

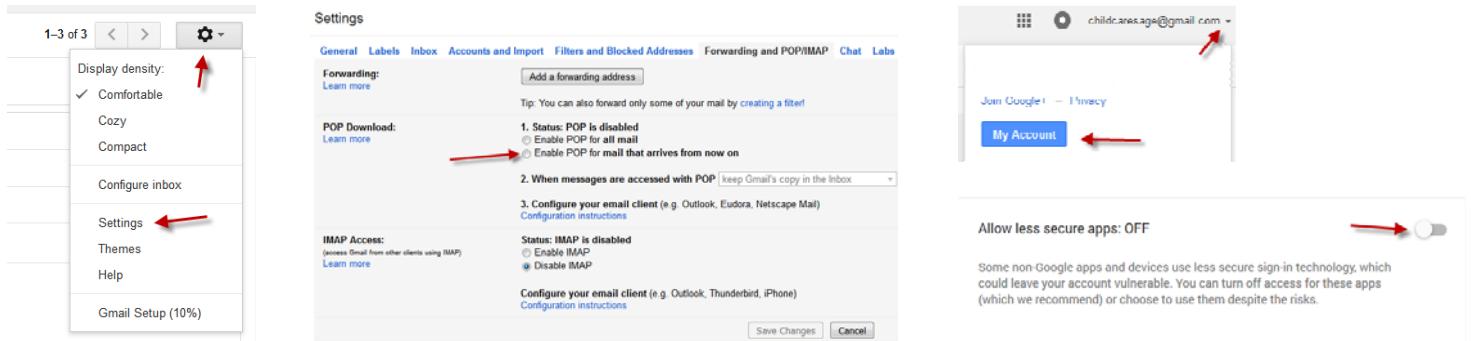
LINKING MICROSOFT OUTLOOK TO A GMAIL ACCOUNT

The ChildCare Sage can send bills, receipts, and statements to parents by email through Microsoft Outlook. To send bills through email, make sure you have Microsoft Outlook 2003 or newer (2007,2010,2013) installed on your computer. If you don't have a copy of Microsoft Outlook, you can purchase an older copy of Microsoft Outlook from a reputable seller on Ebay (2003 or 2007 work well.) Once you install Microsoft Outlook, set it up with an email account.

If you want to use your existing Gmail account, follow these steps:

Sign in to your Gmail account:

- 1) click Settings (1st screenshot below)
- 2) click Forwarding & POP/IMAP
- 3) in the POP Download area, click Enable for Email That Arrives From Now On (2nd screenshot below)
- 4) click Save Changes
- 5) click My Account (3rd screenshot below)
- 6) click Sign In & Security
- 7) at the bottom of the page, turn on Allow Less Secure Apps (4th screenshot below)

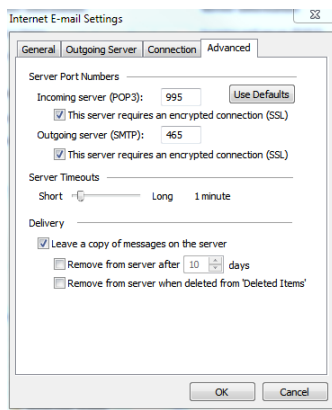
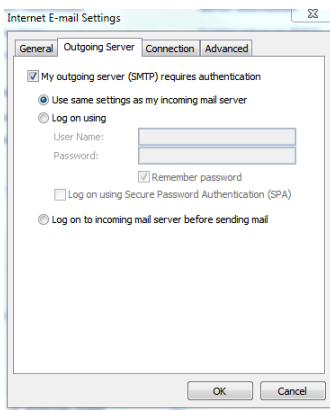


Open Microsoft Outlook on your computer:

- 1) click Tools, then Email Accounts
- 2) click Add a new e-mail account or Add, then Next (1st screenshot below)
- 3) select POP3, then click Next (2nd screenshot below)
- 4) fill in the E-Mail Accounts screen as shown (3rd screenshot below) (use your gmail email and password)
 - a. the Incoming mail server: pop.gmail.com
 - b. the Outgoing mail server: smtp.gmail.com



- 5) click More Settings
- 6) click the Outgoing Server tab and check My Outgoing Server (SMTP) requires authentication (1st screenshot below)
- 7) click the Advanced tab (2nd screenshot below)
 - a. in Incoming server (POP3) set the port to 995 and check This server requires an encrypted connection (SSL)
 - b. in Outgoing server (SMTP) set the port to 465 and check This server requires an encrypted connection (SSL)
 - c. check Leave a copy of messages on the server



- 8) click OK, then click Test Account Settings to make sure everything works.
- 9) Finally click Next, then Finish.