

G Suite Sync for Microsoft Outlook

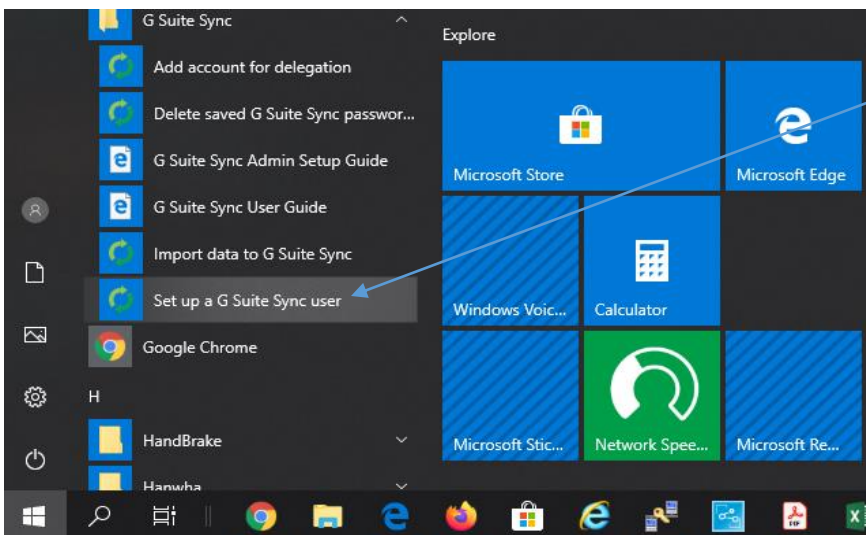
G Suite Sync allows users to use Microsoft Outlook with Google Apps. When setup and configured, G Suite Sync will synchronize your email, calendar and contacts between Gmail and Outlook in real-time. You can access the same information at any time from either interface.

If you are interested and would like to use Microsoft Outlook, on your classroom or office computer, as opposed to the Gmail web interface, you can. Follow the steps outlined below to set up G Suite Sync on your computer.

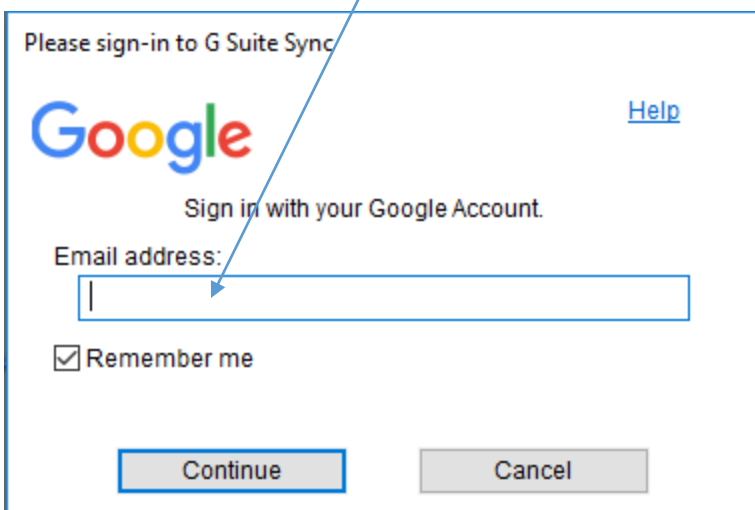
NOTE: This process will walk you through configuring G Suite Sync on the computer on which you are logged on. If you would like to use Microsoft Outlook on other (district) computers that you use, you will need to run through this setup at each of those computers. Microsoft Outlook and the G Suite Sync plug-in are already installed on district Windows based computers.

Setting up G Suite Sync with Microsoft Outlook:

1. Click on the Start Menu, scroll down and expand the G Suite Sync folder. Click on "Set up a G Suite Sync user"




2. Enter your EVIT email address and click "Continue"

A screenshot of the G Suite Sync sign-in screen. The screen displays the Google logo, the text 'Please sign-in to G Suite Sync', and a sign-in form with fields for 'Email address' and a 'Remember me' checkbox. The 'Continue' button is highlighted with a blue border, and a blue arrow points to the 'Email address' field from the left side of the page.

3. Enter your email address and click “Next”

Sign in with Google



Sign in
to continue to
G Suite Sync for Microsoft Outlook®

Enter your email


[Forgot email?](#)


To continue, Google will share your name, email address, language preference, and profile picture with G Suite Sync for Microsoft Outlook®. Before using this app, you can review G Suite Sync for Microsoft Outlook®'s [privacy policy](#) and [terms of service](#).


[Next](#)

4. Enter your EVIT email password and click “Next”

Sign in with Google



Welcome
 support@evit.com

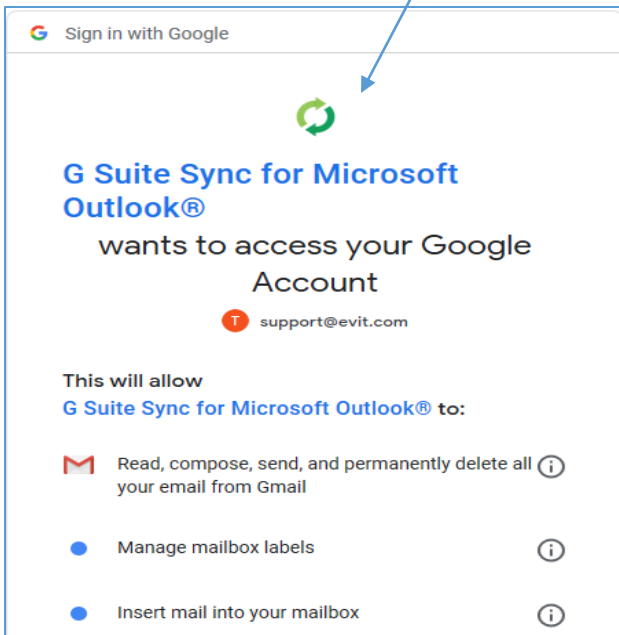
Enter your password 

To continue, Google will share your name, email address, language preference, and profile picture with G Suite Sync for Microsoft Outlook®. Before using this app, you can review G Suite Sync for Microsoft Outlook®'s [privacy policy](#) and [terms of service](#).

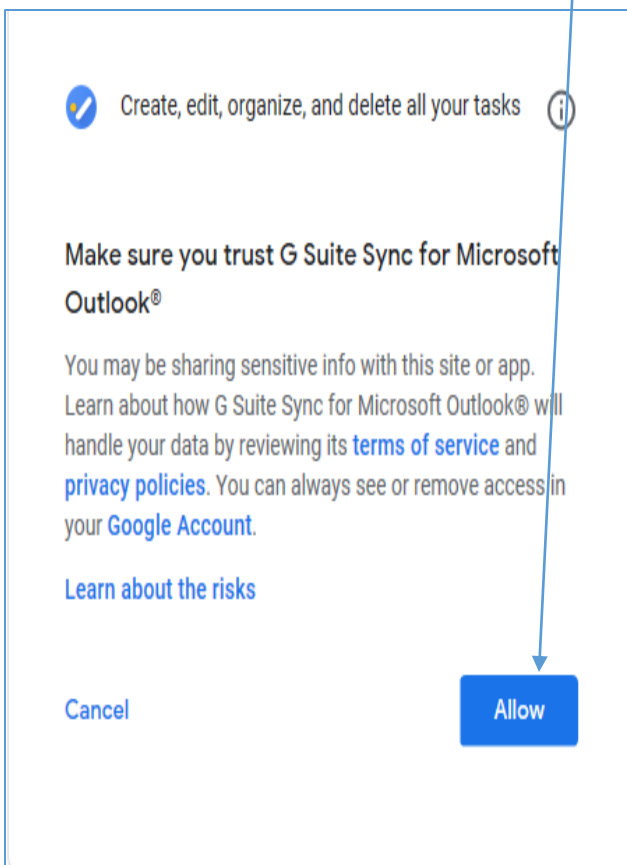
[Forgot password?](#) [Next](#)

In order for Microsoft Outlook to sync your Gmail email and calendar, you must give G Suite Sync permission to access and manage your Gmail account.

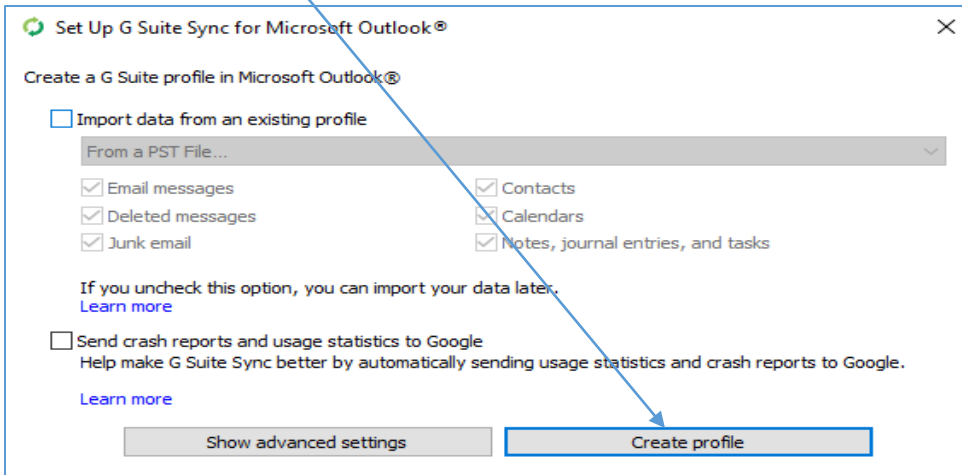
5. In the “G Suite Sync for Microsoft Outlook” screen, you will see a list of items that G Suite Sync is requesting access to.



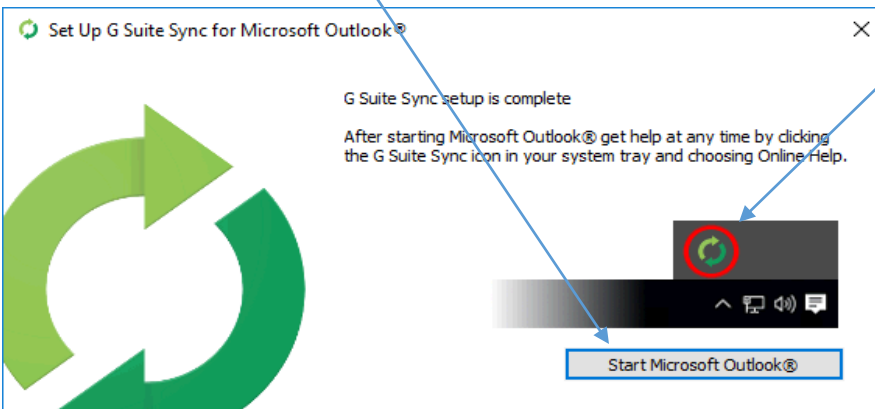
6. Scroll down to the bottom and click the “Allow” button.



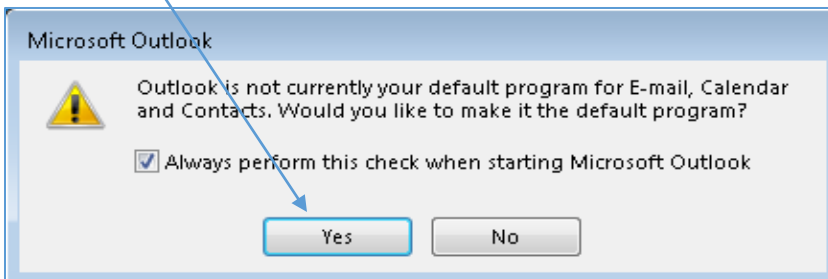
7. Click on the “Create profile” button.



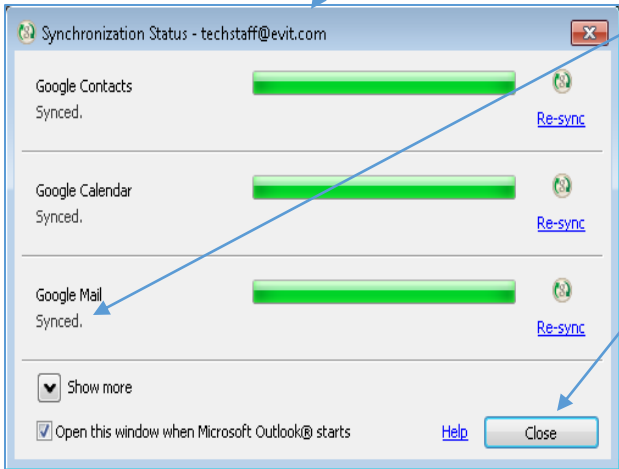
8. Click on the “Start Microsoft Outlook” button to open Outlook. An active Google Sync icon will load on the desktop upon opening Outlook.



9. Click “Yes” to set Outlook as your default email and calendar client on your computer.

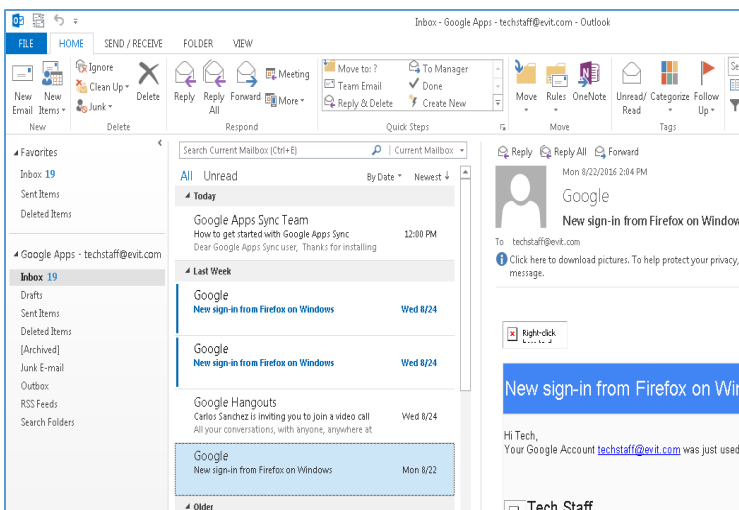


10. You will notice a **“Synchronization Status”** window. This window displays your items being synchronized from Google. When complete, the items will be displayed as **“Synced”**. Click **“Close”** when the process is done.

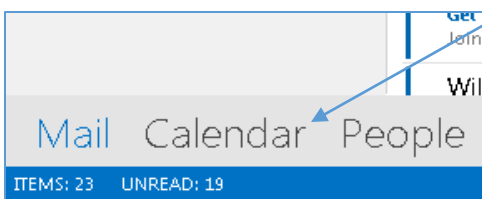


NOTE: The initial sync of your email and calendar items may take a few minutes to complete, just depends on the amount of items that have to be synced. Every user is different. It is recommended that you allow up to 30 minutes for the initial sync to complete.

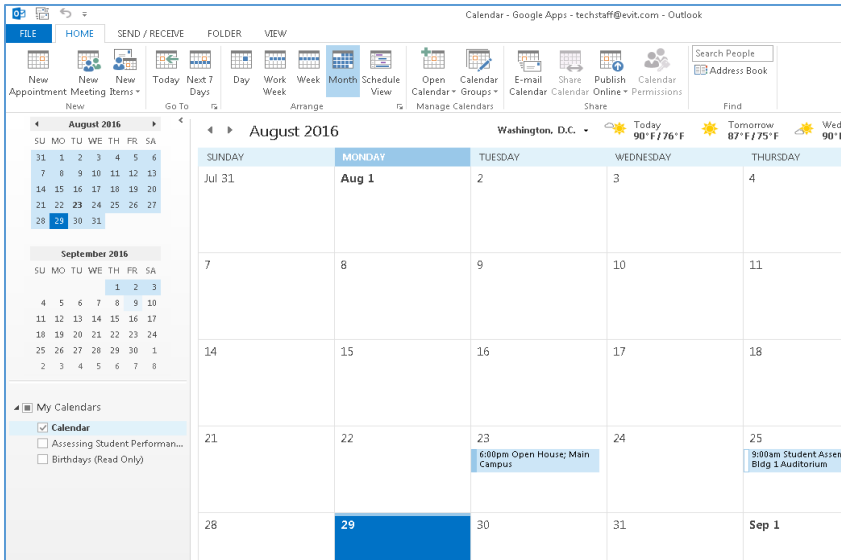
11. Once the sync has completed, you are ready to use Outlook to manage email, calendar, and contacts.



12. To access your calendar, click on the **“Calendar”** option on the bottom-left corner of the interface.



You can create and modify events to your personal EVIT calendar directly through this interface. These events will sync to your Gmail calendar in real-time.



For quick access, pin the Outlook shortcut to the start menu.

13. Click on the Start Menu, scroll down and right-click on "Outlook 2016" and select "Pin to start"

