Scan to E-Mail through Office 365

Determine the SMTP information for your Office 365 account

1. Login to Office 365 with Admin credentials
2. Select Home
3. Select Options under Outlook
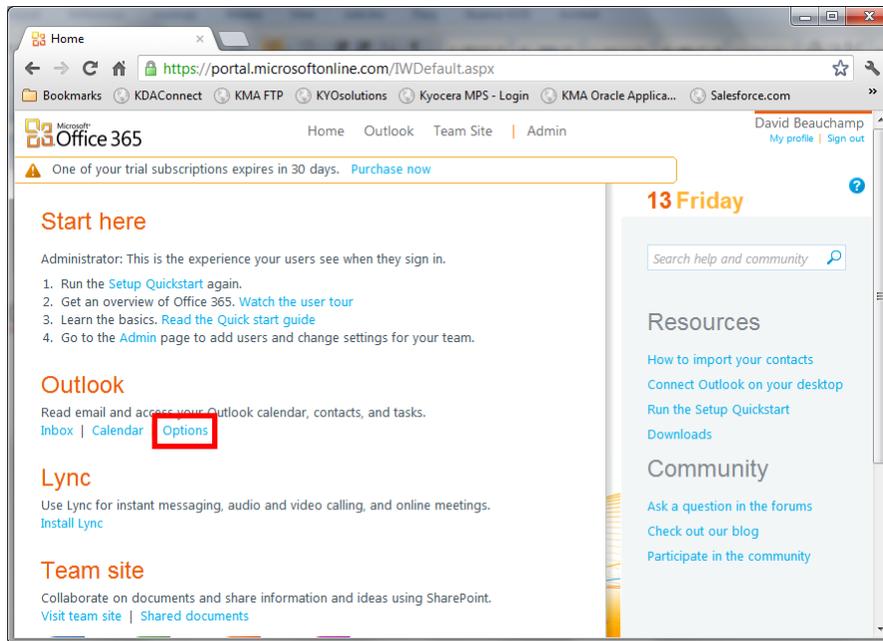
4. Select Settings for POP, IMAP, and SMTP access...
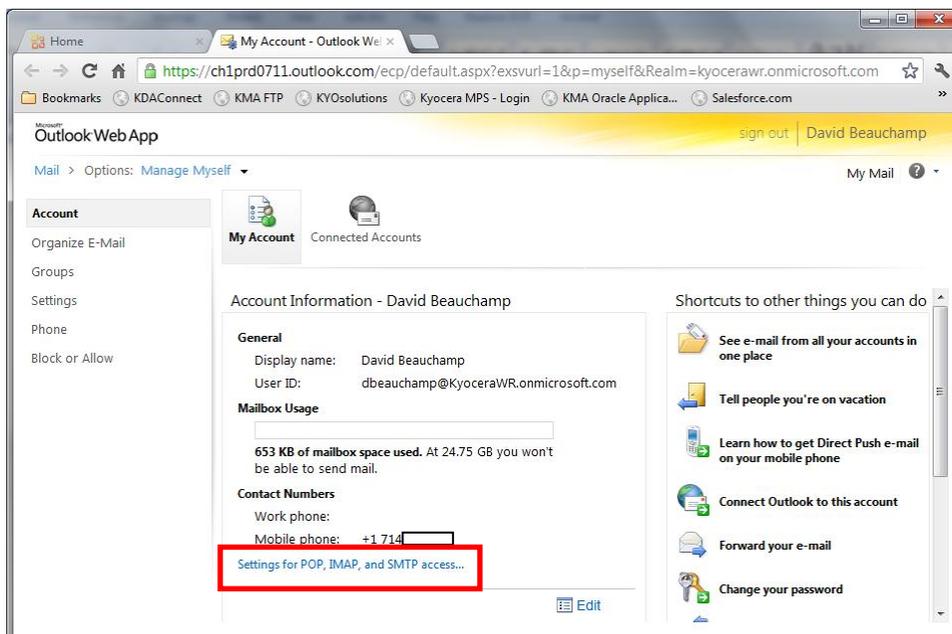
5. Record the SMTP Settings for your account
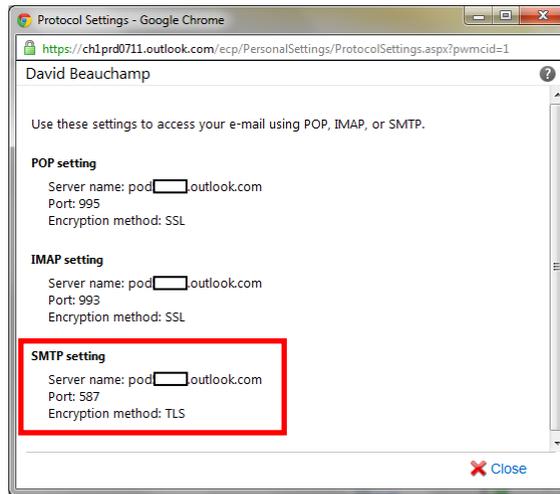
Setup the MFP with your Office 365 account
1. Open the Command Center RX
2. Login as Admin
3. Advanced Tab > SMTP General
   a. SMTP Port Number: 587
   b. SMTP Server Name: pod#####.outlook.com   Note: Enter your Server Name from above
   c. Authentication: On
   d. Authenticate As: Other
   e. User Name and Password: Office 365 User Name and Password
   f. SMTP Security: STARTTLS

4. E-Mail Settings
    a. Sender Address: Should be the same as the Login User Name in SMTP General
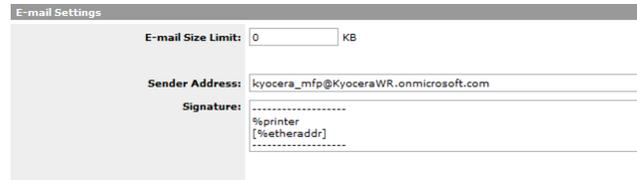
E-mail Settings		
E-mail Size Limit:	0	KB
Sender Address:	kyocera_mfp@KyoceraWR.onmicrosoft.com	
Signature:	-------------------- %printer [%etheraddr] --------------------	

5. Click Submit
6. Test