

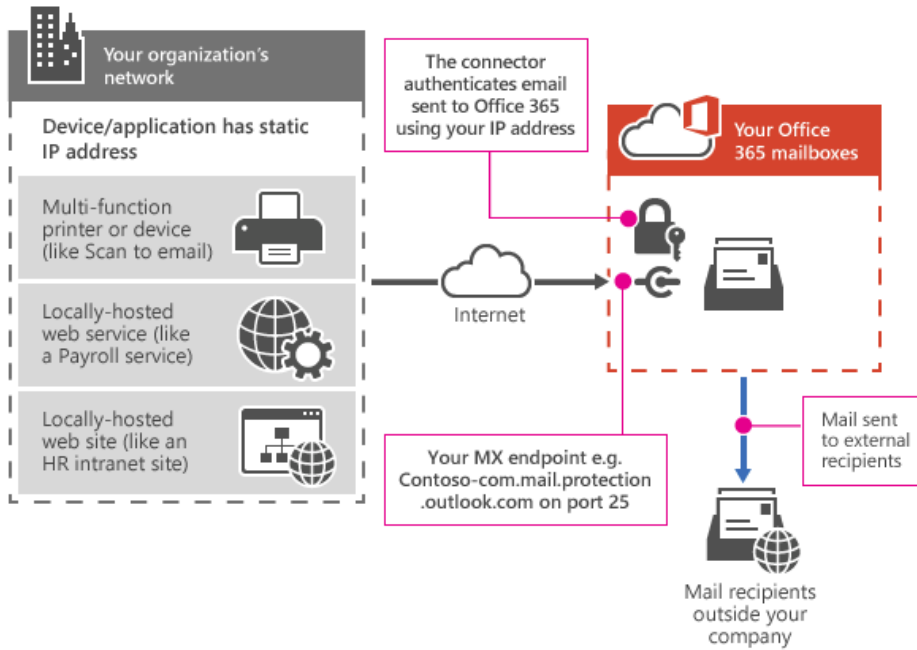
Set up an Office 365 Connector

Last Modified on 04/04/2022 1:56 pm EDT

SMTP Relay

SMTP Relay can be used to send emails directly to external contacts, but only from networks (public IP addresses) that you have defined.

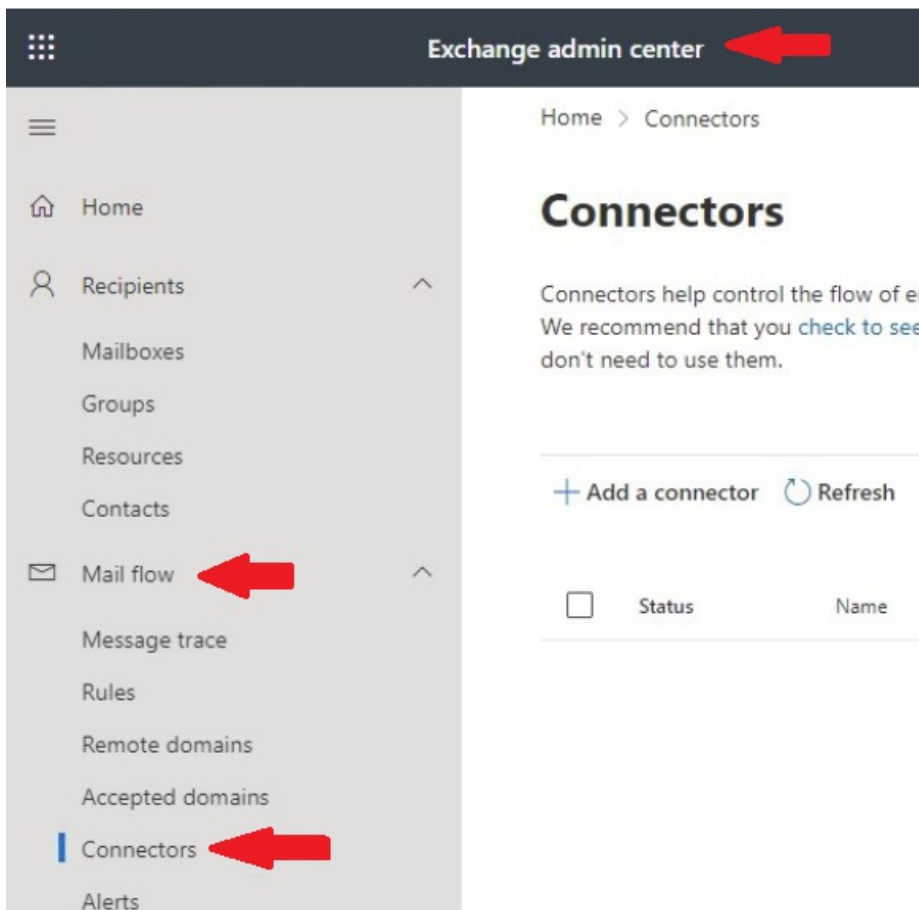
Using a connector as outlined below will pre-authorize mail sent from RentalPoint3 using Office 365 - [see Microsoft help doc for more information](#)



How to Set up a Connector

Open the Exchange Admin Center

Log into your [Exchange Admin Center](#) and navigate to **Mail flow > Connectors**



Click on [+ Add a connector](#) then complete the options as outlined below

Add a connector

- New connector**
- Name
- Authenticating sent email
- Review connector

New connector

Specify your mail flow scenario, and we'll let you know if you need to set up a connector.

Connection from

- Office 365
- Your organization's email server
- Partner organization

Connection to

- Office 365

Next

Give the connector a name.....

Add a connector

- New connector
- Name**
- Authenticating sent email
- Review connector

Connector name

This connector lets Office 365 deliver messages from your organization's email server.

Name *

Description

What do you want to do after connector is saved?

- Turn it on
- Retain internal Exchange email headers (recommended)

Enter the IP Address of your server, then click next to create your connector

- Open a tab in google and type in 'what is my ip address' OR contact support@rentp.com for this information

- ✓ New connector
- ✓ Name
- Authenticating sent email**
- Review connector

Authenticating sent email

How should Office 365 identify email from your email server?

Choose how Office 365 will authenticate and accept email sent from your email server.

By verifying that the subject name on the certificate that the sending server uses to authenticate with Office 365 matches the domain entered in the text box below (recommended)

Example: contoso.com or *.contoso.com

By verifying that the IP address of the sending server matches one of the following IP addresses, which belong exclusively to your organization

IP Address of your server



Back

Next

Connectors

Connectors help control the flow of email messages to and from your Office 365 organization. We recommend that you [check to see if you should create a connector](#), since most organizations don't need to use them.

+ Add a connector Refresh

1 item

Search



Status ↑

Name

From

To



On

SMTP Relay - Scanners

Your org

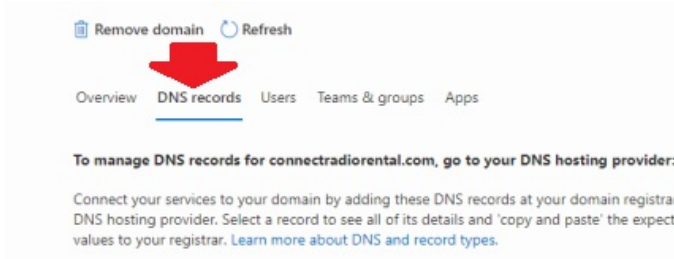
O365

Locate your SMTP Address

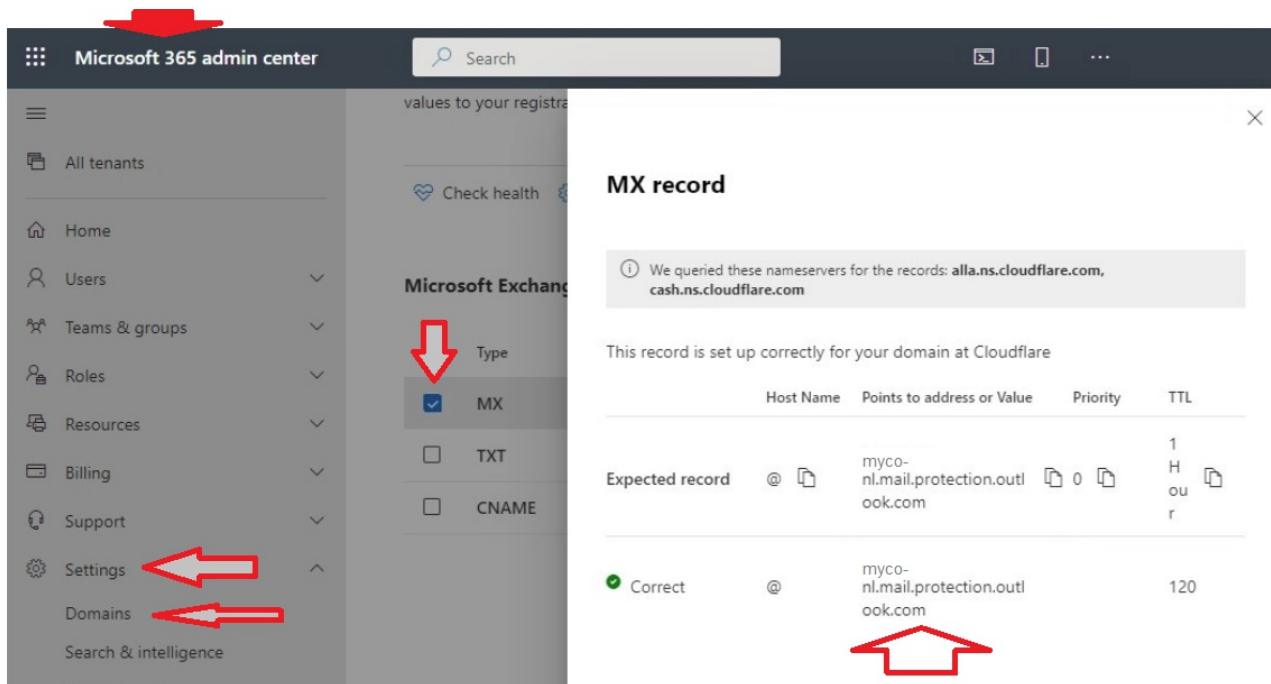
Once the connector is created, you'll need to grab the value from your MX record to use as your SMTP Server

Address in RentalPoint

1. Open the **Microsoft 365 Admin Center**
2. Expand **Settings** and click on **Domains**
3. **Select your domain**
4. Click on **DNS records**
- 5.



6. Open the **MX record** (by clicking on it)
7. Copy the 'Points to address or value field' - This will be the SMTP address you use in RentalPoint Operator Setup



Update your SPF Record

To prevent the mail from ending up in the spam folder, you'll need to edit the SPF record and add your static IP address. The SPF record identifies which endpoints (servers) are allowed to send emails on behalf of the domain - [more information on SPF records](#)

Microsoft 365 admin center

Home > Domains > [redacted].com

[redacted].com

Managed at Bluehost - Default domain

Remove domain Refresh

Overview **DNS records** Users Teams & groups Apps

To manage DNS records for connectradiorental.com, go to your DNS hosting provider: [Bluehost](#).

Connect your services to your domain by adding these DNS records at your domain registrar or DNS hosting provider. Select a record to see all of its details and 'copy and paste' the expected values to your registrar. [Learn more about DNS and record types.](#)

Check health Manage DNS Download CSV file Download zone file Print

Microsoft Exchange

Type	Status	Name	Value	TTL
<input type="checkbox"/> MX	OK	@	0 connectradiorental-com.mail.protection.outlook.com	1 Hour
<input checked="" type="checkbox"/> TXT	OK	@	v=spf1 include:spf.protection.outlook.com -all	1 Hour
<input type="checkbox"/> CNAME	OK	autodiscover	autodiscover.outlook.com	1 Hour

By default your SPF (TXT) Record looks like this: (Copy paste your default SPF record to notepad so as to preserve the original until your changes are verified.)

```
1. v=spf1 include:spf.protection.outlook.com ~all
```

Then add the public IP of your server using an 'ip4:' prefix



```
1. v=spf1 ip4: 158.333.222.555 include:spf.protection.outlook.com ~all
```

Many ip4 addresses can be added if needed, each with their own ip4: prefix



```
1. v=spf1 ip4: 158.333.222.555 ip4: 10.33.44.55 include:spf.protection.outlook.com ~all
```

Keep in mind that DNS changes can take a couple of hours to apply. But after that, you should be able to send emails using your newly created SMTP Relay Connection.