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Third party software and MFA

User Guide

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ICT Partner portal & 021 808 4367

March 2021

Thunderbird configuration

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

For help:



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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**

Thunderbird configuration

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the Guide?

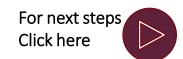
- Launch Thunderbird , click on the **Edit** icon and then on
- Account Settings.

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_						Ξ
1	+	New				>
	U	Attachments				>
		Edit	ጽ	Ф	Ê	>
	Q	Find				>
L		Print				Ctrl+P
ł	Ľ	Save As				>
ł	Û	Empty Trash				
	ż.	Add-ons and	Theme	s		
	•	Account Setti	ngs			
ľ	₽	Preferences				
		File				>
L		View				>
		Go				>
١		Message				>
		Tools				>
	?	Help				>
	Ċ	Exit				

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Click on the Account Action dropdown, and then select Add Mail Account.

<u>A</u> dd M	lail Account		
Add <u>C</u> hat Account			
Add <u>F</u> eed Account			
Add <u>O</u> ther Account			
Set as <u>D</u> efault			
<u>R</u> emove Account			
<u>R</u> emo	Ve Account		



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Thunderbird configuration



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3. Type

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

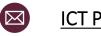
Set Up Your Existing Email Address

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 [xxxxxx@si	uacizal	0
Email address		
xxxxxx@sun.ac.za		(j)
Password		
		Ø
Remember password		
Configure manually	Cancel	Continue

Your credentials will only be stored locally on your computer.

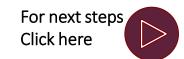
For help:





Configure the Incoming Server with the below settings.

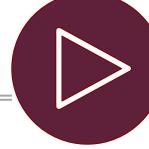
Manual configuration		
INCOMING SERVER		
Protocol:	IMAP	~
Hostname:	outlook.office365.com	
Port:	993 🗘	
Connection security:	SSL/TLS	~
Authentication method:	Normal password	~
Username:	username@sun.ac.za	



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

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

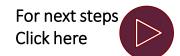
6. Click on Advanced Configuration and click on OK to confirm the creation of the new account.

Confirm Advanced Configuration

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?

OK Cancel

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5.

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

sun.ac.za	Server Settings			
tings	Server Settings			
Folders	Server Type: IMAP Mail	Server		
ion & Addressing	Server Name: outlook.o	ffice365.com	Port:	993 🗘 Default: 993
ngs	User <u>N</u> ame: xxxxxxx	@sun.ac.za		
zation & Storage				
d Encryption	Security Settings			
ceipts	Connection security:	SSL/TLS	~	
ers	-			
ngs	Authentication method:	OAuth2	~	

8. sel

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

Exxxxxxx@sun.ac.za Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage End-To-End Encryption Return Receipts Cocal Folders Junk Settings Disk Space Outgoing Server (SMTP)

Outgoing Server (SMTP) Settings

When managing your identities you can use a server from this list by selecting it as the Outgoing Server (SMTP), or you can use the default server from this list by selecting "Use Default Server".



For help:

Copies &

Composit

Junk Settir

Synchroni

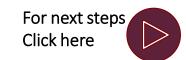
End-To-Er

Return Re

Junk Settir

Local Fold





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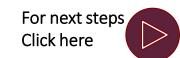


9. Make sure that the **Description** is filled in and that the Authentication method is **OAuth2** and click on **OK**.

	SN	ITP Server			×
Settings					
Description:	Office36	5 (Microsoft)			
Server Name:	smtp.off	ice365.com			
<u>P</u> ort:	587	Default:5	87		
Security and	Authen	tication			
Co <u>n</u> nection se	curity:	STARTTLS		~	
Authent <u>i</u> cation	method:	OAuth2		~	
User Na <u>m</u> e:		xxxxxxx@sun	.ac.za		
			ОК	Cancel	

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

✓ ∑xxxxxxx@sun.ac.za Server Settings	Account Settings - xxxxxxxx@sun.ac.za
Copies & Folders	Account Name: xxxxxxxx@sun.ac.za
Composition & Addressing	
Junk Settings	Default Identity
Synchronization & Storage	Each account has an identity, which is the information that other people see when
End-To-End Encryption	they read your messages.
Return Receipts Control Contr	Your Name: Xxxxxxx [xxxxxxx@sun.ac.za]
Junk Settings	Email Address: xxxxxxx@sun.ac.za
Disk Space	Reply-to Address: Recipients will reply to this other address
②Outgoing Server (SMTP)	<u>O</u> rganization:
	Signature tegt: Use HTML (e.g., bold)
	Attach the signature from a file instead (text, HTML, or image):
	<u>C</u> hoose
	Attach my vCard to messages Edit Card
	Reply from this identity when delivery headers list@example.com, *@ex.
	Outgoing Server (SMTP): Office365 (Microsoft) - sm V Edit SMTP server
	<u>M</u> anage Identities





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configuration

13 Easy steps Thunderbird configuration 6/7 Open the newly created mailbox Close the Account Settings. 12. Account Settings 🛗 Calendar ronelr@sun.ac.za × 🗠 xxxxxxxxx@sun.ac.za Account Settings - xxxx Server Settings Inbox 🛗 Calendar × 8 🛃 Address Book 🛛 🗞 Tag 🗸 🔽 Quick Filter 🖵 Get Messages 🗸 🖋 Write 🗖 Chat ≡ Copies & Folders Account Name: xxxxxxx@sun.a 0 **a** Composition & Addressing XXXX@sun.ac.za : ★ 🛈 Subject へ民 00 4 Date Correspondents Junk Settings ✓ □ Local Folders **Default Identity** 前 Trash 🔁 Outbox Synchronization & Storage Each account has an identity, whi End-To-End Encryption they read your messages. Return Receipts XXXXXXX, XXX Your Name: Local Folders Email Address: xxxxxxx@st Junk Settings Disk Space Reply-to Address: Recipients w Outgoing Server (SMTP) Organization:





For next steps

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

Enter credentials for xxxxxxx@sun.ac.za on outlook.office365.com	×
https://login.microsoftonline.com/common/oauth2/v2.0/authorize?response_type=code&client_id=08162f7c-0	fd2-4200-a84a
Microsoft Sign in xxxxxxx@sun.ac.za Cart access your account? Next	

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