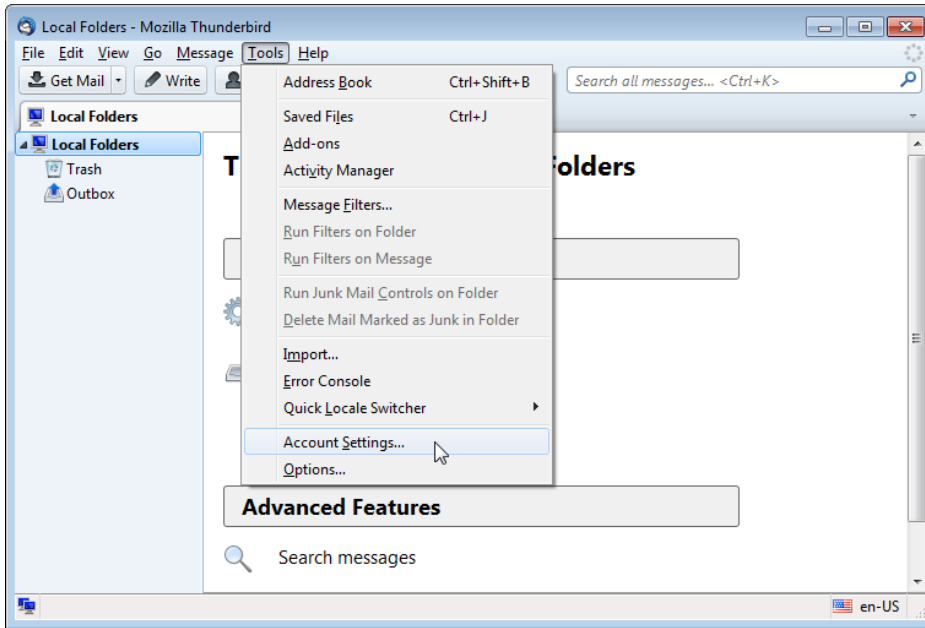


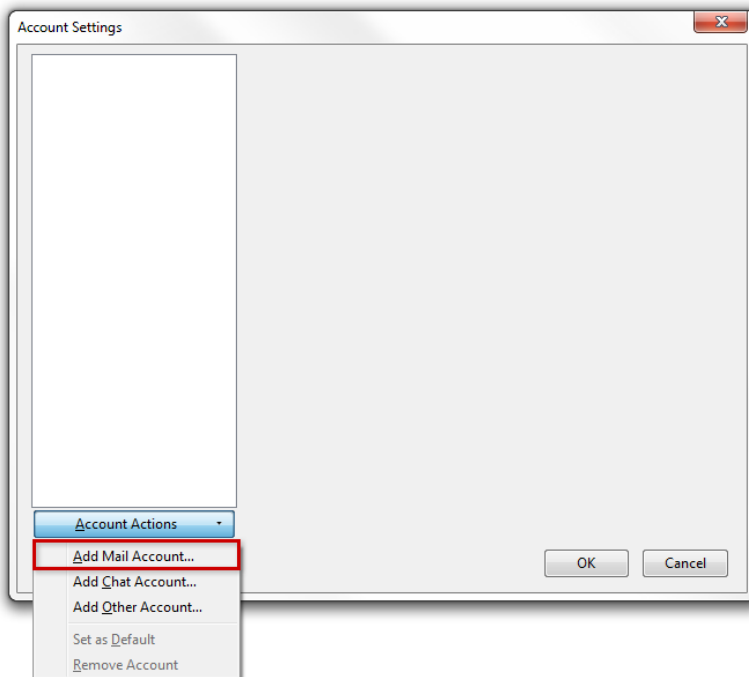
## Setting up Office 365 on Thunderbird

Open Mozilla Thunderbird. The Mail Account Setup box will open the first time that you open Thunderbird. If the Mail Account Setup dialog box doesn't open, do the following:

On the Tools Menu, click Account Settings.



On the Account Settings page, under Account Actions, click Add Mail Account.



Enter your name:

Email Address: [username@alumni.caltech.edu](mailto:username@alumni.caltech.edu)

Password: *Your Office 365 Password*

\*\*\*If you do not wish to enter your password every time when checking or sending e-mail, click Remember Password.

The screenshot shows an email configuration dialog box with the following fields and options:

- Your name:  Your name, as shown to others
- Email address:
- Password:  (masked)
- Remember password
- Configuration found by trying common server names
- Incoming: IMAP, mail.alumni.caltech.edu, STARTTLS
- Outgoing: SMTP, mail.alumni.caltech.edu, STARTTLS
- Username: klmoore
- Buttons: Get a new account, Manual config, Cancel, Done

Suggested Settings may be provided for you. Be sure to select IMAP to view the suggested IMAP settings:

The screenshot shows a dialog box titled "Configuration found in Mozilla ISP database" with the following options and settings:

- IMAP (remote folders)  POP3 (keep mail on your computer)
- Incoming: IMAP, imap.1und1.de, SSL
- Outgoing: SMTP, smtp.1und1.de, STARTTLS
- Username: account@1and1help.com
- Buttons: Get a new account, Manual config, Done, Cancel

Check that the following settings are correct:

Incoming: IMAP

Server Hostname: outlook.office365.com

Port: 993

SSL: SSL/TLS

Password: *Your Microsoft Office 365 password*

Outgoing: SMTP

Server hostname: outlook.office365.com

Port: 587

SSL: STARTTLS

Password: *Your Microsoft Office 365 password*

Username: *username@alumni.caltech.onmicrosoft.com*

The screenshot shows the Thunderbird account setup dialog box. At the top, there are fields for 'Your name' (KL Moore), 'Email address' (klmoore@alumni.caltech.edu), and 'Password' (masked with dots). A warning icon and message 'Username or password invalid' are visible next to the password field. A 'Remember password' checkbox is checked. Below this, a message states: 'The following settings were found by probing the given server'. A table-like structure displays the detected settings:

	Server hostname	Port	SSL	Authentication
Incoming:	outlook.office365.com	993	SSL/TLS	Normal password
Outgoing:	outlook.office365.com	587	STARTTLS	Normal password
Username:	Incoming: alumni.caltech.onmicrosoft.com		Outgoing:	klmoore@alumni.caltech.onmicr

At the bottom of the dialog, there are buttons for 'Get a new account', 'Advanced config', 'Cancel', 'Re-test', and 'Done'.

Click test when you are done. **You will get a failed message** and then click ok.

Click done. And tada, you are all set up.

You should now see your newly added account on the left-hand side of the Thunderbird window as your account is now fully set up!