

# Setting up SMTP Email with Office 365

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## SMTP settings to use in All Orders

In All Orders under the preference for Email:

Server - [smtp.office365.com](https://smtp.office365.com)

Username - [YourEmail@YourDomain.com](mailto:YourEmail@YourDomain.com)

Password - Your Email Password

Port - 25

Use SSL - Checked

Under the General preferences, My Preferences tab, Email tab:

From Email - [YourEmail@YourDomain.com](mailto:YourEmail@YourDomain.com)

From Name - Your Name

If after configuring the above settings, emails are not being sent, you will need to create an app password. App passwords are created to be used with a single application bypassing the MFA verification methods. You can follow the guide on this page to create an app password for your Microsoft 365 account.

<https://support.microsoft.com/en-us/account-billing/manage-app-passwords-for-two-step-verification-d6dc8c6d-4bf7-4851-ad95-6d07799387e9>

After creating the App password, return to the All Orders SMTP configuration and update the password and try to send email again.

This process requires that your Microsoft 365 account be a Microsoft 365 Business Basic license or above. Exchange Online P1 accounts are not compatible due to the Multi Factor Authentication requirement.

**MFA (Multi Factor Authentication) must be enabled for your Microsoft 365 user account or entire domain.**

To setup MFA for your Microsoft 365 account, please see this web page for more information

<https://support.microsoft.com/en-us/office/set-up-your-microsoft-365-sign-in-for-multi-factor-authentication-ace1d096-61e5-449b-a875-58eb3d74de14>

**The account used to connect SMTP email with All Orders must be a basic account with no shared send as or full access permissions.**

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