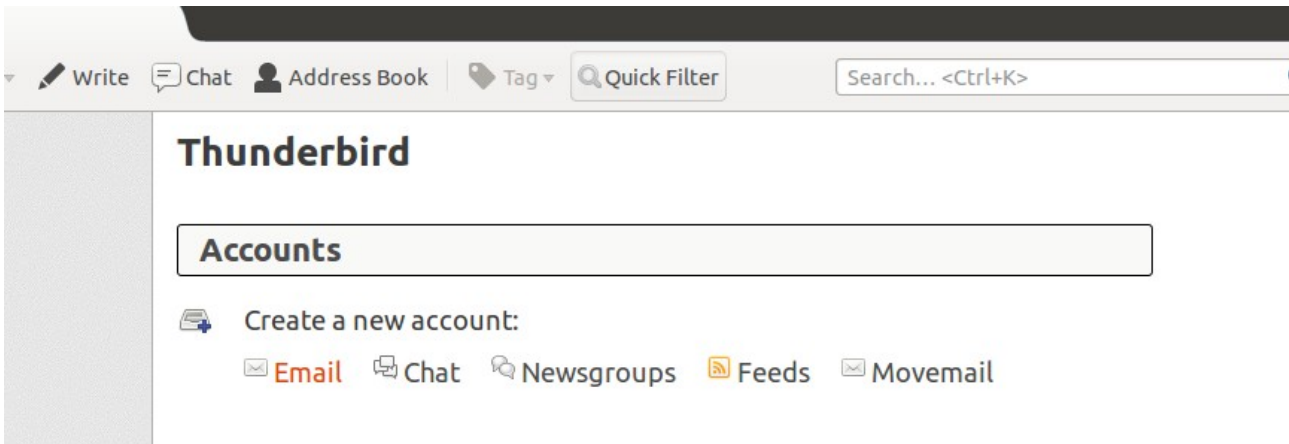
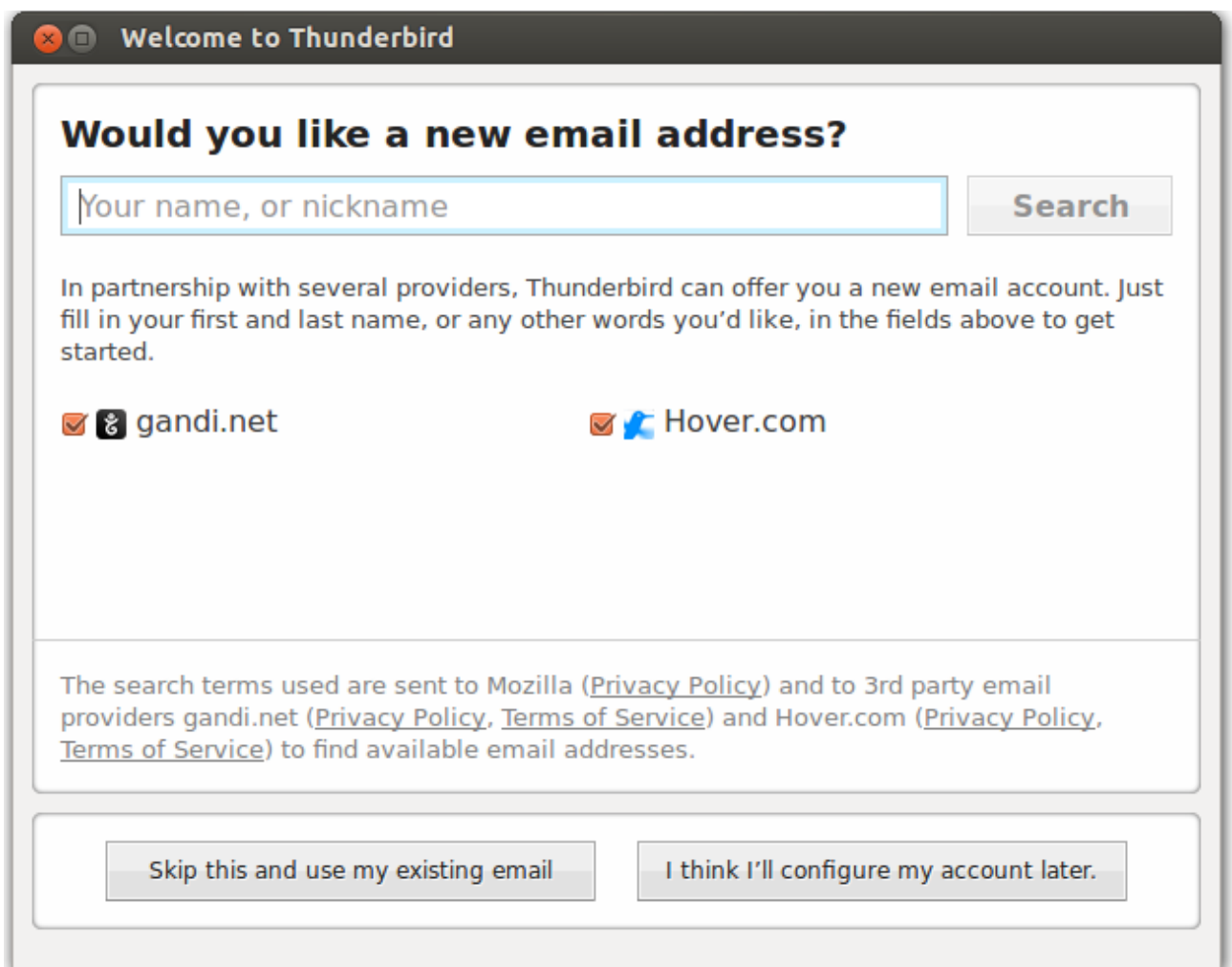


## Setting up Thunderbird with Microsoft Office 365

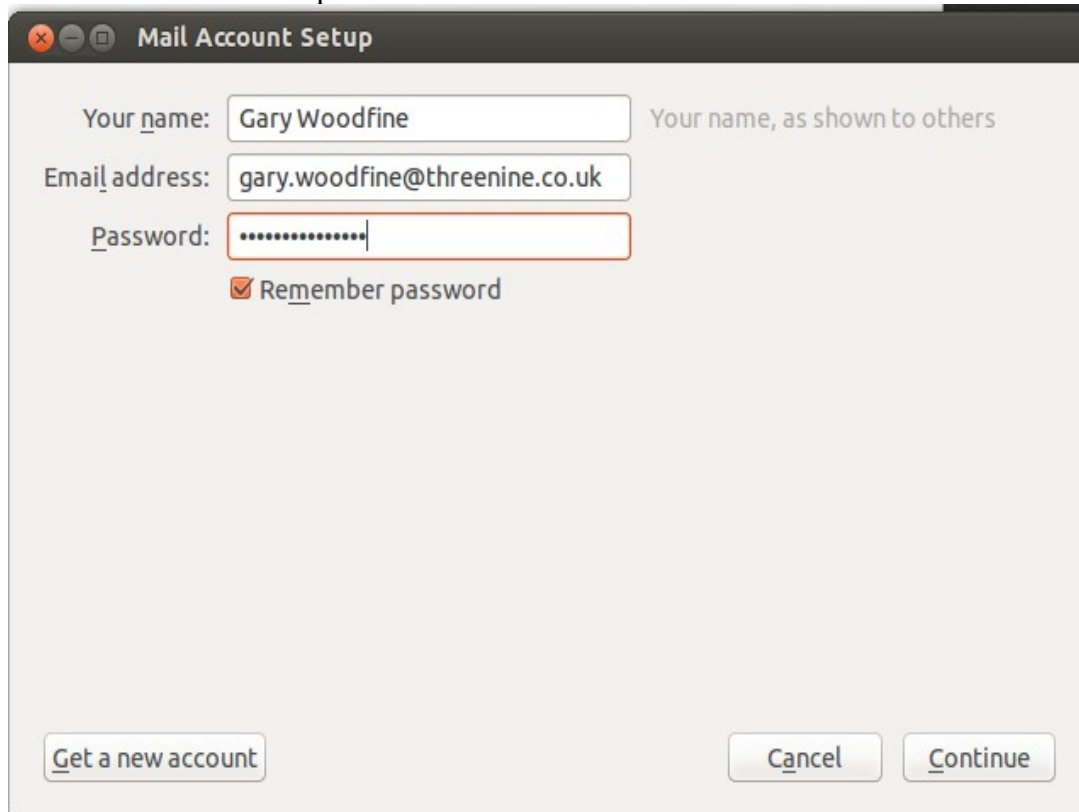
When opening Thunderbird for the first time a start up page will provide you with options to Create a new account. Select **Email**.



Then select **Skip this and use my existing email**



Enter your account details as requested and select **Continue**



Mail Account Setup

Your name:  Your name, as shown to others

Email address:

Password:

Remember password



Mail Account Setup

Your name:  Your name, as shown to others

Email address:

Password:

Remember password

Configuration found by trying common server names

IMAP (remote folders)  POP3 (keep mail on your computer)

Incoming: IMAP, threenine.co.uk, STARTTLS

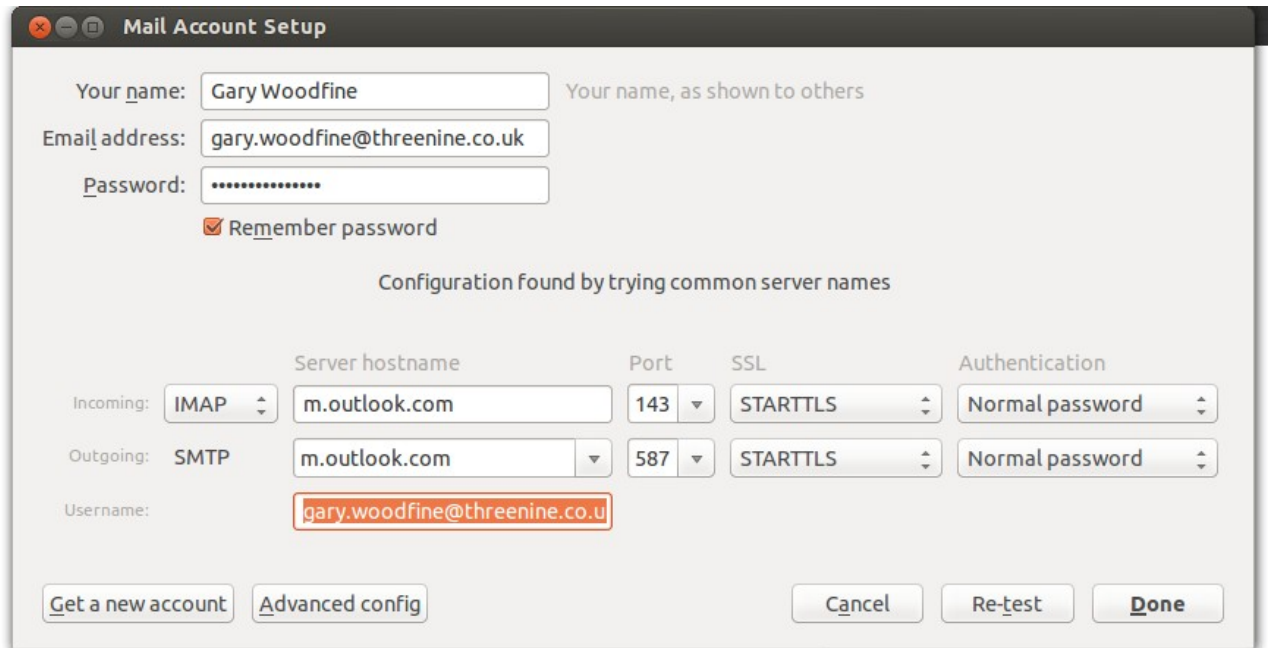
Outgoing: SMTP, threenine.co.uk, STARTTLS

Username: gary.woodfine

Select **IMAP** and then **Manual config**

For **Server hostname** enter **m.outlook.com** for both incoming and outgoing servers.

For **Username** enter your Full Email address

A screenshot of a "Mail Account Setup" dialog box. The window title is "Mail Account Setup". It contains several input fields: "Your name:" with the value "Gary Woodfine" and a subtitle "Your name, as shown to others"; "Email address:" with the value "gary.woodfine@threenine.co.uk"; "Password:" with a masked password "\*\*\*\*\*" and a checked checkbox "Remember password". Below these is the text "Configuration found by trying common server names". A table-like structure shows settings for "Incoming" and "Outgoing" mail. The "Incoming" row has "IMAP" selected, "m.outlook.com" for the server hostname, port "143", "STARTTLS" for SSL, and "Normal password" for authentication. The "Outgoing" row has "SMTP" selected, "m.outlook.com" for the server hostname, port "587", "STARTTLS" for SSL, and "Normal password" for authentication. A "Username:" field contains "gary.woodfine@threenine.co.u" and is highlighted with a red border. At the bottom are buttons: "Get a new account", "Advanced config", "Cancel", "Re-test", and "Done".

	Server hostname	Port	SSL	Authentication
Incoming:	m.outlook.com	143	STARTTLS	Normal password
Outgoing:	m.outlook.com	587	STARTTLS	Normal password

Select **Done**

It takes a little while but you should see your emails start to load in the **inbox**.