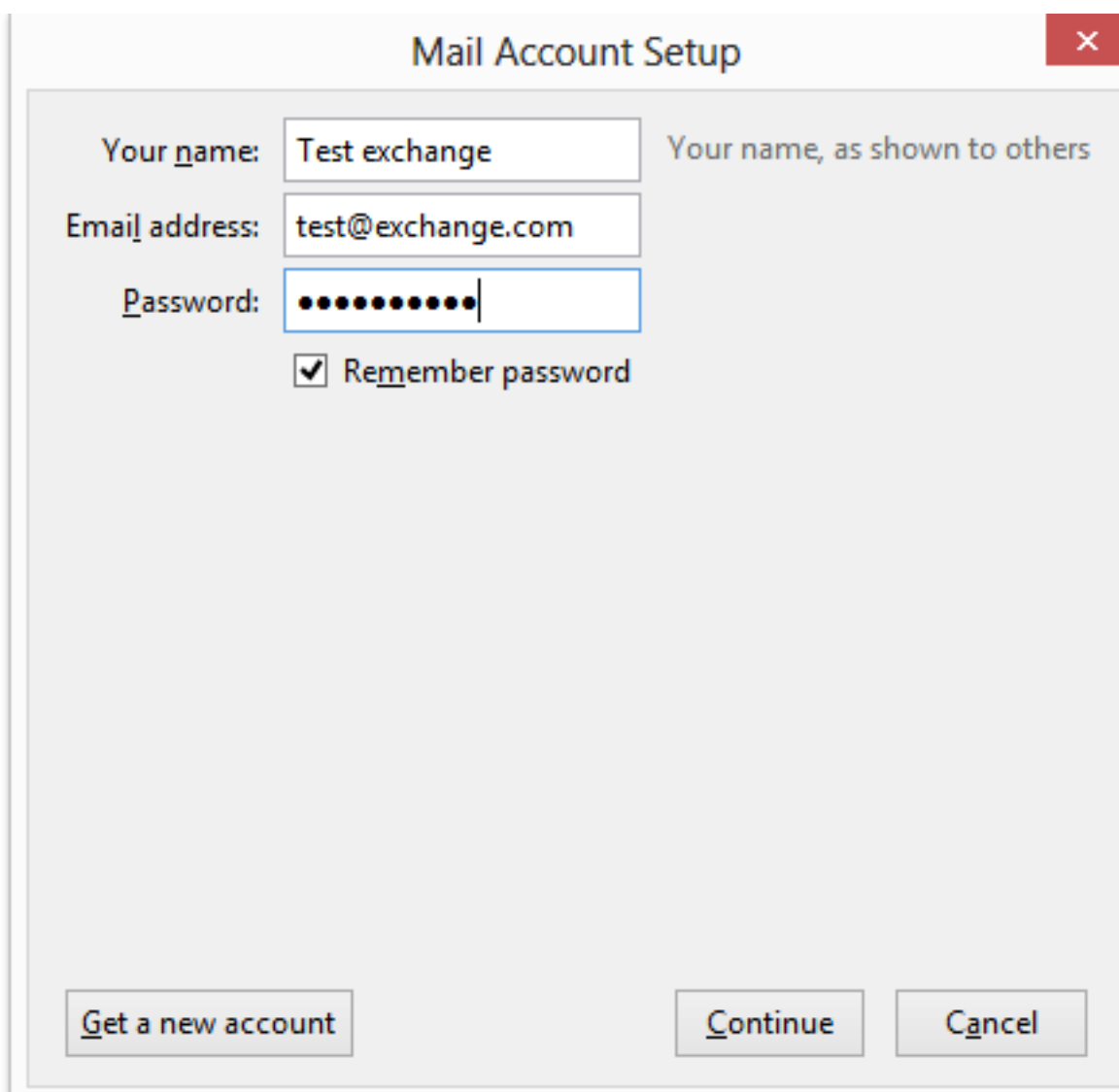


Thunderbird POP3/IMAP setup

193 Keira Tait Thu, Feb 22, 2018 [Office 365](#) 2374

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 a "Mail Account Setup" dialog box with the following fields and options:

- Your name:** Test exchange (with a tooltip: "Your name, as shown to others")
- Email address:** test@exchange.com
- Password:** [Redacted with 10 dots]
- Remember password

At the bottom, there 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: Your name, as shown to others

Email address:

Password:

Remember password

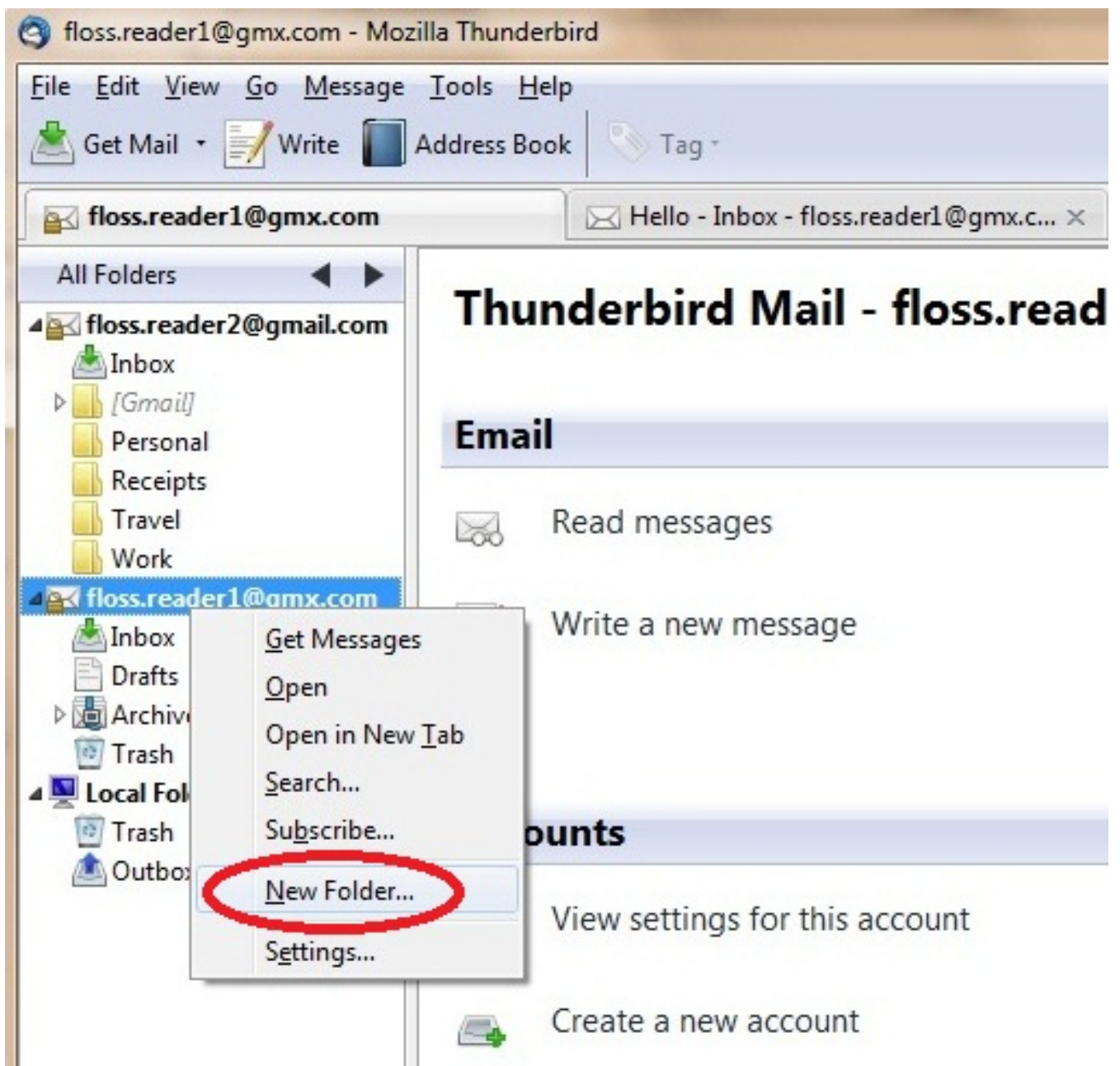
⚠ Thunderbird failed to find the settings for your email account.

	Server hostname	Port	SSL	Authentication
Incoming: <input type="text" value="IMAP"/>	<input type="text" value="outlook.office365.com"/>	<input type="text" value="993"/>	<input type="text" value="SSL/TLS"/>	<input type="text" value="Autodetect"/>
Outgoing: <input type="text" value="SMTP"/>	<input type="text" value="smtp.office365.com"/>	<input type="text" value="465"/>	<input type="text" value="SSL/TLS"/>	<input type="text" value="Autodetect"/>

Username: Incoming: Outgoing:

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>