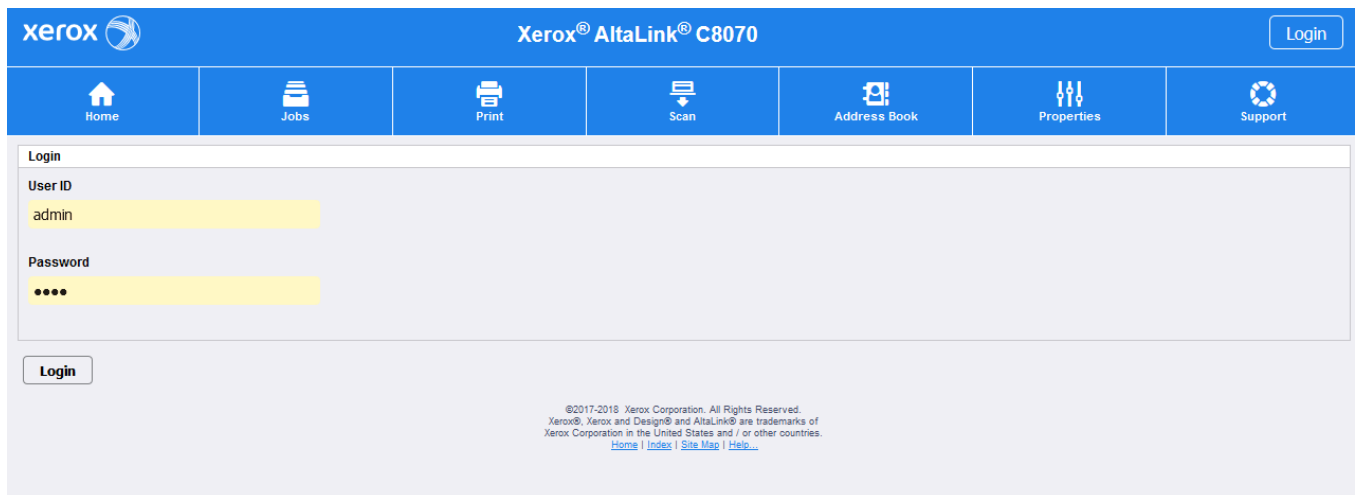


# Scan to Email Setup using Office365

The following guide will provide the information and steps required to have your Xerox device scan successfully. This example uses a Xerox AltaLink C8070.

**Note:** You will need the IP Address of the Multifunction Device and your network's DNS server address.  
**Steps to find the IP Address and DNS will follow.**

Type the IP Address of your Xerox Multifunction Device in **Internet Explorer**, (other 3<sup>rd</sup> party browsers, Chrome, Firefox etc... will not properly save SMTP credentials) and log in as administrator.  
The default user name, is **admin** and the default password is **1111**



The screenshot displays the web interface for a Xerox AltaLink C8070. At the top, there is a blue header with the Xerox logo on the left, the text "Xerox® AltaLink® C8070" in the center, and a "Login" button on the right. Below the header is a navigation bar with seven icons: Home, Jobs, Print, Scan, Address Book, Properties, and Support. The main content area is a login form with the following fields:

- Login** (header)
- User ID**: A text input field containing "admin".
- Password**: A text input field containing four dots (••••).

Below the form is a "Login" button. At the bottom of the page, there is a copyright notice: "©2017-2018 Xerox Corporation. All Rights Reserved. Xerox®, Xerox and Design® and AltaLink® are trademarks of Xerox Corporation in the United States and / or other countries." followed by links for Home, Index, Site Map, and Help.

Once logged in as the administrator, Click **Properties**.  
 Under the Configuration Overview, you will see the Email Service.  
 Click **Settings**.

**Xerox® AltaLink® C8070** admin-Logout

Home Jobs Print Scan Address Book **Properties** Support

Search

- Fleet Orchestrator
- Configuration Overview**
- Description
- Configuration Report
- General Setup
- Connectivity
- Login/ Permissions/ Accounting
- Apps
- Security

### Configuration Overview

**Before you Begin**

Review the configuration checklist to help identify what information is needed to configure the device. [View Checklist](#)

**Connectivity and Printing**

Remote Services	Fully Configured & Communicating with Xerox	<a href="#">Settings</a>
Print Protocols	Configured	<a href="#">Settings</a>
Xerox Wireless Network Interface	Install Xerox Wireless Network Interface	

**Apps**

Email	Configured	<a href="#">Settings</a>
Workflow Scanning	Default	<a href="#">Settings</a>
Scan To	Configured	<a href="#">Setup</a>
Server Fax	Default	<a href="#">Settings</a>
Internet Fax	Default	<a href="#">Settings</a>

**Cloning**

Create Clone File		<a href="#">View</a>
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Go to the **SMTP** section and click **Edit**.

**Xerox® AltaLink® C8070** admin-Logout

Home Jobs Print Scan Address Book **Properties** Support

Search

- Fleet Orchestrator
- Configuration Overview**
- Description
- Configuration Report
- General Setup
- Connectivity
- Login/ Permissions/ Accounting
- Apps
- Security

### Email

SMTP	Required; Configured	<a href="#">Edit...</a>
From Field	Required; Configured	<a href="#">Edit...</a>
General Settings	Optional; Configured	<a href="#">Edit...</a>

[Close](#) [Configure Next Service](#)

## Required Information Tab

Type **smtp.office365.com** for the SMTP server address hostname  
**587** is the required port.

Click Save.

The screenshot shows the Xerox AltaLink C8070 web interface. The top navigation bar includes the Xerox logo, the device name 'Xerox® AltaLink® C8070', and an 'admin-Logout' button. Below this is a main menu with icons for Home, Jobs, Print, Scan, Address Book, Properties, and Support. A left sidebar contains a search bar and a navigation menu with items like Fleet Orchestrator, Configuration Overview, Description, Configuration Report, General Setup, Connectivity, Login/Permissions/Accounting, Apps, and Security. The main content area is titled 'SMTP (Email)' and has several tabs: 'Required Information' (selected), 'SMTP Authentication', 'Connection Encryption', 'File Size Management', and 'Test Configuration'. A green banner at the top of the main content area says 'Required Settings Configured'. Below this, the 'Required Information' section is expanded. Under the 'Server' heading, there are three radio button options: 'Use DNS (to identify SMTP Server)', 'Specify SMTP Server manually' (selected), and 'Host Name'. Under 'Specify SMTP Server manually', there are three radio button options: 'IPv4 Address', 'IPv6 Address', and 'Host Name' (selected). To the right of these options, there are two input fields: 'Host Name: Port' with the value 'smtp.office365.com' and 'Port' with the value '587'. Below the 'Host Name' radio button, there is a 'Device Email Address' field with the value 'yourvalidaddress@gmail.com'. At the bottom right of the main content area, there are three buttons: 'Default All', 'Cancel', and 'Save'.

## Authentication Tab

Select **System** for the User Jobs and the **System** for the Jobs sections.

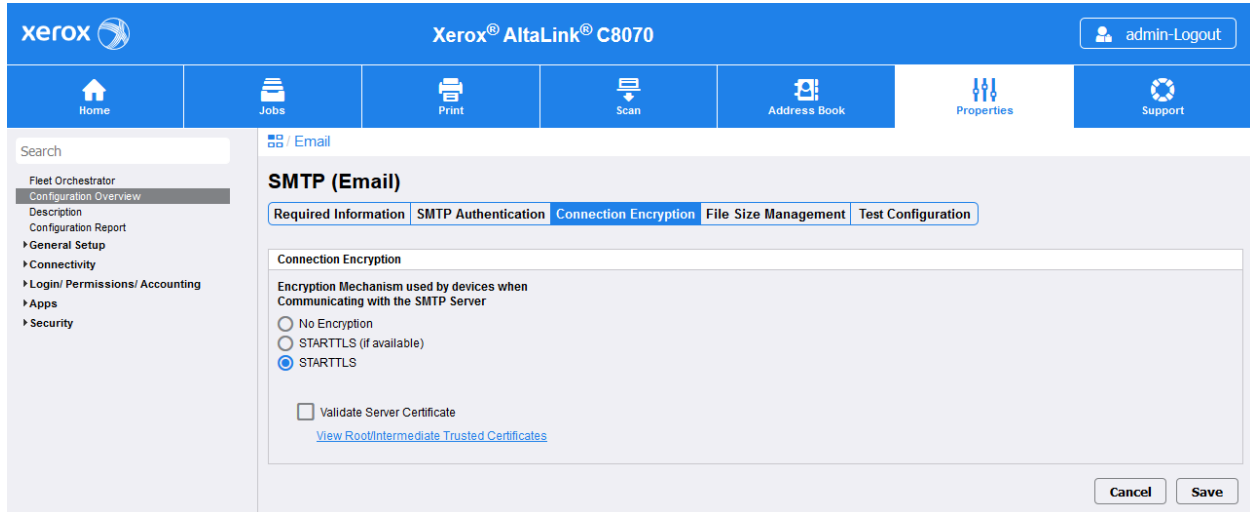
Now enter your valid Credentials in the User Jobs section and it then prefills the System Jobs section.

Click Save.

The screenshot displays the Xerox AltaLink C8070 configuration interface. The top navigation bar includes the Xerox logo, the device model name, and an 'admin-Logout' button. Below this is a menu with icons for Home, Jobs, Print, Scan, Address Book, Properties, and Support. A left sidebar contains a search bar and a navigation menu with options like Fleet Orchestrator, Configuration Overview, Description, Configuration Report, General Setup, Connectivity, Login/Permissions/Accounting, Apps, and Security. The main content area is titled 'SMTP (Email)' and features several tabs: Required Information, SMTP Authentication (selected), Connection Encryption, File Size Management, and Test Configuration. The page is divided into two sections: 'User Jobs' and 'System Jobs'. In the 'User Jobs' section, there are radio buttons for 'None', 'Device' (selected), 'Logged in User', and 'Prompt at device control panel'. To the right, there are input fields for 'Login Name' (prefilled with 'yourvalidaccunt@mail.com'), 'Password', and 'Retype password', along with a checkbox for 'Select to save new password'. The 'System Jobs' section has similar radio buttons with 'Device' selected and corresponding input fields for 'Login Name', 'Password', 'Retype password', and a 'Select to save new password' checkbox.

## Connection Encryption Tab

To securely send email, Office365 uses port 587 which corresponds with **STARTTLS** method of encryption. You may select it from the dropdown menu. Be sure to deselect Validate Server Certificate. Click Save.




The screenshot shows the Xerox AltaLink C8070 web interface. The top navigation bar includes the Xerox logo, the device name 'Xerox® AltaLink® C8070', and an 'admin-Logout' button. Below the navigation bar are icons for Home, Jobs, Print, Scan, Address Book, Properties, and Support. The left sidebar contains a search bar and a menu with options like Fleet Orchestrator, Configuration Overview, Description, Configuration Report, General Setup, Connectivity, Login/Permissions/Accounting, Apps, and Security. The main content area is titled 'SMTP (Email)' and has several tabs: Required Information, SMTP Authentication, Connection Encryption (selected), File Size Management, and Test Configuration. The 'Connection Encryption' tab is active, showing three radio button options: 'No Encryption', 'STARTTLS (if available)', and 'STARTTLS' (which is selected). There is also a checkbox for 'Validate Server Certificate' which is unchecked, with a link below it that says 'View Root/Intermediate Trusted Certificates'. At the bottom right of the configuration area are 'Cancel' and 'Save' buttons.

Now, to ensure that the machine will be able to log into the Office365 server from your network, we can add your network's DNS Server address.

If you have the address already, perfect, if not the steps to find the DNS will follow.

To enter DNS, Go to Properties, **Connectivity**. Look for **Wired Connection** and click **Edit**.



The screenshot shows the Xerox AltaLink C8070 web interface, specifically the 'Connectivity' configuration page. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled 'Connectivity' and has a 'Network' section. Below this section, there is a table with columns for Profile, Status, and Action. The table contains the following rows:

Profile	Status	Action
The device uses either the wireless or the wired network connection. Activating one will deactivate the other.		
Wired Connection	✓ IPv4 is active	<a href="#">Edit...</a>
Xerox Wireless Network Interface	✗ Xerox Wireless Hardware not installed. Install a Wi-Fi dongle	<a href="#">Edit...</a>
Wi-Fi Direct®	✗ Xerox Wireless Hardware not installed. Wi-Fi Direct®: Enabled	<a href="#">Edit...</a>
Mobile Workflows		
AirPrint	✓ Enabled	<a href="#">Edit...</a>
Google Cloud Print™ Service	✓ Enabled	<a href="#">Edit...</a>
Mopria™ Discovery	✓ Enabled	<a href="#">Edit...</a>

A blue arrow points from the 'Wired Connection' row to the 'Edit...' button.

Look for **IP (Internet Protocol)** and click **Edit**

The screenshot shows the Xerox AltaLink C8070 web interface. The top navigation bar includes Home, Jobs, Print, Scan, Address Book, Properties, and Support. The left sidebar contains a search bar and a menu with options like Fleet Orchestrator, Configuration Overview, Description, Configuration Report, General Setup, Connectivity, Setup, Login/Permissions/Accounting, Apps, and Security. The main content area is titled 'Wired Profile' and shows a table of configuration settings. A blue arrow points to the 'IP (Internet Protocol)' row.

Configuration Settings	Status	Action
IP (Internet Protocol)	✓ IP Address	<a href="#">Edit...</a>
Ethernet	✓ Enabled	<a href="#">Edit...</a>
802.1x	✗ Disabled	<a href="#">Edit...</a>

Select **Show DNS Settings**

The screenshot shows the Xerox AltaLink C8070 web interface with the 'IP (Internet Protocol)' configuration page. The page has a blue header with the Xerox logo and 'Xerox® AltaLink® C8070'. The left sidebar is the same as in the previous screenshot. The main content area is titled 'IP (Internet Protocol)' and shows three rows: IPv4, IPv6, and DNS. Each row has a 'Show Settings' button. A blue arrow points to the 'Show DNS Settings' button. At the bottom of the page, there are buttons for 'Default All', 'Close', and 'Apply'.

IPv4	Show IPv4 Settings
IPv6	Show IPv6 Settings
DNS	Show DNS Settings

Once on the DNS Tab, you will enter your primary DNS address first, followed by any secondary addresses you may have. The Requested Domain Name must also be filled in. If they are not on a domain you can type in workgroup.local

The screenshot shows the DNS configuration interface for a Xerox AltaLink C8070 device. The page is titled "Host/Domain Name" and contains several sections:

- Requested Host Name:** "AltaLink-C8070" (Verified Host Name: Host Name not Verified)
- Requested Domain Name:** "XRXNA.net" (Verified Domain Name: Domain Name not Verified)
- Complete domain name(s) with dot character:**
- Note:** When 'Complete domain name(s) with dot character' is selected, the device will automatically append a dot (.) to the end of domain names. This setting ensures that domain names are interpreted as absolute domain names, which can improve DNS resolution.
- Multicast DNS Registration:**  Enabled
- Release this connection's DHCP leases and DNS registrations (via DHCP):**  Enabled
- DNS Server Addresses:** Fields for Additional DNS Server Addresses (in IPv4 and IPv6 address format) and DNS Server Addresses (in order).
- DNS Connection Timeout:** Seconds (5 - 60), currently set to 5.
- DNS Search Domains:**
  - Append Device Domain:**  Enabled
  - Append Parent Domains:**  Enabled
  - Additional Search Domains:**
  - Domain Name Search List (in order):** 1 XRXNA.net
- Address Precedence:**  Prefer IPv6 Address over IPv4

Buttons at the bottom right: Default All, Close, Apply.

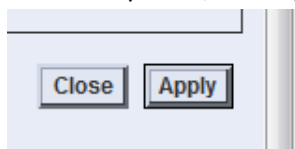
While on this page,

De-select Multicast DNS.

Deselect Append Device Domain.

Deselect Prefer IPV6 Address over IPV4, **unless** your network uses IPV6.

Once completed, click Apply in the bottom right corner.



Next we will Edit the Default Email Message sent by the Multifunction Device.

Go to **Configuration Overview**

Go to **Email** and click **Settings**

Go to **General Settings** and click **Edit**

If you do not change the default entries, for the Subject, Message Body and Signature, email may get caught in a spam filter.

The screenshot displays the Xerox AltaLink C8070 configuration web interface. At the top, the Xerox logo and device name 'Xerox® AltaLink® C8070' are visible, along with an 'admin-Logout' link. A navigation bar contains icons for Home, Jobs, Print, Scan, Address Book, Properties, and Support. On the left, a sidebar menu includes 'Fleet Orchestrator', 'Configuration Overview', 'Description', 'Configuration Report', 'General Setup', 'Connectivity', 'Login/ Permissions/ Accounting', 'Apps', and 'Security'. The main content area is titled 'Email' and 'Email Setup', with tabs for 'Required Settings', 'General', 'Address Books', 'Defaults', 'Compression', and 'Security'. The 'General' tab is active, showing settings for the Message Body and Signature. The Message Body section contains a text area with the placeholder 'Please open the attached document. It was s' and a 'User:' section with checkboxes for 'User Name: <Name>', 'Email Address: <Email Address>', and 'Attachment:' with 'Number of Images: <n>' and 'Attachment File Type: <File Type>'. Below this is the 'Multifunction printer System:' section with checkboxes for 'Device Name: AltaLink-C8070', 'Device Location:', 'Serial Number: 6TB436825', 'IP Address: 10.30.237.67', and 'MAC Address: 9c:93:4e:68:14:83'. A note states 'Email message will contain selected information in the body of the message.' The Signature section has a text area with the placeholder 'For more information on Xerox products and' and four empty input lines. An 'Apply Factory Settings' button is located in the top right corner of the settings area.

Next we will ensure the From address matches the email address being used by the Multifunction Device to send.

Go to **Configuration Overview**



Go to **Email** and click **Settings**

The screenshot shows the Xerox AltaLink C8070 configuration interface. The top navigation bar includes the Xerox logo, the device name 'Xerox® AltaLink® C8070', and a user profile 'admin-Logout'. Below this is a menu with icons for Home, Jobs, Print, Scan, Address Book, Properties, and Support. The main content area is titled 'Email' and contains the 'From Field' configuration page. The page has a left sidebar with a search bar and a navigation menu including 'Fleet Orchestrator', 'Configuration Overview', 'Description', 'Configuration Report', 'General Setup', 'Connectivity', 'Logins/ Permissions/ Accounting', 'Apps', and 'Security'. The 'From Field' configuration page includes the following settings:

- Default From address: yourvaldaccount@mail.com
- Always use default From address:  Yes,  No
- Allow logged-in users to edit the From field when:
  - Address Book (LDAP) Search Successful
  - Address Book (LDAP) Search Failure
  - Address Book (LDAP) Search Not Performed
- Edit From field when authentication is not required:  Yes,  No
- Use sender's name:  Add sender's name to email address

At the bottom right of the configuration area are 'Cancel' and 'Save' buttons.

We may now try a test from the Multifunction Device's own page.

Go to **Configuration Overview**

Go to **Email** and click **Settings**

Go to **SMTP** and click **Edit**

Go to **Test Configuration** tab.

Enter the email address you wish to send a test email to and click **Send Email**.

The screenshot shows the Xerox AltaLink C8070 web interface. The top navigation bar includes Home, Jobs, Print, Scan, Address Book, Properties, and Support. The left sidebar lists various configuration options. The main content area is titled 'SMTP (Email)' and features tabs for 'Required Information', 'SMTP Authentication', 'Connection Encryption', 'File Size Management', and 'Test Configuration'. The 'Test Configuration' tab is selected, displaying a 'To Address' input field and a 'Send Email' button.

It will send a test email to the specified account.

The screenshot shows a confirmation message titled 'Email Sent' with a green checkmark icon and the text 'Test Email was successfully sent.' A 'Close' button is visible in the bottom right corner of the message box.

## Required Information

### How to find the IP address of the Xerox Multifunction Device.

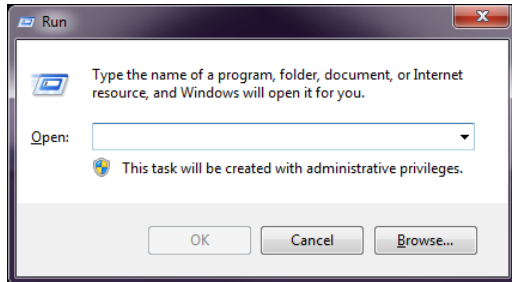
Go to the Multifunction Device and press the Device button. Select About and scroll down till you see the IPv4 address.

## How to Find your DNS address

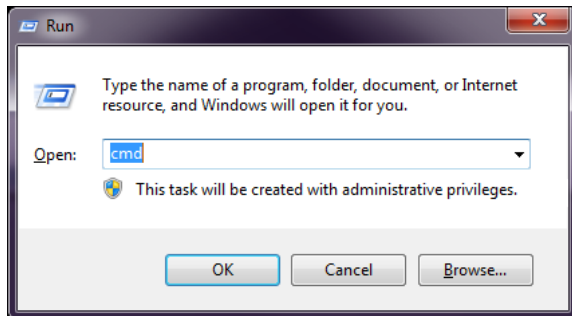
Open a Command Prompt by pressing your Windows Key and the letter R



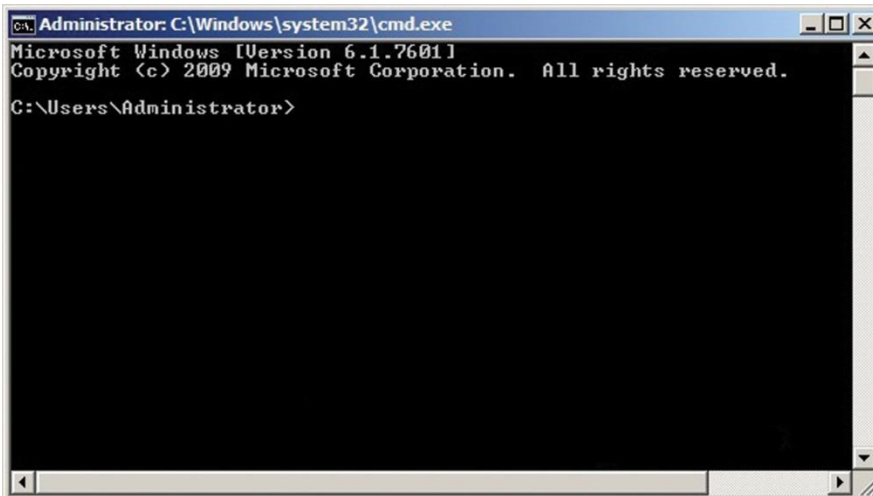
This opens the Run Box



Type cmd



This opens a Command Prompt

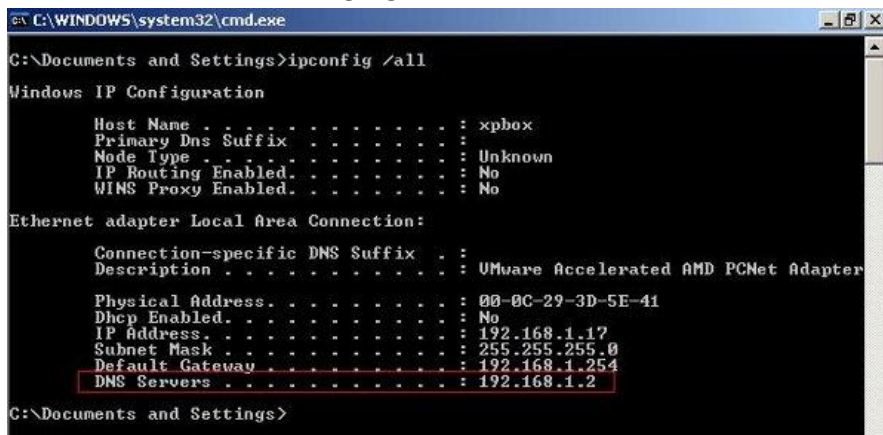


```
Administrator: C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\Administrator>
```

At the cursor prompt, type **ipconfig /all**

The DNS server address is highlighted in red.



```
C:\WINDOWS\system32\cmd.exe
C:\Documents and Settings>ipconfig /all

Windows IP Configuration

    Host Name . . . . . : xpbox
    Primary Dns Suffix . . . . . :
    Node Type . . . . . : Unknown
    IP Routing Enabled. . . . . : No
    WINS Proxy Enabled. . . . . : No

Ethernet adapter Local Area Connection:

    Connection-specific DNS Suffix . :
    Description . . . . . : VMware Accelerated AMD PCNet Adapter
    Physical Address. . . . . : 00-0C-29-3D-5E-41
    Dhcp Enabled. . . . . : No
    IP Address. . . . . : 192.168.1.17
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.1.254
    DNS Servers . . . . . : 192.168.1.2
```