How to Configure Office 365 on Thunderbird Windows 10

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".
6. Fill in the information below

- **Your name:** CNS IT Help Desk
- **Email address:** cnshelpdesk@austin.utexas
- **Password:** ************
- **Remember password**

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"
10. Type the information as seen here

11. Type in the name of your email box here & here

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
Setup Complete. You Mail should now be downloading from the server.