Setting up Mozilla Thunderbird

1. Open Thunderbird.

2. If you are using Thunderbird for the first time, skip to step 3. Click on the Tools Menu and select Account Options.

3. A popup will appear, asking if you would like a new email address. Please click Skip this and use my existing email.

4. In the Mail Account Setup window, please provide the following information then click Continue:
   - Your name: Name (as you would like it displayed)
   - Email address: HPU email address (firstname.lastname@hputx.edu)
   - Password: Password for HPU accounts

5. Thunderbird will attempt to find the correct settings, and will often fail. You may see this error message, which is normal.

   Please provide the following information for the row labeled Incoming:
   - Server hostname: outlook.office365.com
   - Port: Auto
   - SSL: Autodetect
   - Authentication: Autodetect

   Please provide the following information for the row labeled Outgoing:
   - Server hostname: smtp.office365.com
   - Port: Auto
   - SSL: Autodetect
   - Authentication: Autodetect

   For the username, please provide your entire email address.

6. Click Re-test. If your settings are correct, you will see the following message:

7. Click Done. The mailbox will appear and start to populate.