

Configuring Office 365 to use with Escan

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Summary

This document will walk you through configuring MyoVision Escan to be used with Office 365.

Before you Begin

1. Make sure you have the latest version of the MyoVision software and that it is registered.
 - **IMPORTANT:** Feature Pack A or later is required for Escan to function
 - [How Do I Check My Software Version and Feature Pack?](#)
 - [How Do I Enter my Software Registration Key?](#)

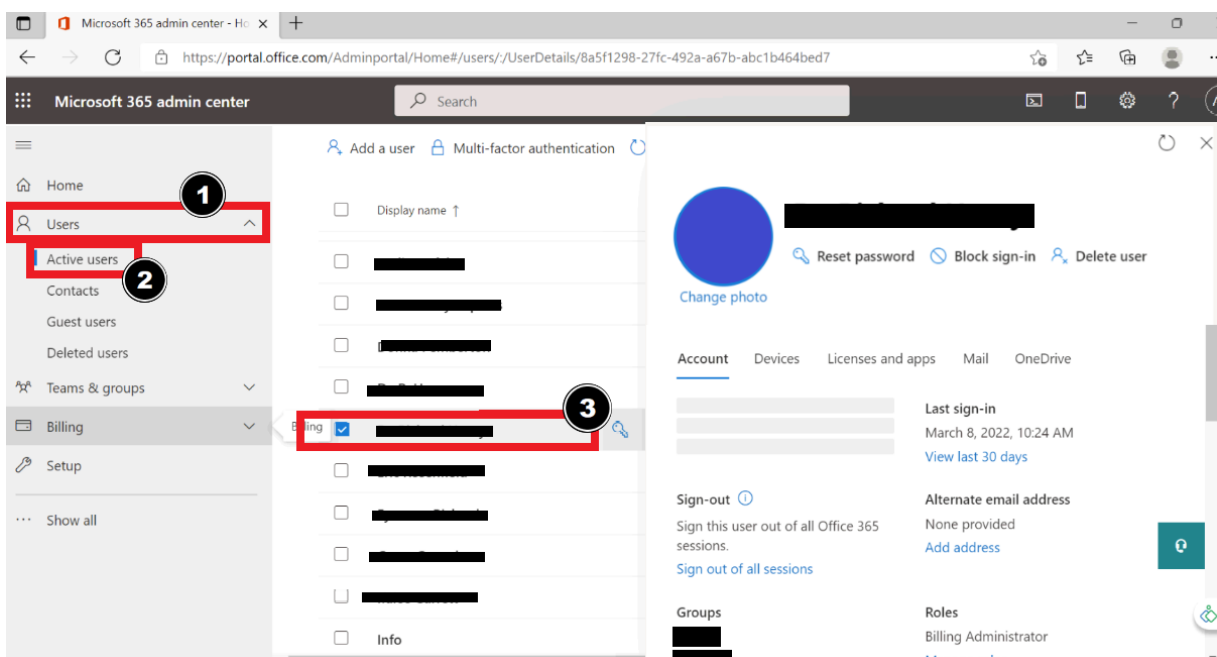
How to Configure Office 365 to use with Escan

1. Login to Microsoft Admin Center

- Go to [Admin.Microsoft.com](https://admin.microsoft.com)
- Login using your Office 365 administrator account
 - If you are redirected to the GoDaddy Admin Center,
 - GoDaddy uses Office 365 but requires different setup due to being unable to access the Microsoft Admin Center. See our support article; [Configuring GoDaddy to use with Escan.](#)

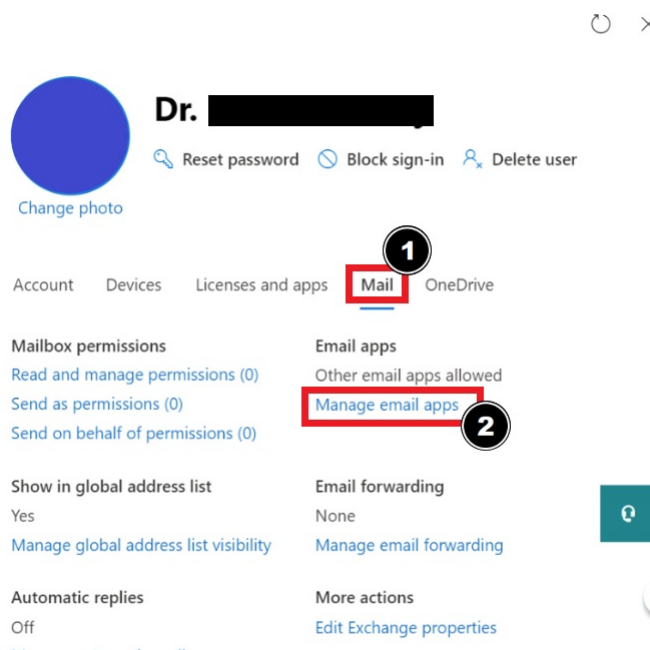
2. Open user information for the email address

- Users > Active users
- Click the email address that will be used for MyoVision. This will cause a window on the right to appear as shown below.



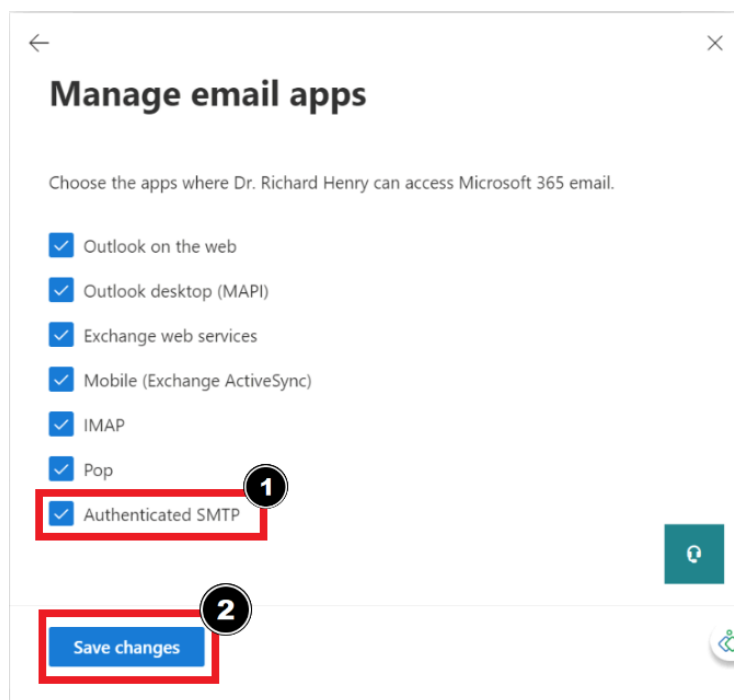
3. Open Manage Email Apps

- Mail > Manage Email Apps



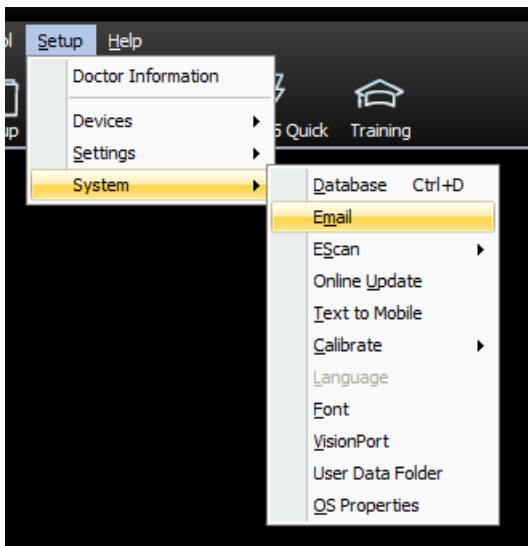
4. Turn on Authenticated SMTP

- Check the box next to "Authenticated SMTP"
- Click "Save Changes"



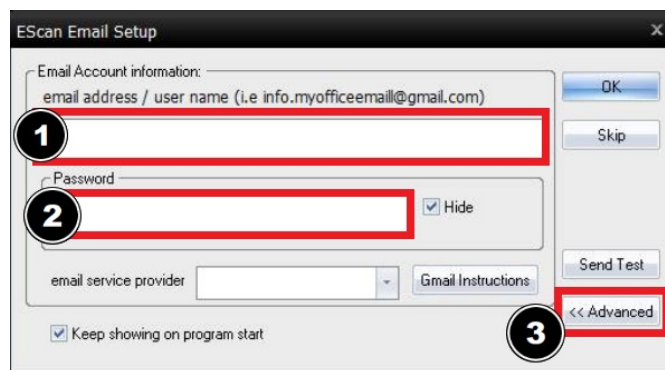
5. Open EScan's Email Settings in the MyoVision software

- Open the MyoVision software
- Go to **Setup > System > Email**



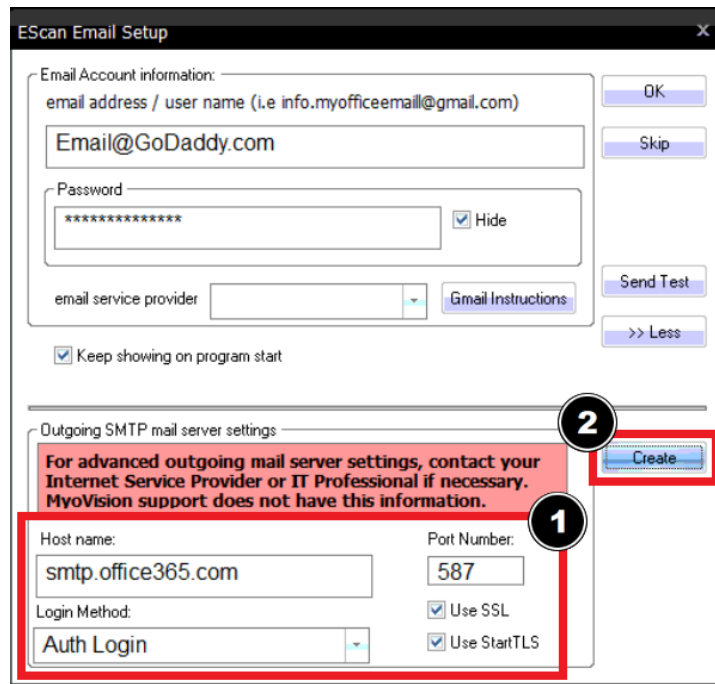
6. Enter Email Information

- Enter email and password in sections 1 and 2.
- Click **Advanced**.

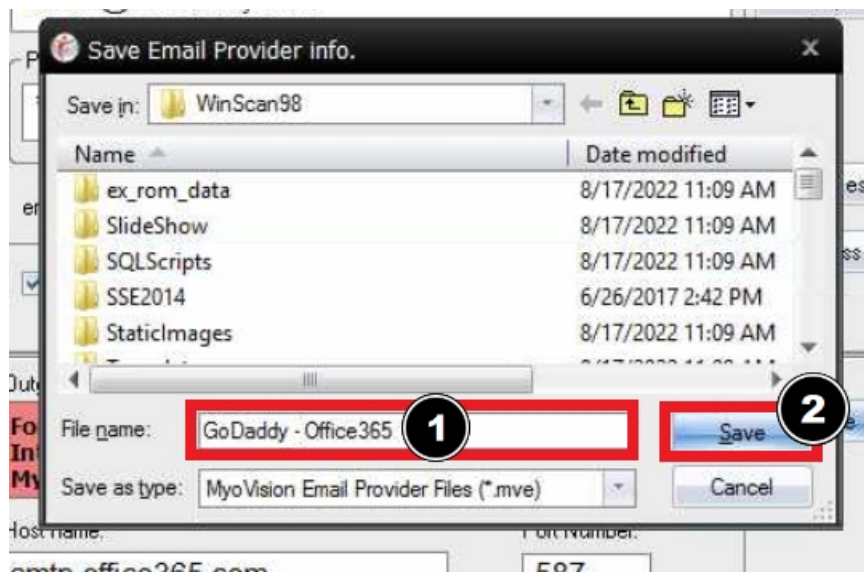


7. Create new email service provider

- In the window shown below, enter the following information
 - Host Name: smtp.office365.com
 - Port Number: 587
 - Login Method: Auth Login
 - Check both "Use SSL" and "Use StartTLS"
- Click "Create"



- Name the email service provider configuration in the "File Name" field then click "Save"
 - Recommended file name: GoDaddy - Office365



8. Send Test Email

- Refer to the main [Setting Up EScan](#) article and skip to Step 4 for sending a test email and finalization.