

## Overview

Configuring Sendio for inbound and outbound email with Office 365 entails configuring the following items. Further below are step-by-step instructions.

- Sendio
  - Web UI
    - System > Options
      - **Internal Mail Host:** [xxx.mail.protection.outlook.com](http://xxx.mail.protection.outlook.com)
    - System > Outbound Control
      - **Unknown Sender Address:** Allow Message
  - Console UI
    - Network Configuration
      - **Sender Host Addresses:** 20.47.149.138/32, 40.92.0.0/15, 40.107.0.0/16, 51.4.72.0/24, 51.4.80.0/27, 51.5.72.0/24, 51.5.80.0/27, 52.100.0.0/14, 104.47.0.0/17

## Setting Up Inbound Mail in Microsoft 365 Exchange Admin Center

1. Login to **Microsoft 365 Exchange Admin Center** (<https://admin.exchange.microsoft.com>).
2. Expand **Mail flow** and click on **Connectors**, then click **'+Add a connector'**
3. New Connector – Connection from is **Partner Organization**, Connection to field will be automatically set to **Office 365**, click Next
4. Connector name – set name to **Sendio to Office 365**, check the **Turn it on** button under **What do you want to do after the connector is saved?** Click Next
5. Authenticating sent email – click on **'By verifying that the IP address of the sending server matches one of the following IP addresses, which belong to your partner organization'**, then in the box, enter your Sendio IP address, then click the + sign to add. Click Next
6. Security restrictions – Check the box for **'Reject email messages if they aren't sent over TLS'**. Click Next
7. Review connector – Review all the information, if correct, click **Create Connector** to create the inbound connector.

### In Sendio Web UI

1. Log on as admin user
2. Navigate to **System>Options**
3. Set **Internal Mail Host** to the hostname of your Office 365 MX record ([xxxxx.mail.protection.outlook.com](http://xxxxx.mail.protection.outlook.com))
4. Click Save

## Setting Up Outbound Email

### In the Sendio Web UI

1. Log on as an admin user
2. Navigate to **System>Outbound Control**
3. Set **Unknown Sender Address** to Allow
4. Click Save

### In the Sendio Console UI

1. Using an SSH client, SSH to your Sendio system using the sysconfig user/password
2. Navigate to the **Network Configuration** tab
3. Set **Sender Host Addresses** to **20.47.149.138/32, 40.92.0.0/15, 40.107.0.0/16, 51.4.72.0/24, 51.4.80.0/27, 51.5.72.0/24, 51.5.80.0/27, 52.100.0.0/14, 104.47.0.0/17**
4. Click Save

### In Microsoft 365 Exchange Admin Center

1. Login to **Microsoft 365 Exchange Admin Center** (<https://admin.exchange.microsoft.com>).
2. Expand Mail Flow, click Connectors, click **'+Add a connector'**
3. Under **New Connector**, **Connection From** is **Office 365**, **Connection To** is **Partner Organization**, click Next
4. Connector Name – Name is **Office 365 to Sendio**, Under **What do you want to do after the connector is saved?** check the **Turn it on** box and click Next
5. Use of Connector – check **'Only when email messages are sent to these domains'**, in the box use a **"\*"** and click the + to add it, click Next
6. Routing – check **'Route email through these smart hosts'**, put your Sendio URL [xxxxx.sendio.com](http://xxxxx.sendio.com) in the box and click the + to add it, click next
7. Security restrictions – check the **'Always use Transport Layer Security (TLS) to secure the connection (recommended)'**, then click **'Any digital certificate, including self-signed certificates'**, click Next
8. Validation email – enter an external email address (email address other than your company's email, such as Gmail, hotmail, etc.) in the box and click the + to add it, then click **Validate**. If the validation succeeds, you will see the email in the Sendio UI, Global Views>View Outbound. Once you have confirmed, click Next
9. Review Connector, make sure all information is correct, then click **Create Connector**.