Adding a Gmail account to Outlook for Mac

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. Outlook for the Web is disabled at CWRU. The desktop Outlook application is not supported by the Service Desk. If you choose to use Outlook you may not receive technical support.

2. Open Outlook

3. Select **Outlook > Preferences > Accounts.**

4. Click the plus (+) sign > **New Account.**

5. Type your email address using **first.last@case.edu** > **Continue.** Note: do not use the format
abc123@case.edu as it will set up your Microsoft mailbox, which will not work.

6. Choose Google from the provider options listed

![Image of Add Account screen with Google option highlighted]
7. Click the link to sync directly with Google
8. Select an account to sign in. Make sure you use your University Gmail account (abc123@case.edu)
9. Type the account password.

10. The Google account permissions window appears. Click Allow.
Microsoft apps & services wants to access your Google Account

charlessegal@gmail.com

This will allow Microsoft apps & services to:

- Read, compose, send, and permanently delete all your email from Gmail
- See, edit, create, and delete all of your Google Drive files
- See, edit, download, and permanently delete your contacts
- See, edit, share, and permanently delete all the calendars you can access using Google Calendar

Make sure you trust Microsoft apps & services

You may be sharing sensitive info with this site or app. Learn about how Microsoft apps & services will handle your data by reviewing its privacy policies. You can always see or remove access in your Google Account.

Learn about the risks

Cancel  Allow
11. Click **Open Microsoft Outlook**.
12. Select **Done** to start using Outlook for Mac.

Did you know?
Outlook supports Google, Yahoo!, and iCloud accounts.

- Add Another Account
- Done

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