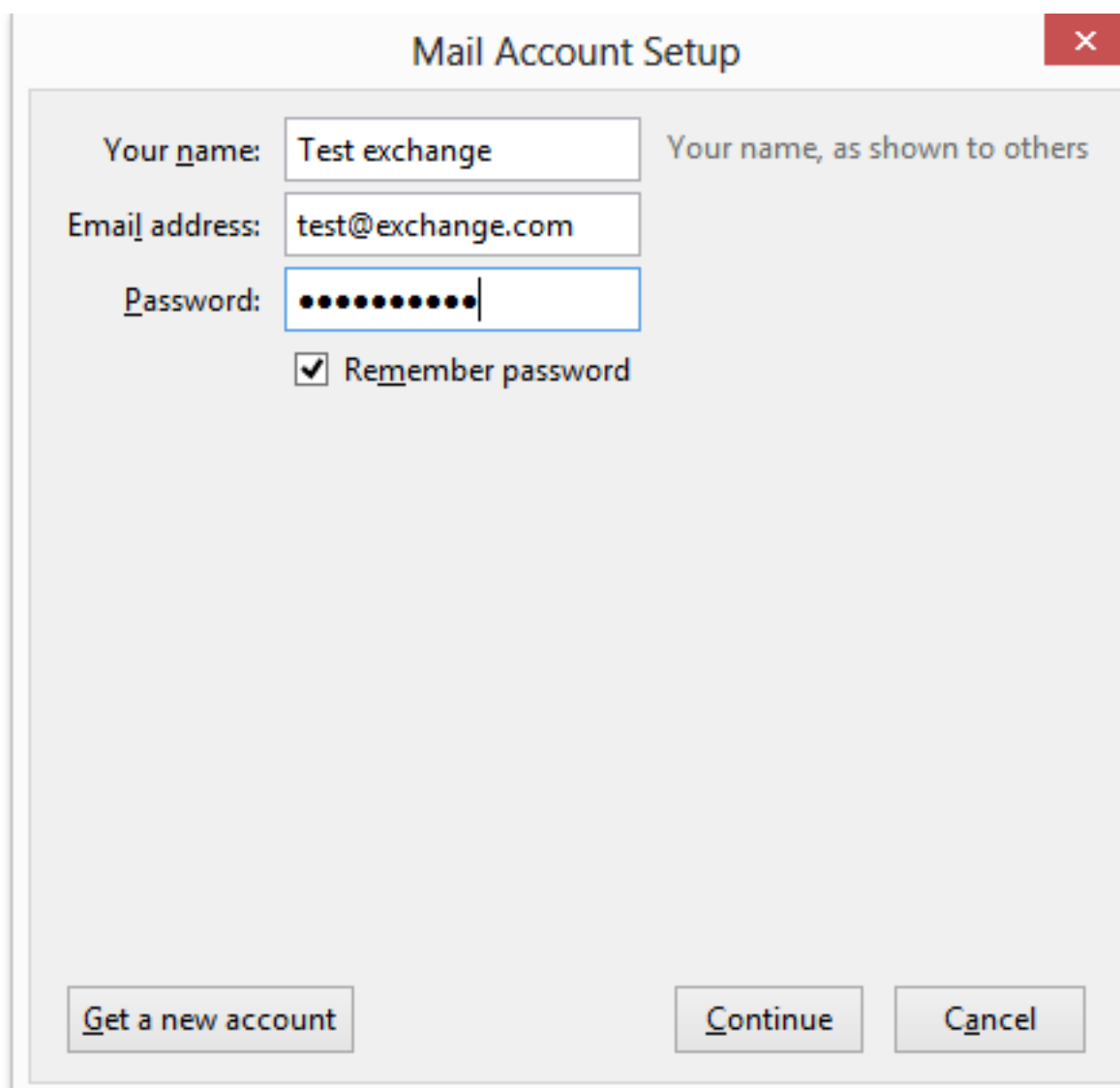


Thunderbird POP3/IMAP setup

193 Keira Tait Thu, Feb 22, 2018 [Office 365](#) 2130

In order to setup email for Thunderbird, open your Thunderbird email client and then go tools > account settings.

On the mail account setup, input your account name (this can be your name or whatever you want to call the account) your email address, and password we provided.



The screenshot shows the "Mail Account Setup" dialog box. It has a title bar with a close button (X). The dialog contains three text input fields: "Your name:" with the value "Test exchange", "Email address:" with the value "test@exchange.com", 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", "Continue", and "Cancel".

when you hit continue you will be able to input the server details, you want to copy the below setup but instead with your email address in the "username" field.

Mail Account Setup

Your name:

test exchange

Your name, as shown to others

Email address:

test@exchange.com

Password:

••••

☒ Remember password

⚠

Thunderbird failed to find the settings for your email account.

	Server hostname	Port	SSL	Authentication
Incoming: IMAP	outlook.office365.com	993	SSL/TLS	Autodetect
Outgoing: SMTP	smtp.office365.com	465	SSL/TLS	Autodetect
Username: Incoming:	test@exchange.com		Outgoing:	test@exchange.com

Get a new account

Advanced config

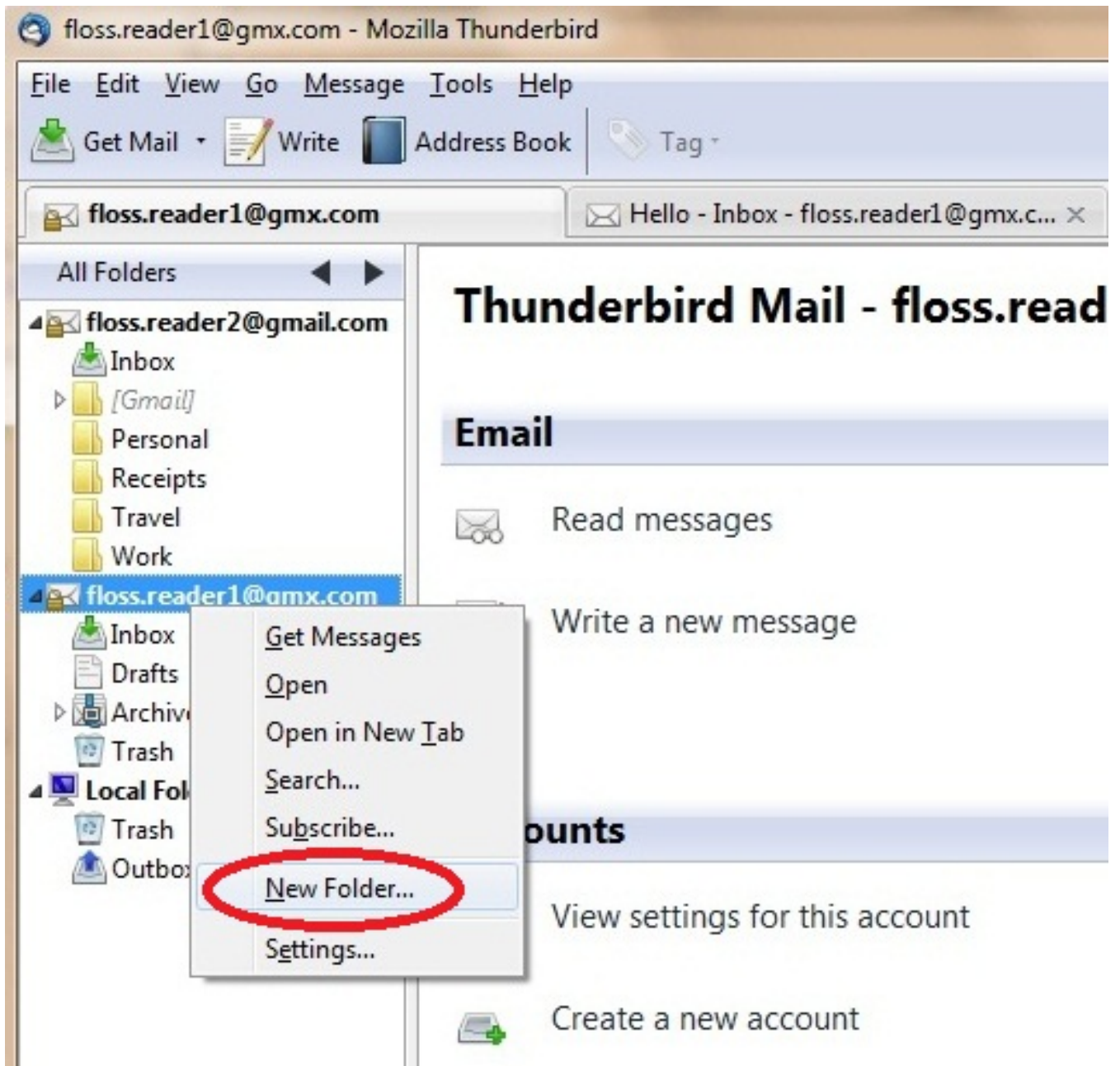
Re-test

Done

Cancel

If you wish to use POP3, which we do not recommend you can instead set the port to "995" for incoming.

You will then need to make new folders in the new account you will have, and drag and drop the email from the old account to the new one, just click on the new account you have created as per the below image.



After a couple of days we suggest removing the old account within tools > account settings.

Online URL: <https://kb2.ic.uk/article.php?id=193>