Installing Google Apps Sync for Microsoft Outlook

Google Apps Sync for Microsoft Outlook® is a plug-in for Microsoft Outlook® 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:

1. 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.”

3. When this dialogue box displays, select “Prompt for a profile to be used” and click OK.

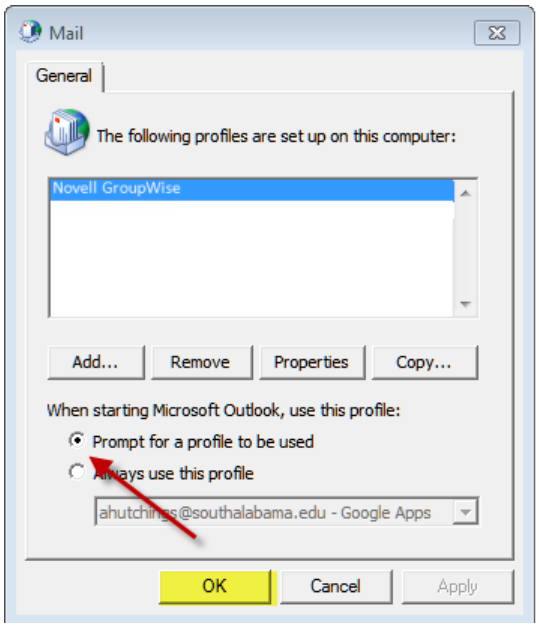

Figure 1: Mail Dialogue Box

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: https://tools.google.com/dlpage/gappssync

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.

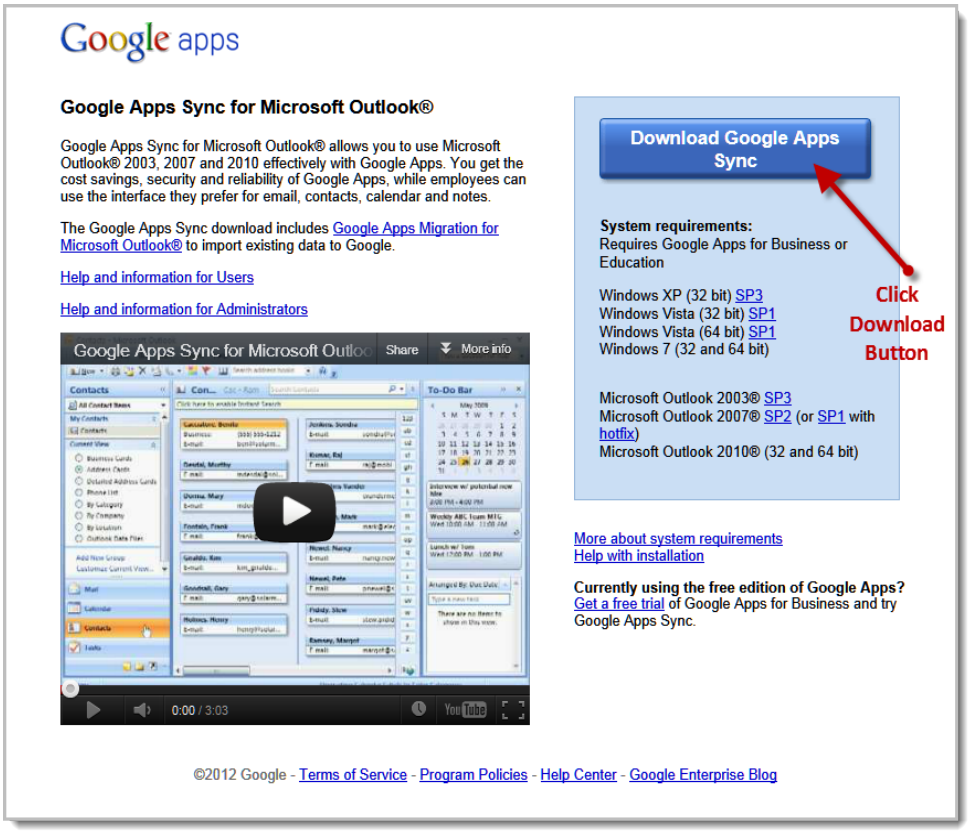

Figure 2: Download Google Apps Sync

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

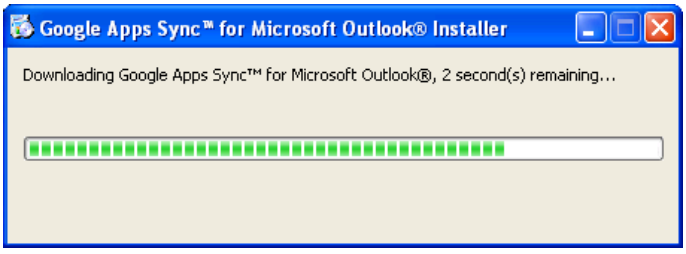

Figure 3: Download Status Screens

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.

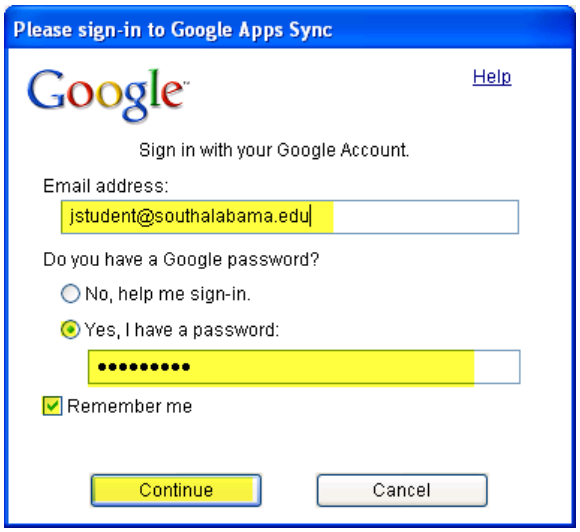

Figure 4: Sign-in to Google Apps Sync

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

Figure 5: Wait message

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

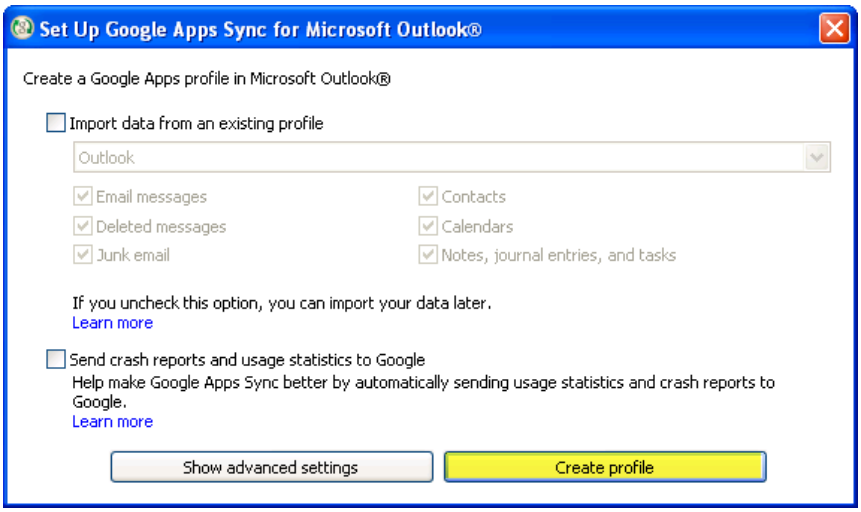

Figure 6: Create Profile

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.

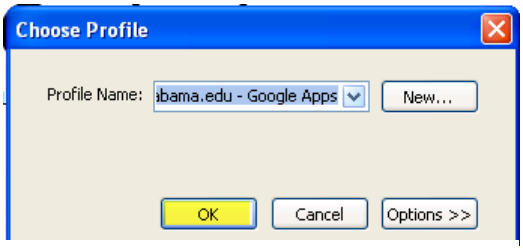

Figure 9: Confirm Set Up

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

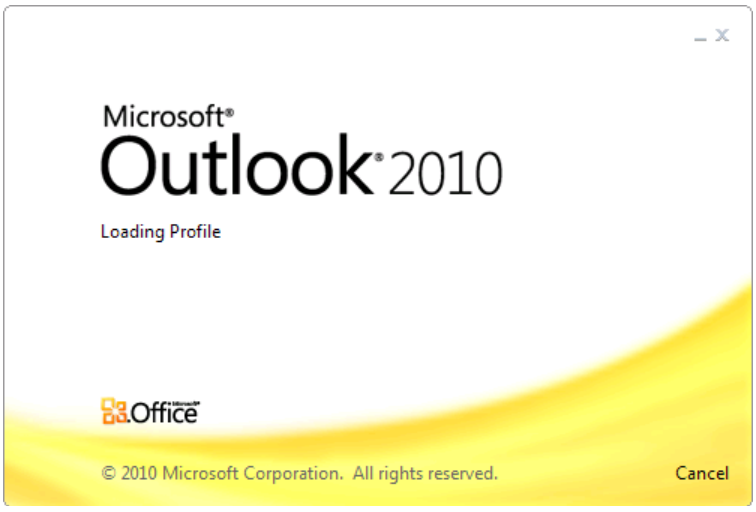

Figure 10: Outlook 2010 Splash Screen

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.

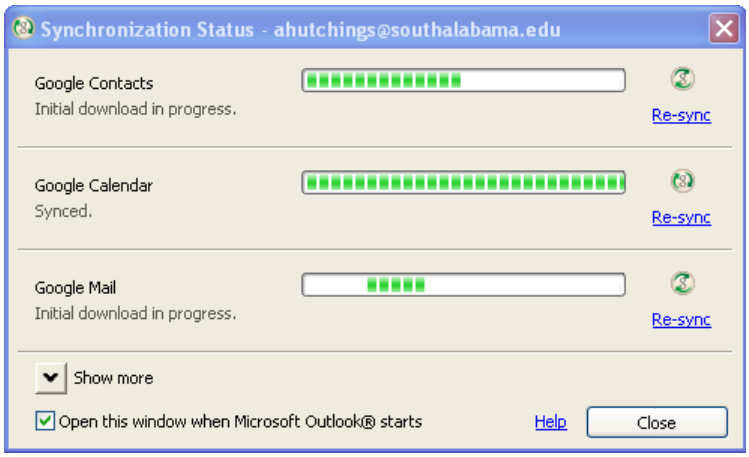

Figure 11: Synchronization Status

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.