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.



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.

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

Set Up Your Existir	ng Email Addres	S
To use your current email address Thunderbird will automatically sea	s fill in your credentials. arch for a working and recomr	nended sen
Your full name		
Icha Bod		Û
Email address		
icha.bod@washburn.edu		0
Password		
••••••	•••••	Ø
Remember password		
Configure manually	Cancel	ontinue
Your credentials will only be stored lo	cally on your computer.	

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



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

		Manual configuration	
Q			
		Protocol:	IMAP ~
		Hostname:	outlook.office365.com
		Port:	993 🔨
		Connection security:	SSL/TLS V
	(Authentication method:	OAuth2 ~
		Username:	hmanila.test@washburn.edu
		Hostname:	smtp.office365.com
		Port:	587 🔷
		Connection security:	STARTTLS V
	(Authentication method:	OAuth2 V
		Username:	hmanila.test@washburn.edu
			Advanced config
ŝ		Re-test	Cancel Done
(•))		

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



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

-Pr	Device: ios (xxx-xxx-suce	9 ~
	Choose an authentication met	thod
What is this? 0 ³ Add a new device My Settings & Devices Need help?	Duo Push RECOMMENDED	Send Me a Push
	Call Me	Call Me
	Passcode	Enter a Passcode
Secured by Duo	Remember me for 14 days	

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

For existing Thunderbird email profiles:

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



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

<u>F</u> ile	<u>E</u> dit <u>V</u> iew <u>G</u> o <u>M</u> essage <u>T</u> ools <u>H</u> elp	p
\boxtimes	🔁 Inbox	Account Settings ×
A		
	V 🗟 🦳 @washburn.edu	2 Server Settings
٢	Copies & Folders	Server Type: IMAP Mail Server
Q	Composition & Addressing	Server Name: outlook.office365.com
	Junk Settings	User <u>N</u> ame: @@washburn.edu
	Synchronization & Storage	
	End-To-End Encryption	Security Settings
	Return Receipts	Connection security SSL/TLS
	Junk Settings	Connection security.
	Disk Space	Authentication method: OAuth2
	🚭 Outgoing Server (SMTP)	Server Settings
		✓ Check for new messages at startup
		Check for new messages every 10 💭 minutes
		Allow immediate server notifications when new message
		When I delete a message:
		● Move it to this folder:
		Just mark it as deleted

If you have any further questions, please contact **User Services** at 785-670-3000 or <u>support@washburn.edu</u>. 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.

SMTP Server				
Settings				
Description:	Office3	65 (Microsoft) hmani	la.test@washbur	n.edu
<u>S</u> erver Name:	smtp.o	ffice365.com		
<u>P</u> ort:	587	Default:587		
Security and	Auther	ntication		
Co <u>n</u> nection se	curity:	STARTTLS	×	
Authentication	method:	OAuth2	~	
User Na <u>m</u> e:		hmanila.test@was	hburn.edu	
			ОК	Cancel

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 <u>support@washburn.edu</u>.