

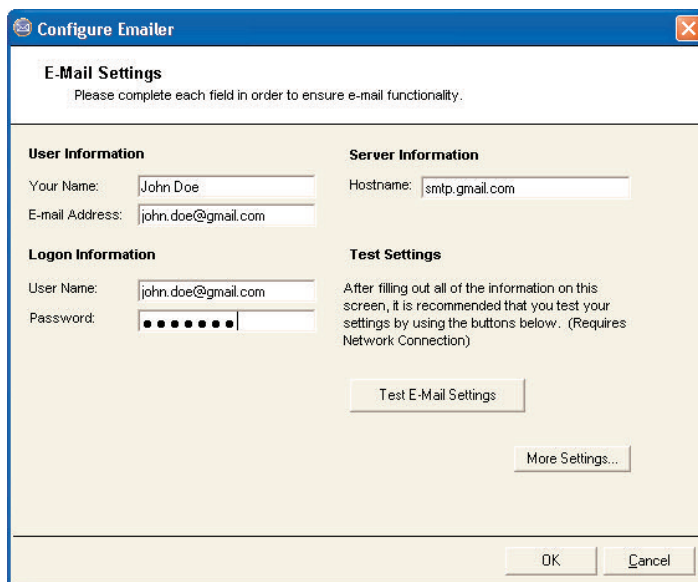
**Disclaimer:** PhoneTree does not offer support for Gmail. Please contact Gmail support for questions regarding your Gmail account. The provided instructions are for configuring PhoneTree to send reports and e-mail messages from the PhoneTree software. You cannot access your Gmail account directly from PhoneTree.

**Question:** How do I get PhoneTree to work with Gmail?

**Answer:** If you do not have an e-mail program such as Microsoft® Office Outlook®, you can use Gmail to send your e-mails for PhoneTree. Follow the easy steps below.

## For all PhoneTree products

- 1 If you don't already have a Gmail account, visit [www.gmail.com](http://www.gmail.com) and create one. Once you have created your account, sign in and write down your **Username** and **Password**. You will need to enter both in PhoneTree.
- 2 Using your PhoneTree product's User Guide, use the instructions for **Configure E-mail** to open the screen below.



The screenshot shows a dialog box titled "Configure E-mailer" with a close button in the top right corner. The main heading is "E-Mail Settings" with a sub-note: "Please complete each field in order to ensure e-mail functionality." The form is divided into four sections: "User Information" with fields for "Your Name" (John Doe) and "E-mail Address" (john.doe@gmail.com); "Server Information" with a field for "Hostname" (smtp.gmail.com); "Logon Information" with fields for "User Name" (john.doe@gmail.com) and "Password" (masked with dots); and "Test Settings" with a note: "After filling out all of the information on this screen, it is recommended that you test your settings by using the buttons below. (Requires Network Connection)". At the bottom of the form are buttons for "Test E-Mail Settings", "More Settings...", "OK", and "Cancel".

- 3 With the **E-Mail Settings** screen opened in PhoneTree, enter the following information in each field:

**Your Name:** The name that appears as the sender when an e-mail is received.

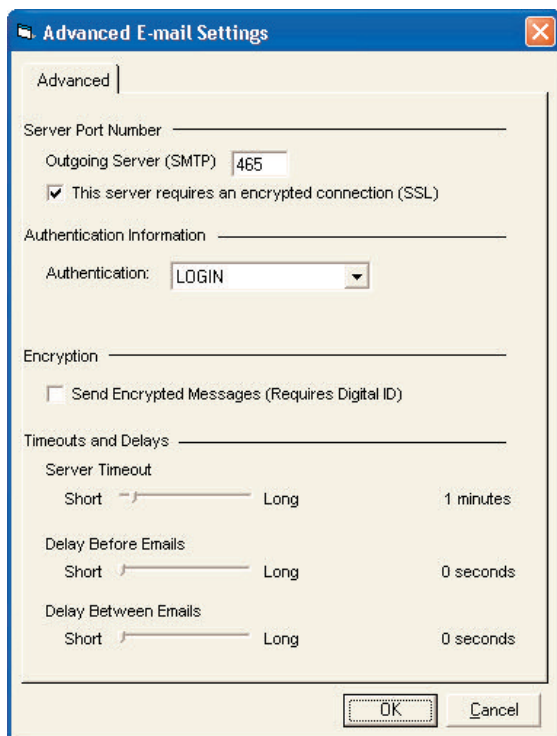
**E-mail Address:** Enter the Gmail address you currently have or just created.

**Hostname:** Enter `smtp.gmail.com` in this field.

**User Name:** Enter the Gmail address you currently have or just created.

**Password:** The password used to sign in to your Gmail account.

Now click the **More Settings...** button.



**4** Now in the **Advanced E-mail Settings** screen, make sure the following settings are in place:

**Outgoing Server (SMTP):** Set this field to either 465 or 587.

**Enable This server requires an encrypted connection (SSL).**

**Authentication:** Set to **LOGIN**.

**Send Encrypted Messages:** Disable this setting.

**Server Timeout:** Should not be set to less than 1 minute or longer than 3 minutes.

**Delay Before Emails:** Set to 0 seconds.

**Delay Between Emails:** Set to 0 seconds.

Click **OK** and then click **Test E-Mail Settings**. You should receive a test e-mail in your Gmail account as long as all of your settings are configured correctly. If the test fails, contact PhoneTree Customer Service.

For more information on Gmail, including automatic forwarding for replies/received messages:  
<http://mail.google.com/support/?ctx=gmail&hl=en>

A great tool to consider for use with your Gmail account is **Gmail Notifier**. This will put an icon in your Windows taskbar that will show you when you have unread e-mail. It will also allow you to access that mail by simply clicking the icon. Simply install this add-on and sign in to it when prompted.  
[http://toolbar.google.com/gmail-helper/notifier\\_windows.html](http://toolbar.google.com/gmail-helper/notifier_windows.html)

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