

## Office 365 Migration for Thunderbird (Mac or Windows)

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These instructions are for Thunderbird version 24. Please upgrade your Thunderbird client, if possible, BEFORE completing the migration steps. [Link to latest release.](#)

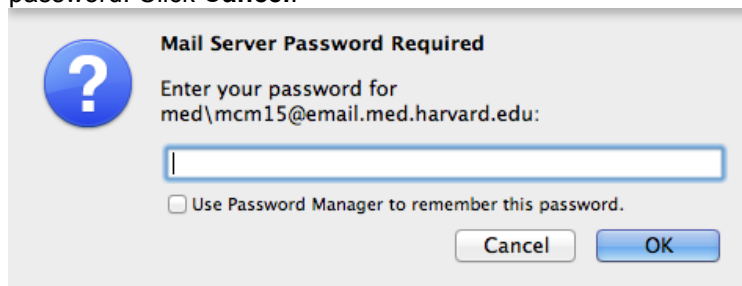
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**Use these instructions to reconfigure your Thunderbird application once you have been migrated to Office 365 email and calendaring services.**

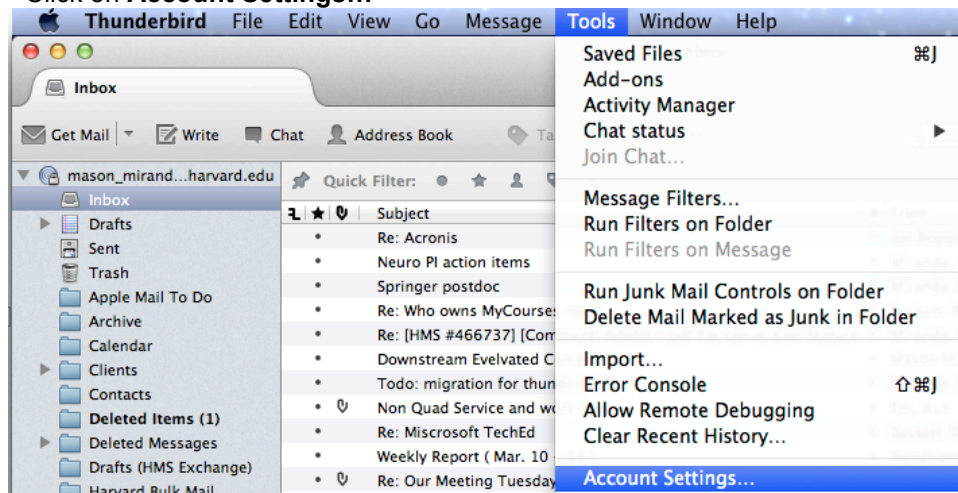
**Once you've been migrated, you will not be able to access your mailbox with Thunderbird until you follow these steps.**

### Updating Thunderbird Settings for Office 365


1. Launch **Thunderbird**.
2. On first launch, you may be prompted for you password for your email.med.harvardu password. Click **Cancel**.



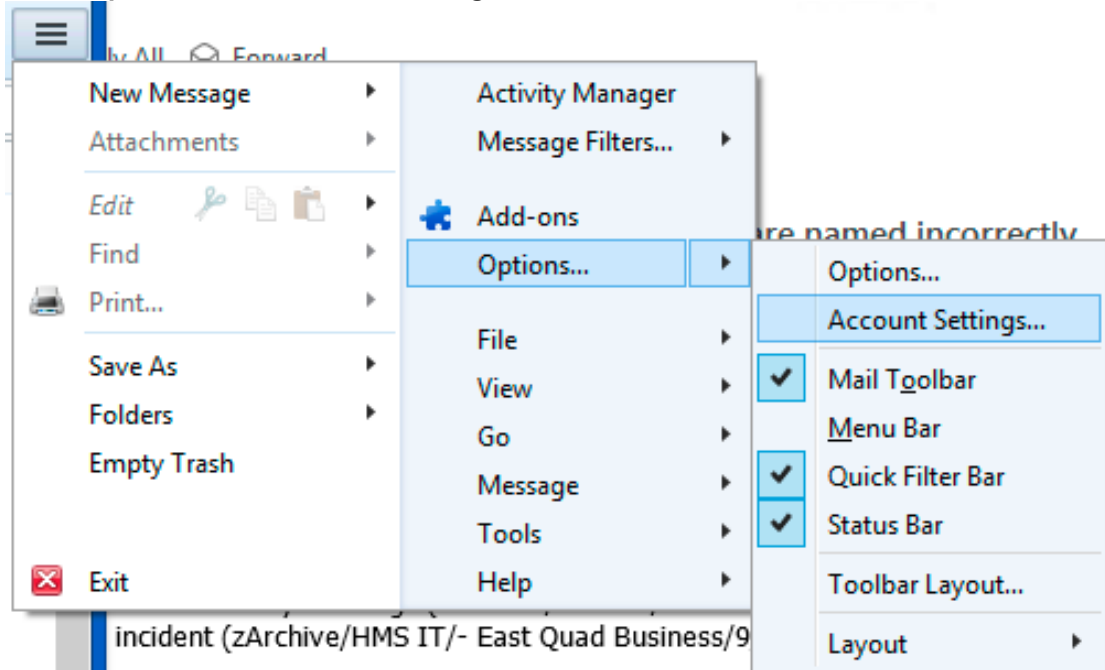
3. **Mac Users:** In Thunderbird, Click on the **Mail** menu, located in the upper left corner, next to the Apple icon.  
- Click on **Account Settings...**



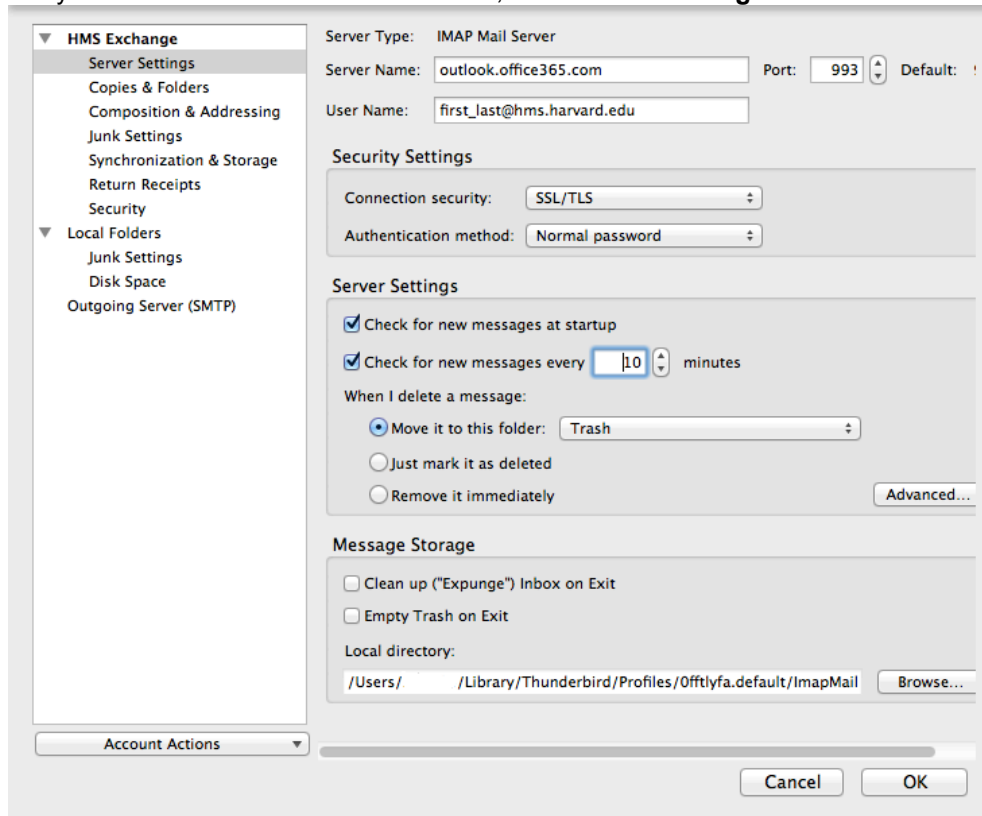
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**Windows Users:** Click the Thunderbird Menu button 

- Click **Options...** then **Account Settings...**



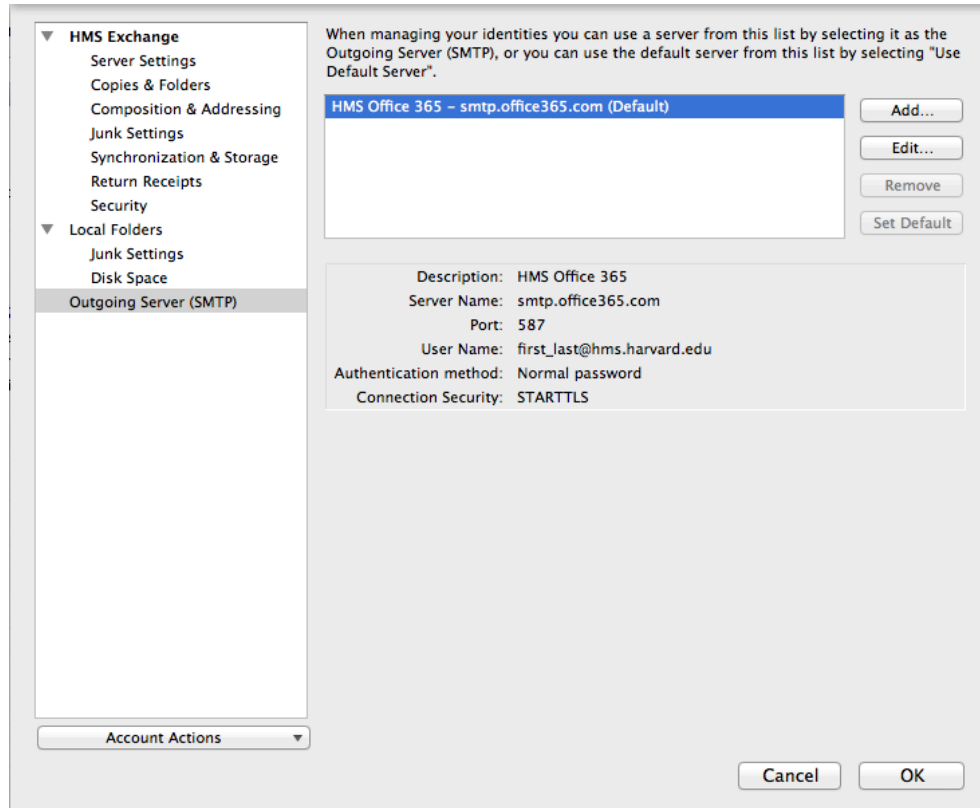
4. For your HMS.harvard.edu email account, click **Server Settings**.

A screenshot of the Thunderbird 'Account Settings' dialog box for an 'HMS Exchange' account. The 'Server Settings' tab is active. The 'Server Type' is 'IMAP Mail Server'. The 'Server Name' is 'outlook.office365.com', the 'Port' is '993', and the 'User Name' is 'first\_last@hms.harvard.edu'. Under 'Security Settings', 'Connection security' is set to 'SSL/TLS' and 'Authentication method' is 'Normal password'. Under 'Server Settings', 'Check for new messages at startup' and 'Check for new messages every 10 minutes' are checked. The 'When I delete a message:' section has 'Move it to this folder:' selected with 'Trash' chosen. Under 'Message Storage', 'Clean up ("Expunge") Inbox on Exit' and 'Empty Trash on Exit' are unchecked. The 'Local directory' is '/Users/ /Library/Thunderbird/Profiles/0fftlyfa.default/ImapMail'. The 'Account Actions' dropdown is at the bottom left, and 'Cancel' and 'OK' buttons are at the bottom right.

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5. Under the **Account information** tab, change the following settings:
  - a. Server Name: **outlook.office365.com**
  - b. User Name: Your full **Primary email address**, usually in the form of **firstName\_lastName@hms.harvard.edu**.  
**Note:** You can confirm your primary email address in the [HMS White Pages](#).
6. Click **OK**.

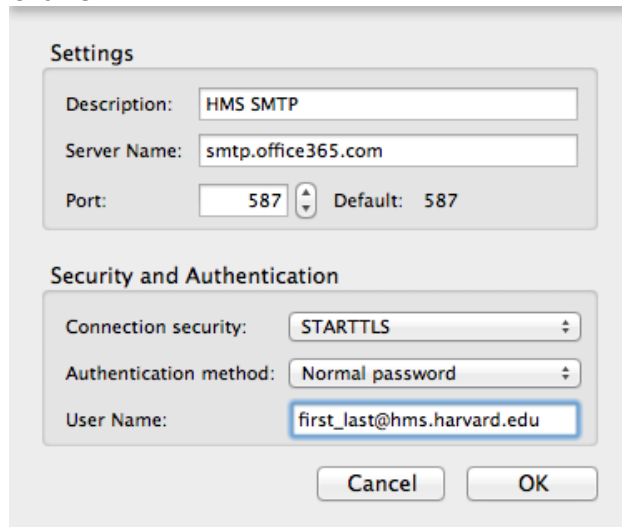


7. Click on **Outgoing Server** and select you HMS outgoing mail server, click **Edit**.
8. In the **Settings** window, change or confirm the following settings:
  - a. Server Name: **smtp.office365.com**
  - b. Port: **587**
  - c. Connection security: **STARTTLS**
  - d. Authentication Method: **Normal password**
  - e. User Name: Your full **Primary email address**, usually in the form of **firstName\_lastName@hms.harvard.edu**. **Not sure what your primary email address is?**
    - i. Log into [ecommons.med.harvard.edu](http://ecommons.med.harvard.edu)
    - ii. Click Preferences
    - iii. Click Messaging
    - iv. Your primary email address appears under the "E-Mail Options" heading

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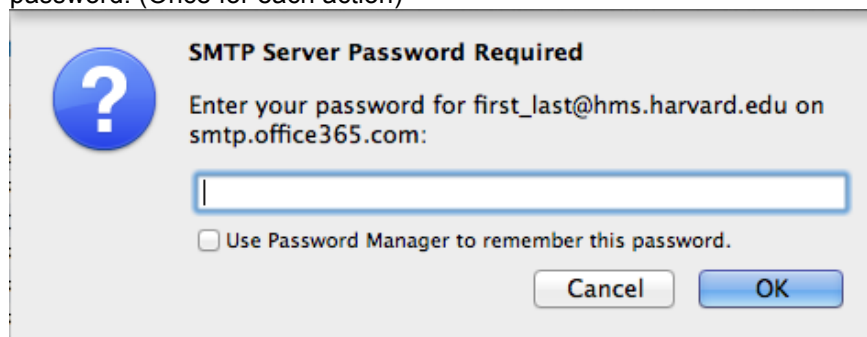
9. Click **OK**.



The screenshot shows the 'Settings' dialog box for an SMTP account. The 'Description' field contains 'HMS SMTP'. The 'Server Name' field contains 'smtp.office365.com'. The 'Port' is set to '587' with a 'Default: 587' label. Under the 'Security and Authentication' section, 'Connection security' is set to 'STARTTLS', 'Authentication method' is 'Normal password', and 'User Name' is 'first\_last@hms.harvard.edu'. There are 'Cancel' and 'OK' buttons at the bottom.

10. Click **OK** again.

11. The first time you **Send AND Receive** email, you will be prompted to enter your HMS password. (Once for each action)



The screenshot shows a dialog box titled 'SMTP Server Password Required'. It features a blue question mark icon. The text reads: 'Enter your password for first\_last@hms.harvard.edu on smtp.office365.com:'. Below this is a text input field. At the bottom, there is a checkbox labeled 'Use Password Manager to remember this password.' and two buttons: 'Cancel' and 'OK'.

Thunderbird is now configured to connect to the Office 365 email system.

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### Additional Application changes

If you use any of the following applications to access information on Exchange, additional changes need to be made to each of those applications

- Calendar/iCal
- Contacts/Address Book
- Notes
- Reminders

Note: Not all applications are available on all versions of Mac OS X.

### Connect from Anywhere!

Make sure to try [Outlook Web Access](#) (OWA)!

- Drag and drop email attachments
- Looks and works the same from every browser
- Online archiving
- Quickly filter new messages

### Find Out More about Outlook Web App for Office 365

Read about [OWA's new features](#) and how to [get started using OWA](#).