



SAGE Knowledge Base

How to Configure Office 365 for Electronic Delivery



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How to configure Office 365 for use with Paperless Office, Electronic Delivery in Sage 100

Products

Sage 100

Description

How to configure Office 365 for use with Paperless Office, Electronic Delivery in Sage 100

Resolution

Note: There are numerous different server programs and providers that provide the services of an SMTP e-mail server. Sage 100 Customer Support is not responsible for knowing the exact combination of program or provider, security or permission settings, inbound or outbound rules, account logins, passwords, etc. bandwidth restrictions, to enable successful e-mail delivery. If an error is encountered, troubleshoot based on the Chilkat error log information.

The following is for informational purposes. The exact steps and processes and settings required for success are subject to change by Microsoft at any time:

- Open **Library Master, Main, Company Maintenance**
- Select the Company to configure Email for
- Navigate to the **E-mail** tab
- Fill in the following values:
 - Address: **outlook.office365.com**
 - (Formerly smtp.office365.com)
 - Port: 587
 - SMTP Encryption: TLS/StartTLS
 - UserID: <User Email address>
 - Password: <User Email Password>
 - 128-bit Encryption Checkbox Selected
- Click Test Email to Verify Functionality
- Click OK to accept settings in Company Maintenance