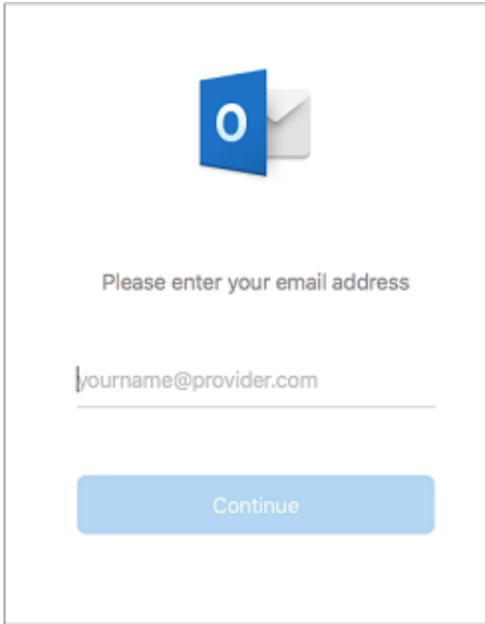


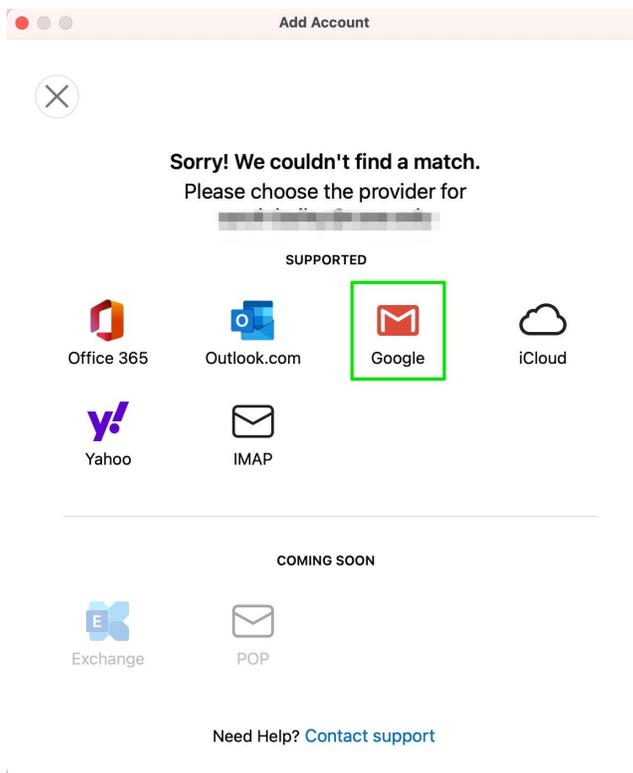
Adding a Gmail account to Outlook for Mac

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

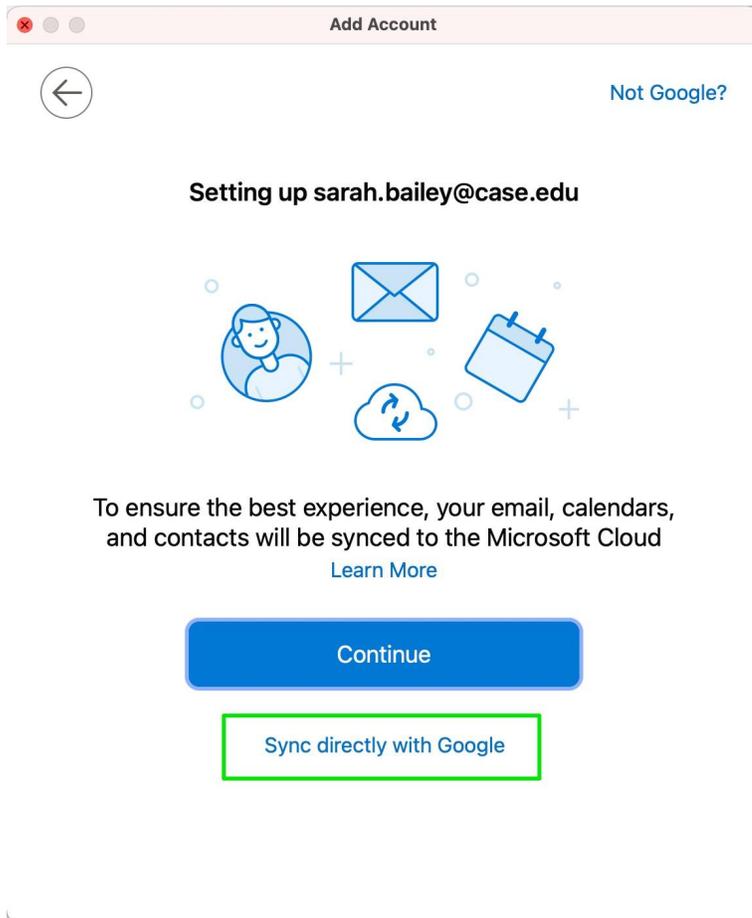
abc123@case.edu as it will set up your Microsoft mailbox, which will not work.



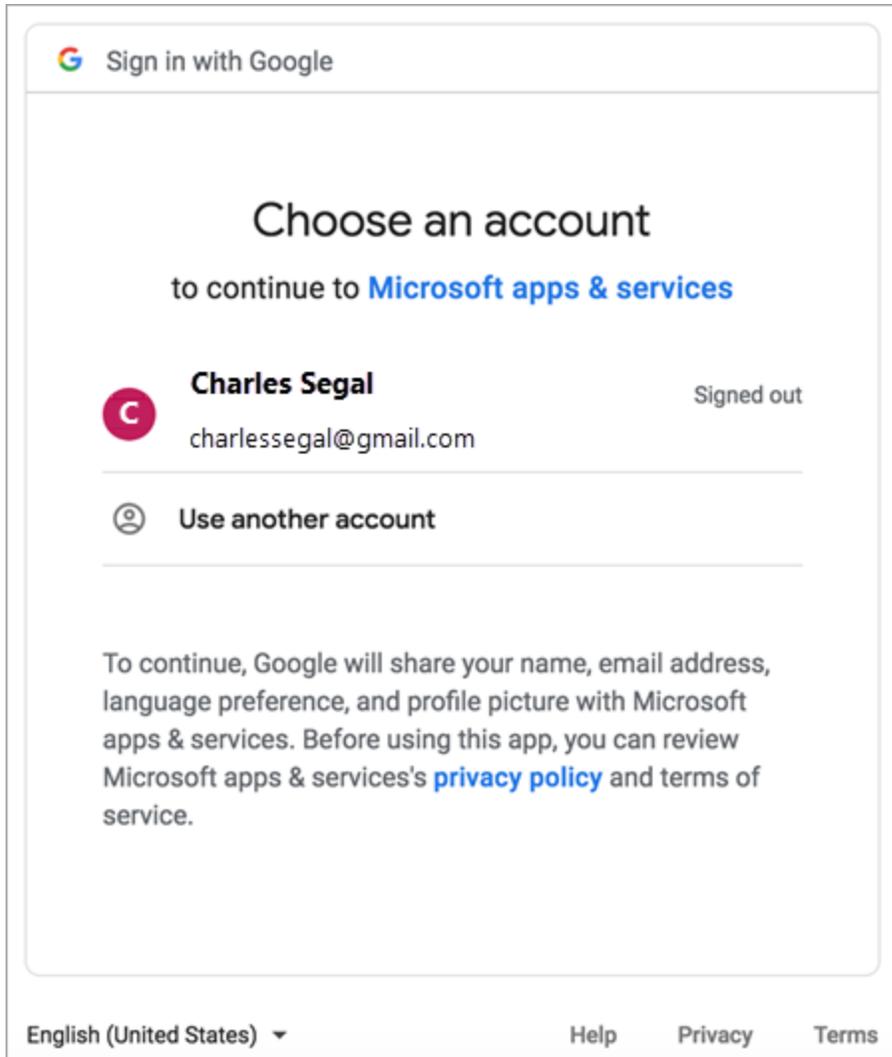
6. Choose Google from the provider options listed



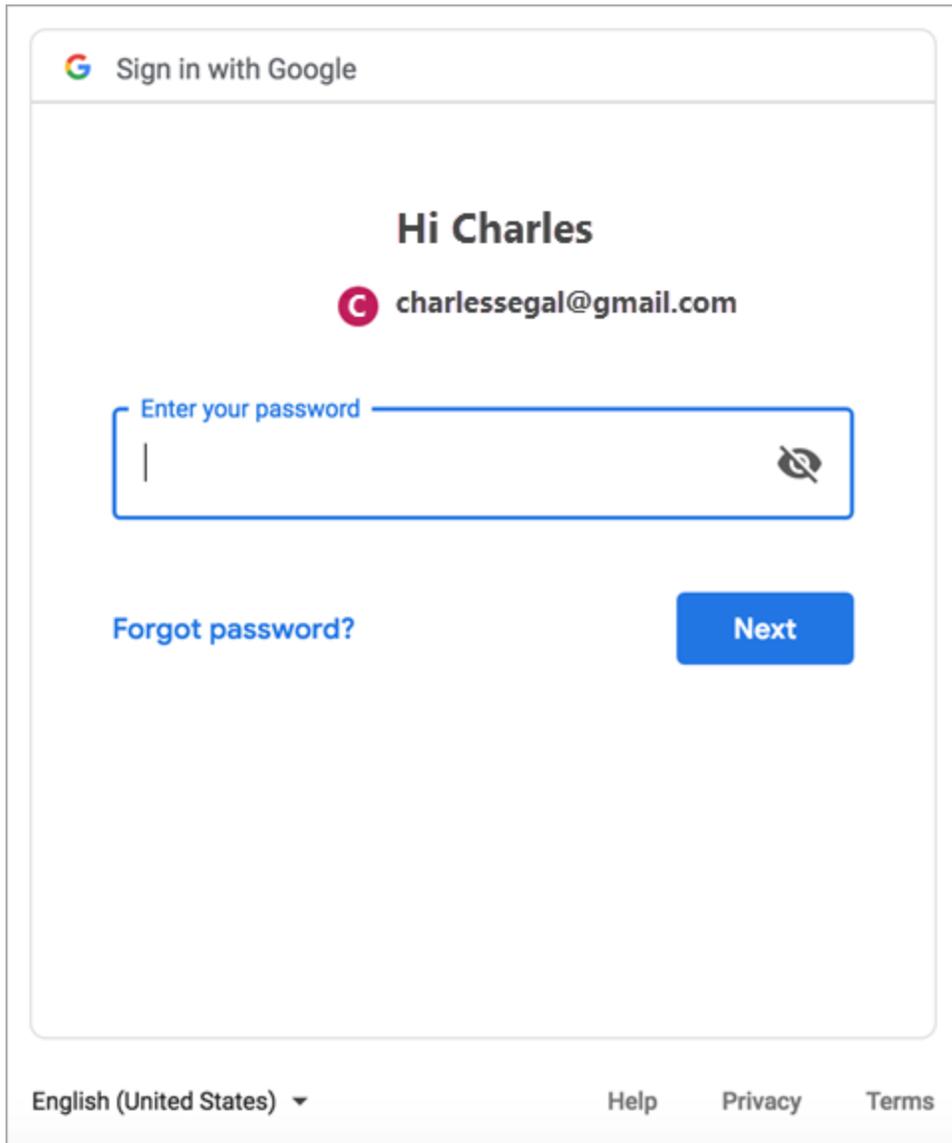
7. Click the link to sync directly with Google



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



9. Type the account password.



The image shows a Google sign-in interface. At the top left, there is a Google logo and the text "Sign in with Google". Below this, the user is greeted with "Hi Charles" and their email address "charlessegal@gmail.com" is displayed next to a red circular profile icon. A password input field is present with the placeholder text "Enter your password" and a blue border. To the right of the input field is a toggle icon for password visibility. Below the input field, there is a link for "Forgot password?" and a blue "Next" button. At the bottom of the page, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

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

 Sign in with Google

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

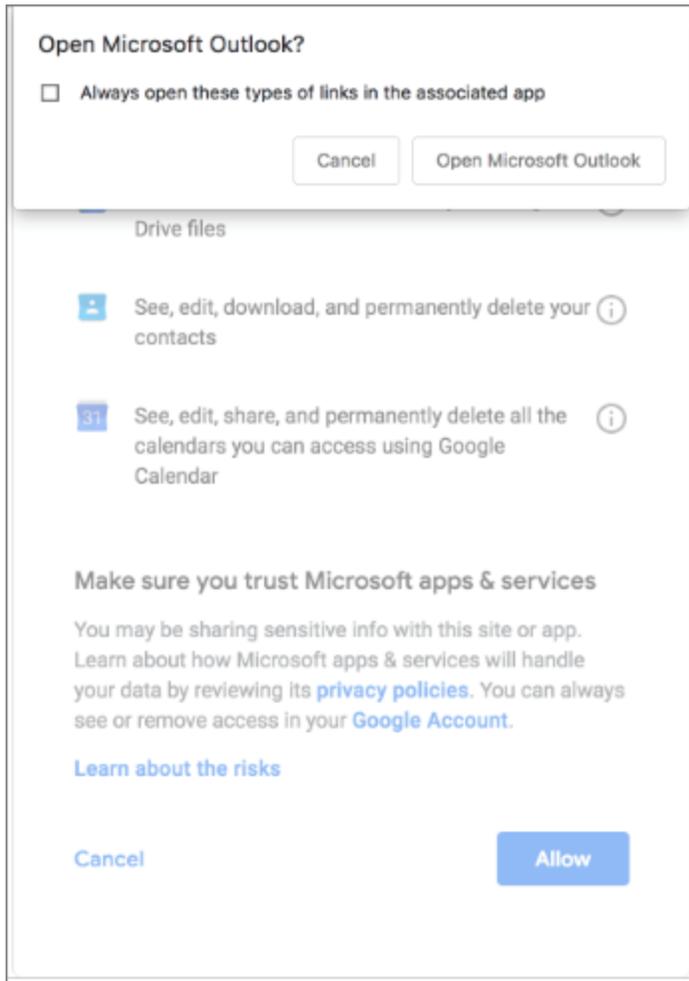
You may be sharing sensitive info with this site or app. Learn about how Microsoft apps & services will handle your data by reviewing its [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel

Allow

11. Click **Open Microsoft Outlook**.



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

