How to set up IMAP or POP in Thunderbird for Outlook

Set Up Faculty/Staff email in Thunderbird Using IMAP

Follow these steps to set up your fit.edu email account in Thunderbird using IMAP.

1. Open the **Thunderbird Menu**.

2. Select **Options > Account Settings**.
3. Select the **Account Actions** dropdown arrow and choose **Add Mail Account**.
4. Enter **Your name**, the **Email address** for your fit.edu account, and the **Password**.

If two-step verification is enabled for your Outlook.com account, generate a Microsoft account app password and enter the app password in the **Password** text box.
5. Select **Continue**.

6. In the **Configuration found in Mozilla ISP database** section, select **IMAP (remote folders)**.
7. Select **Done**.

8. In the **Account Settings** dialog box, select **OK**.
If Mozilla Thunderbird did not automatically detect the Outlook.com mail server settings for your fit.edu account, enter these settings through manual set up:

- IMAP server name: **outlook.office365.com**
- IMAP port: **993**
- IMAP encryption method: **TLS**
- SMTP server name: **smtp.office365.com**
- SMTP port: **587**
- SMTP encryption method: **STARTTLS**

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