

How to use Exchange Accounts with EScan

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Summary

This document shows you how to set up EScan with an Exchange Server

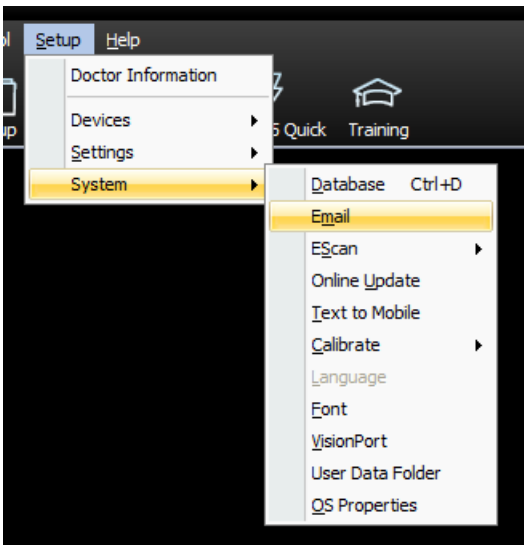
Before you Begin

1. If you have an IT department that set up your Exchange account, be ready to contact them as they will have the information needed for step 3.
2. Note that other types of email are simpler to set up to work with EScan. However, if an Exchange account is the only available account, feel free to contact our technical support team (for contact info, see bottom of article).

How to Set Up EScan to Work with Microsoft Exchange

1. Open EScan's Email Settings

- Go to **Setup > System > Email**



2. Enter Email Information

- Enter email and password in sections 1 and 2. Leave section 3 blank. Click **Advanced**

The image shows the 'EScan Email Setup' dialog box. It has a title bar with a close button (X). The main area is divided into sections. The top section is 'Email Account information:' with a label 'email address / user name (i.e info.myofficeemail@gmail.com)'. Below this is a text input field with a red circle '1' next to it. The next section is 'Password' with a text input field and a 'Hide' checkbox, with a red circle '2' next to the field. Below that is 'email service provider' with a dropdown menu and a red circle '3' next to it. At the bottom left is a 'Reply To:' text input field. On the right side, there are buttons: 'OK', 'Cancel', 'Send Test', and '<< Advanced'.

3. Get SMTP Email Settings

- Contact your system administrator or IT personnel to obtain the following information about your email.
 - SMTP Outgoing
 - Server Address or Host Name
 - Login Method
 - Port number.
 - Enable/Disable SSL/TLS Encryption
- If your exchange email is currently set-up to be used with Outlook, use the information in this related [Microsoft Support Article](#) to find the information linked above.

4. Enter Advanced Settings

- In the window shown below, enter the SMTP Email settings in their respective boxes, then click **Create**

The image shows the 'EScan Email Setup' dialog box with the 'Outgoing SMTP mail server settings' section expanded. A red box contains the text: 'For advanced outgoing mail server settings, contact your Internet Service Provider or IT Professional if necessary. MyoVision support does not have this information.' Below this, there are four fields: 'Host name:' with a text input field and a red circle '1' next to it; 'Port Number:' with a text input field containing '25' and a red circle '3' next to it; 'Login Method:' with a dropdown menu showing 'None' and a red circle '2' next to it; and two checkboxes: 'Use SSL' and 'Use StartTLS', with a red circle '4' next to the 'Use StartTLS' checkbox. On the right side, there is a 'Create' button with a red circle '5' next to it. The 'Email Account information' section from the previous image is also visible but partially obscured.

1. Enter the Host name (SMTP [outgoing] Server Address).
2. Select the Login Method.
3. If needed change the outbound port number.
4. Enable/Disable SSL/TLS Encryption.

5. Send Test Email

- Refer to the main [Setting Up EScan](#) article and skip to Step 4 for sending a test email and finalization.

Note: If you need help at any point, please reach out to our technical support team at 1-800-969-6961, option 2. (International: 206-448-3464) Office hours are 8:00am - 4:00pm M-F, PST.
