Mozilla Thunderbird

IMAP Setup Guide
(Student Email Account)
A. Introduction

This document shows the step by step instructions on how to configure your NUS student email account in Mozilla Thunderbird using IMAP.

IMAP stands for Internet Message Access Protocol. It is a method of accessing electronic mails that are kept on a mail server. In other words, it permits an email program to access remote message stores directly without downloading them to the your desktop.

For example, email stored on an IMAP server can be manipulated from a desktop computer at home, a workstation at the office, and a notebook computer while travelling, without the need to transfer messages or files back and forth between these computers.

B. Configure IMAP on Mozilla Thunderbird

1. Please ensure that you have access to the internet first.

Then from Mozilla Thunderbird, click on Tools > Account Settings...
2. Click on **Account Actions** on the bottom left, and select **Add Mail Account**...

3. Enter your name, **NUS Email address** and **email password** as required.

   Click **Continue**.
4. Thunderbird will attempt to look for the server settings automatically. Then click on Manual config.

5. Change the incoming and outgoing server hostnames:

Incoming: outlook.office365.com
Outgoing: smtp.office365.com

Click Done.
6. Click **OK**. You could now start using Mozilla Thunderbird to receive and send emails with your NUS account.