

# Connect Mozilla Thunderbird to Exchange Labs

You can connect Mozilla Thunderbird to Exchange Labs using POP3 or IMAP4 connectivity. There are separate versions of Thunderbird for Windows and Mac operating systems. These instructions apply to both Windows and Mac.

## Note:

If you don't know whether to use POP3 or IMAP4, consider using IMAP4 because it supports more features.

### Prerequisites

To access Exchange Labs, you must have the Windows Live ID that your administrator gave you to use with Exchange Labs and your password. The Windows Live ID is also your primary e-mail address and includes the name of the domain, like tony@contoso.com.

Find the SMTP server name that you will need to use. To find the SMTP server name, sign in to Exchange Labs at the following address: <https://outlook.com>. After you sign in successfully, the address you entered will resolve to an address that contains the SMTP server name you need to use. Use the table below to find the SMTP server name. For example, if the address begins with **https://bl2prd01**, enter **pod51000.outlook.com** for the SMTP server name.

Outlook Web Access address starts with	SMTP server name
<a href="https://bl2prd01">https://bl2prd01</a> or <a href="https://pod51000">https://pod51000</a>	pod51000.outlook.com
<a href="https://db2prd01">https://db2prd01</a> or <a href="https://pod51002">https://pod51002</a>	pod51002.outlook.com
<a href="https://sinprd01">https://sinprd01</a> or <a href="https://pod51003">https://pod51003</a>	pod51003.outlook.com

Set up Mozilla Thunderbird for POP3 or IMAP4 access to Exchange Labs

1. Open Mozilla Thunderbird. The **Account Wizard** will run the first time that you open Thunderbird. If the Internet Connection Wizard does not run when you first open Thunderbird, do the following:
  - a. On the **Tools** menu, click **Account Settings**.
  - b. On the **Account Settings** page, click **Add Account**.
2. In the **Account Wizard**, on the **New Account Setup** page, select **Email account**, and then click **Next** or **Continue**.
3. On the **Identity** page, in the **Your Name** box, enter the name that you want to appear in the "From" field of your outgoing messages and then, in the **Email Address** box, enter your e-mail address.
4. On the **Server Information** page, select **POP** or **IMAP**, and then click **Next** or **Continue**. You might want to use IMAP4 because it supports more features.
5. In the **Incoming Server** and **Outgoing Server** boxes, enter the appropriate server names, and then click **Next** or **Continue**.
  - **POP3 server** This is the server name you enter when you set up a POP3 client to connect to Exchange Labs. Enter **outlook.com**.

- **IMAP4 server** This is the server name you enter when you set up an IMAP4 client to connect to Exchange Labs. Enter **outlook.com**.
  - **SMTP server** This is the server name you need to enter when you set up either a POP3 or an IMAP4 client to connect to Exchange Labs. See "Prerequisites" earlier in this topic for information about how to determine the name of your SMTP server.
6. On the **User Names** page, enter your e-mail address in the **Incoming User Name** and **Outgoing User Name** boxes, and then click **Next** or **Continue**.
  7. On the **Account Name** page, enter the name you want to use to refer to this e-mail account, and then click **Next** or **Continue**.
  8. On the **Congratulations** page, review your configurations, and then click **Finish** or **Done** to close the wizard.

 **Note:**

After you complete this step, a reminder may tell you that you need to set up your connection to Exchange Labs to use SSL or TLS. You'll do this in the next step. Click **OK**.

9. Set up Thunderbird to use SSL or TLS as required by Exchange Labs. Do the following:

 **Note:**

If the **Account Settings** page doesn't open automatically, in Thunderbird, on the **Tools** menu, click **Account Settings**.

- . In the navigation pane of **Account Settings**, select **Outgoing Server (SMTP)**. On the **Outgoing Server (SMTP) Settings** page, select the Exchange Labs SMTP server, and then click **Edit**.
    - a. Under **Security and Authentication**, under **Use secure connection**, make sure that **TLS, if available** is selected, and then click **OK**.
    - b. In the navigation pane of **Account Settings**, under your Exchange Labs configuration, select **Server Settings**.
    - c. On the **Server Settings** page, under **Security Settings**, select **SSL**, and then click **OK**.
    - d. In the **Mail Server Password Required** message box, type your password. If you want Thunderbird to remember your password, click **Use Password Manager to Remember this password**. If you're using IMAP, click **OK**. If you're using POP, proceed to the next step.
10. If you are using POP3, under **Server Settings**, it's a good idea to select **Leave messages on the server**. This keeps a copy of the messages you retrieve to your local computer on the server. This also lets you access your messages from a different mail application such as Outlook Web Access.

What else do I need to know about setting up Thunderbird?

### Things to watch for

In some cases, if you've set up Thunderbird to use IMAP, there's one final step before you can send and receive e-mail. By default, Thunderbird looks on the server for a folder named "sent" to store messages you've sent. However, Exchange Labs uses a folder named "Sent Items". You need to set up Thunderbird to put messages that you've sent into the Sent Items folder on the Exchange server in Exchange Labs.

 **Note:**

Before you do the following, you need to log on to Exchange Labs using Thunderbird. To log on, click **Get Mail** in Thunderbird.

Set up Thunderbird to use the Sent Items folder in Exchange Labs

1. In Thunderbird, on the **Tools** menu, click **Account Settings**.
2. In the navigation pane of **Account Settings**, select **Copies & Folders** for your Exchange Labs account.
3. In **Copies & Folders** in the right pane, under **When sending messages, automatically**, select **Other**. In the drop-down list, select your Exchange Labs user name, and then select **Sent Items**.
4. Click **OK**.

**Other info that might help**

- For more information about how to connect to Exchange Labs using other e-mail programs, see [Connect to Your Exchange Labs E-Mail](#).
- For more information about POP3 and IMAP4, see [Using POP3 and IMAP4 E-Mail Programs](#).
- For information about how to use Thunderbird, see the Help documentation that's provided with Thunderbird.