## Installing Google Apps Sync for Microsoft Outlook

Google Apps Sync for Microsoft Outlook<sup>®</sup> is a plug-in for Microsoft Outlook<sup>®</sup> 2003, 2007, or 2010 that lets you use Outlook to manage your Google Apps mail, calendar, and contacts, along with your Outlook tasks, notes, and journal entries. It also lets you import data from Outlook to your Google Apps account.

In order to utilize Google Apps Sync you must have the following in place on your computer:

- Outlook 2003, 2007, or 2010 must be installed on your computer
- Your Windows operating system must be Windows XP or higher
- You must have an active JagMail account and you should have migrated messages from your previous email system -- Jaguar1 or GroupWise

When you have these items in place you are ready to begin the installation outlined in the following pages.

## Allow Profile Selection

If you have a GroupWise account and would like to use the Outlook 2010 mail client for managing your JagMail account, here are a few simple steps required for implementation:

 Make sure that Outlook allows you to prompt for the desired profile rather than defaulting to GroupWise.

To do this, go to the control panel on your computer and select "Mail."

- 2. In the Mail Setup dialogue box, select "show profiles."
- When this dialogue box displays, select "Prompt for a profile to be used" and click OK.

Mail
General
The following profiles are set up on this computer:
Novell GroupWise
Ţ
Add Remove Properties Copy
When starting Microsoft Outlook, use this profile:
Prompt for a profile to be used The profile
ahutchines@southalabama.edu - Google Apps 🔄
OK Cancel Apply

Figure 1: Mail Dialogue Box

## Google Apps Sync Download and Installation

Next locate and download the utility for Google Apps Sync for Microsoft Outlook and run the install script. To do this, follow these steps:

- 1. Search for "Google Apps Sync for Microsoft Outlook" using the Google search or go directly to the link provided here: <u>https://tools.google.com/dlpage/gappssync</u>
- 2. Notice that the system requirements include Google Apps for Education, Microsoft Outlook 2003, 2007, or 2010, and at least Windows XP or higher operating system.
- 3. Click the big blue button to Download Google Apps Sync as illustrated in Figure 2.

Google Apps Sync for Microsoft Outlook®	
Google Apps Sync for Microsoft Outlook® allows you to use Microsoft Outlook® 2003, 2007 and 2010 effectively with Google Apps. You get the cost savings, security and reliability of Google Apps, while employees can use the interface they prefer for email, contacts, calendar and notes. The Google Apps Sync download includes Google Apps Migration for	Download Google Apps Sync
Microsoft Outlook® to import existing data to Google. Help and information for Users	Requires Google Apps for Business or Education Windows XP (32 bit) SP3
Help and information for Administrators   Google Apps Sync for Microsoft Outloo   Share   ▼ More info   Table   Table   Table   Table	Windows Vista (32 bit) SP1 Windows Vista (64 bit) SP1 Windows 7 (32 and 64 bit) Butto
Contracts     J.J. ContColor Main     Delta (III And Main Main Main Main Main Main Main Main	Microsoft Outlook 2003® <u>SP3</u> Microsoft Outlook 2007® <u>SP2</u> (or <u>SP1</u> with <u>hotfix</u> ) Microsoft Outlook 2010® (32 and 64 bit)
Normanie  Normanie	More about system requirements Help with installation
Mail     State     1<	Currently using the free edition of Google Apps? Get a free trial of Google Apps for Business and try Google Apps Sync.
●	

Figure 2: Download Google Apps Sync

4. You should see a series of screens as the Google Apps Sync tool downloads and installs much like the illustration in Figure 3.

🐻 Google Apps Sync™ for Microsoft Outlook® Installer 👘 🔲 🔀
Downloading Google Apps Sync™ for Microsoft Outlook®, 2 second(s) remaining

Figure 3: Download Status Screens

- 5. In the next screen, you should sign-in to Google Apps Sync using your JagMail credentials. Be sure to use your complete JagMail address including the appropriate domain. For faculty and staff, the domain would be @southalabama.edu and for students the domain is @jagmail.southalabama.edu. See figure 4 for example in completing the sign-in.
- 6. Click "Yes, I have a password:" and type your JagMail password in the space provided.
- 7. If your PC is in a secure environment you may wish for the password to be saved. If so, click "Remember me" but otherwise, deselect this option.

Please sign-in to Google Apps Sync	
Google <sup>-</sup>	
Sign in with your Google Account.	
Email address:	
jstudent@southalabama.edu	
Do you have a Google password?	
🔘 No, help me sign-in.	
📀 Yes, I have a password:	
•••••	
🗹 Remember me	
Continue	

Figure 4: Sign-in to Google Apps Sync

8. A waiting message will appear as in Figure 5. Wait until the sign-in process is completed.

🕲 Google Apps Sync	
Signing in to Google Apps Sync, please wait.	

Figure 5: Wait message

 When the Set Up Google Apps Sync window appears, simply click "Create profile." Do not make any other selections.

Outlook	
🖌 Email messages	Contacts
Deleted messages	Calendars
🗹 Junk email	Notes, journal entries, and tasks
If you uncheck this option, you ca	

Figure 6: Create Profile

10. When the setup is complete, click button to **Start Microsoft Outlook**.



Figure 8: Start Microsoft Outlook

- 11. Verify your profile name. It should show your JagMail account with the domain Google Apps. See the example in Figure 9.
- 12. Click "OK" to continue.

Choose Profile		X
Profile Name:	ibama.edu - Google Apps 💌	New
	OK Cancel	Options >>

Figure 9: Confirm Set Up

13. Finally, Outlook will start and the splash screen will display indicating the program is opening.

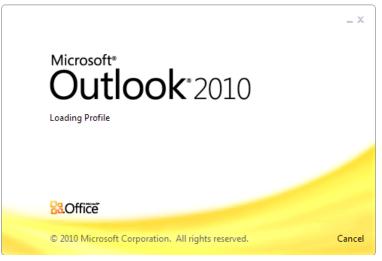


Figure 10: Outlook 2010 Splash Screen

14. The first time the Synchronization process runs, it will take quite a long while as all your messages are being downloaded to your PC. When the process is completed, you may close the Synchronization Status dialogue box.

🔞 Synchronization Status - al	nutchings@southalabama.edu	×
Google Contacts Initial download in progress.		③ <u>Re-sync</u>
Google Calendar Synced.	(**************************************	(8) <u>Re-sync</u>
Google Mail Initial download in progress.		3 <u>Re-sync</u>
Show more Open this window when Microsol	ft Outlook® starts <u>Help</u>	Close

Figure 11: Synchronization Status

15. Finally, your Outlook Inbox will appear containing messages from your JagMail account and ready for customization. Please see other Outlook configuration tips for information on contacts and calendars.