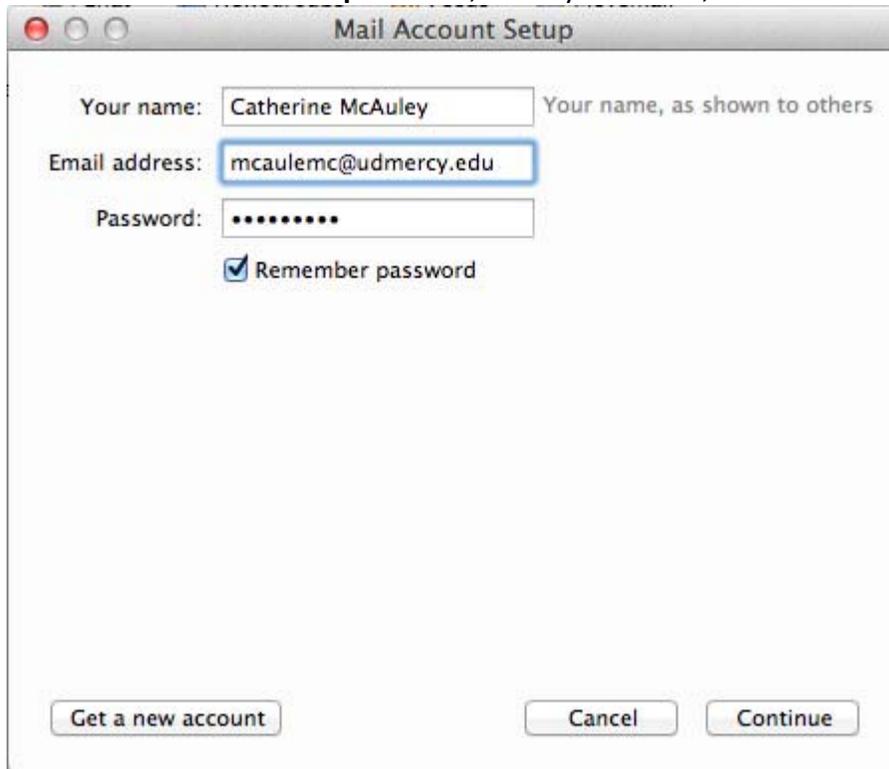


Office 365 (Thunderbird) - Configure Thunderbird

Configure Thunderbird for Office 365

1. Launch Thunderbird. If you have no other accounts configured, you will be prompted to configure a new account. Otherwise, click on  **Display the Thunderbird Menu** button. Select **Options | Account Settings | Account Actions | Add Mail Account**.
2. On the **Mail Account Setup** window, enter your name, email address, and password.



Mail Account Setup

Your name: Your name, as shown to others

Email address:

Password:

Remember password

3. Click **Continue**

4. Click on **Manual config**:

The dialog box is titled "Mail Account Setup". It contains the following fields and options:

- Your name: Catherine McAuley (Your name, as shown to others)
- Email address: mcaulemc@udmercy.edu
- Password: [Redacted]
- Remember password
- Configuration found by trying common server names
- IMAP (remote folders) POP3 (keep mail on your computer)
- Incoming: IMAP, imap.udmercy.edu, No Encryption
- Outgoing: SMTP, smtp.udmercy.edu, No Encryption
- Username: ketterrd
- Buttons: Get a new account, **Manual config** (circled in red), Cancel, Done

5. Enter the incoming and outgoing server information, as shown below.

The dialog box is titled "Mail Account Setup". It contains the following fields and options:

- Your name: Catherine McAuley (Your name, as shown to others)
- Email address: mcaulemc@udmercy.edu
- Password: [Redacted]
- Remember password
- The following settings were found by probing the given server
- Table of server settings (circled in red):

	Server hostname	Port	SSL	Authentication	
Incoming:	IMAP	outlook.office365.com	993	SSL/TLS	Normal password
Outgoing:	SMTP	smtp.office365.com	587	STARTTLS	Normal password

- Username: Incoming: mcaulemc, Outgoing: mcaulemc
- Buttons: Get a new account, **Advanced config** (circled in red), Cancel, Re-test, Done

6. Click **Done** to confirm the creation of your account.

Exchange Calendar and Tasks Add-On for Lightning

Installing the Add-on:

1. Install the latest version of Mozilla Thunderbird.
2. [Install](#) the latest version of the Lightning add-on.
3. Download the latest version of the [Exchange Calendar and Tasks Add-on](#).
 - Latest version 3.3.1: [Ericsson/exchangecalendar](#)
4. In Thunderbird, click on **Tools | Add-ons**
5. Click on the Gear icon (next to "Search all add-ons") and select Install **Add-on From File...**
6. Browse to the downloaded add-on in the previous step
7. Click **Install** to verify that you understand that you are trusting the add-on from a non-verified author
8. Click **Restart now** to restart Thunderbird and finish installation of the add-on

Configuring to Access O365:

1. Launch Thunderbird
2. Click on **File | New | Calendar**
3. Select **On the Network** and click **Continue**
4. Select **Microsoft Exchange 2007/2010** and click **Continue**
5. Choose any name and color for the calendar. Remove the check mark from **Show Reminders** check box if you do not wish to receive pop-up reminders to meetings
6. Select the email address that is associated with your calendar, then click **Continue**
7. Enter the following information for settings:
 - **Server URL:** <https://pod51011.outlook.com/ews/exchange.asmx>
 - **Primary email address:** username@udmercy.edu
 - **Username:** username@udmercy.edu
 - **Domain name:** [Leave this blank]
 - **Share Folder Id:** [Leave this blank]
8. Click on **Check server and mailbox**.
9. You will be prompted for your password. Enter the password for the account you are configuring and click **OK**.
10. Make sure **Calendar folder** is selected for **Folder base**
11. Click **Continue**
12. Click **Done**