

Email Notification Settings – Microsoft 365 & Google Workspace

1. Email Setup in Business Settings

Emails to customers, suppliers, and users can be sent through XPOS for purposes like:

- Sale/Purchase Email Notifications
- Recurring Invoice Notifications

1.1 Steps for Setting Mail Details

1. **Go to:** Settings > Business Settings > Email Settings
2. **Add the required email details:**

```
MAIL_DRIVER=smtp  
MAIL_HOST=  
MAIL_PORT=  
MAIL_USERNAME=  
MAIL_PASSWORD=  
MAIL_ENCRYPTION=
```

1.2 Microsoft 365 SMTP Settings

Use these settings for Microsoft 365 / Office 365 accounts:

```
MAIL_DRIVER=smtp  
MAIL_HOST=smtp.office365.com  
MAIL_PORT=587  
MAIL_USERNAME=your-email@domain.com  
MAIL_PASSWORD=your-email-password or App Password  
MAIL_ENCRYPTION=TLS
```

- Ensure SMTP AUTH is enabled for the mailbox in Microsoft 365.
- If Multi-Factor Authentication (MFA) is enabled, use an App Password.

1.3 Google Workspace / Gmail SMTP Settings

Use these settings for Google Workspace or Gmail accounts:

```
MAIL_DRIVER=smtp
MAIL_HOST=smtp.gmail.com
MAIL_PORT=587
MAIL_USERNAME=your-email@domain.com
MAIL_PASSWORD=your-email-password or App Password
MAIL_ENCRYPTION=TLS
```

- Enable “Less secure apps” or use an App Password if 2FA is enabled.
- Port 587 is recommended for TLS. Use port 465 for SSL if needed.

1.4 Testing Configuration

After entering the details, click the *Test Email* button to check the configuration. Fix any errors as needed.

Revision #2

Created 2026-03-02 01:38:09 UTC by Shanil Verma

Updated 2026-03-02 01:39:16 UTC by Shanil Verma