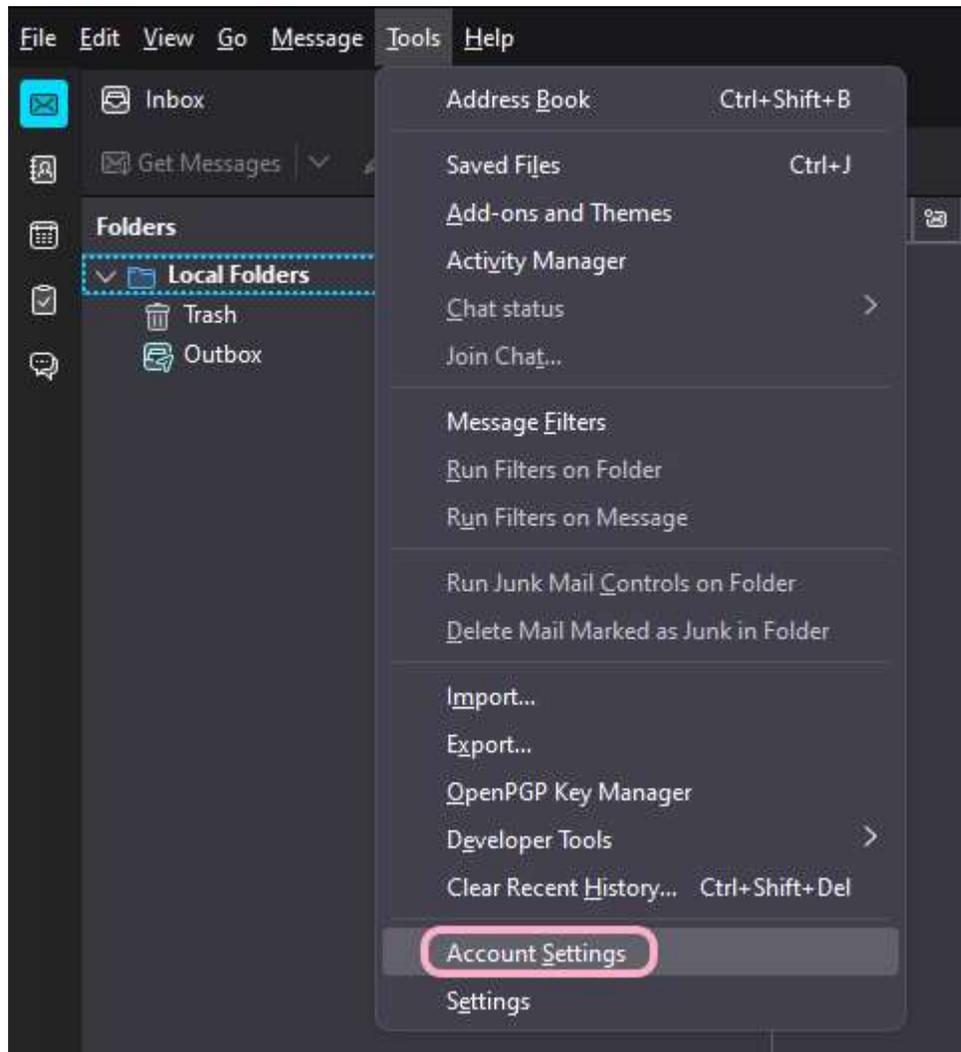


# Setup your Washburn email in the Thunderbird email client

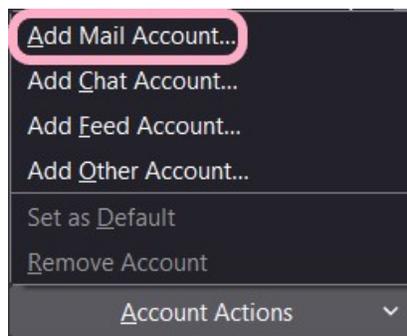
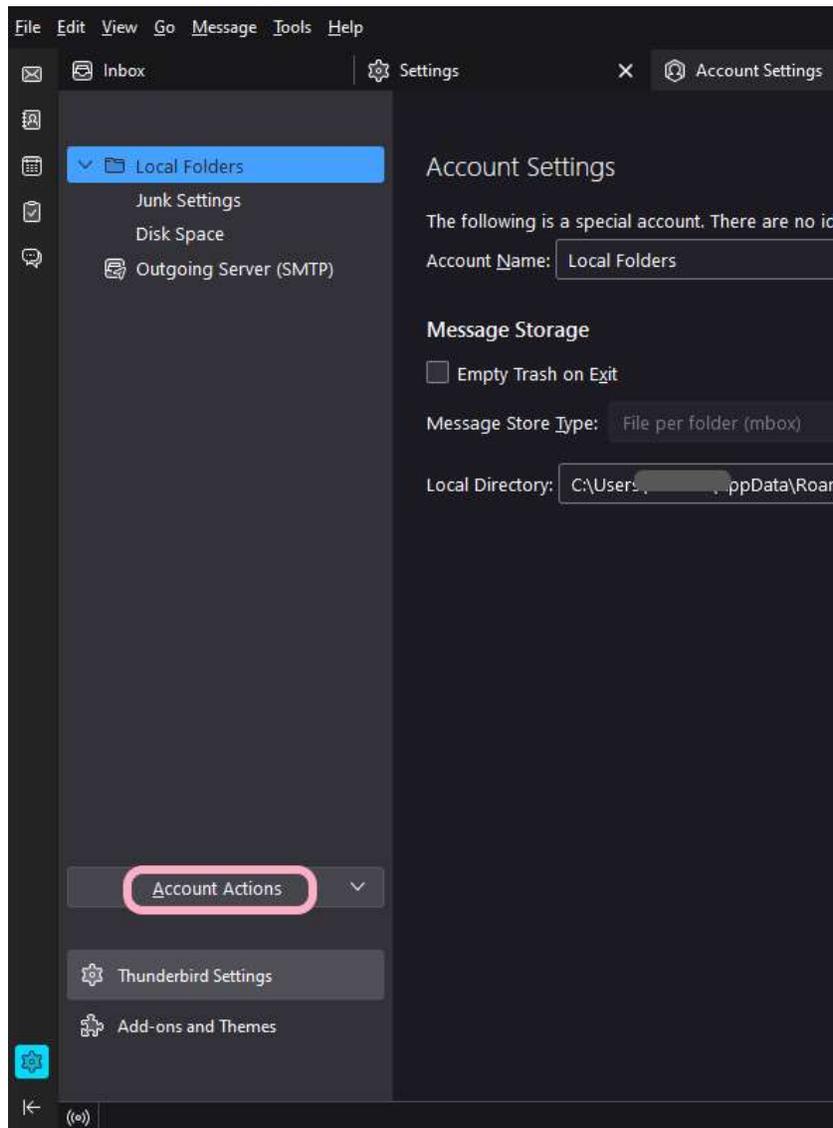
## For new setups:

1. Open **Thunderbird**.
2. Under the **Tools** pull-down menu, choose **Account Settings**.



If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu).

3. On the bottom left, click on **Account Actions**, then **Add Mail Account**.



If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu).

4. On the “**Setup Your Existing Email Address**” window, enter your Full Name, WU email address and password. Click **Continue**.

**Set Up Your Existing Email Address**

To use your current email address fill in your credentials.  
Thunderbird will automatically search for a working and recommended server.

Your full name  
Icha Bod

Email address  
icha.bod@washburn.edu

Password  
.....

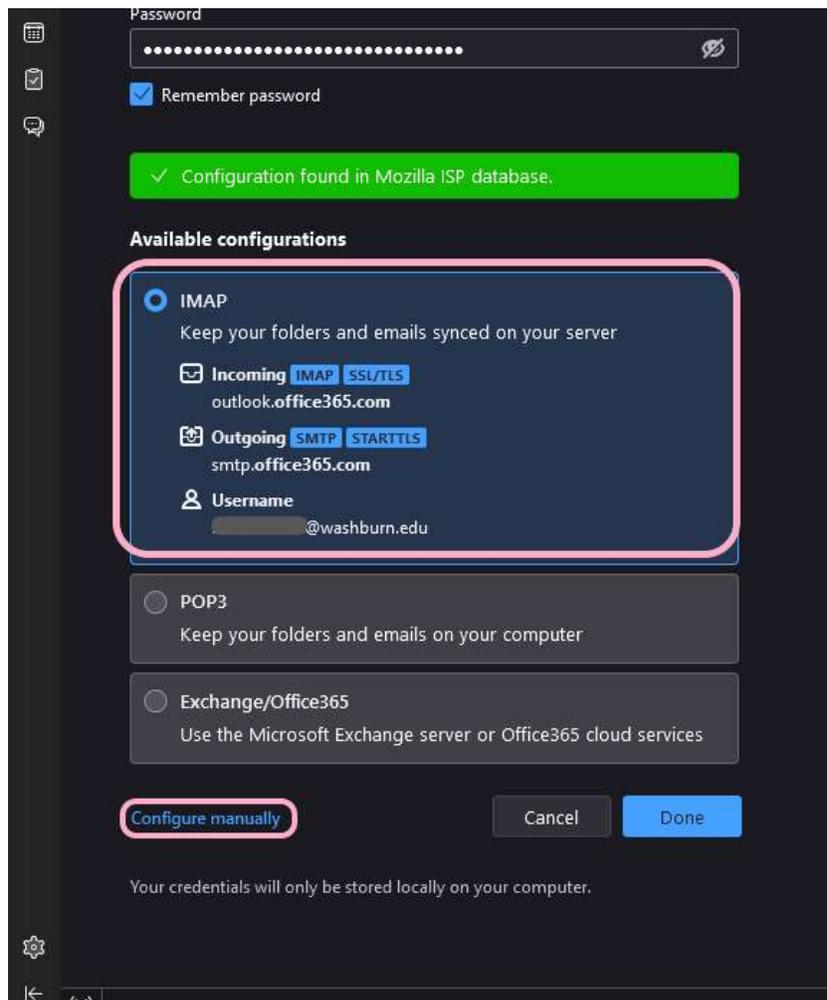
Remember password

[Configure manually](#)

Your credentials will only be stored locally on your computer.

If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu).

5. Choose **IMAP**, then click **Configure manually**.



If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu).

6. Change the **Authentication method** for both the INCOMING SERVER and OUTGOING SERVER settings to **OAuth2**, then click **Done**.

**Manual configuration**

**INCOMING SERVER**

Protocol: IMAP

Hostname: outlook.office365.com

Port: 993

Connection security: SSL/TLS

Authentication method: OAuth2

Username: hmanila.test@washburn.edu

**OUTGOING SERVER**

Hostname: smtp.office365.com

Port: 587

Connection security: STARTTLS

Authentication method: OAuth2

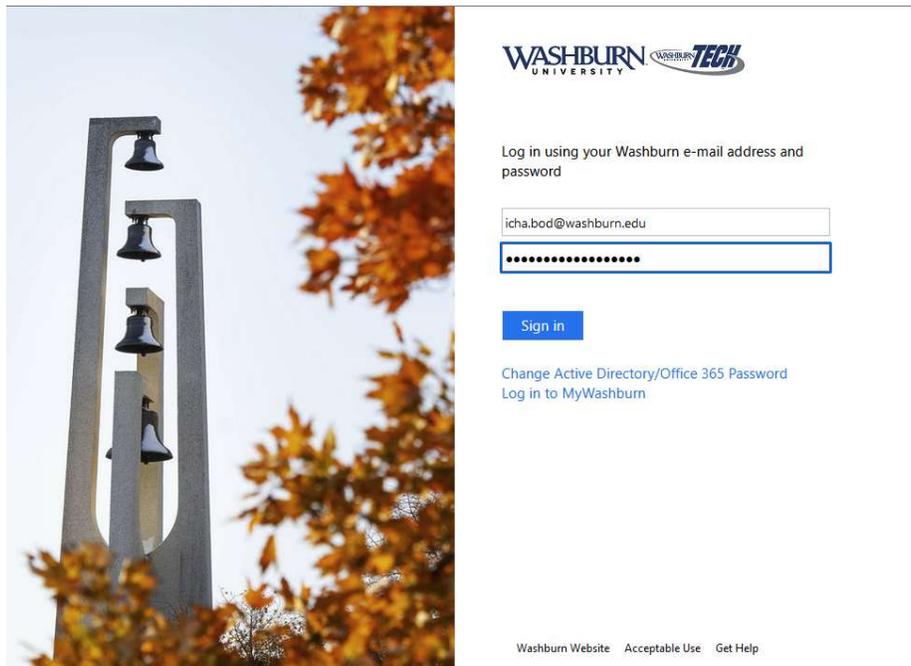
Username: hmanila.test@washburn.edu

Advanced config

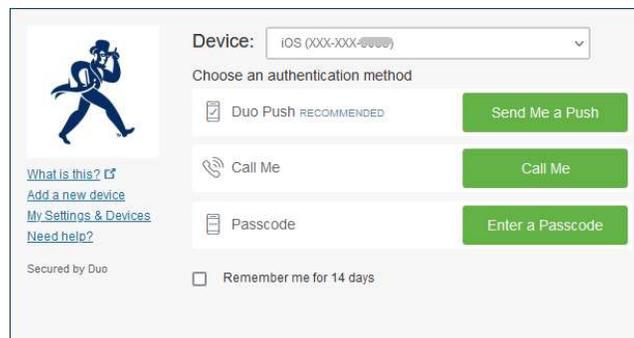
Re-test Cancel Done

If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu).

7. When prompted, login via the Washburn login page.



**Note:** *If required, this is where you may be prompted for multifactor authentication (MFA in the form of **Duo** for faculty/staff)*

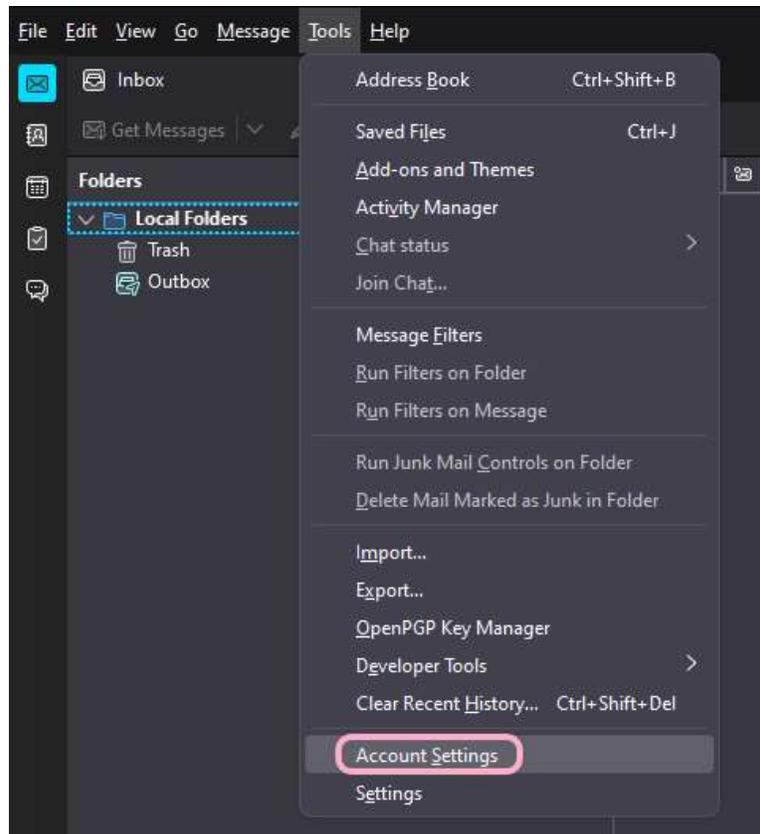


8. You are now ready to read and send email from your Washburn email account.

If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu).

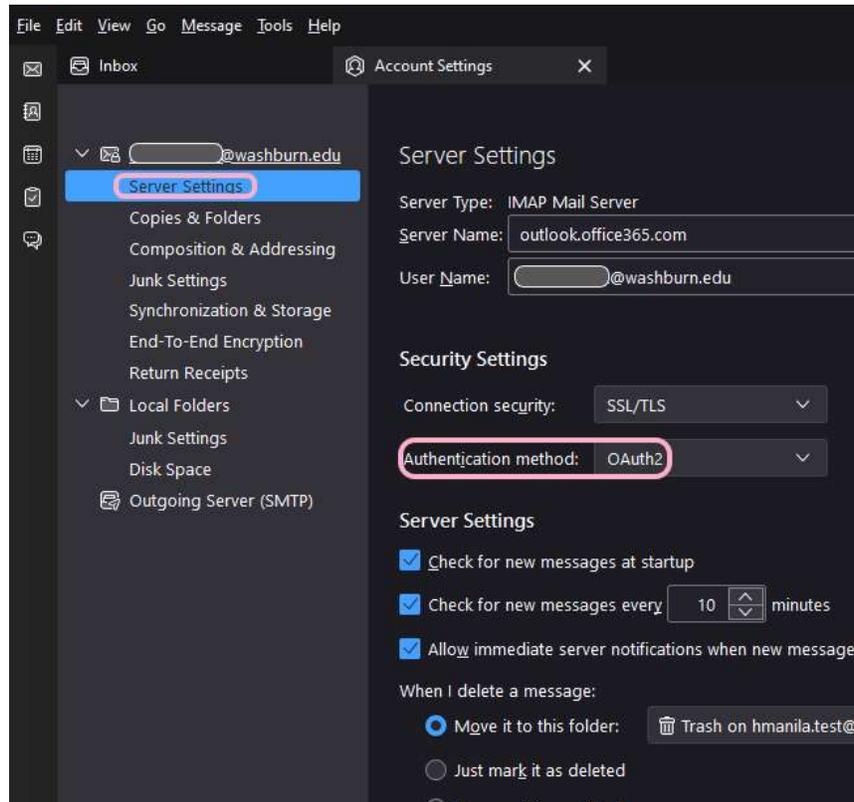
**For existing Thunderbird email profiles:**

1. Open **Thunderbird**.
2. Under the **Tools** pull-down menu, choose **Account Settings**.



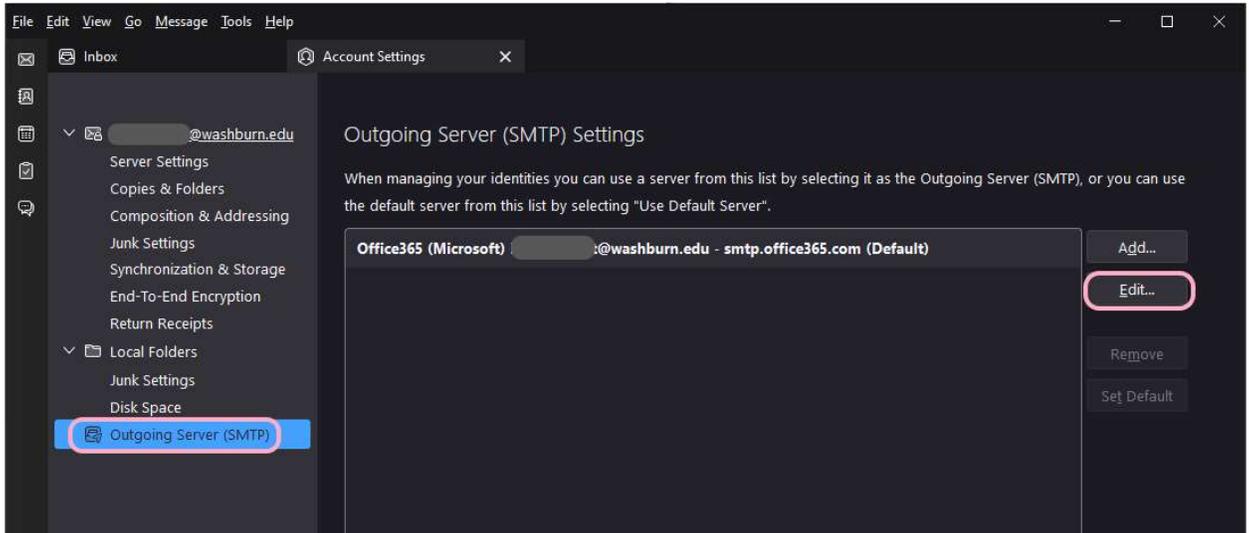
If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu).

1. Under your Washburn email address on the left pane, highlight **Server Settings**. Under the **Security Settings** in the right pane, change the **Authentication method** to **OAuth2**. *Note: If required, this is where you may be prompted for multifactor authentication (MFA in the form of **Duo** for faculty/staff)*

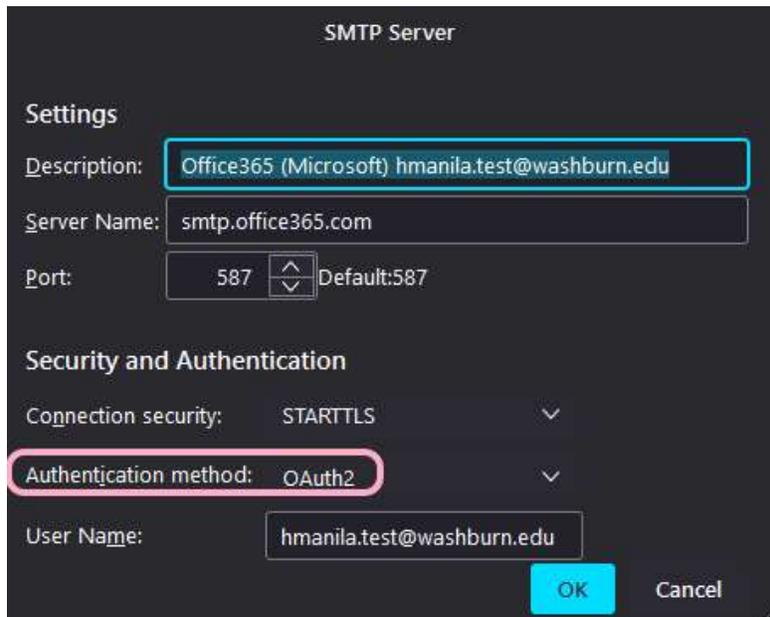


If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu).

3. On the left pane, click on **Outgoing Server (SMTP)**, highlight your Office 365 SMTP profile, then click **Edit**.



4. Change your SMTP Server **Authentication method** to **OAuth2**.



5. You are now ready to read and send email from your Washburn email account.

If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu).