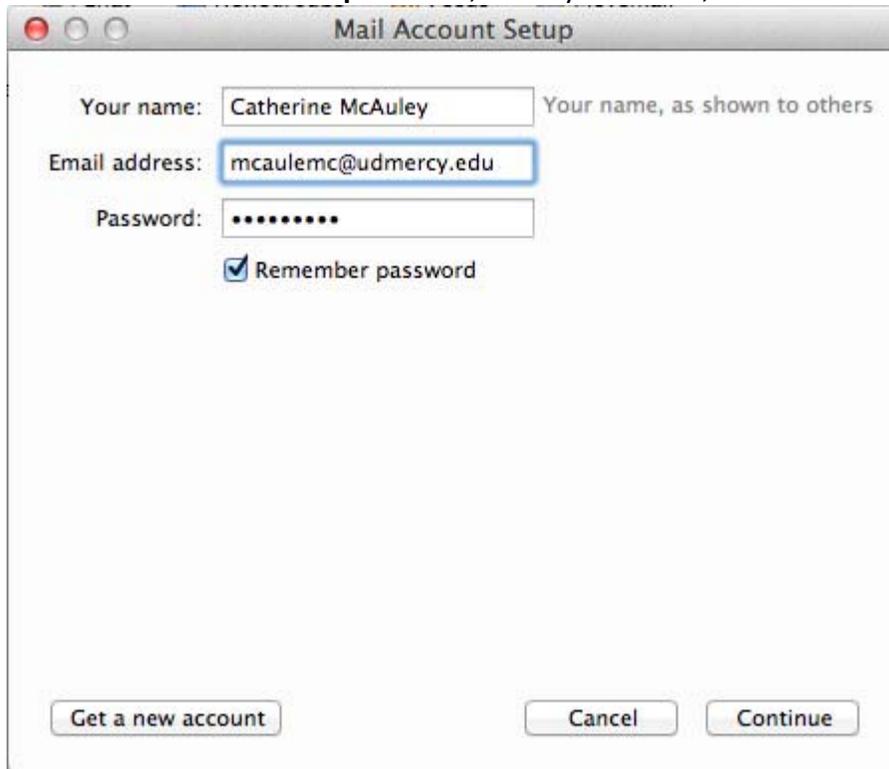# Office 365 (Thunderbird) - Configure Thunderbird

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.

3. Click **Continue**

4. Click on **Manual config**:

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

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 mar 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**