

- 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) Download the “G Suite Sync for Microsoft Outlook” installer (“Download GSSMO” link under “Recommended for Users”) at <https://tools.google.com/dlpage/gssmo/>
- 3) Run the installer