

# PayBiz – Email using XOAuth2

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5/05/2025

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## XOAuth2

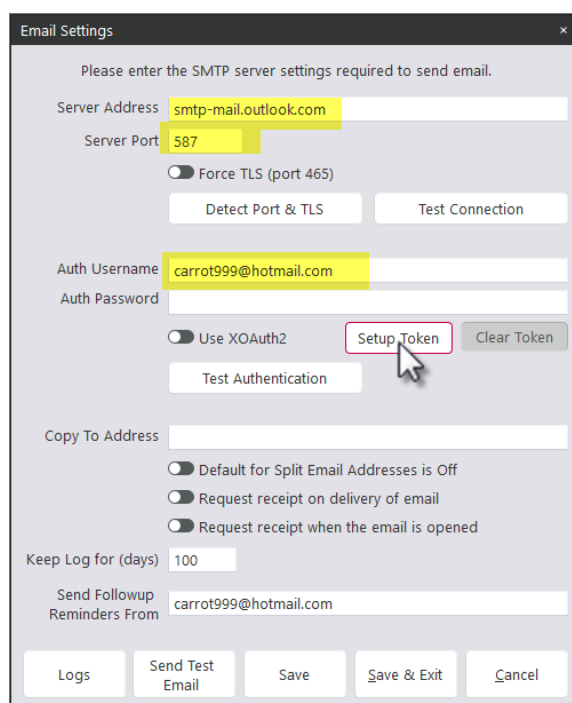
In 2023 Microsoft disabled basic authentication for sending emails and moved to XOAUTH2, which uses an encrypted access token to grant access for Paybiz to send emails.

This type of authentication is now required for all **Microsoft, Outlook, Live, Exchange and Hotmail** email addresses.

### Create the Token

PayBiz main menu > File > System > Email Settings

- Enter the Server Address, Port No and Auth Username (your email address).
- Click **Setup Token**



Email Settings

Please enter the SMTP server settings required to send email.

Server Address: smtp-mail.outlook.com

Server Port: 587

☐ Force TLS (port 465)

Detect Port & TLS Test Connection

Auth Username: carrot999@hotmail.com

Auth Password:

☒ Use XOAuth2 Setup Token Clear Token

Test Authentication

Copy To Address:

☐ Default for Split Email Addresses is Off

☐ Request receipt on delivery of email

☐ Request receipt when the email is opened

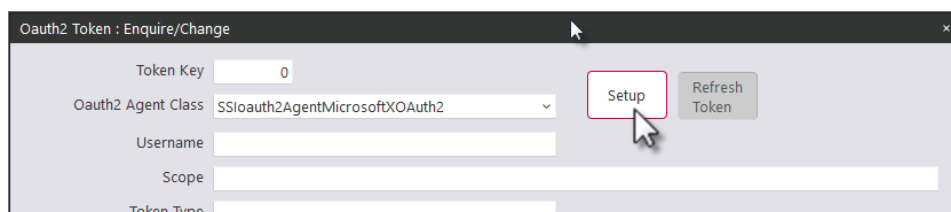
Keep Log for (days): 100

Send Followup Reminders From: carrot999@hotmail.com

Logs Send Test Email Save Save & Exit Cancel

Figure 1: Email settings for XOAUTH

- On the **Oauth2 Token** screen ensure the Oauth2 Agent Class is set to **SSloauth2AgentMicrosoftXOAuth2** and click **Setup**



Oauth2 Token : Enquire/Change

Token Key: 0

Oauth2 Agent Class: SSloauth2AgentMicrosoftXOAuth2

Username:

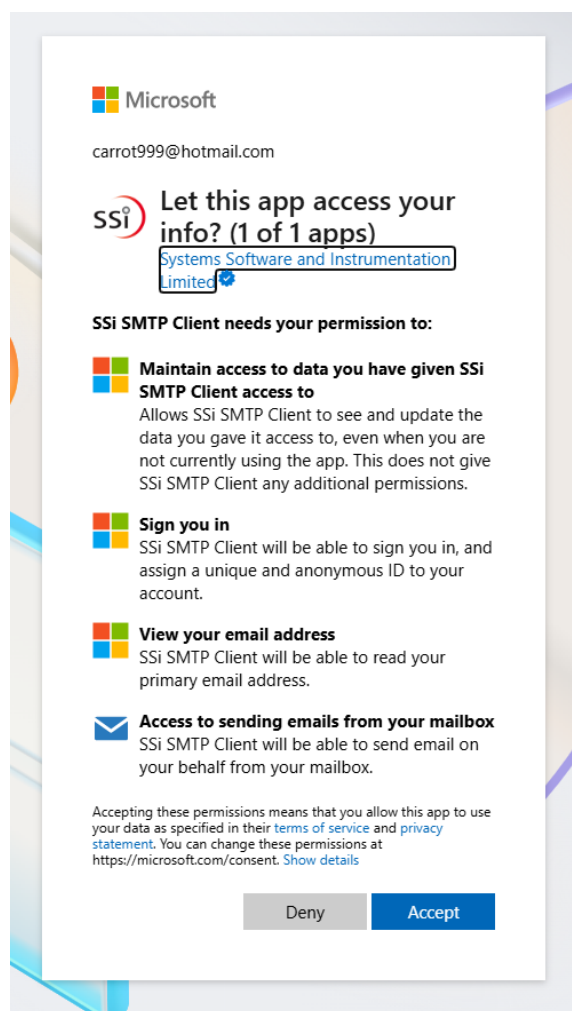
Scope:

Token Type:

Setup Refresh Token

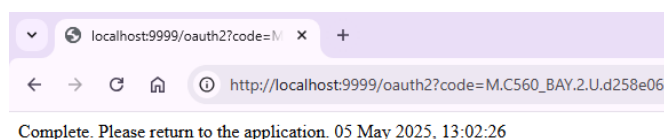
Figure 2: Oauth2 Token setup

- A web browser will open, enter your email and password  
You may be prompted to complete 2-Factor Authentication
- Once your email address has been validated you will see a message similar to this:



**Figure 3: Accept Permission for Paybiz (an SSI SMTP Client)**

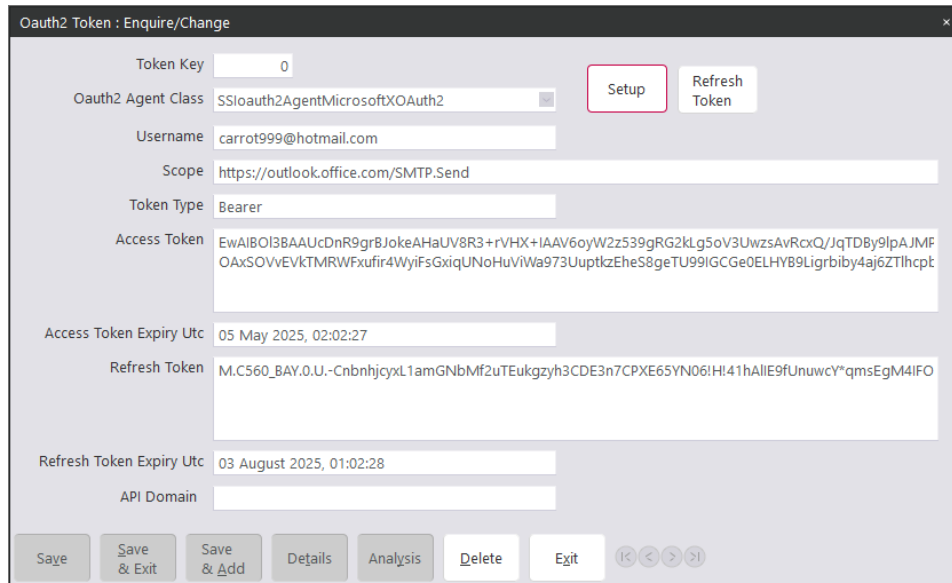
- Click **Accept**
- Some magic will happen in the background, then the following will appear:



**Figure 4: Permission granted**

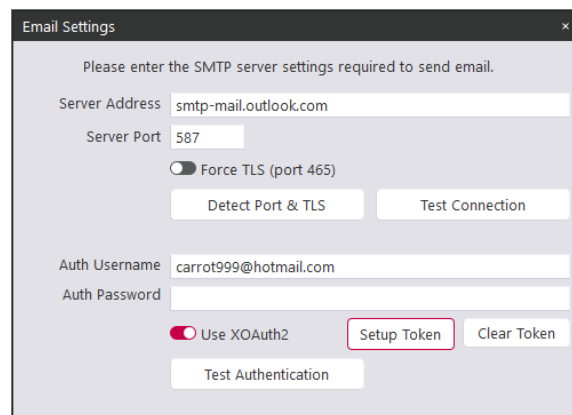
- Close the browser window to return to Paybiz

- The **Oauth2 Token** screen will now be populated with the token details



**Figure 5: Completed Token Setup**

- Click **Exit** to return to the **Email Settings** screen  
Use XOAuth2 will now be ON:



**Figure 6: Use XOAuth2 = ON**

Email should now be able to be sent from Paybiz.

Click **Save** then **Send Test Email** to confirm email is now working.

Remember to save before exiting!

## Refresh the Token

If the token expires, emails will fail to send from Paybiz.

In the email log, open a failed email and check the **SMTP Log** tab, the last few lines of the log may refer to an 'invalid token'. This is most likely because the OAuth2 authentication token has expired and needs to be refreshed.

PayBiz main menu > File > System > Email Settings

- Click the **Setup Token** button
- Click **Yes** on the window that opens to edit the existing token:

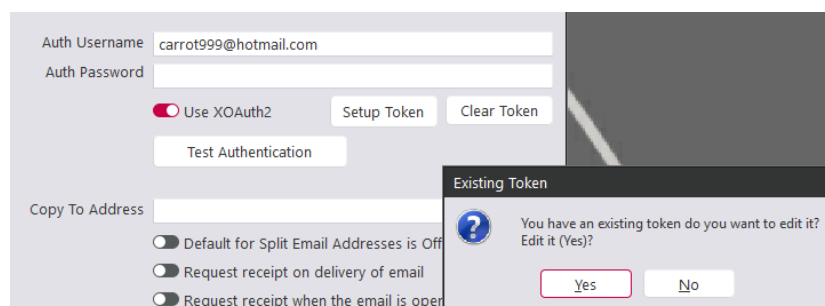


Figure 7: Edit Existing Token

- On the next screen click **Refresh Token**

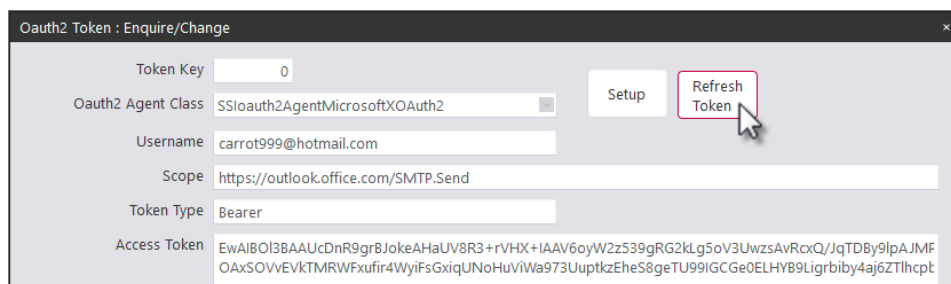


Figure 8: Refresh the token

- You may be asked again for your credentials and may need to **Accept** as in the original setup process.
- Once the Refresh has processed, exit the **Oauth2 Token** screen and **Save** the email settings. Emails should now send again.