

How to Configure Office 365 in Thunderbird

Summary:

Instructions on how to configure Thunderbird to work with Office 365. Images depict Thunderbird on macOS, but the steps will look similar for Thunderbird on Linux or Windows.



As of October 12, 2022

If you are already using Thunderbird, you may need to remove your account then re-add it.

UT O365 accounts now use Modern Authentication, also called OAuth2. How email clients handle this authentication differs from the previously used Basic Authentication which has officially been discontinued.

To remove an account from Thunderbird:

1. To the right of the search box, click the **Thunderbird Menu** then choose **Account Settings**.
2. Select your email account from the left sidebar. From the *Account Actions* menu, click **Remove Account**.
3. Check the box to **Remove message data** and click **Remove**.

To add your account again, quit and reopen Thunderbird then follow the directions below.

Instructions:



Thunderbird is not an officially supported email client

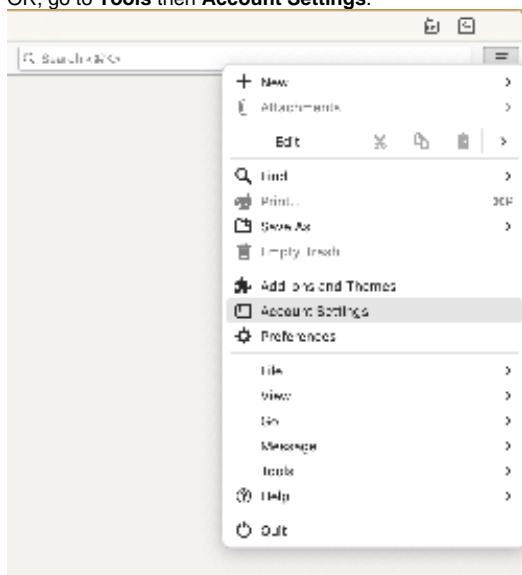
We strongly recommend switching to the Outlook Desktop app or the Outlook Web App

Microsoft does not support Thunderbird for use with O365 accounts which often results in significant limitations of functionality. We cannot guarantee that UT O365 accounts will work and can only provide best effort support.

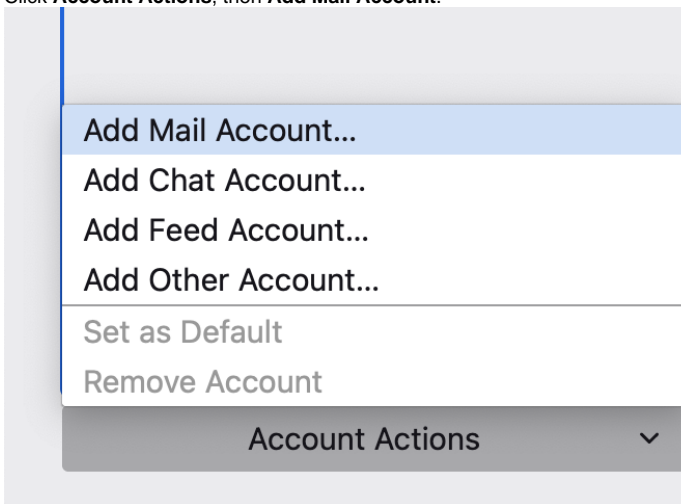
Thunderbird is also a third party application and is blocked by UT O365 by default— while an exception has been granted allowing for its use with UT O365 accounts, the exception could be revoked at anytime without warning if sufficient cause is identified.

Add your account to Thunderbird

1. In the *Home* or *Inbox* tab of *Thunderbird*, click the **Thunderbird Menu** to the right of the *Search bar* then click **Account Settings**.
 - a. OR, go to **Tools** then **Account Settings**.



2. Click **Account Actions**, then **Add Mail Account**.



3. Enter your name and email address but do not enter your password. Click **Continue**.
a. NOTE: if adding a Resource Account or Shared Email, enter the Display Name and Email Address of the Resource Account.

Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name
Your Name ⓘ


Email address
your-email@austin.utexas.edu ⓘ

Password
ⓧ

☒ Remember password

[Configure manually](#) [Cancel](#) [Continue](#)

Your credentials will only be stored locally on your computer.



4. Thunderbird will attempt to discover the server configuration. If it fails to find the server configuration, enter them as follows then click **Done**:
- a. NOTE: If you're adding a Resource Account or Shared Email, enter the Username as follows for the Incoming and Outgoing Server:
Your-Email@austin.utexas.edu\Resource-Account@austin.utexas.edu
- b. INCOMING SERVER
- i. Protocol: IMAP
 - ii. Hostname: outlook.office365.com
 - iii. Port: 993
 - iv. SSL (Connection security): SSL/TLS
 - v. Authentication: OAuth2
 - vi. Username: Your UT email
- c. OUTGOING SERVER
- i. Hostname: outlook.office365.com
 - ii. Port: 587
 - iii. SSL (Connection security): STARTTLS
 - iv. Authentication: OAuth2

v. Username: Your UT email

Manual configuration

INCOMING SERVER

Protocol:	IMAP
Hostname:	outlook.office365.com
Port:	143
Connection security:	STARTTLS
Authentication method:	OAuth2
Username:	your-email@austin.utexas.edu

OUTGOING SERVER

Hostname:	outlook.office365.com
Port:	587
Connection security:	STARTTLS
Authentication method:	OAuth2
Username:	your-email@austin.utexas.edu

[Advanced config](#)

Re-test

Cancel

Done


Thunderbird will attempt to auto-detect fields that are left blank.


Your credentials will only be stored locally on your computer.

5. A window with a UT Login will appear. Login using your EID credentials then authenticate with Duo.

Enter credentials for athol@utexas.edu on outlook.office365.com

https://login.austin.utexas.edu/adfs/s/7/login_hint=athol%40utexas.edu&client-request-id=dfb28aaf-91d2-4994-8e55-f0c8f0612a24&username=athol%40utexas.edu&wa=wsignir





TEXAS

The University of Texas at Austin

Sign in with your UT EID or e-mail address

Sign in

MULTI-FACTOR AUTHENTICATION REQUIRED

All web-based access to Office 365 services requires Multi-Factor Authentication. More information and instructions are available online at [KB0018240](#). For further assistance, please contact the [UT Service Desk](#) at 512-475-9400, email help@utexas.edu, or visit the service catalog at UT ServiceNow.

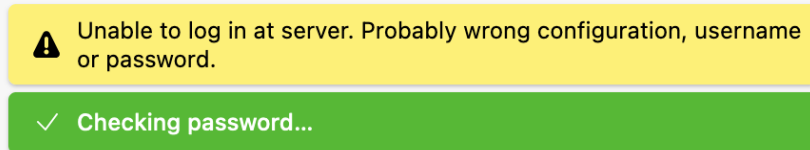
ACCEPTABLE USE

Unauthorized use of UT Austin computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the [UT Austin Acceptable Use Policy](#). The university will prosecute violators to the full extent of the law. The university is not responsible for services provided by third parties authorized to use the university's authentication services.

The University of Texas at Austin Web Privacy Policy Web Accessibility Policy

ly be stored locally on your computer.

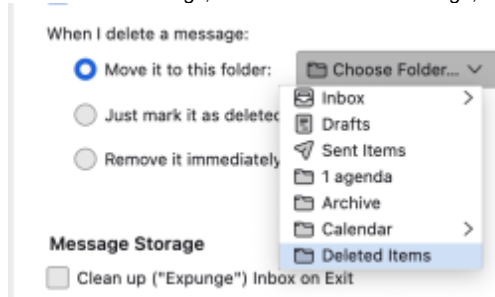
6. You may be returned to the account configuration screen and see a message saying "Unable to log in at server". If so, click **Done**.



7. Then on the *Account successfully created screen* click, **Finish**.

Configure account settings and subscribe to folders

1. From the *Inbox* tab, Right-click your email address and click **Subscribe...**
2. **Check** the box next to each folder you want to see in Thunderbird, click **Subscribe**, then click **OK**.
 - a. Make sure you subscribe to **Drafts**, **Deleted Items**, and **Sent Items**.
3. Right-click your email address and select **Settings**.
 - a. Under *Server Settings*, for *When I delete a message*, choose **Deleted Items**.



- b. Under *Copies & Folders* for *When sending messages, automatically*: select **Other** > *Your Email* > **Sent Items**
- c. Under *Copies & Folders* for *Drafts and Templates*, choose to *Keep draft messages in*: **Other** > *Your Email* > **Drafts**
- d. Under *Junk Settings*, **Uncheck** *Enable adaptive junk mail controls for this account*

Junk Settings

Selection

☐ Enable adaptive junk mail controls for this account

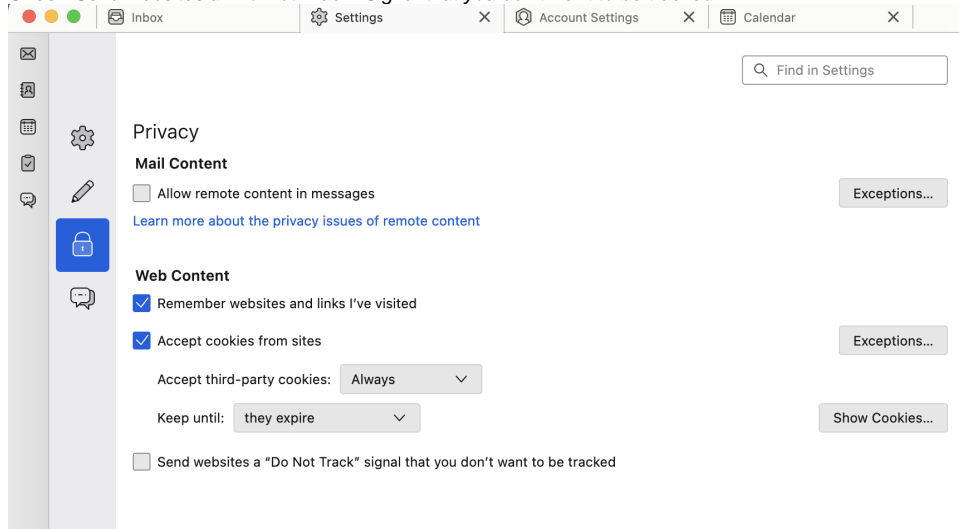
Thunderbird is now configured for use with your UT O365 email.

FAQs:

Enable cookies in Thunderbird so the Duo page loads

1. From the *Home* or *Inbox* tab, click the **Thunderbird Menu** to the right of the *Search bar*, then click **Settings**.
2. Under *Privacy & Security*, set the *Web Content* settings as follows:
 - a. **Check** *Accept cookies from sites*
 - b. For *Accept third-party cookies* select **Always**
 - c. For *Keep until* select **they expire**

d. Check *Send websites a "Do Not Track" Signal that you don't want to be tracked*



3. Quit *Thunderbird*

4. Reopen *Thunderbird* then follow the steps under *Instructions* above to add your UT O365 email

Questions?

Contact CNS IT [using our form](#) or by sending an email to help@cns.utexas.edu