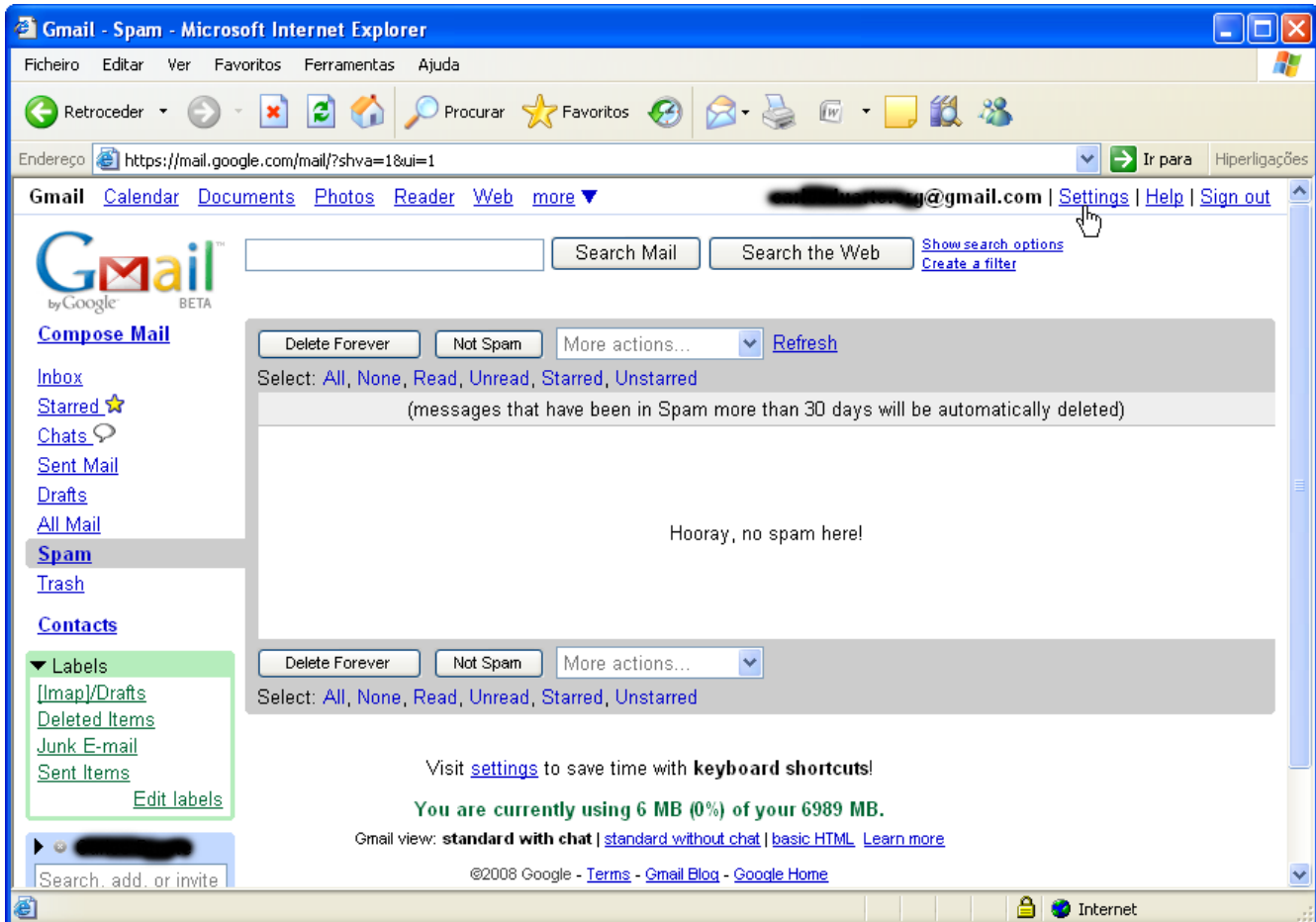


# Gmail

## Guia de configuração do correio electrónico

Este guia explica como transferir as mensagens da sua caixa de correio electrónico da OMD para uma conta Gmail.

Aceda a Settings / Definições



Escolha “Add another mail account” / “Adicionar outra conta de correio”

Gmail [Calendar](#) [Documents](#) [Photos](#) [Reader](#) [Web](#) [more](#) ▼ [\[redacted\]@gmail.com](#) | [Settings](#) | [Help](#) | [Sign out](#)

**Gmail** by Google BETA

**Compose Mail**

[Inbox](#)  
[Starred](#) ★  
[Chats](#) ☰  
[Sent Mail](#)  
[Drafts](#)  
[All Mail](#)  
[Spam](#)  
[Trash](#)

**Contacts**

▼ **Labels**

- [\[imap\]/Drafts](#)
- [Deleted Items](#)
- [Junk E-mail](#)
- [Sent Items](#)

[Edit labels](#)

▶ **Carlos Duarte**  
Search, add, or invite

▶ **Invite a friend**

**Settings**

[General](#) [Accounts](#) [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#)

**Send mail as:** [\[redacted\] Duarte <\[redacted\]@gmail.com>](#) [edit info](#)  
(Use Gmail to send from your other email addresses) [Learn more](#)  
[Add another email address](#)

**When I receive a message sent to one of my addresses:**

Reply from the same address the message was sent to.  
 Always reply from my default address (currently [\[redacted\]@gmail.com](#))  
(Note: You can change the address at the time of your reply. [Learn more](#))

**Get mail from other accounts:** [Add another mail account](#)  
(download mail using POP3) [Learn more](#)

**Add additional storage:** You are currently using **6 MB (0%)** of your **6989 MB**.  
Need more space? [Upgrade your storage](#)

**Google Account settings:** Visit your [Google Account settings](#) to reset your password, change your security question, or learn about access to other Google services

**Have your own domain?:** Use Gmail with your domain for free. [Learn more](#)

Insira o seu endereço de correio electrónico OMD.

**https://mail.google.com - Gmail - Add a mail account - Microso...**

**Add a mail account**

**Enter the email address of the account to get mail from**  
(Note: You may add 5 more accounts)

Email address:

Concluído Internet

Insira o seu Username (atenção porque deve incluir “@omd.pt”) e password. Os valores do “POP Server” e “Port” que surgem por defeito devem ser mantidos.

https://mail.google.com - Gmail - Add a mail account - Microsoft I...

### Add a mail account

Enter the mail settings for antonio.ficticio@omd.pt. [Learn more](#)

Email address: antonio.ficticio@omd.pt

Username:

Password:

POP Server:  Port:

Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages:

Archive incoming messages (Skip the Inbox)

Internet

No menu seguinte, o sistema pergunta se pretende enviar emails com o seu endereço @omd.pt a partir do Gmail. Tendo em conta que o serviço de correio electrónico será descontinuado, recomenda-se que seleccione “No”.

### Edit mail account

Would you also like to be able to send mail as [redacted]@omd.pt?

Yes, I want to be able to send mail as [redacted]@omd.pt.

No (you can change this later)

Assim que terminar este processo, as suas mensagens de correio electrónico alojadas nos servidores da OMD passarão para a sua conta do Gmail.