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 <u>Settings</u> (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 <u>Save Changes</u>
- 5) click My Account (3rd screenshot below
- 6) click Sign In & Security
- 7) at the bottom of the page, turn on <u>Allow Less Secure Apps</u> (4th screenshot below)

1-3 of 3	Settings		🗰 🔘 childcaresage@gmail.com =
	General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs		
Display density: ✓ Comfortable	Forwarding: Learn more	Add a forwarding address Tip: You can also forward only some of your mail by creating a fitted	Jon Googlet — Thracy
Cozy Compact	POP Download: Learn more	1. Status: POP is disabled © Enable POP for all mail Denable POP for mail that arrives from now on	My Account
Configure inbox		2. When messages are accessed with POP keep Gmail's copy in the Inbox *	
Settings		3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions	
Themes Help	IMAP Access: (access Gmail from other clients using IMAP) Learn more	Status: IMAP is disabled © Enable IMAP © Disable IMAP	Some one Google apps and devices use less secure sign in technology, which
Gmail Setup (10%)		Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions	(which we recommend) or choose to use them despite the risks.
		Save Changes Cancel	

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 <u>POP3</u>, then click <u>Next</u> (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

E-mail Accounts	X	E-mail Accounts	E-mail Accounts	8
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.	Server Type You can choose the type of server your new e mail account will work with.	Internet E-mail Settings (POP3) Each of these settings are required to g	et your e-mail account working.
	1.002010	Hicrosoft Exchange Server	User Information	Server Information
All and a strength of	E-mail	Connect to an Exchange server to read e-mail, access public folders, and share documents.	Your Name: abcdaycare@gmail.com	Incoming mail server (POP3): pop.gmail.com
	Add a new e-mail account View or change existing e-mail accounts	POP3 Connect to a POP3 e-mail server to download your e-mail.	E-mail Address: abcdaycare@gmail.com	Outgoing mail server (SMTP): smtp.gmail.com
	Directory	IPAP Connect to an IMAP e mail server to download e mail and syndhronize mailbox	Logon Information	Test Settings
100	Add a new directory or address book	folders.	User Name: abcdaycare@gmail.com	After filling out the information on this screen, we
	View or change existing directories or address books	Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	Password:	recommend you test your account by dicking the button below. (Requires network connection)
		C Additional Server Types	I ☑ Remember password	Test Account Settings
\ge		Connect to another workgroup or 3rd-party mail server.	Log on using Secure Password Authentication (SPA)	More Settings
	< Dad: Next > Core	< Back Next > Cancel		< Back Next > Cancel

- 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 <u>OK</u>, then click <u>Test Account Settings</u> to make sure everything works.
- 9) Finally click <u>Next</u>, then <u>Finish</u>.