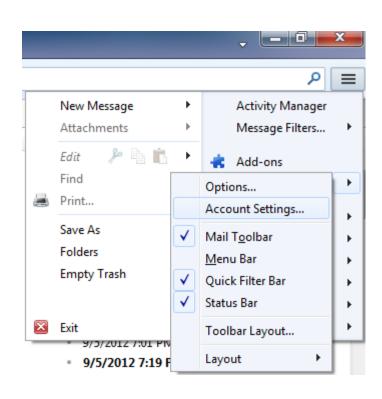
Configuring Thunderbird for Windows for Office 365 UPDATED 10/17/2015

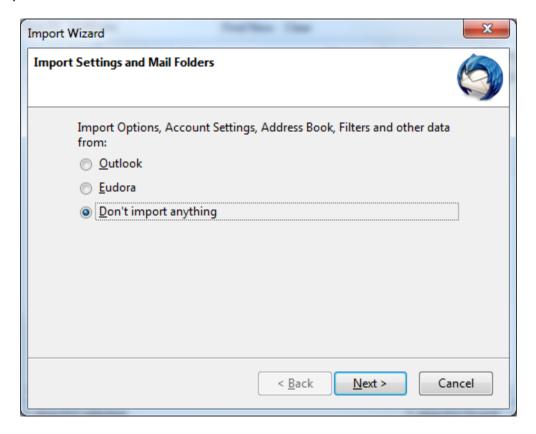
To verify or change an existing Thunderbird setup, skip to step 10. To set up a new connection, start with step 1.

 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

System Integration
Use Thunderbird as the default client for:
🔽 E-Mail
Newsgroups
✓ Feeds
Allow Windows Search to search messages
☑ Always perform this check when starting Thunderbird
OK Cancel

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

ome 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 a your first and last name, or any other words you'd like, in the fields above to g	
🗑 🗲 Hover.com	
We are only displaying the providers offering addresses in your area. Click here to show	wall providers.
The search terms used are sent to Mozilla (<u>Privacy Policy</u>) and to 3rd party ema Hover.com (<u>Privacy Policy</u> , <u>Terms of Service</u>) to find available email addresses.	
Skip this and use my existing email I think I'll configure my acc	ount later.

5. Enter your User information and click "Continue".

Mail Account Setup			x
Vereneration	VeraNerre	V	
Your <u>n</u> ame:	Your Name	Your name, as shown to others	
Emai <u>l</u> address:	youremail@anl.gov		
<u>P</u> assword:	•••••		
	Remember password		
Get a new acco	punt	<u>C</u> ontinue C <u>a</u> ncel	

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	Manage Strongs				×
Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword:	Email_address: email@anl.gov				
🔔 Thunderbird	Remember password I failed to find the settings Server hostnam		punt.	SSL	Authentication
Incoming: II	MAP Outlook.office3		993 -	SSL/TLS -	Normal password
Outgoing: St Username:			587 🔻	STARTTLS •	Normal password
<u>G</u> et a new acco		,		Re- <u>t</u> est	Done C <u>a</u> ncel

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".

● ○ ○	Composition	
General Display Composition	n Security Attachments Advanced	
Address Autocomplet When addressing mer I Local Address Boo Directory Server:	General Addressing Spelling tion ssages, look for matching entries in: oks	

8. Click "Edit Directories", then "Add", and configure the Idap server as shown.

0	Composition						
Ge		Composition Security Attachments Advanced					
		General Offline Advanced					
	Address Au When addi 🗹 Local A	Name: anl.gov Hostname: Idap.inside.anl.gov					
	✓ Directo ✓ Automat	Base DN: Find tories Port number: 389					
	V Automat	Bind DN: Ses +					
	Cancel OK						

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

⊖ ○ Composition
General Display Composition Security Attachments Advanced
General Addressing Spelling
Address Autocompletion
When addressing messages, look for matching entries in:
✓ Local Address Books
Directory Server: anl.gov
Automatically add outgoing e-mail addresses to my: Collected Addresses \$

- 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 <u>user@anl.gov</u> (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
 - o 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
 - o Authentication method should be set to Normal Password
 - User Name: should be in the format <u>user@anl.gov</u> (this may or may not be the same as your default email address)

Account Settings						×
Local Folders	Server Settings					
Junk Settings Disk Space Caluzec@anl.gov Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Outgoing Server (SMTP)	Server Type: Server Name: User Name: Security Settir Connection s Authentication Server Setting Check for Check for When I delete Muse Just m Remon Message Stora Clean up Empty Tra Local director	IMAP Mail i outlook.of czaluzec@ ngs ec <u>u</u> rity: in method: s new messa a message: it to this fol nar <u>k</u> it as del we it imme <u>d</u> age (" <u>E</u> xpunge") ash on E <u>x</u> it y:	fice365.com anl.gov SSL/TLS Normal password ges at startup ges every 10 der: Trash eted	minu	[Default: 993 Advanced
Account Actions •						
				(ОК	Cancel

