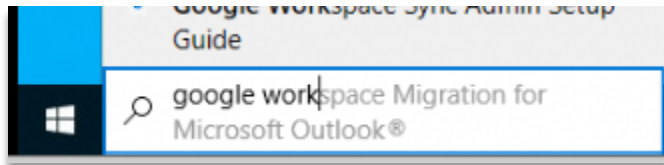


Configuring Google Workspace Email in Outlook

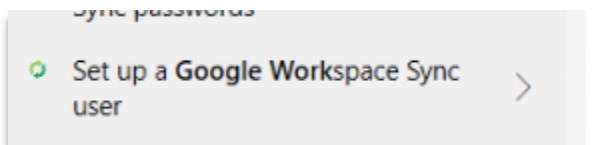
Utilize the Google Workspace Sync Tool to configure your Google Email

If your email provider is Google and you have a Google Workspace company email, you will need to use the Google Workspace Sync tool that has been pre-installed in your hosting environment.

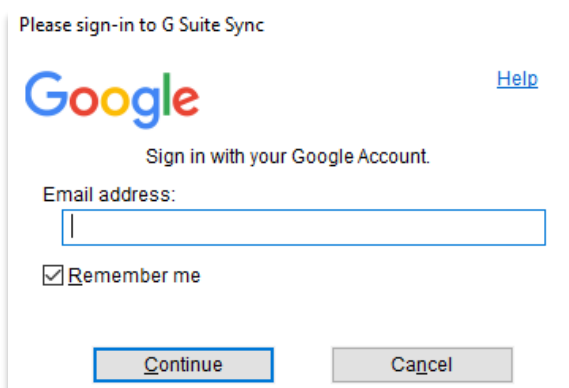
1. Start by searching for Google Workspace in the start menu



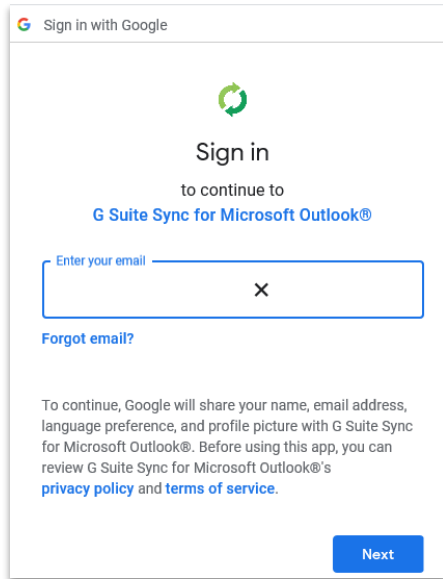
2. Select *Set Up a Google Workspace Sync user* from the results



3. You will be prompted to sign into your email account

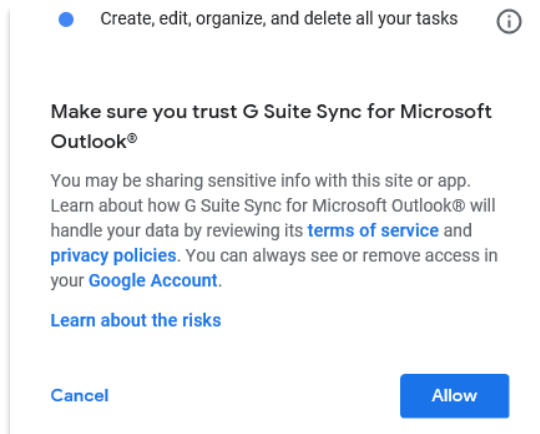


4. Confirm your email and enter your password when prompted
 - If you do not know your email password, you will need to have it reset by your email management company



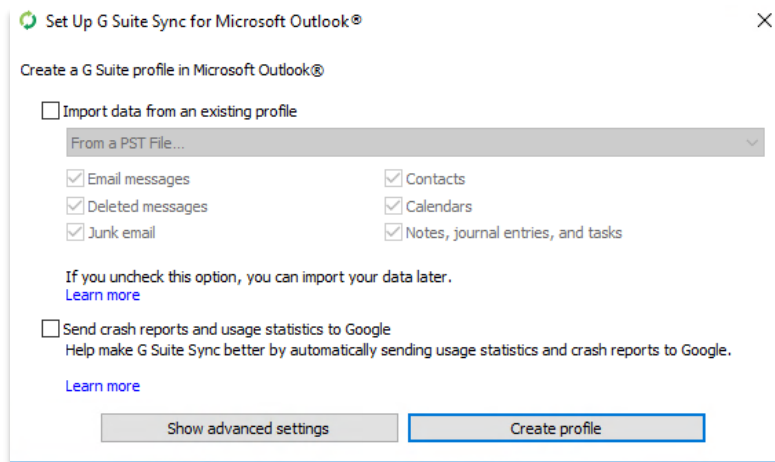
The screenshot shows a 'Sign in with Google' window. At the top, it says 'Sign in' followed by 'to continue to G Suite Sync for Microsoft Outlook®'. Below this is a text input field with the placeholder 'Enter your email' and a small 'x' icon. A link 'Forgot email?' is positioned below the input field. Further down, a paragraph of text explains that Google will share user information with the app and provides links to the 'privacy policy' and 'terms of service'. A blue 'Next' button is located at the bottom right.

5. After logging in, you will be prompted to allow Outlook access to you G Suite account. Keep all settings as default and select Allow at the bottom of the page



The screenshot displays a permission dialog box. At the top, it lists the permissions: 'Create, edit, organize, and delete all your tasks' with an information icon. The main heading is 'Make sure you trust G Suite Sync for Microsoft Outlook®'. The body text states: 'You may be sharing sensitive info with this site or app. Learn about how G Suite Sync for Microsoft Outlook® will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your Google Account.' There is a link 'Learn about the risks'. At the bottom, there are two buttons: 'Cancel' and 'Allow'.

6. Leave the boxes unchecked and select Create Profile



7. You may be prompted to sign into your G Suite email online again and allow access. Follow all prompts and, once completed, your G Suite emails will start syncing in Outlook.