1. Choose one of the following options for setting up the SMTP relay:

* Option 1: Add it to the open SMTP relay at 10.10.2.255:25 (no authentication required) and ask Steve to whitelist it.
* Option 2: Set it up to send through smtp.office365.com with authentication (user: [scan@magnumcement.ca](mailto:scan@magnumcement.ca), password: S3ndM3TheSc@n!!) and TLS turned on.

1. If you choose option 2, use the following Office 365 SMTP settings:

* Server address: smtp.office365.com
* Username: scan@magnumcement.ca
* Password: Password in Keypass
* Port number: 587 (with TLS)
* Authentication: required
* Sending limits: 10,000 emails per day

             Add the [scan@magnumcement.ca](mailto:scan@magnumcement.ca) email and password to the HP printers (in KeyPass).