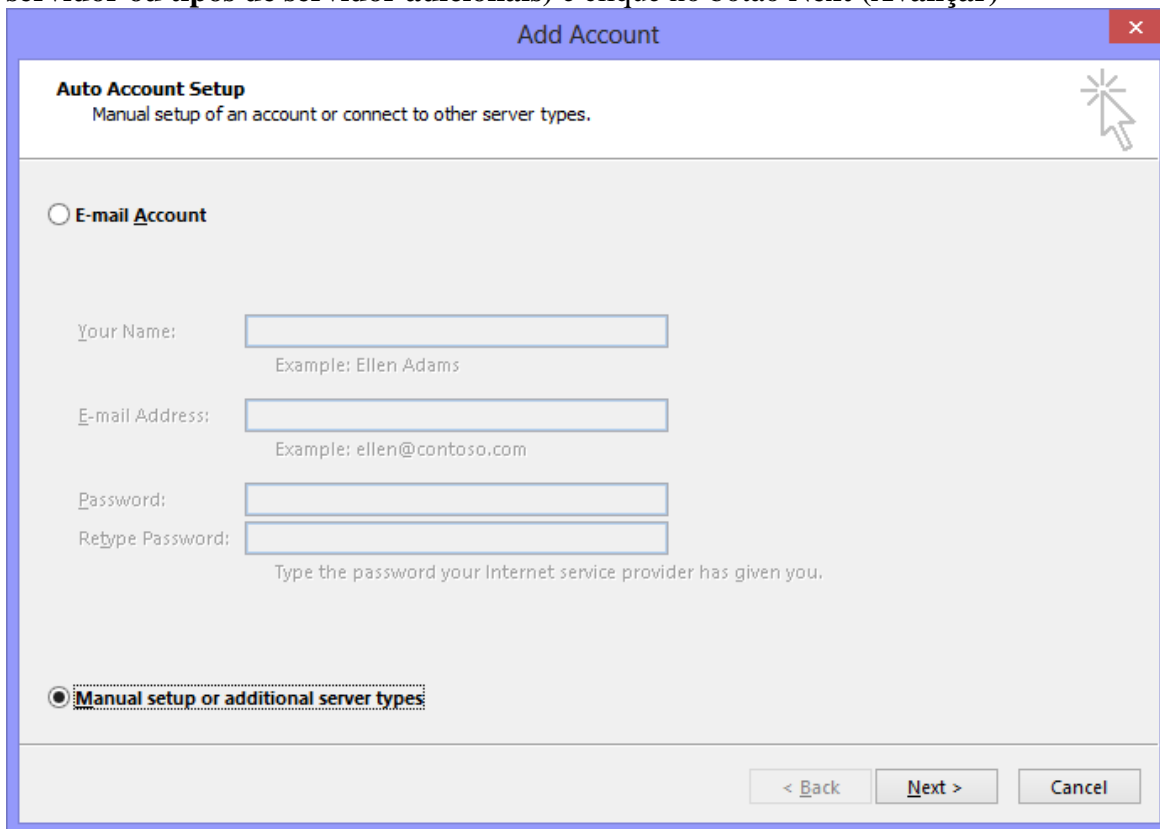
- Clique em **Account Settings (Configurações de Conta)**



- Na guia **Email**, clique no botão **New..(Novo...)**

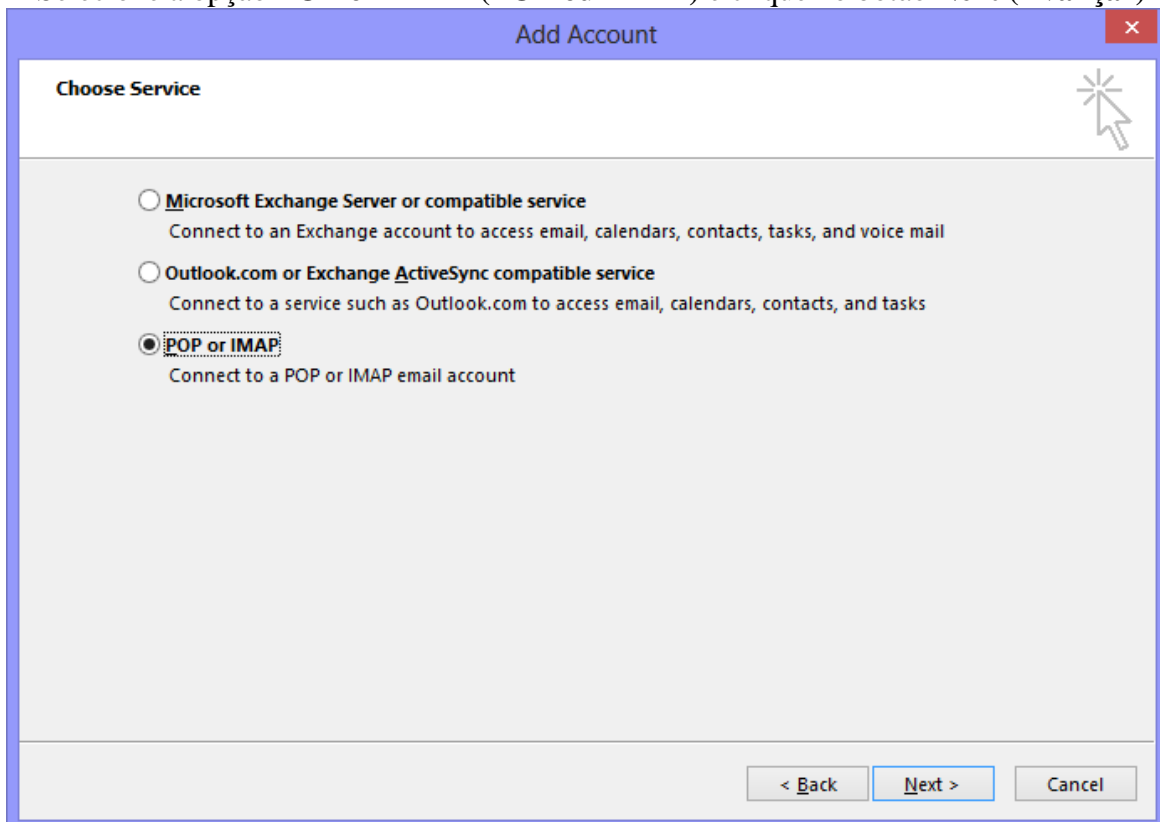


- Marque a opção **Manual setup or additional server types (Definir manualmente as configurações do servidor ou tipos de servidor adicionais)** e clique no botão **Next (Avançar)**



The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add Account' and has a close button. The main heading is 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' There are two radio button options: 'E-mail Account' (unselected) and 'Manual setup or additional server types' (selected). Under 'E-mail Account', there are four input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- Selecione a opção **POP or IMAP (POP ou IMAP)** e clique no botão **Next (Avançar)**

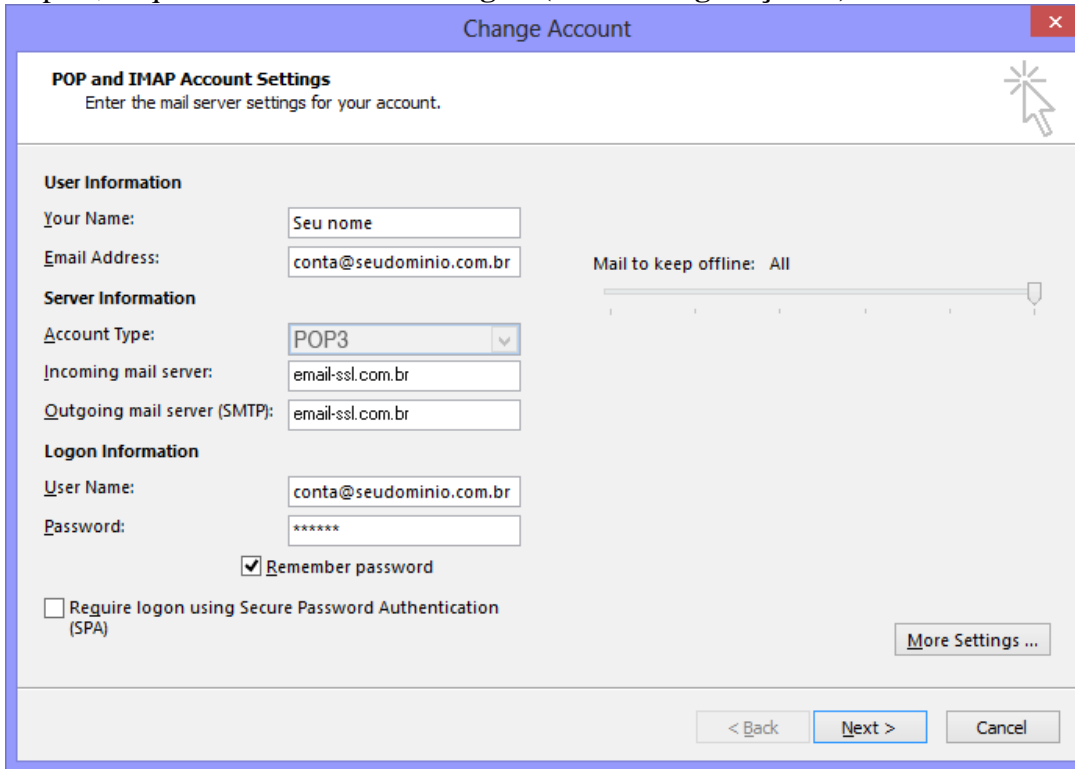


The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The title bar reads 'Add Account' and has a close button. The main heading is 'Choose Service'. There are three radio button options: 'Microsoft Exchange Server or compatible service' (with description 'Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail'), 'Outlook.com or Exchange ActiveSync compatible service' (with description 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'), and 'POP or IMAP' (selected, with description 'Connect to a POP or IMAP email account'). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- Preencha os campos:

- **Nome:** digite o seu nome
- **Endereço de e-mail:** seu e-mail completo
- **Tipo de conta:** selecione POP3
- **Servidor de entrada de emails:** digite email-ssl.com.br
- **Servidor de saída de emails (SMTP):** digite email-ssl.com.br
- **Nome de usuário:** digite seu e-mail completo
- **Senha:** a senha do e-mail

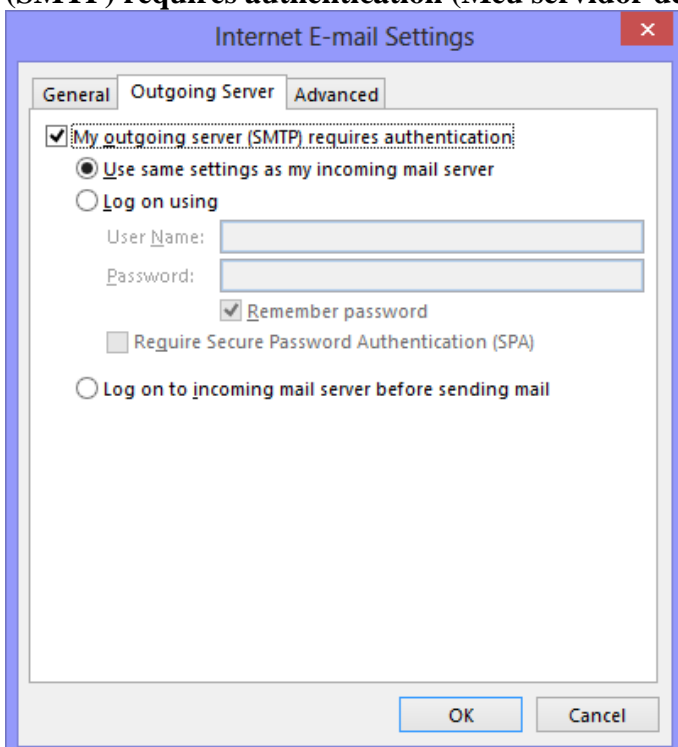
Depois, clique no botão **More Settings... (Mais configurações...)**



The screenshot shows a 'Change Account' dialog box with the following sections and fields:

- POP and IMAP Account Settings**
Enter the mail server settings for your account.
- User Information**
Your Name: Seu nome
Email Address: conta@seudominio.com.br
- Server Information**
Account Type: POP3
Incoming mail server: email-ssl.com.br
Outgoing mail server (SMTP): email-ssl.com.br
- Logon Information**
User Name: conta@seudominio.com.br
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)
- Mail to keep offline:** All (with a slider)
- Buttons:** < Back, Next >, Cancel, More Settings ...

- Clique na guia **Outgoing mail server (Servidor de saída)** e habilite a opção **My outgoing mail server (SMTP) requires authentication (Meu servidor de saída (SMTP) requer autenticação)**

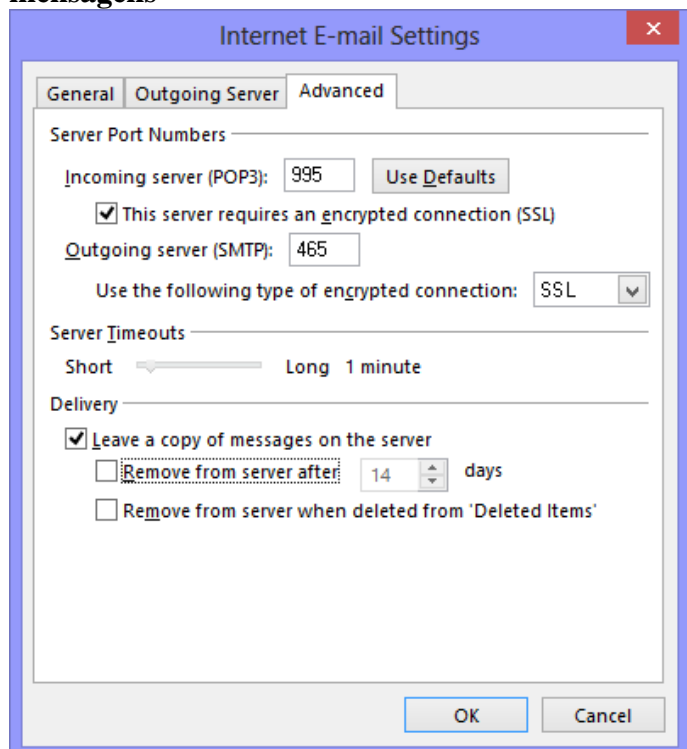


The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The settings are as follows:

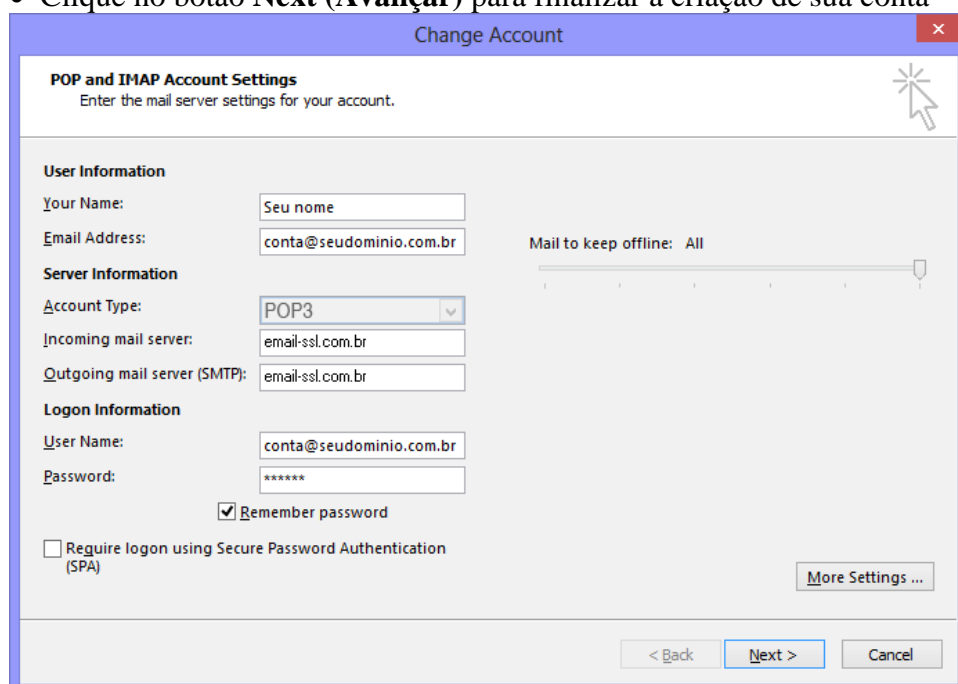
- My outgoing server (SMTP) requires authentication:**
 - Use same settings as my incoming mail server
 - Log on using
 - User Name: [text box]
 - Password: [text box]
 - Remember password
 - Require Secure Password Authentication (SPA)
 - Log on to incoming mail server before sending mail

- Buttons:** OK, Cancel

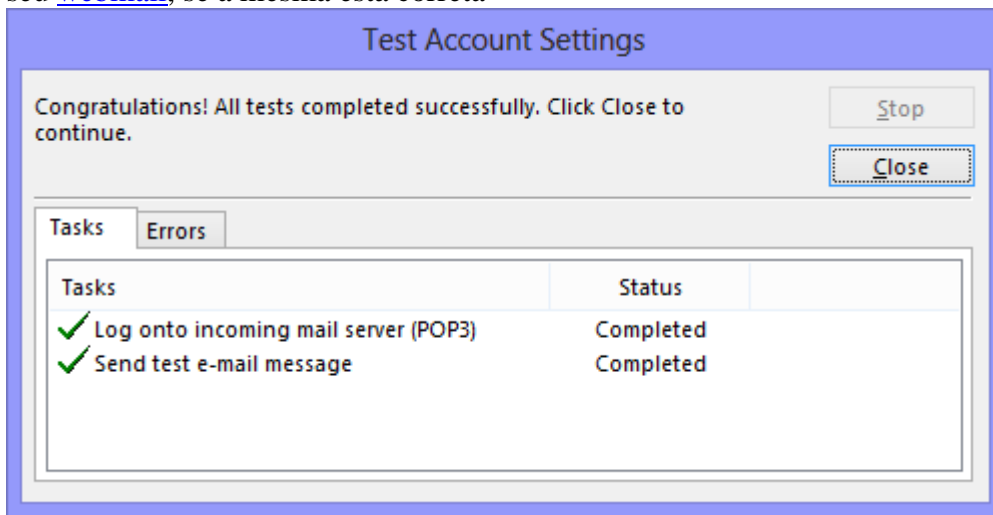
- Clique na guia **Advanced (Avançado)**
 - Altere a porta do **Servidor de entrada (POP3)** para **995**
 - Marque a opção **This server requires an encrypted SSL connection**
 - Altere a porta do **Servidor de saída (SMTP)** para **465**
 - Use the following type of encrypted connection: selecione **SSL** (caso ocorra algum erro no envio da mensagem, use **Auto**)
 - Em seguida, clique em **OK**
 - Nessa guia você também pode definir após quanto tempo depois de baixadas as mensagens para seu computador as mesmas serão excluídas do servidor da Locaweb
- Após as mensagens serem excluídas via conexão POP3, não temos como recuperar as mesmas, por esse motivo recomendamos a configuração como [IMAP](#), ou que a conta mantenha cópia integral de suas mensagens**



- Clique no botão **Next (Avançar)** para finalizar a criação de sua conta



- Verifique se a conta **consegue autenticar** como na imagem abaixo. Em, caso de falha confira sua senha em seu [webmail](#), se a mesma está correta



Pronto! A sua conta já está configurada. Basta clicar no botão **Finish (Concluir)**