

Office365 Authentication

Overview

The Alchemer Microsoft 365 (Office 365) integration uses OAuth 2.0 to authenticate.

Microsoft 365 (Office 365) Authentication

What You Need

- A valid Microsoft 365 (Office 365) account with access to OneDrive or SharePoint

How Authentication Works

The Alchemer Microsoft 365 integration uses OAuth 2.0 to securely connect to your Microsoft 365 account. You do not need to manually create or manage API credentials.

During authentication, you will sign in using your Microsoft 365 login and grant Alchemer permission to access the required Microsoft 365 services.

Authenticate Office 365 in Alchemer

Authenticate your Microsoft 365 account to allow Alchemer to securely send Review Action PDFs to OneDrive or SharePoint. Authentications are securely stored in Alchemer and can be reused.

How to Authenticate

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1. Start a New Authentication

- Inside any Microsoft 365 integration action, select **New Authentication**.

2. Sign In to Microsoft 365

You will be redirected to Microsoft to sign in.

- Enter your Microsoft 365 (Office 365) email address and password
- Review and approve the requested permissions

3. Save Your Authentication

- Select **Create** to complete authentication.
- Once created:
 - The authentication is saved and reused for all Microsoft 365 integration actions
 - You only need to reauthenticate if access is revoked or permissions change

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