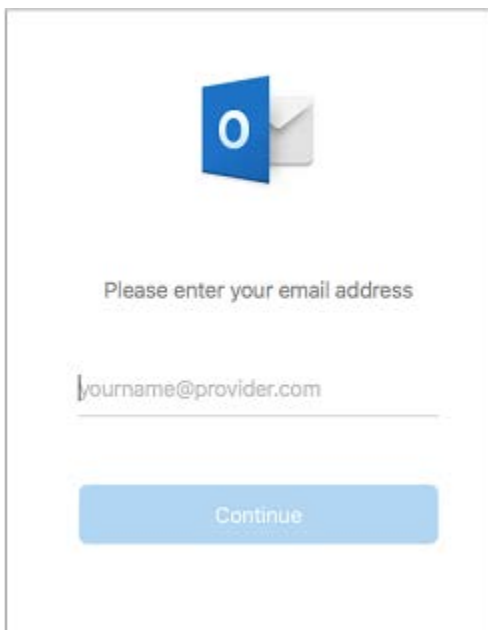


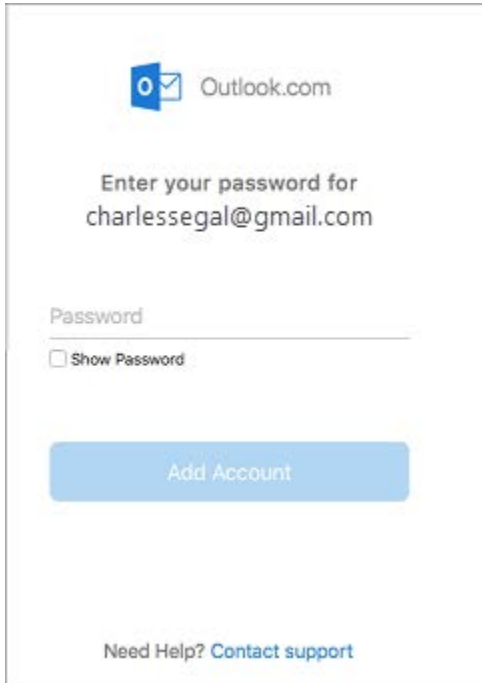
# Adding a Gmail account

1. **Note:** UTech strongly recommends using the native Google websites and apps for email, calendar, etc., as they are more reliable than using Outlook to access Google services, get the latest features from Google, and are better integrated with other Google services, such as Chat and Drive.
2. Select **Outlook > Preferences > Accounts**.
3. Click the plus (+) sign > **New Account**.
4. Type your email address using **first.last@case.edu > Continue**. Note: do not use [username@case.edu](#), as it will set up your Microsoft mailbox, which will not work. You cannot set up both the Gmail and Microsoft mailboxes, as they will create a conflict.



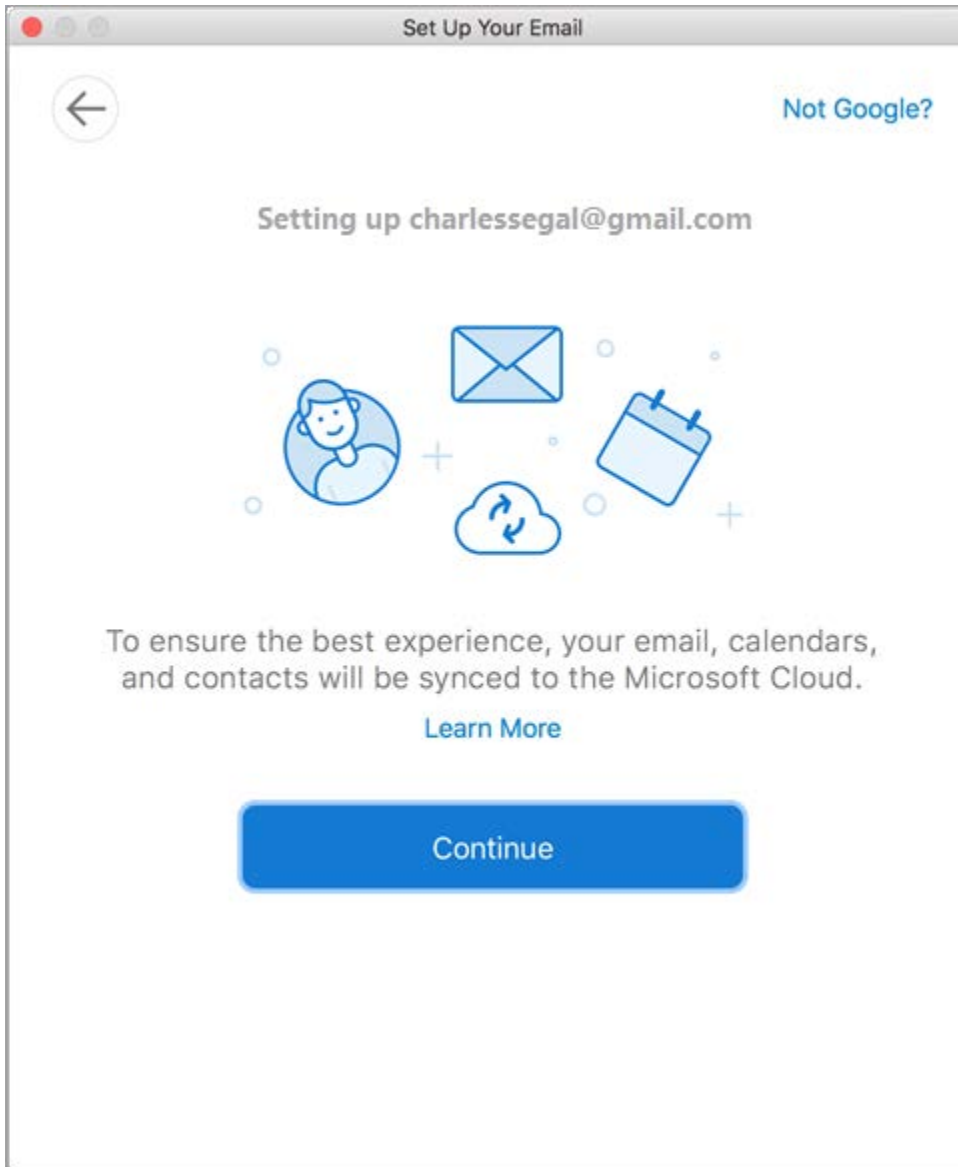
The screenshot shows the Outlook 'Add Account' dialog box. At the top is the Outlook logo (a blue square with a white 'O' and a white envelope icon). Below the logo is the text 'Please enter your email address'. Underneath is a text input field containing the placeholder text 'yourname@provider.com'. At the bottom of the dialog is a blue button labeled 'Continue'.

5. Type your password > **Add Account.**

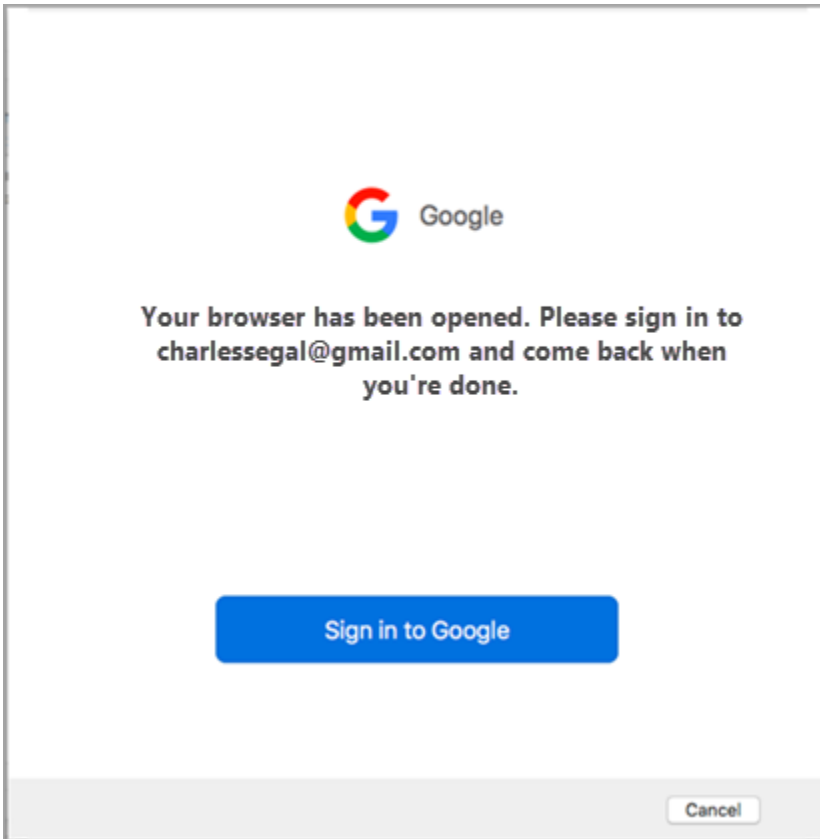


The screenshot shows the Outlook.com login interface. At the top left is the Outlook logo (a blue square with a white 'O' and a white envelope icon) followed by the text "Outlook.com". Below this, the text "Enter your password for charlessegal@gmail.com" is centered. Underneath is a password input field with the label "Password" above it. To the left of the input field is a checkbox labeled "Show Password". Below the input field is a blue button with the text "Add Account". At the bottom of the screen, there is a link that says "Need Help? Contact support".

6. Click **Continue**.




7. Sign-in to your Gmail account within Outlook for Mac. This is for users who are on **Build 16.15.18070902** and higher.




Have you already added your Gmail account to Outlook then see, [Improved auth for existing Gmail users](#).

8. Select an account to sign in. Make sure you use your University Gmail account (abc123@case.edu)


 Sign in with Google

## Choose an account

to continue to [Microsoft apps & services](#)

 **Charles Segal** Signed out  
charlessegal@gmail.com

---


 **Use another account**

---

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


English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

9. Type the account password.

 Sign in with Google


---

**Hi Charles**

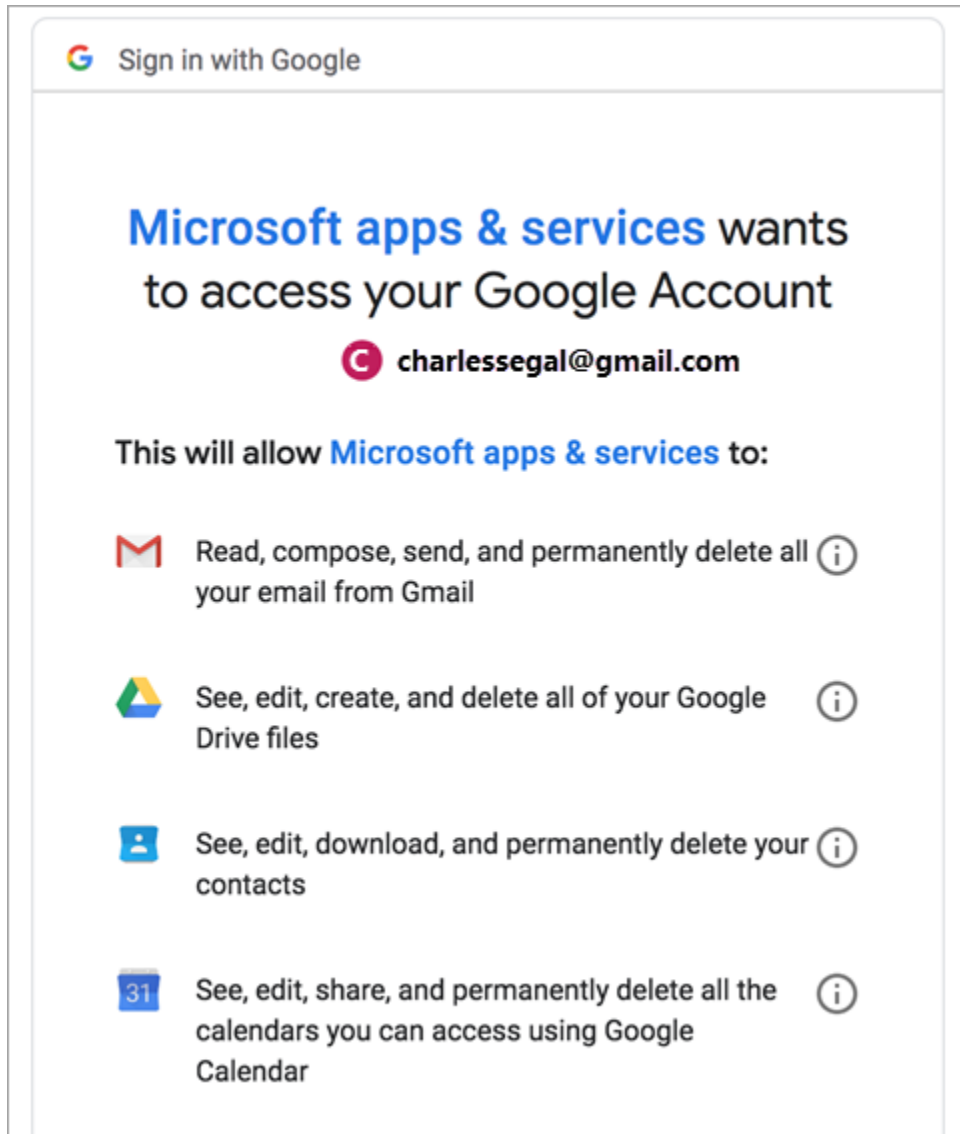
 charlessegal@gmail.com

Enter your password

[Forgot password?](#)

English (United States)  [Help](#) [Privacy](#) [Terms](#)

10. The Google account permissions window appears. Click **Allow**.



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[Learn about the risks](#)

Cancel Allow



11. Click **Open Microsoft Outlook**.

Open Microsoft Outlook?

Always open these types of links in the associated app

Cancel Open Microsoft Outlook

Drive files

-  See, edit, download, and permanently delete your contacts (i)
-  See, edit, share, and permanently delete all the calendars you can access using Google Calendar (i)

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[Learn about the risks](#)

Cancel Allow



12. Select **Done** to start using Outlook 2016 for Mac.

