Setting up Office 365 on Thunderbird

Open Mozilla Thunderbird. The Mail Account Setup box will open the first time that you open Thunderbird. If the Mail Account Setup dialog box doesn’t open, do the following:

On the Tools Menu, click Account Settings.

On the Account Settings page, under Account Actions, click Add Mail Account.
Enter your name: 
Email Address: *username@alumni.caltech.edu*
Password: *Your Office 365 Password*

***If you do not wish to enter your password every time when checking or sending e-mail, click Remember Password.

Suggested Settings may be provided for you. Be sure to select IMAP to view the suggested IMAP settings:

Check that the following settings are correct:
Incoming: IMAP
Server Hostname: outlook.office365.com
Port: 993
SSL: SSL/TLS
Password: Your Microsoft Office 365 password

Outgoing: SMTP
Server hostname: outlook.office365.com
Port: 587
SSL: STARTTLS
Password: Your Microsoft Office 365 password

Username: username@alumni.caltech.onmicrosoft.com

Click test when you are done. You will get a failed message and then click ok.

Click done. And tada, you are all set up.

You should now see your newly added account on the left-hand side of the Thunderbird window as your account is now fully set up!