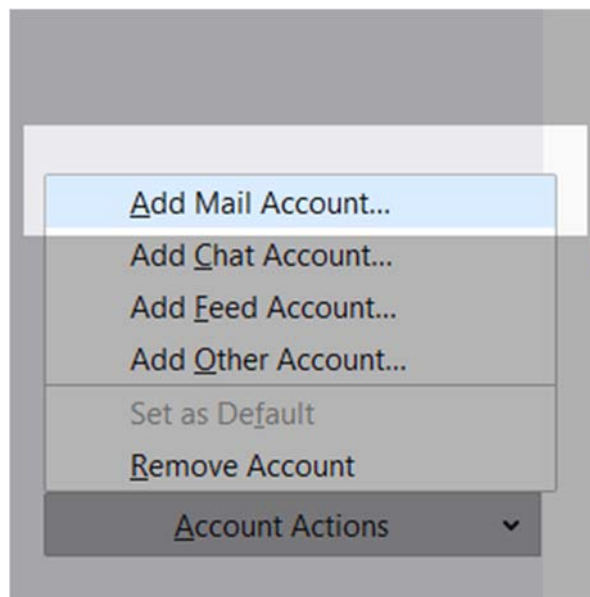


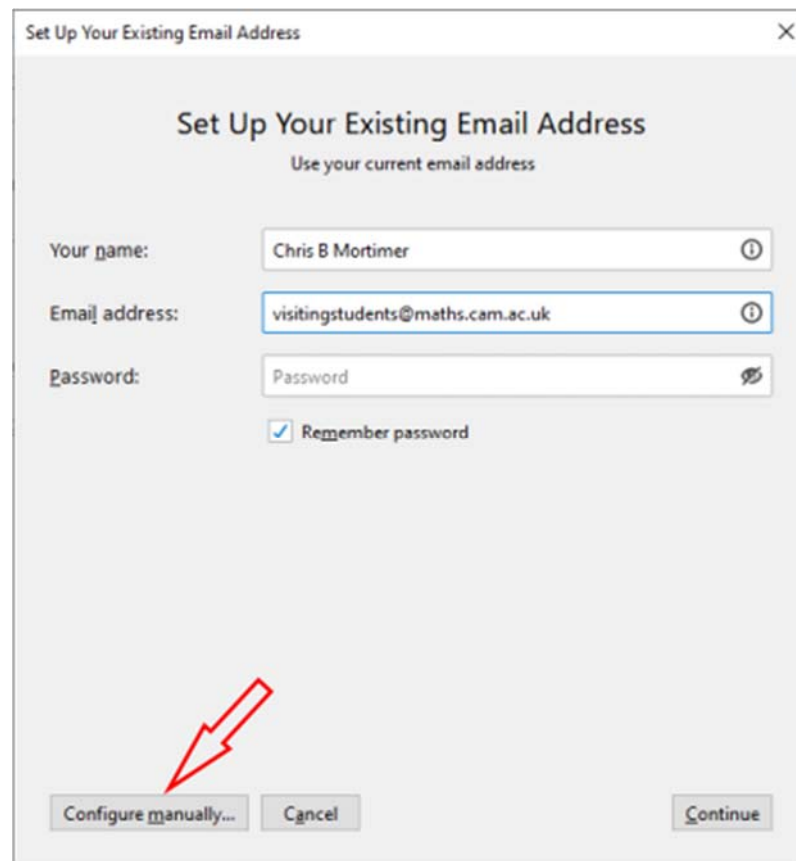
Adding an Exchange Online Shared Mailbox to Thunderbird

You need to have a personal Exchange Online (ExOL) account to be able to add ExOL shared mailboxes into Thunderbird.

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 shared mailbox visitingstudents@maths.cam.ac.uk. The 'name' field will automatically fill in, if it doesn't add your name. Add the email address of the shared mailbox you want to add. DON'T add a password.



Set Up Your Existing Email Address

Use your current email address

Your name: Chris B Mortimer

Email address: visitingstudents@maths.cam.ac.uk

Password: Password

☒ Remember password

Configure manually... Cancel Continue

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.

Set Up Your Existing Email Address

Use your current email address

Your name: Chris B Mortimer

Email address: visitingstudents@maths.cam.ac.uk

Password: Password

☒ Remember password

	INCOMING	OUTGOING
Protocol:	IMAP	SMTP
Server:	outlook.office365.com	smtp.office365.com
Port:	Auto	Auto
SSL:	Autodetect	Autodetect
Authentication:	Autodetect	Autodetect
Username:	visitingstudents@maths.cam.ac.	visitingstudents@maths.cam.ac.

[Advanced config](#)

Cancel Re-test Done

7. Change 'Authentication' for IMAP and SMTP to OAuth2.
8. Change 'Username' for SMTP to your [CRSid@cam.ac.uk](#) and check the IMAP username is the shared mailbox email address. In this example IMAP username will be [visitingstudents@maths.cam.ac.uk](#) and SMTP username will be [cm214@cam.ac.uk](#) (see image below)

Set Up Your Existing Email Address

Use your current email address

Your name: Chris B Mortimer

Email address: visitingstudents@maths.cam.ac.uk

Password: Password

☒ Remember password

✓ The following settings were found by probing the given server

INCOMING		OUTGOING	
Protocol:	IMAP	SMTP	
Server:	outlook.office365.com	smtp.office365.com	
Port:	143	587	
SSL:	STARTTLS	STARTTLS	
Authentication:	OAuth2	OAuth2	
Username:	visitingstudents@maths.cam.ac.	cm214@cam.ac.uk	

[Advanced config](#)

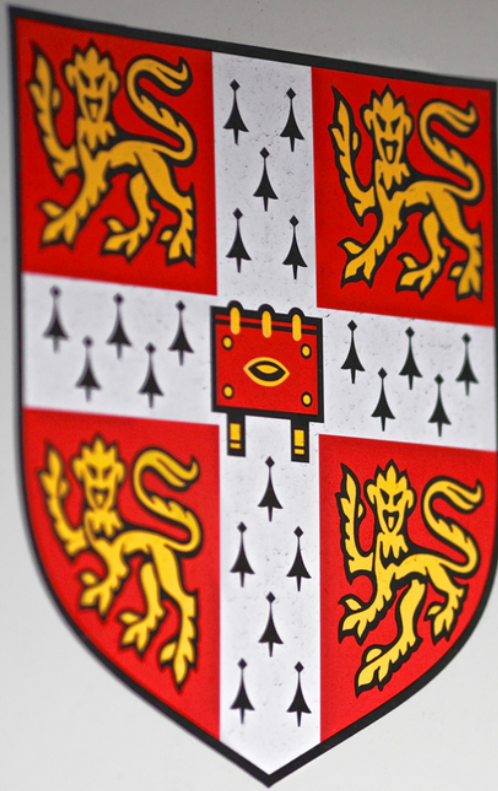
Cancel Re-test Done

9. Press 'Done' button.
10. A new window *may* appear like below asking you to 'Sign in with your organization account'. The username will be pre-filled in with, in this example, 'visitingstudents@maths.cam.ac.uk'. Change this to your CRSid@cam.ac.uk and type in your Raven password. Then press 'Sign in' button.

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



https://connect.blue.cam.ac.uk/adfs/ls/?login_hint=visitingstudents%40maths.cam.ac.uk&client-request-id=e031ff7b-19e5-434



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CAMBRIDGE

Sign in with your organizational account

Sign in

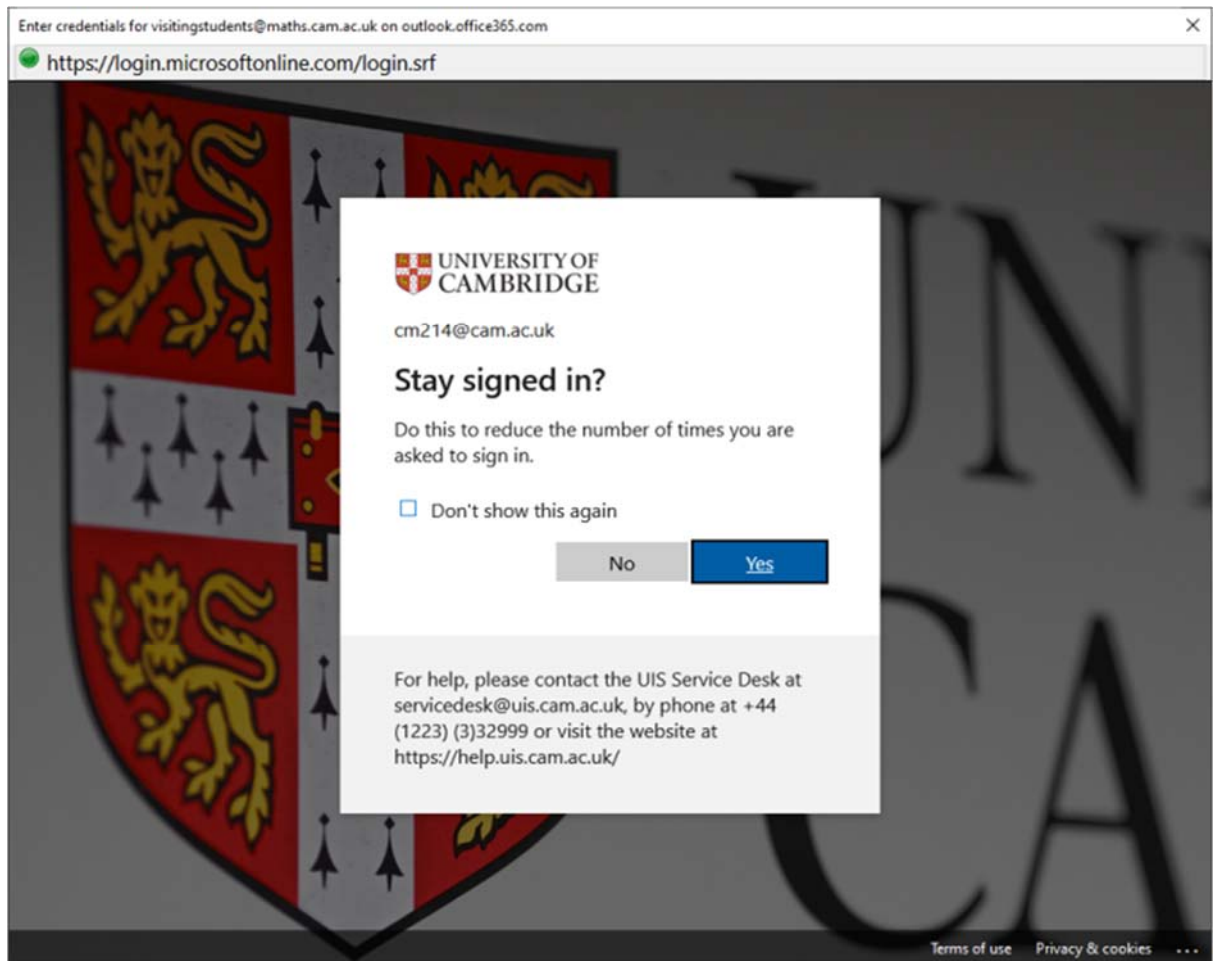
Please sign in with **CRSid@cam.ac.uk**

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

For more information, click [here](#)

© 2016 Microsoft [Home](#) [Help](#)

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



12. 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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