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**.

🛛 🙀 travis	b@athabascau.ca				
🛓 Get Mess	ages 🔻 🖋 Write 📕	Chat 🛛 Address Book 🛛 🗞 Tag 👻 🔍 Quick Filter			
▲ 🖳 nobody [0] Trash ▲ Outbo	on Local Folders	Thunderbird Mail - travisb@a			
Inb	<u>Get Messages</u>	Email			
፼ Tra ⊿ Pul	Open in New <u>T</u> ab <u>O</u> pen in New Window Search Messages	Read messages			
- C	Su <u>b</u> scribe	Write a new message			
	<u>N</u> ew Folder				
	S <u>e</u> ttings				
Accounts					

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

Account Settings	
⊿ travisb@athabascau.ca	Account Settings - <travisb@athabascau.ca></travisb@athabascau.ca>
Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security a nobody on Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	Account Name: travisb@athabascau.ca Default Identity Each account has an identity, which is the information that other people see when they read your messages. Your Name: Travis Burwash Email Address: travisb@athabascau.ca Reply-to Address: Recipients will reply to this other address Organization:
Account Actions •	
<u>A</u> dd Mail Account	OK Cancel
Add <u>C</u> hat Account	
Add <u>F</u> eed Account	
Set as Default	
<u>R</u> emove Account	

- 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	- (50)	×
Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword:	Travis Burwash travisb@athabascau.ca Remember password	
Get a new acc	ount C <u>a</u> ncel	

^{*&}lt;sup>1</sup>* 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).

- 5) In the Mail Account Setup screen,
 - 1. Make sure username is your full email address (*e.g.* travisb@athabascau.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.**

Email address:	Travis Bu travisb@a	rwash ithabascau.ca	Your name, as shown to others					
<u>r</u> assword.	Remember password							
		Server hostname	2	Port		SSL	Authentication	
Incoming:	MAP 🔻	outlook.office36	55.com	993	•	SSL/TLS	▼ Normal password ▼	
Outgoing: S	мтр	smtp.office365.c	om 👻	587	•	STARTTLS	▼ Normal password ▼	
Username: Ir	ncoming:	travisb				Outgoing:	travisb	

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

Account Settings							
▲ travisb@athabascau.ca	Account Settin	gs - <travisb@athabascau.ca></travisb@athabascau.ca>					
Server Settings							
Copies & Folders	Account <u>N</u> ame: travisb@athabascau.ca						
Composition & Addressing	Default Identity Each account has an identity, which is the information that other people see when they read your messages.						
Junk Settings Synchronization & Storage							
Return Receipts	<u>Y</u> our Name: <u>E</u> mail Address: Reply-to Addre <u>s</u> s:	Travis Burwash travisb@athabascau.ca					
Security							
⊿ travisb@athabascau.ca		Recipients will reply to this other address					
Server Settings	Organization:						
Copies & Folders	Signature texts	Use HTML (e.g. < h>bolds (b))					
Comr Account Wizard	Comr Account Wizard						
Junk							
Sync 👔 An account v	vith this name already	/ exists. Please enter a different account name.					
Retu							
Secu		ок					
⊿ nobody							
Junk Settings	Attach the sign	nature from a file instead (text_HTML_or image):					
Disk Space	Choose						
Outgoing Server (SMTP)	<u>Choose</u>						
	Attach my <u>v</u> Card to messages <u>Edit Card</u>						
	Outgoing Server (SMTP): Athabasca SMTP - smtp.athabascau.ca (De 🔻						
	····· *						
		Manage Identities					
Account Actions •							
- 19 00							
		OK Cancel					