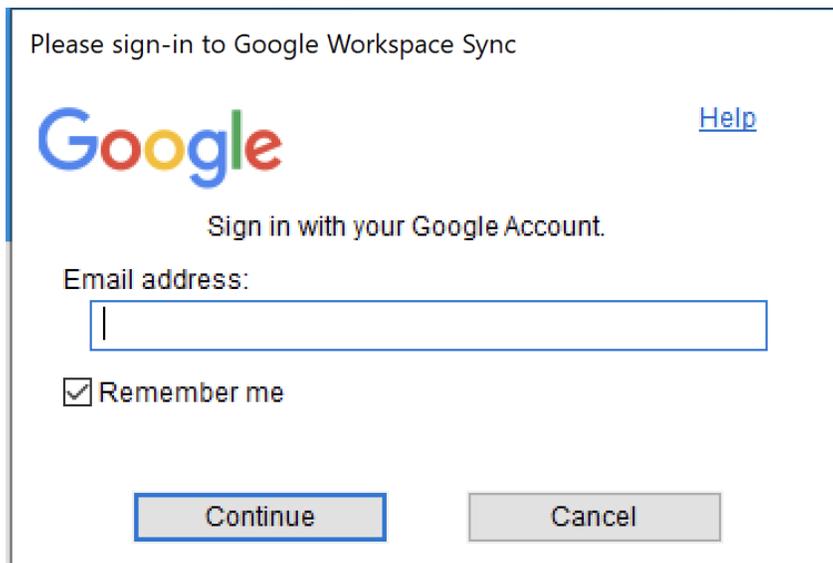


- 1) **Note:** UTech strongly recommends using the native Google websites and apps for email, calendar, etc., as they are more reliable than using Outlook to access Google services, get the latest features from Google, and are better integrated with other Google services, such as Chat and Drive. Outlook 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) 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
- 4) Input your CWRU email address in the format [abc123@case.edu](mailto:abc123@case.edu)



Please sign-in to Google Workspace Sync

**Google** [Help](#)

Sign in with your Google Account.

Email address:

Remember me

- 5) Sign into CWRU SSO using your regular CWRU ID and passphrase

6) Choose your matching Google account when prompted

 Sign in with Google

---



Choose an account from  
case.edu

to continue to  
**G Suite Sync for Microsoft Outlook®**

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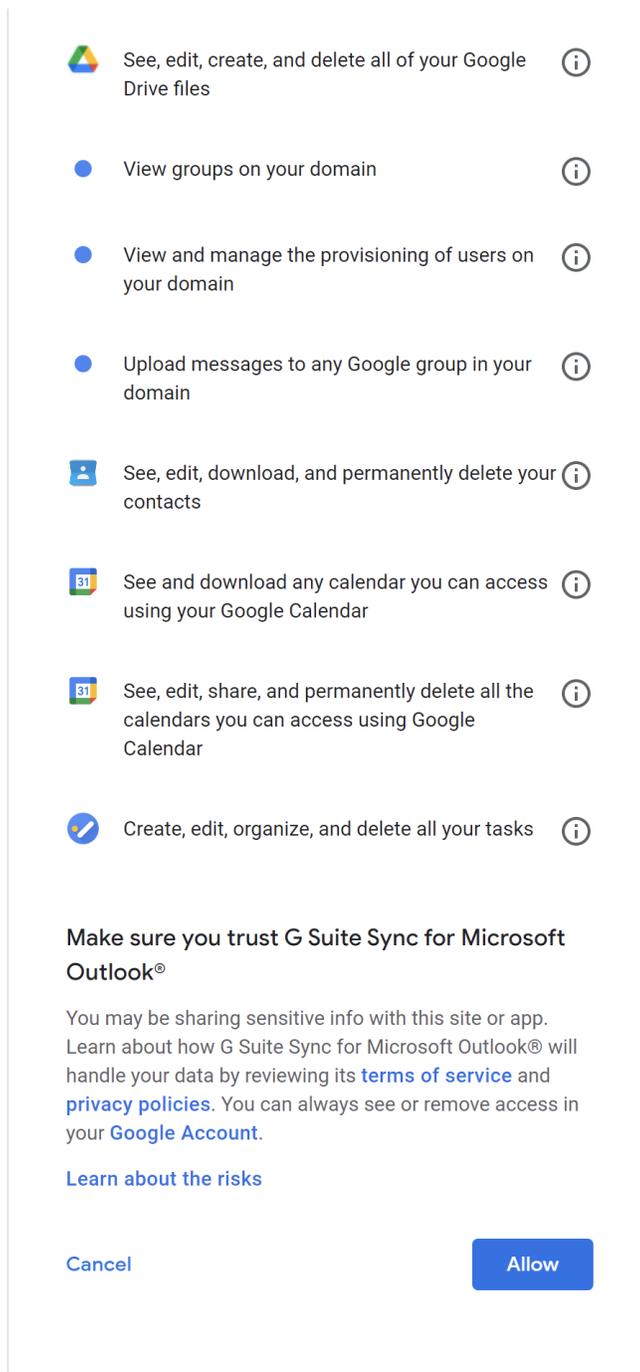
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 Use another account

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

7) Click the blue allow button to allow Outlook to access your Google account



The screenshot shows a permission dialog box with the following items:

- See, edit, create, and delete all of your Google Drive files
- View groups on your domain
- View and manage the provisioning of users on your domain
- Upload messages to any Google group in your domain
- See, edit, download, and permanently delete your contacts
- See and download any calendar you can access using your Google Calendar
- See, edit, share, and permanently delete all the calendars you can access using Google Calendar
- Create, edit, organize, and delete all your tasks

**Make sure you trust G Suite Sync for Microsoft Outlook®**

You may be sharing sensitive info with this site or app. Learn about how G Suite Sync for Microsoft Outlook® will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel Allow

8) Outlook may prompt you to create a profile. If so, click the “Create Profile” button. You may import an exported .PST file at this time if you have one.

9) Click the “Start Microsoft Outlook” button. Outlook will sync to your Google account. This may take some time.