1. Open Mozilla Thunderbird.

2. Open the Thunderbird Menu and click Options > Account Settings.

3. Expand your account and click Server Settings.

4. On the server settings window:
   - Change the Server Address.
     - Old: smtp.wmich.edu
     - New: outlook.office365.com
   - Change the username to BroncoNetId@wmich.edu

5. Click OK to accept the new settings. Thunderbird will begin syncing with W-Exchange.