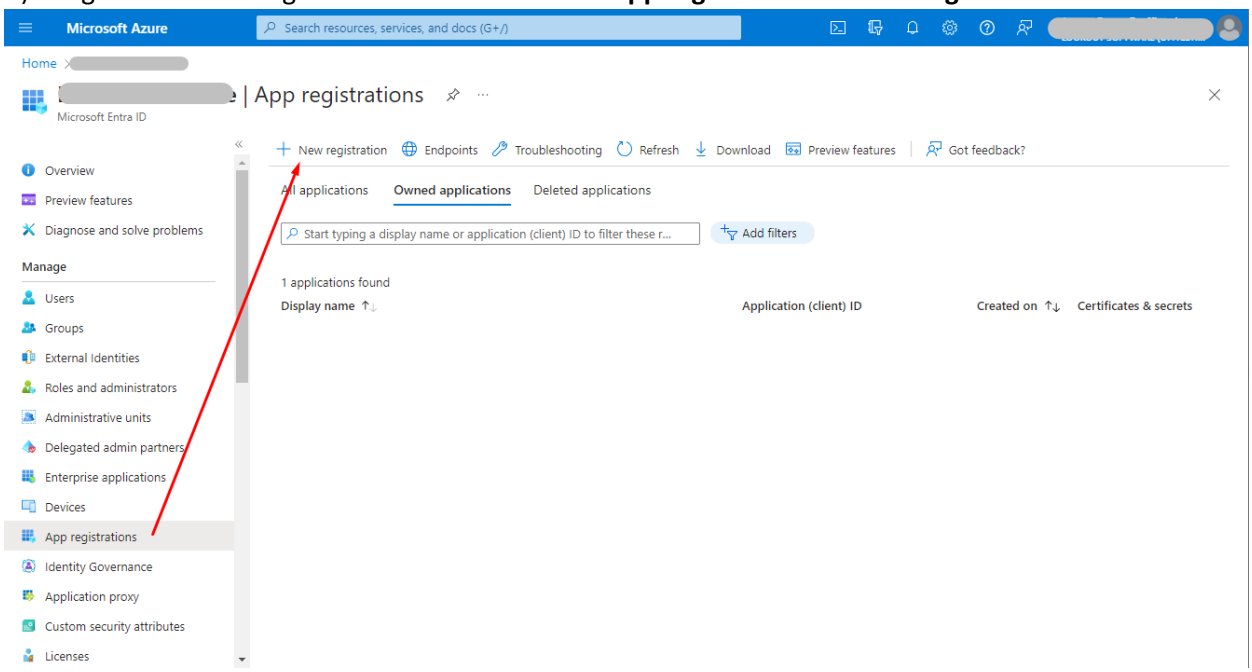
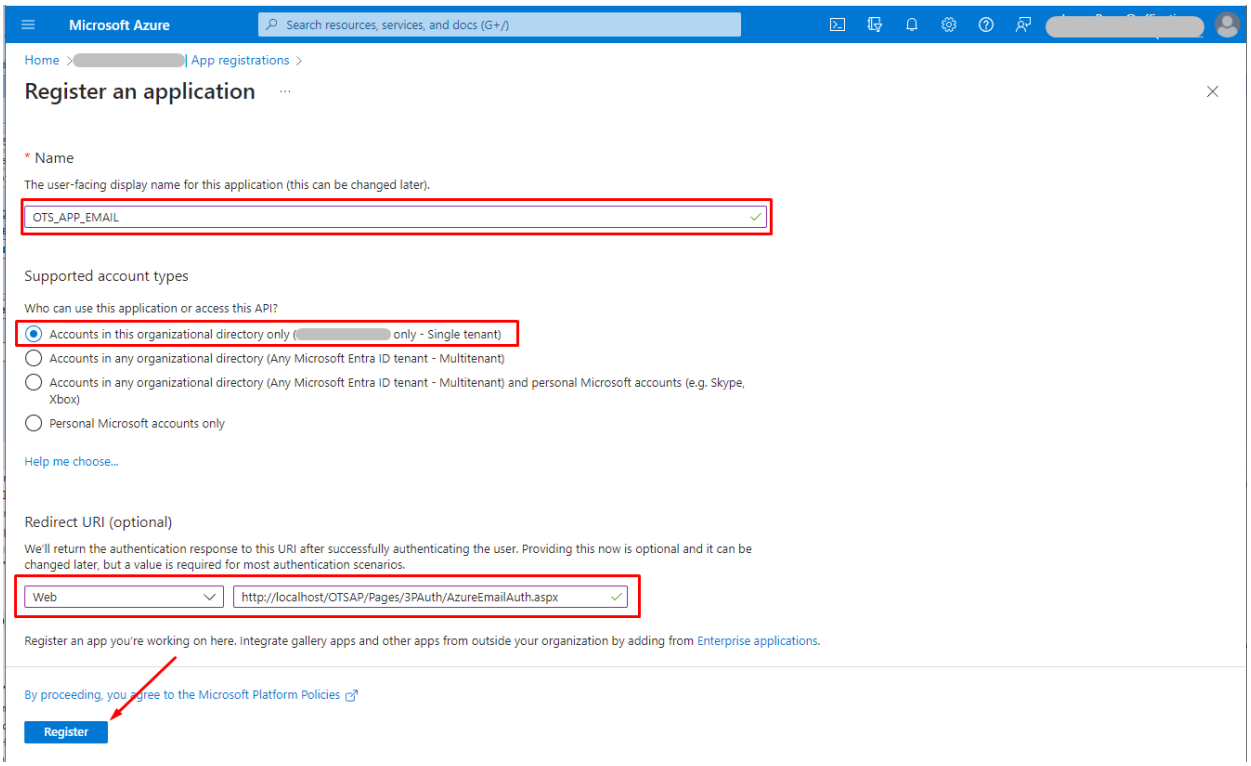
Configuring Office Timesheets to use Azure Email

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:

1) Log into Azure and go to **Microsoft Entra ID -> App registrations -> New registration**

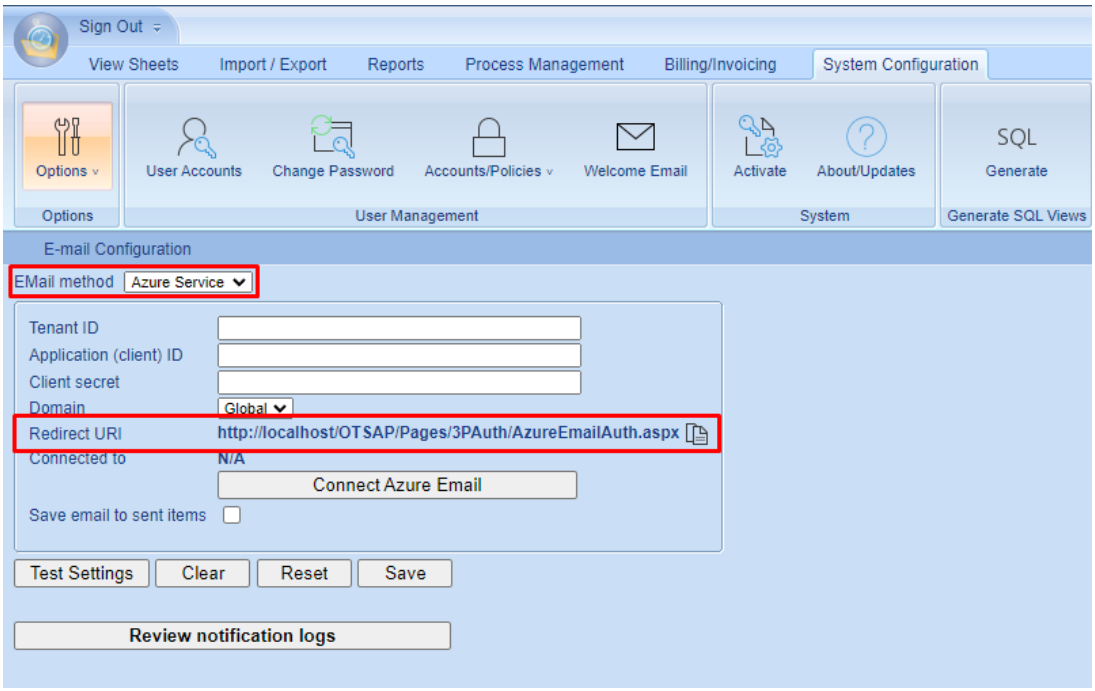


2) Create a new application that will be used by OTS

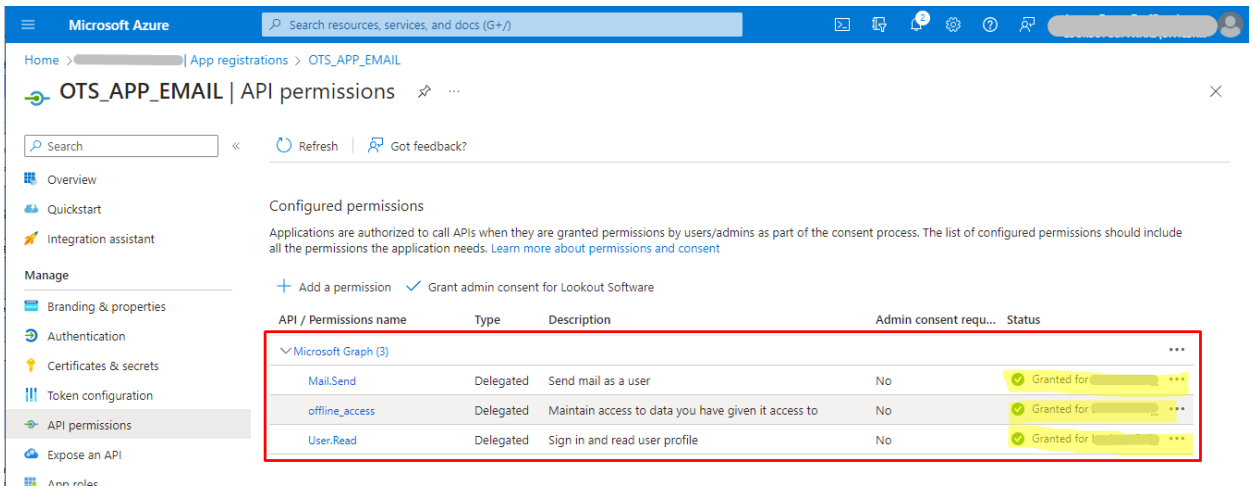


NOTE: The **Redirect URI** should correspond to the special OTS page that can be found in the OTS E-mail Configuration page here:

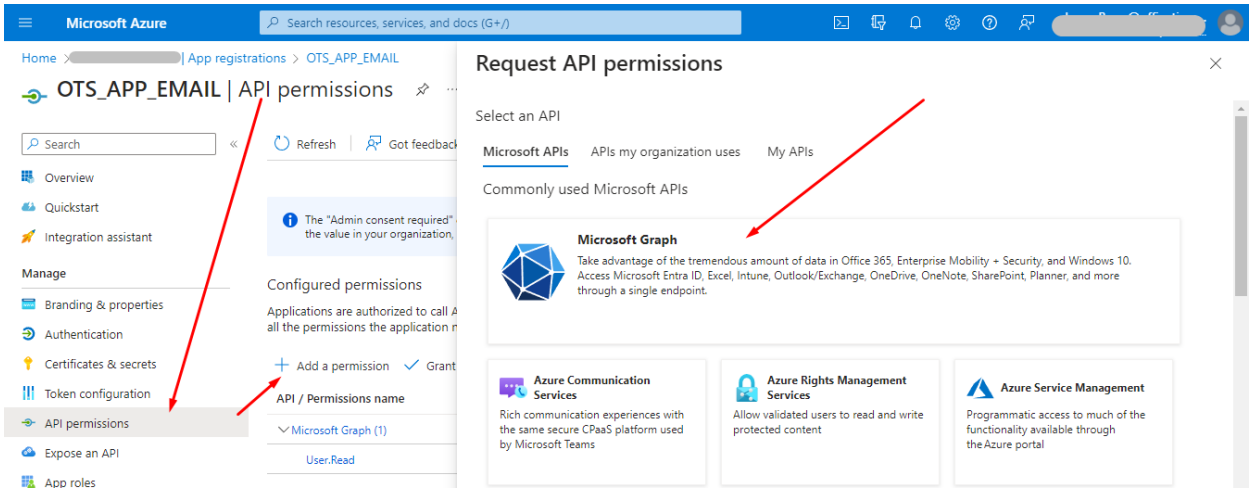
*To use sending email via Azure you'll need to switch the EMail Method to "**Azure Service**"*

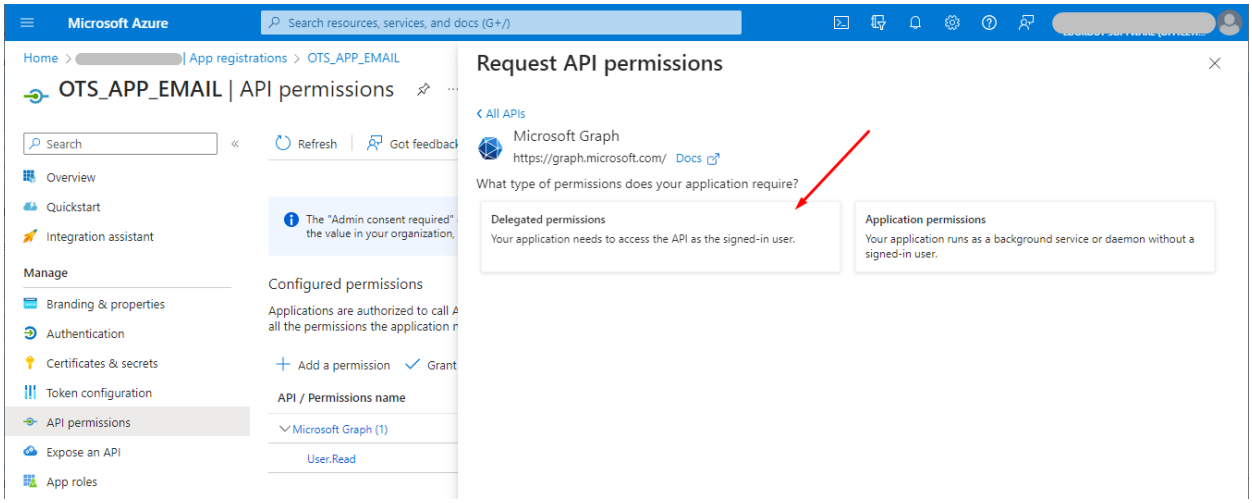


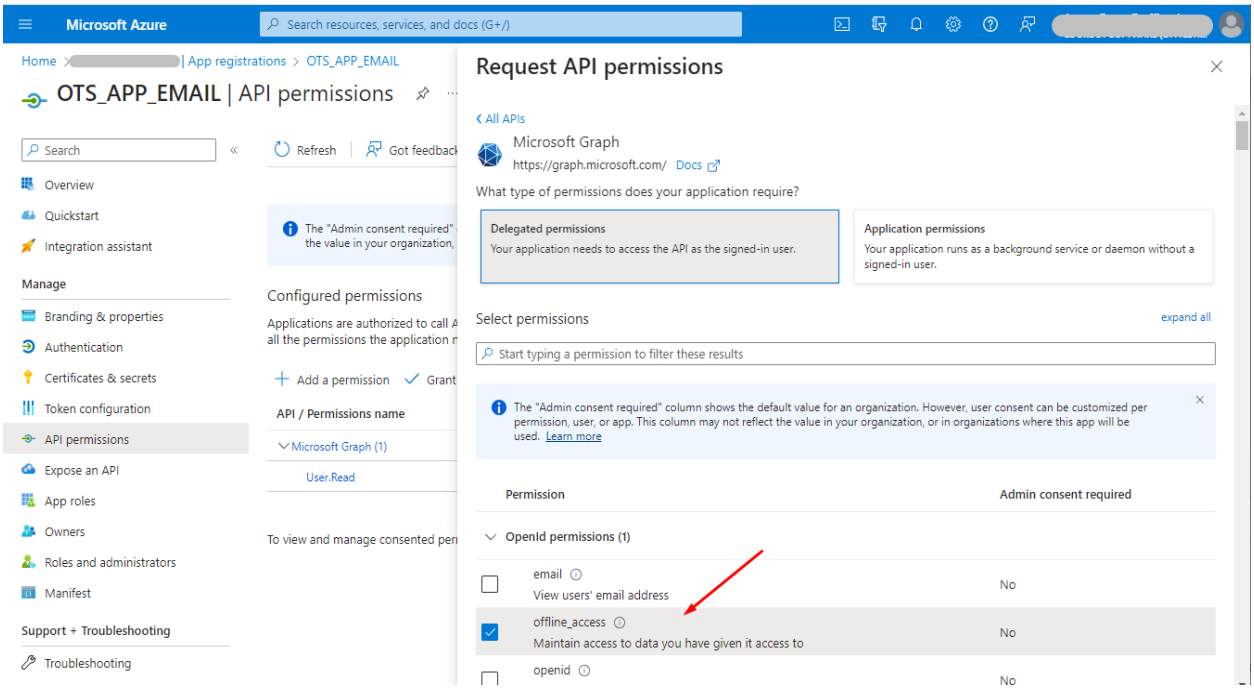
3) Next, you'll need to make sure the new application you've created has the correct permissions. The following permissions must be granted:

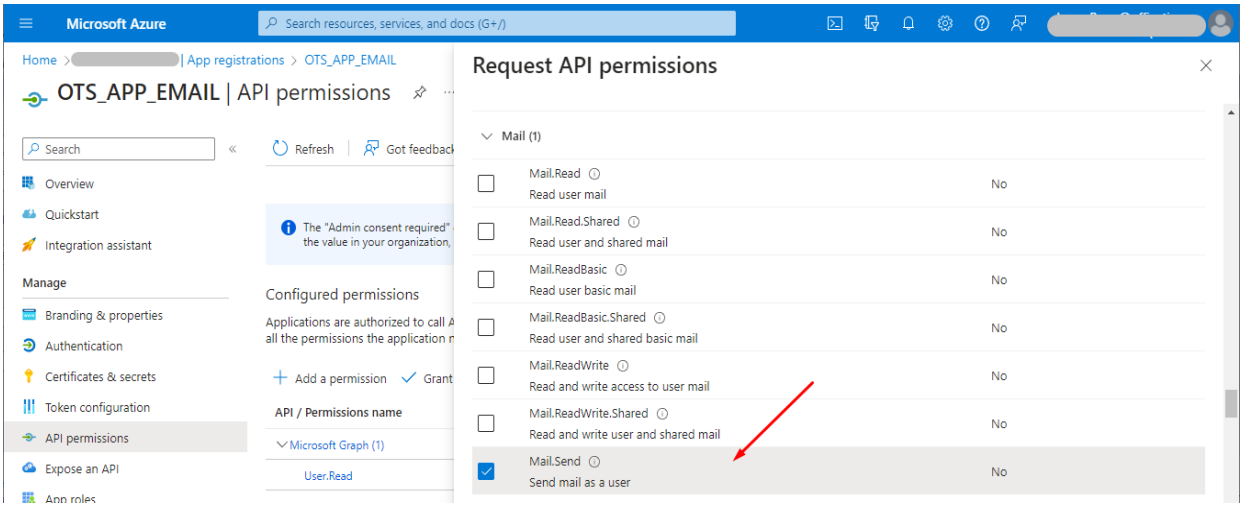


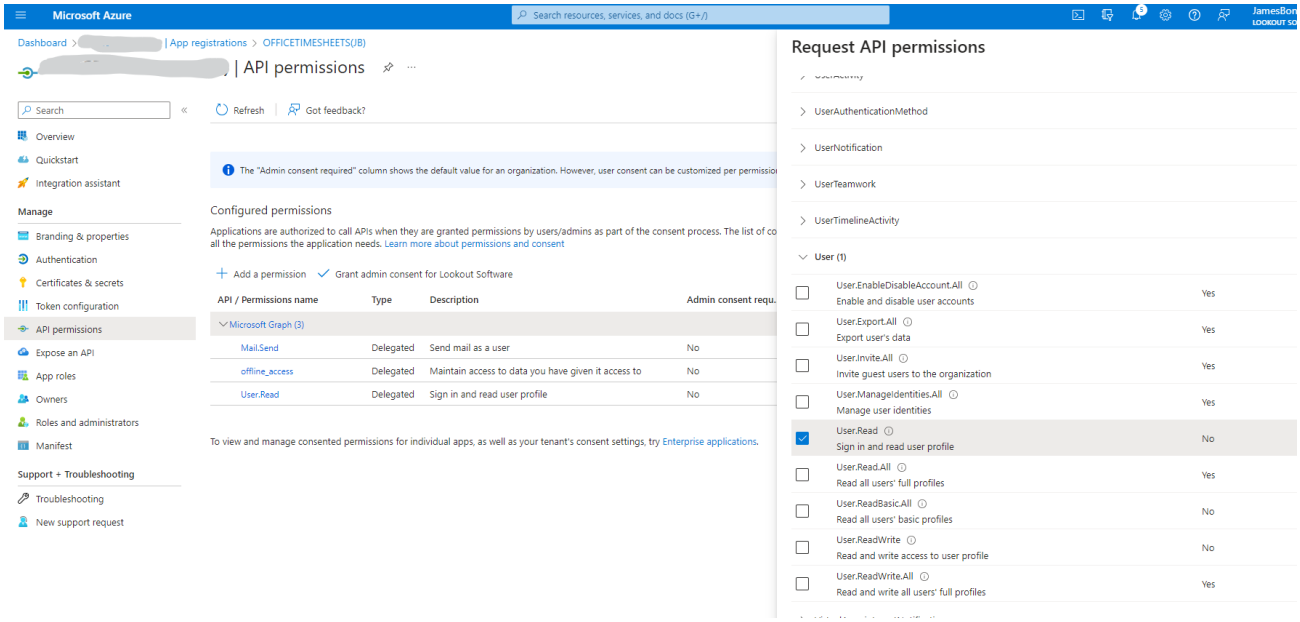
If these permissions are not currently present on the page then you'll need to remove all existing permissions for the app, and add the permissions OTS needs (**Microsoft Graph User.Read, offline_access, Mail.Send**)

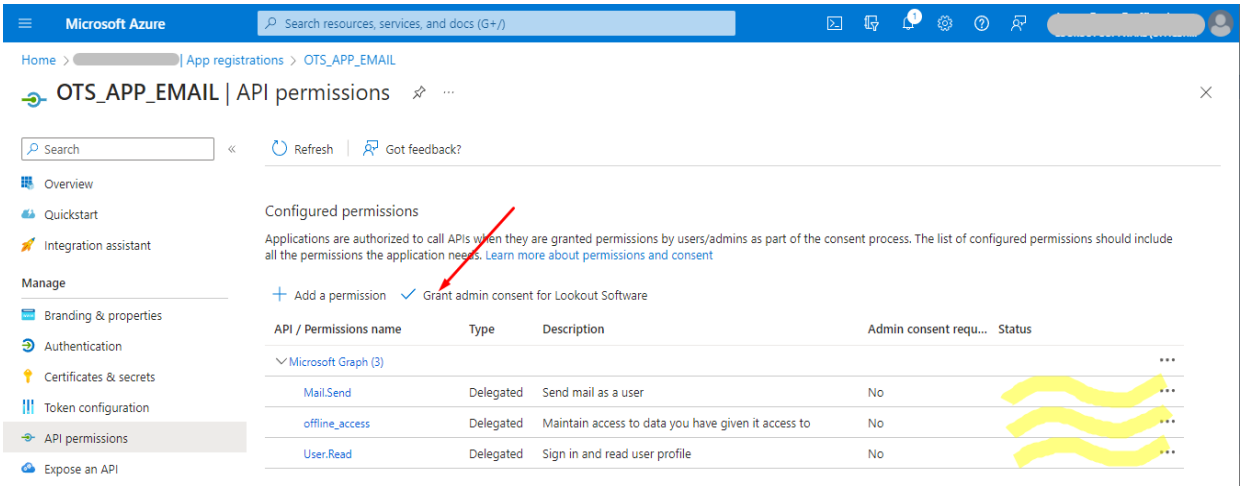



Microsoft Azure
Search resources, services, and docs (G+/)
Home > | App registrations > OTS_APP_EMAIL
OTS_APP_EMAIL | API permissions
Search
Refresh
Got feedback
Overview
Quickstart
Integration assistant
Manage
Branding & properties
Authentication
Certificates & secrets
Token configuration
API permissions
Expose an API
App roles
Configured permissions
Add a permission
Grant
API / Permissions name
Microsoft Graph (1)
User.Read
Request API permissions
All APIs
Microsoft Graph
https://graph.microsoft.com/ Docs
What type of permissions does your application require?
Delegated permissions
Your application needs to access the API as the signed-in user.
Application permissions
Your application runs as a background service or daemon without a signed-in user.

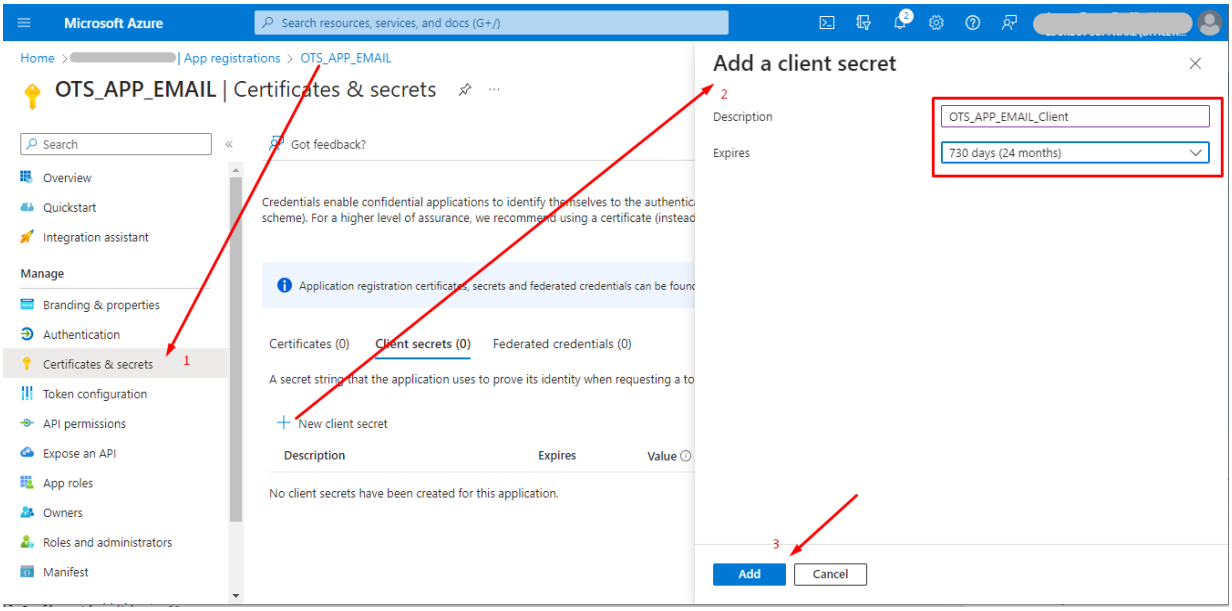

Microsoft Azure
Search resources, services, and docs (G+/)
Home > | App registrations > OTS_APP_EMAIL
OTS_APP_EMAIL | API permissions
Search
Refresh
Got feedback
Overview
Quickstart
Integration assistant
Manage
Branding & properties
Authentication
Certificates & secrets
Token configuration
API permissions
Expose an API
App roles
Owners
Roles and administrators
Manifest
Support + Troubleshooting
Troubleshooting
Configured permissions
Add a permission
Grant
API / Permissions name
Microsoft Graph (1)
User.Read
To view and manage consented per
Request API permissions
All APIs
Microsoft Graph
https://graph.microsoft.com/ Docs
What type of permissions does your application require?
Delegated permissions
Your application needs to access the API as the signed-in user.
Application permissions
Your application runs as a background service or daemon without a signed-in user.
Select permissions
expand all
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
Permission
Admin consent required
OpenId permissions (1)
email
View users' email address
No
offline_access
Maintain access to data you have given it access to
No
openid
No


Microsoft Azure
Search resources, services, and docs (G+/)
Home > [redacted] | App registrations > OTS_APP_EMAIL
OTS_APP_EMAIL | API permissions
Search
Overview
Quickstart
Integration assistant
Manage
Branding & properties
Authentication
Certificates & secrets
Token configuration
API permissions
Expose an API
App roles
Refresh
Got feedback
The "Admin consent required"
the value in your organization,
Configured permissions
Applications are authorized to call A
all the permissions the application n
Add a permission
Grant
API / Permissions name
Microsoft Graph (1)
User.Read
Request API permissions
Mail (1)
Mail.Read
Read user mail
No
Mail.Read.Shared
Read user and shared mail
No
Mail.ReadBasic
Read user basic mail
No
Mail.ReadBasic.Shared
Read user and shared basic mail
No
Mail.ReadWrite
Read and write access to user mail
No
Mail.ReadWrite.Shared
Read and write user and shared mail
No
Mail.Send
Send mail as a user
No

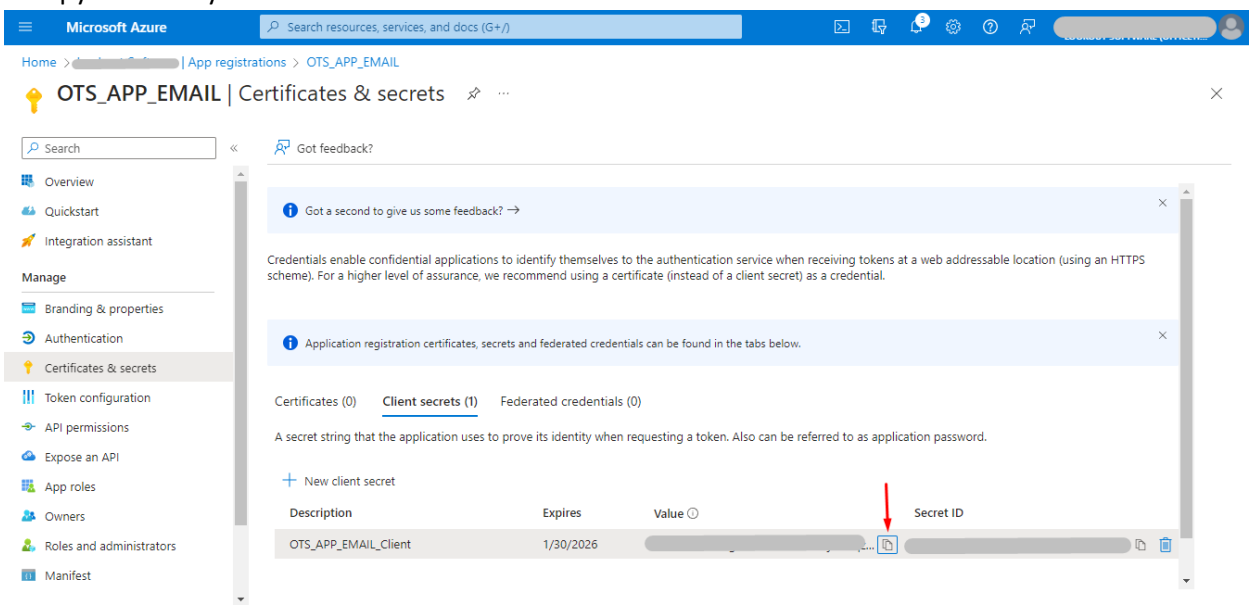

Microsoft Azure
Search resources, services, and docs (G+/)
Dashboard > [redacted] | App registrations > OFFICETIMESHEETS(JB)
[redacted] | API permissions
Search
Overview
Quickstart
Integration assistant
Manage
Branding & properties
Authentication
Certificates & secrets
Token configuration
API permissions
Expose an API
App roles
Owners
Roles and administrators
Manifest
Support + Troubleshooting
Troubleshooting
New support request
Refresh
Got feedback?
The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permissio
Configured permissions
Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of co
all the permissions the application needs. Learn more about permissions and consent
Add a permission
Grant admin consent for Lookout Software
API / Permissions name
Type
Description
Admin consent requ.
Microsoft Graph (3)
Mail.Send
Delegated
Send mail as a user
No
offline_access
Delegated
Maintain access to data you have given it access to
No
User.Read
Delegated
Sign in and read user profile
No
To view and manage consented permissions for individual apps, as well as your tenant's consent settings, try Enterprise applications.
Request API permissions
UserAuthenticationMethod
UserNotification
UserTeamwork
UserTimelineActivity
User (1)
User.EnableDisableAccount.All
Enable and disable user accounts
Yes
User.Export.All
Export user's data
Yes
User.Invite.All
Invite guest users to the organization
Yes
User.ManageIdentities.All
Manage user identities
Yes
User.Read
Sign in and read user profile
No
User.Read.All
Read all users' full profiles
Yes
User.ReadBasic.All
Read all users' basic profiles
No
User.ReadWrite
Read and write access to user profile
No
User.ReadWrite.All
Read and write all users' full profiles
Yes


Microsoft Azure
Search resources, services, and docs (G+/)
Home > [redacted] | App registrations > OTS_APP_EMAIL
OTS_APP_EMAIL | API permissions
Search
Overview
Quickstart
Integration assistant
Manage
Branding & properties
Authentication
Certificates & secrets
Token configuration
API permissions
Expose an API
Refresh
Got feedback?
Configured permissions
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
Add a permission
Grant admin consent for Lookout Software
API / Permissions name
Type
Description
Admin consent requ...
Status
Microsoft Graph (3)
Mail.Send
Delegated
Send mail as a user
No
offline_access
Delegated
Maintain access to data you have given it access to
No
User.Read
Delegated
Sign in and read user profile
No

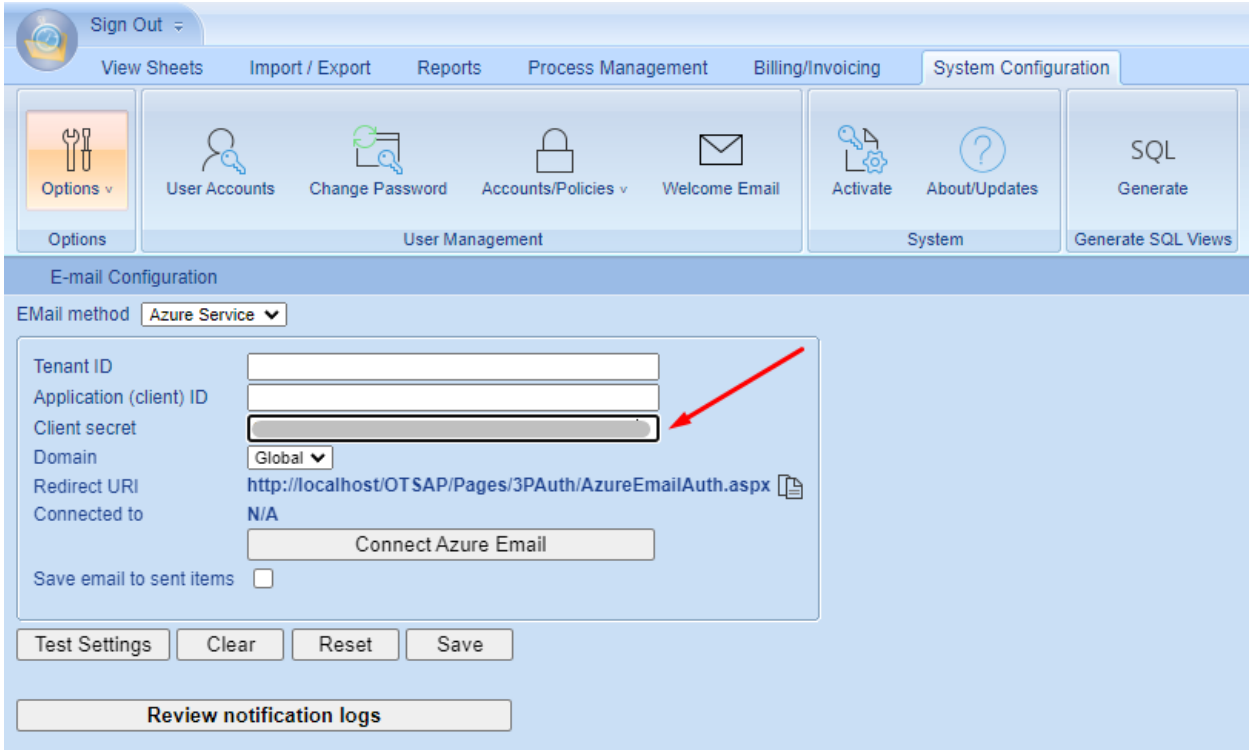
4) Next, create a **client secret** and save the secret key to OTS…



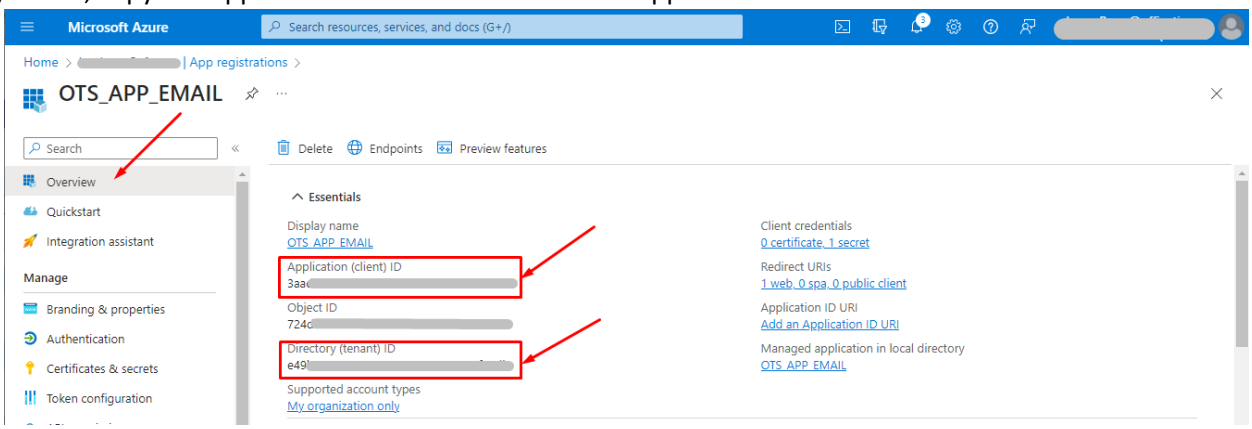
Copy Secret Key Value



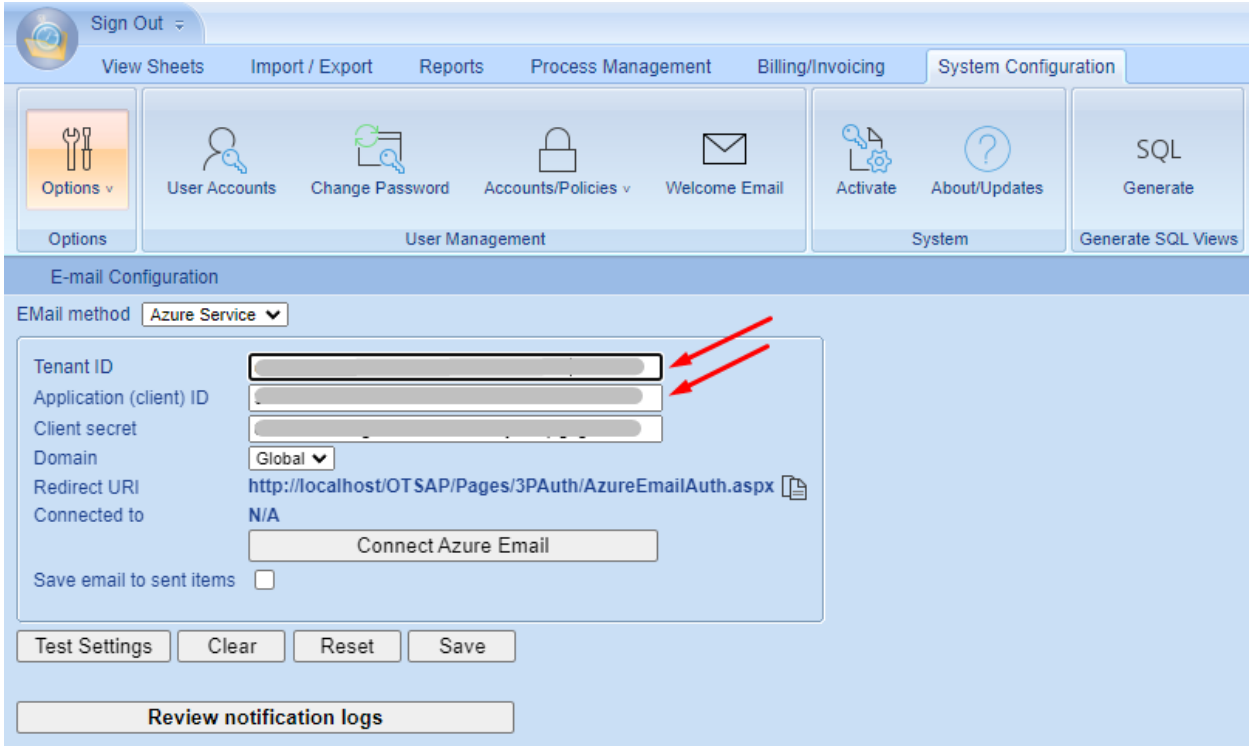
Paste into the **Client secret** field in the OTS E-mail Configuration page



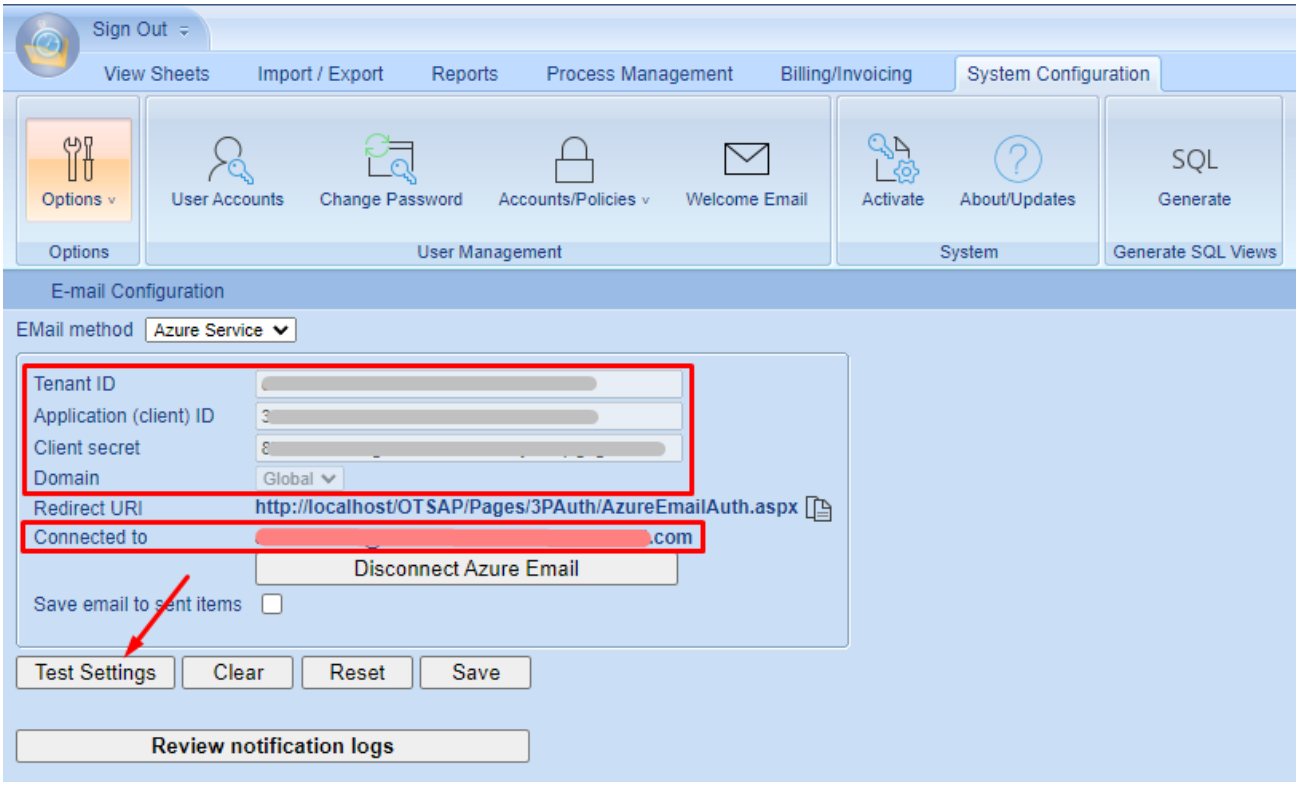
5) Next, copy the Application ID and Tetant ID for the app



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



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



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