Steps to configure thunderbird for Office 365 Account

1. *Click* on **button**.

2. Locate **Mozilla Thunderbird** and *click* on it to open.

3. Thunderbird will launch as shown below, click on **“Skip Integration”.**

4. *Click* on the **Menu** icon as show below

5. After *clicking* on the **menu icon,** *click* on the **options** as shown

6. *Click* on the **account settings** to configure your Goole Apps account

7. Once you *click* on **Account Settings** the below screen appears.

8. *Click* on **Account Actions** as shown below

9. Under **Account Actions**, *click* on **Add Mail Account**

10. Below screen appears as shown

11. Enter your name, email address and password. For example I am using the test account. After entering your details *click* on **continue** as shown

12. *Click* on **Manual config** as shown

13. Change the default settings to the setting shown below, *click* on **Re-test**

Incoming **IMAP outlook.office365.com Port 993**

Outgoing **SMTP smtp.office365.com Port 587**

14. Once **Re-test** is complete, the **Done** button will be highlighted, *click* on **Done** as shown

15. On the left hand side your email ID will appear, *click* on **OK**

16. Mails will start downloading,

17. Wait for some time so that all your mails get downloaded.