Office 365 Migration for Thunderbird (Mac or Windows)

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

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 your 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…

Questions? Call the IT Service Desk at 617-432-2000 or visit the [HMS IT Web Site](#).
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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.*
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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**.

![Outgoing Server settings](image)

7. Click on **Outgoing Server** and select your 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
      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**.

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)

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.