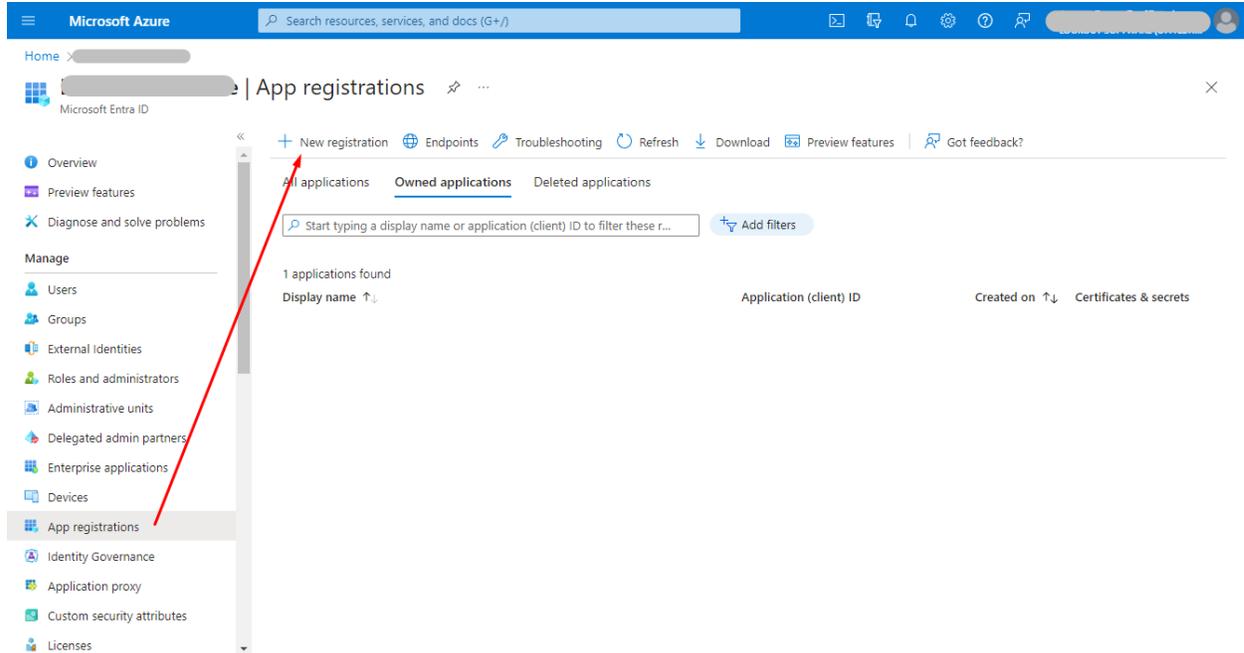


Configuring Office Timesheets to use Azure Email

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

Microsoft Azure | Search resources, services, and docs (G+)

Home > App registrations > Register an application

* Name
The user-facing display name for this application (this can be changed later).
OTS_APP_EMAIL ✓

Supported account types
Who can use this application or access this API?
 Accounts in this organizational directory only (Single tenant)
 Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant)
 Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
 Personal Microsoft accounts only
[Help me choose...](#)

Redirect URI (optional)
We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.
 Web | http://localhost/OTSAP/Pages/3PAuth/AzureEmailAuth.aspx ✓

Register an app you're working on here. Integrate gallery apps and other apps from outside your organization by adding from Enterprise applications.

By proceeding, you agree to the Microsoft Platform Policies [?](#)

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 Out >

View Sheets | Import / Export | Reports | Process Management | Billing/Invoicing | System Configuration

Options | User Accounts | Change Password | Accounts/Policies | Welcome Email | Activate | About/Updates | SQL Generate

E-mail Configuration

EMail method: Azure Service

Tenant ID:
 Application (client) ID:
 Client secret:
 Domain: Global

Redirect URI: http://localhost/OTSAP/Pages/3PAuth/AzureEmailAuth.aspx

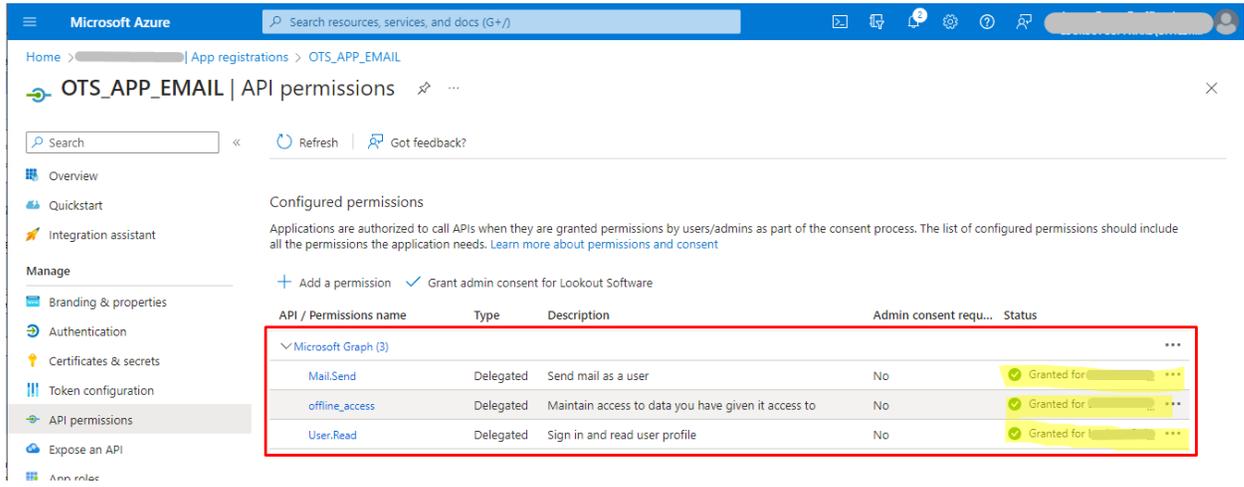
Connected to: N/A | Connect Azure Email

Save email to sent items:

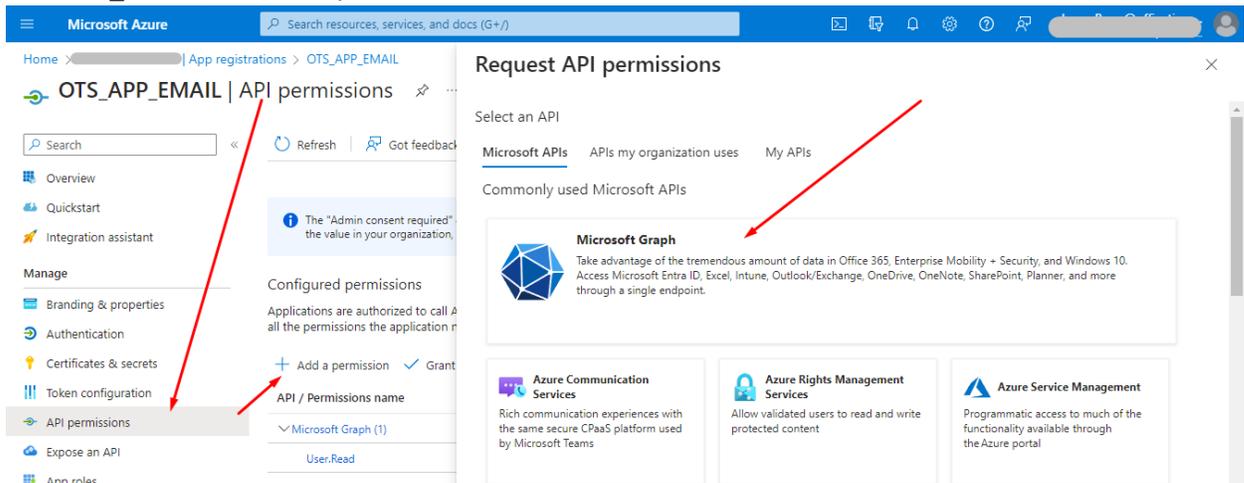
Test Settings | Clear | Reset | Save

Review notification 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:



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 | App registrations > OTS_APP_EMAIL

Request API permissions

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.

Configured permissions

Applications are authorized to call all the permissions the application n

+ Add a permission ✓ Grant

API / Permissions name

- Microsoft Graph (1)
 - User.Read

Microsoft Azure | App registrations > OTS_APP_EMAIL

Request API permissions

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
email View users' email address	No
<input checked="" type="checkbox"/> offline_access Maintain access to data you have given it access to	No
openid	No

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

The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission.

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 Outlook Software

API / Permissions name	Type	Description	Admin consent required
Microsoft Graph (1)			
User.Read	Delegated	Sign in and read user profile	No

Request API permissions

Mail (1)

<input type="checkbox"/>	Mail.Read	Read user mail	No
<input type="checkbox"/>	Mail.Read.Shared	Read user and shared mail	No
<input type="checkbox"/>	Mail.ReadBasic	Read user basic mail	No
<input type="checkbox"/>	Mail.ReadBasic.Shared	Read user and shared basic mail	No
<input type="checkbox"/>	Mail.ReadWrite	Read and write access to user mail	No
<input type="checkbox"/>	Mail.ReadWrite.Shared	Read and write user and shared mail	No
<input checked="" type="checkbox"/>	Mail.Send	Send mail as a user	No

Microsoft Azure | Search resources, services, and docs (G+)

Dashboard > App registrations > OFFICETIMESHEETS(JB)

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 New support request

The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission.

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 Outlook Software

API / Permissions name	Type	Description	Admin consent required
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)

<input type="checkbox"/>	User.EnableDisableAccount.All	Enable and disable user accounts	Yes
<input type="checkbox"/>	User.Export.All	Export user's data	Yes
<input type="checkbox"/>	User.Invite.All	Invite guest users to the organization	Yes
<input type="checkbox"/>	User.ManageIdentities.All	Manage user identities	Yes
<input checked="" type="checkbox"/>	User.Read	Sign in and read user profile	No
<input type="checkbox"/>	User.Read.All	Read all users' full profiles	Yes
<input type="checkbox"/>	User.ReadBasic.All	Read all users' basic profiles	No
<input type="checkbox"/>	User.ReadWrite	Read and write access to user profile	No
<input type="checkbox"/>	User.ReadWrite.All	Read and write all users' full profiles	Yes

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

The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission.

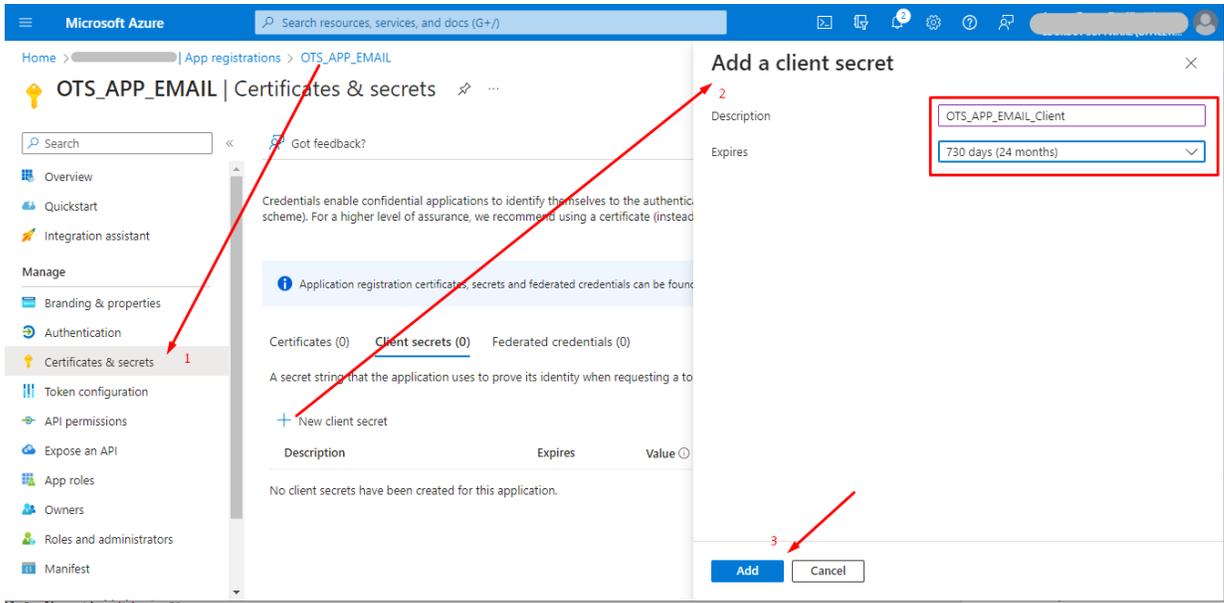
Configured permissions

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](#)

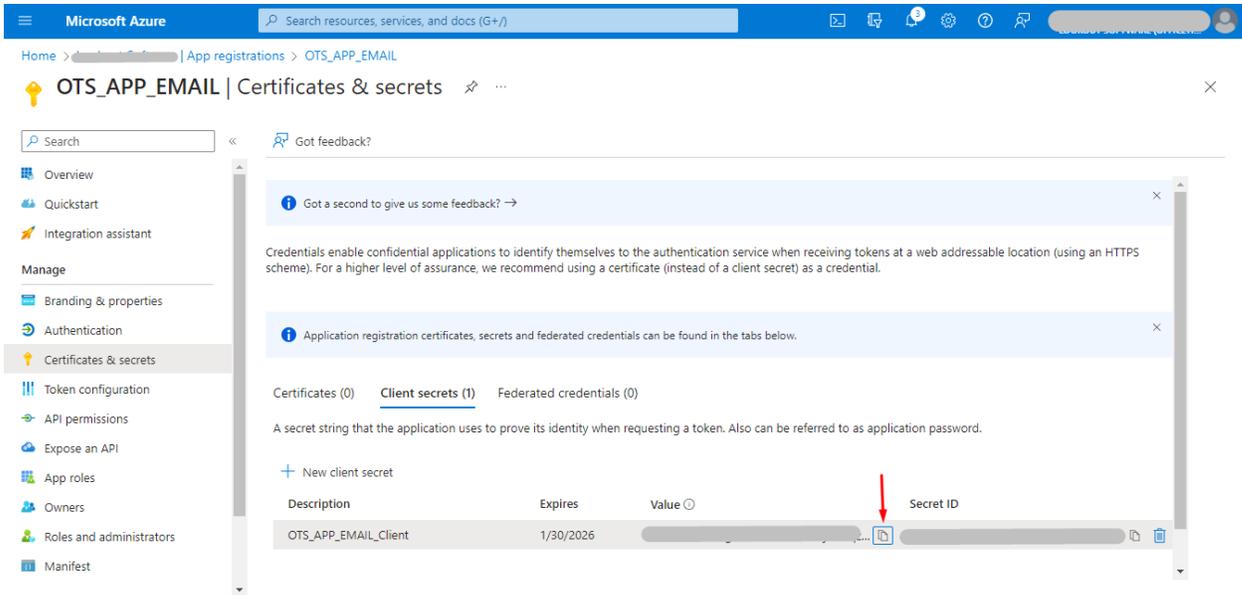
+ Add a permission Grant admin consent for Outlook Software

API / Permissions name	Type	Description	Admin consent required	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

Sign Out

View Sheets Import / Export Reports Process Management Billing/Invoicing System Configuration

Options User Accounts Change Password Accounts/Policies Welcome Email Activate About/Updates SQL Generate

Options User Management System Generate SQL Views

E-mail Configuration

E-mail method **Azure Service**

Tenant ID

Application (client) ID

Client secret

Domain **Global**

Redirect URI <http://localhost/OTSAP/Pages/3PAAuth/AzureEmailAuth.aspx>

Connected to **N/A**

Save email to sent items

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

Microsoft Azure

Search resources, services, and docs (G+)

Home > App registrations >

OTS_APP_EMAIL

Search

Delete Endpoints Preview features

Overview

Quickstart

Integration assistant

Manage

Branding & properties

Authentication

Certificates & secrets

Token configuration

Essentials

Display name [OTS_APP_EMAIL](#)

Application (client) ID **3aa...**

Object ID 724d...

Directory (tenant) ID **e49...**

Supported account types [My organization only](#)

Client credentials

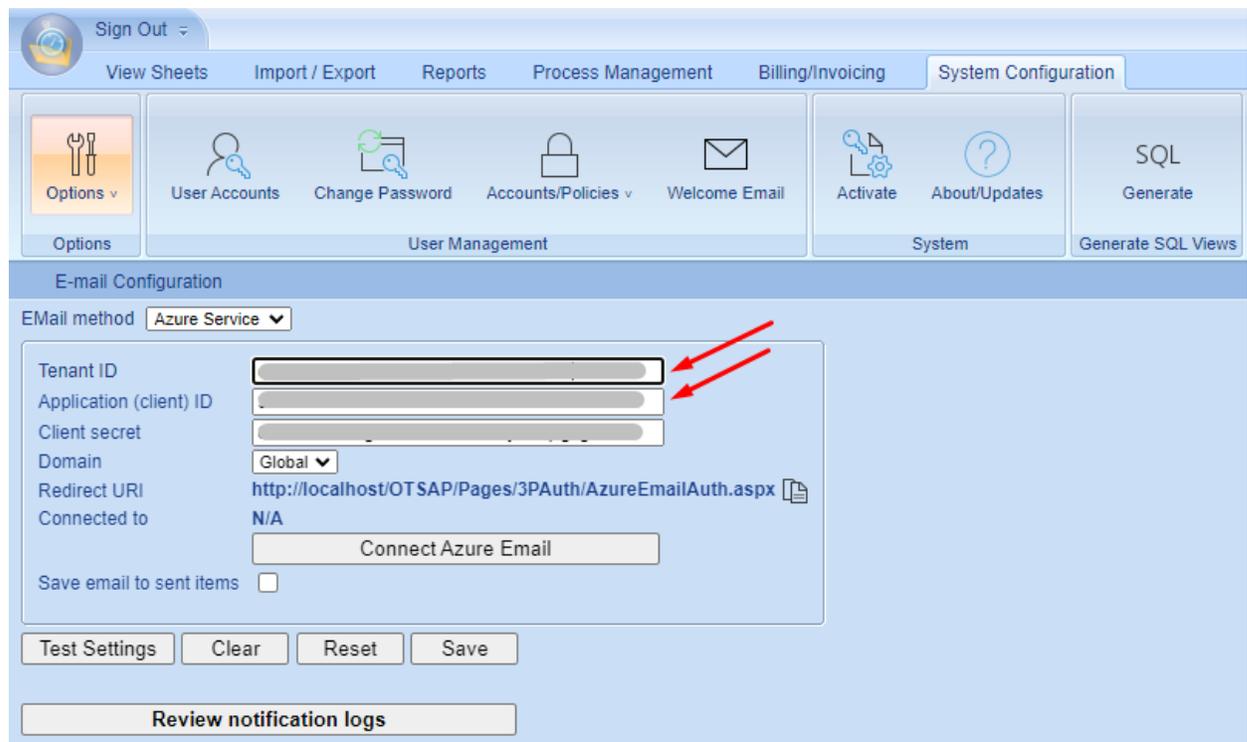
[0 certificate, 1 secret](#)

Redirect URIs [1 web, 0 spa, 0 public client](#)

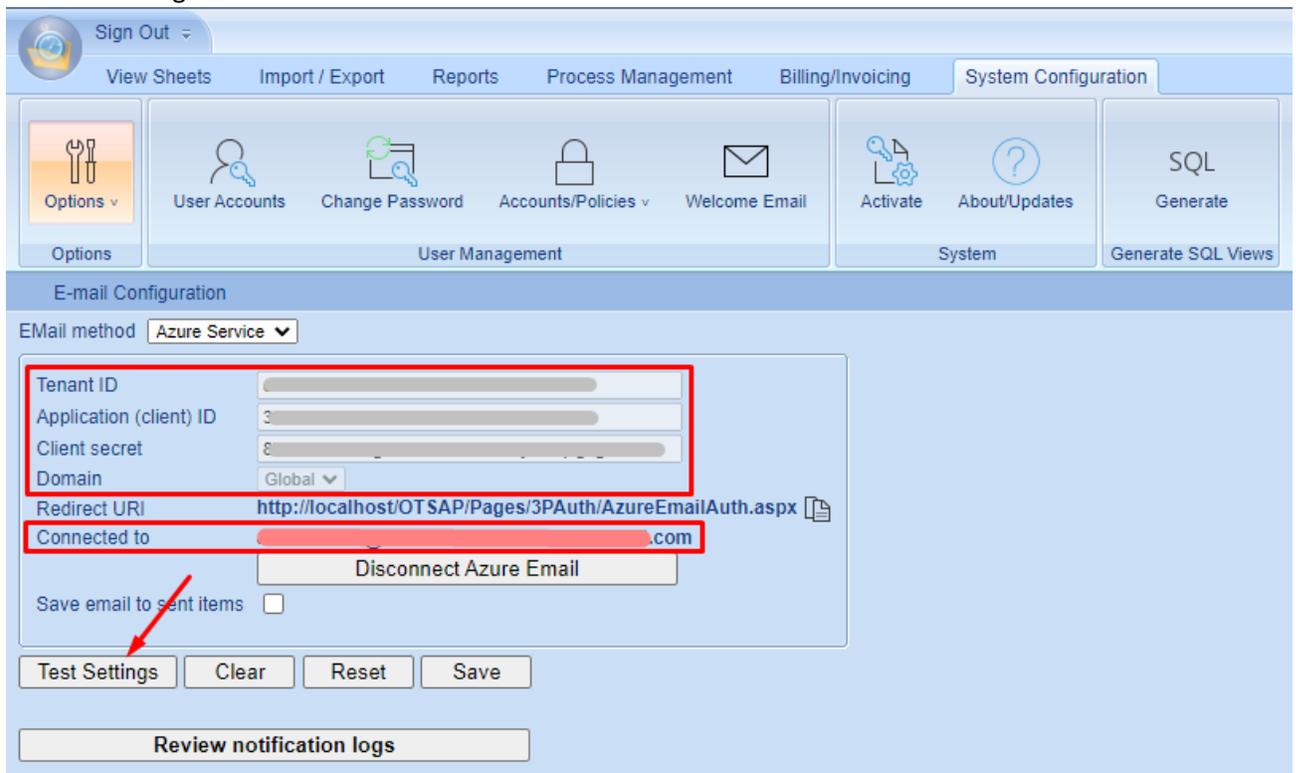
Application ID URI [Add an Application ID URI](#)

Managed application in local directory [OTS_APP_EMAIL](#)

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.