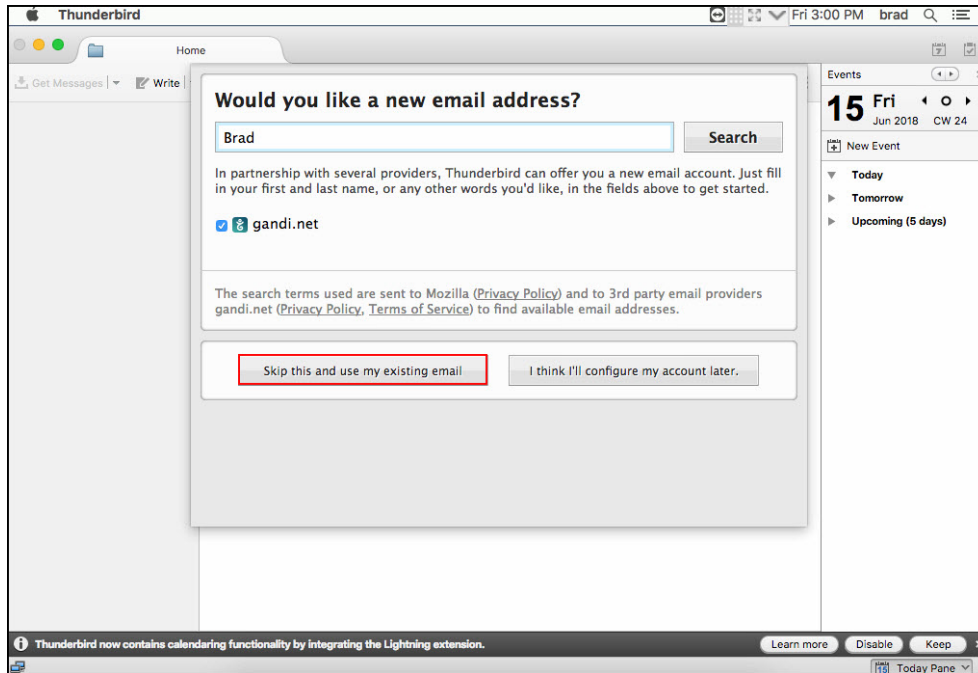
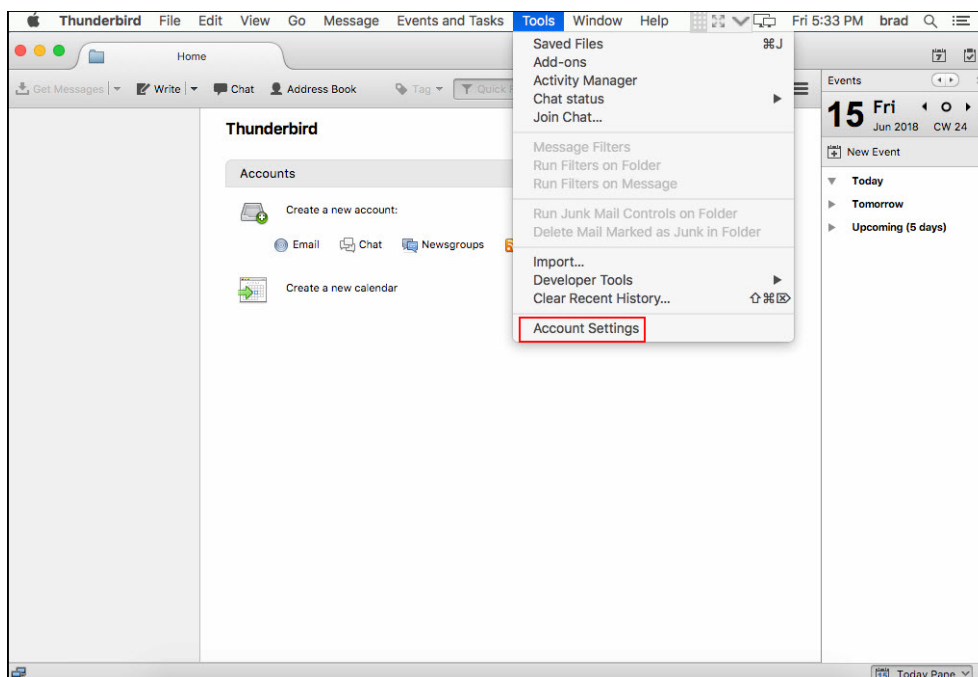
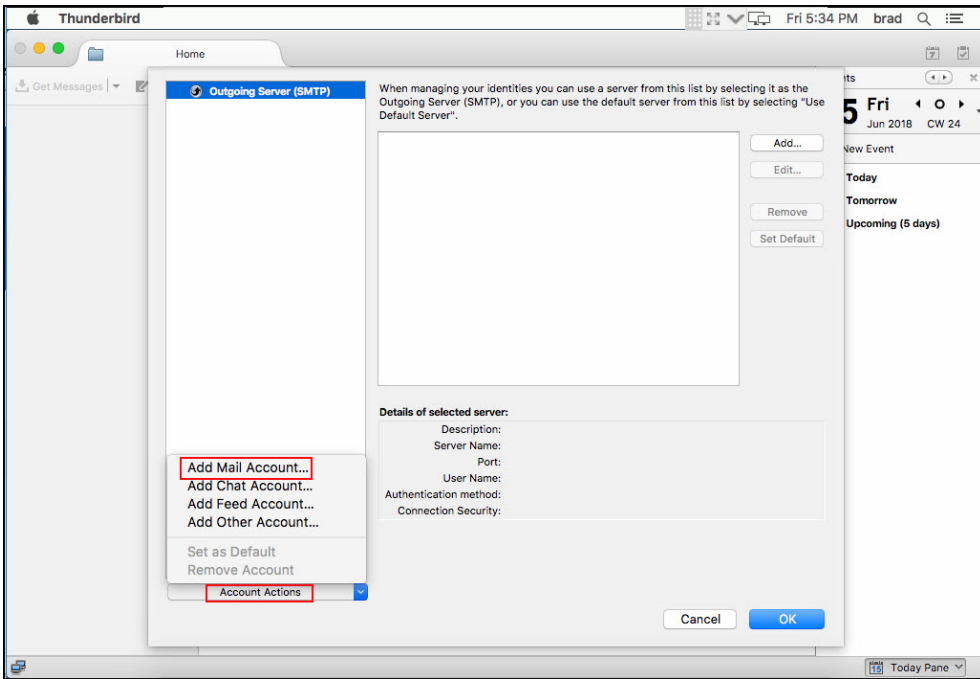


1. Launch Thunderbird
2. If this is the first time opening Thunderbird, there will be a “Use Thunderbird as the default client” window, either option is fine to move forward.
3. For a first time use, at the following window, choose “Skip this and use my existing email”

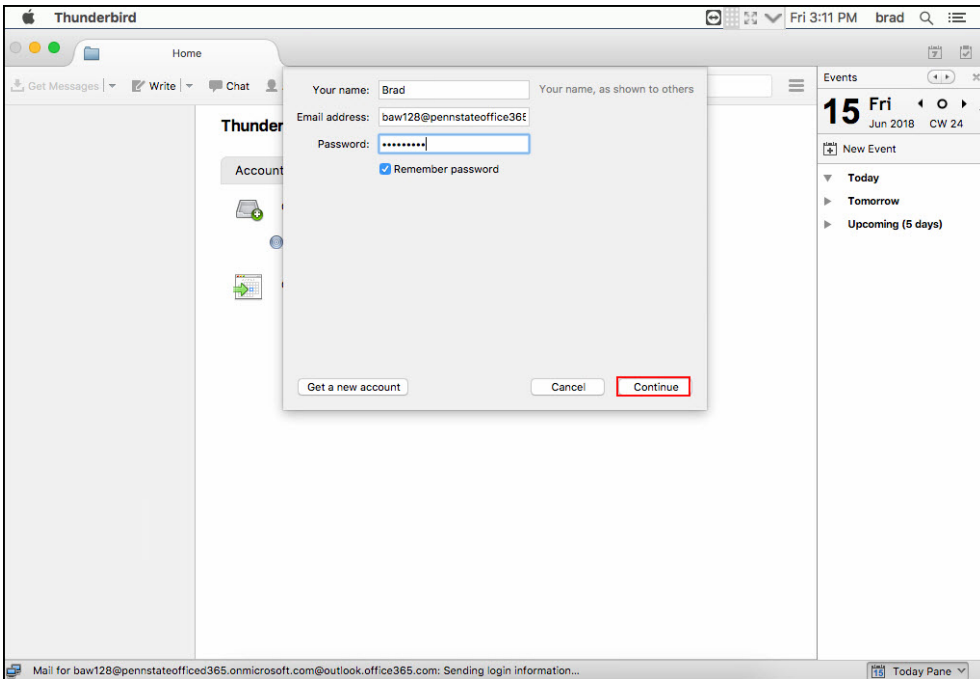


4. If you have opened thunderbird before, Select Tools, then Account Settings. On the next window select Account Actions then Add Mail Account.

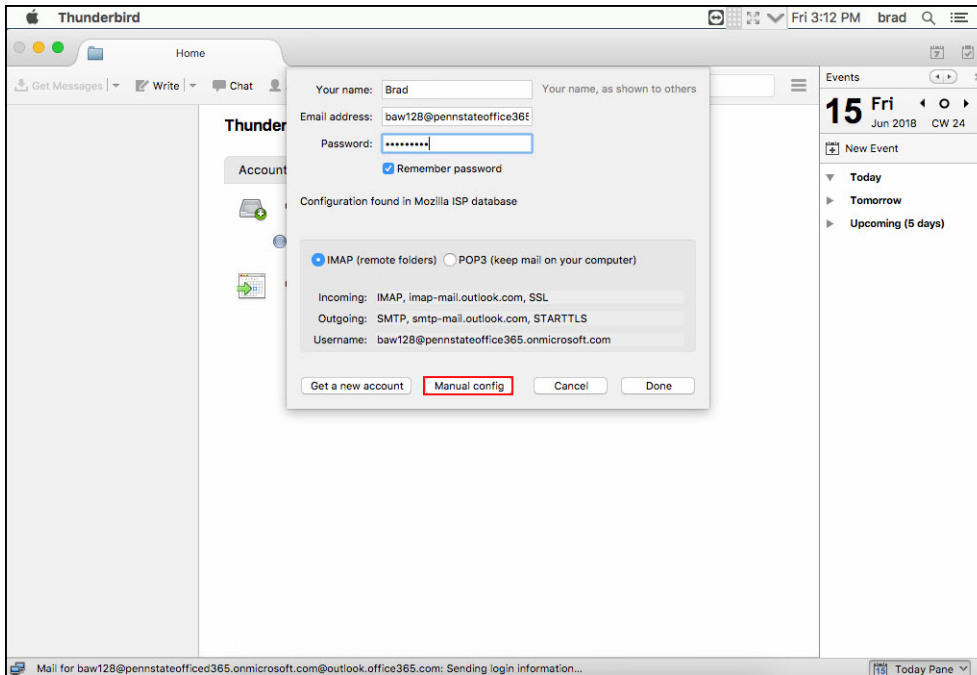




5. Enter your name, your Outlook 365 email address, and your password. Click **Continue**. Outlook 365 email address is <accessid>@pennstateoffice365.onmicrosoft.com



6. Thunderbird will attempt, and likely fail, to configure your email settings automatically. Click **Manual config** button.



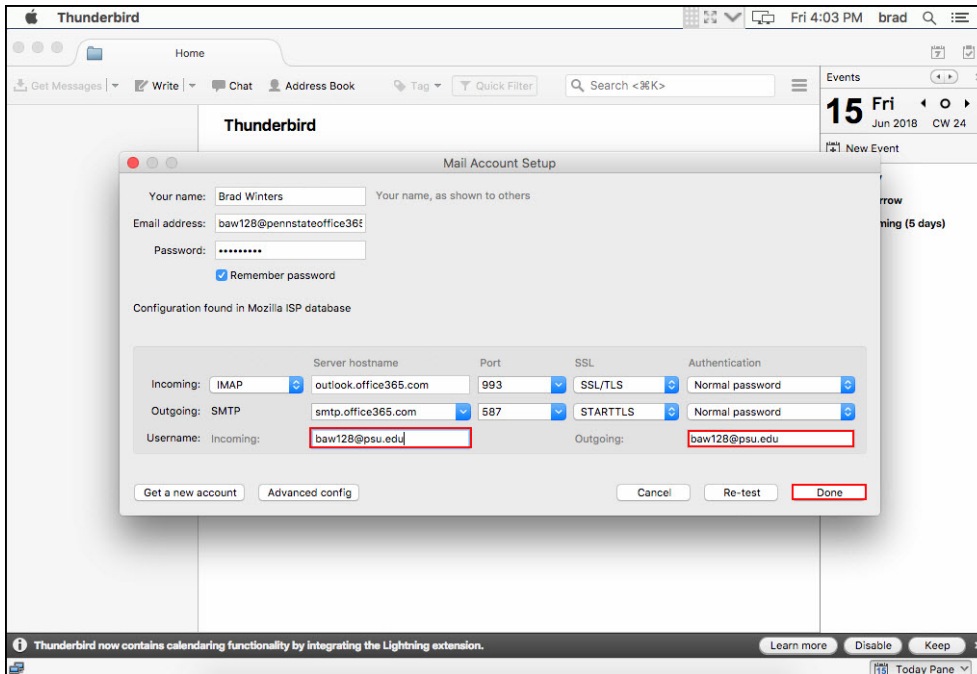
7. As pictured below, enter the following settings, change Outgoing to <accessid>@psu.edu then change Incoming to <accessid>@psu.edu, Click **Done**.

Incoming: IMAP

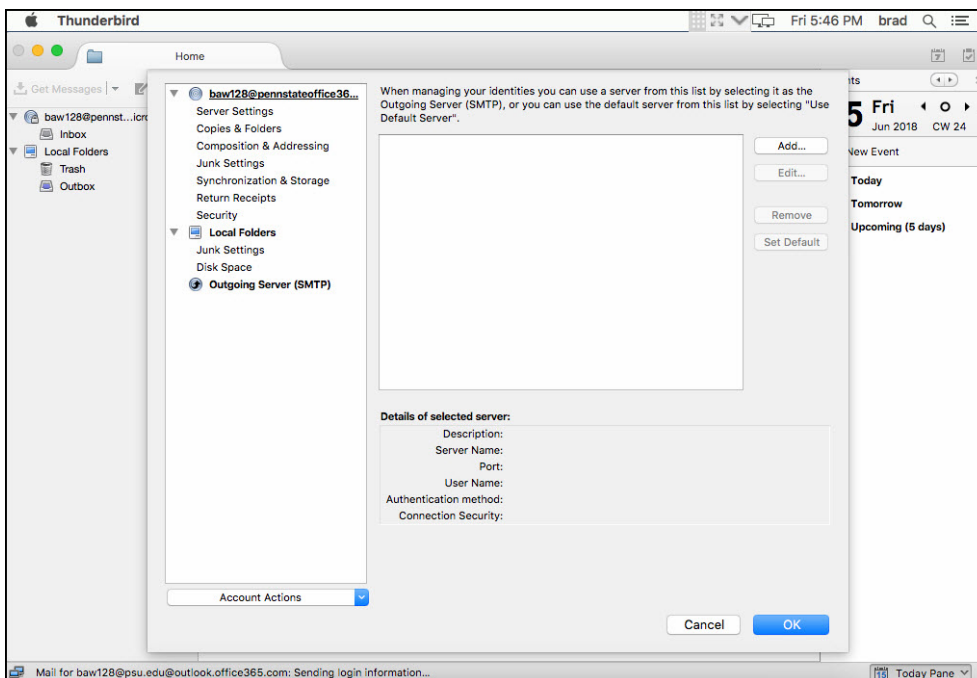
- Server hostname: outlook.office365.com
- Port: 993
- SSL: SSL/TLS
- Authentication: Normal password

Outgoing: SMTP

- Server hostname: smtp.office365.com
- Port: 587
- SSL: STARTTLS
- Authentication: Normal password



8. The next window will give you access to all the server settings that were just entered, Click **OK**.



9. Thunderbird will connect to the email server and begin downloading your email messages and folders.