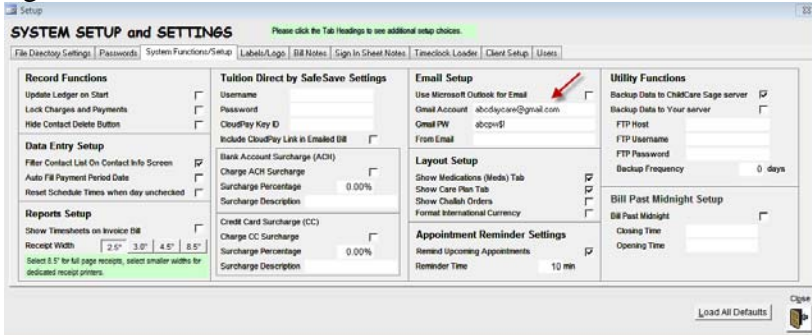


Emailing from ChildCare Sage Using Your Gmail Account

- 1) open the System Setup screen (from the Main Menu, click Setup Menu, then System Setup)
- 2) uncheck the “Use Microsoft Outlook for Email” box and enter your Gmail email address and password.

Fig 1



- 3) sign in to your Gmail account

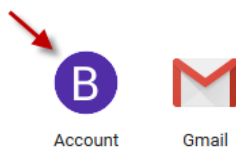
- 4) click the Google Apps box (top right of the screen)

Fig 2



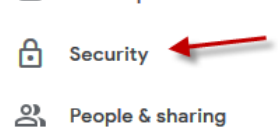
- 5) click the Account button

Fig 3



- 6) click Security on the left side

Fig 4



- 7) scroll down to Less secure app access and click Turn on access

Fig 5

