

Xerox® Connect App for Exchange Online

Quick Start Guide for use with Xerox® Connect App for Exchange Online

DESCRIPTION

Xerox® Connect App for Exchange Online is a Xerox App Gallery app that enhances the capability of Microsoft's leading cloud-based hosted email for business. Users can quickly digitize hard-copy documents with a max of 4mb and send as attachments through their Exchange account. Xerox® Workplace Solutions (Xerox® Workplace Suite and Xerox® Workplace Cloud) works as the Single Sign-On mechanism, making sign in fast and easy. Connect App for Exchange Online is available to the customer who purchases the app and downloads it using a Xerox App Gallery account. You can also try the app for a defined trial period.

Xerox® Connect App for Exchange Online is for use with Xerox® ConnectKey® Technology enabled Multifunction Printers, Xerox® AltaLink®, and Xerox® VersaLink® Devices.

Device Requirements

Throughout this guide, the Word "Device" is used synonymously and interchangeably with Multifunction Printer and Printer.

All devices require the following:

- Xerox Extensible Interface Platform® (EIP) must be enabled to allow the app to be installed.
 - Devices must support EIP 3.5 or higher
- Xerox® ConnectKey® App Installation (Weblet Install Policy) must be enabled to allow installation of the App.
- Ensure the device is able to communicate with the Internet.



The following procedure assumes you have created a Xerox App Gallery account. If you do not have access to a Xerox App Gallery account, refer to the Xerox App Gallery Quick Start Guide for instructions on creating an account.

Note:

For detailed instructions on adding a device and adding or installing Apps to your Xerox App Gallery account, see the documentation links at the end of this guide.

Note:

Some networks require a proxy to communicate with the Internet.

If Verification of SSL is enabled on the device, soensure the security certificates are loaded on the device.

By default, all certificate authorities needed by Xerox developed apps are preloaded on all current devices. Our certificates can be found by contacting the Xerox® App Gallery team at xerox.app.gallery.feedback@xerox.com

For more information on the settings above, refer to the Xerox App Gallery Online Support at: <https://www.support.xerox.com/support/xerox-app-gallery.com>

INSTALLING XEROX® CONNECT APP FOR EXCHANGE ONLINE

INSTALL GALLERY APPS FROM THE XEROX APP GALLERY WEB PORTAL (PAID APP)

1. Go to the Xerox App Gallery URL: <https://appgallery.services.xerox.com>
2. Select Log In.
3. Enter a valid Email and Password.
4. On the Devices tab, add a Multifunction Printer or Printer, if necessary.
5. On the All Apps tab, select the desired app.
6. If required, select the **Configurable** link and save custom options
7. Select the **Subscribe** button.
8. Accept the App End User License Agreement (EULA).
9. Select the Subscription Duration
10. Select the Device(s) to install on
11. Select **Checkout**.
12. Select either a saved card or fill out the Billing information.
13. Enable Auto Renew is on by default, deselect if not wanted or needed.
14. Select **Place Order**.
15. Select **Done**.
16. Check your email inbox for purchase confirmation.

INSTALL GALLERY APPS FROM THE XEROX APP GALLERY WEB PORTAL (TRIAL APP)

1. Go to the Xerox App Gallery URL: <https://appgallery.services.xerox.com>
2. Select Log In.
3. Enter a valid Email and Password.
4. On the Devices tab, add a Multifunction Printer or Printer, if necessary.
5. On the All Apps tab, select the desired app.
6. If required, select the **Configurable** link and save custom options
7. Select **Try It** button.
8. Accept the App End User License Agreement (EULA).
9. Select the Device(s) to install on
10. the **Install** button.

CONFIGURING PURCHASED GALLERY APPS FOR SINGLE SIGN-ON: APP IS LISTED IN XEROX® WORKPLACE SUITE

Important: Xerox® Workplace Suite administrators should perform the following procedures. If you do not have Xerox Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Admin Configuration steps:

1. Launch **Xerox® Workplace Suite**.
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app displays in the list, click it and select **Exchange Keys**.
5. This will send an email request to Xerox SSO Apps.
6. The administrator of the SSO Apps will then email the Xerox® Workplace Suite Administrator the required key.
7. The Xerox® Workplace Suite Administrator will enter the public key for the app.

SSO is enabled for the app. Users may now opt to use Single Sign-On at their first log-in attempt.

CONFIGURING PURCHASED GALLERY APPS FOR SINGLE SIGN-ON: APP IS NOT LISTED IN XEROX WORKPLACE SUITE

Important: Xerox® Workplace Suite administrators should perform the following procedures. If you do not have Xerox® Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Admin Configuration steps:

1. Launch **Xerox® Workplace Suite**.
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app does not display in the list, click **Action** -> **New**.
5. Fill in the Description, Publisher, and Publisher Email address, App ID and Redirect URL.

This information should be part of the description on the App Details screen in the App Gallery. If this information is not available, contact the app creator.

6. Select **Send**.
7. Click on the app and select **Exchange Keys**.
8. This will send an email request to Xerox SSO Apps.
9. The administrator of the SSO Apps will then email the Xerox® Workplace Suite Administrator the required key.
10. The Xerox® Workplace Suite Administrator will enter the public key for the app.

SSO is enabled for the app. Users may now opt to use Single Sign-On at their first log-in attempt.

CONFIGURING APP SETTINGS

Connect for Exchange Online provides the following set of configurable settings to customize before installation. If unmodified, the app will use the default settings provided by the developer.

Default File Name: Defines the default attachment filename of the scanned document.

Default Subject: Defines the default subject of the outgoing email.

Default Message: Defines the default body message of the outgoing email.

SNMP V1/V2 Community Name: The string used to identify which group of users can access SNMP data on a device

Enable Mobile Login: If enabled, the app will provide the user with the option to login through their mobile device

HOW TO USE EXCHANGE

1. From the Device home screen, touch **Connect for Exchange Online**.
2. Privacy Statement window will open
3. Select either **Login at this Device** or **Mobile Login**
4. For the Login at this Device, enter your email and password and then select **Sign In**.
5. For the Mobile Login, Scan the QR Code with your Mobile Device and enter your email and password and then select **Sign In**.
6. A Grant access to Exchange will appear. Select the button to grant access.
7. You will be taken to the Add Recipient screen of the app.
8. Enter a valid email address or select the search button.
9. Fill out the Subject, Message, and name of the document
10. Select the type of document being sent (pdf, tif, jpg).
11. You can also select other features such as 2-sided scanning, output color, original size, etc)
12. Once all features have been selected, place documents in the feeder or on the platen and select "Send" button.
13. The device will then scan and send document.
14. Update the properties for the print job and select **Print**.
15. Select **Change Workflow** to go to the Switchboard screen.

Talk to your local Xerox provider for more information
or visit xerox.com/verify to get started

