Information for setting up Non-Microsoft Email client to access email

IMAP will be used for incoming and SMTP will be used for outgoing email server in your email client:

Set up email using Mozilla Thunderbird 8.0 (just an example of the email client; most clients should need the same information)

1. Open Mozilla Thunderbird. The **Mail Account Setup** dialog box will open the first time that you open Thunderbird. If the **Mail Account Setup** dialog box doesn't open, do the following:
   a. On the **Tools** menu, click **Account Settings**.
   b. On the **Account Settings** page, under **Account Actions**, click **Add Mail Account**.
2. In the **Mail Account Setup** dialog box, do the following:
   a. In the **Your Name** box, enter the name that you want to appear on the "From" line in your outgoing messages.
   b. In the **Email Address** box, enter your email address.
   c. In the **Password** box, enter your password. Click **Continue** if you're using a Windows computer or click **Next** if you're using a Mac. Thunderbird will try to find the settings you need to configure for your account.
3. Click **Stop**, or wait for Thunderbird to try to find your account settings. You'll see the message: "Thunderbird failed to find the settings for your email account."
4. The **IMAP** check box, next to **Incoming**, is selected by default and is recommended. In the **Server hostname** box, enter the name of your incoming server. If you're connecting to your Office 365 email, the IMAP or POP server name is **outlook.office365.com**. I

   Note: Leave the **Port** option set to **Auto**. Leave the **SSL** and **Authentication** options set to **Autodetect**.

5. In the **Server hostname** text box, next to **Outgoing**, enter your **SMTP server name**. If you're connecting to your Office 365 email, the SMTP server name is **smtp.office365.com**.

   Note: Leave the **Port** option set to **Auto**. Leave the **SSL** and **Authentication** options set to **Autodetect**.

6. In the **Username** box, type your complete email address. For example, john.doe@email.kpu.ca.

7. Click the **Re-test** button. If you see the message "The following settings were found by probing the given server," click **Create Account**. A page opens that lets you view or change other Thunderbird settings. Click **OK** when you've finished viewing or changing

the settings. If you're unable to connect, see "What else do I need know?" later in this topic.

Note: If you're using POP, under **Server Settings**, it's a good idea to select **Leave messages on the server**. After you select this check box, a copy of the messages you retrieve to your local computer will be kept on the server. You'll also be able to access your messages from a different mail application.

Find your POP or IMAP server settings

If you're connecting to your Office 365 email, you don't need to look up your settings. For Office 365, the server name for IMAP and POP is **outlook.office365.com** and the server name for SMTP is **smtp.office365.com**.