# Adding a Personal Exchange Online Mailbox to Thunderbird

*You need to have a personal Exchange Online (ExOL) account to be able to add it Thunderbird.
Either you've migrated from Hermes or done Phase 1 of the migration.*

1. Start Thunderbird
2. From the 'Tools' menu select 'Account Settings'. If you don't see the 'Tools' menu item then you're not displaying the menu bar. To display it, single right click on the top toolbar in the Thunderbird window (the bar that will display the open tabs along with the X button to close the program). A small menu will appear, click on 'Menu Bar'.
3. Bottom left, press 'Account Actions' button. Then click on 'Add Mail Account'
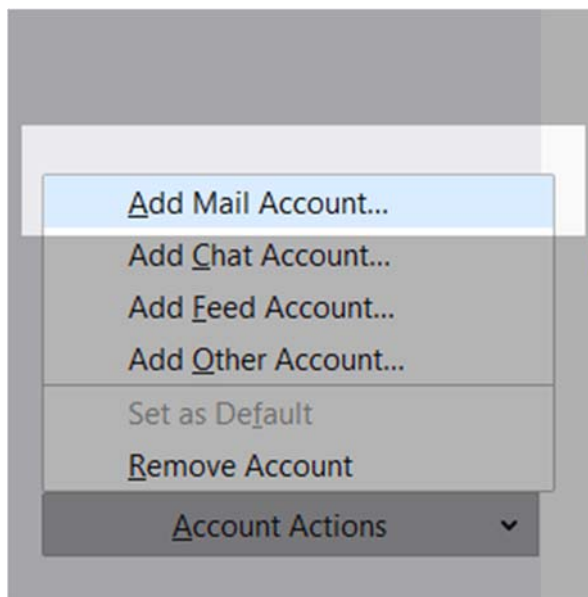
4. In this example we're adding the mailbox cm214@cam.ac.uk. The 'name' field will automatically fill in, if it doesn't add your name. Add you @cam.ac.uk email address. DON'T add a password.

5. Press the 'Configure manually' button.
6. You need to change:

    a. INCOMING server to **outlook.office365.com**

    b. OUTGOING server to **smtp.office365.com**

    c. Press Re-Test button. At this point you should see Port, SSL and Authentication boxes change.

7. Change 'Authentication' for IMAP and SMTP to OAuth2.

8. Press 'Done button.
9. A new window *may* appear like below asking you to 'Sign in with your organization account'. Make sure the username if filled in with your CRSid@cam.ac.uk and type in your Raven password. Then press 'Sign in' button.

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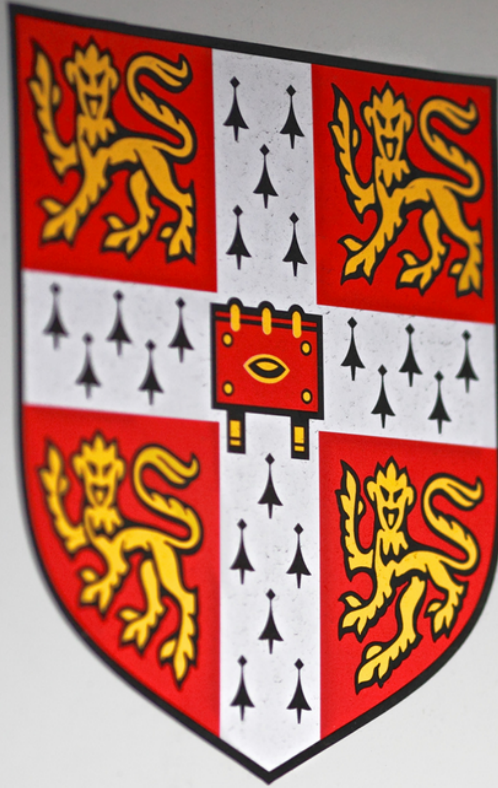
Sign in with your organizational account

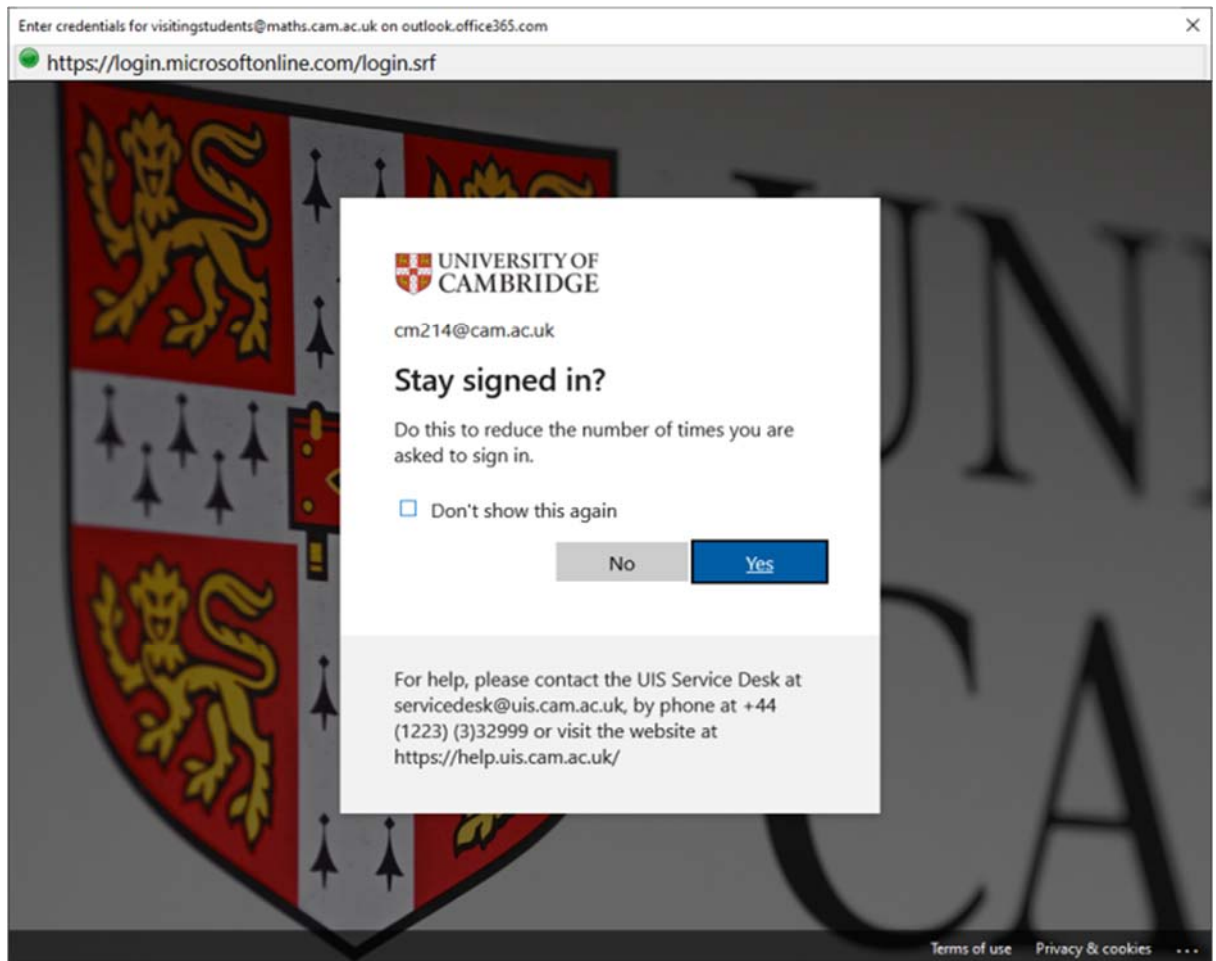cm214@cam.ac.uk

Password

Sign in

Please sign in with **CRSid@cam.ac.uk**

If you are an **ALUMNUS** or **ALUMNA**, please click here and sign in with **CRSid@cantab.ac.uk**

For more information, click here

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10. You *may* then be shown a window like below, press the 'Yes' button.

Enter credentials for visitingstudents@maths.cam.ac.uk on outlook.office365.com ✕

https://login.microsoftonline.com/login.srf

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cm214@cam.ac.uk

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No | Yes

For help, please contact the UIS Service Desk at servicedesk@uis.cam.ac.uk, by phone at +44 (1223) (3)32999 or visit the website at https://help.uis.cam.ac.uk/

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11. Thunderbird will now return to the Account Settings tab. Your account has now been setup and ready to use.

You may need to restart Thunderbird for all your folders to be shown.

The first time you send an email from this shared mailbox account you may well see the same two 'Sign in with your organization account' windows like above. Repeat as before, username = your CRSid@cam.ac.uk, password = your raven password.

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