How to set up for using Office365

The following instructions can be used to set up KeyesMail to use Office365 as your mail server. Please be aware that Office365 has different rules that you must follow, or they will not accept your email. These instructions will show you how to get it working properly.

We recommend that you use KeyesMail Version 10.3 or higher to connect with Office365. You can find your version using the following command:

KMVERSION

The following instructions will require that you have enough authority to be able to access the operating system. We recommend that you sign on with a User Profile that has *SECADM authority.

___ Step 01   Download the "How to create an SSL Application for KeyesMail" instructions.

The instructions can be found on our website (www.ckeyes.com) in the KeyesMail/Downloads/Extras page:

Extras:

File	Description
kmiasp.pdf	How to use an Independent ASP
kmsslapp.pdf	How to create an SSL Application for KeyesMail
lexicon.exe	Additional language dictionaries: British, Danish, French, German, Italian, Spanish
kmhainst.pdf	High availability installation and use
kmtrnsfr.pdf	How to transfer to a different IBM i

Follow those instructions to create the SSL Application. This in needed in order to be able to connect to the mail server using TLS (Transport Layer Security) which Office365 requires.

___ Step 02   Setup the Mailbox correctly

Using item 31 (User Setup) from KMMENU, you must enter the mailaccount that you create in the Office365 system:

```
Type choices, press Enter.
Name . . . . . . . . . . . . .:   Your Company Name
Department . . . . . . . . . .:   _____
Return address . . . . . . . .:   mailaccount@yourdomain.com
```

This will be the Return Address that will be used for all email that you send through Office365.

___ Step 03   Set up the Mail Connection to Office365

Using item 21 (KeyesMail Connections) from KMMENU, you must set up the following parameters for Office365:

Set your domain to the part of the mail account that is to the right of the @ character. Set the SMTP Server and POP3 Server addresses, as follows:

```
Text description  'use quotes'   > Office365
Organization/'Company name'  . . > 'Your Company Name'
Connection type  . . . . . . . > I            Dialup/Intranet/Continuous
Time zone  . . . . . . . . . . > *SYS         *SYS, EST, CST, ..., UT, -0500
Domain name       'use quotes'   > 'your-domain.com'

SMTP Server 'Name' or Address  . > smtp.office365.com

POP3 Server 'Name' or Address  . > outlook.office365.com
```

The POP3 Server address should be left blank if you are not going to receive email from the Office365 account into KeyesMail. To clear a value, enter ' ' and press Enter.

Set the SMTP Authentication parameter with the mail account that you created in Office365. It must match the Return Address from Step 2, above.

```
SMTP Authentication:
  User/Account    'use quotes'    > 'mailaccount@yourdomain.com'

  Password        'use quotes'    > 'pasSword'
```

The Password must be entered within quotes and is case-sensitive. Make sure that you do not use an exclamation point (!) in the password. It will not work.

Set the Ports, as follows:

```
SMTP Port (usually 00025)  . . . > 00587       Character value
  Use SSL/TLS or STARTTLS  . . . > S           Y=SSL or TLS, S=STARTTLS, N=No
POP3 Port (usually 00110)  . . . > 00995       Character value
  Use SSL Secure Connection  . . > Y           Y/N
```

Set the following maximum amounts, unless you find that Office365 can go bigger than these values:

```
Max mail size Transmitted  . . . > 020         001-999 MBytes, 999=No Max
Max mail sent per Session  . . . > 040         001-999 Pieces, 999=No Max
```

___ Step 04   Setting the Reply-To Address

Office365 will not allow you to change the From Address for your emails to anything other than what it has recorded for you. The From Address must be set to the account that you created in Office365 or to an Alias address that you add in the Office365 account setup.

Instead of changing the From Address, KeyesMail will allow you to set the Reply-To Address.

```
From:          "Your Company Name" <mailaccount@yourdomain.com>
Sender:
Reply-To:      reply-to-someone-else@yourdomain.com
Resent-From:
               Fill out extra fields only if different than From:
```

The From Address must match the Account or an Alias that you set up in Office365. This value is set from what you code in item 31 (User Setup), from Step 2, above.

You may change the Reply-To Address, in all of the KeyesMail applications to achieve the same results as you used to get when changing the From Address, in the past. When a recipient presses the Reply button, their reply will go to the Reply-To Address, instead of the From Address.

End of setting up for Office365

This concludes the process of setting up KeyesMail to use the Office365 mail server. If you have followed these instructions, but it still does not work, please contact Computer Keyes for assistance. We would be happy to help you.

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