The following steps serve as a guideline to set up Mozilla Thunderbird:

1. Login with your email address and password. Check the **Remember password** box.

2. Click “Manual Config”.

![Manual Config Image](image-url)
3. Enter the following information:
   - Incoming: outlook.office365.com
   - Outgoing: smtp.office365.com
   - Username: enter full email address (i.e. exotestuser@uakron.edu)

4. Click the “Re-test” button.

5. Click “Done”.