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# 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.
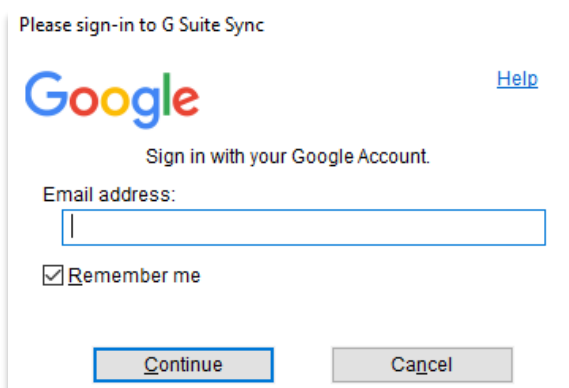
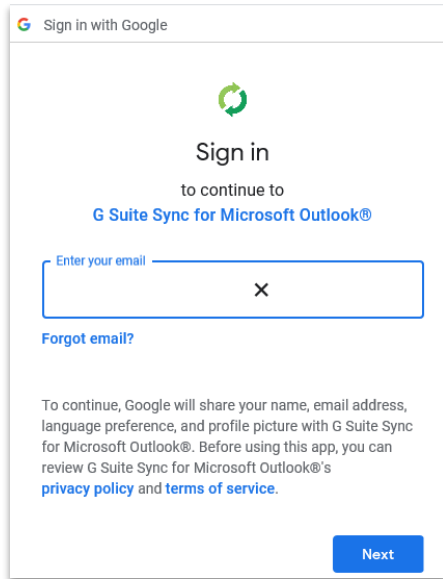1. Start by searching for Google Workspace in the start menu
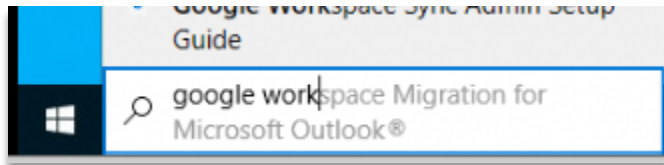
2. Select *Set Up a Google Workspace Sync user* from the results
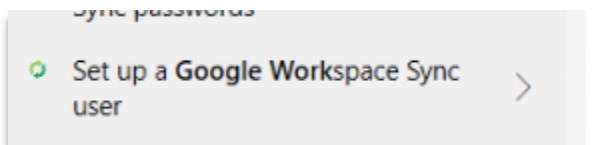
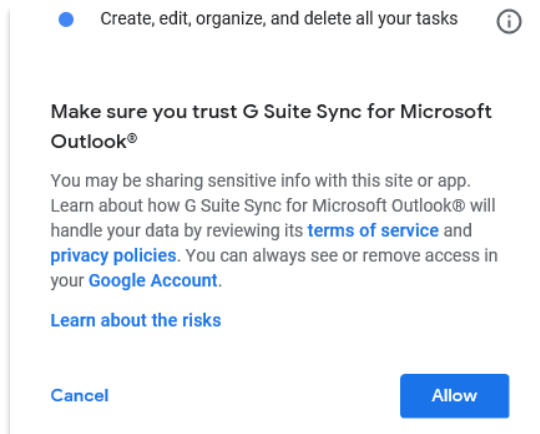3. You will be prompted to sign into your email account

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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
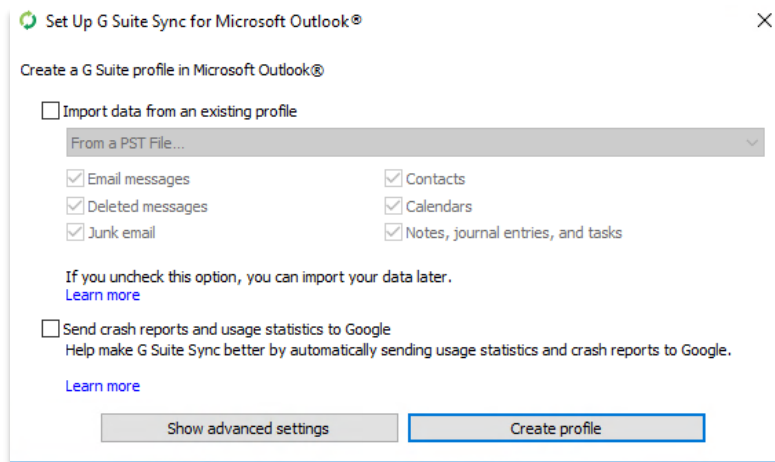

5. After logging in, you will be prompted to allow Outlook access to you G Suite account. Keep all settings as default and select Allow at the bottom of the page

6. Leave the boxes unchecked and select Create Profile

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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.