## How to Change Microsoft Outlook Security Settings

## Overview

When sending bulk emails (i.e. owner statements, tenant invoices, sms messages, mail merge emails) out of REST and sending via Microsoft Outlook, you may encounter a message which requires you to allow the REST program to access outlook.

Microso	oft Outlook		
٢	A program is trying to access e-mail address information stored in Outlook. If this is unexpected, click Deny and verify your antivirus software is up-to-date.		
	For more information about e-mail safety and how you might be able to avoid getting this warning, dick Help.		
	Allow access for 1 minute -		
	Allow Deny Help		

This issue can be overcome in two ways however we recommend discussing these options with your IT Provider before proceeding with any changes.

- Change your Microsoft Outlook Security Settings to automatically allow
- Setting up an SMTP which bypasses the use of Microsoft Outlook and uses a mail server instead. NOTE: You will

still get the allow message for individual emails going out of REST, this only relates to bulk emailing.

This document will cover how to change your Microsoft Outlook Security Setting to automatically allow (unless your anti virus software is inactive or out of date).

## Steps

- 1. Go to Microsoft Outlook and click on Files > Options
- 2. Click on Trust Centre

Outlook Options		8 23
General	General options for working with Outlook.	
Mail		
Calendar	User Interface options	
Contacts	Show Mini Toolbar on selection 🕕	
Tasks	Enable Live Preview  Characteristics	
Notes and Journal	ScreenTip style: Show feature descriptions in ScreenTips	
Search		
Mobile	Personalize your copy of Microsoft Office	
Language	User name: rockend.admin	
Advanced	initials: r	
Customize Ribbon	Start up options	
Quick Access Toolbar	Make Outlook the default program for E-mail, Contacts, and Calendar	Default <u>P</u> rograms
Add-Ins		
Trust Center		
		OK Cancel

3. Click on Trust Center Settings



4. Click on Programmatic Access

Trust Center	
Trusted Publishers	Programmatic Access Security
DEP Settings	Use the following settings to determine when you want to be warned about suspicious activity when another
Privacy Options	program attempts to do the following things programmatically:
E-mail Security	Access your address book and e-mail address information. Send e-mail messages on your behalf.
Attachment Handling	<u>Warn me about suspicious activity when my antivirus software is inactive or out-of-date (recommended)</u>
Automatic Download	<u>A</u> lways warn me about suspicious activity Never warp me about suspicious activity (not recommended)
Macro Settings	Anthénye status Valid
Programmatic Access	Antivirus status, valiu
	OK Cancel

 Choose the Option "Warn me about suspicious activity when my antivirus software is inactive or out-of-date (recommended)"

Trust Center		8 23
Trusted Publishers Progra	ammatic Access Security	
DEP Settings	Jse the following settings to determine when you want to be warned about suspicious activity when anoth- rogram attempts to do the following things programmatically:	er
E-mail Security	Access your address book and e-mail address information. Send e-mail messages on your behalf.	
Attachment Handling	Warn me about suspicious activity when my antivirus software is inactive or out-of-date (recommended)	
Automatic Download	Alwar warn me shout curniciour activity	- 1
Macro Settings	rever want me about suspicious activity (not recommendeu)	
Programmatic Access A	ntivirus status: valid	
	ОК	Cancel

6. Click OK

01/06/2021 1:27 pm AEST