

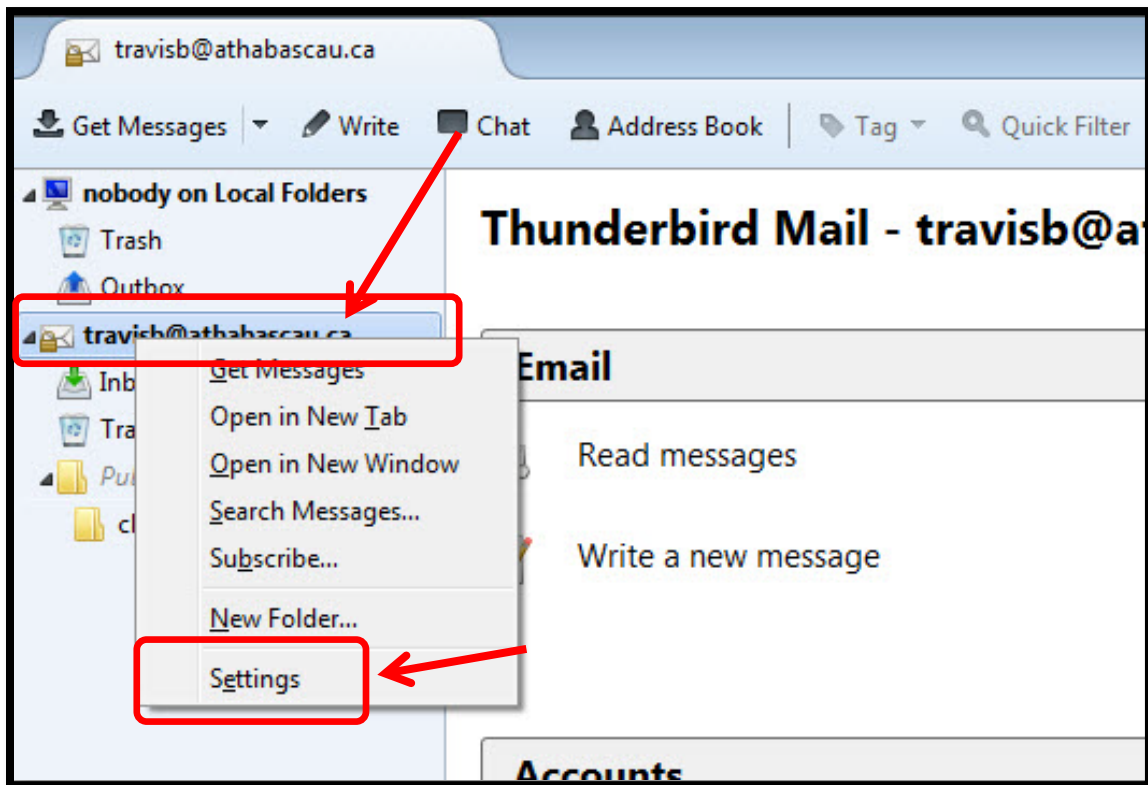
How to Set up Office 365 on Thunderbird

In order to connect Thunderbird to Office 365, please follow these instructions:

- 1) Click the Thunderbird's icon on your desktop.

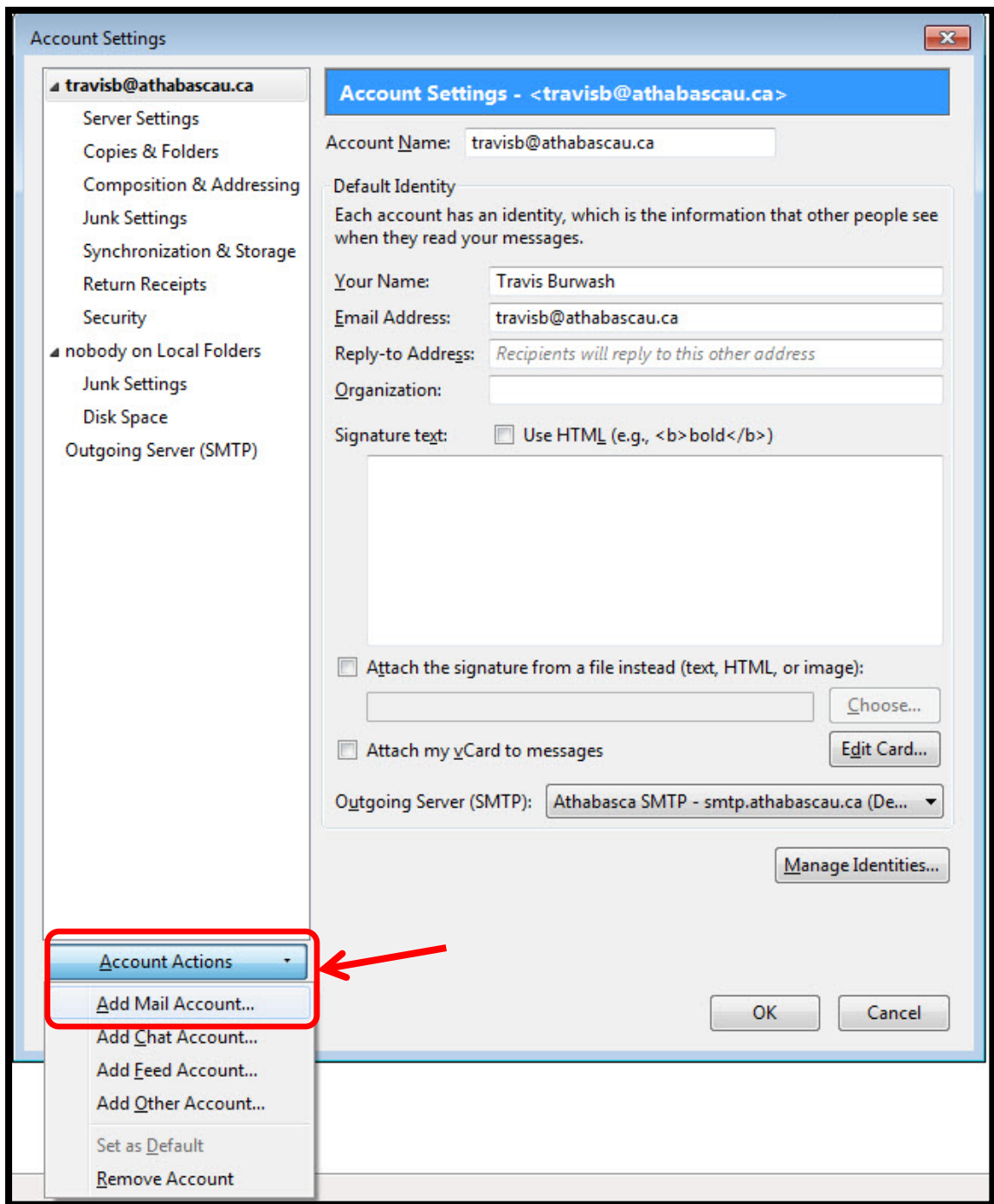


- 2) If Thunderbird has been configured for Zimbra, you will need to right click your account title (e.g. travisB@athabascau.ca) and select **Settings**.



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- 3) The **Account Settings** pane will open, on the lower-left corner click the **Account Actions** list, and then select **Add Mail Account**.



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4) In the **Mail Account Setup** screen:

- In the **Your name** field, enter your username (e.g. Travis Burwash).
- In the **Email address** field type your Athabasca University email including @athabascau.ca.
- In the **Password** field, enter your au.local Active Directory (AD) *¹*password.
- Click **Continue**, and then immediately click the **Manual Config** button.

Mail Account Setup

Your name: Travis Burwash Your name, as shown to others

Email address: travisb@athabascau.ca

Password: ●●●●●●●●●●●●●●●

Remember password

Get a new account Continue Cancel

¹ Your au.local Active Directory (AD) account is also used for AU Windows laptops and desktops, Virtual Desktop (Citrix) and NAS File Shares (files01 and files02).

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- 5) In the **Mail Account Setup** screen,
 1. Make sure username is your full email address (e.g. travisb@athabasca.ca).
 2. Enter the following settings:
 - i) Incoming: **IMAP**
 - (1) **Server name**: outlook.office365.com
 - (2) **Port**: 993
 - (3) **Encryption method**: SSL/TLS
 - (4) **Authentication**: Normal password
 - ii) Outgoing: **SMTP**
 - (1) **Server name**: smtp.office365.com
 - (2) **Port**: 587
 - (3) **Encryption method**: STARTTLS
 - (4) **Authentication**: Normal password
 3. Click the **Re-test** button and then **Done**.

The screenshot shows the 'Mail Account Setup' dialog box. At the top, there are fields for 'Your name' (Travis Burwash), 'Email address' (travisb@athabasca.ca), and 'Password' (masked with dots). A 'Remember password' checkbox is checked. Below these are two rows of settings for incoming and outgoing mail. The incoming settings are: IMAP, outlook.office365.com, 993, SSL/TLS, and Normal password. The outgoing settings are: SMTP, smtp.office365.com, 587, STARTTLS, and Normal password. At the bottom, there are buttons for 'Get a new account', 'Advanced config', 'Re-test', 'Done', and 'Cancel'. A red box highlights the incoming and outgoing settings, and a red arrow points to the 'Re-test' button.

	Server hostname	Port	SSL	Authentication
Incoming:	outlook.office365.com	993	SSL/TLS	Normal password
Outgoing:	smtp.office365.com	587	STARTTLS	Normal password

Username: Incoming: travisb Outgoing: travisb

Buttons: Get a new account, Advanced config, Re-test, Done, Cancel

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- 6) It may ask you to rename the account name to something different than your_username@athabascau.ca. You can call it O365 or something different. You will probably need to close and reopen Thunderbird to properly re-sync the mail.

