

How to enable website email links to work with Google:

1. Open up your google browser.
2. Open up your Gmail.
3. In a new tab open up the Parish webpage at stjamescatholicparish.org
4. Select the "Parish Staff" page and try to access any of the staff emails besides your own.
5. If it brings you to an email box for you to send them a message, than you are all set and are done. If not please proceed as follows.
6. Goto the address box at the top of your screen, and check to the far right of the box. There will be a star, a magnifying glass, and a small football. If the football is present, you will need to click onto it.



7. After clicking onto the football, this will open up another small menu, containing three options; (Allow) (Do Not Allow) (Ignore). Ignore is the standard default setting. You will next need to change this to (Allow). After doing so, select the (Done) option.
8. Next, go completely to the top right where the three bars are displayed.



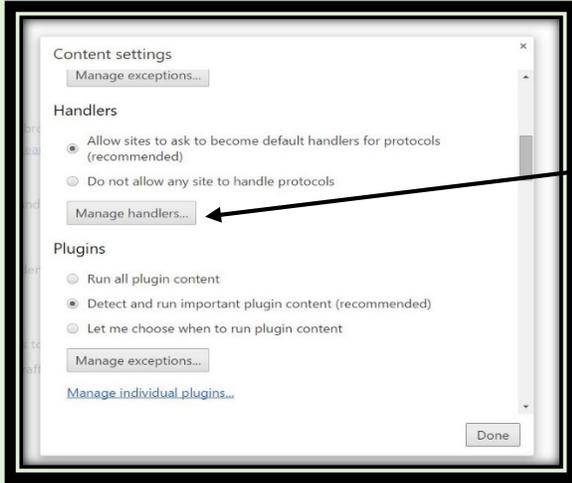
9. Select and depress the three bars which opens another drop down menu.



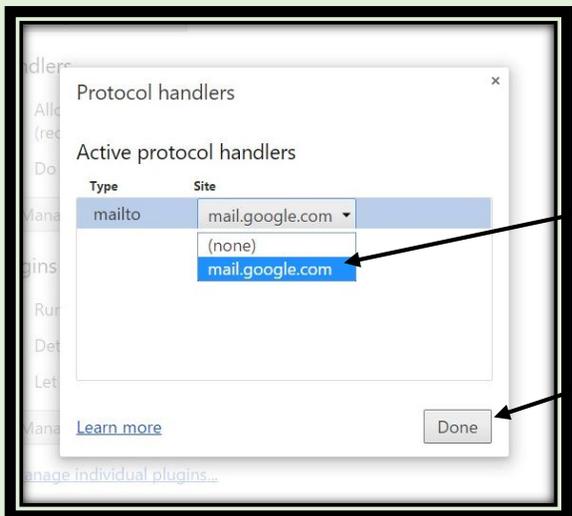
10. This drop down menu will provide multiple options. Near the bottom you will find the option (Settings). Select this option.

11. This will now open you to your setting screen, where you will need to scroll to the bottom of the page where you will find the option "Show Advanced Setting". Please click onto this option, which will open additional options below.

12. Continue to scroll down further until you locate the “Privacy” section. Just below that you will find and box for (Content Settings). Click onto this box and proceed.

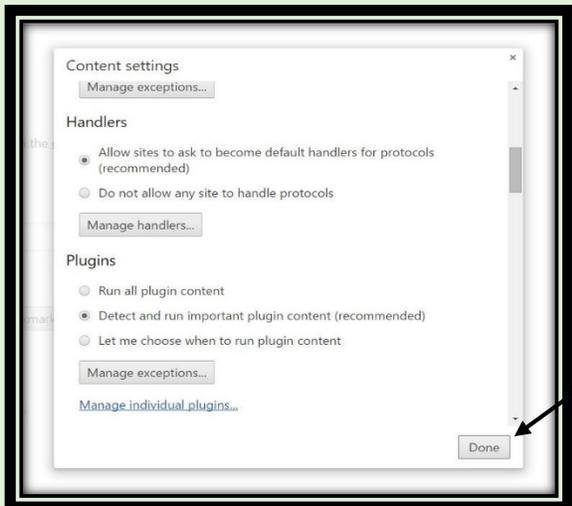


13. Scroll down in this box to “Handlers” and select the box containing “Manage Handlers”.



14. This will open up the “Protocol Handlers” Under “Site” click the down arrow which should display the “mail.google.com” option. Select this option.

15. Next select “Done”.



16. Next, click on the “Done” option in the bottom right corner of this box.

17. This returned you to the setting screen. You can close this tab and you are ready to go.