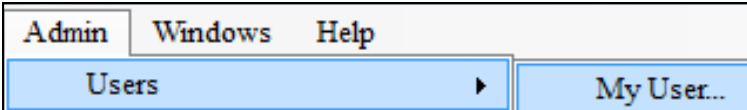


ATS – User Configuration

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

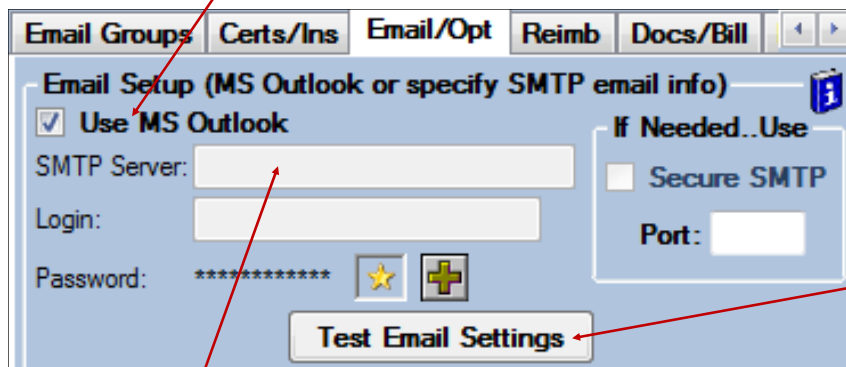
Follow the menu items below to get to your user information.



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.

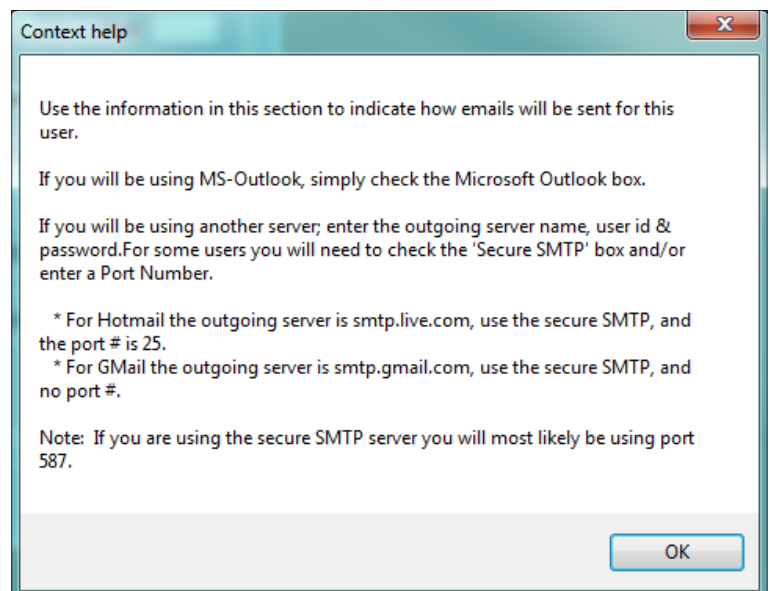
** If this does not work for you for whatever reason you will configure the SMTP information*



Clicking the “Test” button will send an email to the address you entered on the main user tab...basically you send yourself an email...

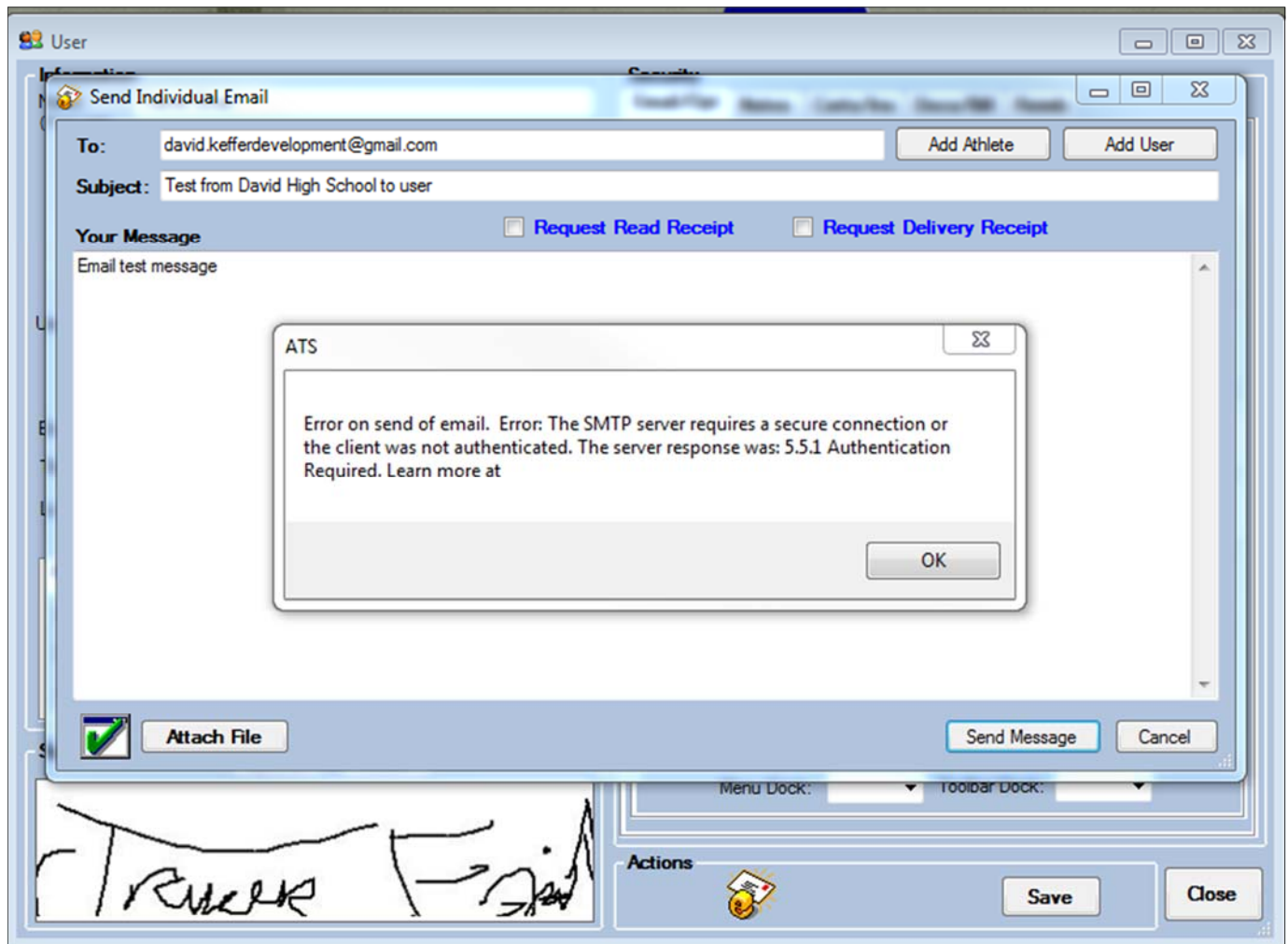
Use the settings provided by your IT department. These are likely the same that you would use to set up Outlook.

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



ATS - User Configuration

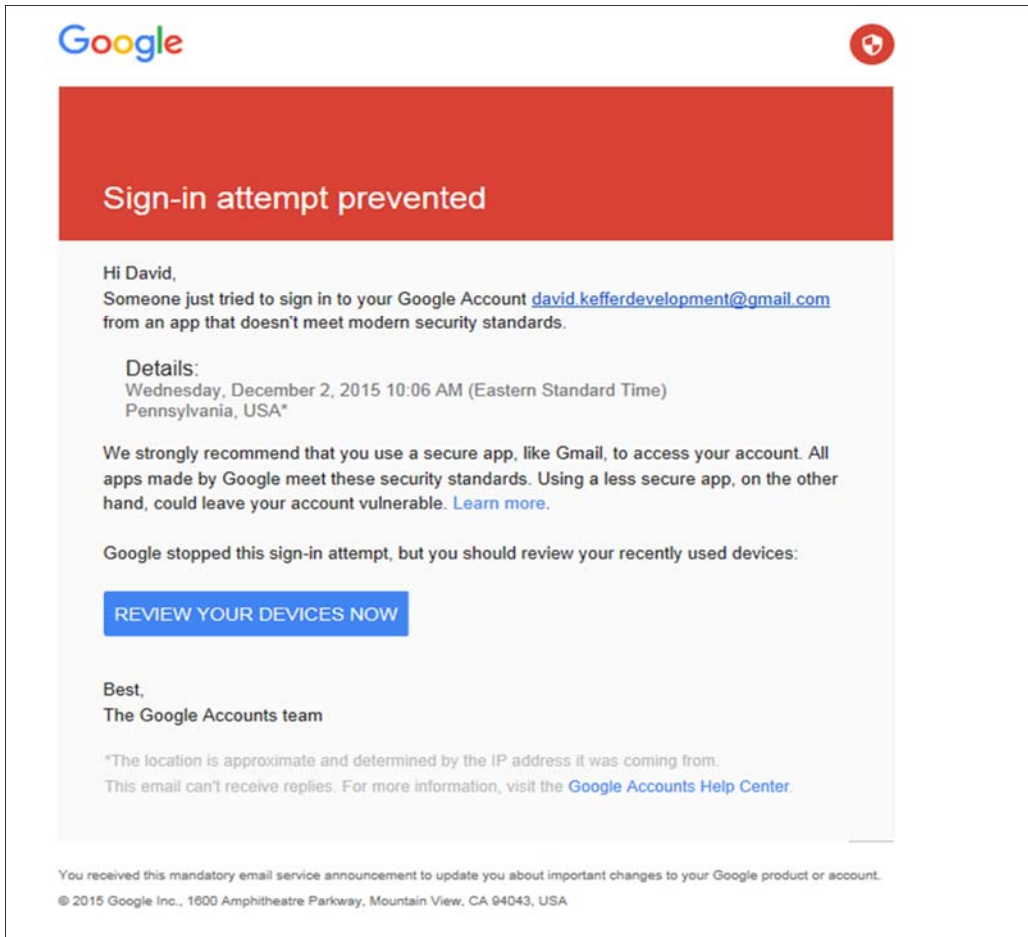
If you are going to use Gmail your primary email; you may see this error pop up after clicking “Test Email Settings”.



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).

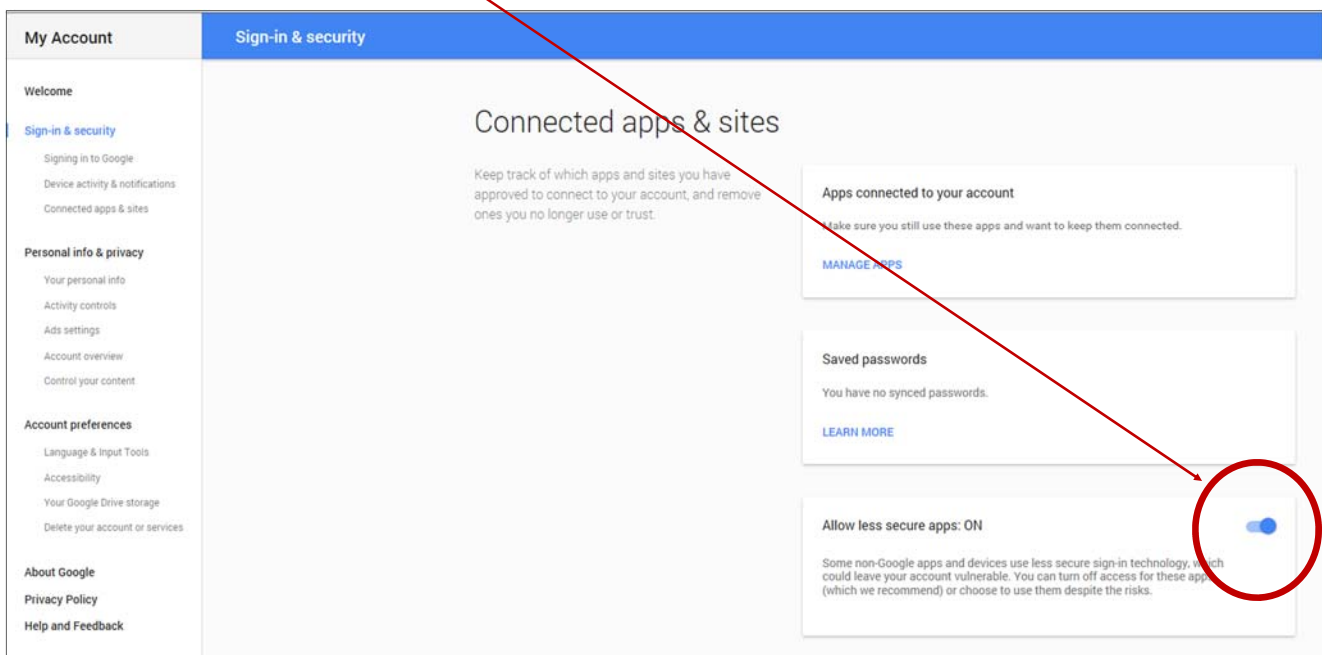
ATS - User Configuration



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".

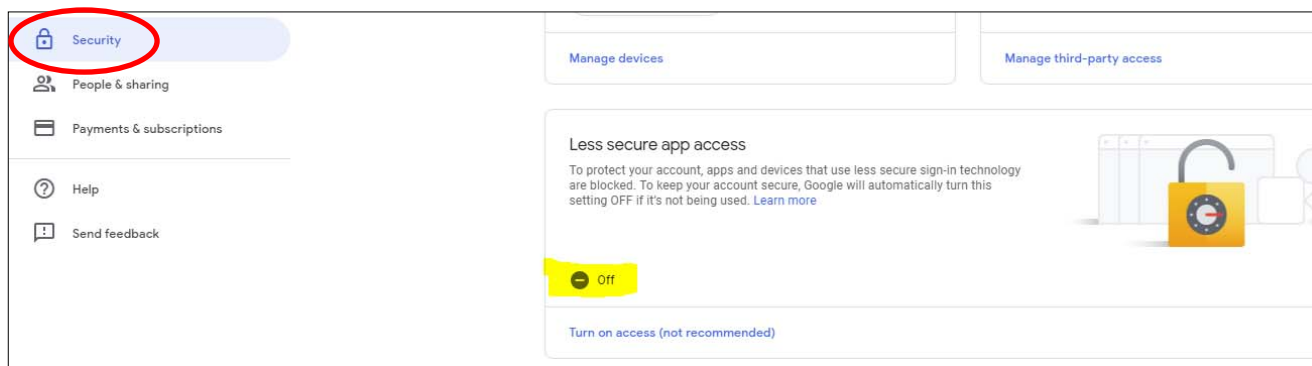
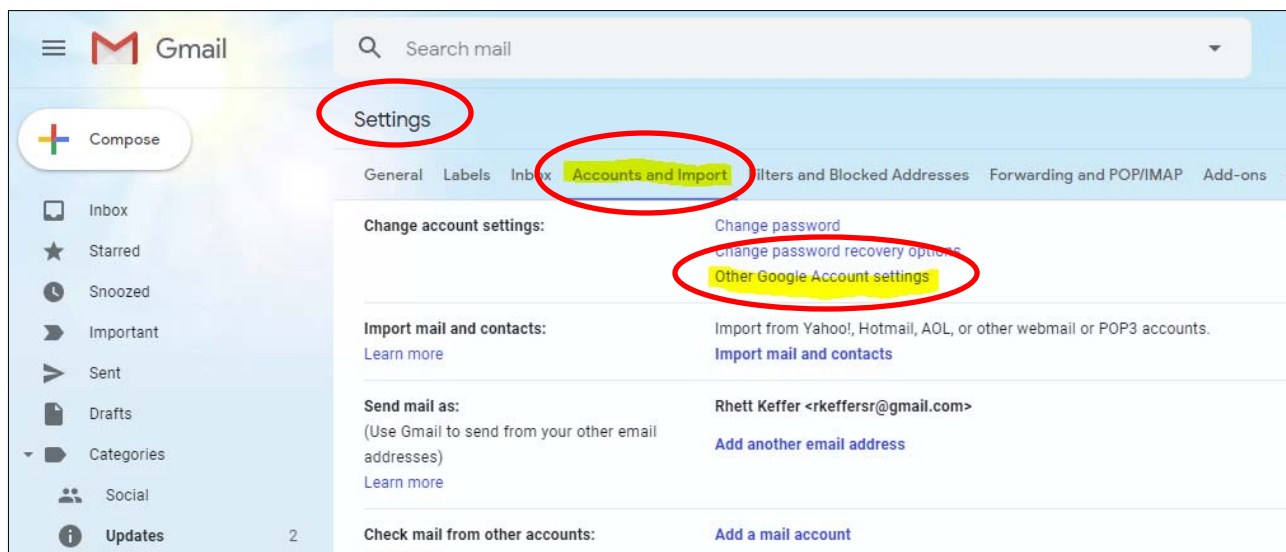
Depending on the version of gmail you are using you may not see this screen. See the next page for further instructions.

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"



ATS – User Configuration

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.



ATS - User Configuration

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.

