To start the process of creating the account, you will need to select “Add Account” from the tools menu. If you are opening Thunderbird for the first time, you will be prompted to create an account as soon as you open the program.

Enter your Name, email address with @bgsu.edu, and password. Select the continue button in the bottom right corner and wait for the program to locate your server information.

The program will automatically detect your incoming server is an “IMAP” connection. Enter the following server for both your incoming and outgoing servers:

outlook.office365.com

For the incoming port, enter 993. For the Outgoing port enter 587. Let the rest of the information autodetect the correct settings.

For your username enter your email address with the @bgsu.edu.

Before you can finish the process, you will need to Re-Test your settings.