



Exsion Time

Installation Manual 3.0



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Version Control

Autor	Date	Version
Matthijs Boon	21-03-2025	0.1
Matthijs Boon	26-03-2025	0.2
Matthijs Boon	28-03-2025	0.3
Matthijs Boon	02-07-2025	0.4 addition of Office365
Matthijs Boon	09-07-2025	1.0 Finalising ExsionTime 3.0

Installation manual ExsionTime 3

Minimal requirements

- Entra environment (office 365) or SMTP server (SMTP).
- A server where ExsionTime can be installed (to run reports outside working hours).
- Office 2016 or higher, including shared components (32 or 64 bit).
- Exsion installed.
- DotNet Runtime 4.8.
- Administrator's rights on server (During installation).
- Entra admin present/available approval app registration.
- Acces to the Windows Task Scheduler.
- An account to execute tasks in the Task Scheduler. This account must be a Local Administrator, have an active Exsion License, and the right to log in as a batch job.

Downloading ExsionTime

To download ExsionTime, go to the following page:

<https://docs.exsion.nl/exsiontime/>

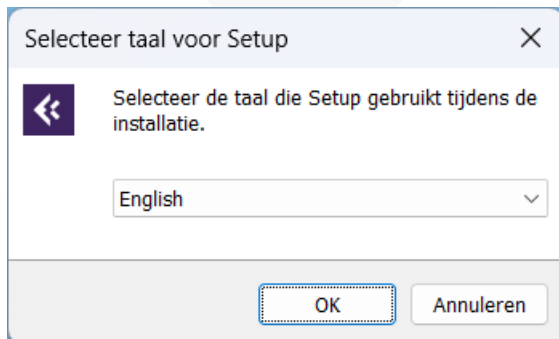


Click on ExsionTime at the top right of your screen and download the installer.

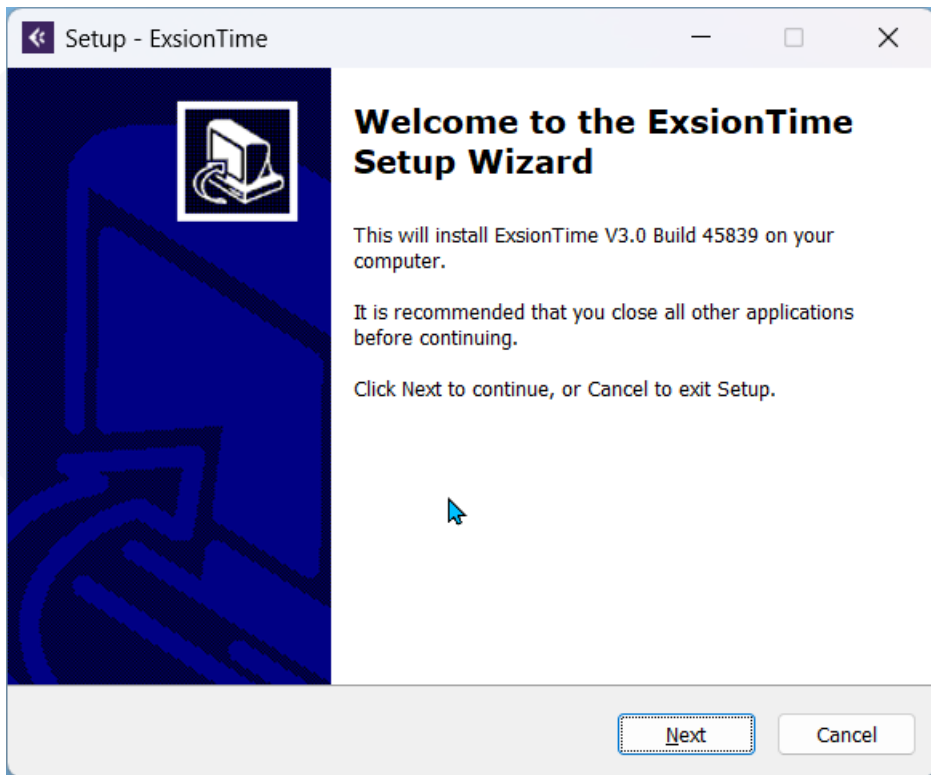
Installation ExsionTime

Note: for the following steps you need administrator rights at the installation location.

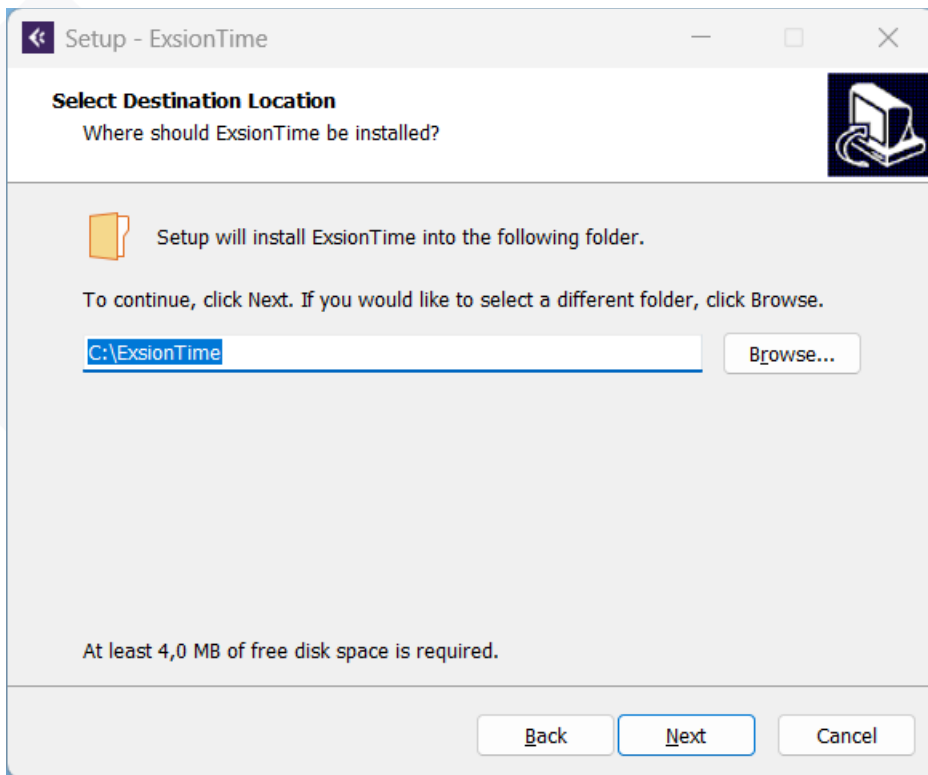
Go to your downloads and double-click the .exe installer ExsionTime. Select the language you want to use for installation and click OK.



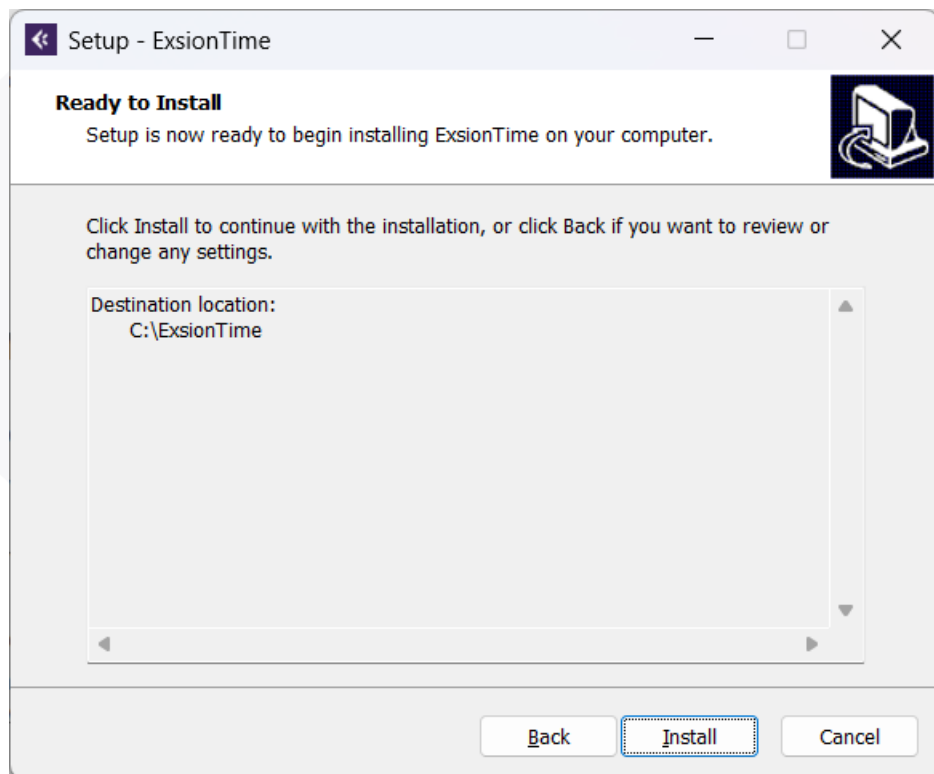
Click on next.



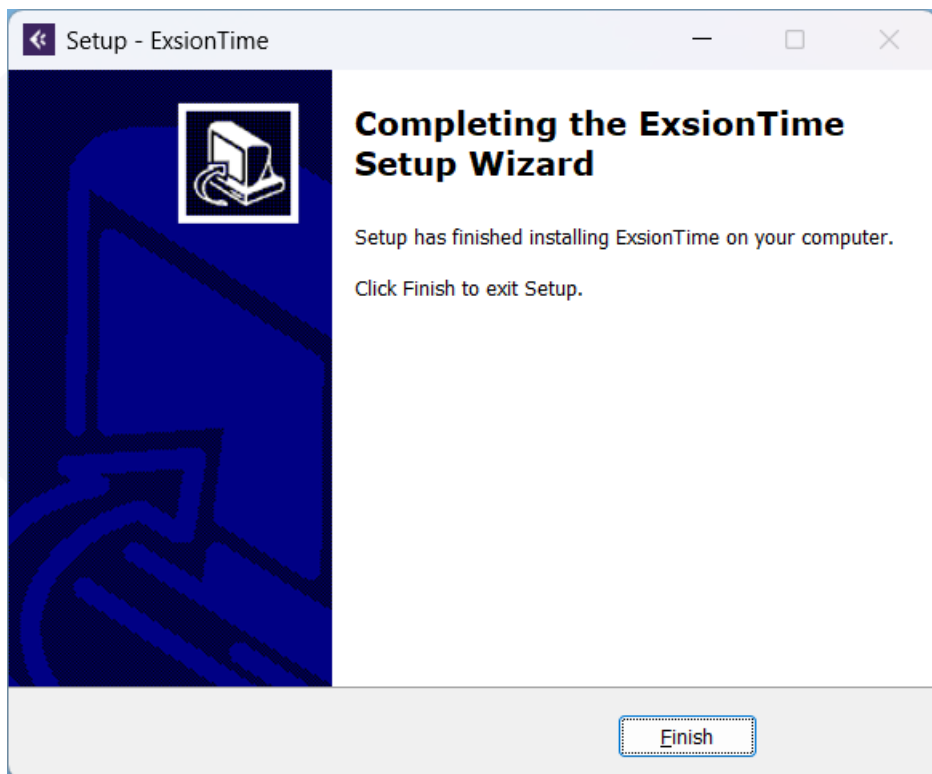
Select the folder where you want to install ExsionTime. Click Next once the correct folder is selected.



As a final step, click Install once you're sure of the selected location.

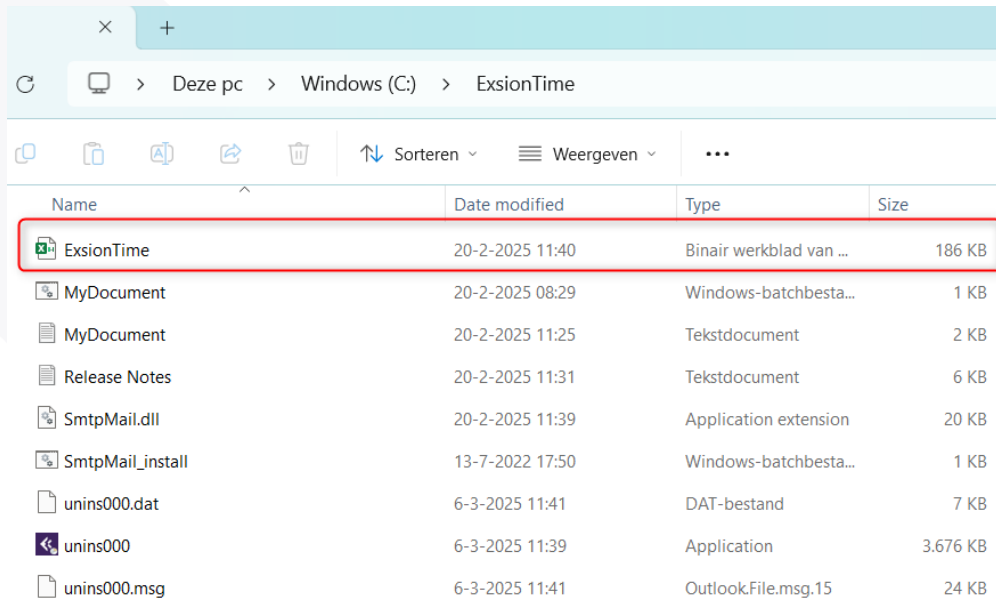


ExsionTime is now installed.



Mail Activation

Go to the folder in your explorer where you installed ExsionTime in the previous step. There is a file named ExsionTime, open this file.

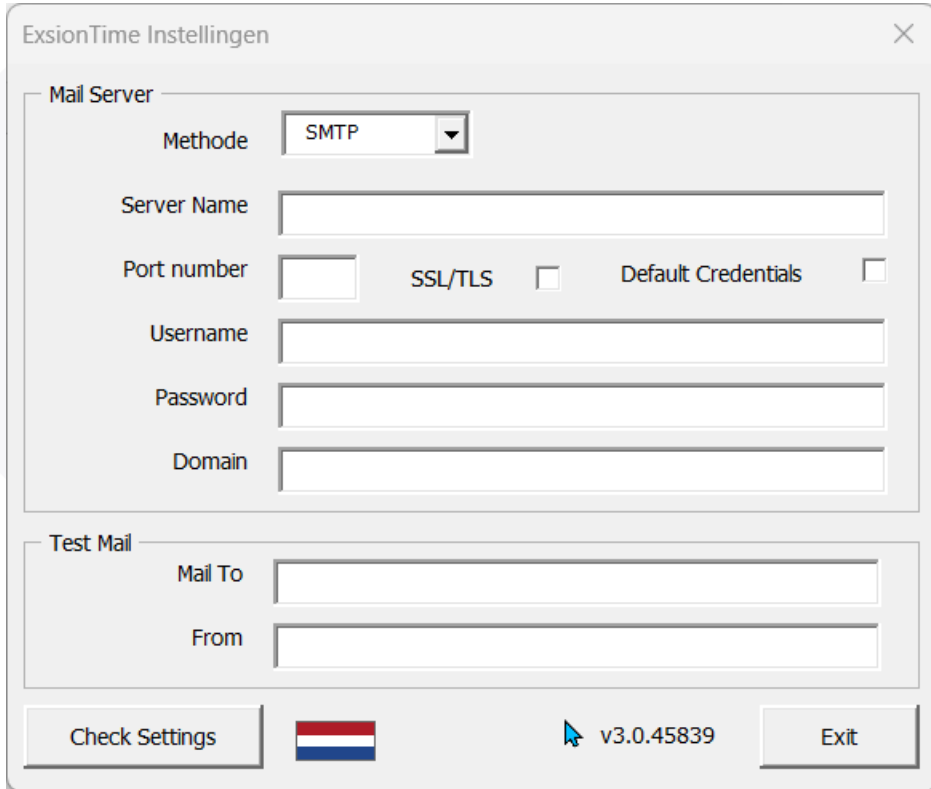


You will then see the following screen; we have 2 options for mail traffic;

1. SMTP
2. Office 365

You can switch between these options by selecting the method: SMTP or Office 365.

SMTP-Server



The screenshot shows a window titled "ExsionTime Instellingen" with a close button (X) in the top right corner. The window is divided into two main sections: "Mail Server" and "Test Mail".

Mail Server Section:

- Methode:** A dropdown menu with "SMTP" selected.
- Server Name:** A text input field.
- Port number:** A text input field.
- SSL/TLS:** A checkbox, currently unchecked.
- Default Credentials:** A checkbox, currently unchecked.
- Username:** A text input field.
- Password:** A text input field.
- Domain:** A text input field.

Test Mail Section:

- Mail To:** A text input field.
- From:** A text input field.

Footer:

- A button labeled "Check Settings".
- A small Dutch flag icon.
- A version number "v3.0.45839" with a mouse cursor icon pointing at it.
- An "Exit" button.

Server Name: Enter your SMTP server here.

Port Number: Enter the port used by your SMTP.

SSL/TLS: Always check this.

Default Credentials: Check this if the SMTP login is the same as the Excel user.

Username: Enter the username that will refresh the reports. (Note: requires Excel + Exsion license)

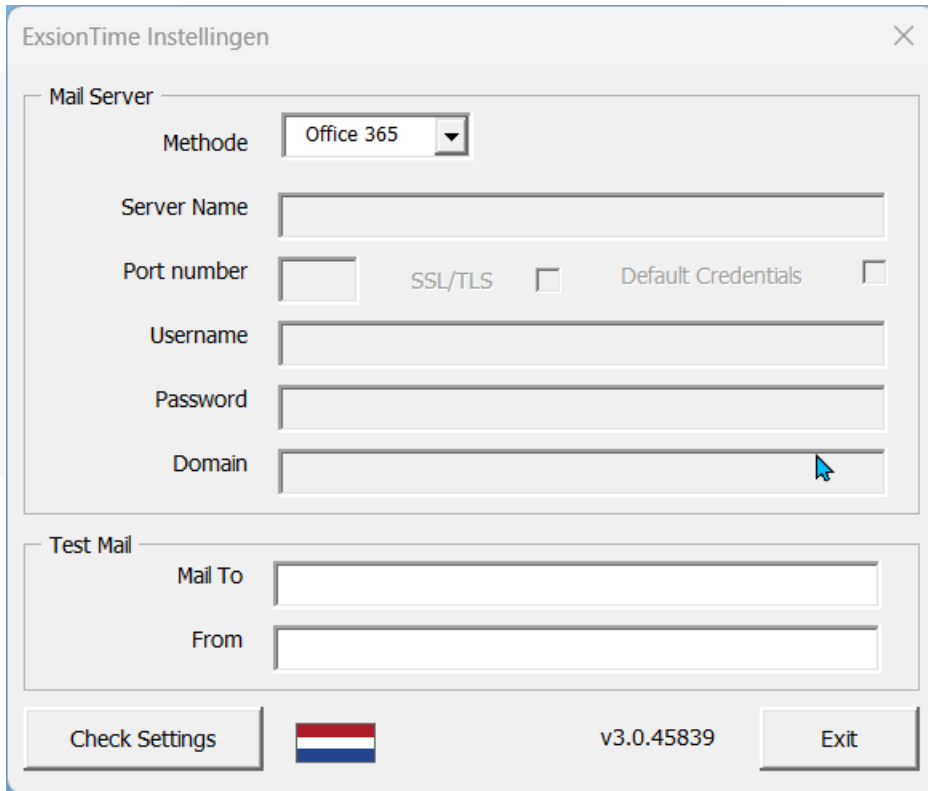
Password: Enter the password of the user above.

Domain: Optionally enter the domain of the user (can usually be left blank)

Mail To: Enter an email address to send the test mail to. This is one-time.

From: Enter the email address the test mail should come from.

Office365



The image shows a software configuration window titled "ExsionTime Instellingen". It is divided into two main sections: "Mail Server" and "Test Mail".

Mail Server Section:

- Methode:** A dropdown menu with "Office 365" selected.
- Server Name:** An empty text input field.
- Port number:** An empty text input field.
- SSL/TLS:** An unchecked checkbox.
- Default Credentials:** An unchecked checkbox.
- Username:** An empty text input field.
- Password:** An empty text input field.
- Domain:** An empty text input field with a mouse cursor hovering over it.

Test Mail Section:

- Mail To:** An empty text input field.
- From:** An empty text input field.

Footer:

- A button labeled "Check Settings" on the left.
- A small Dutch flag icon in the center.
- The version number "v3.0.45839" in the center.
- An "Exit" button on the right.

Mail To: Enter an email address to send the test mail to. This is a one-time action.

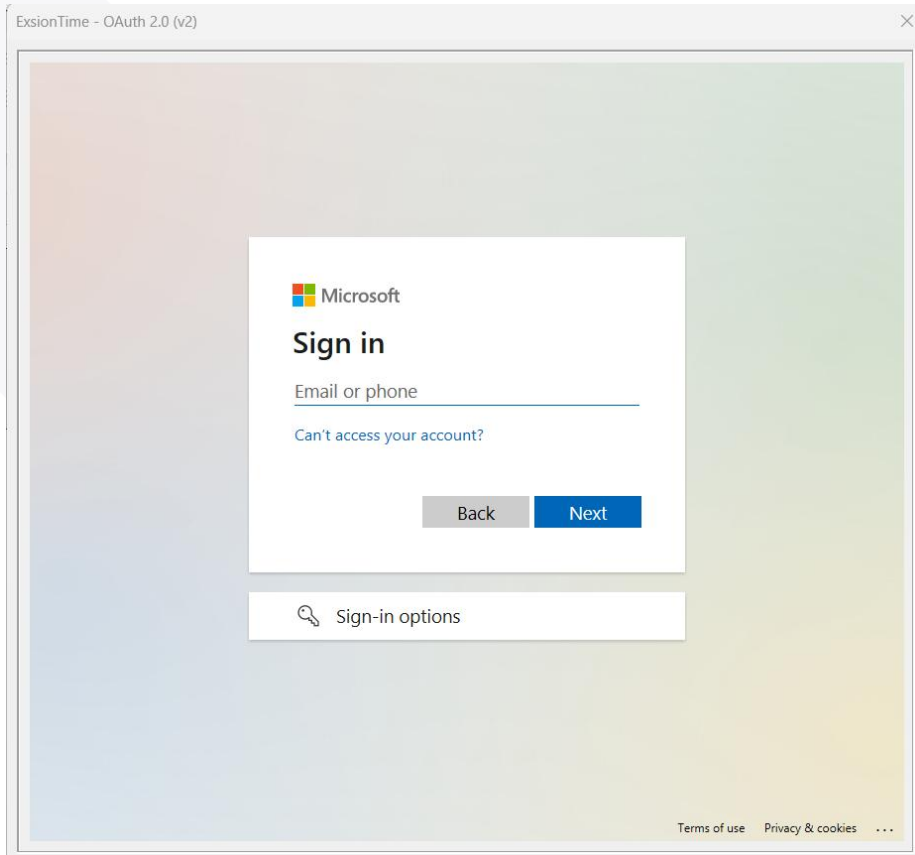
From: Enter an email address here where the test mail should come from.

Note: *This is the account that will be used during the use of ExsionTime, from this email address all the reports will be sent with.*

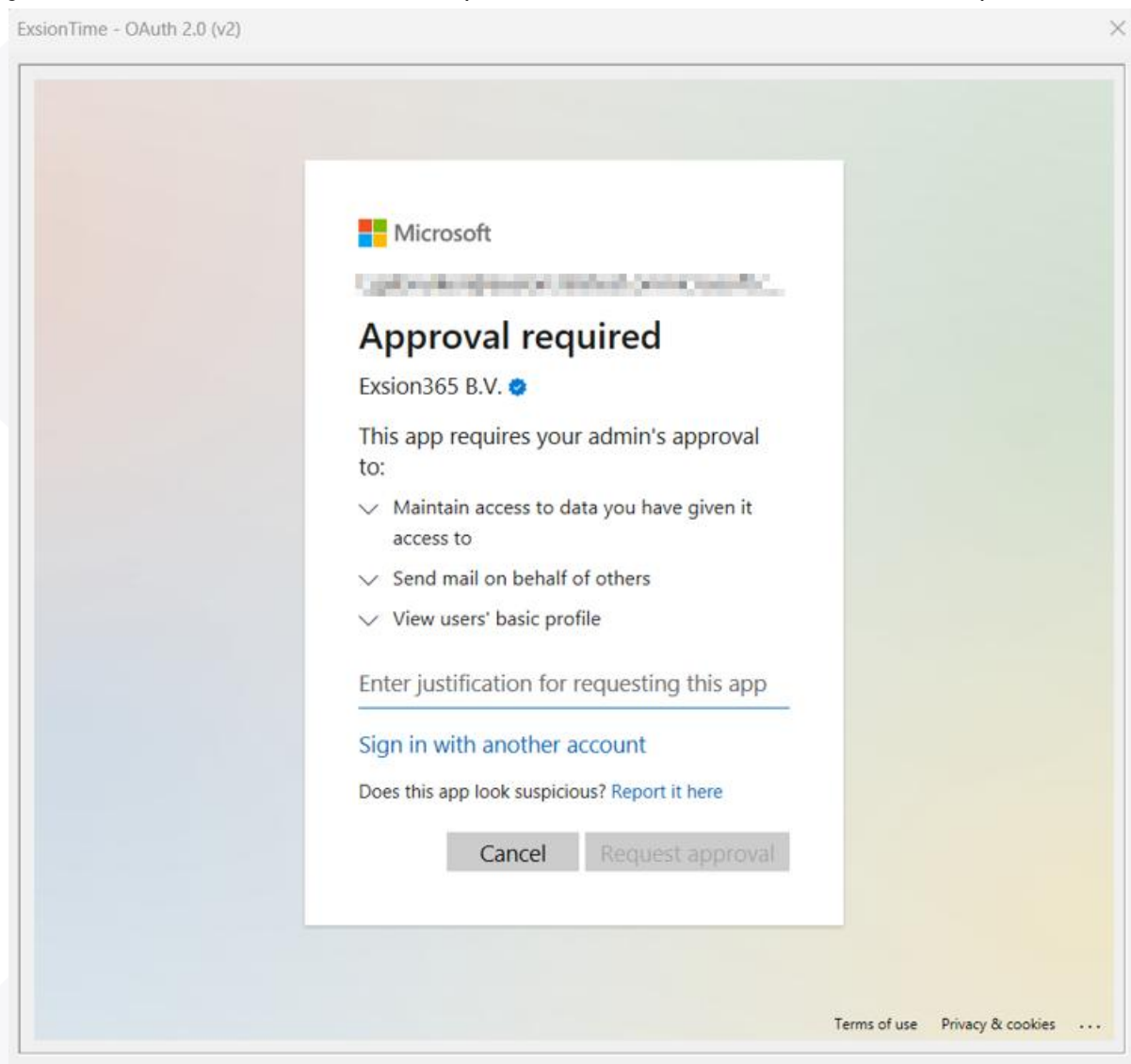
Test mail and configuration

Once all the above data is correctly filled in with either SMTP or Office365, click **Check Settings**. If the test mail arrives at the specified **Mail To** address, the SMTP server configuration was successful and ExsionTime can now be used.

When you click on “Check” in Office 365, you will need to log in once with the account you will be sending emails from, i.e. the one entered in the “From” field. You will then see the following screen:



Enter your **from** email address here and click next, enter your password and you will be taken to the step where the entra admin is required:



There are two ways to deal with this.

1. You can submit your request in the text field here, and it will be sent to someone from the management team in Entra Office. It can be rejected or approved by the admin from the Entra management team.
2. If the admin is available and present, you can click on 'sign in with another account'. Log in here with the Entra admin account and it will be approved immediately without step 1.

Installation completed

These are the steps required to install ExsionTime. For usage instructions, please refer to the ExsionTime user manual. If you do not have this document, you can find it at:

<https://docs.exsion.nl/exsiontime/>