ENABLING KYOCERA EXCHANGE ONLINE CONNECTOR UTILITY

Prerequisites:

- A valid Microsoft 365 user account (must be licensed and active)
- **A Windows server or workstation that remains powered on at all times**
- Administrative access to:
  - The Windows Server or Workstation to run the utility
  - The Kyocera device (Admin credentials)
- Internet access to Microsoft 365

Begin:

1. Download from Kyocera:
https://www.kyoceradocumentsolutions.us/en/products/software/KYOCERAEXCHANGEONLINECONNECTOR.html

Install the Utility on a Server or Workstation that will be powered up all the time.
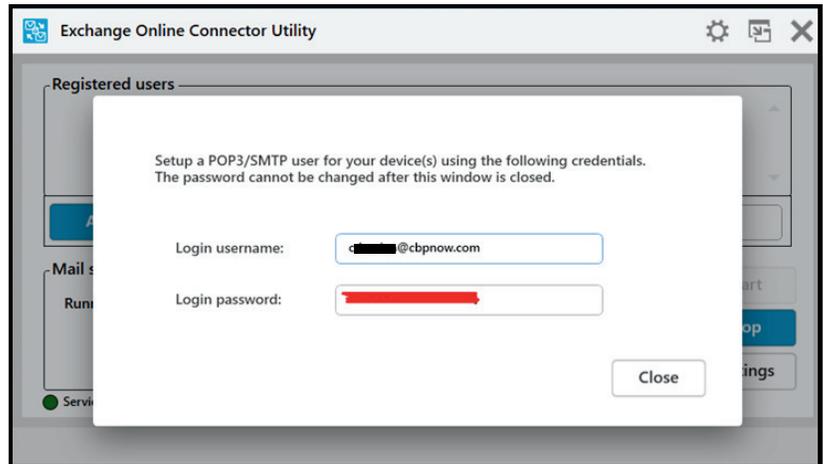

2. Open the installer from Programs and hit Add:

3. Hitting Add will take you to a Microsoft landing page and ask for credentials.

*Note: whoever you sign in as, will be the Sender Address from the copier – no exceptions*
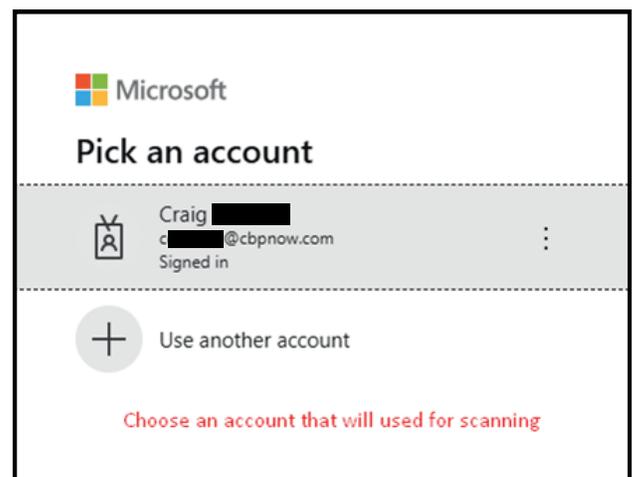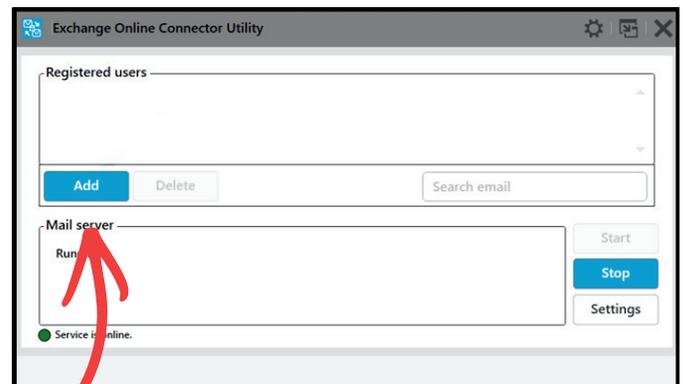
4. Once signed in, you will receive this notification:

Note: <u>Record these credentials</u>, you will need them for the MFP's SMTP section, <u>this is NOT YOUR EMAIL PASSWORD</u>, this password is for the Utility to use in conjunction with the MFP
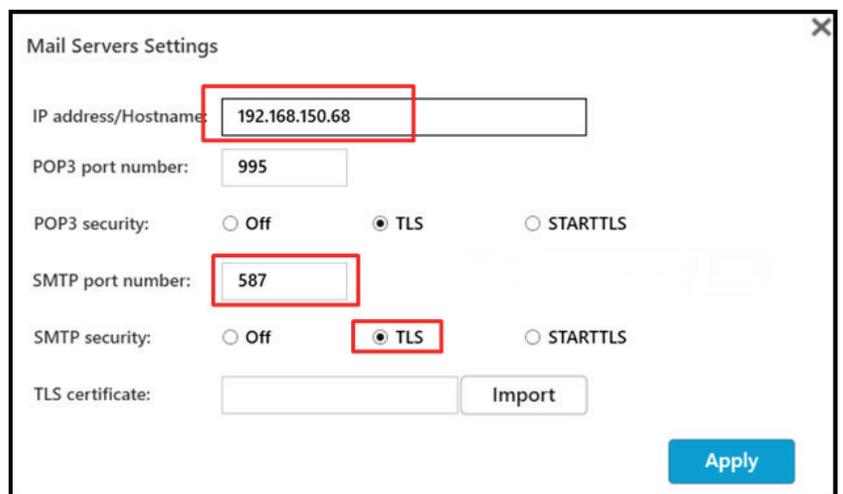
5. Stop and Start the Service

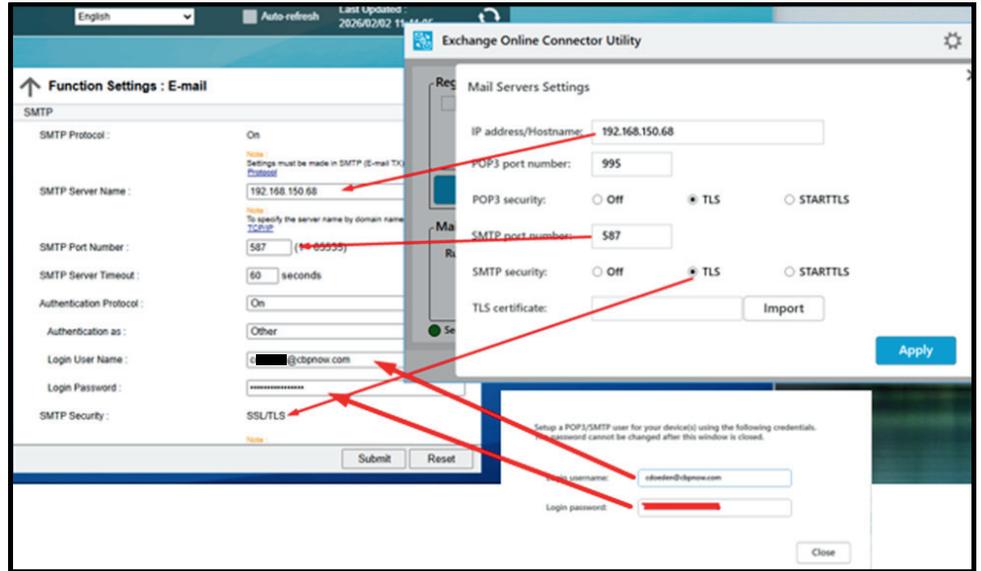   a. Verify it is running after Stop/Start
   b. Then go to settings
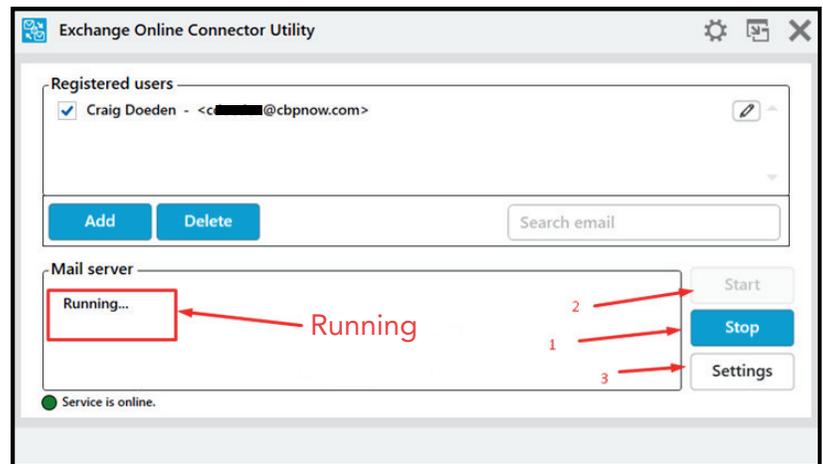

6. Record the settings for the SMTP settings:

   a. You can change IP Address, SMTP Port Number, or SMTP Security based on security level that you desire.
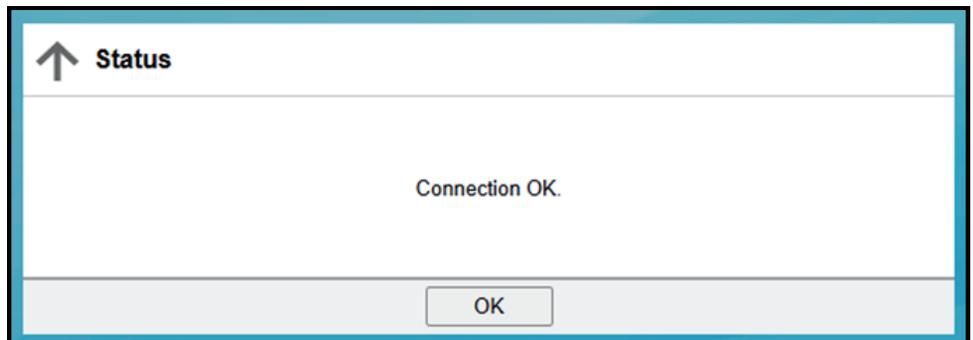
7. Open the webpage of the Copier. Login using the credentials for Admin. Go to Function Settings, then Email.

8. At the bottom of the Function Settings, Email page: Sender address must match the Login username. Hit SUBMIT before you test the connection.
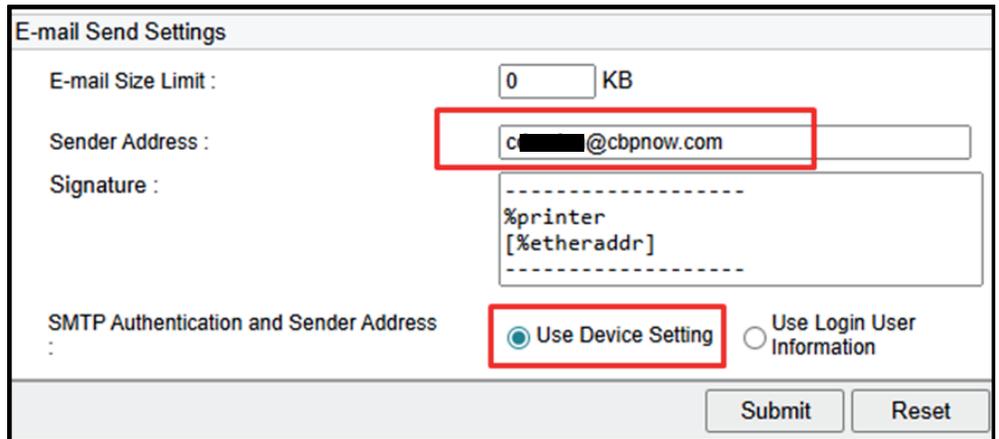

9. TEST the connection by using the scan to email function at the device.

Troubleshooting:

1. Registered User MUST BE A VALID 365 User. The Credentials in the copier webpage must match the Utility's credentials it gave you. NOT your EMAIL password.

2. If you are having issues with connection, verify that the SMTP Security Protocol is on for the type you specified in the SETTINGS button on the utility. SSL/TLS or STARTTLS also verify the port number is the same.

3. Verify that the Utility is Running on the Server/workstation.
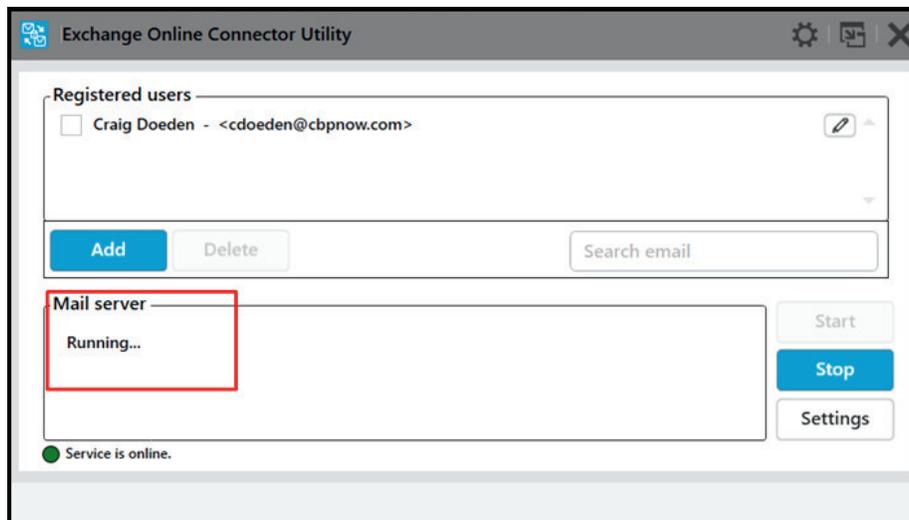
Or you can check in Services on the Windows Device: