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# Third party software and MFA

User Guide

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021 808 4367

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# 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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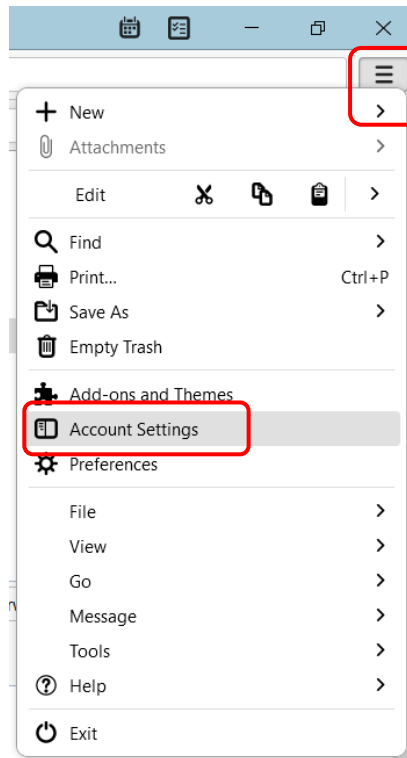
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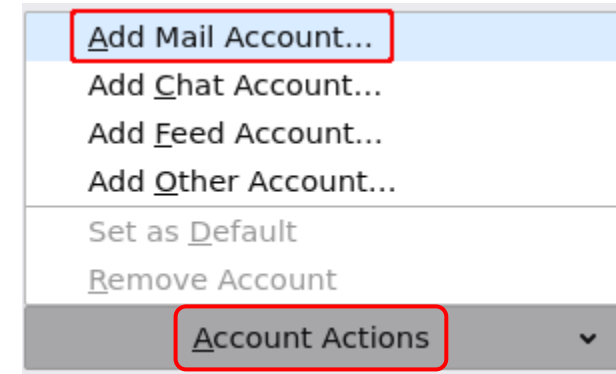


The latest version of Thunderbird can be configured to connect to Stellenbosch University's Microsoft 365 Exchange Email Services. **NOTE: The address book and calendar does not work in Thunderbird. We recommend using the web interface [portal.office.com](https://portal.office.com)**

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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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  
XXXXXXXX, Xxxx [xxxx@sun.ac.za]


Email address  
xxxxxx@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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5. Configure the **Outgoing Server** with the below settings.

The screenshot shows the 'OUTGOING SERVER' configuration window in Thunderbird. It contains the following fields and options:

- Hostname: smtp.office365.com
- Port: 587
- Connection security: STARTTLS
- Authentication method: Normal password
- Username: username@sun.ac.za

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

The screenshot shows a 'Confirm Advanced Configuration' dialog box with a question mark icon and the following text: 'This dialog will be closed and an account with the current settings will be created, even if the configuration is incorrect. Do you want to proceed?' There are 'OK' and 'Cancel' buttons at the bottom right.

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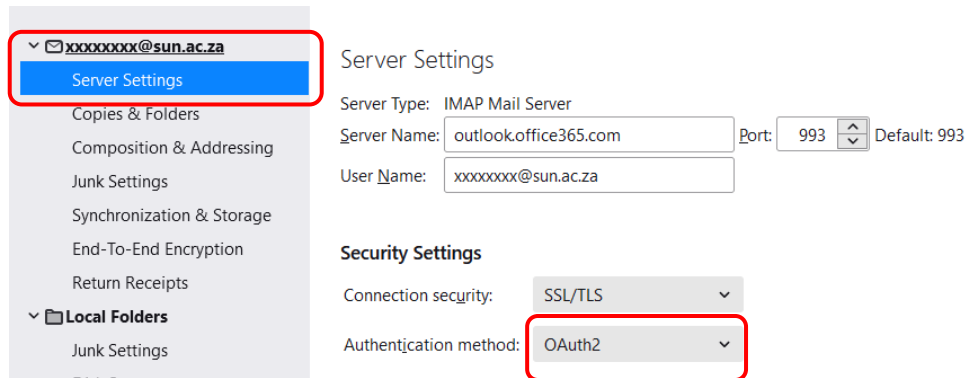


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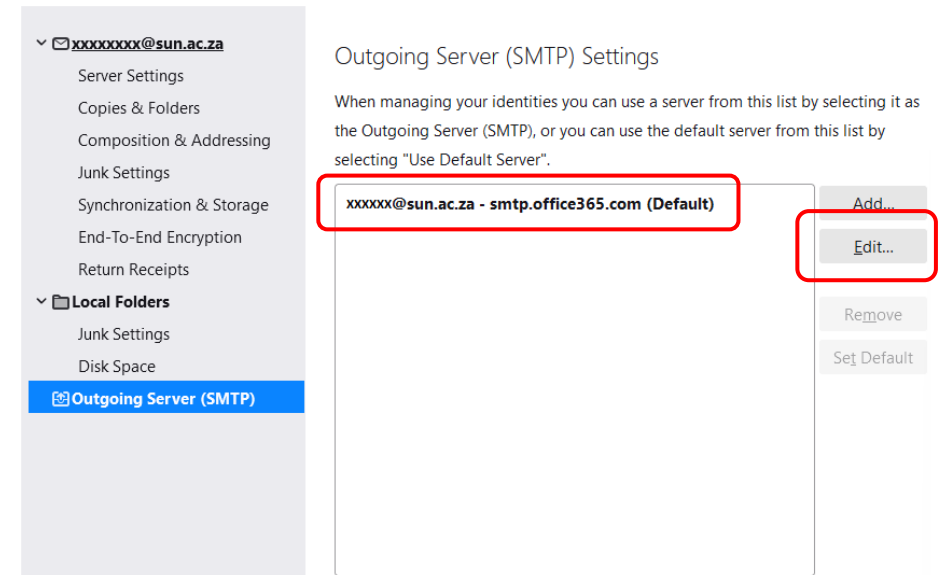
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7. On the **Server Settings** of the newly created profile, select **OAuth2** as the **Authentication Method** from the dropdown menu.



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



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

SMTP Server

Settings

Description: Office365 (Microsoft)

Server Name: smtp.office365.com

Port: 587 Default:587

Security and Authentication

Connection security: STARTTLS

Authentication method: OAuth2

User Name: xxxxxxx@sun.ac.za

OK Cancel

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

Account Settings - xxxxxxx@sun.ac.za

Account Name: xxxxxxx@sun.ac.za

Default Identity

Your Name: Xxxxxxx, Xxxxxx [xxxxxxx@sun.ac.za]

Email Address: xxxxxxx@sun.ac.za

Reply-to Address: Recipients will reply to this other address

Organization:

Signature text:  Use HTML (e.g., <b>bold</b>)

Outgoing Server (SMTP): Office365 (Microsoft) - sm...

Edit SMTP server... Manage Identities...

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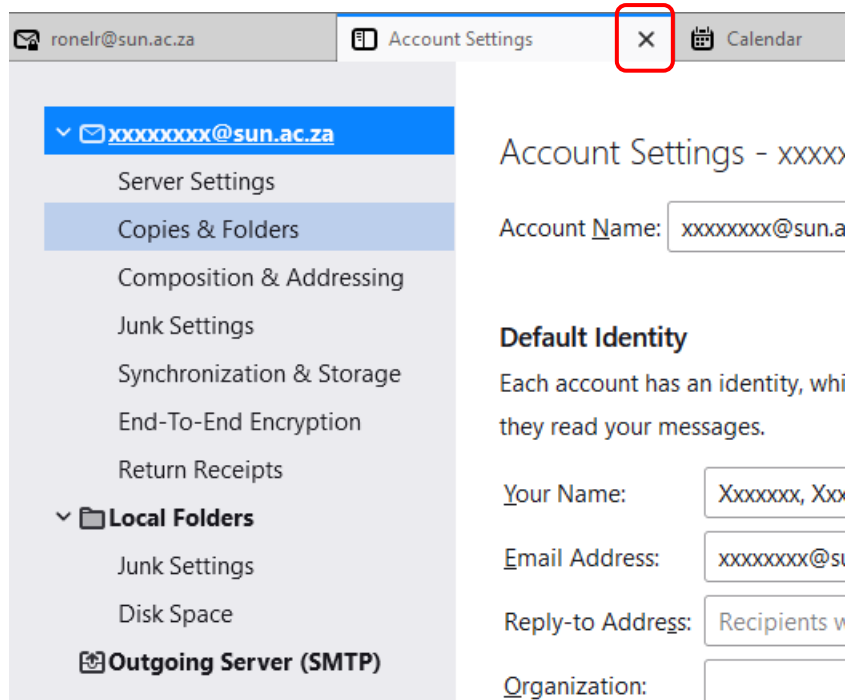


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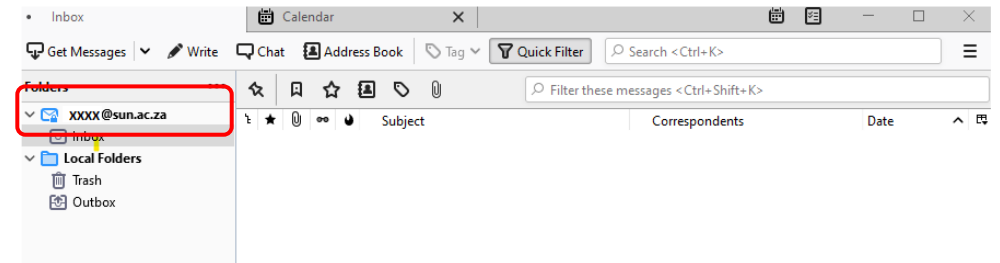
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11. Close the Account Settings.



12. Open the newly created mailbox



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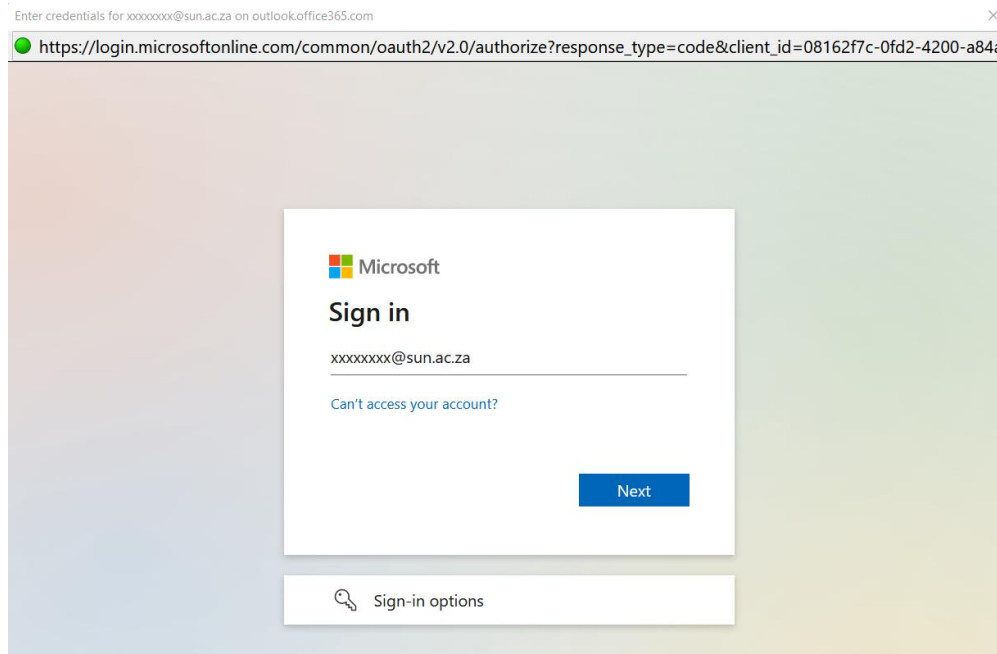


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13. The mailbox will now prompt the user to sign-in via Modern Authentication



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