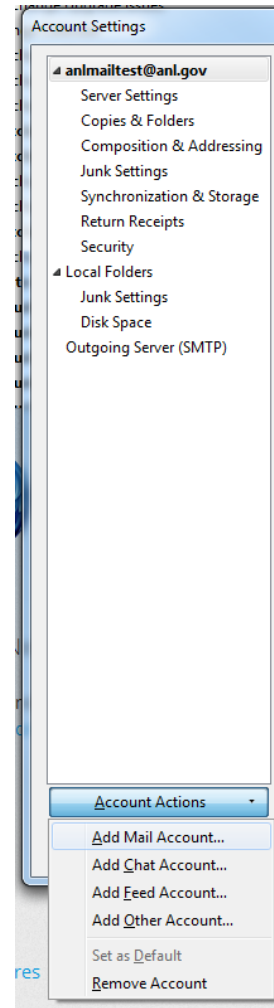
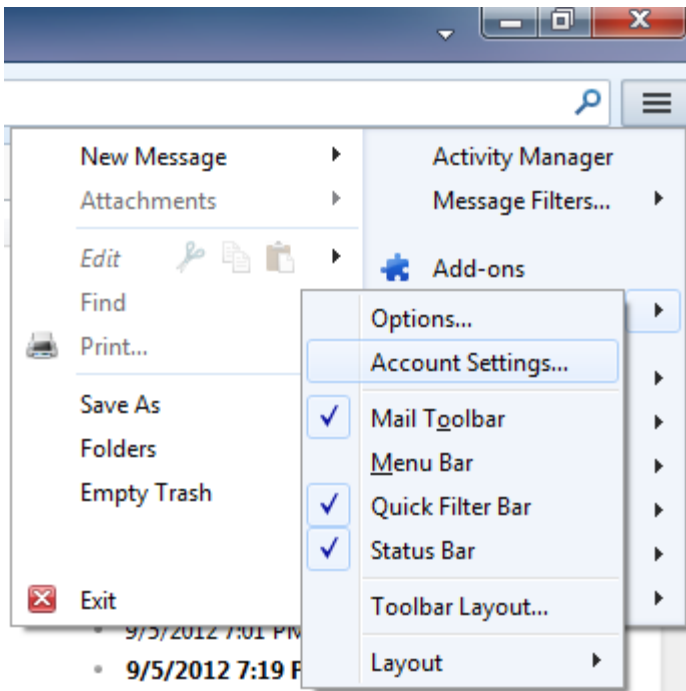


Configuring Thunderbird for Windows for Office 365

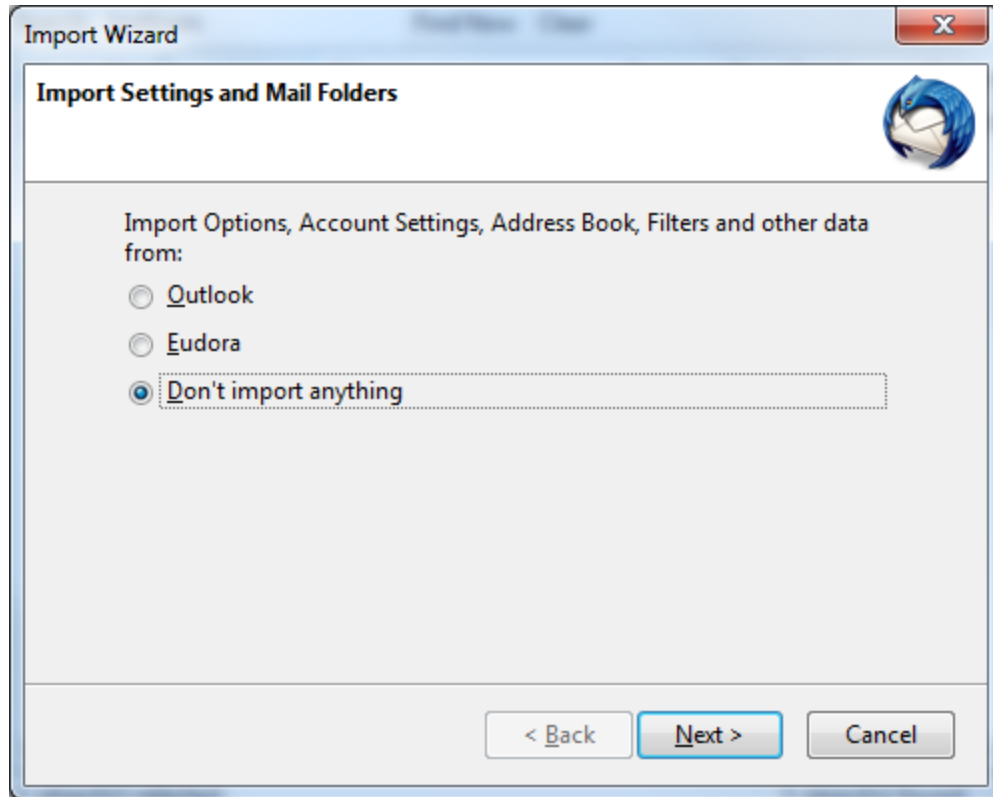
UPDATED 10/17/2015

To verify or change an existing Thunderbird setup, skip to step 10. To set up a new connection, start with step 1.

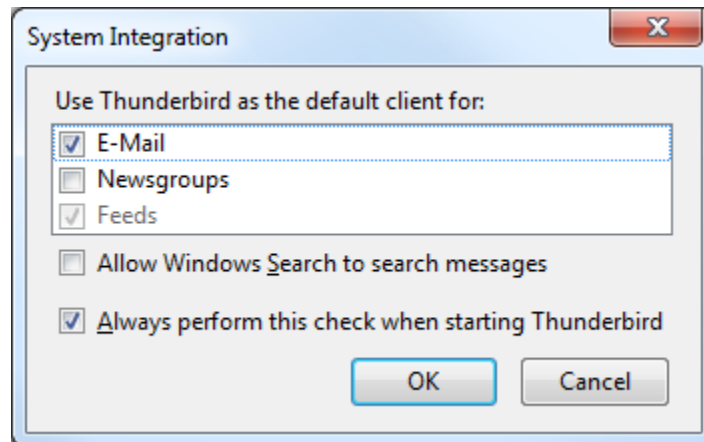
1. If this is your first time configuring thunderbird on this computer continue to step 2. If you have already configured Thunderbird for another email account, open thunderbird then from the Options menu, choose account settings. In the resulting window you will see a drop down menu called "Account Actions". Click this menu and choose "Add Account".



2. Open Thunderbird. You may be asked if you want to import anything from other applications. This document assumes you do not.



3. Choose whether or not you want Thunderbird to be the default application



4. Choose to "Skip this and use me existing email" if presented with an option to obtain a new email address


Welcome to Thunderbird

Would you like a new email address?

Your name, or nickname

Search

In partnership with several providers, Thunderbird can offer you a new email account. Just fill in your first and last name, or any other words you'd like, in the fields above to get started.

☒  Hover.com

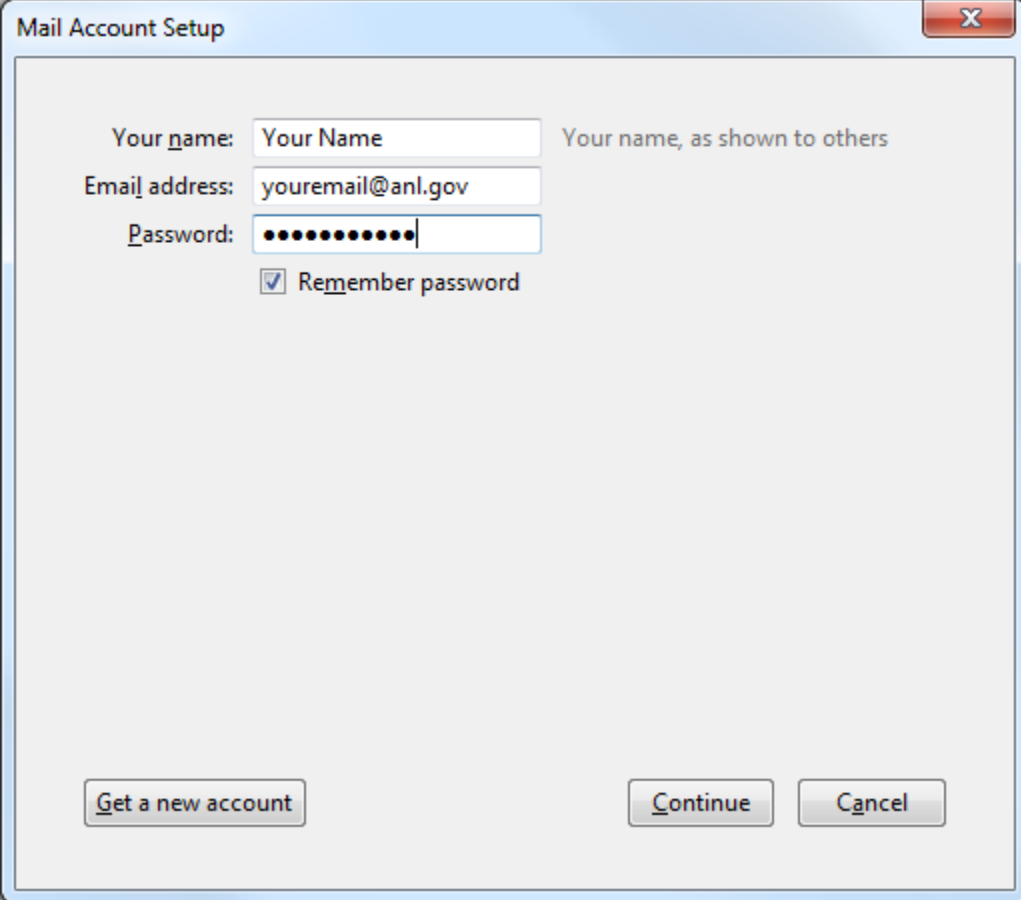
We are only displaying the providers offering addresses in your area. [Click here to show all providers.](#)

The search terms used are sent to Mozilla ([Privacy Policy](#)) and to 3rd party email providers Hover.com ([Privacy Policy](#), [Terms of Service](#)) to find available email addresses.

Skip this and use my existing email

I think I'll configure my account later.

5. Enter your User information and click “Continue”.



The image shows a "Mail Account Setup" dialog box with a light blue title bar and a red close button in the top right corner. The dialog contains three text input fields: "Your name:" with the text "Your Name", "Email address:" with the text "youremail@anl.gov", and "Password:" with a masked password of ten dots. To the right of the "Your name:" field is the text "Your name, as shown to others". Below the password field is a checked checkbox labeled "Remember password". At the bottom of the dialog are three buttons: "Get a new account" on the left, and "Continue" and "Cancel" on the right.

Mail Account Setup

Your name: Your Name Your name, as shown to others

Email address: youremail@anl.gov

Password: ••••••••••

☒ Remember password

Get a new account Continue Cancel

6. Thunderbird will not be able to discover the default server information. If you are not presented with the screen below, click “Manual Config”. Enter all settings the settings as shown, then choose “Done”.

Mail Account Setup

Your name: Your name, as shown to others

Email address:

Password:

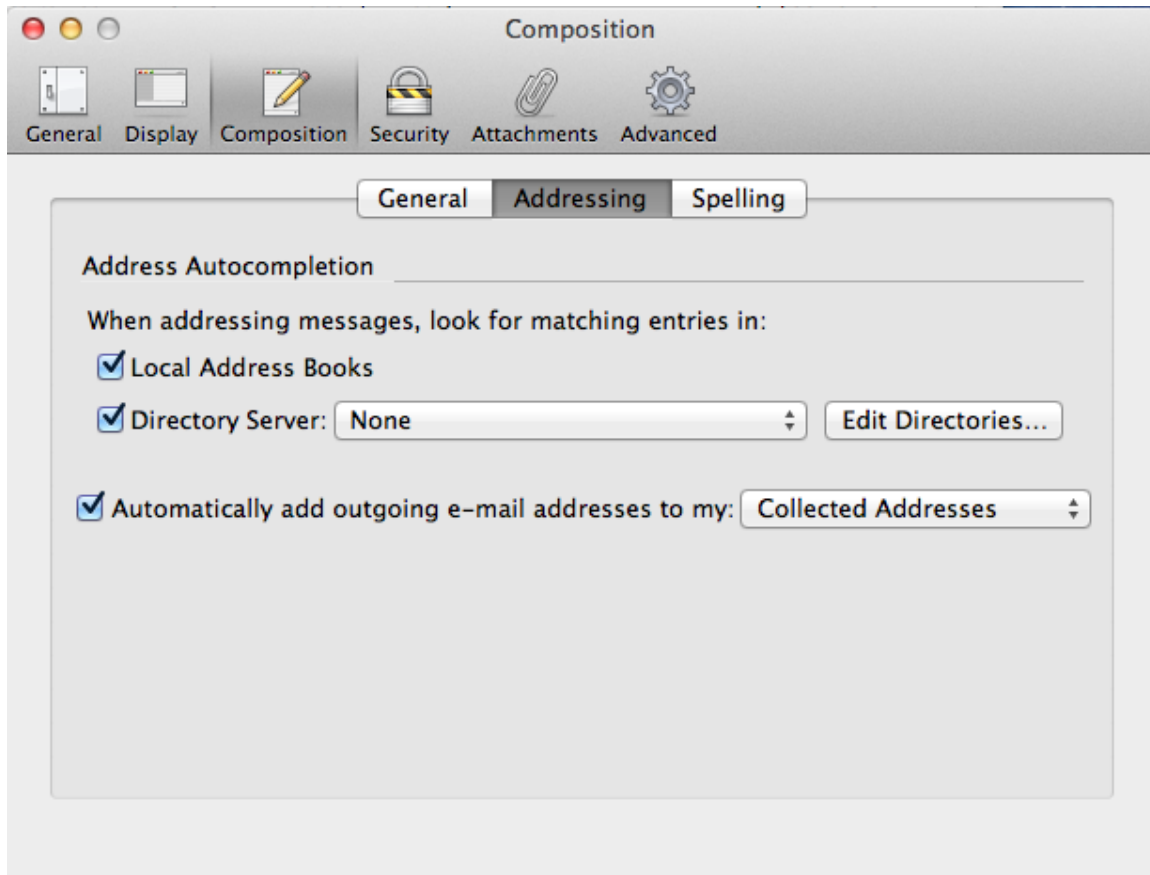
☒ Remember password

Thunderbird failed to find the settings for your email account.

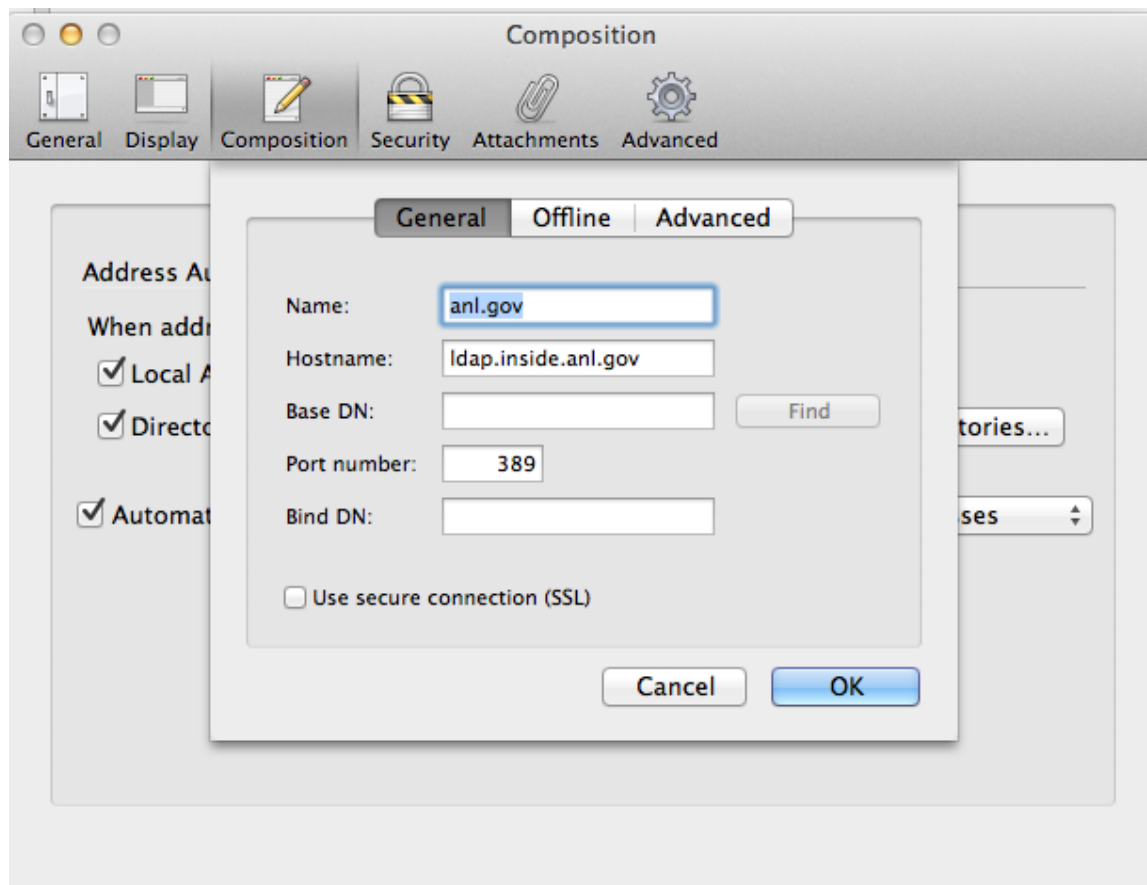
	Server hostname	Port	SSL	Authentication
Incoming: <input type="button" value="IMAP"/>	<input type="text" value="outlook.office365.com"/>	<input type="button" value="993"/>	<input type="button" value="SSL/TLS"/>	<input type="button" value="Normal password"/>
Outgoing: <input type="button" value="SMTP"/>	<input type="text" value="smtp.office365.com"/>	<input type="button" value="587"/>	<input type="button" value="STARTTLS"/>	<input type="button" value="Normal password"/>

Username:

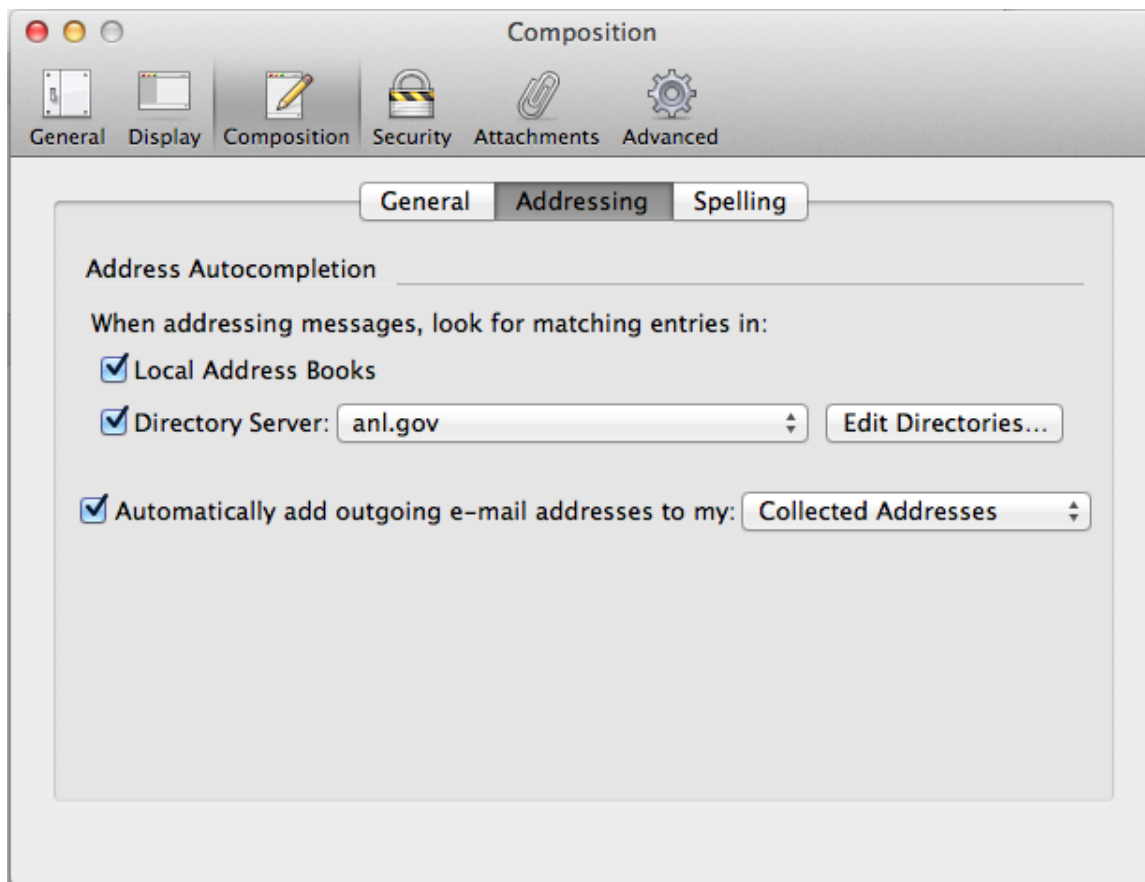
7. To connect to the Laboratory's directory server for address lookups, from the "Thunderbird" menu, choose "Preferences". Then click on the "Composition" icon, choose the "Addressing" Button and click the checkbox next to "Directory Server".



8. Click “Edit Directories”, then “Add”, and configure the ldap server as shown.



9. Click “OK” twice and make sure “anl.gov” is listed in the “Directory Server” field. The directory can then be accessed for search from the Address Book icon



10. From the “Options” menu, choose “Account Settings” and use the following information and screenshots to verify your configuration.

- Under the “Server Settings” header
 - User Name: should be in the format user@anl.gov (this may or may not be the same as your default email address)
 - Server Name should be set to outlook.office365.com
 - Port should be set to 993
 - Connection Security should be set to SSL/TLS
 - Authentication Method should be set to “Normal Password”
- Under the “Outgoing Server (SMTP)” header:
 - Server Name should be set to “smtp.office365.com”
 - Port should be set to 587
 - Connection Security should be set to STARTTLS
 - Authentication method should be set to Normal Password
 - User Name: should be in the format user@anl.gov (this may or may not be the same as your default email address)

