

Enterprise - SMTP Email Setup with Microsoft 365

Last Modified on 02/19/2026 9:24 am CST

Overview

Due to Microsoft authentication updates with SMTP email, TempWorks has added the ability to setup SMTP email accounts utilizing Microsoft 365 with advanced authentication within Enterprise.

Note The ability to setup SMTP email accounts that utilize Microsoft 365 with advanced authentication is also available within Beyond:

- [Beyond - Email Setup](#)
- [Beyond - Mass Mailer Account Setup](#)

Note In the event you have an **existing traditional SMTP email setup** that is using a **Microsoft 365 email account**, you will **need to complete** the steps outlined below to **ensure email functionality is retained** within Enterprise.

How to Setup SMTP Email with Microsoft 365

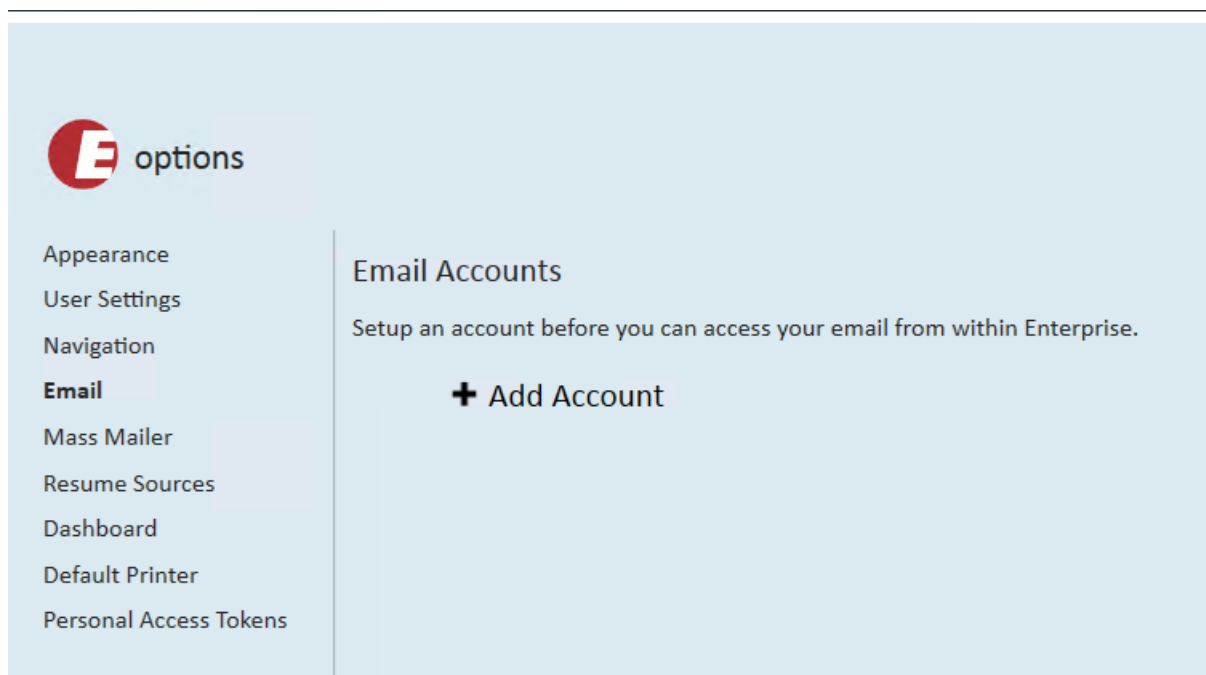
Note The following instructions will follow the setup process for a personal SMTP Microsoft 365 account but will work for **both personal and mass mailer** SMTP setup.

- For personal, navigate to Enterprise > E Menu > Options > Email
- For mass mailer, navigate to Enterprise > E Menu > Options > Mass Mailer

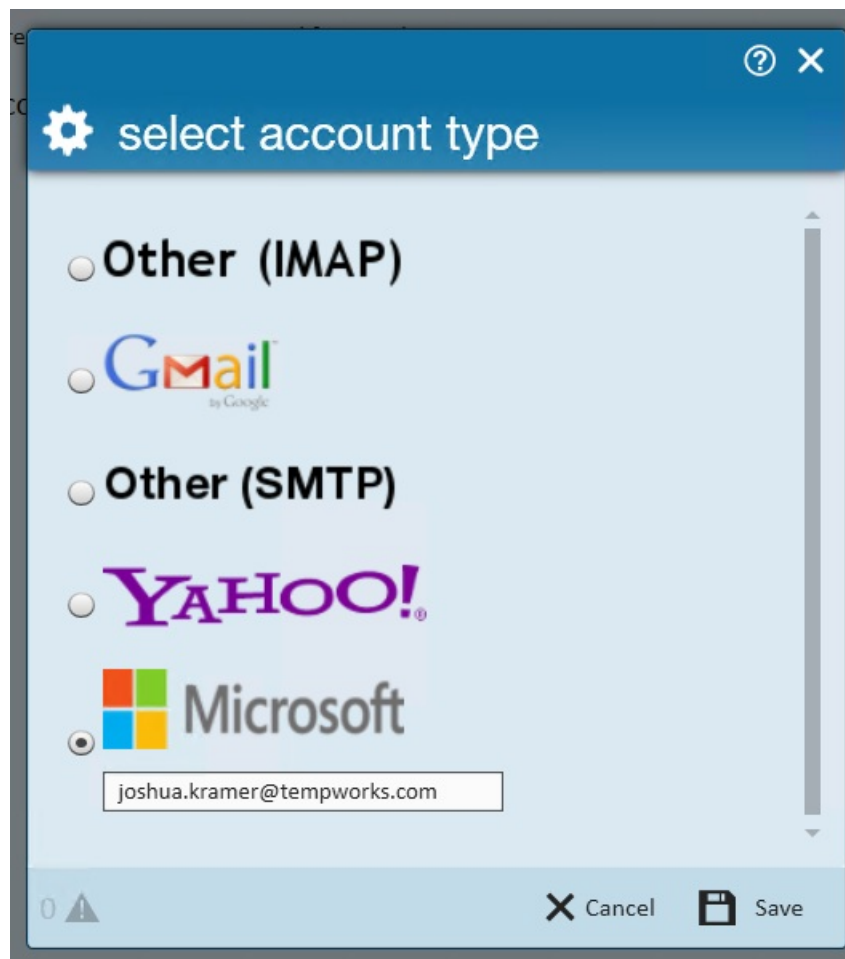
Note Please keep the following in mind regarding **Mass Mailer** setup:

1. Setting up a Mass Mailer with a **personal** Microsoft 365 account is **not recommended** due to Microsoft's implementation of [sending limits](#) for emails, which could result in emails not being sent as intended.
2. Microsoft offers different product solutions that allow for further support of mass mailing while utilizing a Microsoft 365 account. The following options can be further discussed within your IT team to determine what would work best for your business:
 - [High Volume Email](#)
 - [Azure Communication Services for Email](#)

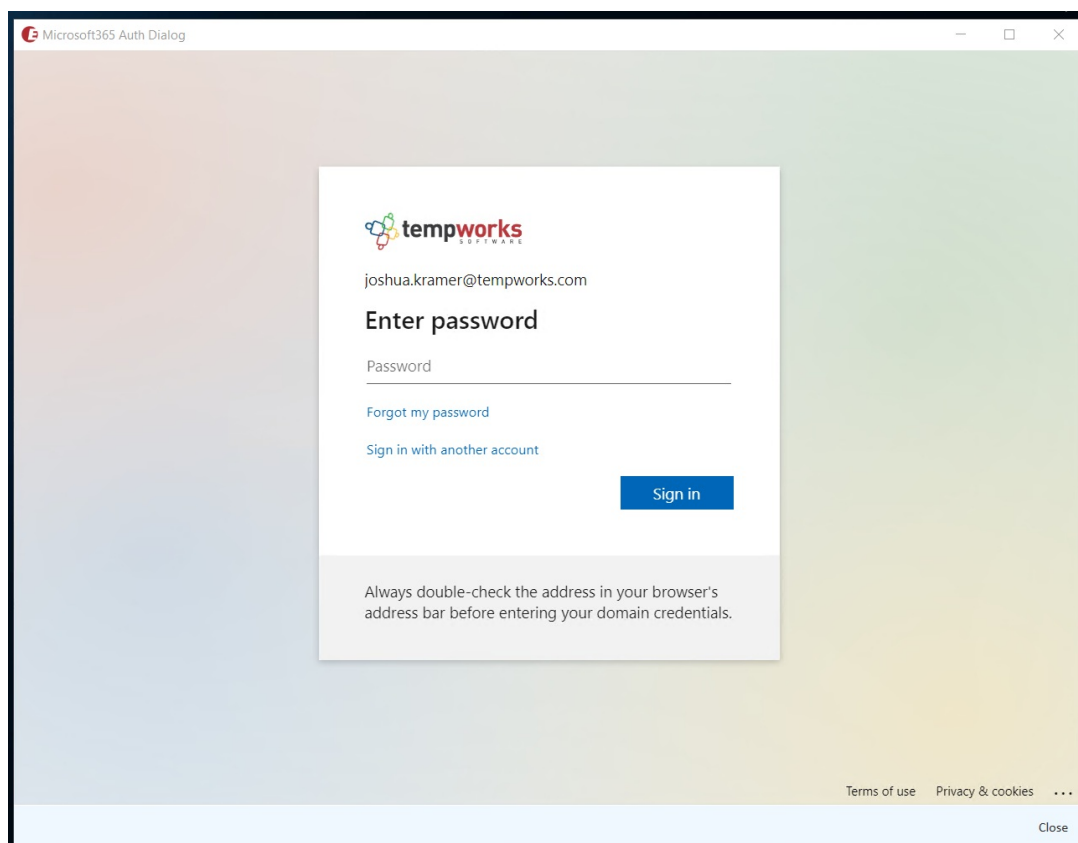
Select "Add Account":



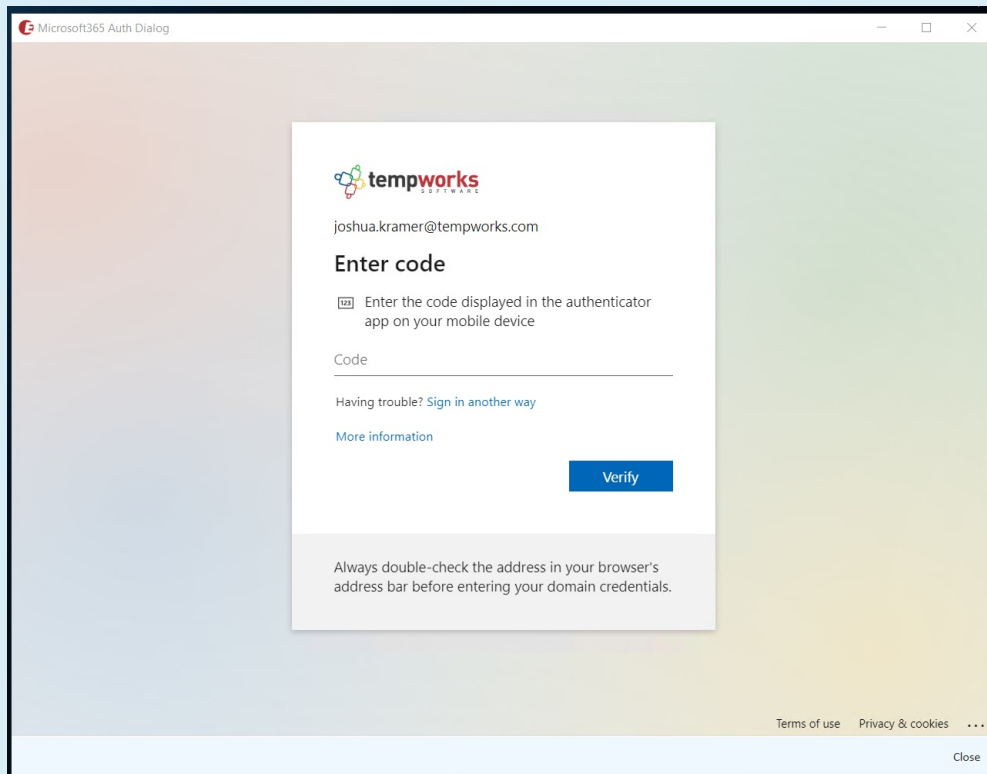
Select "Microsoft" from the providers list, enter your Microsoft 365 email address, and select "Save":



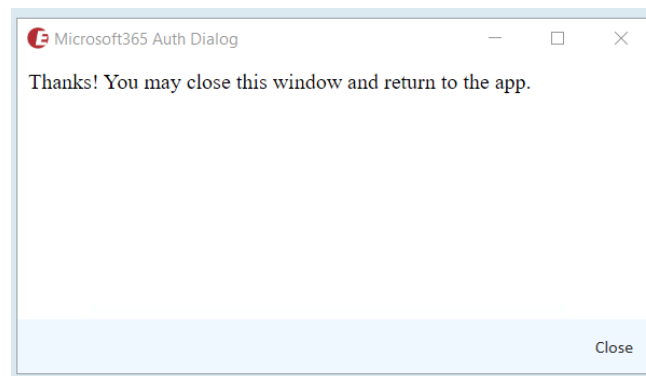
A window will automatically open for you to enter your password for the Microsoft 365 email account:



Note In the event you have Multi-Factor Authentication (MFA) enabled on your Microsoft 365 account, you will be asked to enter your MFA code to continue with the setup process:



Once your Microsoft 365 account has been verified, you will receive the following confirmation:



Note When entering your credentials for your Microsoft 365 account, you may receive a message that indicates additional permissions will need to be granted for the application to be used within your environment:



Need admin approval

TempWorks Enterprise - Prd
unverified

TempWorks Enterprise - Prd needs permission to access resources in your organization that only an admin can grant. Please ask an admin to grant permission to this app before you can use it.

[Have an admin account? Sign in with that account](#)

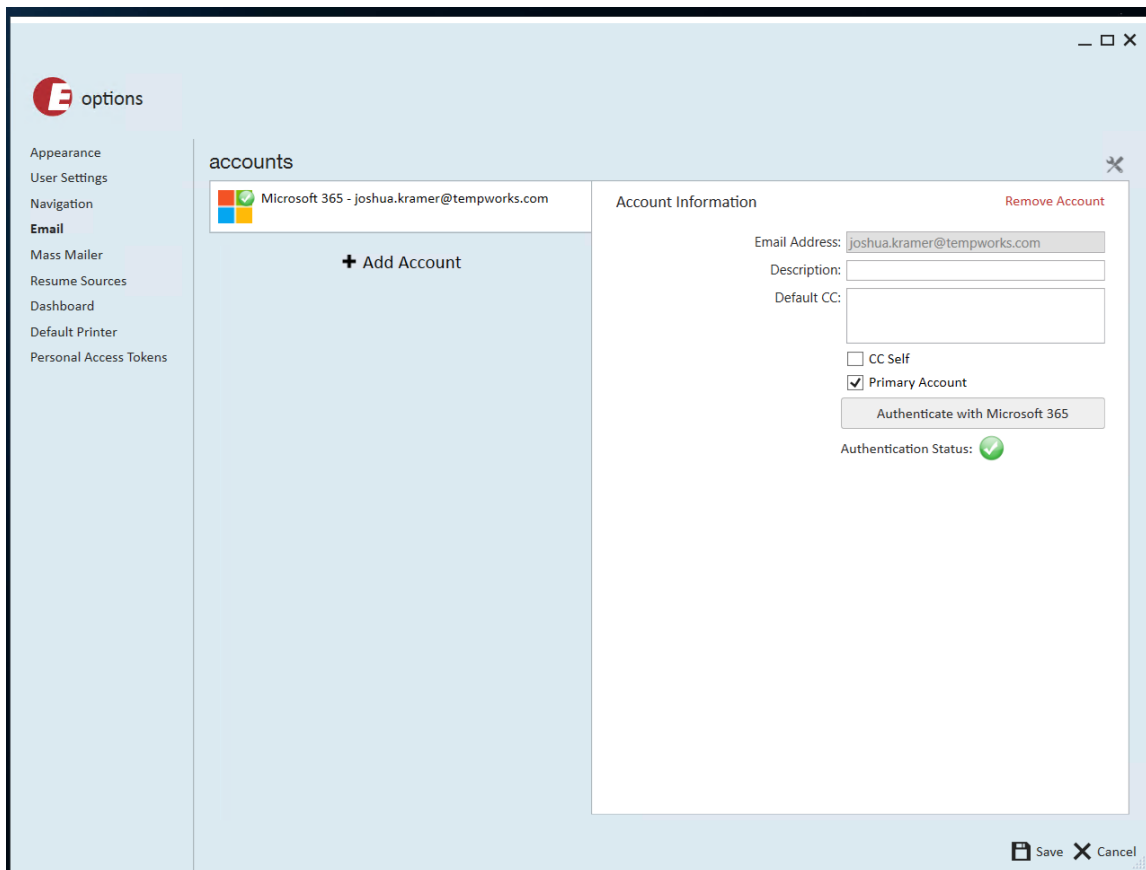
[Return to the application without granting consent](#)

As a result, your IT Administrator may need to go through the following steps to ensure setup of the Microsoft 365 SMTP email account is complete:

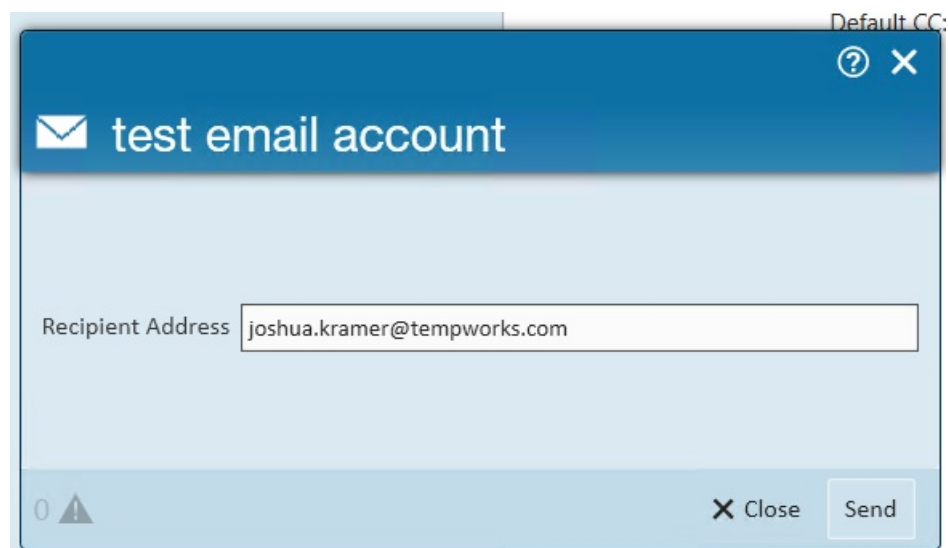
1. **Admin Consent:** An Office 365 global administrator needs to approve the application's requested permissions so users in your organization can access it.
 - Office 365 Global administrators can enable admin consent requests and assign reviewers for these admin requests [here](#).
2. **Enterprise Application Registration:** Once consent is granted, the application appears under "Enterprise Applications" in the Azure AD portal for your tenant, and can then be managed (e.g., assigning users, adjusting permissions, etc.).
3. **Optional Conditional Access / Security Settings:** Depending on your organization's policies, IT may also need to configure access controls, assign users/groups, or allow the application through any existing security filters.

Once consent has been granted, there may be a delay before setup is able to be continued within Enterprise.

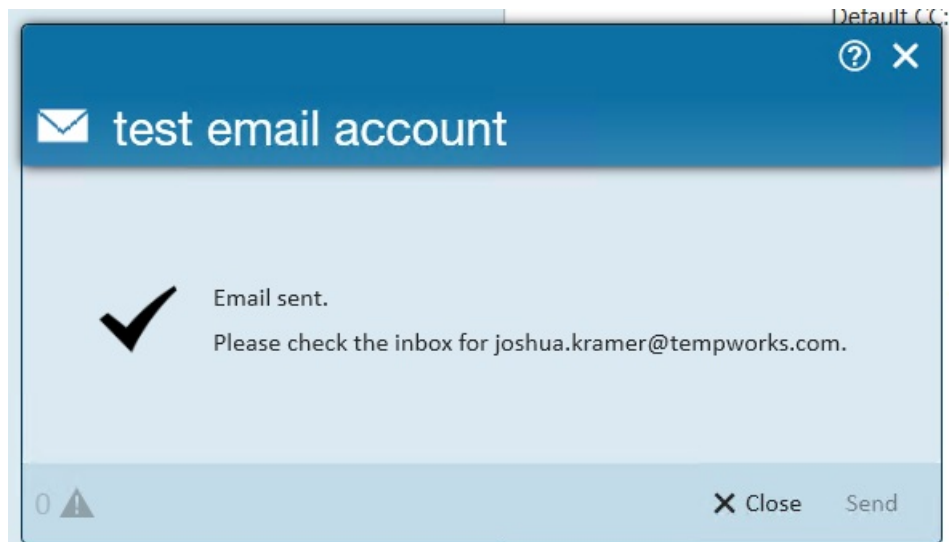
Upon closing the confirmation window, you will see that the Microsoft 365 email account has been successfully setup and authenticated:



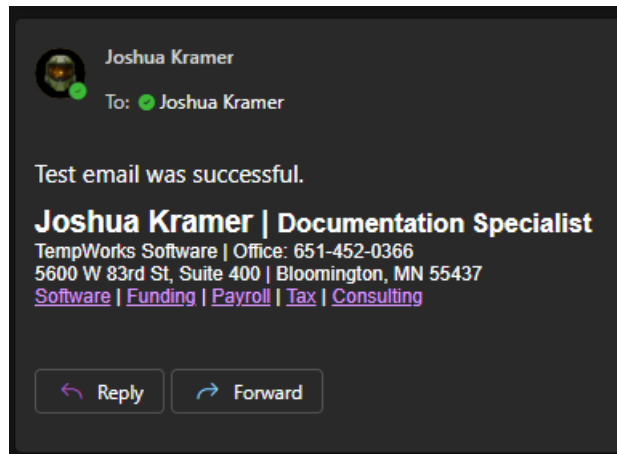
Upon selecting "Save", you will be prompted to send a test email:



Upon sending of the test email, you will receive the following confirmation prompt:



Verify that the recipient has received the test email:



Note Once the new Microsoft 365 email account has been **successfully setup, authenticated, and tested**; you can **safely remove existing traditional SMTP** email setup that is using a Microsoft 365 email account:

accounts

Microsoft 365 - joshua.kramer@tempworks.com

SMTP Out - joshua.kramer@tempworks.com

+ Add Account

Account Information

Remove Account

Email Address: joshua.kramer@tempworks.com

Description:

Default CC:

☐ CC Self

☐ Primary Account

Outgoing Mail Server (SMTP): smtp.office365.com

Advanced SMTP Settings

☒ Use default ports (25, 465, 587)

☐ Use custom port: 143

☐ Use Secure Sockets Layer (SSL)

Authentication: None

User Name: joshua.kramer

Password:

Note In the event the SMTP email account is not used within a 90-day period, you will need to re-authenticate with Microsoft 365 by selecting the “Re-Authenticate” option within the Account Information window.

An SMTP email account is "used" when one of the following are executed within Enterprise:

- Emailing invoices
- Emailing paystubs
- Mass emailing record types

accounts

Microsoft 365 - joshua.kramer@tempworks.com

+ Add Account

Account Information

Remove Account

Email Address: joshua.kramer@tempworks.com

Description:

Default CC:

☐ CC Self

☒ Primary Account

Re-Authenticate

Authentication Status:

Related Articles