

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 accesses 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 <u>u1234567@uds.anu.edu.au</u>
- 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"

🕖 Mail S	etup - Outlook	×
E-mail Ac	counts	
	Setup e-mail accounts and directories.	E-mail Accounts
Data Files	S	
(k)	Change settings for the files Outlook uses to store e-mail messages and documents.	Data <u>F</u> iles
Profiles -		
🔇	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Close



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

Account Settings	x
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
🛛 🙀 New 🕅 Repair 😭 Change 📀 Set as Default 🗙 Remove 👚 🛡	
Name Type	
Gmail POP/SMTP (send from this account by default)	
Selected e-mail account delivers new e-mail messages to the following location:	
Change Eolder Personal Folders \Inbox	
in data file C:\Users\4750\AppData\Local\Microsoft\Outlook\Outlook.pst	
Qo	se

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

New E-mail Account	×
Choose E-mail Service	芯
Microsoft Exchange, POP3, IMAP, or HTTP	
Connect to an e-mail account at your Internet service provider (ISP) or your	
O Other	
Connect to a server type shown below.	
Outlook Mobile Service (Text Messaging)	
< <u>B</u> ack Next >	Cancel



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 Accourt	nt	×
Auto Account Setu Clicking Next will Exchange server	IP contact your e-mail server and configure your Internet service provider or Microsoft account settings.	× K
<u>Y</u> our Name:	John Smith Example: Barbara Sankovic	
<u>E</u> -mail Address:	john.smith@anu.com.au Example: barbara@contoso.com	
<u>P</u> assword: Retype Password:	*******************	
<u>.</u> ///	Type the password your Internet service provider has given you.	
Manually configure	server settings or additional server types	
	< <u>B</u> ack 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

Connect to mail.uds.a	anu.edu.au
	G
Connecting to autodi	scover.uds.anu.edu.au
<u>U</u> ser name:	🔮 u1234567@uds.anu.edu.a 🔻 🛄
Password:	•••••
	Remember my password
	OK Cancel

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

Add New E-mail Account	x
Congratulations!	×
Configuring	
Configuring e-mail server settings. This might take several minutes:	
 Establish network connection 	
Search for john.smith@anu.edu.au server settings	
Log on to server	
Your e-mail account is successfully configured to use Microsoft Exchange .	
Manually configure server settings	
< <u>B</u> ack Finish C	ancel

- 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

Welcome to Thunderbird	
Would you like a new email address?	
Your name, or nickname	Search
In partnership with several providers, Thunderbird can offer you a new email accoun first and last name, or any other words you'd like, in the fields above to get started.	.t. Just fill in your
🗹 🗞 gandi.net 🛛 🗹 🌊 Hover.com	
The search terms used are sent to Mozilla (<u>Privacy Policy</u>) and to 3rd party email p (<u>Privacy Policy</u> , <u>Terms of Service</u>) and Hover.com (<u>Privacy Policy</u> , <u>Terms of Service</u>) email addresses.	providers gandi.net) to find available
Skip this and use my existing email	count later.



2. Enter the following information:

Your name: John Smith

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

Password: Your ANU password

Check 'Remember password'

Mail Account Set	up		×
Your <u>n</u> ame:	John Smith	Your name, as shown to others	
Emai <u>l</u> address:	john.smith@anu.edu.au		
<u>P</u> assword:	•••••		
	Remember password		
Get a new acc	ount	Continue Cancel	

3. Click "Continue"



4. Click "Manual config"

Mail Account Setu	ир	×
Your <u>n</u> ame:	John Smith Your name, as shown to others	
Emai <u>l</u> address:	john.smith@anu.edu.au	
<u>P</u> assword:	•••••	
	Remember password	
Configuration fo	ound by trying common server names	
Incoming: I	IMAP, imap.anu.edu.au, STARTTLS	
Outgoing: S	SMTP, mail.anu.edu.au, No Encryption	
Username: j	john.smith	
<u>G</u> et a new acco	count Manual config Done 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 Set	up					×
Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword:	John Smith john.smith@	Your name, as show Danu.edu.au	n to others			
	✓ Rememb	er password				
Configuration fo	ound by trying	common server names				
		Server hostname	Port	SSL	Authentication	
Incoming: I	Map 🔽	pod51024.outlook.com	993 💌	SSL/TLS	Normal password	
Outgoing: S	MTP	mail.anu.edu.au 🖌	465 💌	SSL/TLS	Normal password	
Username:		u1234567@uds.anu.edu.au				
Get a new acc	ount Adv	anced config		Re- <u>t</u> est	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'

📕 Local Folders	✓ Mail T <u>o</u> olbar
🖄 Get Mail 🔹 📝 Write 📮 Chat 📗	Address Book
	⊆ustomize
Local Folders	Thunderbird Mail - Local Folders
irasn Mar Outbox	
🚔 Inbox	Accounts
	Niew settings for this account
	274°
	Create a new account
	Advanced Features
	Q Search messages
	App Manage message filters

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



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

Options						×
신			Ţ	8	Ø	۶Ô۶
General	Display	Composition	Chat	Security	Attachments	Advanced
General Read	ling & Display N	etwork & Disk Spac	e Update Ce	rtificates		
Determine how Thunderbird handles return receipts					<u>R</u> eturn Receipts	
V Use au	toscrolling					
✓ Use smooth scrolling						
System Inte	egration					
Always check to see if Thunderbird is the default mail client on startup					Check Now	
- Advanced C	Configuration					
🗹 <u>E</u> nable	Global Search a	nd Indexer				
📃 Submit	<u>P</u> erformance Da	ita				
More in	nformation abou	<u>t Telemetry</u>				
					<u>C</u> onfig	Editor
					ОК	Cancel

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

This might void your warranty!			
 Changing these advanced settings can be harmful to the stability, security, and performance of this application. You should only continue if you are sure of what you are doing.			
Show this warning next time			
I'll be careful, I promise!			



6. Enter "expunge" in the search field

🗟 about:config			
Search: expunge			
Preference Name	🔺 Status	Туре	Value
mail.imap.check_deleted_before_expunge	default	boolean	false
mail.imap.expunge_after_delete	default	boolean	false
mail.imap.expunge_option	default	integer	0
mail.imap.expunge_threshold_number	default	integer	20

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

labout:config						
Search: expunge						
Preference Name	▲ Status Type Value					
mail.imap.check_deleted_before_expunge	default boolean false					
mail.imap.expunge_after_delete	user set boolean true					
mail.imap.expunge_option	default integer O					
mail.imap.expunge_threshold_number	default integer 20					

8. Close the "configuration" window