Connecting to Office 365: Thunderbird on Mac OS X

This document will help new users of the University’s email service connect to Office 365. It is for users of Thunderbird and is based on Thunderbird version 17.0.7 ESR on Mac OS.

For help with any problems or questions, please contact the IS Helpline using the self-service portal at https://ed.unidesk.ac.uk/tas/public/ or email IS.Helpline@ed.ac.uk

Configuring Thunderbird on Mac OS X for Office 365

1. Open Thunderbird.

2. Select Tools from the menu bar at the top of the screen, then select Account Settings.

If you require this document in an alternative format, such as larger print, please email is.skills@ed.ac.uk.
3. Click the **Account Actions** drop down arrow at the bottom left of the window, then select **Add Mail Account**.

4. Enter your name, email address *(uun@exseed.ed.ac.uk)* and password.

5. If you do not want to input your password every time you open Thunderbird, tick the **Remember password** checkbox.

6. Select **Continue**.

7. You will need to manually configure the settings for the Office 365 service. Click **Manual config**.

8. Configure the settings:
   - Change the **Incoming** and **Outgoing Server hostname** to **outlook.office365.com**.
   - Append **@ed.ac.uk** to your username in the **Username** field.
   - Click **Re-test**.
9. The **Authentication** drop down boxes should automatically change to **Normal password**. Select **Done**.

10. The **Accounts** window should now appear, showing your Office 365 account. Select **OK** to return to your Thunderbird Mail window.

11. Your Office 365 account should now be listed on the left hand side. Click on the **Inbox** to view your mail.