



Support Essentials

User Guide

Setting Up OAuth Email in DXS
Point-of-Care

Introduction

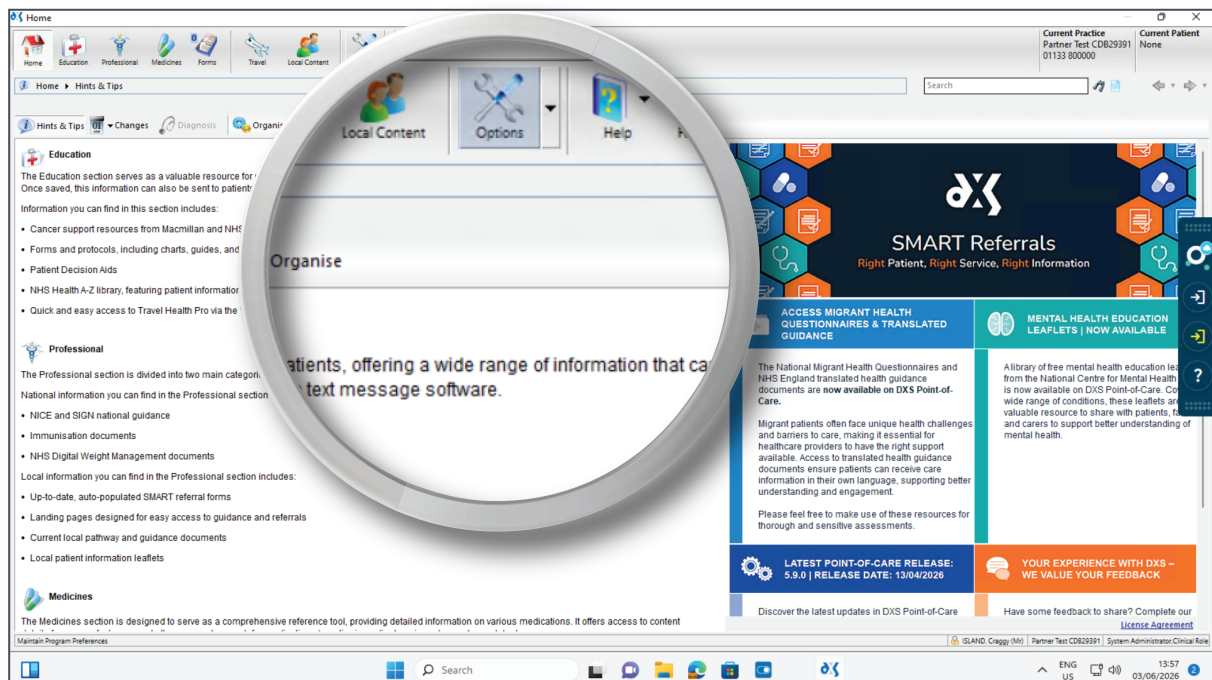
This guide shows you how to configure **OAuth email authentication** in DXS Point-of-Care using **Microsoft 365**.

OAuth authentication provides a secure method for sending emails directly from DXS Point-of-Care without requiring traditional SMTP credentials.

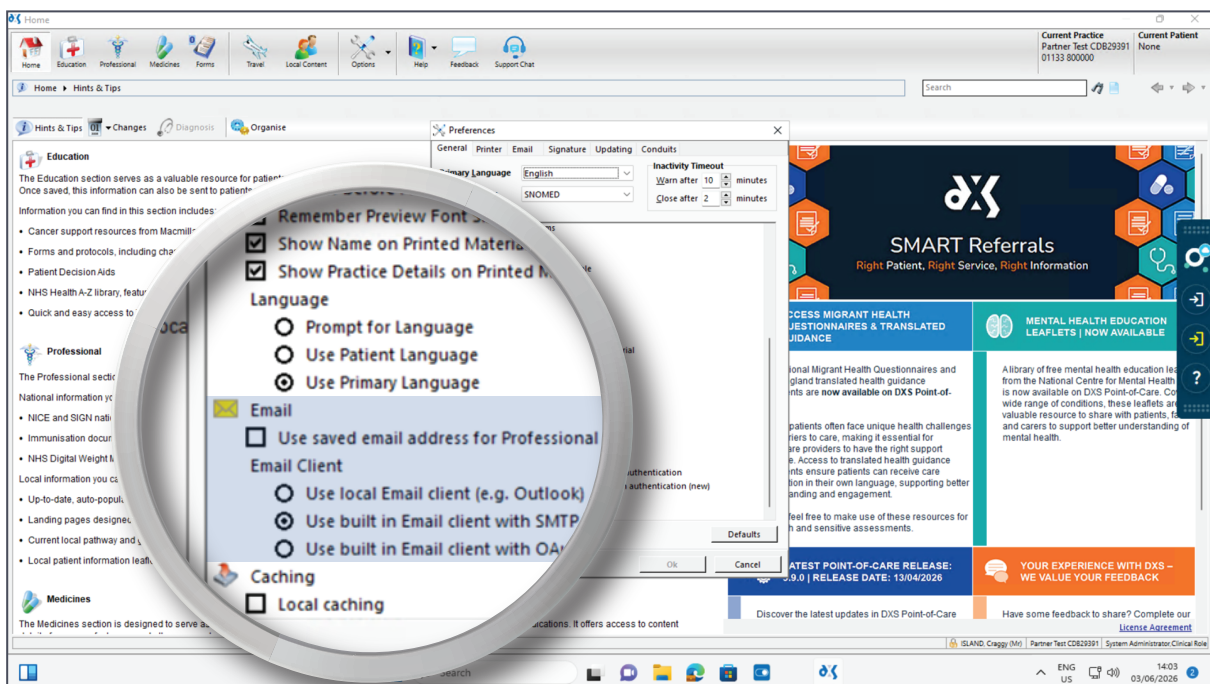
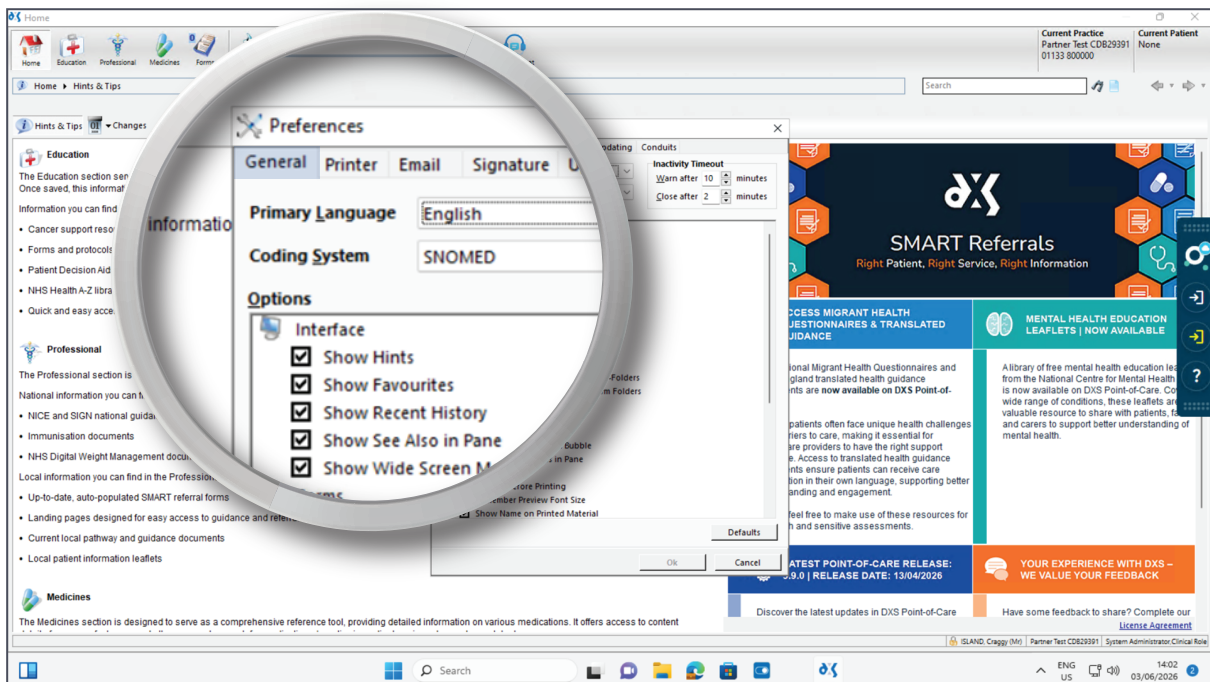
Please note: administrator access may be required to configure email settings and send test emails.

Instructions

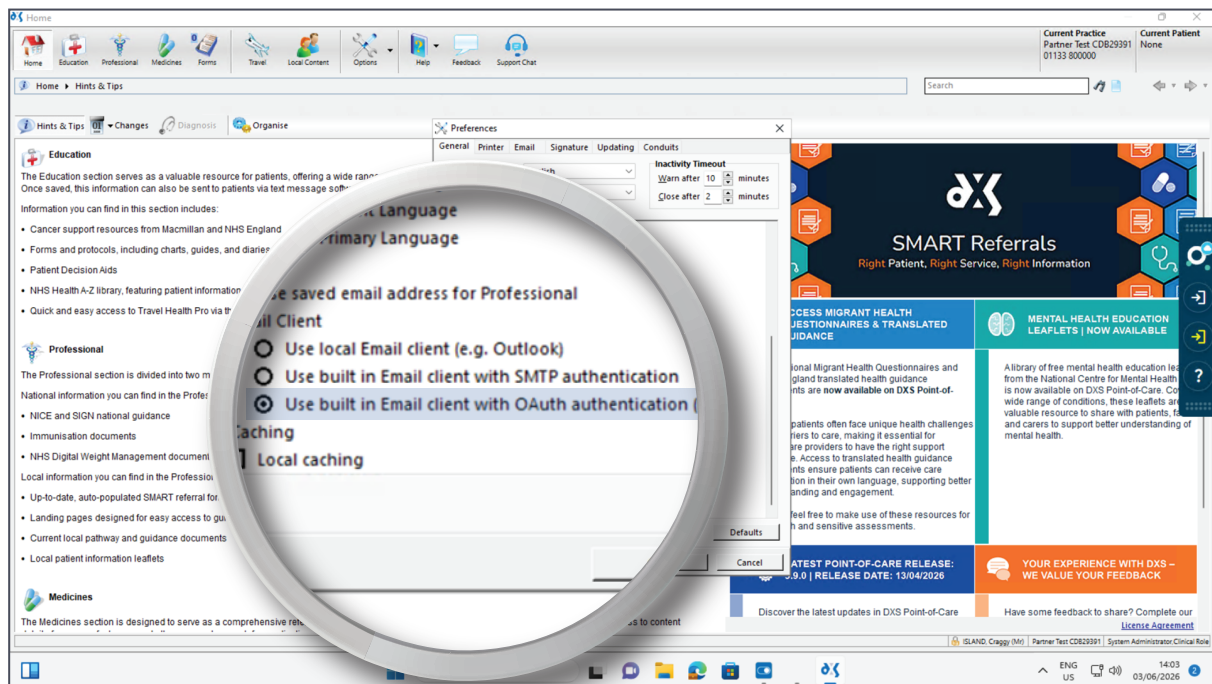
1. Open **DXS Point-of-Care**.
2. Click the **'Options'** button on the main toolbar.



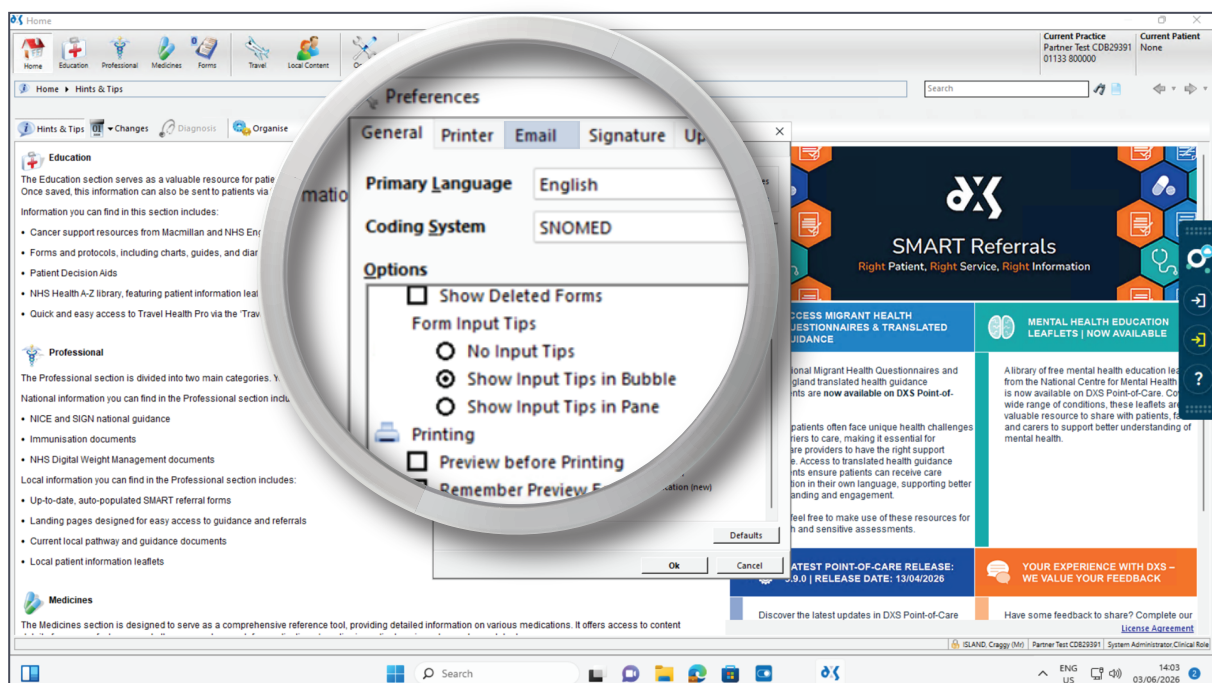
3. In the 'General' tab, scroll down to the 'Email' section.



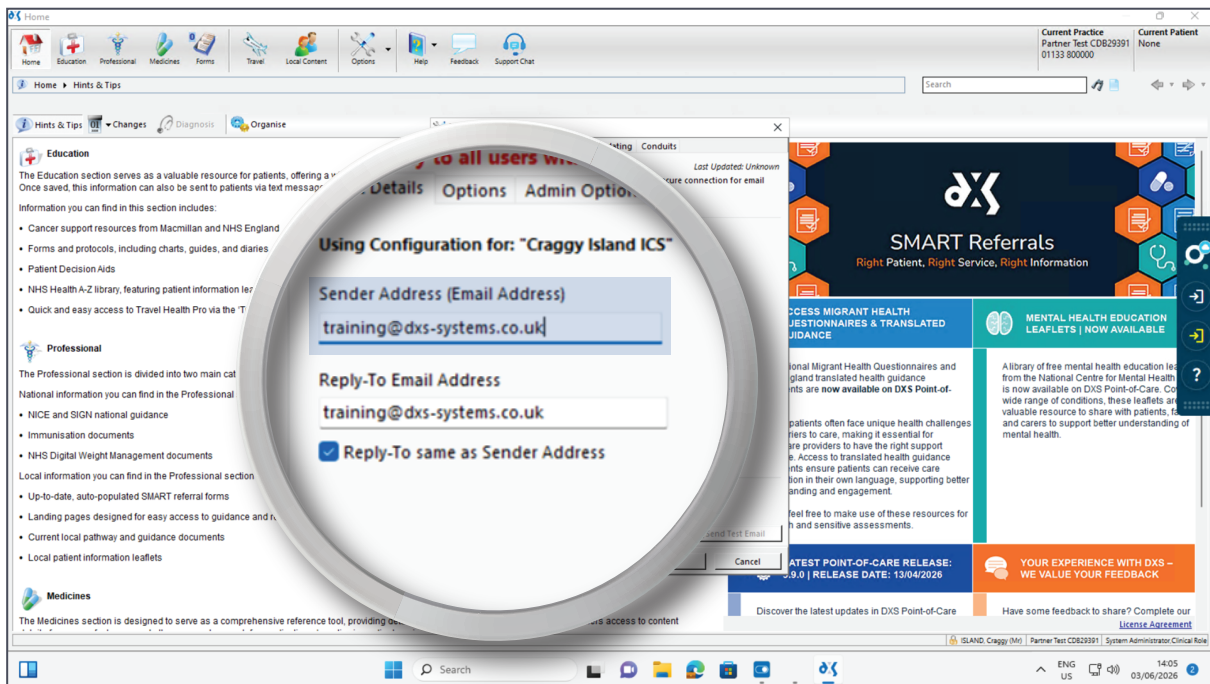
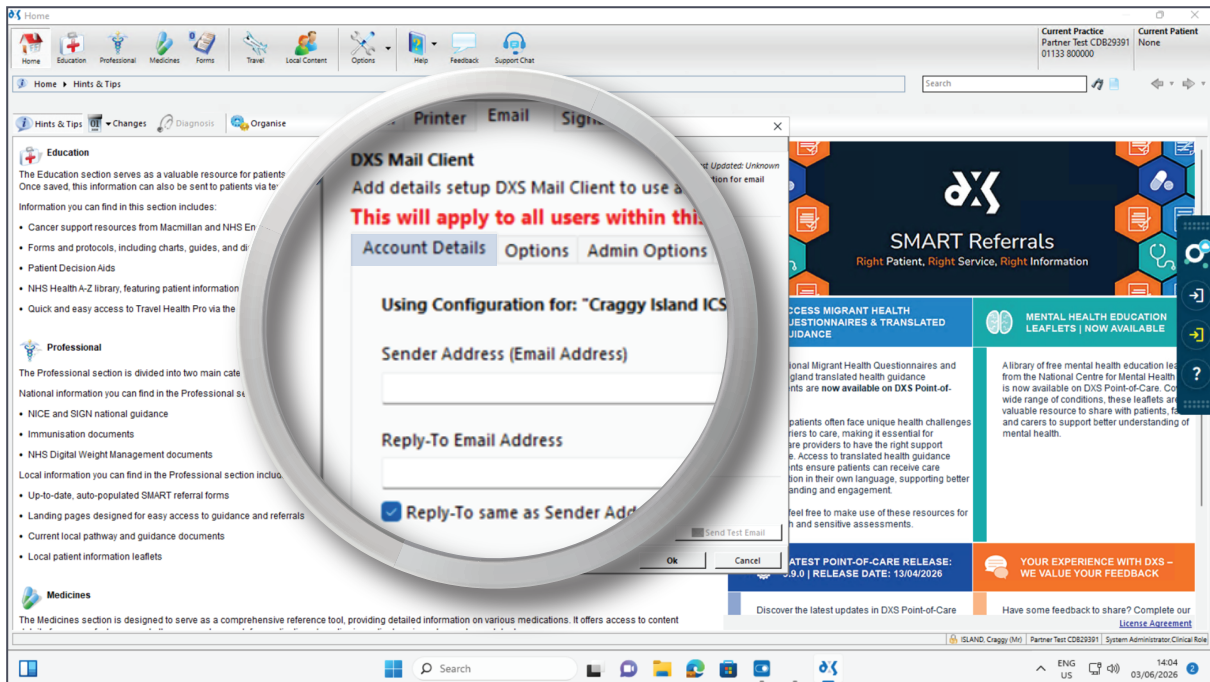
4. Select:
- 'Use built-in Email client with OAuth authentication (new)'



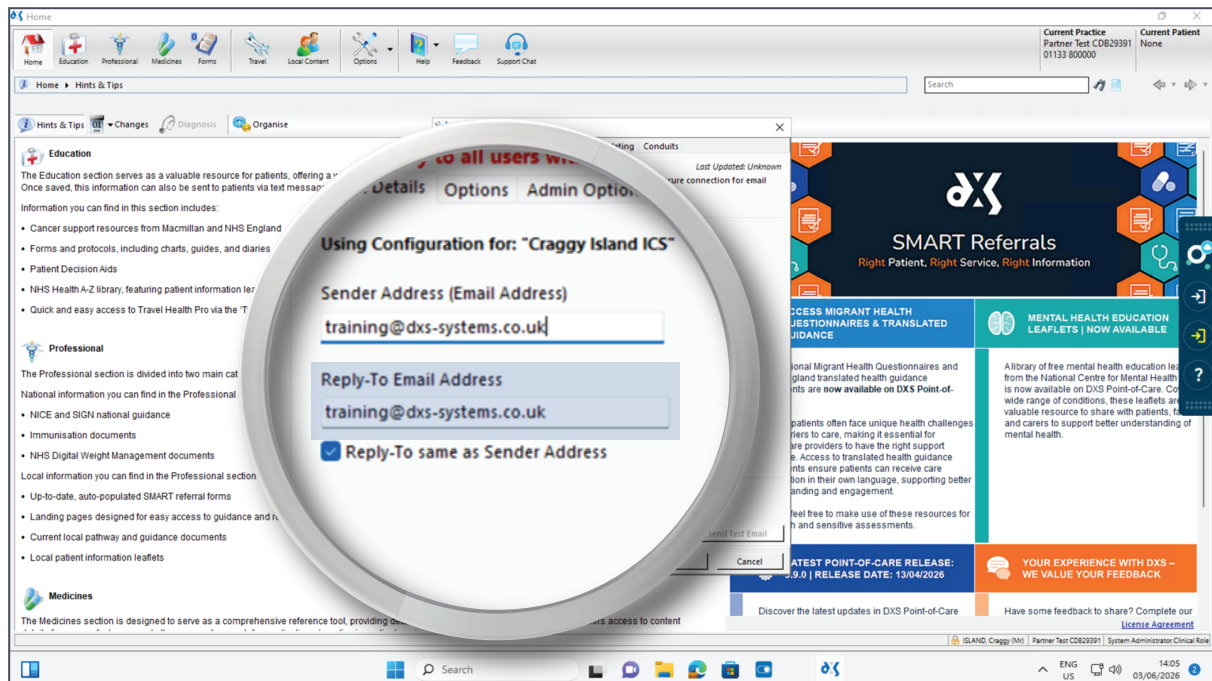
5. Open the 'Email' tab.



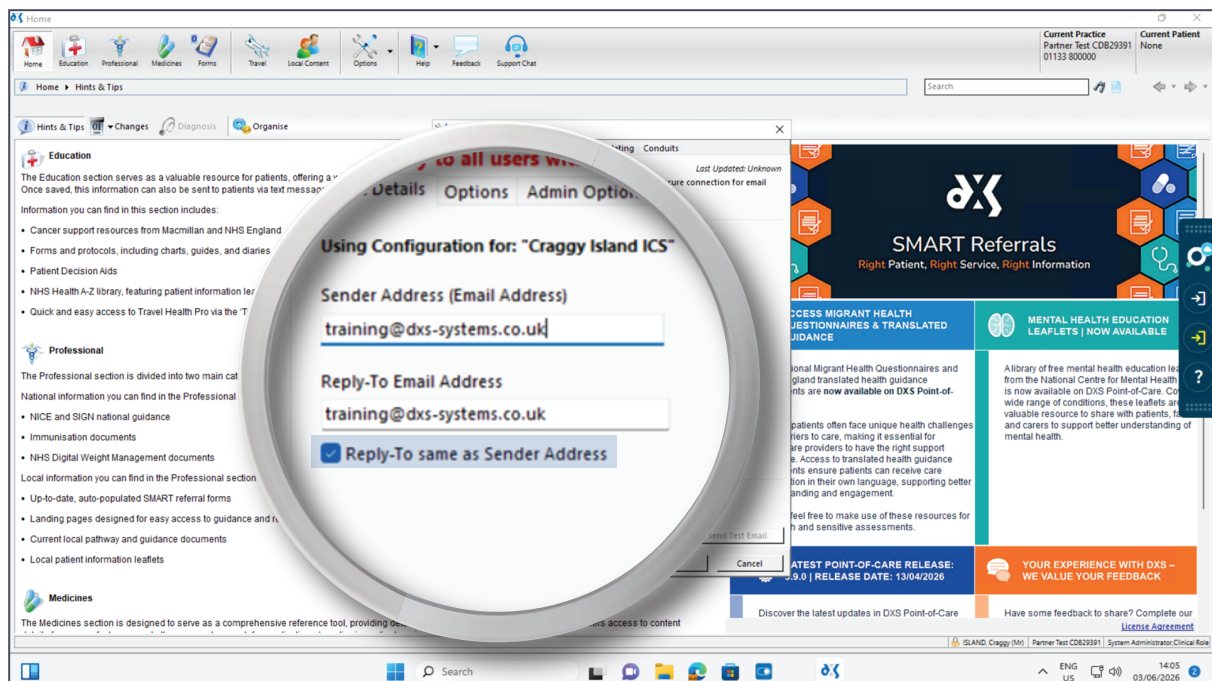
6. Under 'Account Details', enter your email address in the 'Sender Address' field.



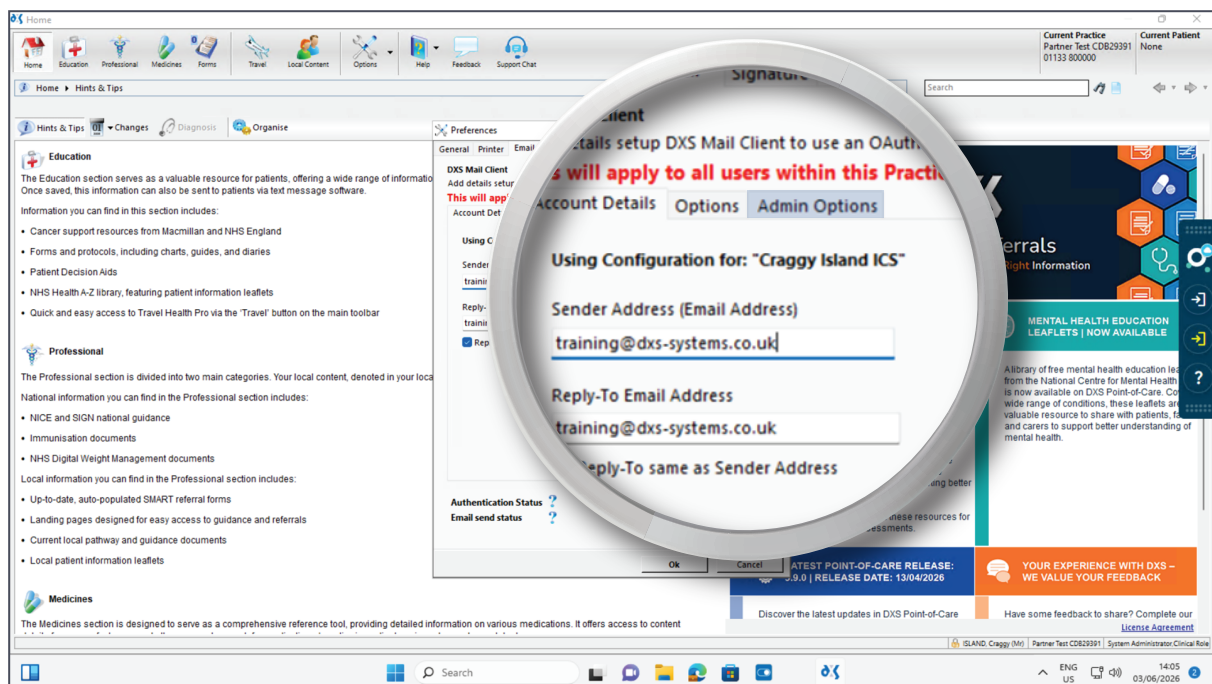
7. The **'Reply-To Email'** field will automatically match the sender address.



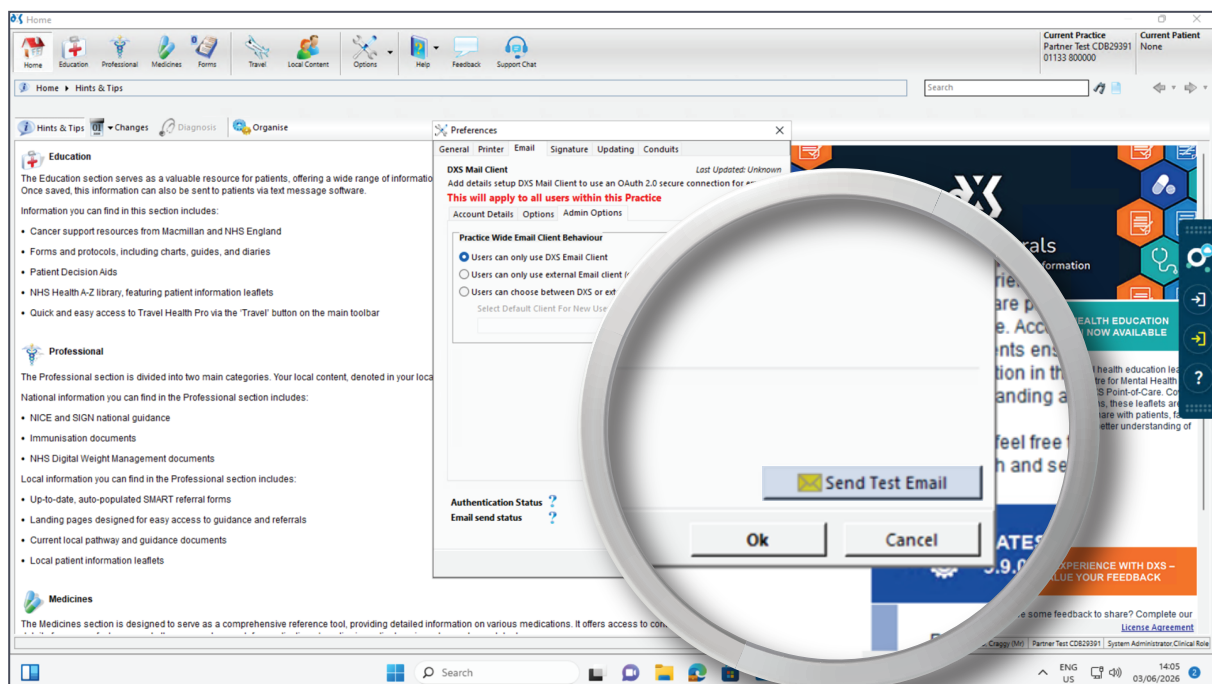
8. If replies should be sent to a different email address:
- Untick **'Reply-To same as Sender Address'**
 - Enter the alternative address in the **'Reply-To Email Address'** field



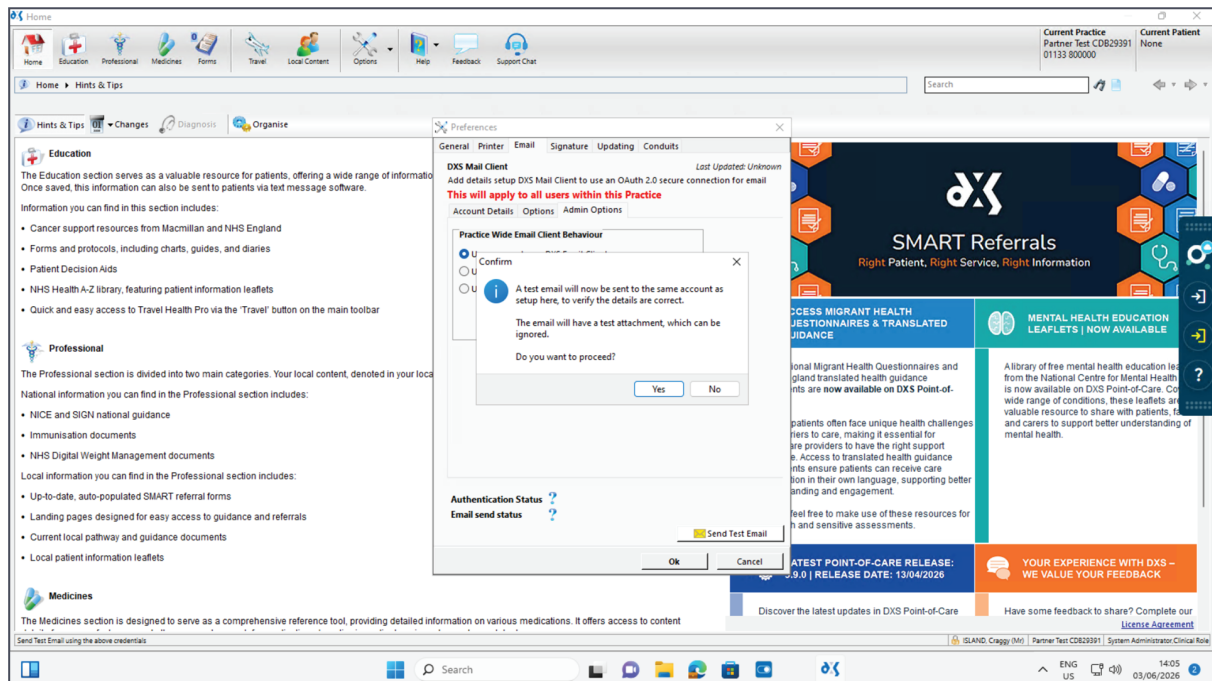
9. To send a test email, open the **'Admin Options'** tab.



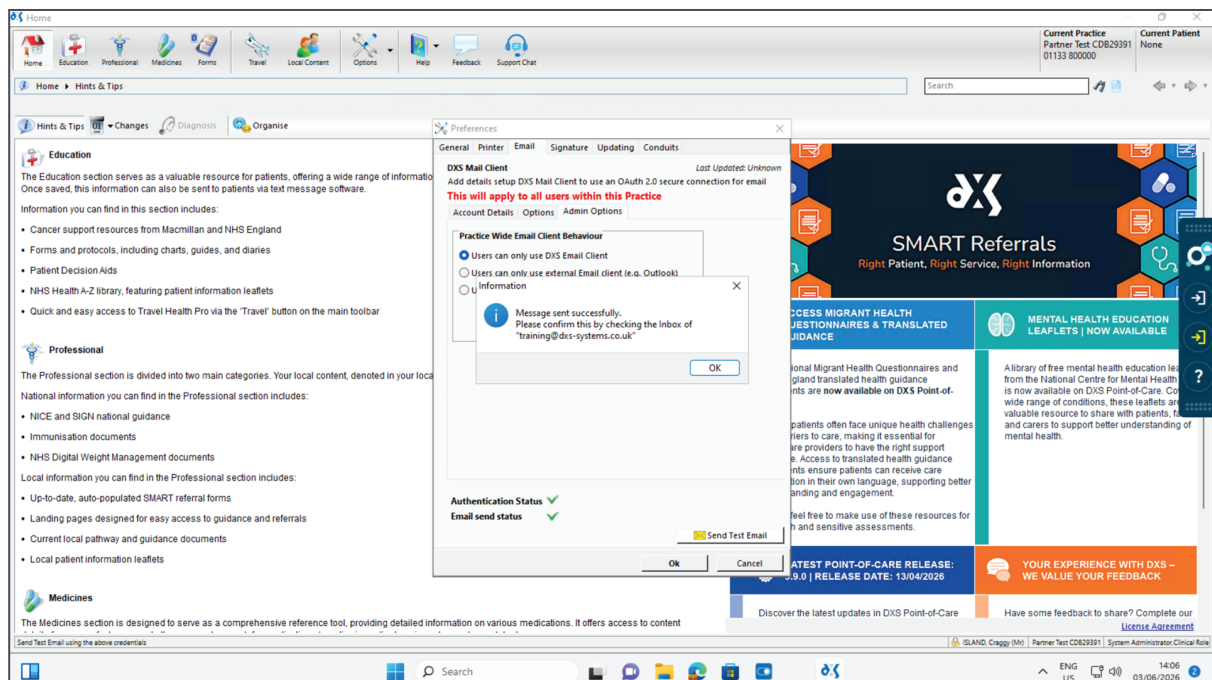
10. Select **'Send Test Email'**.



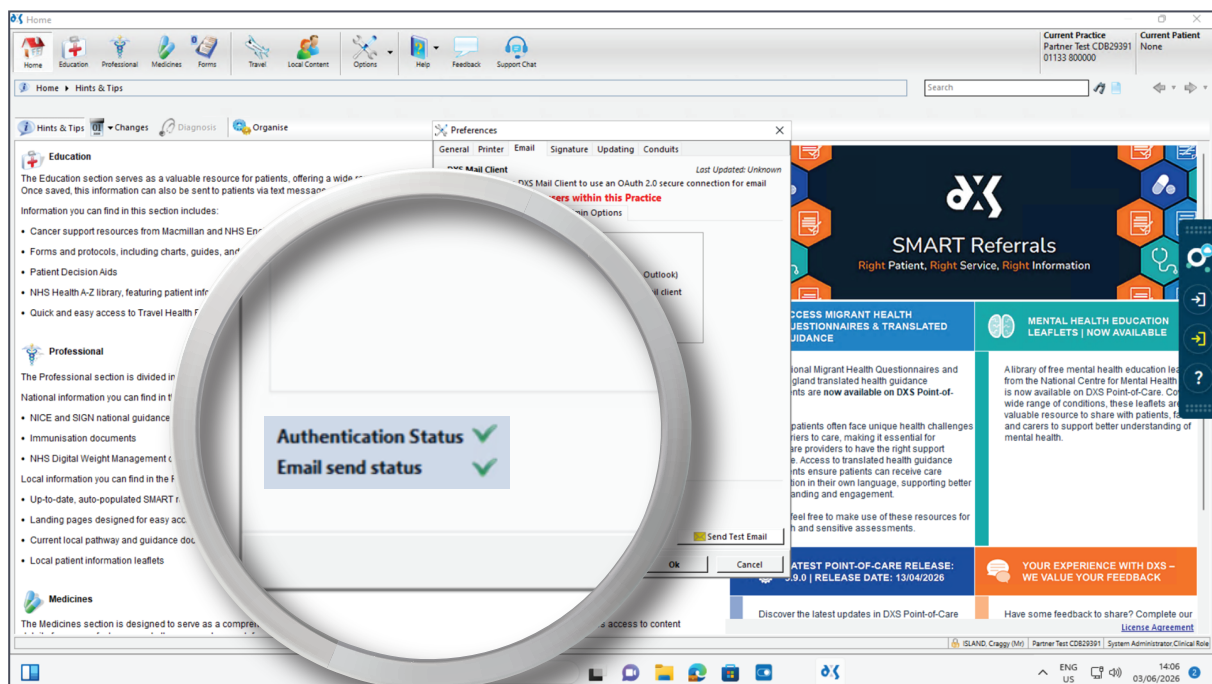
11. A confirmation prompt will appear asking you to confirm the test email should be sent.



12. Once the email has been sent successfully, a confirmation message will appear.

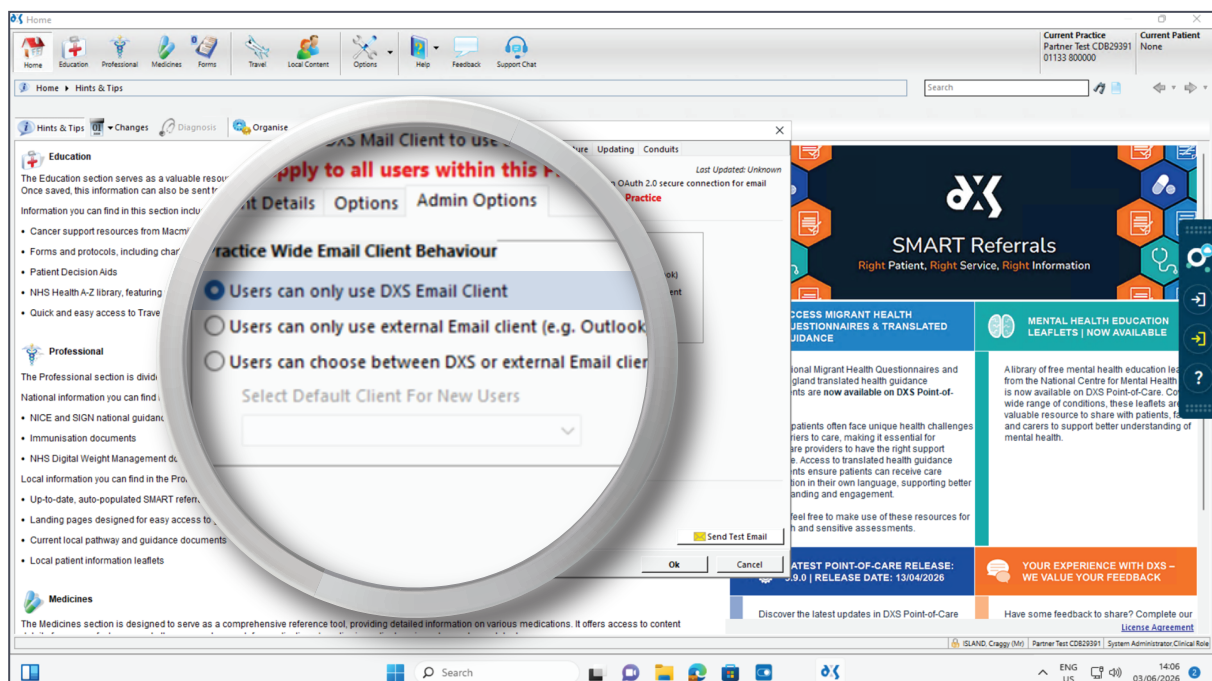


13. Two tick marks will confirm the connection is working correctly.

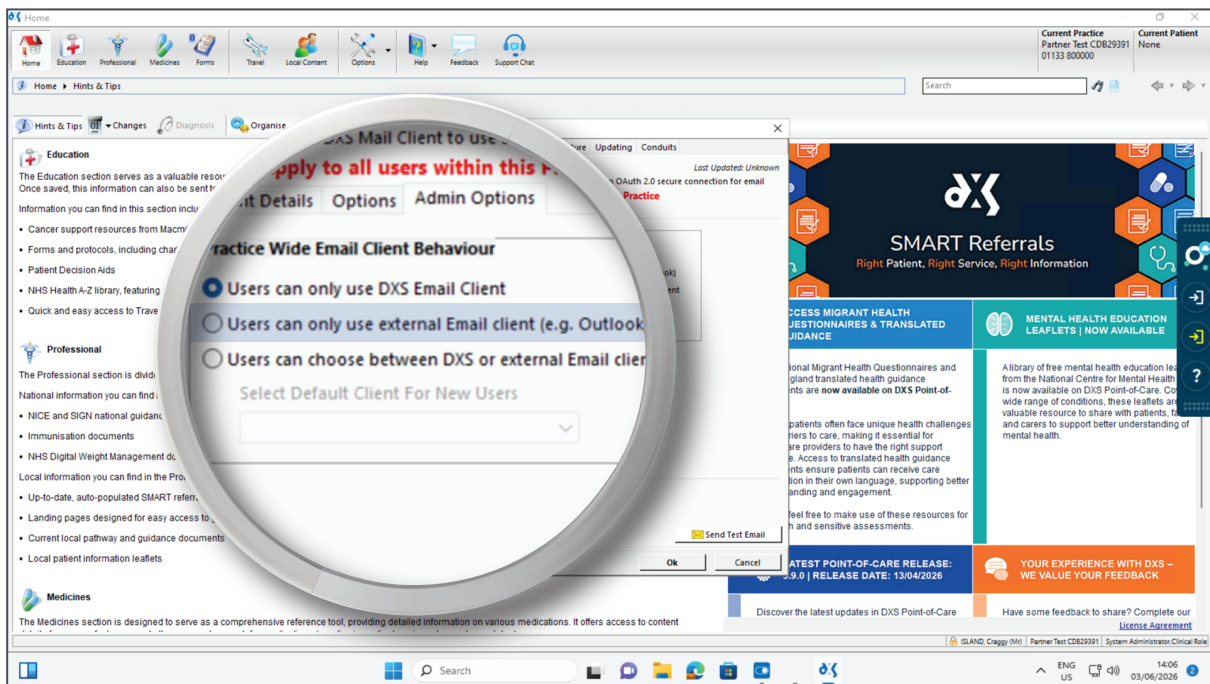


14. You should also receive the test email in your inbox.

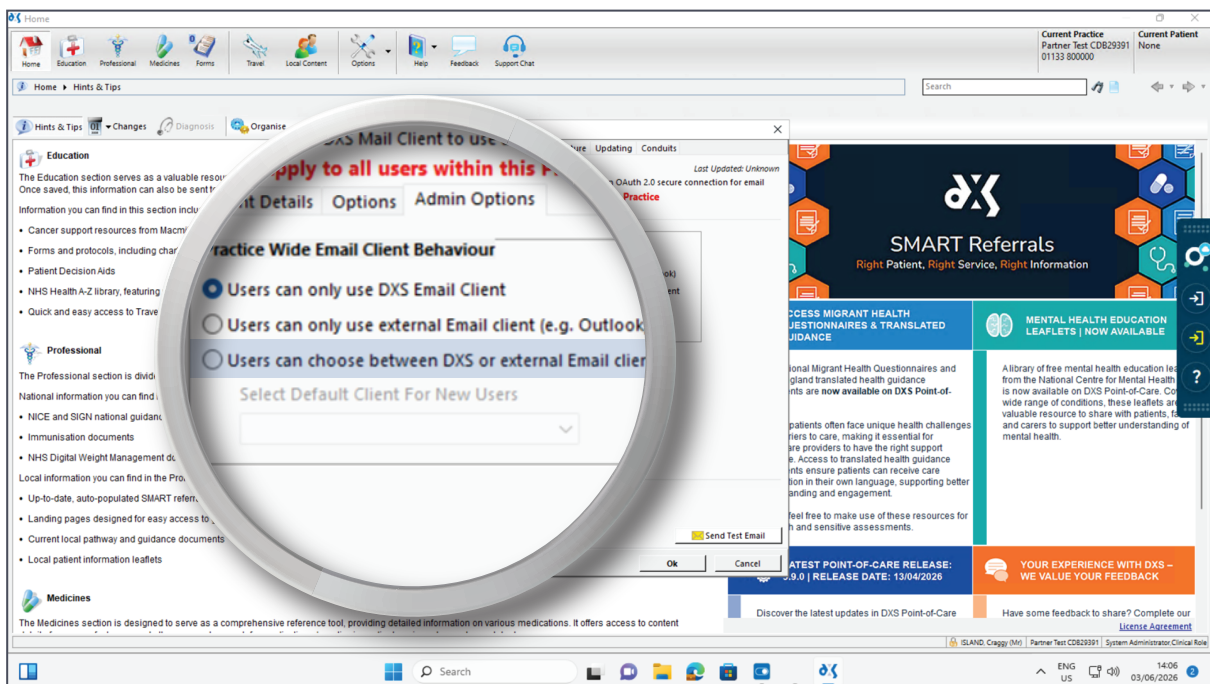
15. Administrators can choose whether users:
- Use the DXS built-in email client



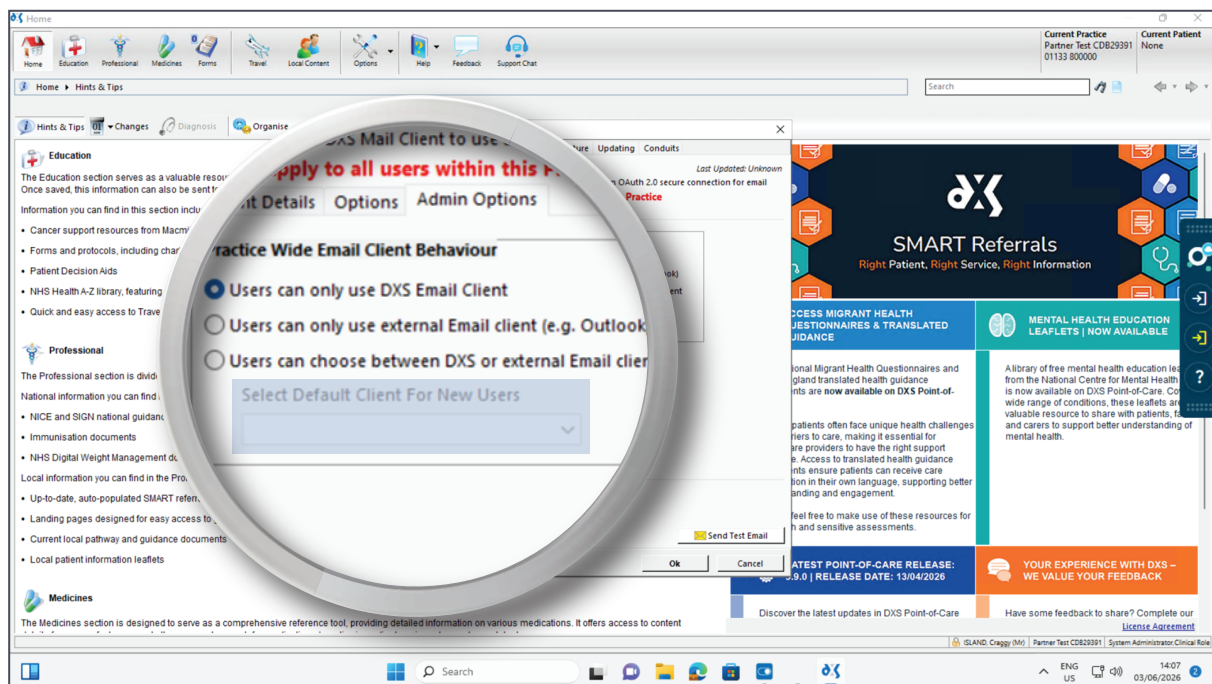
- Use an external email client such as Microsoft Outlook



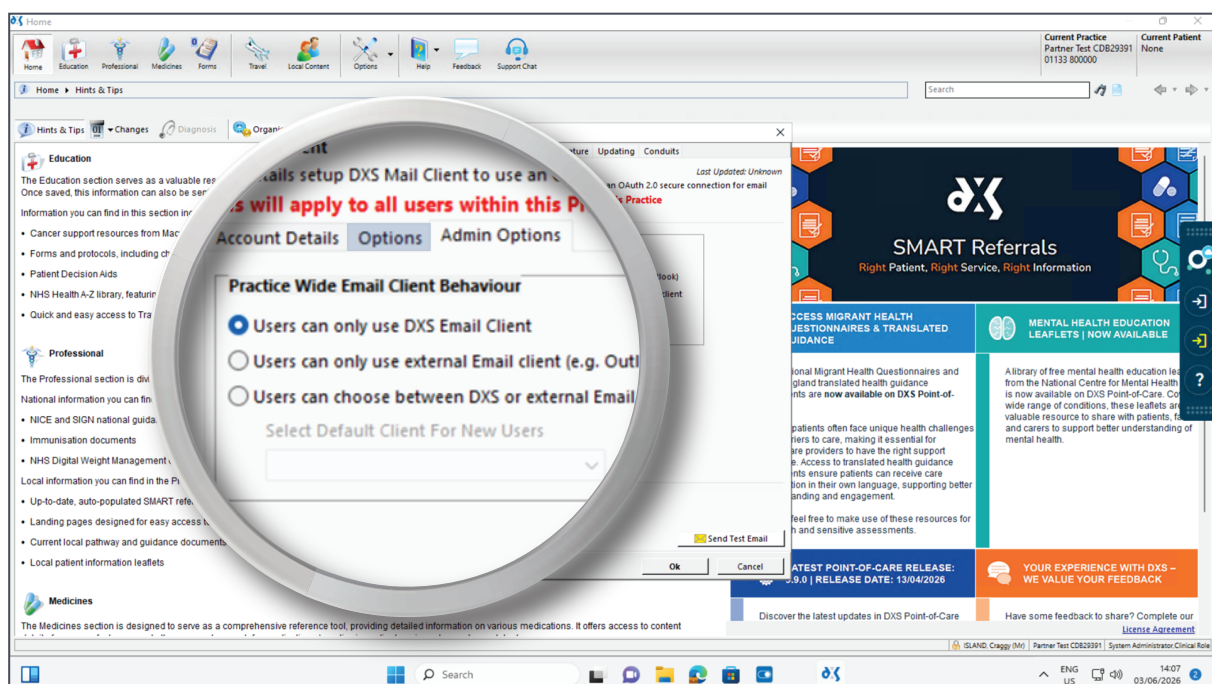
- Choose between both options



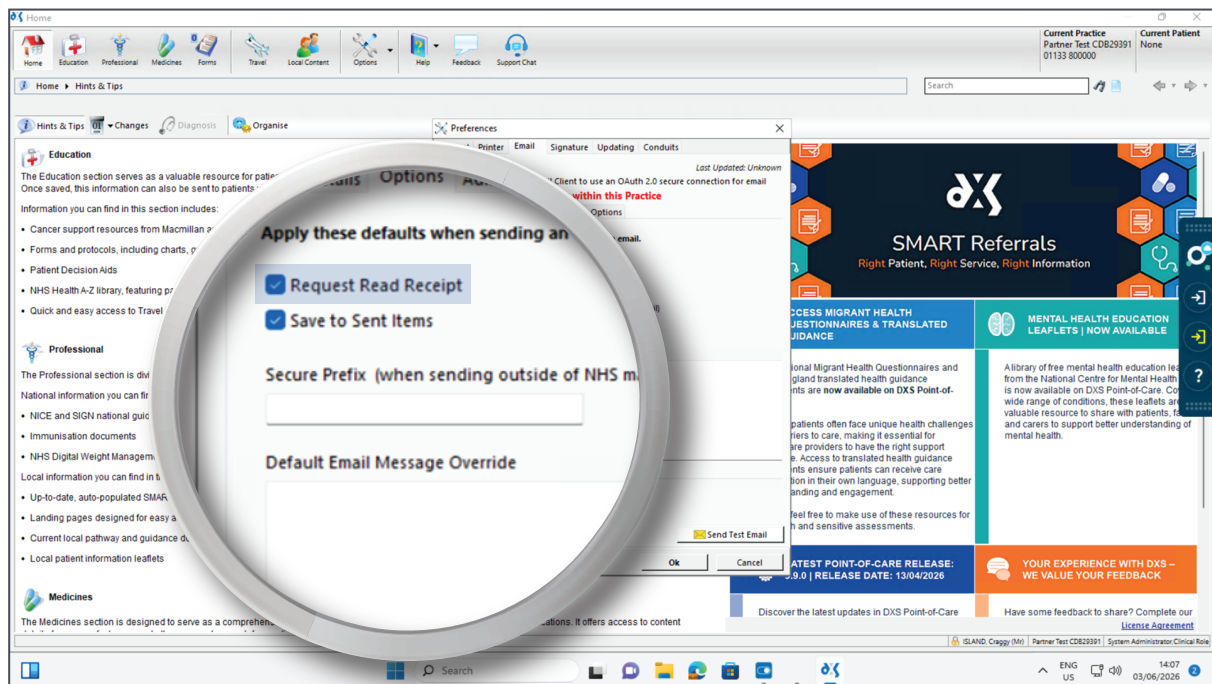
16. You can also set the default option for new users from the drop-down menu.



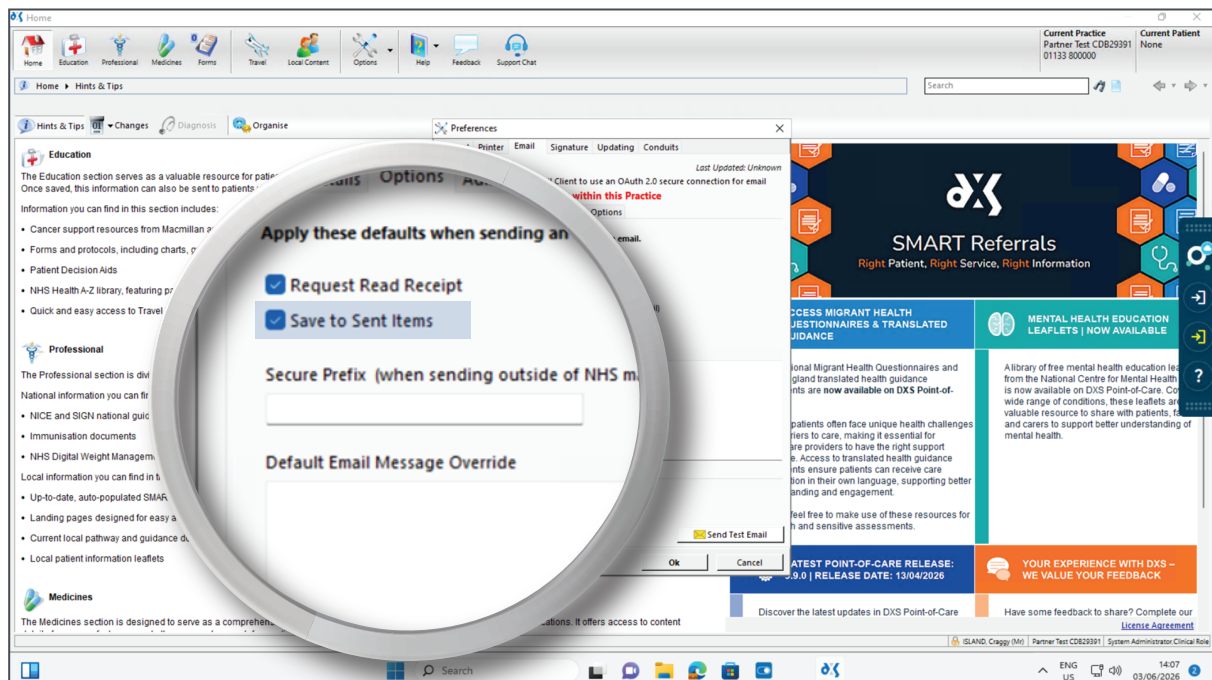
17. Open the 'Options' tab.



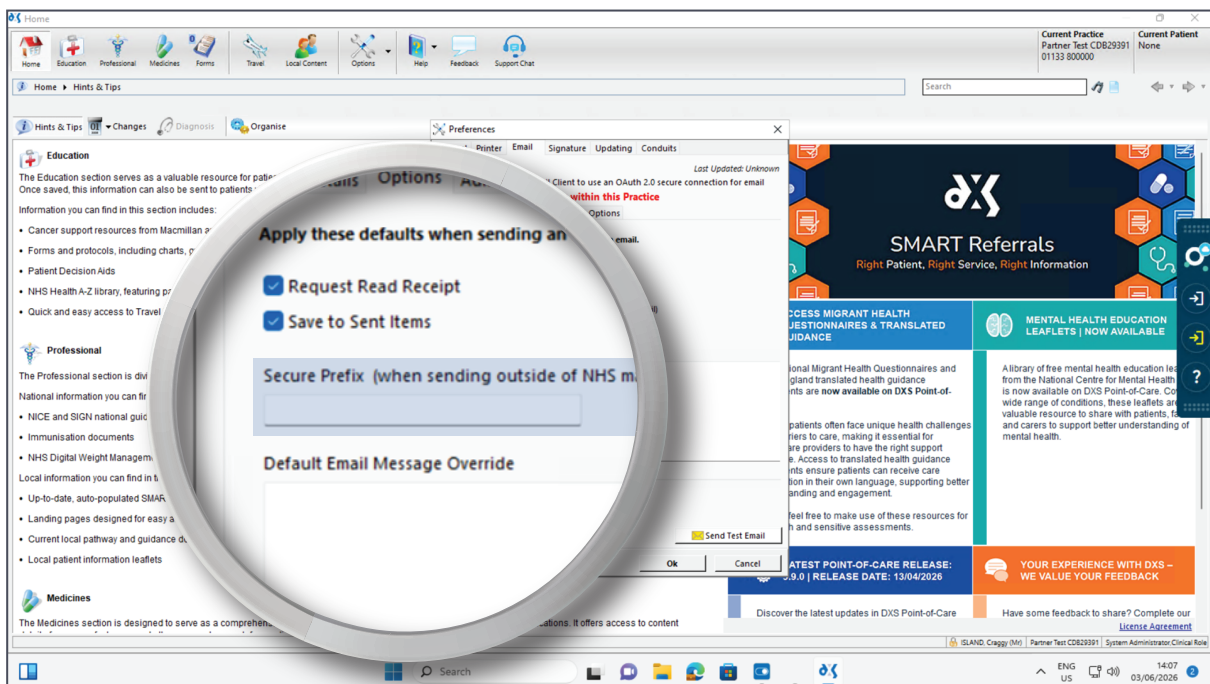
18. Here you can:
- Enable or disable **'Read Receipts'**



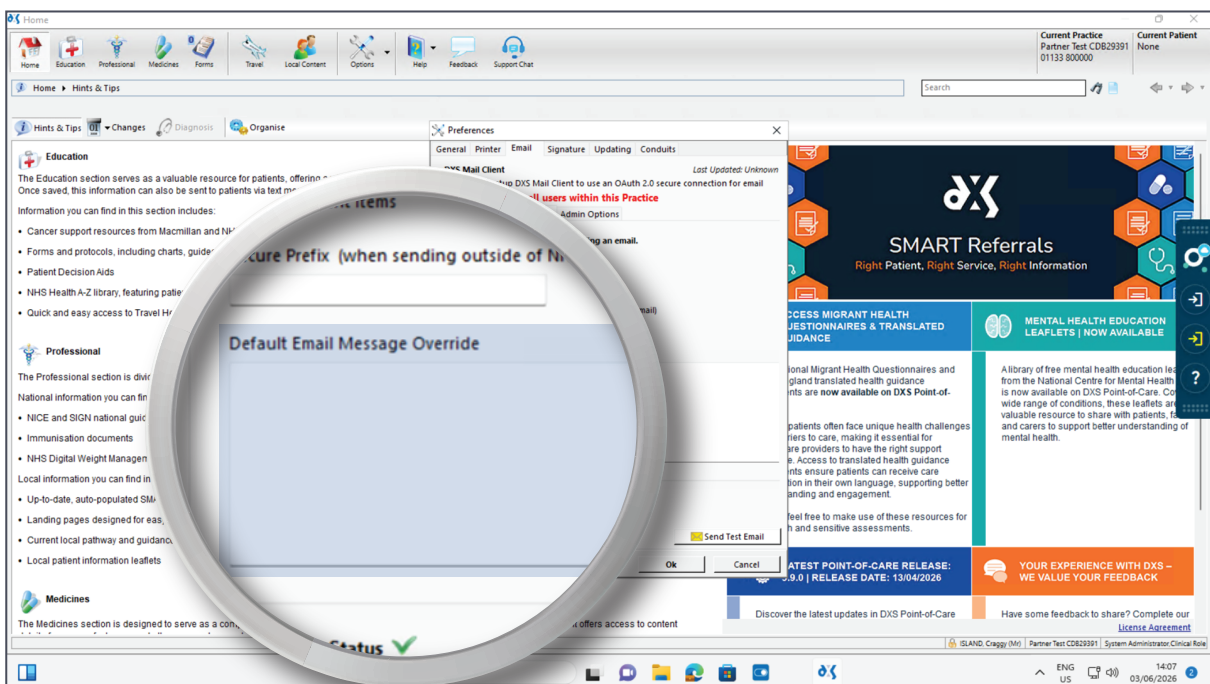
- Enable or disable saving emails to **'Sent Items'**



- Add a 'Secure Prefix'



- Set a default email message



Support



0800 028 0004 (option 1)



support-uk@dxs-systems.com



dxs-systems.co.uk

Training



0800 028 0004 (option 2)



training@dxs-systems.co.uk



training.dxs-systems.com

