

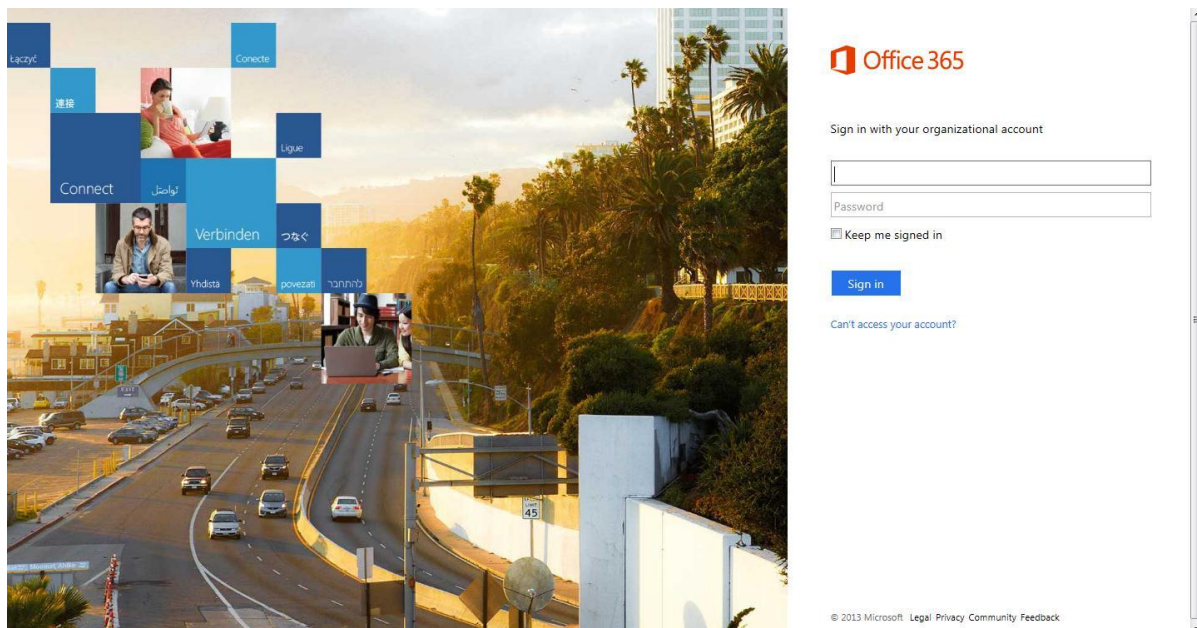
SUPPORT & SOLUTIONS BULLETIN

Office 365 – Scan To Email

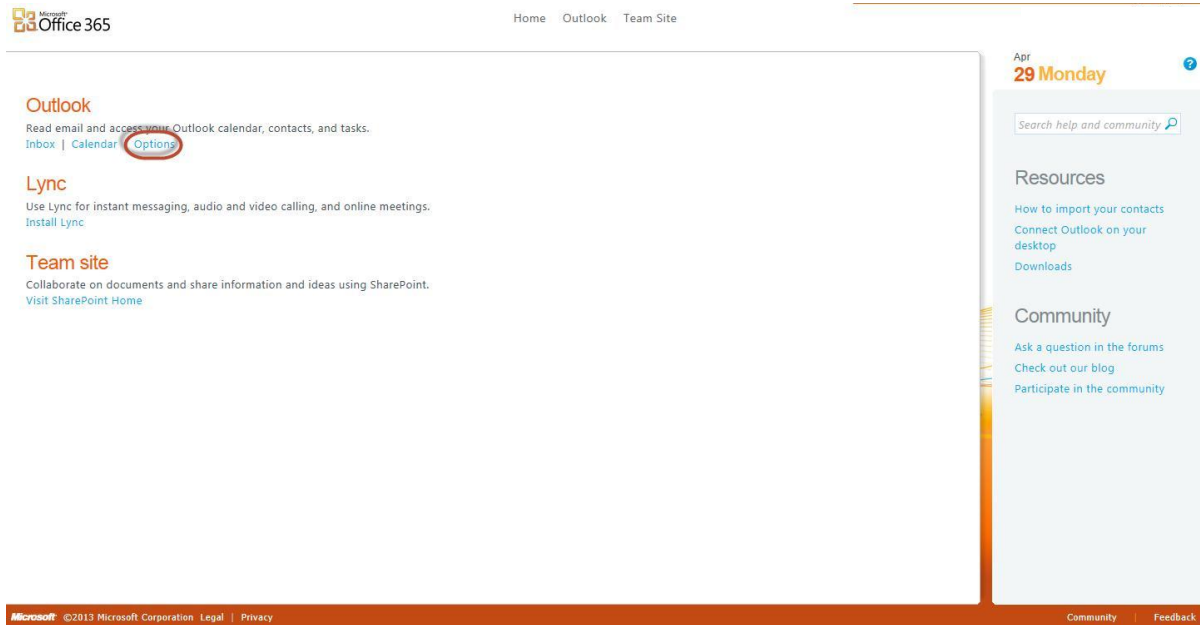
The bulletin details the setup required to scan directly to Office 365 via the scan to email inbuilt functionality. This includes **Pastel II** (MX-2600/3100), **C-Jupiter II** (MX-4100/4101/5000/5001), **Jupiter III** (MX-M283/363/453/503), **Dragon III** (MX-M623/753), **C-Frontier** (MC-C311/312/381), **Gemini Plus** (MX2310/3111U), **Gemini Plus II** (MXC2614/3114) **Aries** (MX2610/3110/3610), **Aries II** (MX2640/3640) **Virgo** (MX4112/5112), **Polaris** (MX-6240/7040) and **Hercules2** (MX-M904/1054/1204).

Firstly you need to establish the SMTP server details for the customers' Office 365 installation. This can be found by performing the following.

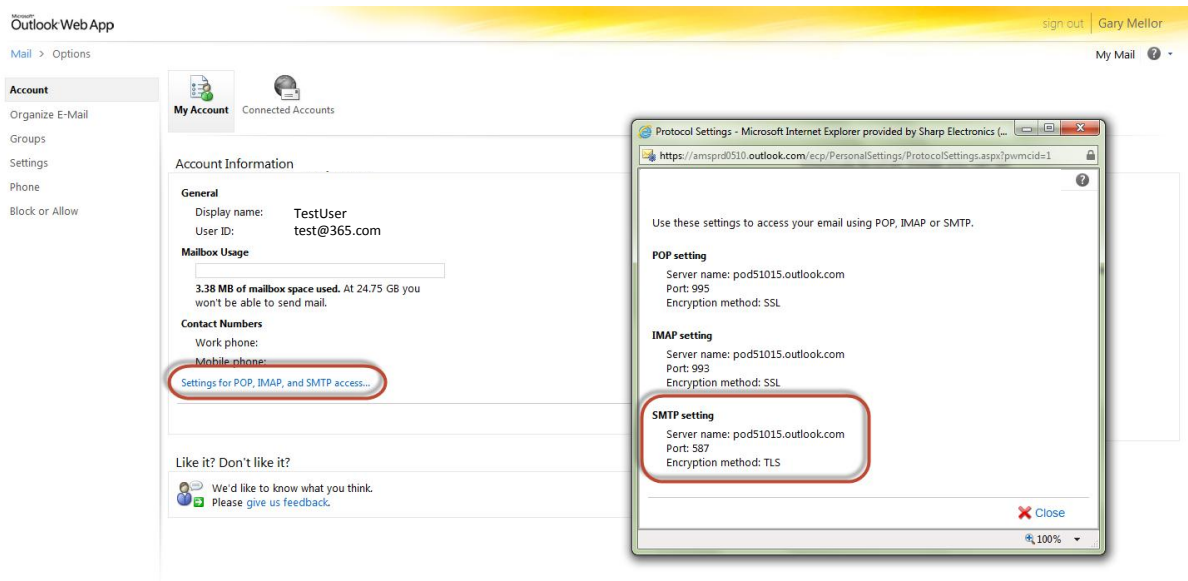
1. Login to the Microsoft Online Services Portal (Office 365 portal)



2. Under Outlook, click on options.



3. Select 'Settings for POP, IMAP, and SMTP access.'
4. The customers SMTP settings will now be displayed.



SMTP Settings	
Primary Server:	pod51015.outlook.com
Secondary Server:	
Port Number:	587 (0-65535)
Timeout:	20 seconds(0-60)
Reply E-mail Address:	test@365.com (Up to 64 characters)
☒ Enable SSL	
☒ SMTP Authentication	
User Name:	test@365.com (Up to 64 characters)
Password:	•••••••• (1-32 digits)
☒ Change Password	
☐ POP before SMTP	
POP3 Server:	
Port Number:	110 (0-65535)
☐ POP Authentication	
User Name :	(Up to 64 characters)
d Password:	•••••••••••••••••••• (1-32 digits)
☐ Change Password	
☐ Enable SSL	