Before setting up Outlook on Windows on your PC, please consider the information below. ITS highly recommends using the Chrome web browser for interacting with your Union College Google account.

**Using Google’s Outlook Sync Utility**

- Requires installation and configuration of additional software on PC/laptop
- Limited to viewing only 4 Gigs. of email (archives must be view via browser)
- Sync times can become unacceptable, or hang, when off-campus and travelling (should use browser for acceptable usage times) due to external network speeds
- The sync utility is not the “native” Google interface and could be more prone to occasional “bugs” or issues not affecting the browser
- Certain Outlook features (tasks, rules, calendar attachments, reminders, etc.) are functional when using the Google Outlook Sync utility, but the information will not be stored in your Union College Google account. This information will reside on your local computer and would have to be re-entered into your Union College Google account if you move away from using Outlook.
- If Google ever abandons support for Google Outlook Sync, you will have to re-enter all your local information (including all tasks, rules, calendar attachments, reminders, etc.) into your Union College Google account.

**Using an Internet Browser (Chrome)**

- Chrome web browser is believed to be the fastest and most integrated tool for working with Google Apps and anything Google related (i.e. Gmail, Calendar, Google Docs, Google Drive, etc.). Utilizing Chrome also provides you with all the features available within Google Apps. We strongly recommend that you use a Chrome web browser for your Google Apps work while continuing to use the web browser you normally use (Internet Explorer, Firefox, Safari, etc...) for other internet browsing needs.
- “Look and Feel” will be the same everywhere (on-campus, off-campus, travelling)
- Access to all email (no limit of 4 Gigs. like the Outlook client)
● Does not require VPN authentication software when accessing mail off-campus
● Powerful "search" capability for searching emails

Outlook 2010 Sync Tool GASMO
Go to https://tools.google.com/dlpage/gappssync

1. Click on “Download Google Apps Sync” blue button in the top right corner.
2. When User Account Control dialog box appears and asks you if you want to allow this program to make changes to this computer, click “yes”. The installation will take several minutes to complete.
3. When the application has finished installing, click on “Close”.

4. You will now see the above icon on your task bar. Click on this to begin.

5. Sign in with your full email address. (example: username@union.edu)
6. Click on “Continue”.

7. Enter your Username (Without @union.edu) and password and click on “Sign in”.

8. There is nothing to change here. Keep all default settings. Scroll to bottom and Click on “Accept”.
Important!

9. Do **NOT** check the “Import data from and existing profile” box – keep defaults so that you do not import duplicate data and select “Create profile”.

10. Click on “Start Microsoft Outlook”

If you have Outlook profiles other than the Google Apps profile you just created (such as a Microsoft Exchange profile you’re importing from), Outlook prompts you to select which
profile to open. **Be sure to choose your Google Apps profile** to begin using your new account. (To later access your old Exchange account, just restart Outlook and choose your Exchange profile, instead).

11. Select “OK” to launch your new Outlook profile.

As soon as Outlook opens your Google Apps profile, Google Apps begins to synchronize with your Google Apps account.

**Be Patient while importing!** The initial synchronization can take quite some time to complete.

12. Click “Close” when sync is complete.

You are now ready to use your new Google Apps account – from either Outlook or the Google Apps web interface.