



August 2026 Tech Tips

Current Church Windows Version 27.25.2

Cyber Security Tip from Kloud9 IT

Here's a tip that just might save your bacon: set up withdrawal alerts on your bank accounts. Many banks will send you an e-mail alert whenever money is withdrawn from your account via check, debit card or transfer. Setting up those alerts will allow you to spot and report fraudulent activity before the money has already been siphoned into a cybercriminal's hands.

Second, require dual-factor authentication to access your bank account. Most banks will have this as a security setting for your account. That simply means when you try to log in, you will be asked to enter a four-digit or five-digit code sent to your mobile phone or personal e-mail. This will prevent a hacker from getting in even if they crack your password.

Remember: cybercrime is at an all-time high, and hackers are setting their sights on small and medium businesses that are "low-hanging fruit." Don't be their next victim!

Emailing and Gmail

Emailing documents and statements from Church Windows is a great way to save money on postage. If you are using Gmail as your email provider, the way their email system connects to other programs or third-party apps has changed. If your Gmail has worked in the past, but you suddenly cannot send emails through Church Windows, you probably need to generate a third-party app password within your Gmail account. Once you have done that, you should be able to email again through Church Windows and your Gmail account.

[Membership & Donations: Emailing with Gmail](#)

Groups & Classes Preparation

Before your new groups and classes begin, you can print a rooster for each teacher to take attendance within Membership. You can do this by going to **Reports/Export > Attendance > Attendance Worksheet**; you can create a blank form with dates and an area to check off attendance. This form can also include information regarding each individual.

Free Training Webinars

Church Windows provides free, live-training webinars every month on a number of different subjects. Here attendees can chat directly with a trainer and ask relevant questions. If you are unable to make the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

[View Past Webinars](#)

Resource Center & Help Files

Our support techs are available to help you with any issue you might encounter, but you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable pdfs. You can access our Help Files in Church Windows at any time by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center](#)

[Help Files](#)

Emails and Changes

Stay up to date with Church Windows news, tech tips, and software updates by making sure we have the correct email and contact information for your organization. You can do this by emailing info@churchwindows.com and providing your current contact person and email address. You can also give us a call at 800-533-5227 to verify.

Backing Up

Remember to back up your data regularly to prevent losing your work and having to re-enter information. It's quick and easy. Don't rely on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

[Church Windows Web & General Backup Information](#)

