

How to configure Biopolis mail account on Outlook

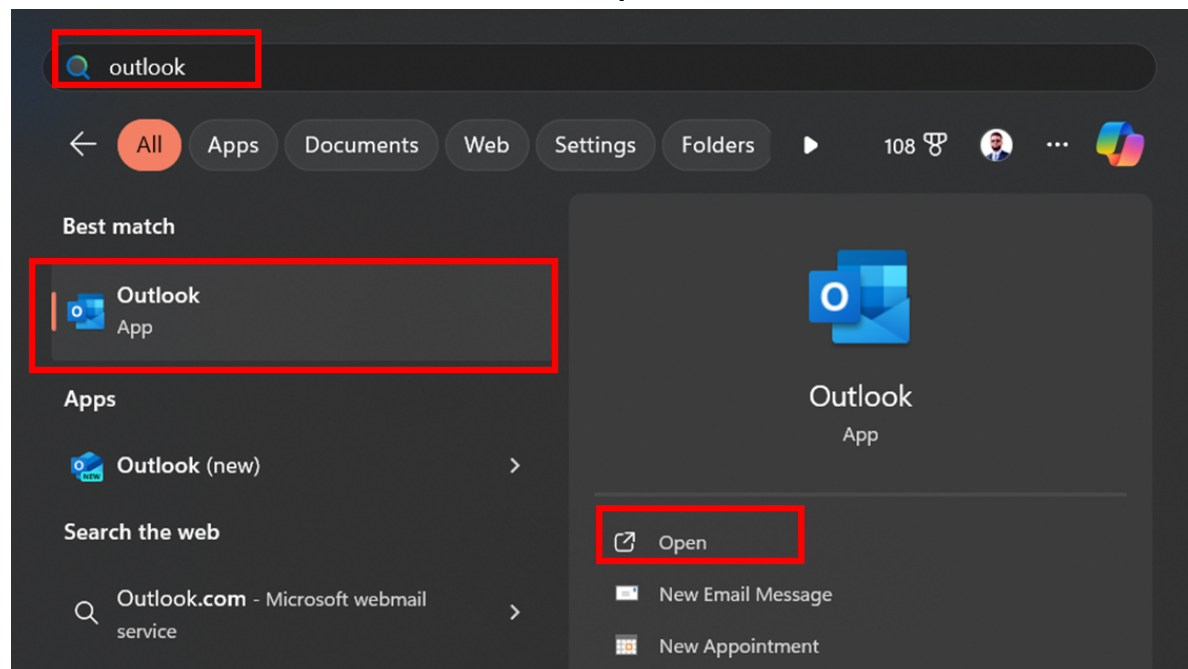
ITU User Documentation

Version: Feb 22, 2024

1. Open Outlook software	1
2. Insert email address	1
3. Select the email protocol	2
4. Setup protocol settings	3
5. Insert your password	4
6. Done	5

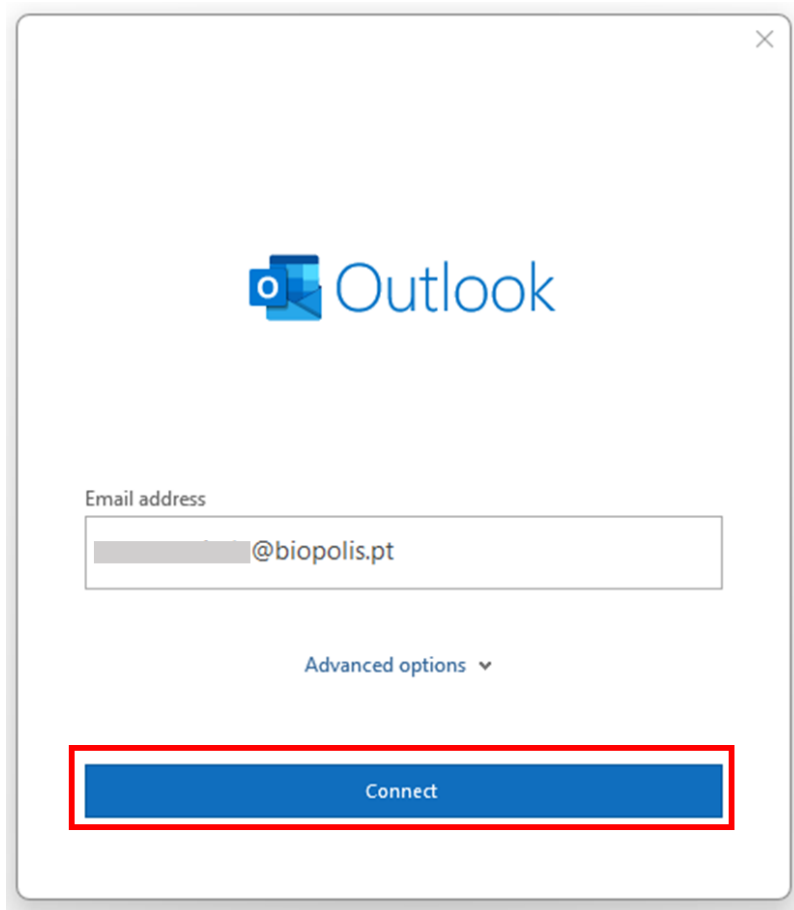
1. Open Outlook software

- 1.1. Click **Windows Start** => Search **Outlook** => **Open**



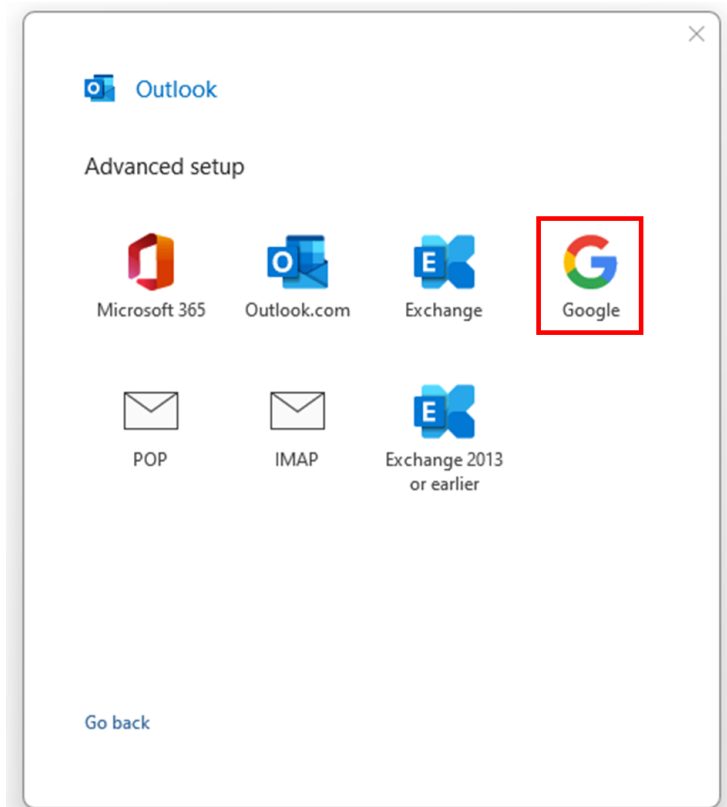
2. Insert email address

- 2.1. Once Outlook is open, fill **Email Address** field with your Biopolis mail address
 2.2. Click **Connect**



3. Select the email protocol

3.1. Select **Google** protocol



4. Setup protocol settings

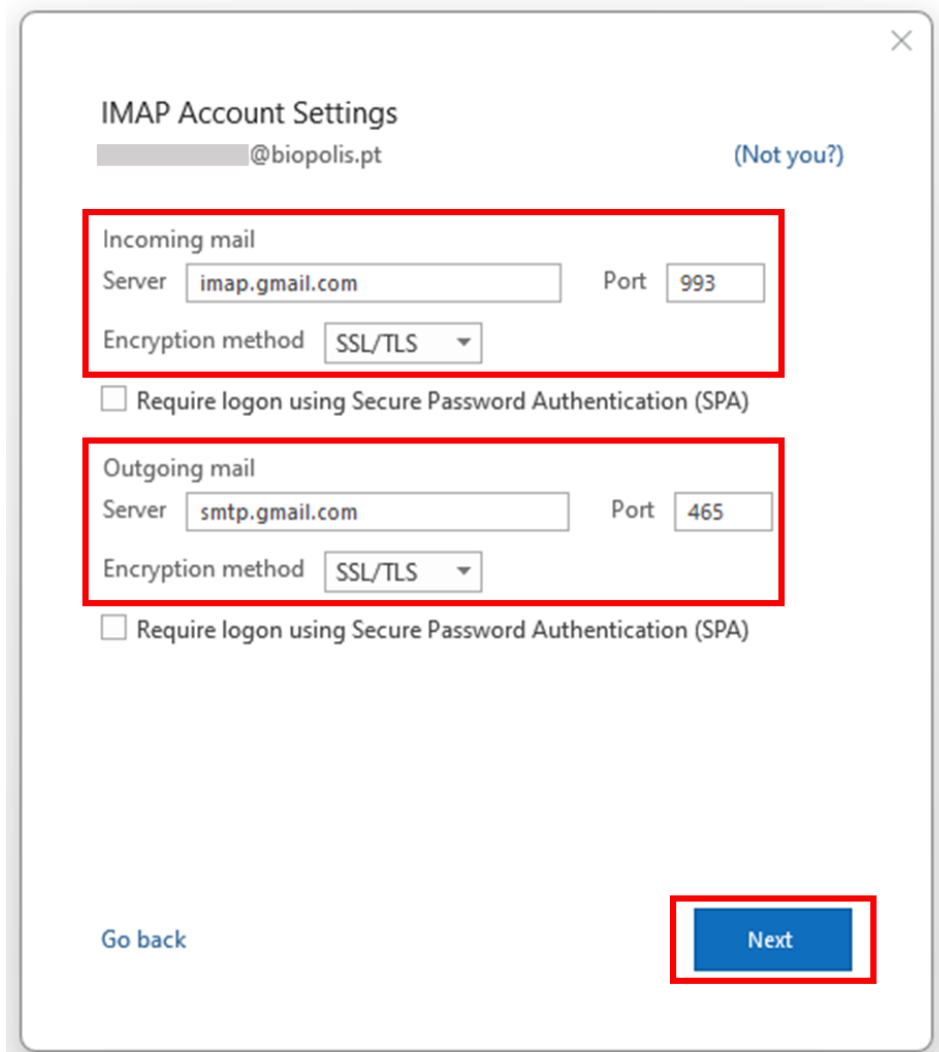
4.1. In the **Incoming mail**:

- 4.1.1. Insert **imap.gmail.com** in the **Server** field
- 4.1.2. Insert **993** in the **Port** field
- 4.1.3. Select **SSL/TLS** in the **Encryption method** field

4.2. In the **Outgoing mail**:

- 4.2.1. Insert **smtp.gmail.com** in the **Server** field
- 4.2.2. Insert **465** in the **Port** field
- 4.2.3. Select **SSL/TLS** in the **Encryption method** field

4.3. Click **Next**



IMAP Account Settings

____@biopolis.pt (Not you?)

Incoming mail

Server Port

Encryption method

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

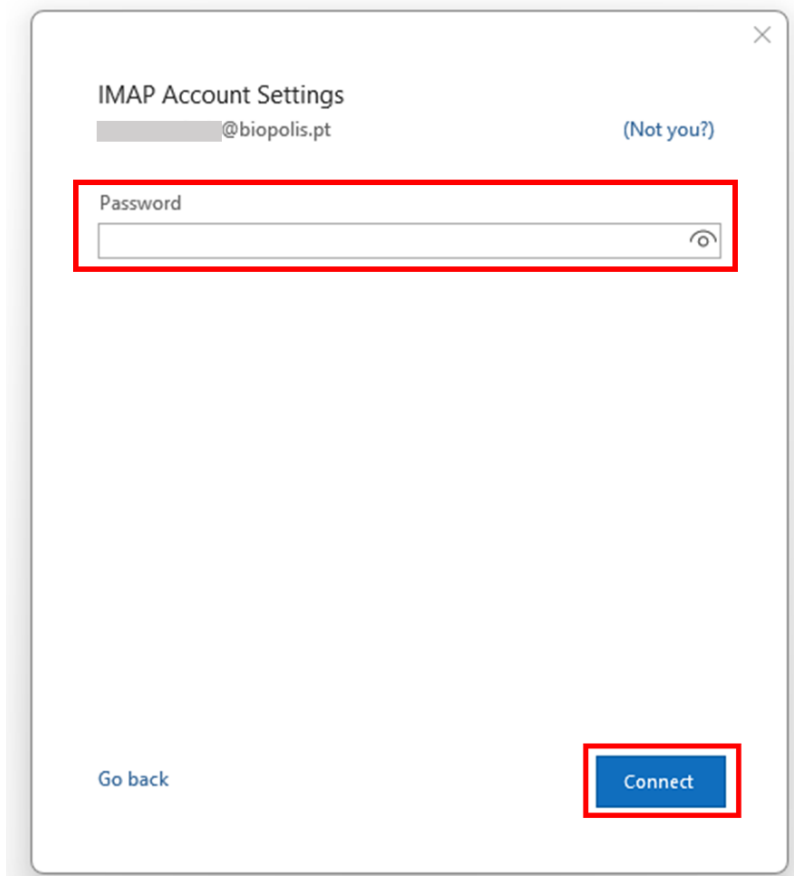
Encryption method

☐ Require logon using Secure Password Authentication (SPA)

[Go back](#) [Next](#)

5. Insert your password

- 5.1. Insert your Biopolis email password in the **Password** field
- 5.2. Click **Connect**



IMAP Account Settings

██████████@biopolis.pt (Not you?)

Password

Go back

Connect

6. Done

6.1. Once the message (Account successfully added) is shown, click **Done** button

 Outlook

Account successfully added

 IMAP
[redacted]@biopolis.pt

Add another email address

Email address

Next

Advanced options ▾

☐ Set up Outlook Mobile on my phone, too

Done