Spindle Document Distribution – Exchange Online Patch

End-User Installation Guide

Who needs to install the patch?

You need to install this patch if you **send emails** from **Spindle Document Distribution (v8.15 or above)** using **Exchange Online** (Microsoft 365 / Office 365).

This includes customers using:

- Spindle Document Distribution (Standalone)

- Spindle Document Distribution Cloud

- Spindle Document Management

- Credit Hound Professional (where emails are sent via Spindle Document Distribution)

If you are unsure, please contact your Business Partner or Draycir support at **ews-support@draycir.com**

Before you start – important information

- A **Microsoft 365 administrator** must complete an approval step before the patch is installed.

- You **must have local Administrator rights** on the computer to install the patch.

- This patch **must be installed on each computer** that sends emails using Spindle Document Distribution.

Step 1: Microsoft 365 Administrator approval

⚠️ **This step must be completed before installing the patch on any computers.**

As part of this update, a **Microsoft 365 administrator** must grant administrator consent to the **Spindle Document Distribution (for MS Exchange)** application in Microsoft Entra ID.

This is a standard Microsoft security requirement when applications send emails using Exchange Online. Further details on the specific permissions required are provided below.

✅ This approval:

- Only needs to be completed **once per organisation**
- Applies to **all users** in your Microsoft 365 tenant

What you need

- The approval link: https://admin-consent.draycir.com
- A Microsoft 365 administrator account
- **This patch download link**

Approving the new Microsoft Entra ID application

1) Open a web browser and go to: https://admin-consent.draycir.com
2) Click **Continue to Microsoft to Grant Consent**
   This will redirect you to Microsoft Entra ID to sign in (if required) and initiate the administrator consent process for your Microsoft 365 tenant.

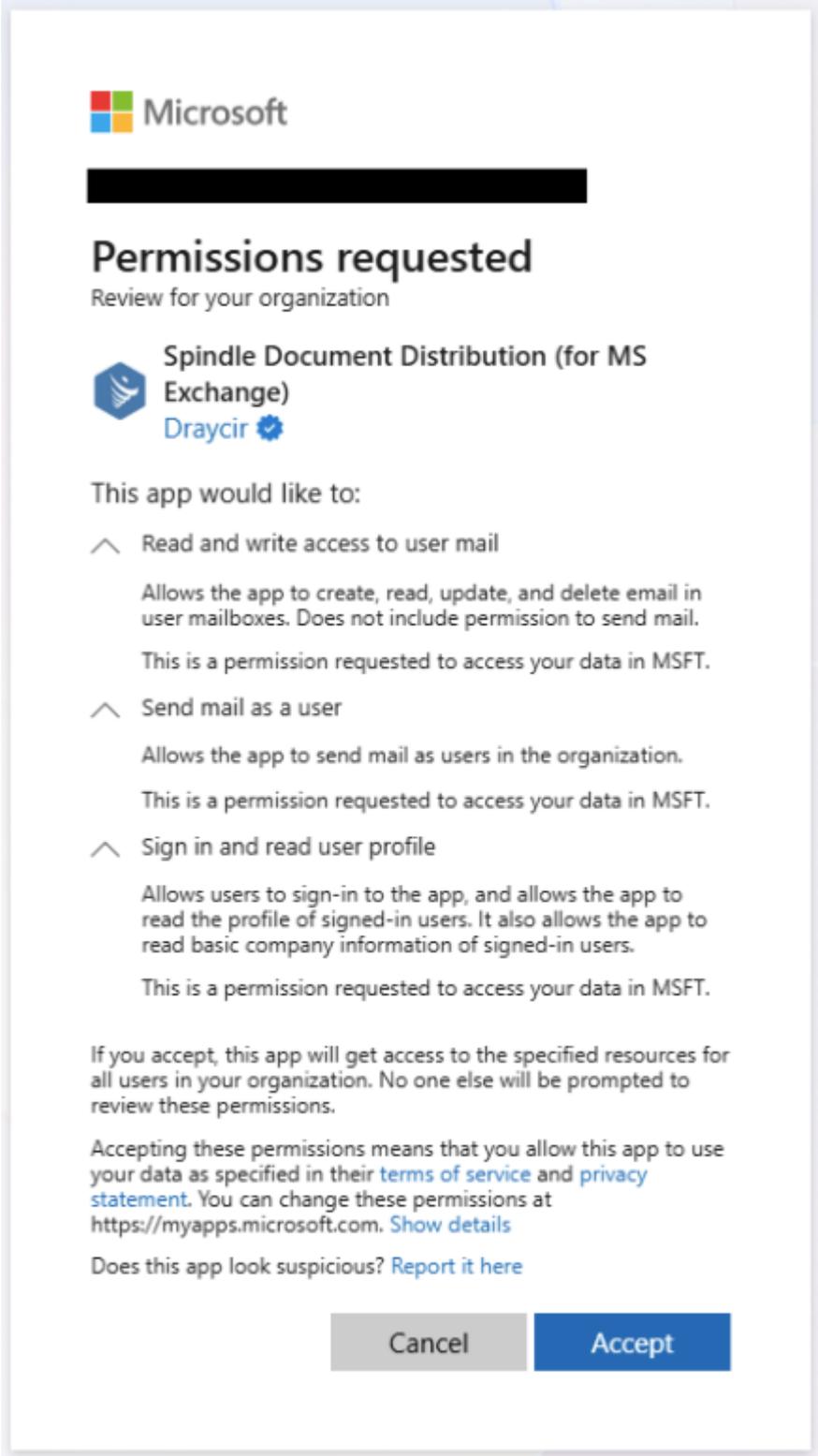3) Sign in using a **Microsoft 365 administrator account** for your organisation.
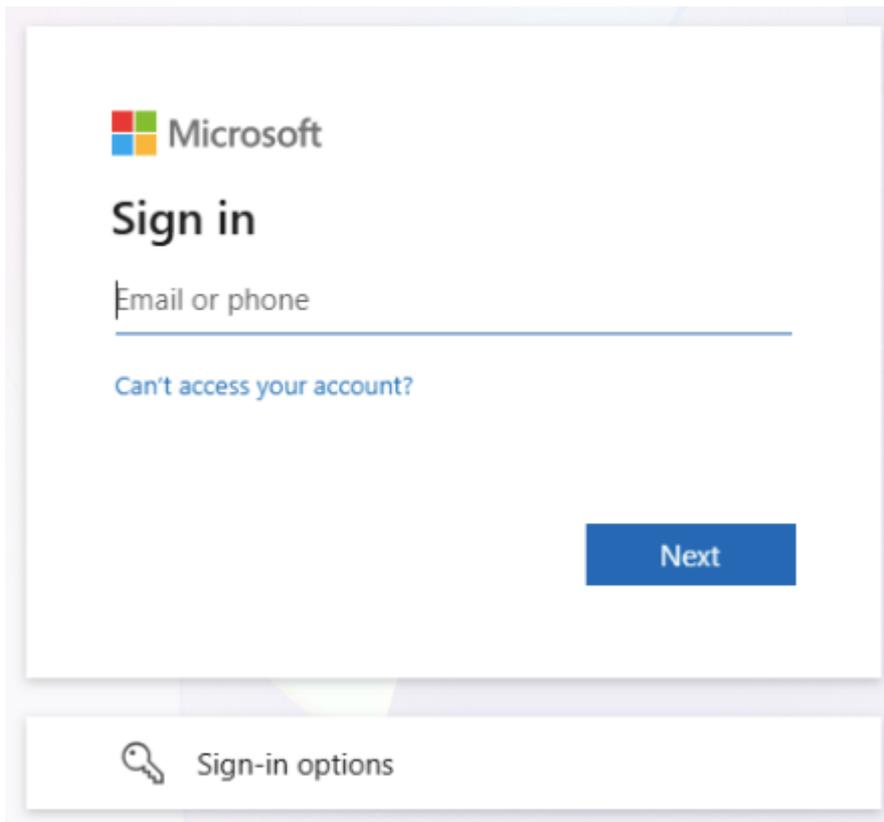
4) Review the permissions shown on screen.

These permissions allow Spindle Document Distribution to:
- Send emails via Exchange Online
- Access the signed-in user's mailbox for email delivery
- Read basic user profile information

Note: These permissions are required solely to allow Spindle Document Distribution to send emails via Exchange Online.

Click **Accept** to approve the application for your organisation.

5) You will be redirected to a page confirming that administrator approval was successful.
    This completes the Microsoft 365 administrator approval step.

If you do not see the confirmation page, or an error is shown, please contact your Business Partner or Draycir support at **ews-support@draycir.com**.

Step 2: Installing the patch on your computer

Once the Microsoft 365 administrator approval has been completed, the patch must be installed on **each computer** that sends emails using Spindle Document Distribution.

You can install the patch in one of two ways:

- **Option A:** Using the installer (recommended for most users)
- **Option B:** Using the command line (typically used by IT teams)

If you are unsure which option to use, choose **Option A**.

What you need

- The file: **SpindleDocDistribution_ExchangePatch.msi**
- Local Administrator rights on the computer

Option A: Install using the installer (recommended)

1) Copy the file **SpindleDocDistribution_ExchangePatch.msi** onto your computer (for example, your Desktop or Downloads folder)
2) Double-click on the .msi file to start the installer
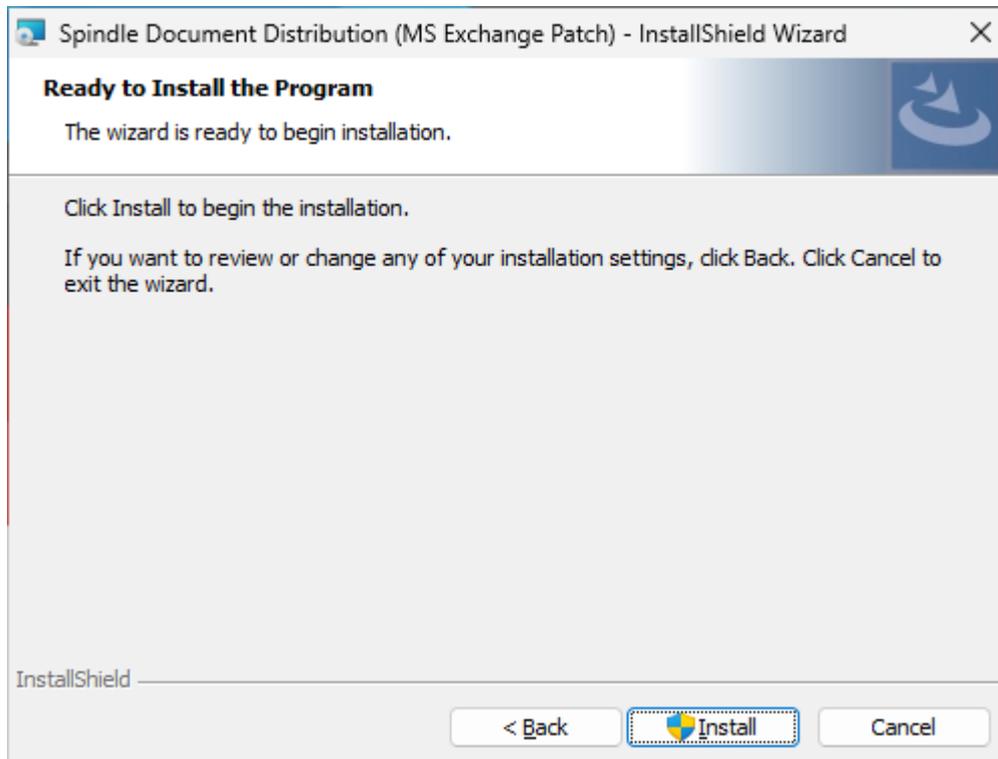3) When the Welcome screen appears, click **Next**
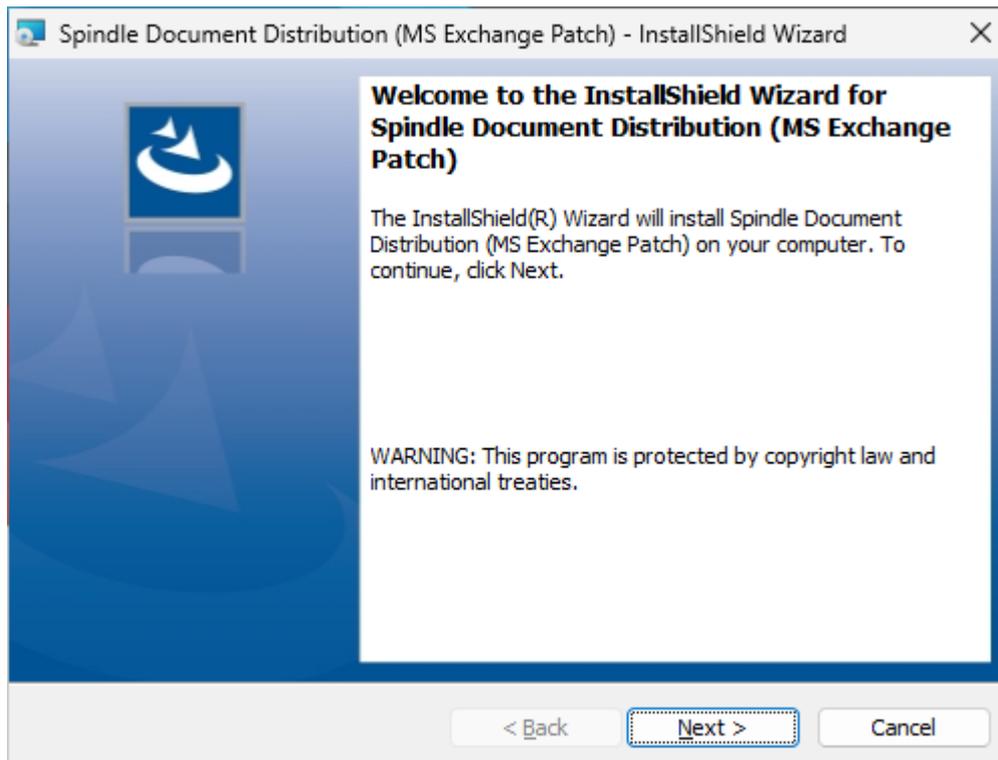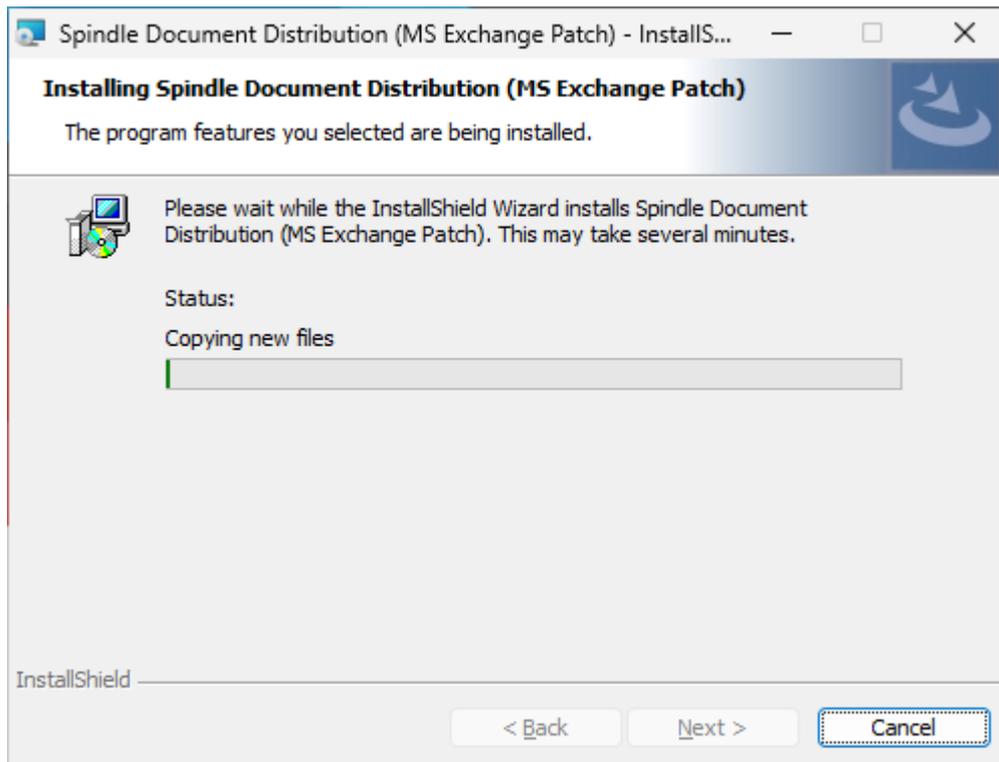
4) On the licence agreement screen:

- Select **"I accept the terms in the licence agreement"**
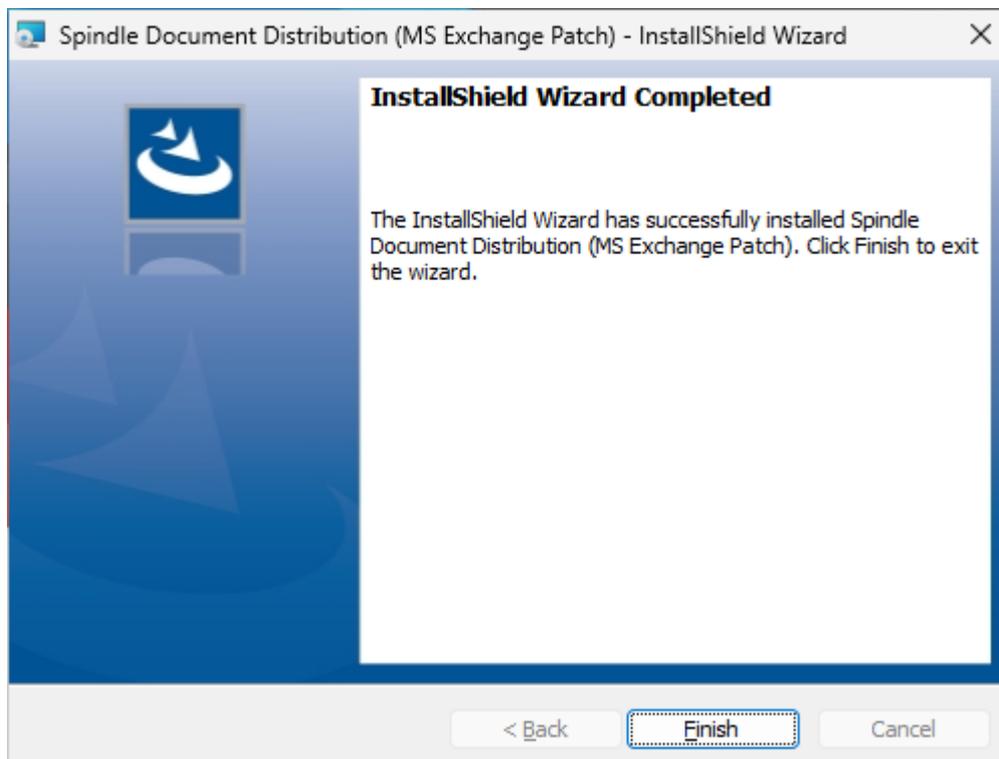
- Click **Next**
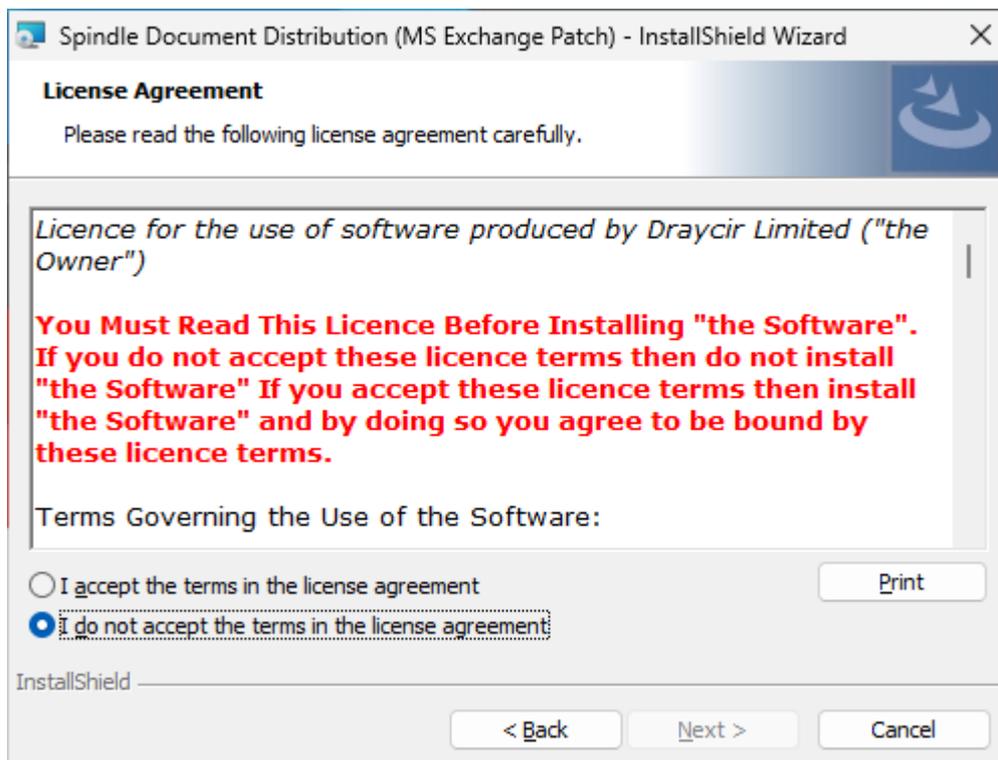
5) Click **Install**

6) You will see a progress bar while the update is installed (this may take a few minutes)

7) When the installation has completed successfully, click **Finish**

The patch is now installed on this computer.

Option B: Install using the command line (advanced / IT users)

This option is typically used by IT teams for automated or remote deployment using standard management tools (e.g., SCCM, Intune, Group Policy, scripting).

Silent installation command (no on-screen prompts):

msiexec /i "{path to file}\SpindleDocDistribution_ExchangePatch.msi" ACCEPTEULA=1 /qn /norestart

Optional logging:

*msiexec /i "{path to file}\SpindleDocDistribution_ExchangePatch.msi" ACCEPTEULA=1 /qn /norestart /l*v "{destination path}\Install.log"*

Parameters

- **/qn** – runs installation silently (no user interface)
- **ACCEPTEULA=1** – automatically accepts the licence terms
- **/norestart** – suppresses automatic system restart
- **/l*v** – creates a verbose installation log

Return Codes:

- **0** – Installation successful
- **3010** – Installation successful; restart required
- **Any other value** – Installation failed

Step 3: Sending an email after the update

After the patch is installed, the **first time** a user emails a document using Spindle Document Distribution, they will be asked to sign in to Microsoft.

This allows Spindle Document Distribution to send emails using the user's Microsoft account.

1) Send an email via Spindle Document Distribution as normal

2) A Microsoft sign-in window will appear
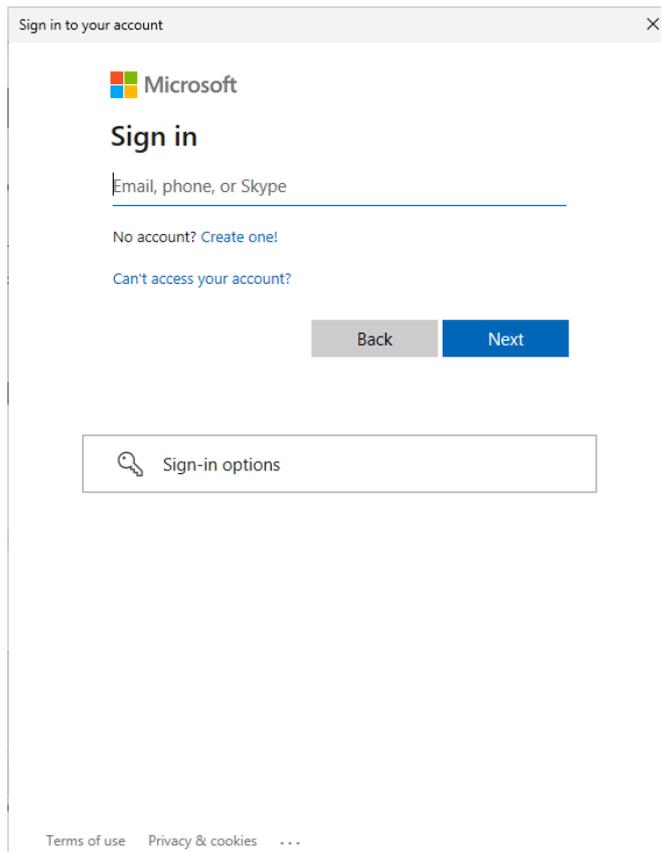
3) Enter the **Microsoft 365 email address and password**

4) Complete any additional Microsoft sign-in steps as prompted

Emails will now be sent using the new Spindle Document Distribution Exchange Online integration.