myepos

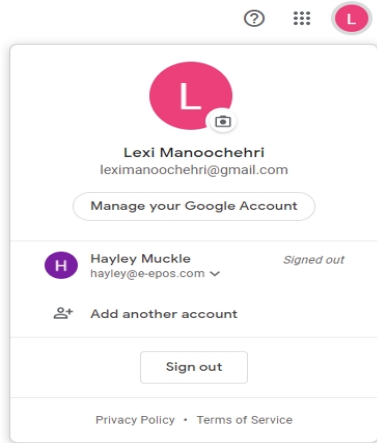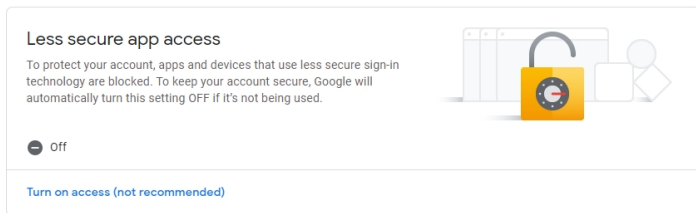# Table of contents

Google mail Setup

We recommend using email to send email receipts.

Firstly create a google account. Sign in on google and choose manage your google account.

Choose security and scroll down to less secure app access.

Turn on Access.

Till Setup

On the EPOS System.

Go to settings, choose email account from the left-hand side

Sender Name:	Shop Name
Sender Email:	Gmail email address
Reply To:	Gmail email address
Username:	Gmail email address
Password;	Gmail Password

Use

When setting up a customer ensure you enter an email address:

When you complete payment on the change screen choose Email invoice

Confirm email address or manually enter one

Press OK and the invoice will be sent by email.