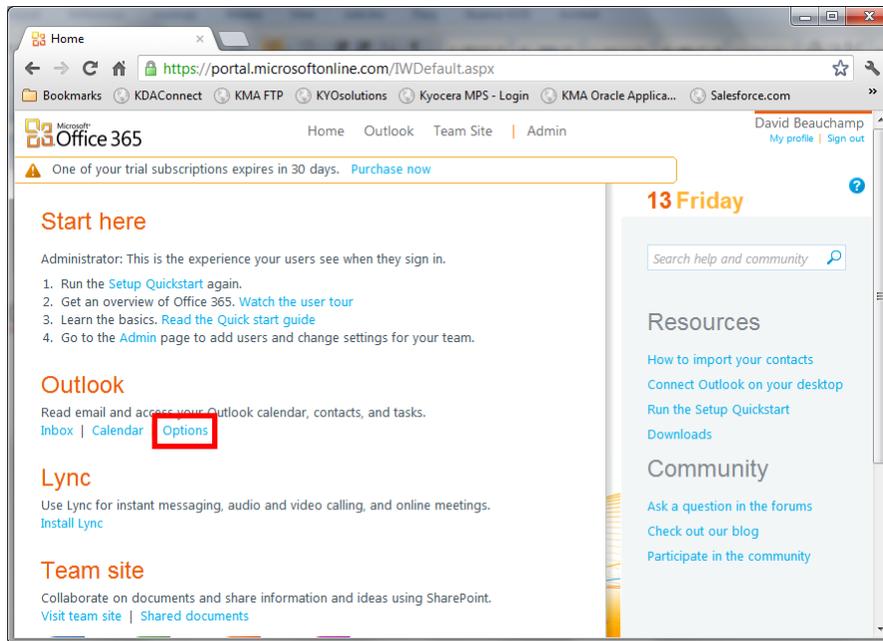


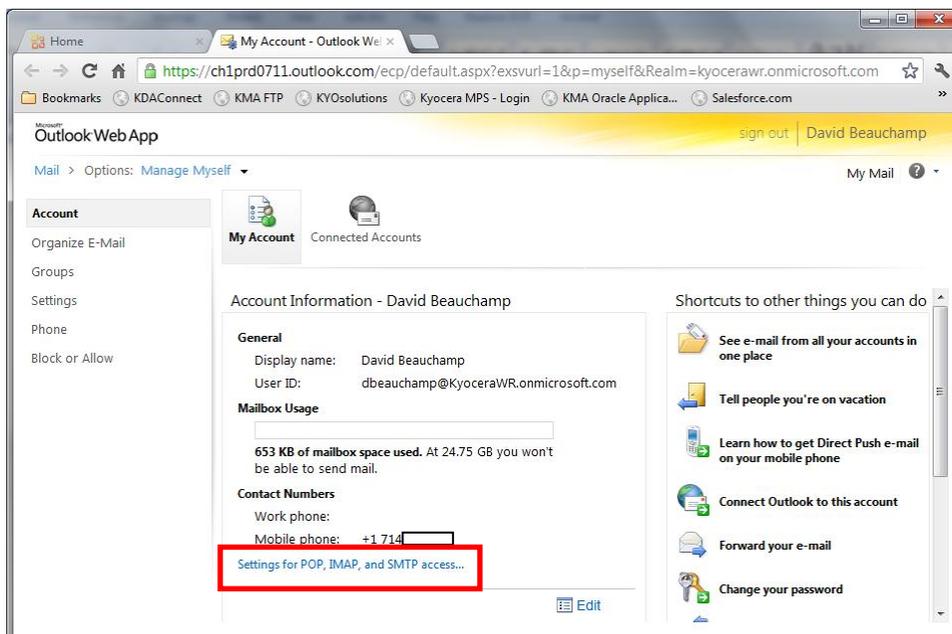
Scan to E-Mail through Office 365

Determine the SMTP information for your Office 365 account

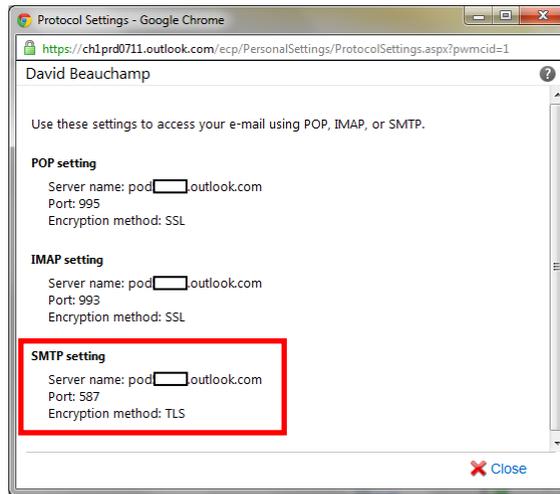
1. Login to Office 365 with Admin credentials
2. Select Home
3. Select Options under Outlook



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

SMTP

General | E-mail Recipient 1 | E-mail Recipient 2 | E-mail Recipient 3

SMTP Protocol Settings

SMTP Protocol: On Off

SMTP Port Number: 587

SMTP Server Name: pod#####outlook.com

SMTP Server Timeout: 10 seconds

Authentication Protocol: On POP before SMTP Off

Authenticate as:

- POP3 Account 1
- POP3 Account 2
- POP3 Account 3
- Other

Login User Name: kyocera_mfp@KyoceraWR.onmicrosoft.com

Login Password: *****

SMTP Security: SSL/TLS STARTTLS Off

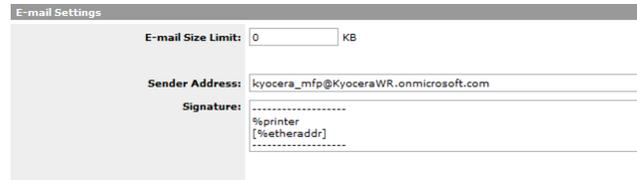
Note:
Select On for the SSL setting to use SMTP Security.
Click [here](#) to set up SSL.

POP before SMTP Timeout: 0 seconds

Test

4. E-Mail Settings

- a. Sender Address: Should be the same as the Login User Name in SMTP General



The screenshot shows the 'E-mail Settings' dialog box. It has a title bar 'E-mail Settings'. Below the title bar, there are three fields: 'E-mail Size Limit' with a value of '0' and 'KB' next to it; 'Sender Address' with the value 'kyocera_mfp@KyoceraWR.onmicrosoft.com'; and 'Signature' with a text area containing '%printer' and '[%etheraddr]'.

5. Click Submit

6. Test