1. Open Thunderbird and click the menu icon.
2. Click “Options”
3. Click “Account Settings”
4. Click “Account Actions”
5. Click “Add Mail Account...”
6. In the "Your Name:" box, type the name you wish to appear on email you send from this account. Be sure to type the full email address in the "Email Address:" box. Type the password associated with your email in the "Password" box.

7. Click "Continue".
8. Wait...
9. Wait a little bit more...
10. Type the information exactly as it is seen in the box below.

11. Type the name of your email address before the "@" symbol in both the "incoming" and "outgoing" boxes. So if your email address was "cnsit helpdesk@austin.utexas.edu", you would type "cnsithelpdesk".

12. Click "Re-test"
13. Once the Re-test has updated the server settings, click “Done”
Exception: If the re-test does not auto-assign you the correct server information, please use the following:

- Outgoing server should be "smtp.office365.com"
- Incoming server port is 993
- Outgoing server port is 587

14. Click "OK"
15. Your setup should now be complete. It may take some time for your mail to download from the server. Please submit a ticket to CNS IT if you experience any trouble during this process.

You can submit a ticket here: [http://cns.utexas.edu/help](http://cns.utexas.edu/help)
Setup Complete. Your Mail should now be downloading from the server.