



How to set up email accounts

for Dynamics 365 Business Central 2022
Release Wave 1 (v20)



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Read me first

This document describes the setup of email accounts for Boltrics.

Downloads can be found on the <https://www.boltrics.com/downloads>

If you have any questions, please contact our Support department via the customer portal:

Installation requirements

- Azure AD App registration (see Boltrics Azure AD Authentication Setup, note that there are change needed for the email setup)
- A valid secret of the Azure AD App registration and permissions needed for emailing

Microsoft Documentation

Microsoft's documentation about "[Set Up Email](#)"

How to

Find email accounts

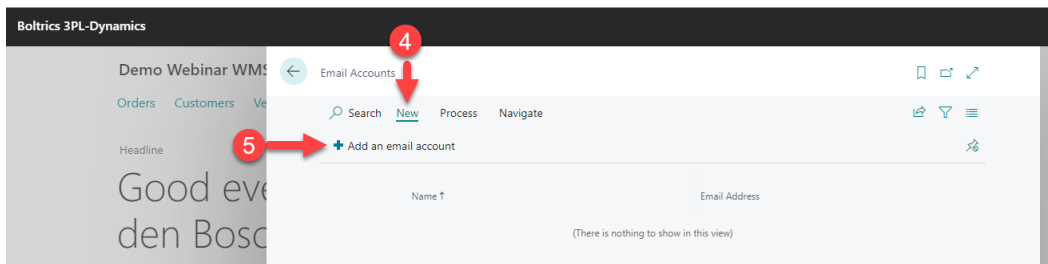
Open Business Central



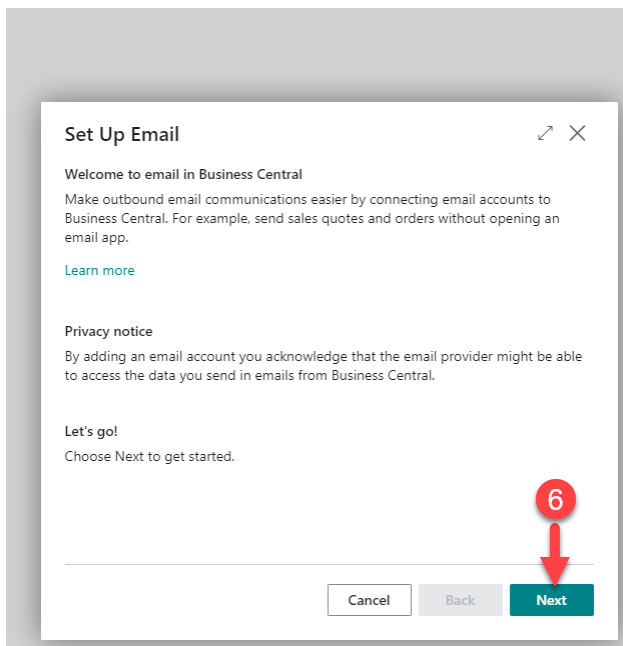
1. Click on the search icon
2. Search for "Email Accounts"
3. Click on "Email Accounts"

Office 365

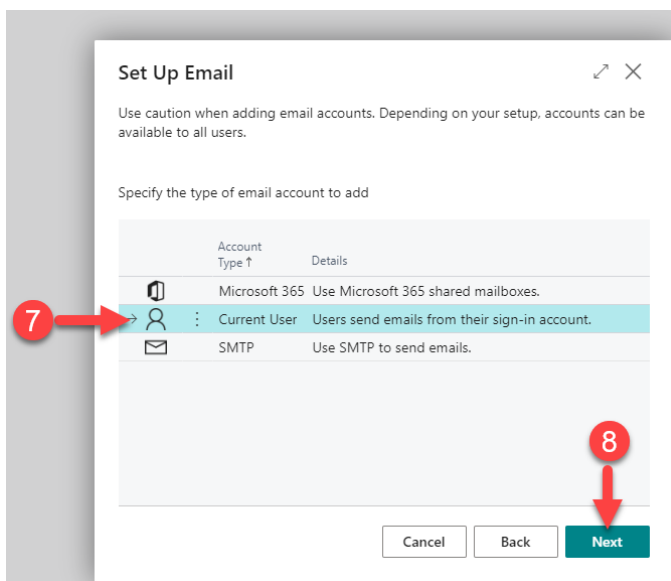
Create an email account – Current User



4. Click on "New"
5. Click on "Add an email account"

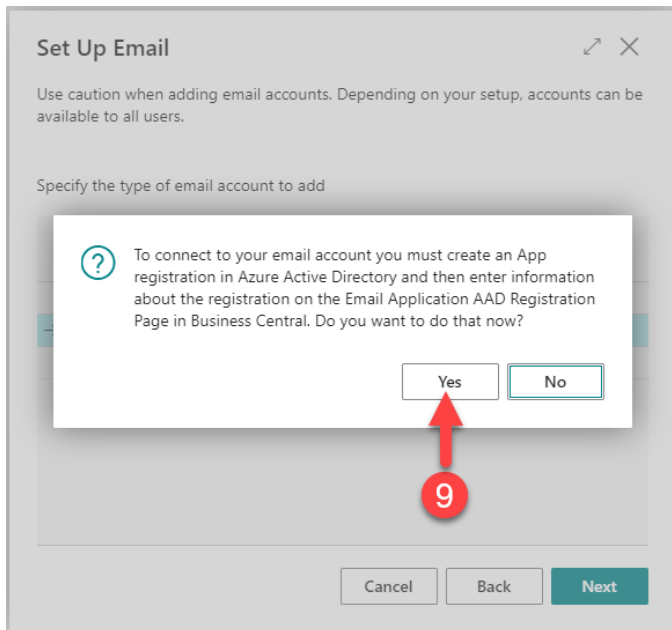


6. Click on "Next"

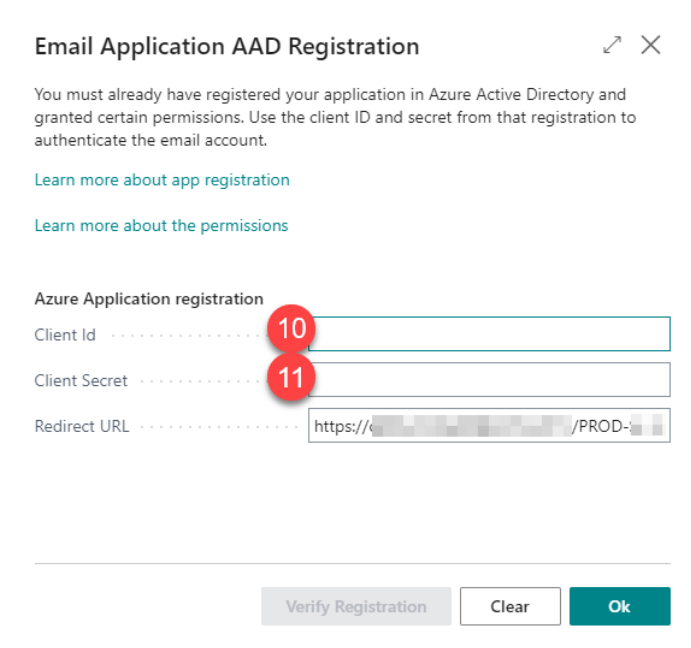


7. Select option "Current User"

8. Click on "Next"

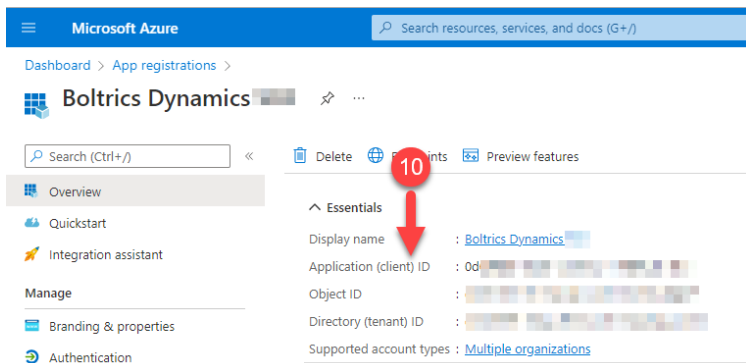


9. Click on "Yes"

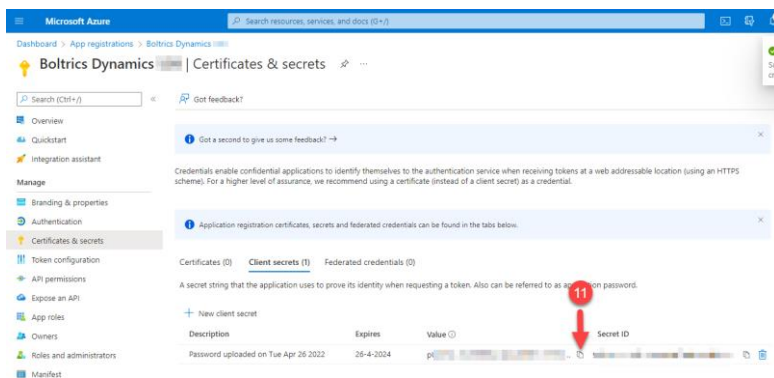


- 10. Fill in the Client Id of the Azure AD App registration
 - 11. Fill in the Client Secret of the Azure AD App registration
- Leave the Redirect URL as is (ending with .../OAuthLanding.htm)

Example of where the Azure AD App Id can be found:



Example of where the Client Secret can be found:



If there is no valid secret then create a new one.

Email Application AAD Registration

You must already have registered your application in Azure Active Directory and granted certain permissions. Use the client ID and secret from that registration to authenticate the email account.

[Learn more about app registration](#)

[Learn more about the permissions](#)

Azure Application registration

Client Id *****

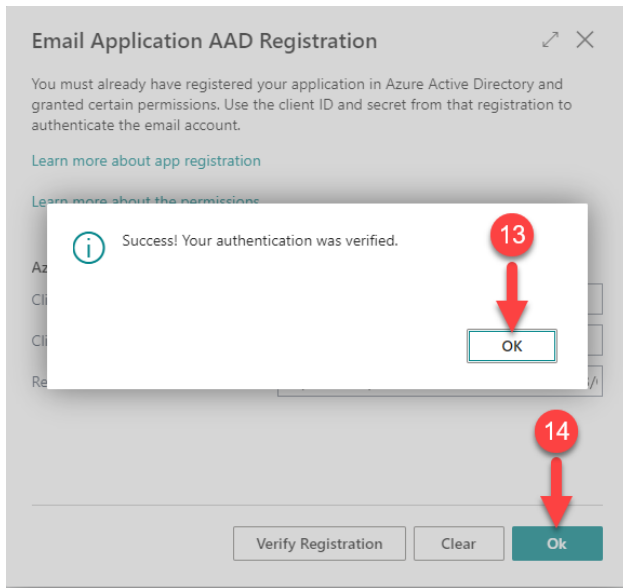
Client Secret *****

Redirect URL <https://c.../PROD-.../>

12

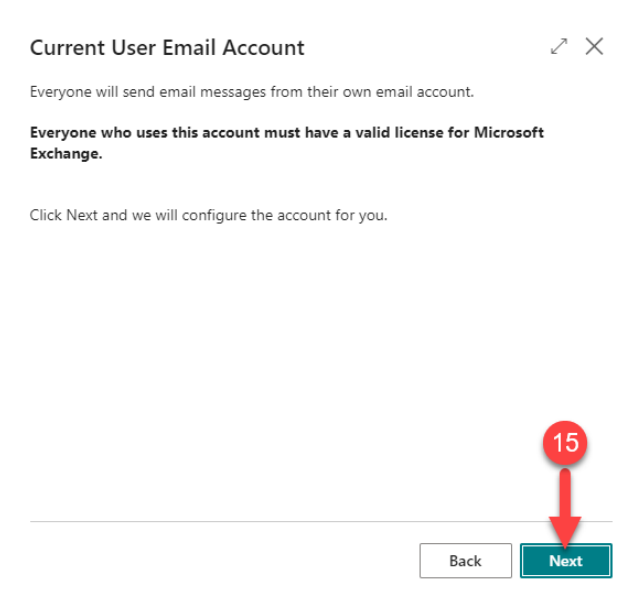
Verify Registration Clear Ok

12. Click on Verify Registration

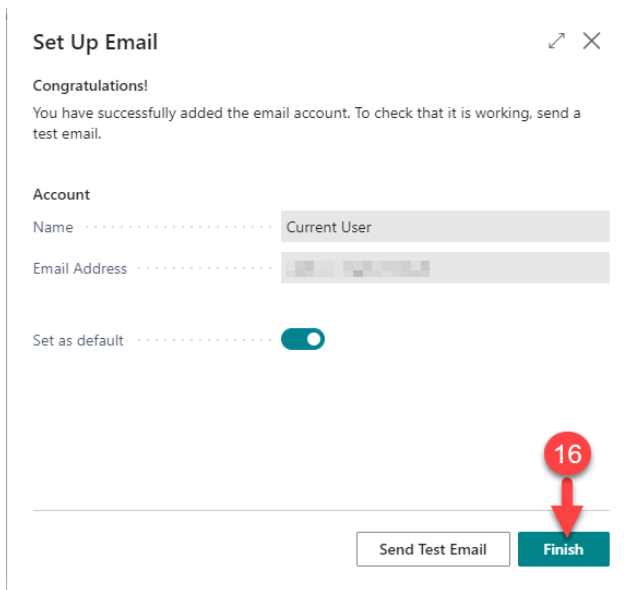


13. Click on "Ok"

14. Click on "Ok"

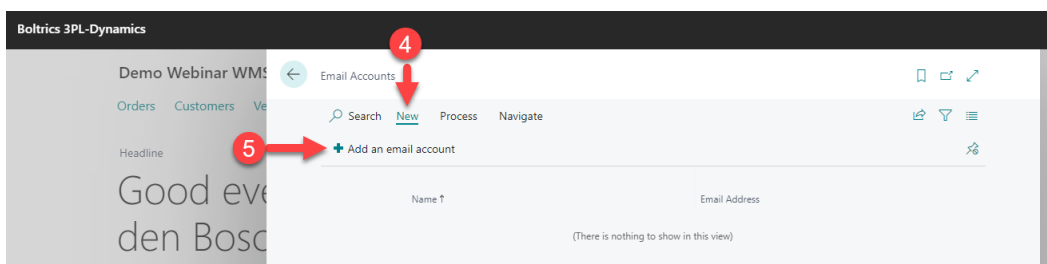


15. Click on "Next"



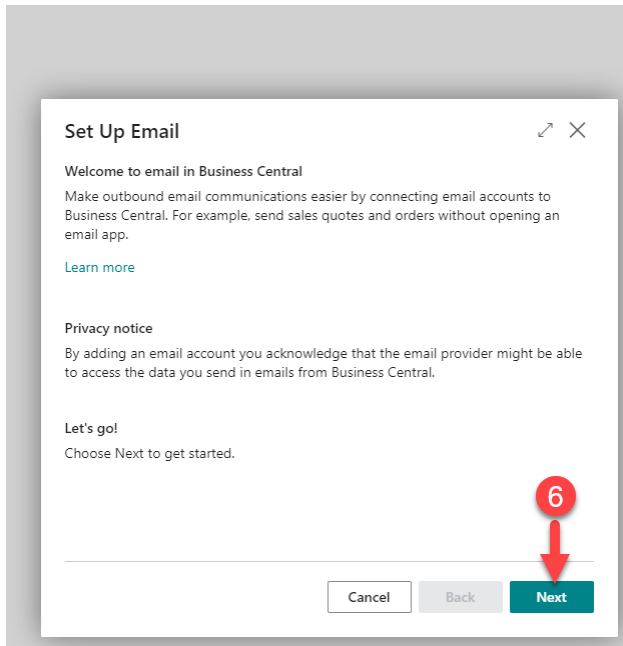
16. Click on "Finish" (Optionally you can send a test email to see if everything is working)

Create an email account – Shared mailbox

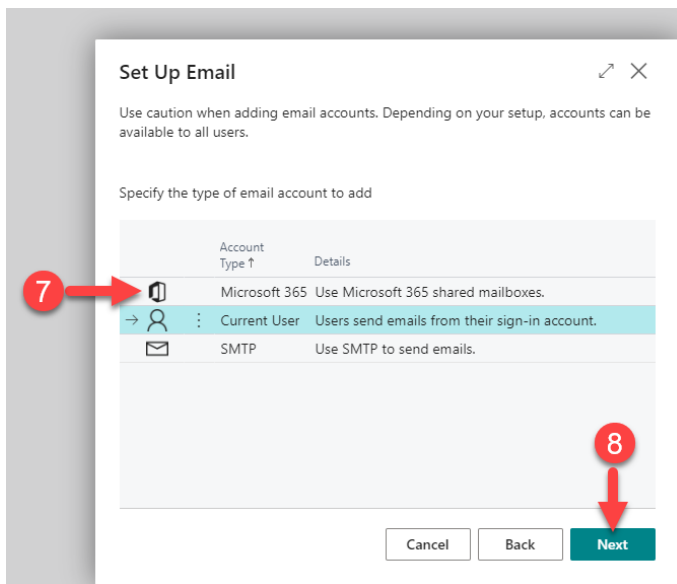


4. Click on "New"

5. Click on "Add an email account"



6. Click on "Next"



7. Select option "Microsoft 365"

8. Click on "Next"

Setup Microsoft 365 Email Account



Enter the email address of your shared mailbox in the Microsoft 365 admin center.

[Learn more](#)

Account Name **9**

Email Address **10**

[Learn more about shared mailboxes permissions](#)

Back

Next

9. Fill in the office 365 account name of the shared mailbox
10. Fill in the email address of the shared mailbox

Set Up Email



Congratulations!

You have successfully added the email account. To check that it is working, send a test email.

Account

Name

Email Address

Set as default

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Send Test Email

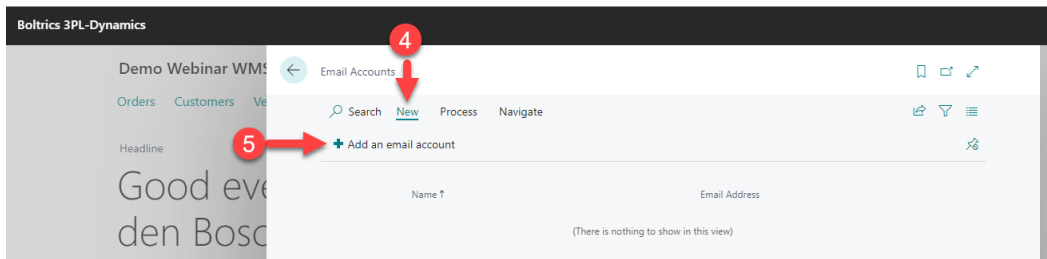
Finish

11. Click on "Finish" (Optionally you can send a test email to see if everything is working)

SMTP email

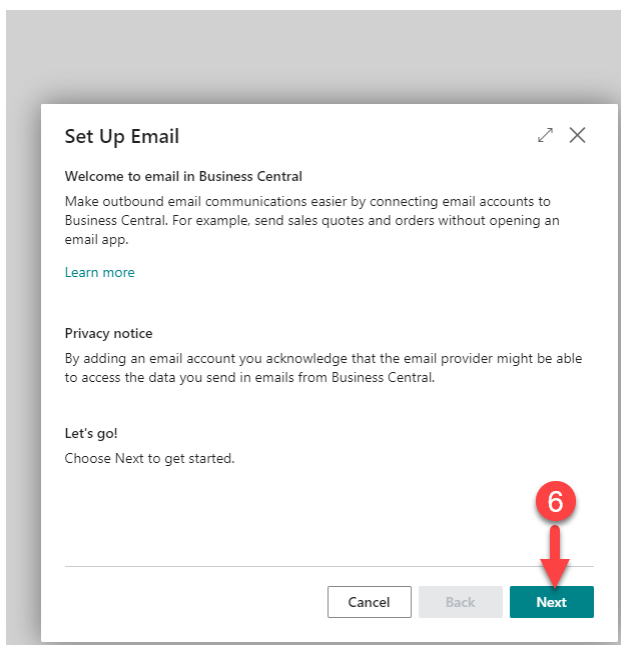
For other email systems then office 365

Create an email account – SMTP

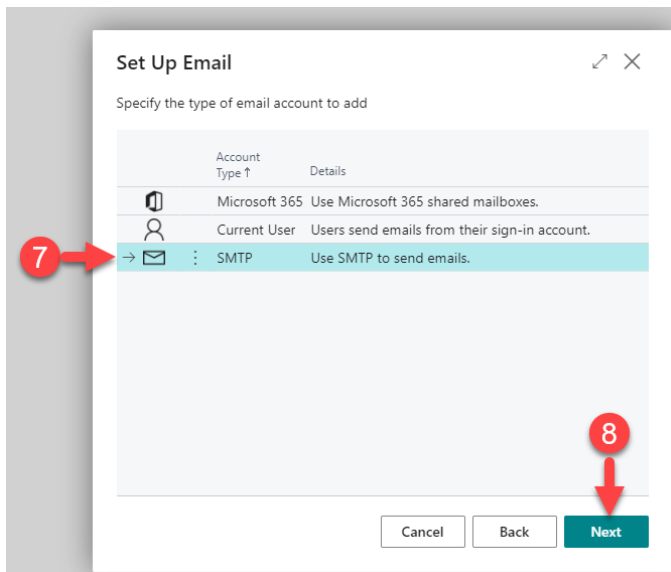


4. Click on "New"

5. Click on "Add an email account"

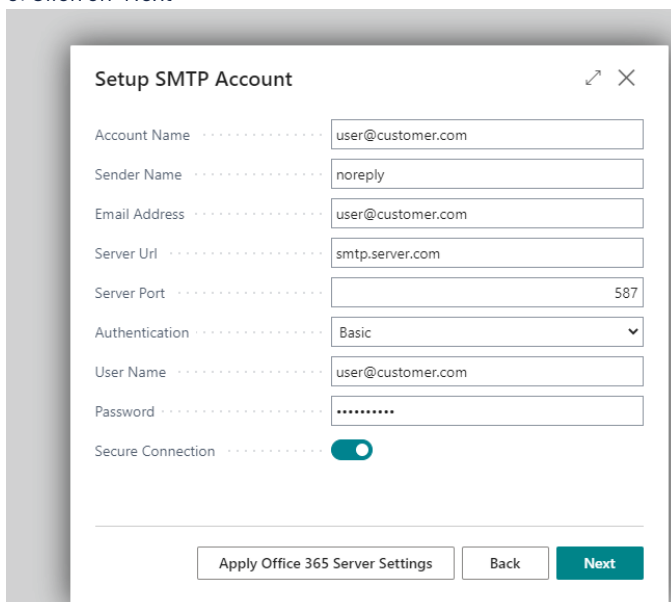


6. Click on "Next"



7. Select option "SMTP"

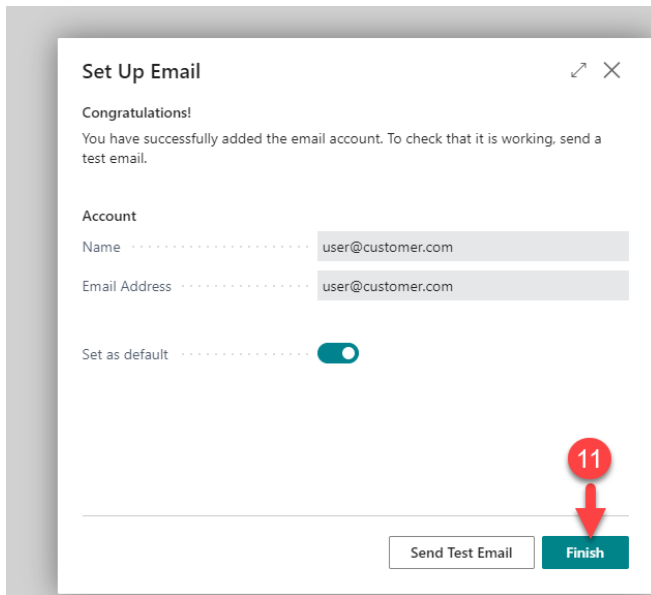
8. Click on "Next"



9. Fill in all the fields that are needed for your SMTP server.

Note that if multiple send as addresses are used, that for every address you need to register an email account in Business Central.

10. Click on "Next"



11. Click on "Finish" (Optionally you can send a test email to see if everything is working)