schooltool.com
585.424.3590
250 Alexander Street
Rochester, NY 14607

Converting to Exchange Online with OAuth 2.0

Overview

This document is intended to provide guidance on the steps needed to configure SchoolTool Email for districts moving to Exchange Online with OAuth 2.0 for Microsoft Graph.

Who's Impacted:

- Districts currently using Exchange Online with SMTP AUTH (Basic Authentication) must move to OAuth by **December 2026.**
- Districts moving from on-premise Exchange to Exchange Online tenants.
- Districts adding new tenants to Exchange Online will need to use the OAuth 2.0 for Microsoft Graph going forward and should follow the steps below.

Note: Districts using on-premise Exchange servers should continue to use SMTP for email configuration as OAuth 2.0 is not currently supported for on-premise Exchange.

This document describes the steps necessary to configure SchoolTool to use OAuth 2.0 Microsoft Graph, which is a two-part process (first you must complete some configuration steps in Azure Portal, then you must update your Email Settings in SchoolTool using values obtained from the Azure Portal configuration).

This document is written for a technical audience and assumes that the individual performing the steps below has access to the necessary areas and is familiar with Azure Portal and SchoolTool configuration.

Part 1: Configuration in Azure Portal

The first part of this setup process requires configuration in Azure Portal. In general it is recommended that these steps be performed by an individual with administrative access.

If you've already setup Microsoft SSO, some of these steps will be similar. However, it is recommended to create a separate application registration for email configuration.

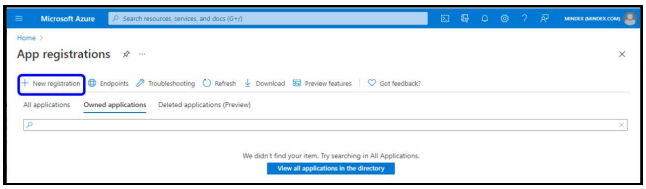
© 2026 Mindex

1. **Register SchoolTool in Azure Portal**

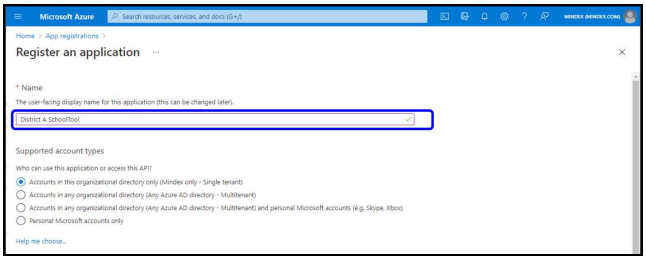
In this step we'll be registering SchoolTool as an application within Azure Portal. When you're done, you'll have the Client ID and Tenant ID values that will be entered in SchoolTool's Network Settings later in the process.

A. In a web browser, navigate to Azure Portal (**https://portal.azure.com**) and choose App Registrations to begin.

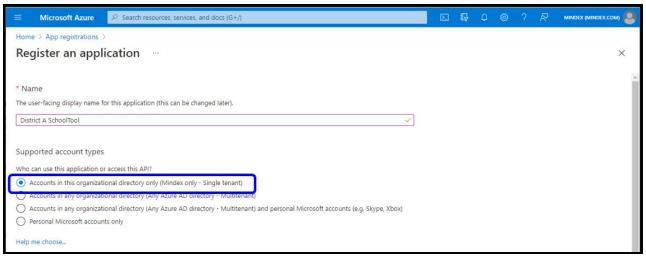
B. Click “New registration”.



C. Enter an appropriate name to identify the SchoolTool application. This name will be visible within the Azure Portal.

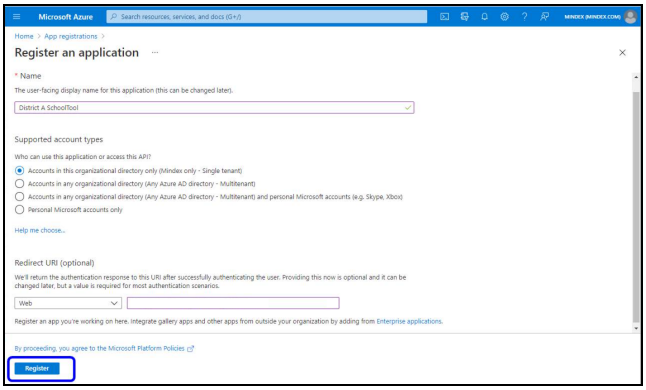


D. Supported account types should be set to “Accounts in this organizational directory only”.



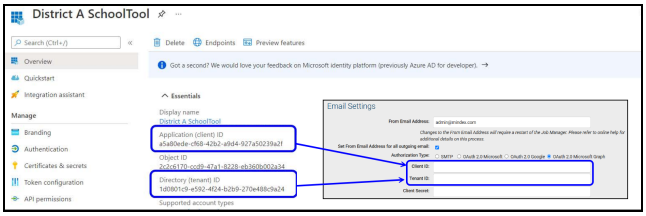
E. Click Register.

© 2026 Mindex



F. Once the application has been created successfully, you'll see the details of that registration. **Make note of the Application (client) ID and Directory (tenant) ID, as you'll need to reference these in SchoolTool.**

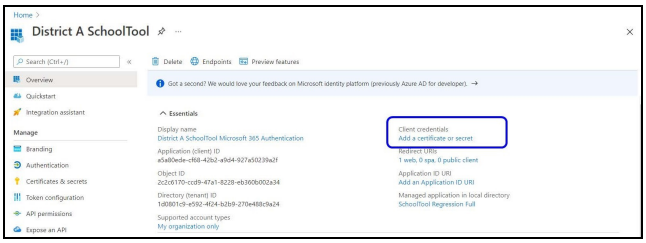
Note: The example below uses randomly generated values; be sure to reference the IDs that are specific to your district!



2. **Configure the Client Secret**

In this step, you'll configure a Client Secret that will be entered into SchoolTool's Network Settings later in the process.

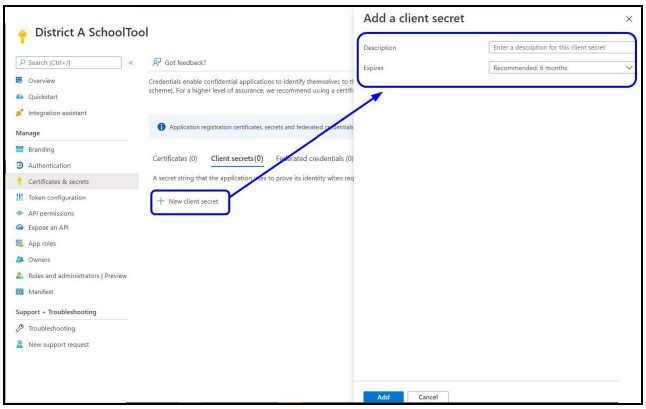
A. Under Client Credentials, click on "Add a certificate or secret".



B. Under Client Secrets, click "New Client Secret".

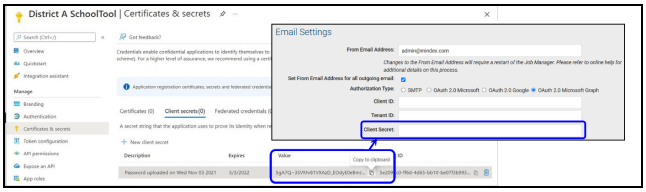
© 2026 Mindex

C. Enter a Description and set the expiration window. While the description is not required, it is highly recommended that you provide a description to help identify this Client Secret, especially if you have another Client Secret for SSO. Keep in mind that Client Secret expirations are managed by the district in Azure Portal; if this Client Secret expires, SchoolTool's email functionality won't work until a new Client Secret has been created.



D. Once created, the Client Secret will be displayed and the new secret will show in the Value column. Click the “Copy to clipboard” button to copy this value (you’ll need to paste this into SchoolTool later).

Important: Once you leave this page or reload, the secret’s Value will be obfuscated. Be sure to copy the value during this step; if you lost this value, you will need to create a new secret.

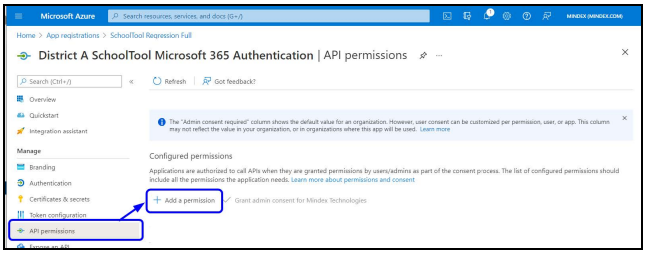


3. **Add API Permissions**

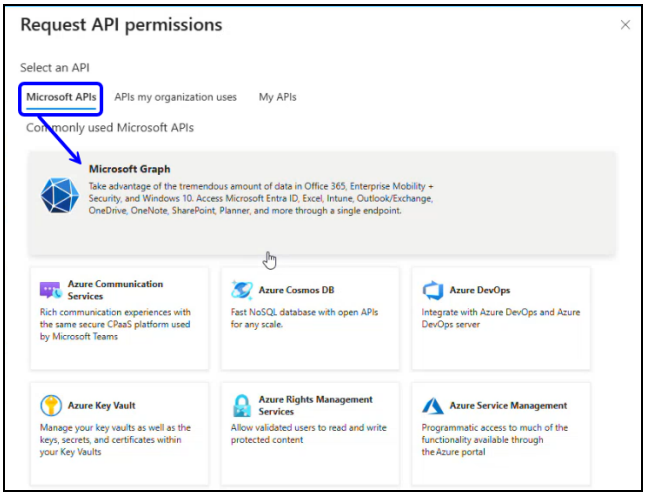
In this step, you'll define API permissions needed to allow SchoolTool email to function with OAuth 2.0 Microsoft Graph.

A. From the menu on the left, click on API permissions and click “Add a permission”.

© 2026 Mindex



B. Choose "APIs my organization uses," then search for "Microsoft Graph" and click on the result for Microsoft Graph.

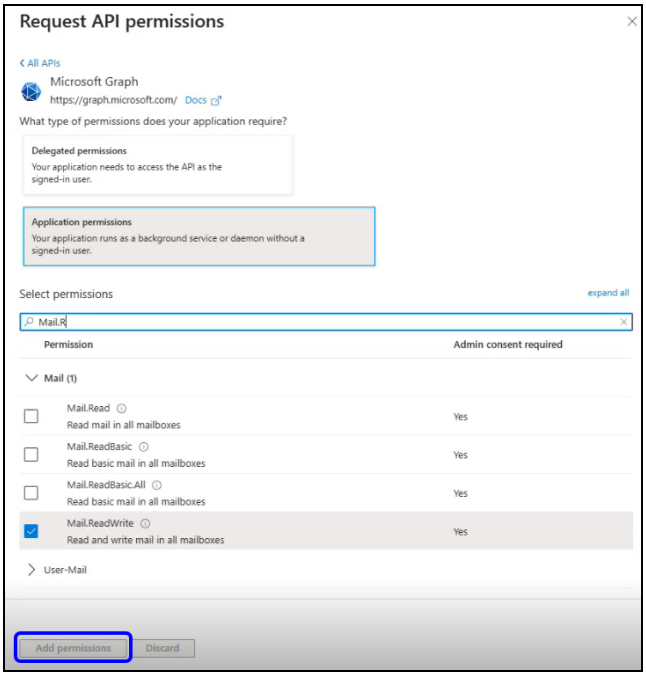


C. In the "Application permissions" section, search for and add the following permissions.

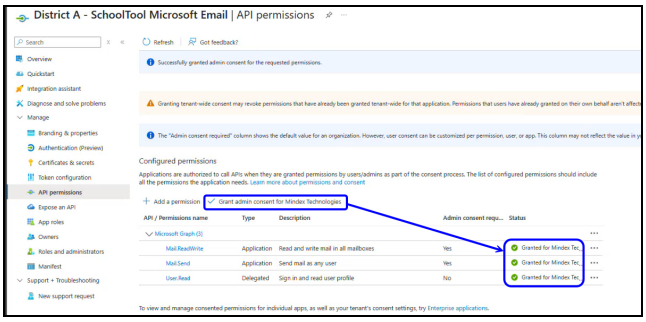
- Mail.ReadWrite
- Mail.Send

Click Add permissions to save your changes.

© 2026 Mindex



D. Once these have been requested, the account admin may need to grant access by clicking on “Grant admin consent…”. In this example, the admin has already granted the access and the requested permissions status shows a green check indicator.



You should now have three (3) API permission on this app for Microsoft Graph.

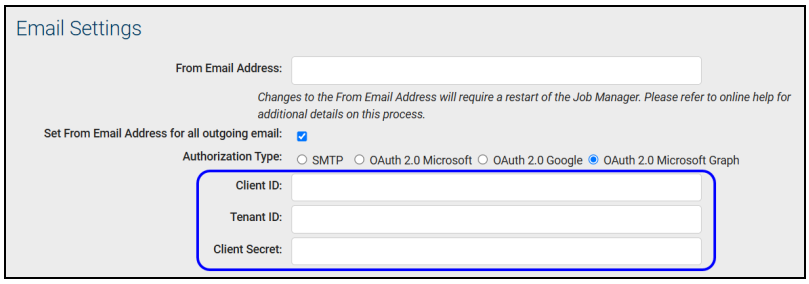
Part 2: Update SchoolTool Settings

In this step, you’ll enter the values you obtained from Azure Portal (in Part 1) into SchoolTool.

1. To begin, navigate to **Maintenance > Application > Network Settings** and locate the Email Settings section.

© 2026 Mindex

2. Select the OAuth 2.0 Microsoft Graph option for the Authorization Type (the screen will update to show the necessary configuration fields)



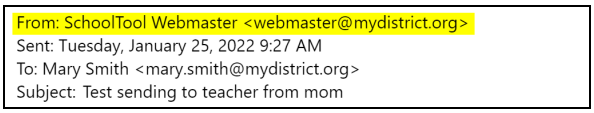
3. From Email Address: This is a required field and must be a valid email associated with a mailbox. This field may already be populated if you're switching from SMTP to OAuth 2.0; if the existing value does not have an associated mailbox, you'll need to change it.

    - If this value is changed, scheduled jobs referencing this email address (for example, scheduled exports) will require a restart of the Job Manager. Until that restart has happened, scheduled jobs will reflect the previous email address value. Please coordinate the Job Manager restart with Mindex by submitting a ticket in the Help Desk.

4. Set From Email Address for all outgoing email (if appropriate): This option allows the district to configure a "From" address in the district's mail environment so that the "From" email address is within the same domain as that from which email is being sent. Certain email providers require outgoing sender email addresses to be on the same domain as incoming recipient email addresses. When this option is checked, the "From Address" field in Network Settings will be a required field.

    Click here for more information on how this displays in email

    - If this option is checked, *all* emails sent from SchoolTool will display the "From Email Address" value as the email of the sender.



Example of an email from any user when the "Use From Email..." option is checked)

    - If this is *not* checked, however, emails sent from SchoolTool will behave differently depending on the domain of the user sending the email:

© 2026 Mindex

- If the user who generated the email has an email address that is included in the district's domain, the email will display that user's email address as the sender.

From: Johnny Doe <jadoe2024@mydistrict.org>
Sent: Tuesday, January 25, 2022 9:27 AM
To: Mary Smith <mary.smith@mydistrict.org>
Subject: Test sending to teacher from student

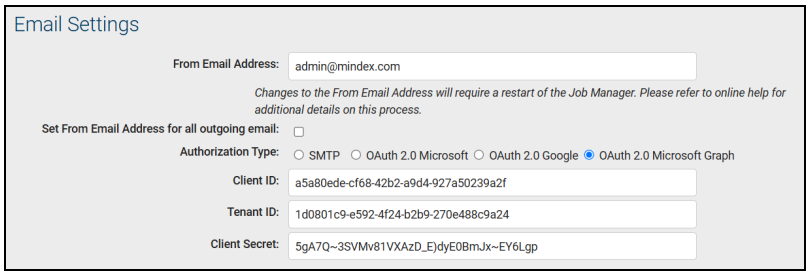
Example of an email from an internal user when the "Use From Email..." option is not checked)

- If the user who generated the email has an email address that is outside the district's domain, the email will display the "From Email Address" value as the sender. In addition, the Subject line of the email will be pre-pended with the user's email address.

From: SchoolTool Webmaster <webmaster@mydistrict.org>
Sent: Tuesday, January 25, 2022 9:27 AM
To: Mary Smith <mary.smith@mydistrict.org>
Subject: [jane.doe@rochester.rr.kom] - Test sending to teacher from mom

Example of an email from an external user when the "Use From Email..." option is not checked).

5. Fill in the Client ID, Tenant ID, and Client Secret fields using the values generated when you registered SchoolTool in the Azure Portal. Note that these values are all case-sensitive. ***Reminder:*** The example below uses randomly generated values; be sure to enter the IDs that are specific to your district!



- Client ID: This should match the Application (client) ID created when you registered SchoolTool in the Azure Portal.
- Tenant ID: This should the Directory (tenant) ID that was created when you registered SchoolTool in the Azure Portal.
- Client Secret: This value should match the value you copied when you created the Client Secret in a previous step.

6. Save your changes.

© 2026 Mindex