

# Setting up to email from FYDO

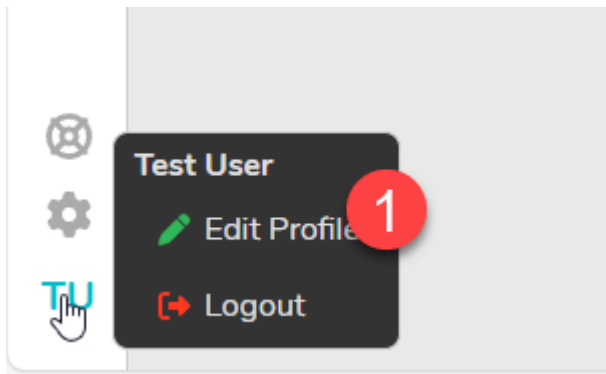
You can now send invoices directly from FYDO using your Microsoft 365 email account. This feature uses a secure integration via a Microsoft Enterprise Application called **FYDO\_EmailSender**.

For this functionality to work, your Microsoft 365 tenant must allow the required permissions, which may need assistance from your IT department.

**Email Verification Step** - Before being able to email an invoice from FYDO, you firstly need to verify your email account (either your user account or a shared email account, such as a department email address).

**To verify your email, follow these steps:**

1. Go to your user account initials in the bottom left corner and select 'Edit Profile'



2. Select the tab **Email Verification** and if you want to email from a Shared email account, enter the email address, otherwise leave blank to send from your account you used to log into FYDO.
3. Click on the Microsoft button, which will prompt you with the following screen.
4. Click on the Accept button and if your Microsoft already has the appropriate permissions set, you should get a "Email has been successfully verified" message at the top of FYDO, as shown below.


**Edit Profile - Test User**

User Details   Change Password   Authentication   Sessions   Email Verification

Email Verification Reset Verification

Shared Email

☒ support@alturahealth.com.au 2

3  Microsoft Google



ahartikainen@alturahealth.com.au

### Permissions requested

FYDO\_EmailSender

Altura Health Pty Ltd 

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ Send mail as you
- ✓ Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel

Accept 4

Email has been successfully verified. X

**Note:** If you do not see the success message, your Microsoft 365 tenant may not have granted the required permissions. Please contact your IT department and advise them that the FYDO\_EmailSender application needs to be granted the following permissions for your user account:

- offline\_access
- Mail.Send
- User.Read

You may also not have the appropriate permissions to email from a Shared email account.

IT Support Teams can contact Altura Health Support for assistance if required.

To find out how to email an invoice from FYDO, please see our [Emailing an Invoice from FYDO](#) user guide.