## ATS – User Configuration

## ATS gives you the ability send emails to other users and/or athletes. Below is the information for configuring your user account for this

Follow the menu items below to get to your user information.

Admin	Windows	Help		
Use	ers		•	My User

Click the "Email/Opt" tab on the right side of the screen (see below)

If you are going to use Microsoft Outlook as your primary email; "check" the "Use MS Outlook" box and save your

changes.

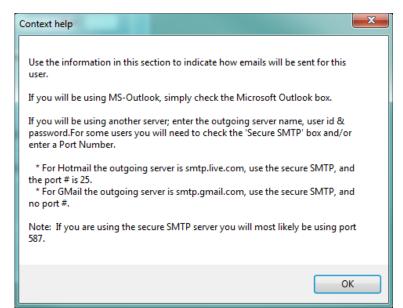
\* If this does not work for you for whatever reason you will configure the SMTP information

Email Groups	Certs/Ins Email/Opt Reim	b Docs/Bill	
	(MS Outlook or specify SMTP		
Use MS (	Dutlook	If NeededUse	Clicking the "Test" button
SMTP Server:	1	Secure SMTP	Clicking the "Test" button
Login:			will send an email to the
Login.		Port:	address you entered on
Password:	****		the main user
			tabbasically you send
	Test Email Settings +		yourself an email

Use the settings provided by your IT department. These are likely the same that you would use to set up Outlook.

- If you are using Gmail or Hotmail their default settings are shown here.
- Clicking the context
   help icon will show
   these same settings.





If you are going to use Gmail your primary email; you may see this error pop up after clicking "Test Email Settings".

😫 User			0		
	ndividual Email	I	Institut Au	a latela lassifi	
To:	david.kefferdevelopment@gmail.com			Add Athlete	e Add User
Subject:	ject: Test from David High School to user				
Your Me	ssage	🗖 F	Request Read Receipt	Request Delivery Reg	ceipt
Email test	message	ATS Error on send of email. Error the client was not authentica Required. Learn more at			
	Attach File		Actions		Message Cancel

This error occurs when the server cannot authenticate the log in. Check your log in credentials and ensure they are correct.

If they are correct, log into your Gmail and ensure you don't receive a notification that access was blocked (see below).

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## Google 0 Sign-in attempt prevented Hi David, Someone just tried to sign in to your Google Account david.kefferdevelopment@gmail.com from an app that doesn't meet modern security standards. Details: Wednesday, December 2, 2015 10:06 AM (Eastern Standard Time) Pennsylvania, USA\* We strongly recommend that you use a secure app, like Gmail, to access your account. All apps made by Google meet these security standards. Using a less secure app, on the other hand, could leave your account vulnerable. Learn more. Google stopped this sign-in attempt, but you should review your recently used devices: Best. The Google Accounts team "The location is approximate and determined by the IP address it was coming from This email can't receive replies. For more information, visit the Google Accounts Help Center. You received this mandatory email service annou ncement to update you about important changes to your Google product or acco © 2015 Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

If you receive this email from Google, it's explaining that a sign on attempt was blocked for your safety, that sign on attempt was ATS sending an email through your Gmail. To remedy this situation you will need to go to "My Account".

Depending on the version of gmail you are using you may not see this screen. See the next page for further instructions.

This is a slider bar that slides "On" and "Off", it 's default is set to "Off" but if the above email is blocking your log in, you will need to turn it to "On"

My Account	Sign-in & security
Welcome	
Sign-in & security	Connected apps & sites
Signing in to Google	
Device activity & notifications	Keep track of which apps and sites you have
Connected apps & sites	approved to connect to your account, and remove Apps connected to your account ones you no longer use or trust.
	take sure you still use these apps and want to keep them connected.
Personal info & privacy	MANAGE
Your personal info	
Activity controls	
Ads settings	
Account overview	Saved passwords
Control your content	You have no synced passwords.
Account preferences	LEARN MORE
Language & Input Tools	LEAST PROFIL
Accessibility	
Your Google Drive storage	
Delete your account or services	Allow less secure apps: ON
	Some non-Donale anne and devices use less source sinn in technologue in ch
About Google	Some non-Google apps and devices use less secure sign-in technology, which could leave your account vulnerable. You can turn off access for these app (which we recommend) or choose to use them despite the risks,
Privacy Policy	(which we recommency or choose to use them despite the risks.
Help and Feedback	

If you are using an updated version of gmail go to settings —>Accounts and Import—> click on Other Google Account settings. Select Security, you will then see an area called Less Secure app access. You will need to turn this function on.

= M Gmail	Q Search mail	
+ Compose	Settings General Labels Index Accounts and I	mport ilters and Blocked Addresses Forwarding and POP/IMAP Add-ons O
Inbox  Starred  Snoozed	Change account settings:	Change password change password recovery options Other Google Account settings
<ul> <li>Important</li> <li>Sent</li> </ul>	Import mail and contacts: Learn more	Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts. Import mail and contacts
<ul> <li>Drafts</li> <li>Categories</li> <li>Social</li> </ul>	Send mail as: (Use Gmail to send from your other email addresses) Learn more	Rhett Keffer <rkeffersr@gmail.com> Add another email address</rkeffersr@gmail.com>
Updates 2	Check mail from other accounts:	Add a mail account

Security People & sharing	Manage devices	Manage third-party access
Payments & subscriptions	Less secure app access	
<ul> <li>Help</li> <li>Send feedback</li> </ul>	To protect your account, apps and devices that use less are blocked. To keep your account secure, Google will au setting OFF if it's not being used. Learn more	
	Ott	
	Turn on access (not recommended)	

If you use Microsoft Office 365 go to Office Outlook Options and look for the Trust Center. Once in the Trust Center menu you need to go to programmatic access and allow ATS access to the email account.

