Third party software and MFA

User Guide

For help:

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March 2021

How to use the Guide?

1. Select the topic (on the left)
2. Complete the steps as required

Cannot find a topic , log a call on our ICT Partner portal

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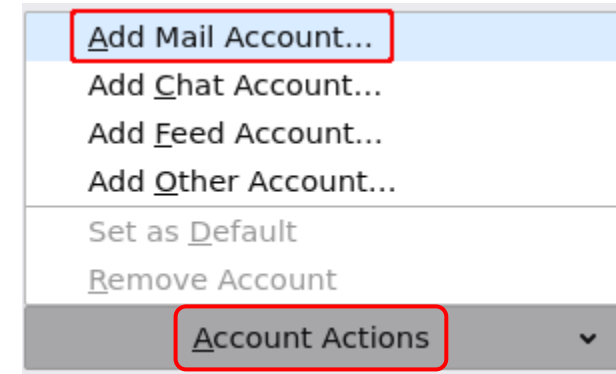
Thunderbird configuration 1/7

13 Easy steps

The latest version of Thunderbird can be configured to connect to Stellenbosch University's Microsoft 356 Exchange Email Services. **NOTE: The address book and calendar does not work in Thunderbird. We recommend using the web interface portal.office.com**

1. Launch Thunderbird , click on the **Edit** icon and then on Account Settings.
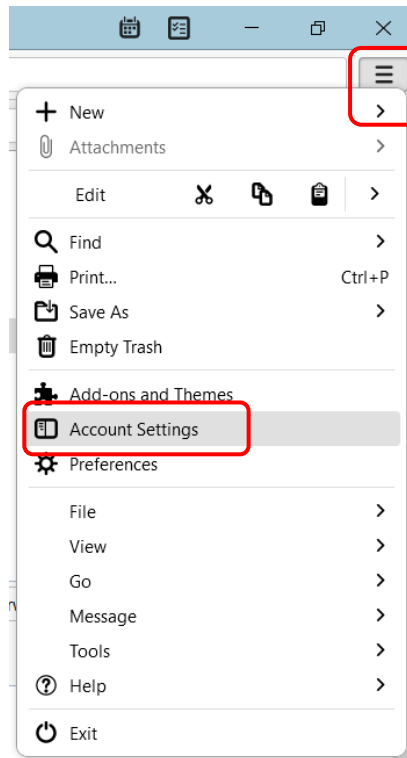
2. Click on the **Account Action** dropdown, and then select **Add Mail Account.**

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Thunderbird configuration 2/7

13 Easy steps

3. Type in your name and email address, uncheck **Remember password**, and then click **Configure manually.**

Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name

Xxxxxxxxx, Xxxx [xxxxx@sun.ac.za]   ⓘ

Email address

xxxxx@sun.ac.za   ⓘ

Password

                                             ⊘

☐ Remember password

Configure manually   Cancel   Continue

Your credentials will only be stored locally on your computer.

4. Configure the **Incoming Server** with the below settings.

Manual configuration

INCOMING SERVER	
Protocol:	IMAP
Hostname:	outlook.office365.com
Port:	993
Connection security:	SSL/TLS
Authentication method:	Normal password
Username:	username@sun.ac.za

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13 Easy steps

5. Configure the **Outgoing Server** with the below settings.

6. Click on **Advanced Configuration** and click on **OK** to confirm the creation of the new account.
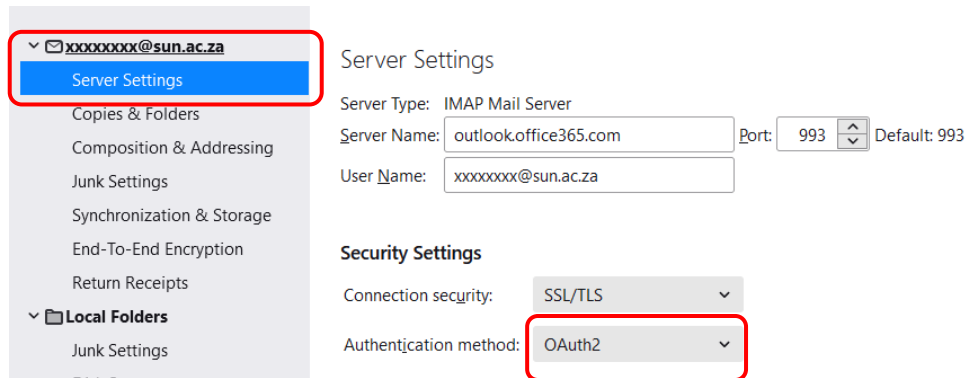

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Thunderbird configuration 4/7
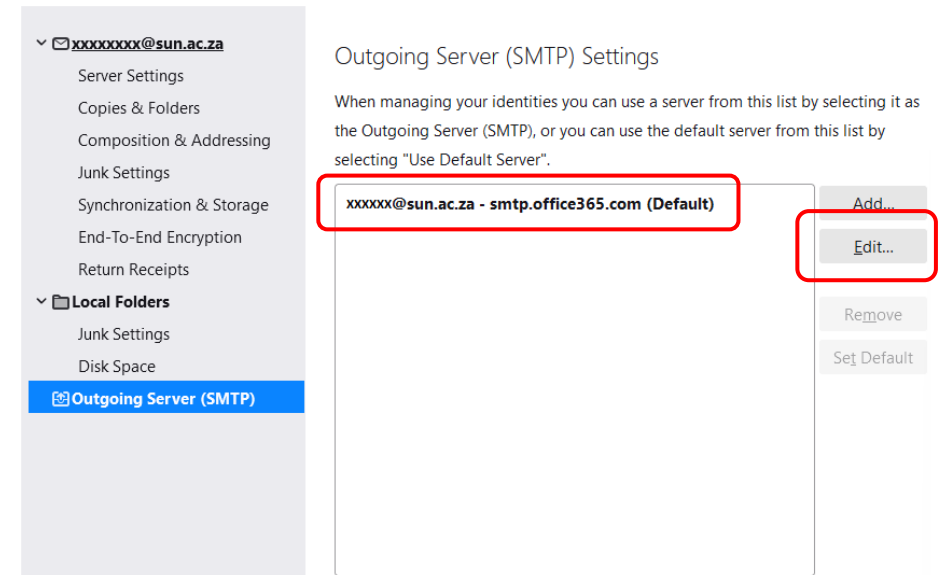
7. On the **Server Settings** of the newly created profile, select **OAuth2** as the **Authentication Method** from the dropdown menu.

8. Click on Outgoing Server (SMTP), select **smtp.office365.com** and click on **Edit.**

For help:

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Thunderbird configuration 5/7

13 Easy steps

9. Make sure that the **Description** is filled in and that the Authentication method is **OAuth2** and click on **OK**.

10. Click on the new profile added and make sure that the account is using the correct outgoing SMTP server.

For help:

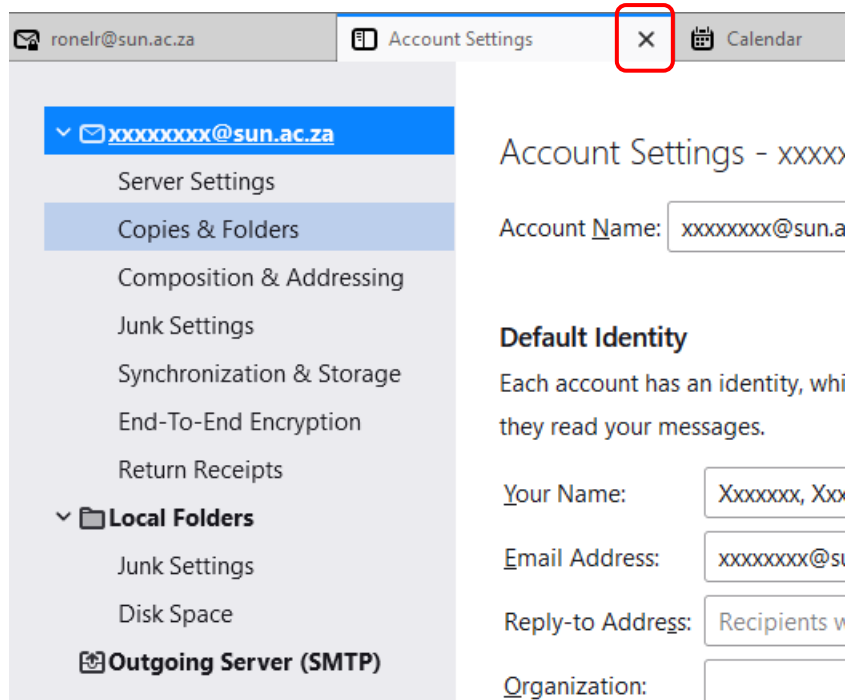✉ ICT Partner portal 📞 021 808 4367

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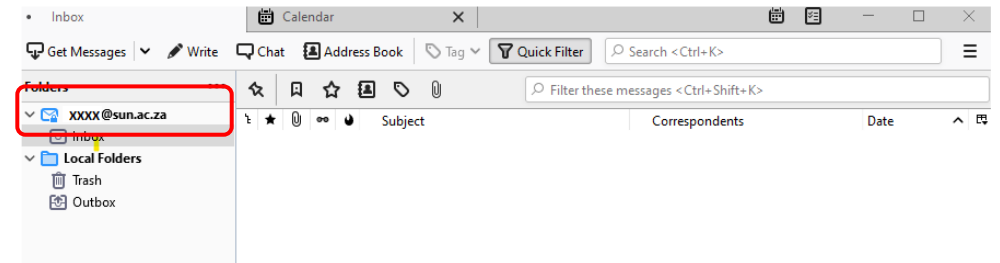# Thunderbird configuration 6/7

13 Easy steps

11. Close the Account Settings.

12. Open the newly created mailbox

For help:
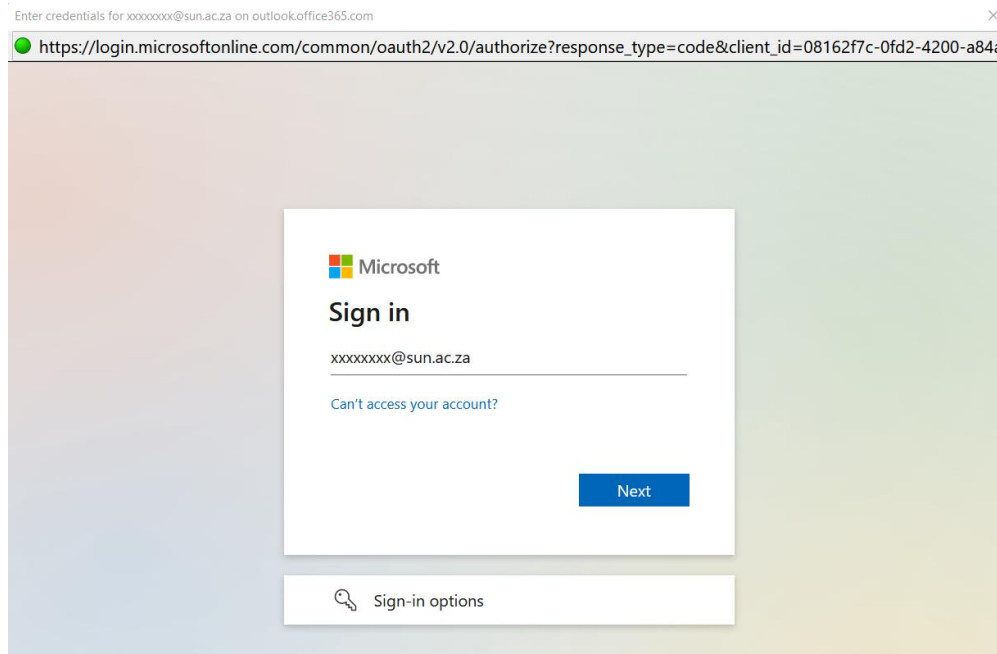
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13. The mailbox will now prompt the user to sign-in via Modern Authentication

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DONE ⭐