## Thunderbird POP3/IMAP setup

193 Keira Tait Thu, Feb 22, 2018 Office 365 1890

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.

Mail Account Setup									
Your <u>n</u> ame:	Test exchange	Your name, as shown to others							
Emai <u>l</u> address:	test@exchange.com								
<u>P</u> assword:	••••••								
	✓ Remember password								
Get a new acco	punt	Continue C <u>a</u> ncel							

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 Acc	ount S	etup	0			>
Your <u>n</u> ame:	test excha	nge You	r name, as sho	wn to ot	hers				
Emai <u>l</u> address:	test@exch	ange.com							
Password:	••••								
	Remen	nber password							
1 Thunderbin	rd failed to f	ind the settings for y Server hostname	your email acc	ount. Port		SSL		Authentication	
Incoming:	IMAP Y	outlook.office365.co	om	993	~	SSL/TLS	~	Autodetect	*
Outgoing: S	SMTP	smtp.office365.com	×	465	۷	SSL/TLS	~	Autodetect	~
Username:	ncoming:	test@exchange.com	h			Outgoing:		test@exchange.co	m
Get a new acc	count Ad	vanced config				De test			

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