How to Set up Office 365 on Thunderbird
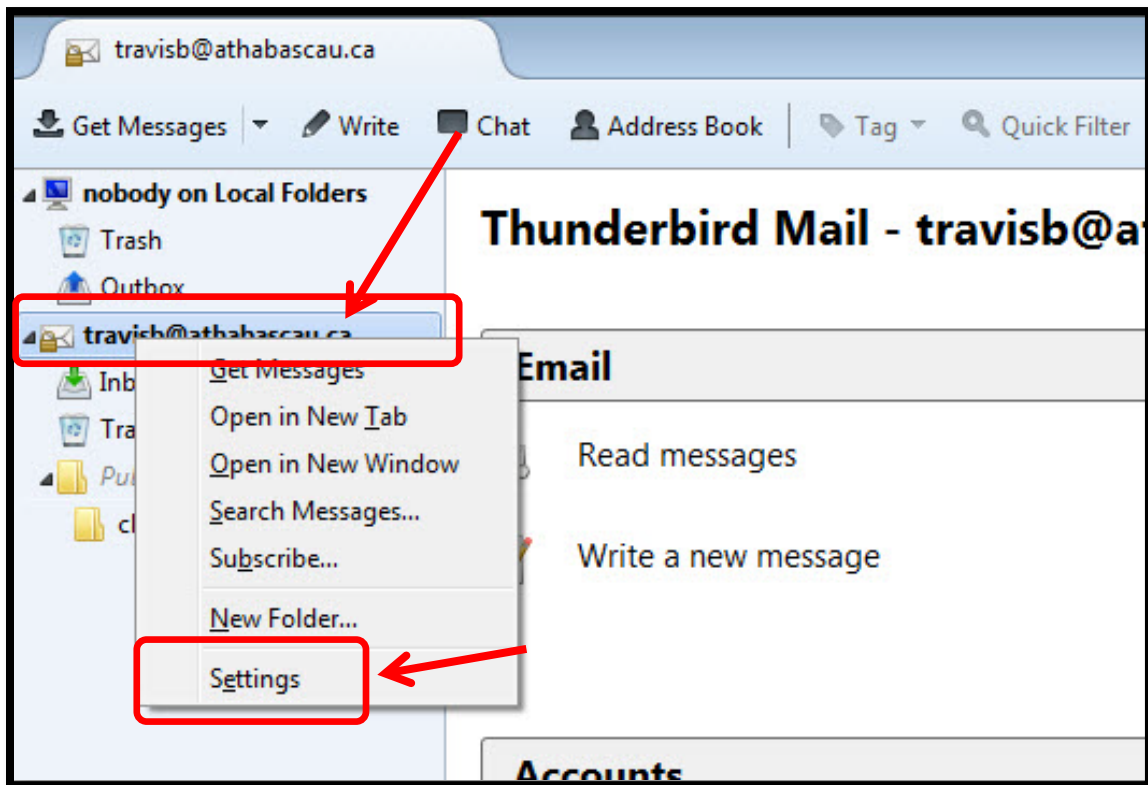
In order to connect Thunderbird to Office 365, please follow these instructions:

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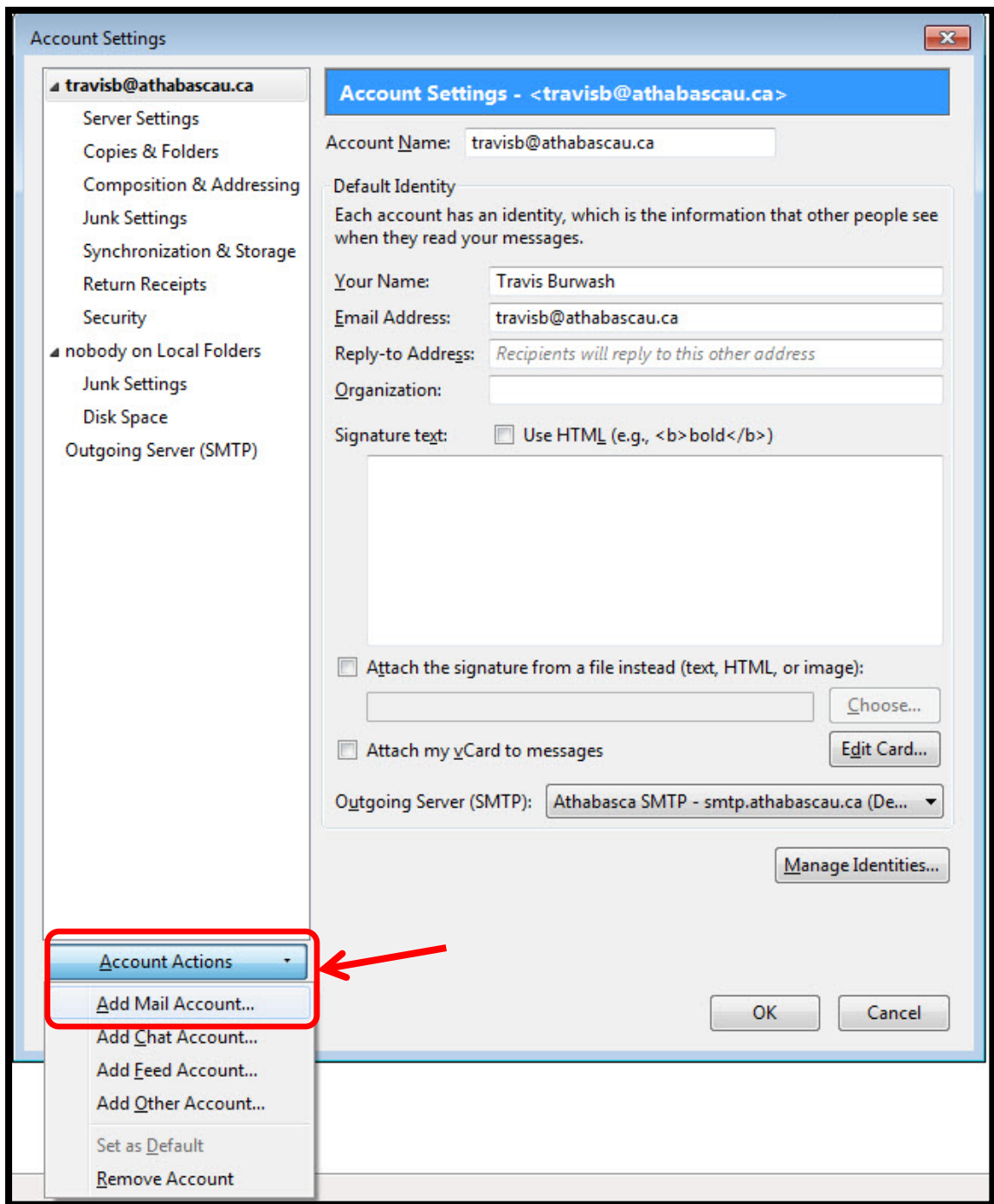

2) If Thunderbird has been configured for Zimbra, you will need to right click your account title (*e.g.* travisB@athabascau.ca) and select **Settings**.

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

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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.**

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.