

Do EITHER 1) [Change Existing UNSW Account](#) page 1
OR 2) [Add UNSW Account](#) page 3
DON'T do both.

This guide provides instruction on accessing your UNSW email through Thunderbird using IMAP on Linux, MAC and Windows.

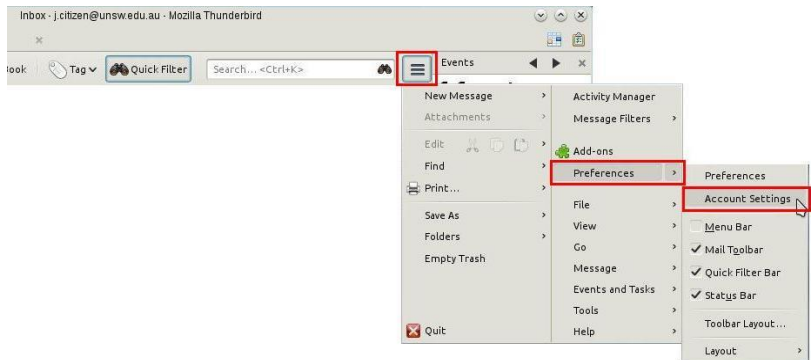
Step 1: Change settings in Existing UNSW account

Open Thunderbird >

Click the 3 horizontal lines >

Preferences >

Account Settings



Step 2: Account Settings

Select **Server Settings**.

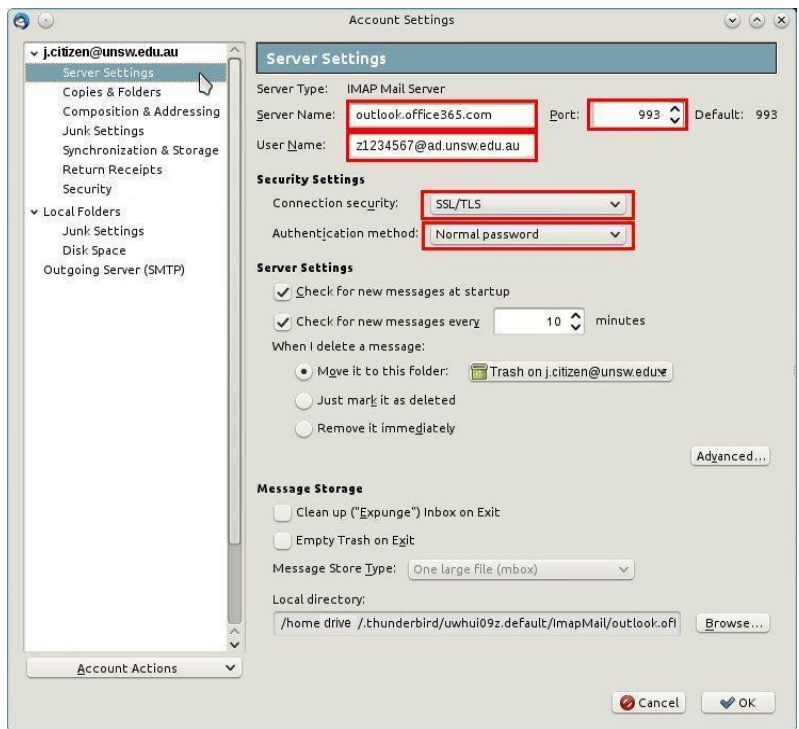
Server Name: **outlook.office365.com**

Port: **993**

User name: **zID@ad.unsw.edu.au**

Connection security: **SSL/TLS**

Authentication: **Normal password**



Step 3: Account Settings

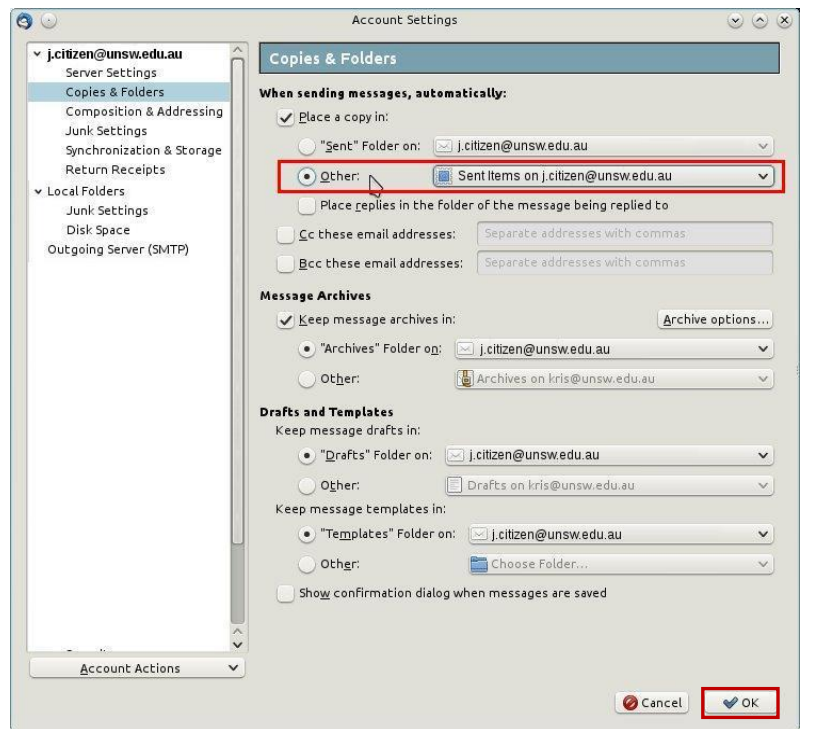
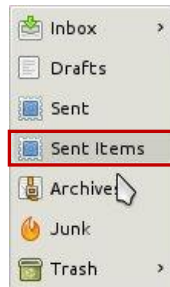
Copies and Folders

Select **Other** >

select your UNSW account from drop down list >

select **Sent Items**

NOTE: If not available wait a short period and try again.



Step 4: Outgoing Server

Select **Outgoing Server (SMTP)** on left plane >

Click **Add** on right plane.

Description: **Office365 SMTP**

Server Name: **smtp.office365.com**

Port: **587**

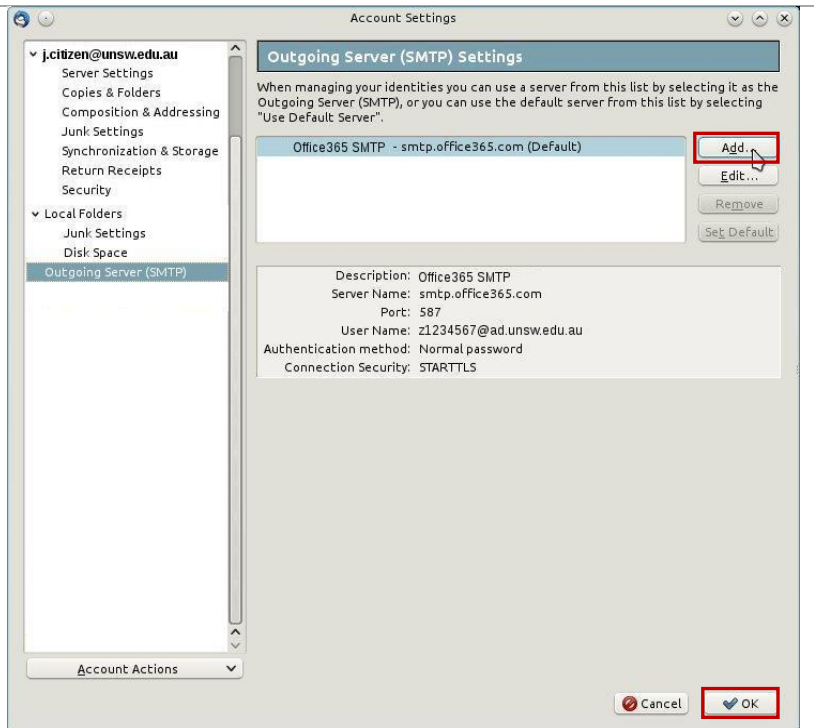
User name: **zID@ad.unsw.edu.au**

Authentication method:

Normal Password

Connection Security: **STARTTLS**

OK



Step 5: Add new account

Open **Thunderbird** >
Edit >
Account Settings >
at bottom left **Account Actions** button >
Add Mail Account

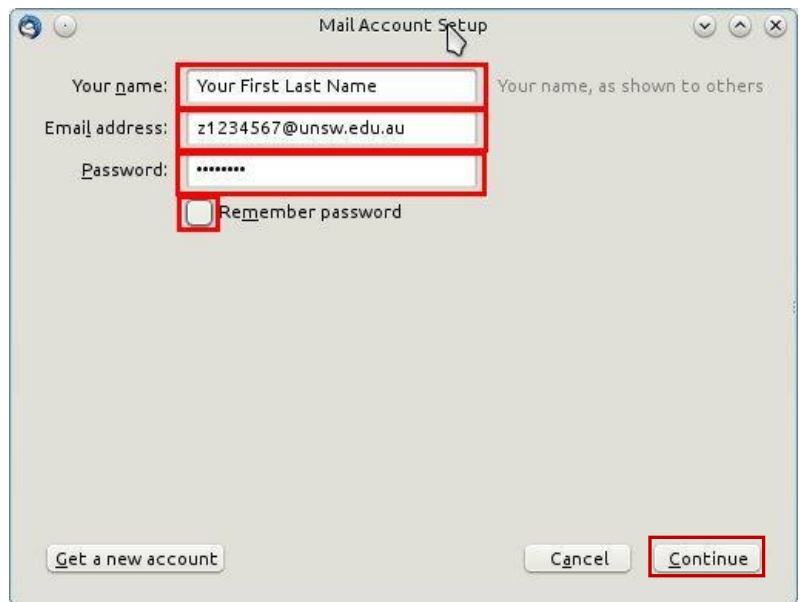
Your name: **First and Last names**

Email address: **zID@unsw.edu.au**

Password: **zPASS**

Un-tick: **Remember password**

Continue



Step 6: Mail Account Setup

NOTE: Auto detect will fail then enter >

IMAP >

outlook.office365.com

Port: **993**

SSL: **SSL/TLS**

Authentication: **Normal password**

SMTP >

smtp.office365.com

Port: **587**

SSL: **STARTTLS**

Authentication: **Normal password**

Username: **zID@ad.unsw.edu.au**

Click **Re-test**

Done



Step 7: Account Settings

In left plane >

select **Copies and Folders** >

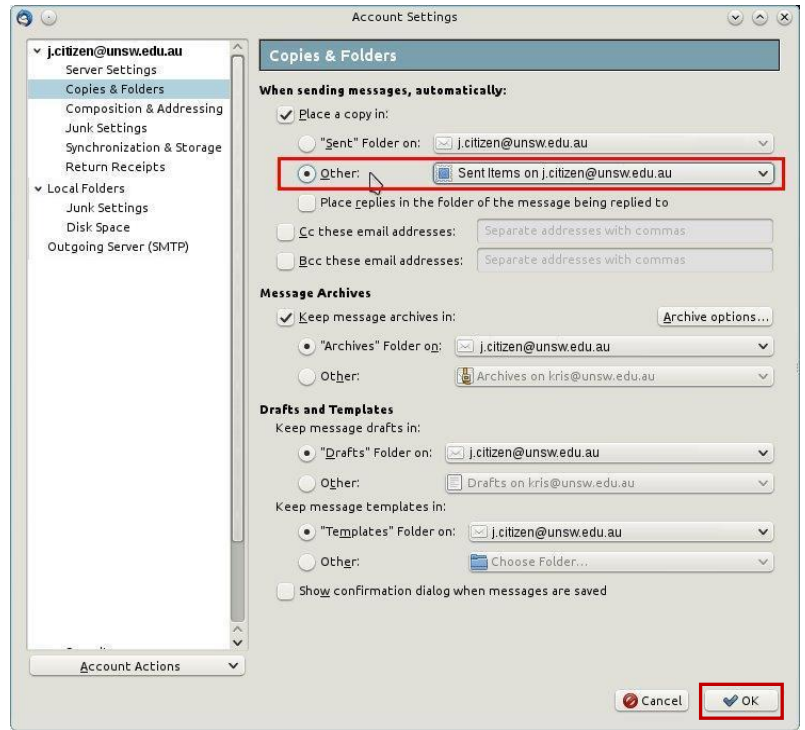
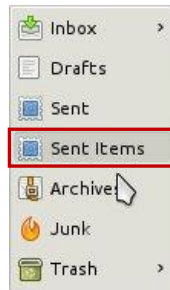
right plane check **Other** >

select your UNSW email from drop down list >

select **Sent Items**

NOTE: If not available wait a short period and try again.

OK



If you require any additional assistance please contact the IT Service Centre - Tel: 9385 1333

Email: ITServiceCentre@unsw.edu.au