How to Connect Google Applications to Microsoft Outlook or Mac Mail

For Windows (Microsoft Outlook)

In order to add your Google Applications account to Outlook, follow the steps below.

1. You will need to download the Google Apps Sync for Microsoft Outlook program located here.

2. Once the program is downloaded, simply run the program and follow the on-screen prompts to connect your account.

3. You should enter your email address in the following format: your-username@my.fit.edu

4. On the following page, you will be prompted to enter your TRACKS username and password.

5. Once you successfully sign in, Google will prompt you to allow the connection of Google Applications at the bottom of the page.

6. You should then see a message that says:

   Authorization has been granted successfully. Please switch to your application.

At that point, you will go back to the Google Apps Sync program, and confirm whether or not you would like to import existing profile data or not. Typically, you can leave the settings of this page at default.

7. Click "Finish." The program should state that Google Apps Sync setup is complete.
8. Click "Start Microsoft Outlook" to begin using Outlook and access your email.

Please note the system requirements as stated by Google:

Requires Google Apps for Work, Education, or Government

Windows XP (32 bit) SP3
Windows Vista (32 bit) SP1
Windows Vista (64 bit) SP1
Windows 7 (32 and 64 bit)
Windows 8 (32 and 64 bit)
Windows 10 (32 and 64 bit)

Microsoft Outlook 2003® SP3
Microsoft Outlook 2007® SP2 (or SP1 with hotfix)
Microsoft Outlook 2010® (32 and 64 bit)
Microsoft Outlook 2013® (32 and 64 bit)
Microsoft Outlook 2016® (32 and 64 bit)

For OS X (Mac Mail)

1. First go to System Preferences (Apple Symbol in the top right corner) and choose Internet Accounts.

2. Select "Google" from the list to the right of the window. You will be prompted to enter your email address, which should be: your-username@my.fit.edu

3. Click "Next." You will then be prompted to enter your TRACKS username and password. Choose which services from the account you want to enable. You can change them later if you wish.

Unique solution ID: #1369
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Last update: 2016-02-17 17:08