

Procedimento para migração dos e-mails armazenados no servidor de e-mails para o G Suite Educacional utilizando o Outlook 2010

Siga o passo a passo abaixo para saber como configurar Gmail no Outlook 2010:

Passo a passo para configurar Gmail no Outlook após instalado.





2. Após selecionar a configuração de uma nova conta, escolha a opção de configurar manualmente os ajustes da conta.

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 Outlos user@ I 	Auto Account Setup Connect to other s	erver types.	
د <u>الا</u> الا ق	🔘 E-mail Account		
) 🗐 ۲ 🎝	Your Name:	Example: Ellen Adams	
⊿ user@ ⊿ 🔁 I	E-mail Address; [Example; ellen@contoso.com	
	Password:		
ے چ	Retype Password: [Type the password your Internet service provider has given you,	
🔿 Ma	🔘 Text Messaging (S	5MS)	
Cal	Manually configure	e server settings or additional server types	
See Cor		< Back Next > Cancel	-
V Tas	<u> </u>	Microsoft Outlook	^ ^

3. Selecione a opção "Internet E-mail".

ose Service
Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.
Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.
© Text Messaging (SMS)
Connect to a mobile messaging service.
Other
Fax Mail Transport
WWW.NETWORKOVERLOAD.CC



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>> Em "User Information" (Informações do Usuário), no campo de endereço de email insira o nome do e-mail completo o qual quer configurar;

>> Em "Server Information", utilizando IMAP, preencha os seguintes campos como:

Incoming mail server (Servidor de Entrada): imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

>> Em "Logon Information" (Informações de Logon):

User Name: o email completo (com "@im.ufrj.br")

Password: a senha do respectivo e-mail

 Após preencher estes dados, acesse a opção "More Settings" (Mais Configurações);



4. De	entro de Mais	configurações na aba Avalição :		
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2 🗐 1 💿 0 🛐 2 🗳	User Information Your Name: E-mail Address: Server Information	Server Port Numbers Incoming server (IMAP): 993 Use Defaults Use the following type of encrypted connection: SSL v (dicking the button) Outgoing server (SMTP): 465	on	oming appointment
▲ user@ I 😒 ▲ II I I I I I I I I I I I I I I I I I	Account Type: Incoming mail server: Outgoing mail server (SM Logon Information User Name:	Use the following type of encrypted connection: SSL Server Timeouts Short Long 1 minute Folders Root folder path:	ion	s. 🔌 Today: O Task
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. Dentro de "Mais Configurações" na aba "Avançado"

- Porta do IMAP: 993
- Tipo de Criptografia: SSL
- Porta do SMTP: 465
- Tipo de Criptografia: SSL

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5. Dentro de "Mais Configurações" na aba "Outgoing server" (Servidor de Saída):

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V 105		Microsoft Outlook	2	^

Marque as opções "Meu servidor de saída (SMTP) requer autenticação" e "Usar as mesmas configurações do servidor de entrada". Clique em Ok e após em NEXT (avançar).

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Passo a passo para configurar (E-MAIL AINTIGO) no Outlook após instalado.



7. Após selecionar a configuração de uma nova conta, escolha a opção de configurar manualmente os ajustes da conta.

Connect to other	erver types.
E-mail Account	
Your Name;	
	Example: Ellen Adams
E-mail Address;	Example: ellen@contoso.com
Password:	
Retype Password:	Type the password your Internet cervice provider bas given you
 Text Messaging (Manually configure 	SMS) re server settings or additional server types
8	< Back Next > Cancel



8. Selecione a opção "Internet E-mail".

Add New Account	× ·
Choose Service	苓
Internet E-mail Connect to POP or IMAP server to send at Microsoft Exchange or compatible server.	nd receive e-mail messages.
Connect and access e-mail messages, cale	ndar, contacts, faxes and voice mail messages.
Text Messaging (SMS) Connect to a mobile messaging service.	
🔊 Other	
Connect to a server type shown below.	
Fax Mail Transport	
	www.Networkoverload.com
	< Back Next > Cancel
	Microsoft Outlook

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Na janela de configurações da conta: Nessa janela colocaremos as informações do antigo correio.

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>> Em "User Information" (Informações do Usuário), no campo de endereço de email insira o nome do e-mail completo o qual quer configurar;

>> Em "Server Information", utilizando IMAP, preencha os seguintes campos como:

Incoming mail server (Servidor de Entrada): correio.ima.ufrj.br

Outgoing mail server (SMTP): correio.im.ufrj.br

>> Em "Logon Information" (Informações de Logon):

User Name: o email completo (com "@im.ufrj.br")

Password: a senha do respectivo e-mail (Lembrando que essa senha é a do servidor antigo)

 Após preencher estes dados, acesse a opção "More Settings" (Mais Configurações);



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Contractions of the second sec	User Information Your Name: E-mail Address: Server Information Account Type:	Server Port Numbers Incoming server (IMAP): 993 Use Defaults Use the following type of encrypted connection: SSL Outgoing server (SMTP): 465 Use the following type of encrypted connection: SSL Use the following type of encrypted connection: SSL	oming appointments.
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9. Dentro de "Mais Configurações" na aba "Avançado":

- Porta do IMAP: 993
- Tipo de Criptografia: SSL
- Porta do SMTP: 587
- Tipo de Criptografia: SSL



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10. Dentro de "Mais Configurações" na aba "Outgoing server" (Servidor de Saída):

Marque as opções "Meu servidor de saída (SMTP) requer autenticação" e "Usar as mesmas configurações do servidor de entrada". Clique em Ok e após em NEXT (avançar).

Caso tenha alguma dúvida de como arrastar as pastas para a sua nova conta no servidor Gsuite, pode acessar o vídeo abaixo.

https://drive.google.com/file/d/1SZiMOVwq0F5pPkJ4vkmek0FXbIaQ-dWp/view