

In order to setup Outlook to connect to Gmail do the following:

- a. Download and run **Outlook Connector for Google Users** from:
http://www.wou.edu/ucs/google_apps_tips.php#clients
- b. Enter your username followed by **@mail.wou.edu** into the Email address box (e.g. **TestUser@mail.wou.edu**) and your pawprint password. Click **Continue**



Please sign-in to Google Apps Sync

Google [Help](#)

Sign in with your Google Account

Email address:

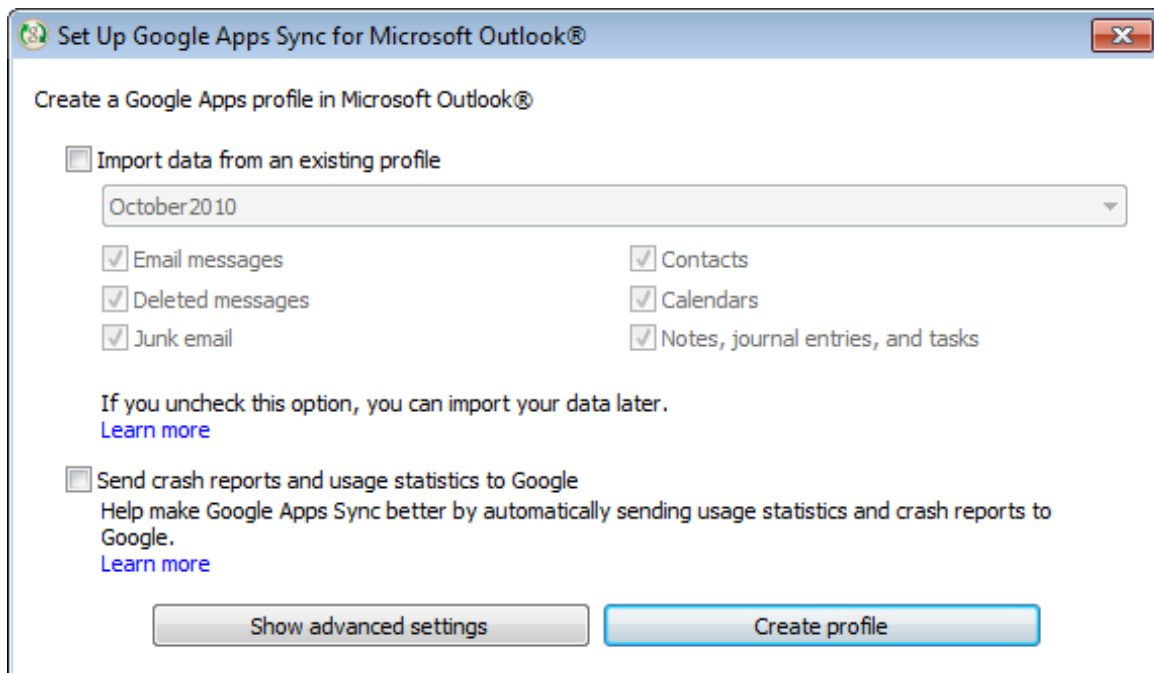
Do you have a Google password?

No, help me sign-in.

Yes, I have a password:

Remember me

- c. Click **Create Profile**



Set Up Google Apps Sync for Microsoft Outlook®

Create a Google Apps profile in Microsoft Outlook®

Import data from an existing profile

<input checked="" type="checkbox"/> Email messages	<input checked="" type="checkbox"/> Contacts
<input checked="" type="checkbox"/> Deleted messages	<input checked="" type="checkbox"/> Calendars
<input checked="" type="checkbox"/> Junk email	<input checked="" type="checkbox"/> Notes, journal entries, and tasks

If you uncheck this option, you can import your data later.
[Learn more](#)

Send crash reports and usage statistics to Google
Help make Google Apps Sync better by automatically sending usage statistics and crash reports to Google.
[Learn more](#)

- d. Open Outlook and confirm that your mail is downloading