This document is written for setting up Thunderbird with USC Office365 via IMAP. Mozilla Thunderbird may be downloaded from: https://www.mozilla.org/en-US/thunderbird.
Thanks for choosing **THUNDERBIRD**!

Your download should automatically begin in a few seconds, but if not, click here.

1. Start the process by clicking Run.
   
   Windows 7 users, if prompted with the User Account Control alert, select 'Yes' or 'Continue'.
   
   Depending on your connection speed, the download may take up to a few minutes. Thanks for your patience... it'll be worth the wait!

2. Click Run to launch the Thunderbird setup wizard.
   
   Then, just follow the steps (we've made the process as painless as possible).

3. Double-click on the Thunderbird icon whenever you want!

Open Thunderbird
Click create a new account
Click Skip This and Use my Existing Email
Enter your Display Name

Enter your Email Address

Enter your Password

Click Continue
IMAP Server is outlook.office365.com / Port 993 /SSL/TLS/Normal Password
SMTP Server is smtp.office365.com / Port 587 /STARTTLS/Normal Password

Please enter your USC username is followed by @usc.edu

Click Re-test

Click Done
In Inbox

Click Write
Click Tools > Click Account Settings
Click Copies and Folders
Choose Radio Button: Other: Sent on username@usc.edu

Now you can view sent messages locally and Thunderbird is ready for use.