Configuring Office Timesheets to use Azure Email

To configure Office Timesheets (OTS) for sending email via the Microsoft Azure Api you'll need to adjust OTS' E-mail Account info; and configure your Microsoft Azure Account's API for sending email:

- ${\cal P}\,$ Search resources, services, and docs (G+/) Microsoft Azure Home 🗡 🕒 | App registrations 🔗 × Microsoft Entra ID Overview Al applications Owned applications Deleted applications Preview features X Diagnose and solve problems P Start typing a display name or application (client) ID to filter these r... Manage 1 applications found Users Application (client) ID Created on ↑↓ Certificates & secrets Display name 1 A Groups External Identities 🚨 Roles and administrators Administrative units 🚸 Delegated admin partne Enterprise applications Devices App registrations Identity Governance Application proxy Custom security attributes 🔓 Licenses 2) Create a new application that will be used by OTS
- 1) Log into Azure and go to Microsoft Entra ID -> App registrations -> New registration

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Home > App regis	trations >						
Register an application	n <i></i>						×
* Name							
The user-facing display name for this appl	ication (this can be changed later).						
OTS_APP_EMAIL		~					
Supported account types							
Who can use this application or access thi	s API?						
Accounts in this organizational direct	ory only (only - Single tenant)						
Accounts in any organizational direct	ory (Any Microsoft Entra ID tenant - Multitenant)						
Accounts in any organizational direct Xbox)	ory (Any Microsoft Entra ID tenant - Multitenant) and personal Microsoft accounts (e.g. Skype	5					
O Personal Microsoft accounts only							
Help me choose							
Redirect URI (optional)							
We'll return the authentication response to changed later, but a value is required for r	o this URI after successfully authenticating the user. Providing this now is optional and it can b most authentication scenarios.	be .					
Web \checkmark h	ittp://localhost/OTSAP/Pages/3PAuth/AzureEmailAuth.aspx						
Register an app you're working on here. Ir	itegrate gallery apps and other apps from outside your organization by adding from Enterpris	se applications.					
By proceeding, you arree to the Microsoft	t Platform Policies r경						
Resident							
Register							

NOTE: The **Redirect URI** should correspond to the special OTS page that can be found in the OTS E-mail Configuration page here:

To use sending email via Azure you'll need to switch the EMail Method to "Azure Service"

Sign O	ut =						
View	Sheets Impor	t / Export Repor	ts Process Mana	gement Billing/	Invoicing	System Configu	ration
Options ∨	User Accounts	Change Password	Accounts/Policies v	Welcome Email	م لے Activate	(?) About/Updates	SQL Generate
Options		User Ma	nagement		:	System	Generate SQL Views
E-mail Confi	iguration						
EMail method	Azure Service 🗸				_		
Tenant ID Application (cl Client secret Domain	ient) ID						
Redirect URI	http://	localhost/OTSAP/P	ages/3PAuth/AzureE	mailAuth.aspx 🖺			
Connected to Save email to	N/A	Connect Azu	ıre Email]			
Test Settings	S Clear	Reset Sav	/e				
	Review notifica	tion logs					

3) Next, you'll need to make sure the new application you've created has the correct permissions. The following permissions must be granted:

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Home > App registr	ations > OTS_APP_EMAIL							
OTS_APP_EMAIL A	PI permissions 👒							×
Search «	💍 Refresh 🖗 Got feedb	back?						
Overview								
Quickstart	Configured permissions							
🚀 Integration assistant	Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. Learn more about permissions and consent							
Manage	+ Add a permission 🗸 Gr	ant admin consen	t for Lookout Software					
🔲 Branding & properties	API / Permissions name	Туре	Description	Ad	min cons	ent req	u Status	
Authentication	✓ Microsoft Graph (3)							
📍 Certificates & secrets	Mail.Send	Delegated	Send mail as a user	No			Granted for	
Token configuration	offline arcers	Delegated	Maintain access to data you have given it access to	No			Granted for	
API permissions	User Deed	Delegated	Ciencin and seed uses profile	140			Granted for l	
🙆 Expose an API	User.Kead	Delegated	sign in and read user profile	NO			Granted for t	

If these permissions are not currently present on the page then you'll need to remove all existing permissions for the app, and add the permissions OTS needs (**Microsoft Graph User.Read**, **offline_access, Mail.Send**)





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Home App reg OTS_APP_EMAIL 	istrations > OTS_APP_EMAIL API permissions ☆ … ◇ Refresh 🕅 Got feedback	Request API permissions C All APIs Wicrosoft Graph https://graph.microsoft.com/ Docs @ What type of permissions does your application require?	×
 Quickstart Integration assistant 	The "Admin consent required" the value in your organization,	Delegated permissions Your application needs to access the API as the signed-in user. Your application runs as a background service or daemon without a signed-in user.	
Manage Branding & properties Authentication Certificates & secrets III Token configuration API permissions	Configured permissions Applications are authorized to call A all the permissions the application n + Add a permission \checkmark Grant API / Permissions name \checkmark Microsoft Graph (1)	Select permissions expand al P Start typing a permission to filter these results The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission, user, or app. This column may not reflect the value in your organization, or in organizations where this app will be used. Learn more	"
 Expose an API App roles Owners Roles and administrators Manifest Support + Troubleshooting 7 Troubleshooting	User.Read	Permission Admin consent required OpenId permissions (1) email ③ View users' email address offline_access ③ Mo No openId permissions (1) email ③ view users' email address No No openid ③ No No	

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Home > App re	gistrations > OTS_APP_EMAIL API permissions	Request API permissions		×
🔎 Search	« 🖒 Refresh 🖗 Got feedback	✓ Mail (1)		
Overview		Mail.Read ① Read user mail	No	
 Quickstart Integration assistant 	The "Admin consent required" the value in your organization,	Mail.Read.Shared ① Read user and shared mail	No	
Manage	Configured permissions	Mail.ReadBasic ① Read user basic mail	No	
 Branding & properties Authentication 	Applications are authorized to call A all the permissions the application n	Mail.ReadBasic.Shared ① Read user and shared basic mail	No	
📍 Certificates & secrets	+ Add a permission 🗸 Grant	Mail.ReadWrite ① Read and write access to user mail	No	
Token configuration API permissions	API / Permissions name	Mail.ReadWrite.Shared ① Read and write user and shared mail	No	
 Expose an API 	User.Read	Mail.Send ① /	No	
App roles				

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Dashboard >	istrations > OFFICETIMESHEETS(JB)			Requ	est API permissions					
.	📄 API permissions 👒	>		,						
₽ Search «	🖒 Refresh \mid 🔗 Got feedback?			> Use	erAuthenticationMethod					
Overview				> Use	erNotification					
🏜 Quickstart 🚀 Integration assistant	The "Admin consent required" column :	shows the default value for an organization. However, user consent c	an be customized per permission	> Use						
Manage	Configured permissions									
Branding & properties	Applications are authorized to call APIs whe	en they are granted permissions by users/admins as part of the a	consent process. The list of co	> Use	rTimelineActivity					
Authentication	an the permissions the application needs, o	can note about permissions and consent		∨ Use	er (1)					
📍 Certificates & secrets	+ Add a permission ✓ Grant admin	consent for Lookout Software			User.EnableDisableAccount.All ①			Ye	s	
Token configuration	API / Permissions name Type	e Description	Admin consent requ.		Enable and disable user accounts					
API permissions	✓ Microsoft Graph (3)				Export user's data			Ye	s	
Expose an API	Mail.Send Dele	gated Send mail as a user	No		User.Invite.All 🕕			Ve	<.	
App roles	offline_access Dele	gated Maintain access to data you have given it access to	No		Invite guest users to the organization			10	·	
A Owners	User.Read Dele	gated Sign in and read user profile	No		User.Manageldentities.All () Manage user identities			Ye	s	
 Roles and administrators Manifest 	To view and manage consented permissions	s for individual apps, as well as your tenant's consent settings, tr	ry Enterprise applications.		User.Read ① Sign in and read user profile			No	5	
Support + Troubleshooting					User.Read.All ① Read all users' full profiles			Ye	s	
Troubleshooting New support request					User.ReadBasic.All ① Read all users' basic profiles			No	,	
					User.ReadWrite ① Read and write access to user profile			No		
					User.ReadWrite.All Read and write all users' full profiles			Ye	s	

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Home > App r	gistrations > OTS_APP_EMAIL											
OTS_APP_EMAIL	API permissions 🛛 🛪	>										×
₽ Search	« 🕐 Refresh 🖗 Got fee	edback?										
Overview												
Quickstart	Configured permissions	/										
💉 Integration assistant	Applications are authorized to all the permissions the applica	o call APIs when they ation needs. Learn mo	are granted permissions by users/admins as part of th ore about permissions and consent	ne conse	ent proc	cess. Th	e list c	of config	gured p	ermissi	ons should	include
Manage	- + Add a permission 🗸	Grant admin consent	t for Lookout Software									
Branding & properties	API / Permissions name	Туре	Description		Adm	nin con	sent re	equ	Status			
Authentication	∽ Microsoft Graph (3)											
Certificates & secrets	Mail.Send	Delegated	Send mail as a user		No							
Token configuration	offline_access	Delegated	Maintain access to data you have given it access to		No							
 API permissions 	User.Read	Delegated	Sign in and read user profile		No							
Expose an API												

4) Next, create a **client secret** and save the secret key to OTS...

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Home > App registr	ations > OTS_APP_EMAIL	Add a client secret	×
🔶 OTS_APP_EMAIL C	ertificates & secrets 👒 🐇	2	
•		Description	OTS_APP_EMAIL_Client
₽ Search «	Got feedback?	Expires	730 days (24 months) V
Overview			
📣 Quickstart	Credentials enable confidential applications to identify the selves to the authentic scheme). For a higher level of assurance, we recommend using a certificate (instead		
🖌 Integration assistant			
Manage	Application registration certificates, secrets and federated credentials can be foun	c	
🖬 Branding & properties			
Authentication	Certificates (0) Client secrets (0) Federated credentials (0)		
📍 Certificates & secrets 🚺 1	A correct stringshot the application uses to prove its identity when requesting a to		
Token configuration	A secret string that the application uses to prove its identity when requesting a to		
API permissions	+ New client secret		
i Expose an API	Description Expires Value ①		
App roles	No client secrets have been created for this application.		
A Owners			
& Roles and administrators			
🔟 Manifest		Add Cancel	

Copy Secret Key Value

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щ.	Overview										*	
63 (Quickstart	igl() Got a second to give us some feedback? $ imes$	>								×	
*	ntegration assistant											
Man	age	credentials enable confidential applications to scheme). For a higher level of assurance, we rec	commend using a certi	the authentication service ficate (instead of a client s	ecret) as a creder	okens a ntial.	t a web ad	dressabl	e locatio	on (using an HTTPS		
ward.	Branding & properties											
Э	Authentication	 Application registration certificates, secrets 	and federated credentia	Is can be found in the tabs b	below.						×	
1	Certificates & secrets											
111	Token configuration	Certificates (0) Client secrets (1) Fee	derated credentials (0))								
≁	API permissions	A secret string that the application uses to pro	ove its identity when re	questing a token. Also car	n be referred to a	s applio	ation pass	word.				
	Expose an API	5 11 1										
	App roles	+ New client secret				1						
24	Owners	Description	Expires	Value 🕕		1	Secret I	0				
2,	Roles and administrators	OTS_APP_EMAIL_Client	1/30/2026			D				0	Û	
(I)	Manifest										-	
	-											

Paste into the **Client secret** field in the OTS E-mail Configuration page

Sign Out 🗢								
View Sheets Import / Ex	port Reports	Process Manage	ment Billing/I	nvoicing	System Configu	ration		
Options v User Accounts Cha	nge Password Acco	unts/Policies v V	Welcome Email	오 니상 Activate	? About/Updates	SQL Generate		
Options	User Managem	ent			System	Generate SQL Views		
E-mail Configuration								
EMail method Azure Service 🗸				_				
Tenant ID Application (client) ID Client secret Domain Global ✓ Redirect URI http://localhost/OT SAP/Pages/3PAuth/AzureEmailAuth.aspx Connected to N/A Connect Azure Email								
Save email to sent items	eset Save							
Review notification	logs							

5) Next, copy the Application ID and Tetant ID for the app

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Home > (animalisian) App registra	itions >		
👖 OTS_APP_EMAIL 🖉	·		×
P Search «	📋 Delete 🕀 Endpoints 🐼 Preview features		
💀 Overview 📩			í
📣 Quickstart	Display name	Client credentials	
💉 Integration assistant	OTS APP EMAIL	<u>0 certificate, 1 secret</u>	
Manage	Application (client) ID 3aa	Redirect URIs <u>1 web. 0 spa. 0 public client</u>	
Branding & properties	Object ID	Application ID URI	
Authentication	7240	Add an Application to OK	
🕈 Certificates & secrets	e49	OTS APP EMAIL	
Token configuration	Supported account types My organization only		

and paste them into the corresponding fields in the OTS E-mail Configuration page; and then click the "**Connect Azure Email**" to go over Azure Authentication flow

Sign Out =							
View Sheets Import / Export Reports Process Manageme	ent Billing/Invoicing System Configuration						
Options v User Accounts Change Password Accounts/Policies v Web	Icome Email						
Options User Management	System Generate SQL Views						
E-mail Configuration							
EMail method Azure Service V							
Tenant ID							
Application (client) ID							
Client secret							
Domain Global V Redirect LIPI http://localbost/OT\$AD/Dages/3DAuth/AzureEmailA	Auth aspy ITA						
Connected to N/A							
Connect Azure Email							
Save email to sent items							
Test Settings Clear Reset Save							
Review notification logs							

6) Once Azure has connected successfully, the settings area will no longer be available for modification, and settings can be tested.

Sign Out =		
View Sheets Import / Export Reports Process Management Billing	/Invoicing System Configu	iration
Options v Options V User Accounts Change Password Accounts/Policies v Welcome Email User Management	Activate About/Updates	SQL Generate Generate SQL Views
E-mail Configuration		
EMail method Azure Service V		
Tenant ID Application (client) ID Application (client) ID 3 Client secret 8 Domain Global ✓ Redirect URI http://localhost/OT SAP/Pages/3PAuth/AzureEmailAuth.aspx Connected to Com		
Save email to sent items		
Test Settings Clear Reset Save		
Review notification logs		

7) Done! Now OTS has credentials to call Azure API for sending emails.