

How to configure your Desktop PC post migrating to Microsoft Office 365

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Purpose

This document is designed to assist with configuring your email clients, for your Desktop PC, following your migration to the Microsoft Office 365 single email platform.

General Settings and logon information

Logging on to Exchange 365

Outlook Web Access

Exchange 365 offers an Outlook Web Application (OWA) that can be accessed and used through supported web browsers. To use OWA, go to the following link:

<https://outlook.com/owa/anu.edu.au>

Your logon credentials for OWA are:

- User Name - u1234567@uds.anu.edu.au
- Password - Your ANU password

Exchange 365 IMAP Server Settings

To access the IMAP server settings for Exchange 365:

1. Sign in to your email account using Outlook Web App (as outlined above).
2. Click **Options > See All Options > Account > My Account > Settings for POP, IMAP and SMTP access**.
3. The POP3, IMAP4 and SMTP server name and other settings you may need to enter are listed on the **Protocol Settings** page under **POP setting** or **IMAP setting** and **SMTP setting**.

***Note:** The instruction outlined above have been sourced from Microsoft:
<http://help.outlook.com/en-au/140/cc875899.aspx>

Windows Email Client Configuration

Outlook 2003

1. Launch "Outlook"

If you have not used Outlook before:

- a. Click "Next"
- b. You are prompted if you wish to configure an E-mail account.
- c. Select "Yes" and click "Next"

If you have used Outlook before:

- a. Select "E-mail Accounts" from the Tools menu
- b. Select "Add a new e-mail account"
- c. Click "Next"

2. Select server type "IMAP", then click Next

3. Enter the following information:

User Information

Your Name: John Smith

E-mail Address: john.smith@anu.edu.au

User Name: u1234567@uds.anu.edu.au

Password: Your ANU password

Server Information

Incoming mail server (IMAP): IMAP server (see Page 3, General Setting and Logon Information)

Outgoing mail server (SMTP): smtp.outlook.com

4. Click "More Settings"

5. Select the "Advanced" tab

6. Select "This server requires an encrypted connection (SSL)" under both Incoming and Outgoing servers

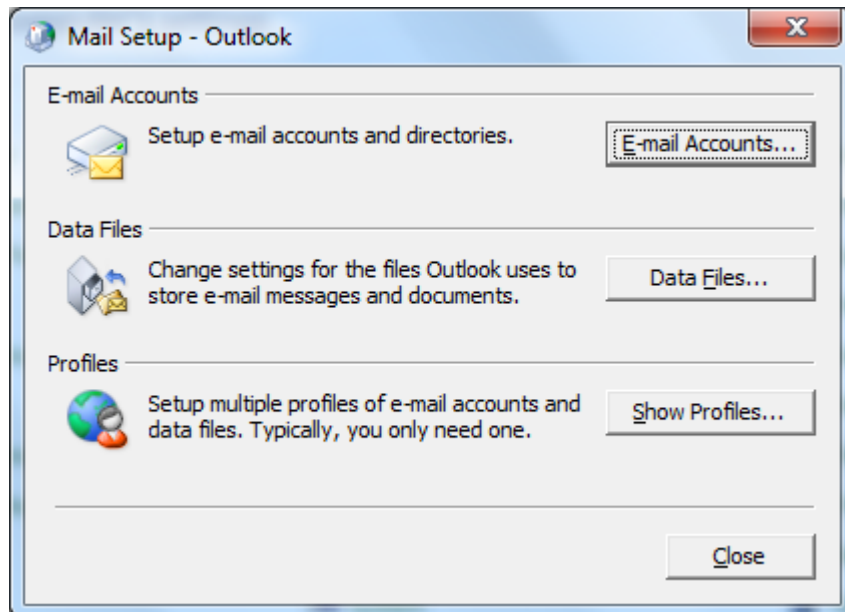
7. Click "OK"

8. Click "Next"

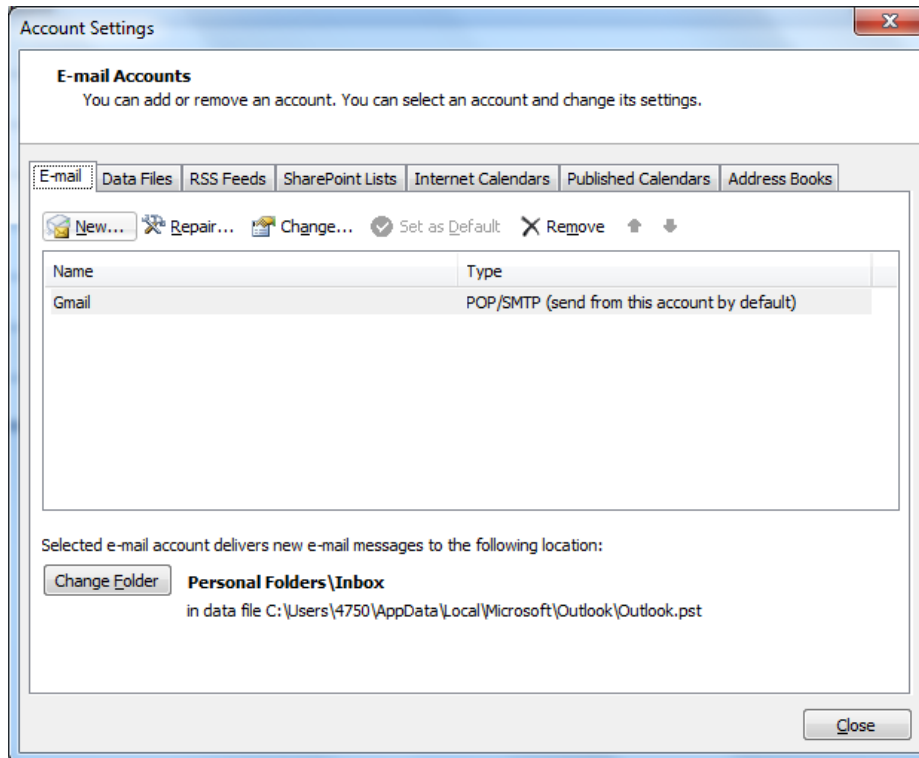
9. Click "Finish"

Outlook 2007 and 2010

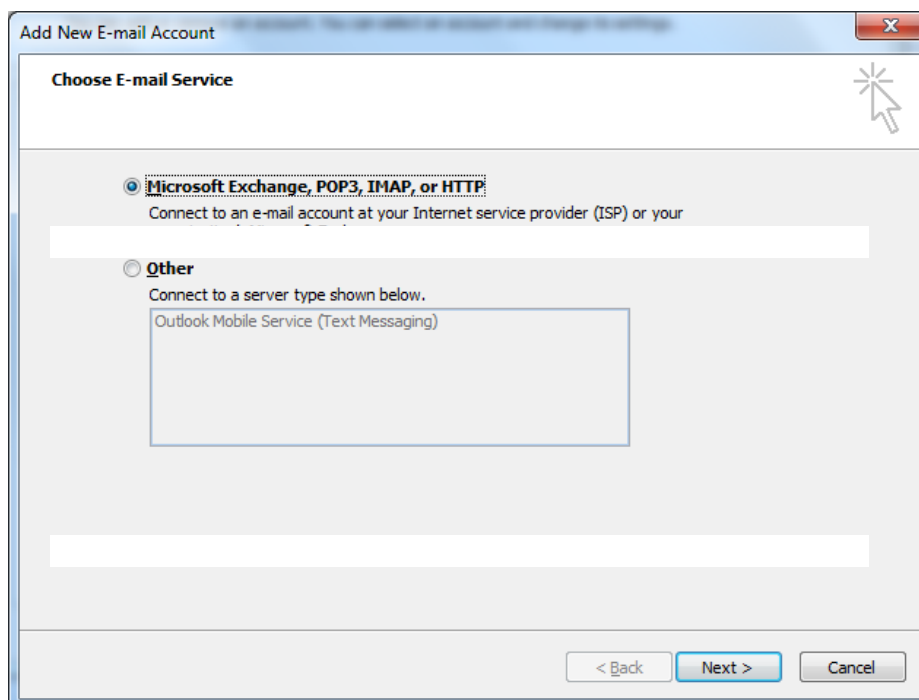
1. Open the “Control panel””
2. Double Click on “Mail” icon
3. Click “Email Accounts”



4. Ensure the "E-mail" tab is selected,
 - a. Then click the "New..." button



5. Select "Microsoft Exchange, POP3, IMAP or HTTP",
6. Click "Next"



7. You will be prompted for Auto Account Setup, enter the following information

Your Name: John Smith

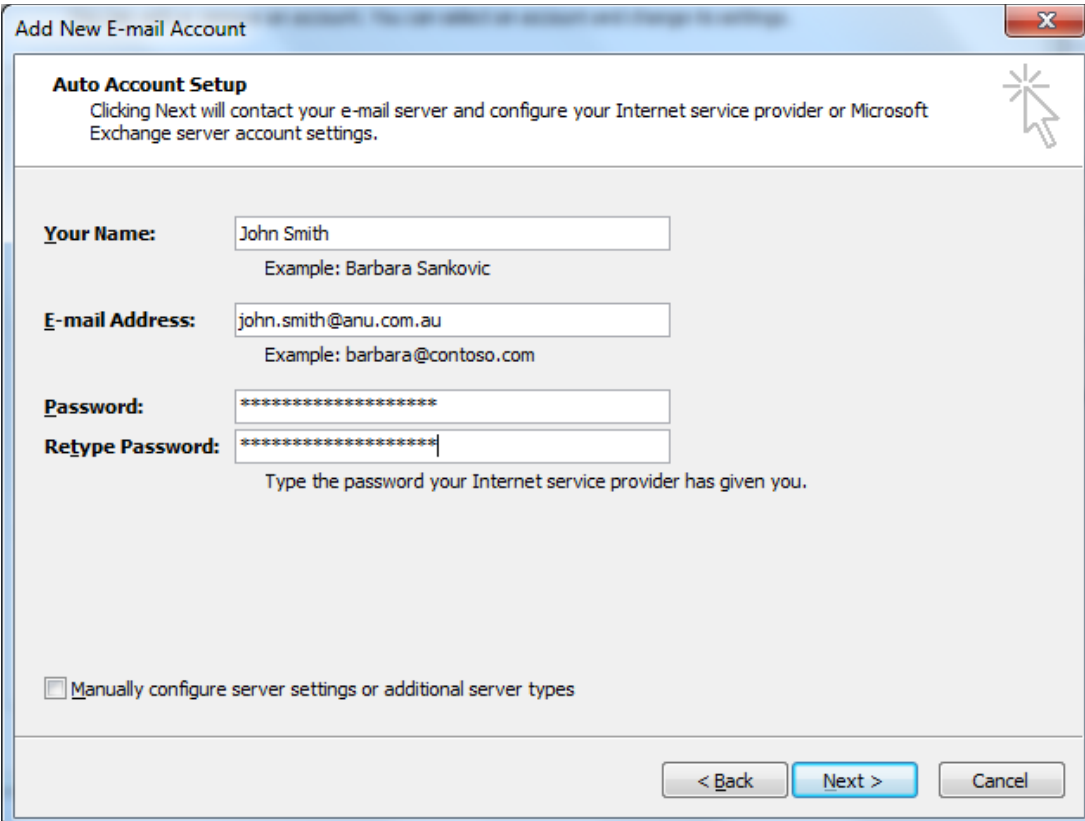
E-mail Address: john.smith@anu.edu.au

Password: Your ANU password

Retype Password: Your ANU password

8. Click "Next"

Outlook will then try to connect to the email server



Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: John Smith
Example: Barbara Sankovic

E-mail Address: john.smith@anu.com.au
Example: barbara@contoso.com

Password: *****

Retype Password: *****
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

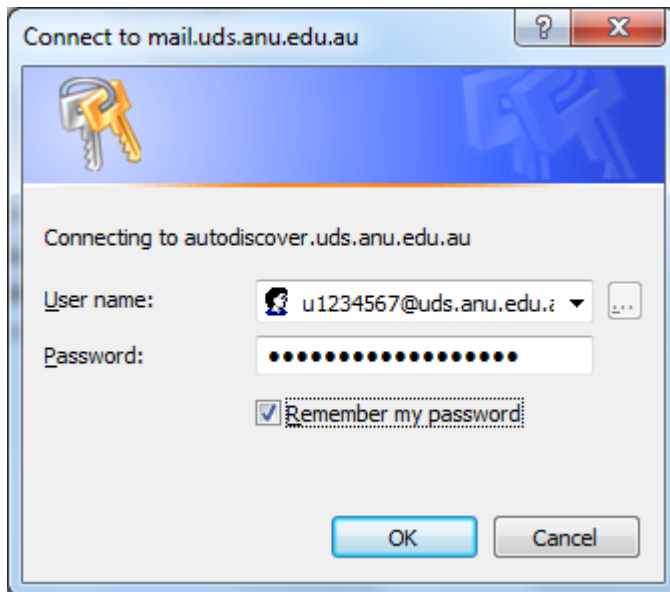
9. You may be prompted for a username/password for autodiscover.anu.edu.au

User name: u1234567@uds.anu.edu.au

Password: Your ANU password

10. Click “Remember Password”

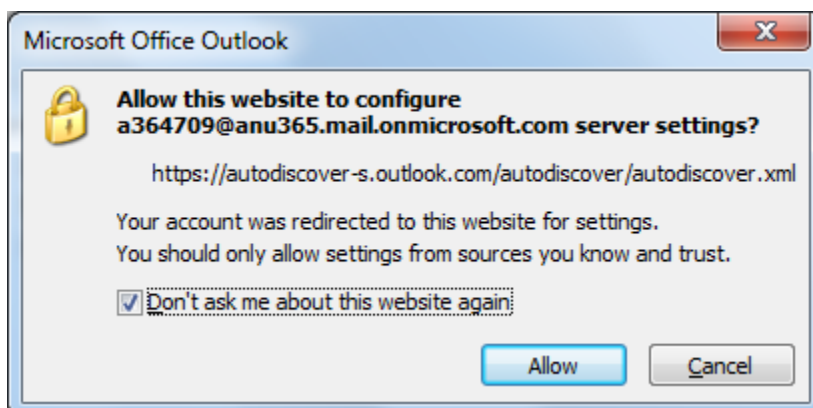
Outlook will establish a connection to your email account



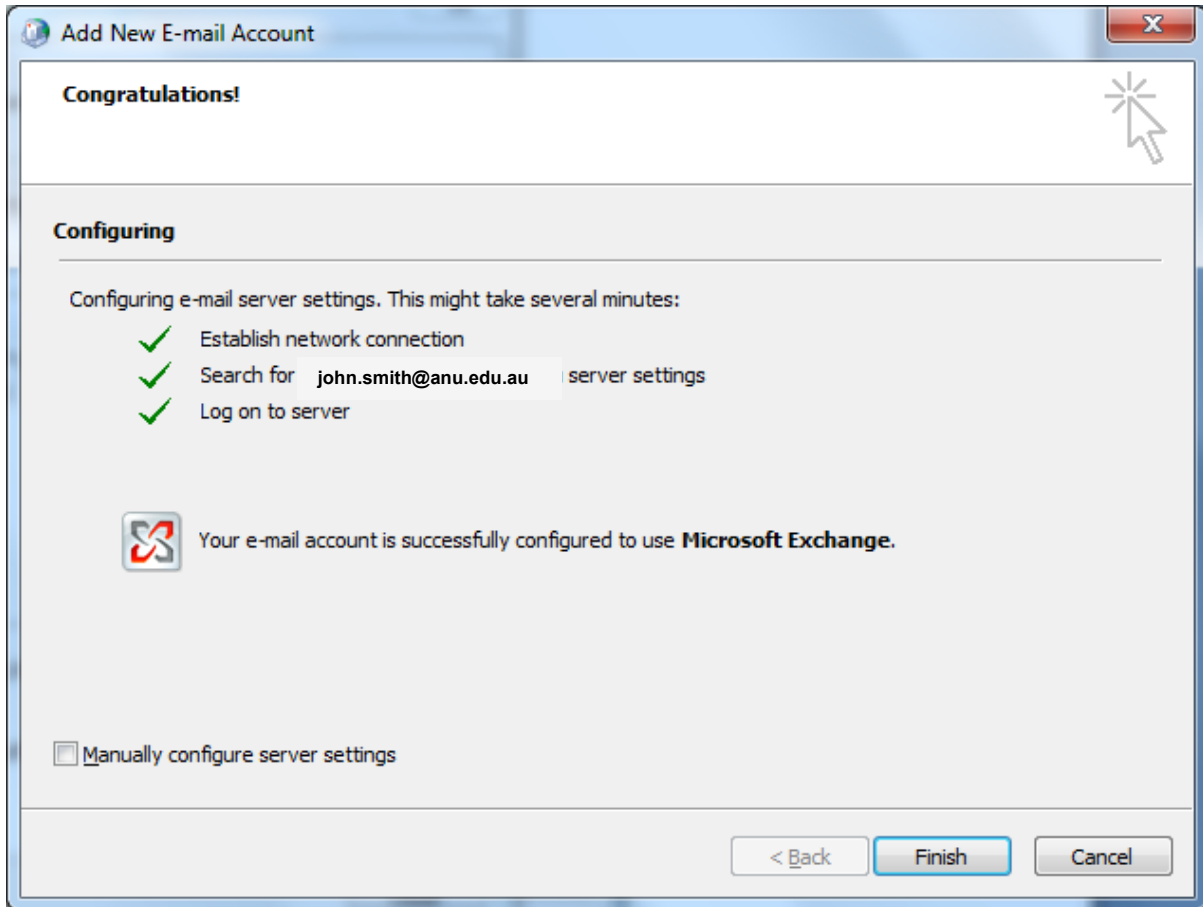
A popup may appear asking you to configure server settings

11. Click “Don’t ask me about this website again”

12. Click “Allow”



13. Click "Finish" when Outlook says your account is successfully configured



14. Close to the "Account Settings" screen

15. Close to the "mail setup" screen

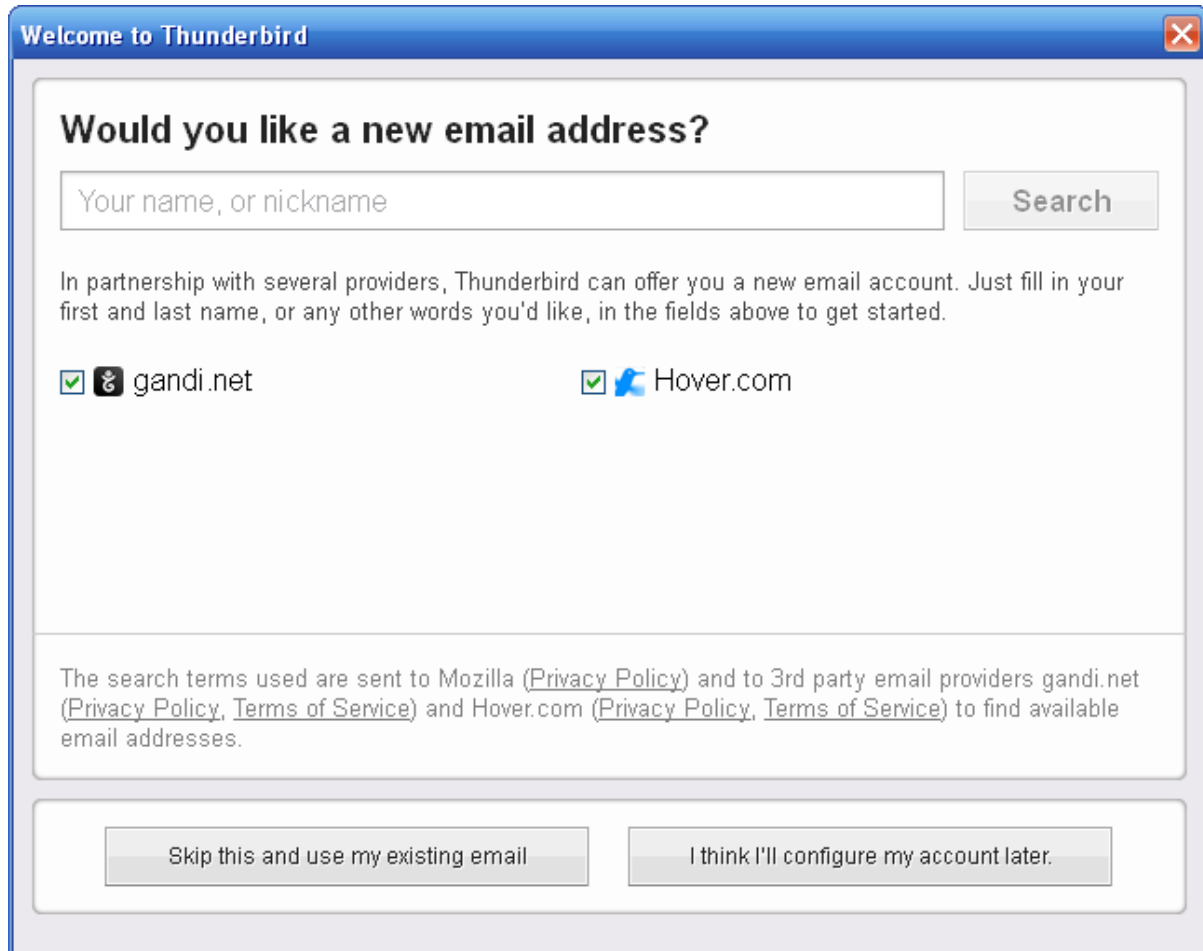
16. Close the "Control Panel"

Thunderbird (14.x and later versions) for Windows:

1. Launch "Thunderbird"

If you have not used Thunderbird before:

- a. Click "Skip this and use my existing email" at the bottom of the dialog



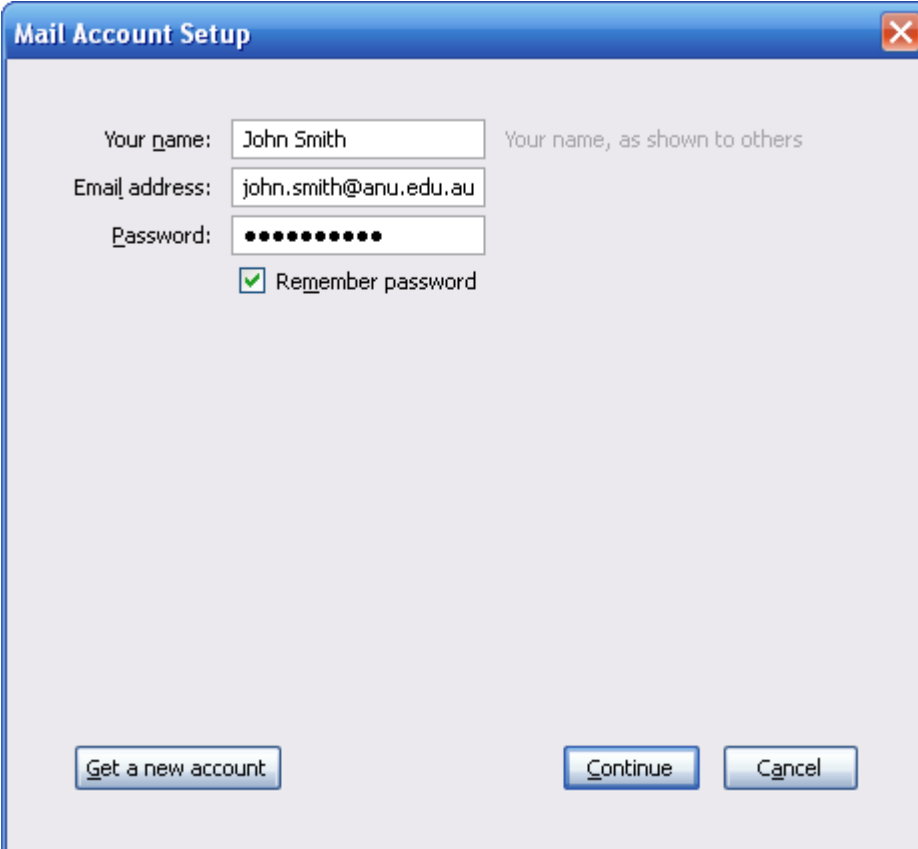
2. Enter the following information:

Your name: John Smith

Email address: john.smith@anu.edu.au

Password: Your ANU password

Check 'Remember password'



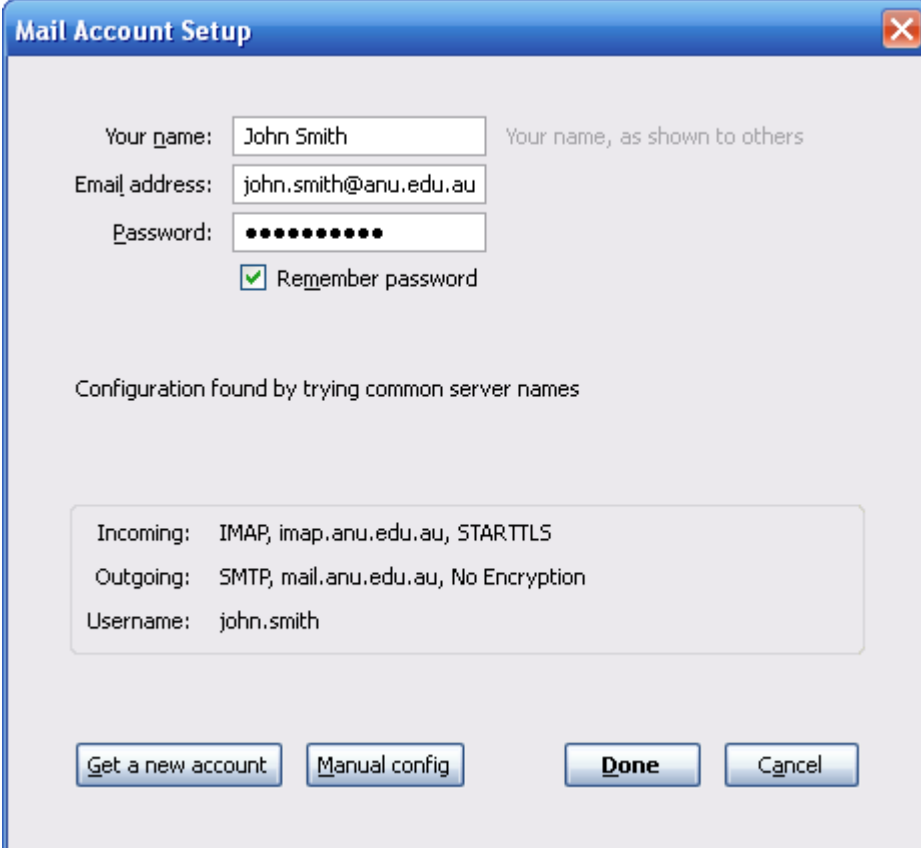
The image shows a 'Mail Account Setup' dialog box with a blue title bar and a close button in the top right corner. The dialog contains the following fields and options:

- Your name:** A text box containing 'John Smith' with the label 'Your name, as shown to others' to its right.
- Email address:** A text box containing 'john.smith@anu.edu.au'.
- Password:** A text box containing ten black dots.
- Remember password:** A checked checkbox with the label 'Remember password'.

At the bottom of the dialog, there are three buttons: 'Get a new account' on the left, 'Continue' in the center, and 'Cancel' on the right.

3. Click "Continue"

4. Click “Manual config”



The image shows a "Mail Account Setup" dialog box with a blue title bar and a close button in the top right corner. The dialog contains the following fields and options:

- Your name:** A text box containing "John Smith" with the label "Your name, as shown to others" to its right.
- Email address:** A text box containing "john.smith@anu.edu.au".
- Password:** A text box containing ten black dots, with a checkbox labeled "Remember password" checked below it.
- Configuration found by trying common server names:** A summary box containing:
 - Incoming: IMAP, imap.anu.edu.au, STARTTLS
 - Outgoing: SMTP, mail.anu.edu.au, No Encryption
 - Username: john.smith
- Buttons:** Four buttons are located at the bottom: "Get a new account", "Manual config", "Done", and "Cancel".

5. Enter the following information:

Incoming

Server type: IMAP

Server hostname: IMAP server (see Page 3, General Setting and Logon Information)

Port: 993

SSL: SSL/TLS

Authentication: Normal password

Outgoing

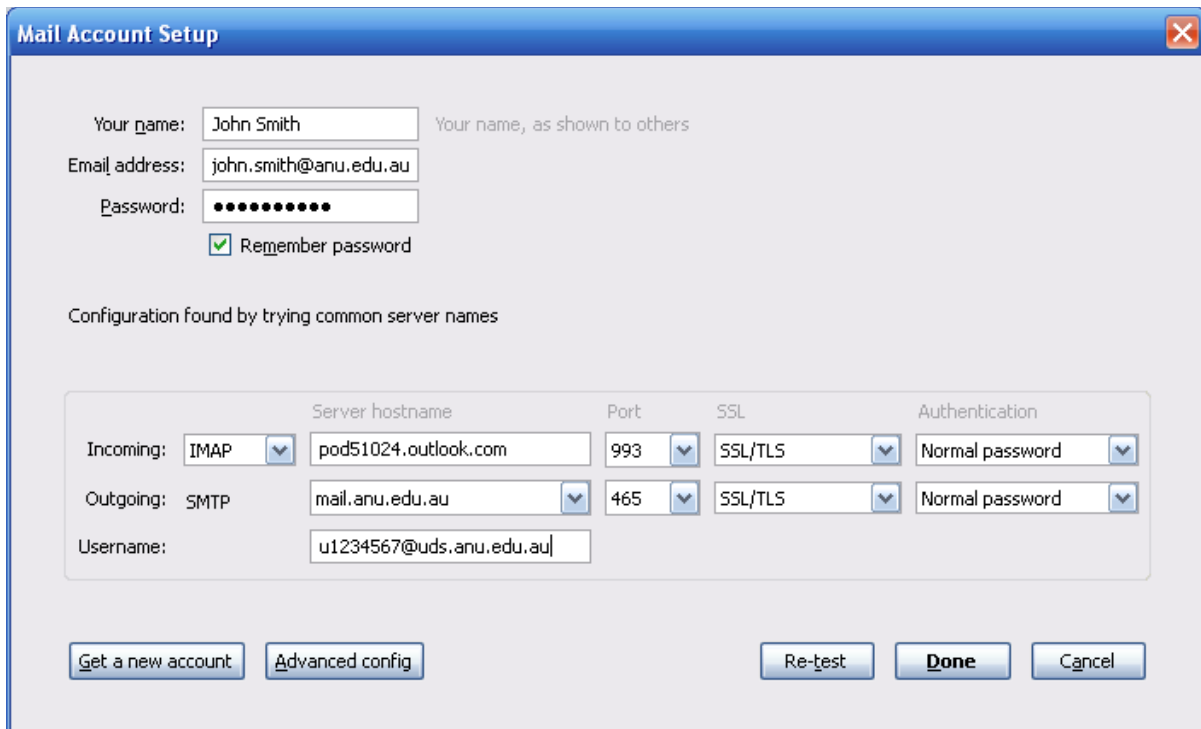
Server hostname: smtp.outlook.com

Port: 465

SSL: SSL/TLS

Authentication: Normal password

Username: u1234567@uds.anu.edu.au



Mail Account Setup

Your name: John Smith Your name, as shown to others

Email address: john.smith@anu.edu.au

Password: ●●●●●●●●

Remember password

Configuration found by trying common server names

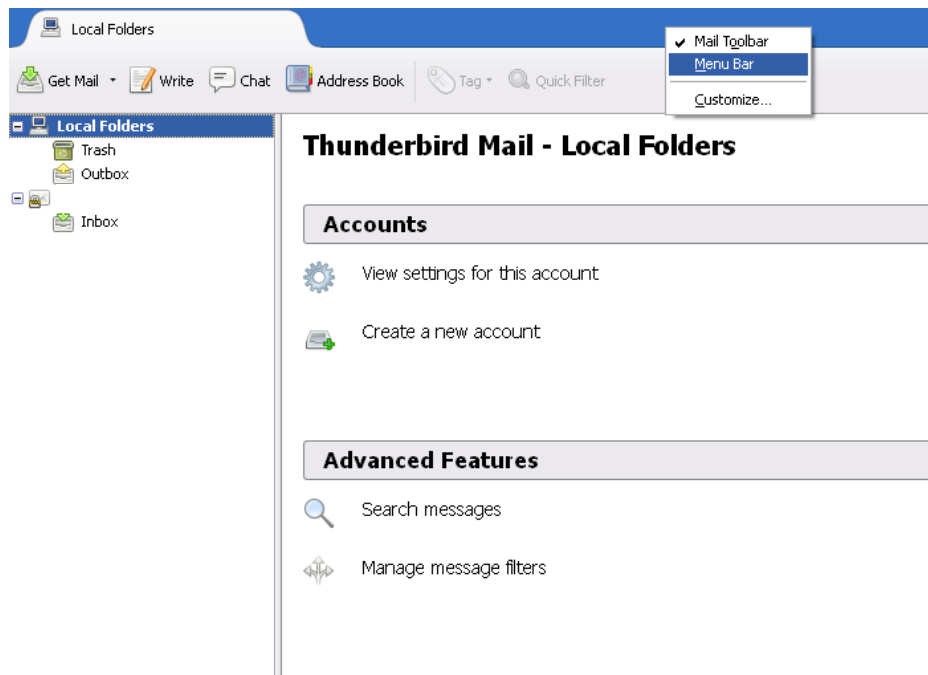
	Server hostname	Port	SSL	Authentication	
Incoming:	IMAP	pod51024.outlook.com	993	SSL/TLS	Normal password
Outgoing:	SMTP	mail.anu.edu.au	465	SSL/TLS	Normal password
Username:	u1234567@uds.anu.edu.au				

Get a new account Advanced config Re-test Done Cancel

6. Click "Done"

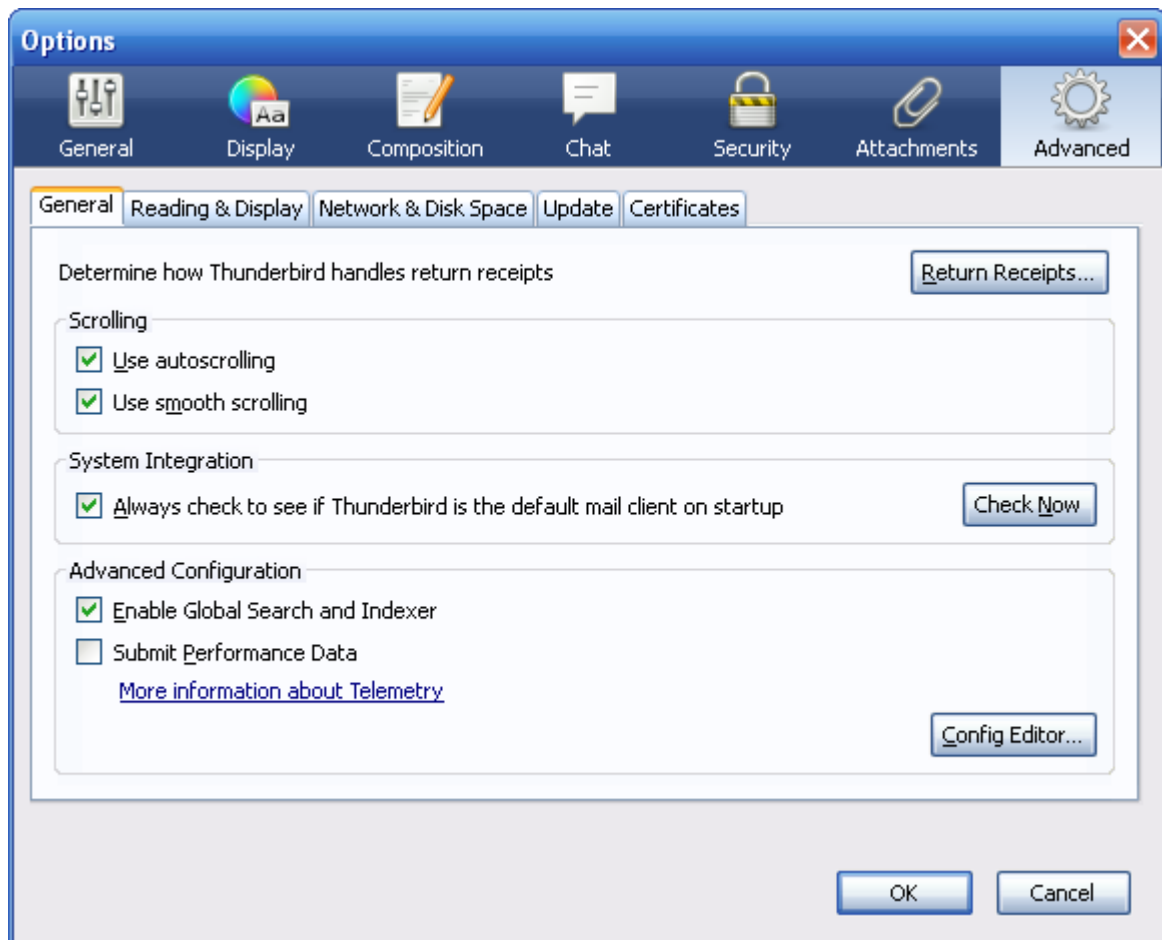
Thunderbird also needs an advanced configuration to work with Office 365 IMAP correctly.

1. From the Thunderbird menu, select "Preferences"
 - If the Menu bar is not visible on top right click on the blue bar on top and check 'Menu'

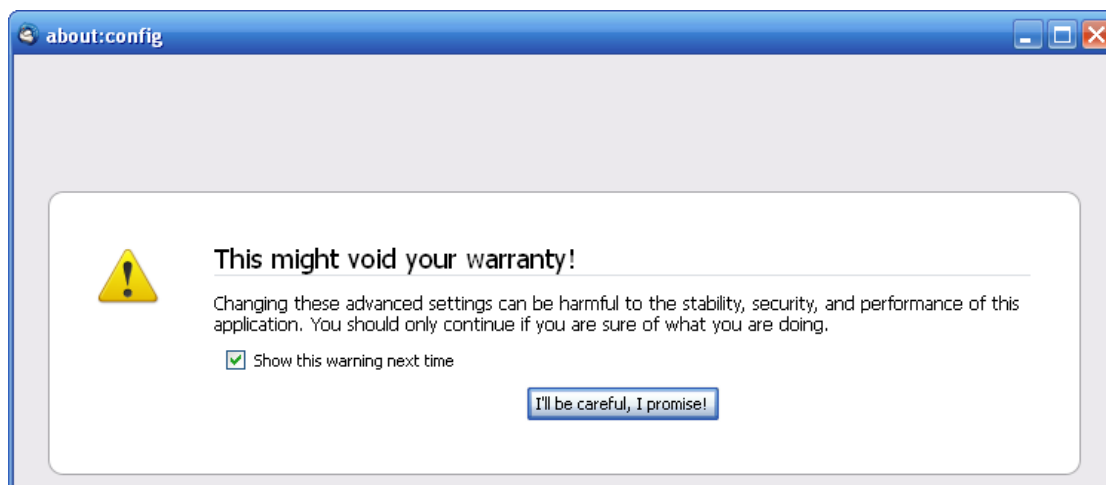


2. From the "Tools" menu, select "Options"

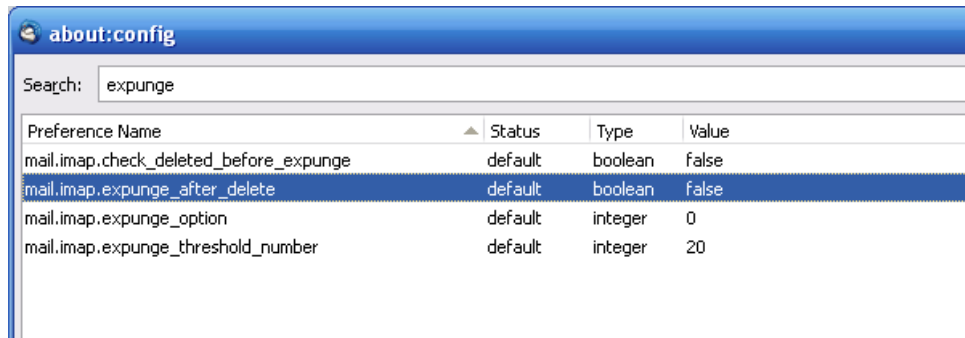
3. Select the "Advanced" section, then the "General" tab



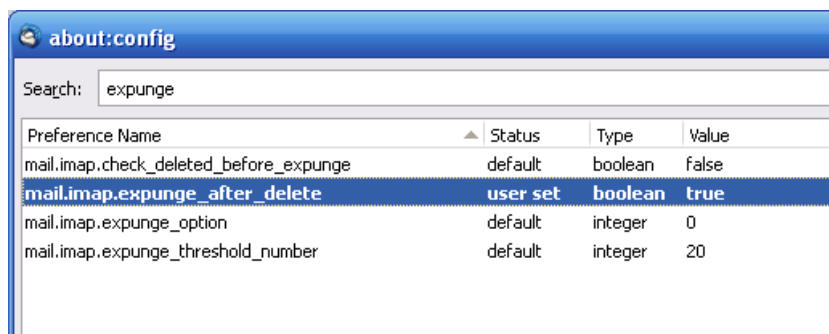
4. Click "Config Editor"
5. Click "I'll be careful, I promise!"



6. Enter "expunge" in the search field



7. Double click on the "mail.imap.expunge_after_delete" setting to change the value to "true"



8. Close the "configuration" window