

# Thunderbird POP3/IMAP setup

Article Number: 193 | Rating: Unrated | Last Updated: Thu, Feb 22, 2018 at 1:50 PM

In order to setup email for Thunderbird, open your Thunderbird email client and then go tools > account settings.

On the mail account setup, input your account name (this can be your name or whatever you want to call the account) your email address, and password we provided.

Mail Account Setup

Your name: Test exchange Your name, as shown to others

Email address: test@exchange.com

Password: ●●●●●●●●

Remember password

Get a new account Continue Cancel

when you hit continue you will be able to input the server details, you want to copy the below setup but instead with your email address in the "username" field.

Mail Account Setup

Your name: test exchange Your name, as shown to others

Email address: test@exchange.com

Password: ●●●

Remember password

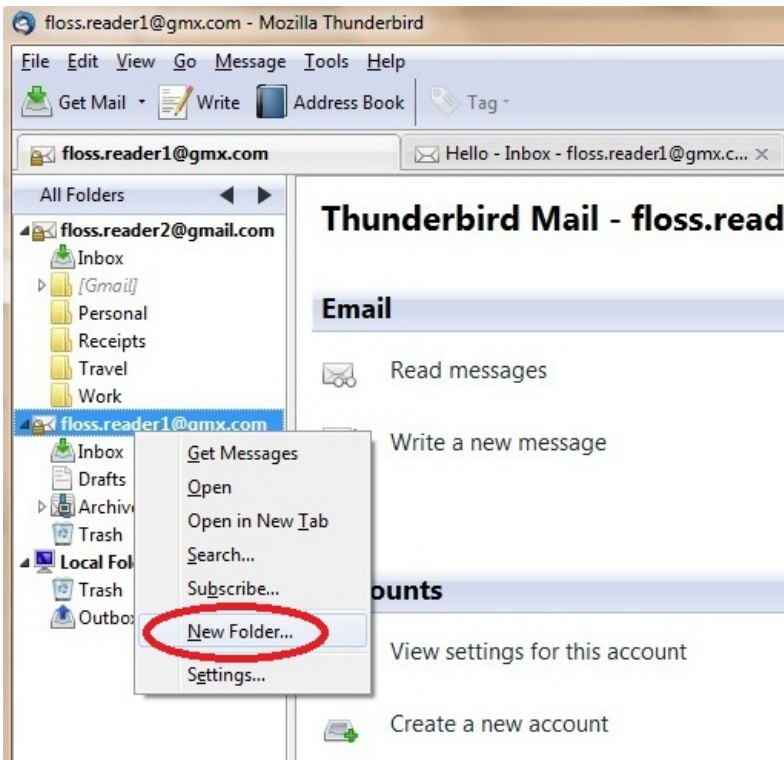
**⚠ Thunderbird failed to find the settings for your email account.**

	Server hostname	Port	SSL	Authentication	
Incoming:	IMAP	outlook.office365.com	993	SSL/TLS	Autodetect
Outgoing:	SMTP	smtp.office365.com	465	SSL/TLS	Autodetect
Username:	Incoming:	test@exchange.com	Outgoing:	test@exchange.com	

Get a new account Advanced config Re-test Done Cancel

If you wish to use POP3, which we do not recommend you can instead set the port to "995" for incoming.

You will then need to make new folders in the new account you will have, and drag and drop the email from the old account to the new one, just click on the new account you have created as per the below image.



After a couple of days we suggest removing the old account within tools > account settings.

Posted by: Keira Tait - Tue, Feb 20, 2018 at 12:31 PM. This article has been viewed 2908 times.

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