Integration Setup: Microsoft/Outlook

Getting Started · https://coreel.ai/help/integration-setup-microsoft-outlook/

Connect Microsoft to enable sending/tracking with your Microsoft account.

Before You Start

- Logged into coReel
- Access to the Microsoft account you want to use
- Popup/redirects allowed in browser

Connect Microsoft

1. Go to **Integrations** (/integration).
2. Click **Microsoft** under **Available Integrations**.
3. Sign in to the intended Microsoft account.
4. Approve requested access permissions.
5. Return to coReel after consent.

Confirm Connection

Microsoft should appear under **Connected Integrations** with account details where available.

If Connection Fails

- Re-run connect from /integration
- Verify you used the correct tenant/account
- Complete all consent prompts
- Log out/in and retry send flow

Disconnect/Reconnect Microsoft

1. Click **Disconnect** on Microsoft integration.
2. Reconnect immediately.
3. Validate with a test send.

Best Practice

If using multiple Microsoft accounts, standardize which account your team uses to avoid confusion.