



# 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

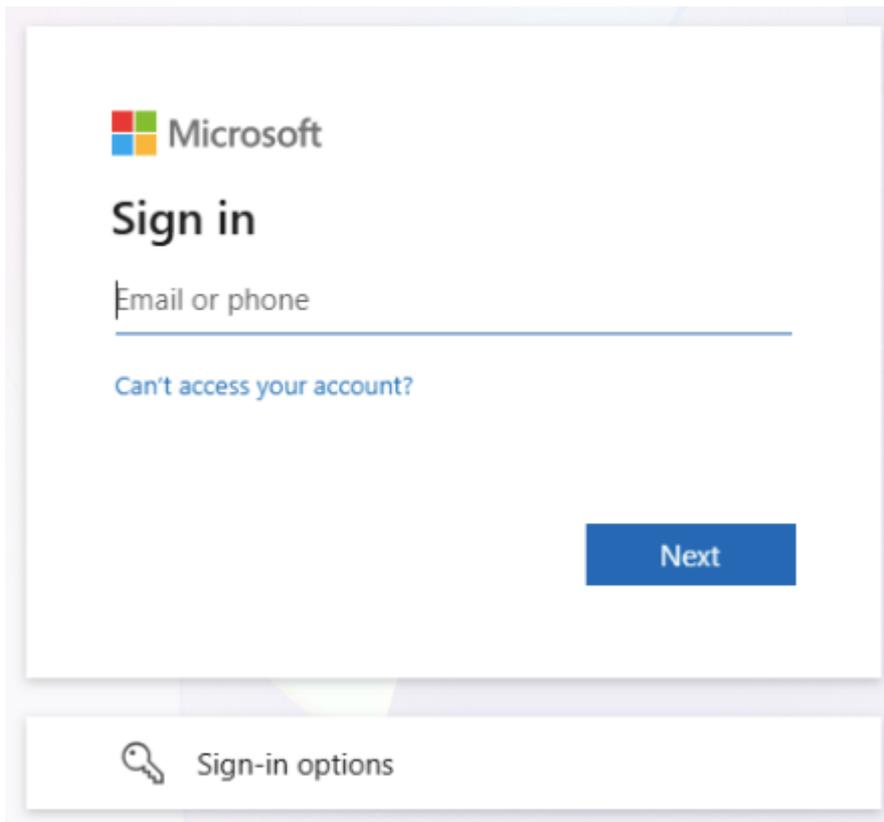
- The approval link: <https://admin-consent.draycir.com>
- A Microsoft 365 administrator account
- **[This patch download link](#)**

### 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.

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath is a text input field with the placeholder text "Email or phone". Below the input field is a blue link that says "Can't access your account?". At the bottom right of the main sign-in area is a blue button labeled "Next". Below the main sign-in area is a secondary section with a key icon and the text "Sign-in options".

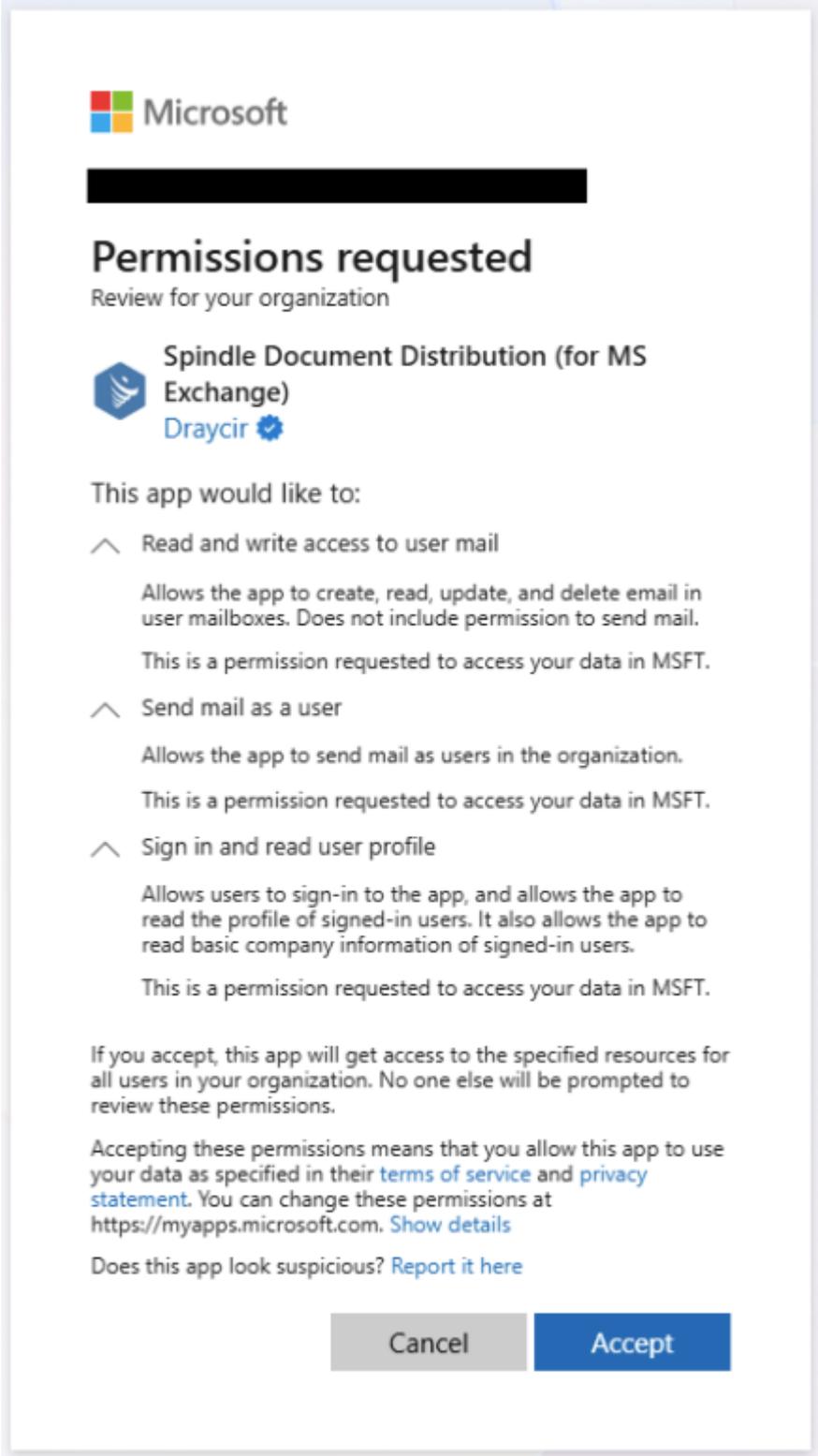
4) Review the permissions shown on screen.

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.



The screenshot shows a Microsoft permissions request dialog box. At the top left is the Microsoft logo. Below it is a black redaction bar. The main heading is "Permissions requested" with the subtitle "Review for your organization". The app being requested is "Spindle Document Distribution (for MS Exchange)" by "Draycir", which has a verified badge. Under the heading "This app would like to:", there are three expandable permission categories: "Read and write access to user mail", "Send mail as a user", and "Sign in and read user profile". Each category includes a description of the permissions and a note that the app requests access to data in MSFT. At the bottom, there is a summary paragraph, a link to "Show details" at https://myapps.microsoft.com, and a "Report it here" link. Two buttons are at the bottom: a grey "Cancel" button and a blue "Accept" button.

 Microsoft

**Permissions requested**  
Review for your organization

 **Spindle Document Distribution (for MS Exchange)**  
Draycir 

This app would like to:

- ^ Read and write access to user mail  
Allows the app to create, read, update, and delete email in user mailboxes. Does not include permission to send mail.  
This is a permission requested to access your data in MSFT.
- ^ Send mail as a user  
Allows the app to send mail as users in the organization.  
This is a permission requested to access your data in MSFT.
- ^ Sign in and read user profile  
Allows users to sign-in to the app, and allows the app to read the profile of signed-in users. It also allows the app to read basic company information of signed-in users.  
This is a permission requested to access your data in MSFT.

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

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](mailto: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)

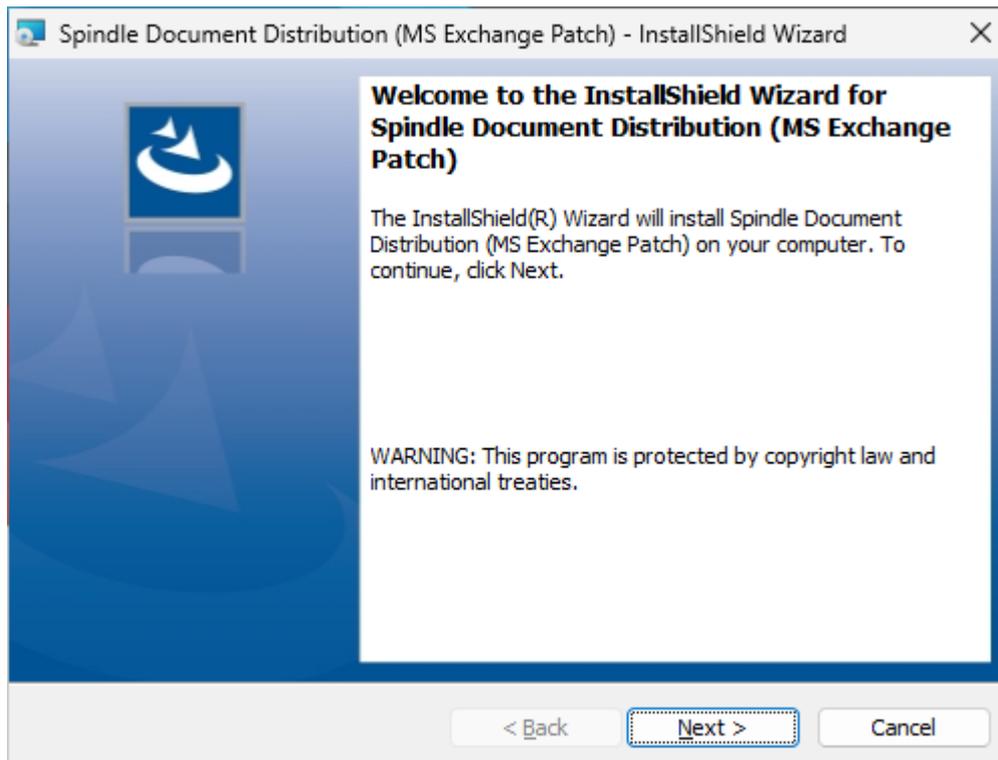
If you are unsure which option to use, choose **Option A**.

### What you need

- The file: **SpindleDocDistribution\_ExchangePatch.msi**
- Local Administrator rights on the computer

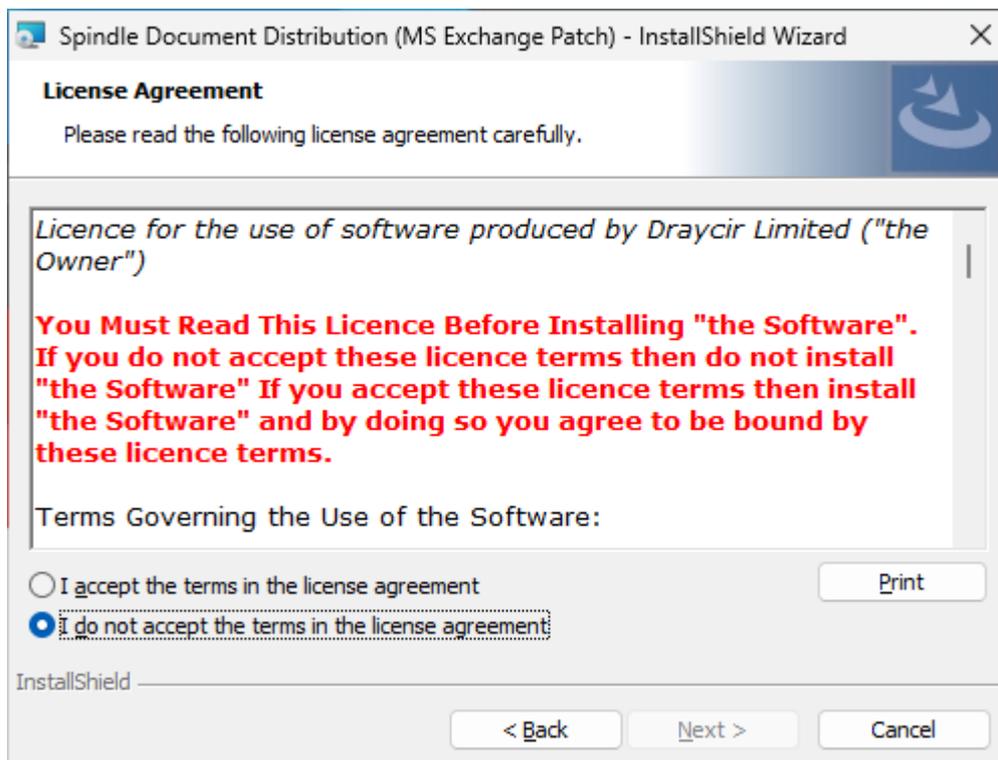
### Option A: Install using the installer (recommended)

- 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**

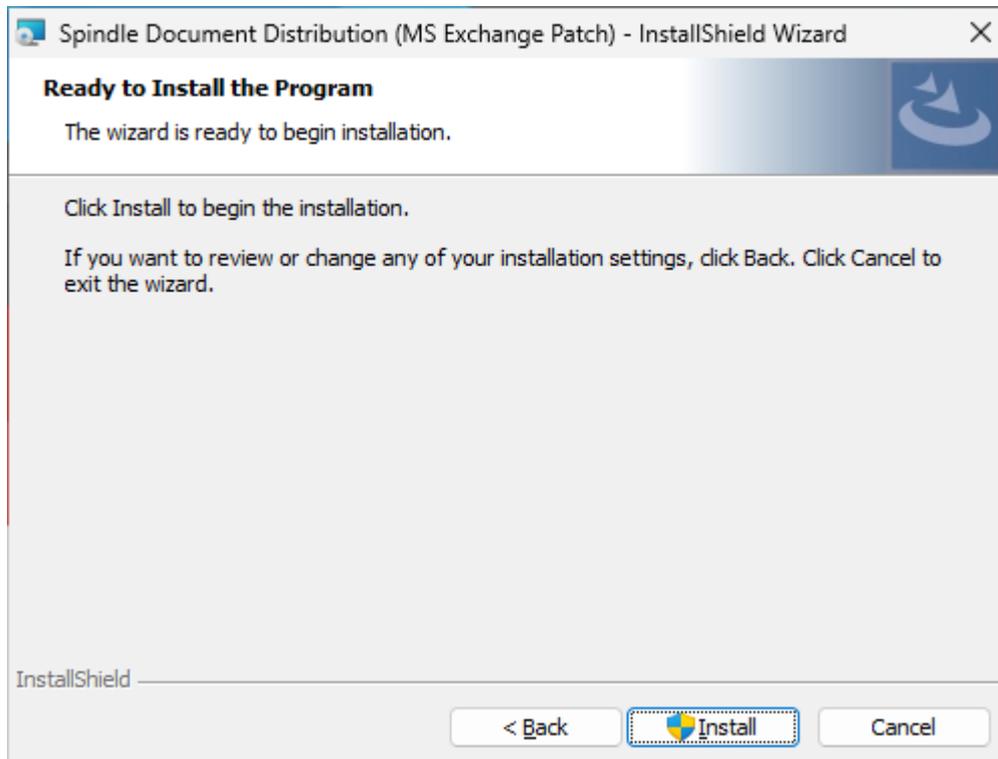


4) On the licence agreement screen:

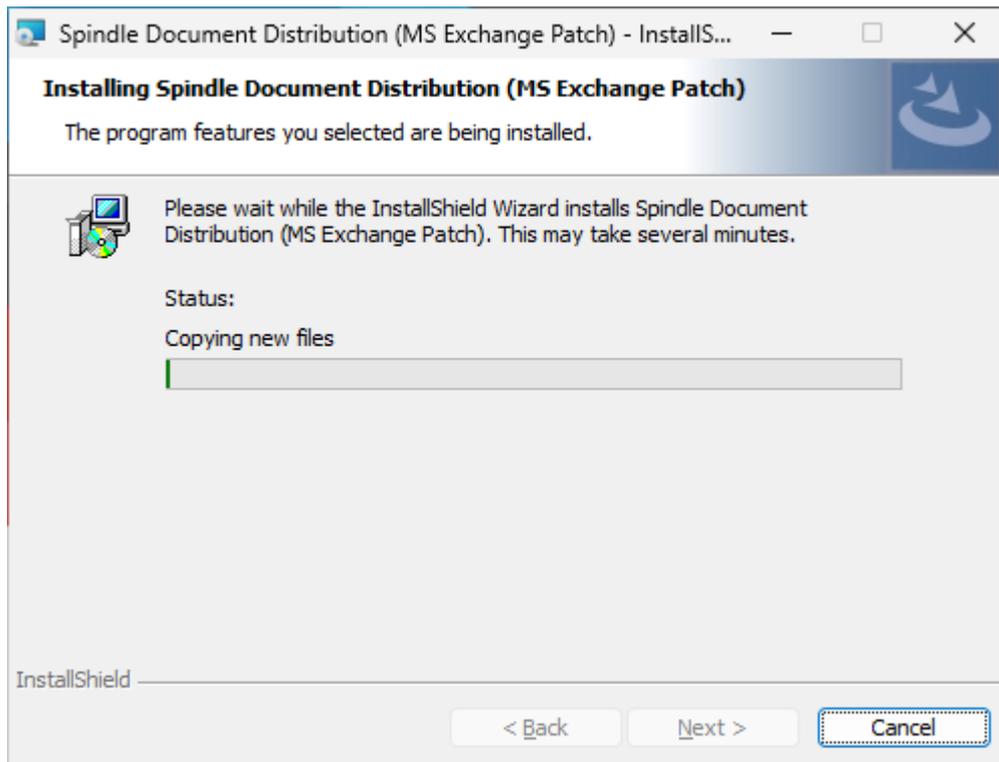
- Select **"I accept the terms in the licence agreement"**
- Click **Next**



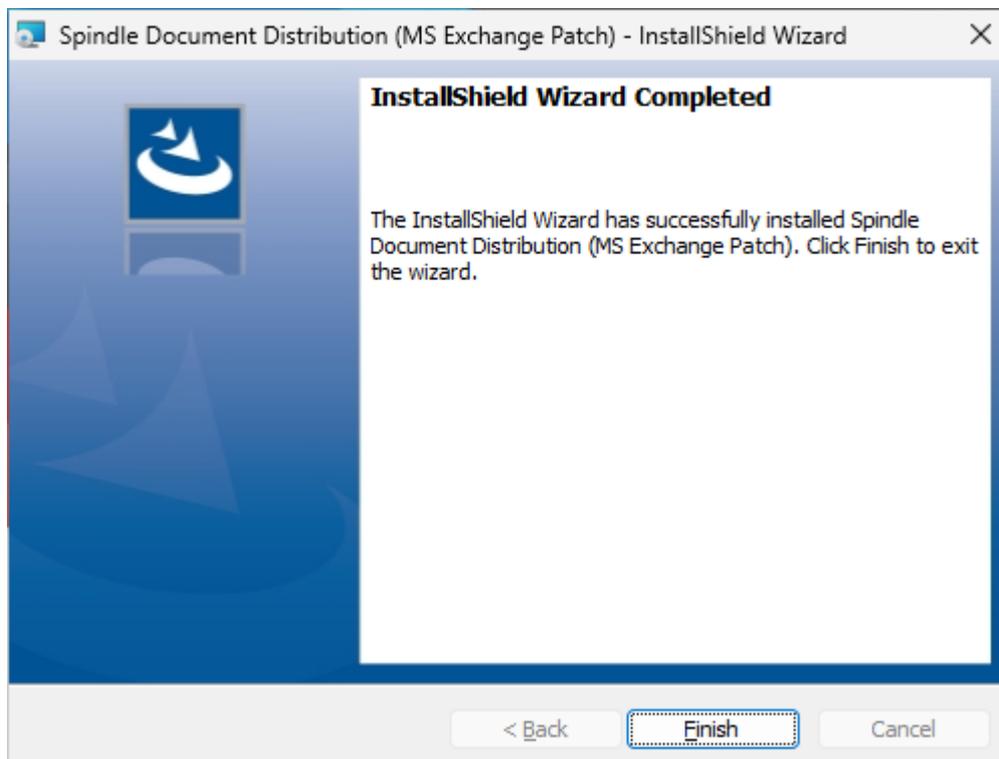
5) Click **Install**



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" ACCEPTTEULA=1 /qn /norestart
```

*Optional logging:*

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

### Parameters

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

### Return Codes:

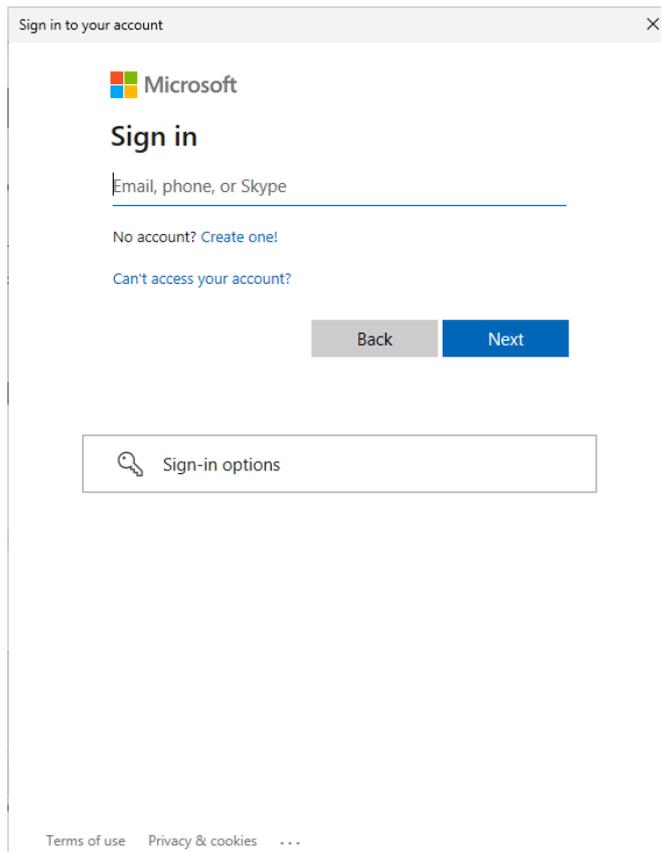
- **0** – Installation successful
- **3010** – Installation successful; restart required
- **Any other value** – Installation failed

## 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.*