Information Services

Connecting to Office 365: Thunderbird on Windows 7

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 Windows 7. Alternative guides are available for other email clients and operating systems.

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 Windows 7 for Office 365

1. Open Thunderbird

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

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3. Click the **Account Actions** drop-down box at the bottom left of the window, then select **Add Mail Account**.

4. Enter your name, email address ([uun@exseed.ed.ac.uk for Staff, uun@sms.ed.ac.uk for Students](#)) 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.
   - For the **Incoming server**, for the **SSL** value select **SSL/TLS**. The port number should automatically change to **993**.
   - 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.