How to Set-Up Thunderbird using IMAP for Office 365

**Disclaimer this is a Non-Supported Client the iTech Helpdesk will not be able to assist with any client issues, we can only provide you with the settings to set up the account.**

1. If you have no e-mail accounts in Thunderbird, you will be given the option to **add a new account** upon start up.
2. Alternately, click on the three horizontal lines on the top right side of Thunderbird. Select: **Options**, then **Account Settings**

3. On the bottom right of this new window, click on **Account Actions** and select **Add Mail Account**
4. Enter your name, USM e-mail address (note this is normally first.lastname@usm.edu) and CampusID Password, click Continue.

5. Thunderbird will try to automatically configure your server settings. If you allow it to try to configure it is going to fail. So click on Manual config.
6. **Leave IMAP selected.** Change your Incoming Server Hostname to **outlook.office365.com** Port **993 SSL/TLS Normal Password.** Change your Outgoing Server Hostname to **smtp.office365.com** Port **587 STARTTLS Normal Password.** Username **w+ID#@usm.edu** Click Done.

7. Thunderbird will now load your messages. This can take several minutes depending on how many messages you have.