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	Last Revised by:	Help Desk	Document Owner:	Help Desk
<b>FAQ – How do I sync Outlook with my Wilkes email using Windows?</b>				

**Purpose**

This guide outlines the steps necessary to sync your Wilkes email with Microsoft Outlook using the Windows OS.

**Requirements**

- An active Wilkes account
- A computer running Windows
- A working version of Microsoft Outlook (2003, 2007, 2010, or 2013)

**Notes**

Make sure you have logged into <http://ewilkes.wilkes.edu> at least once to make sure your Google email account is active and functional.

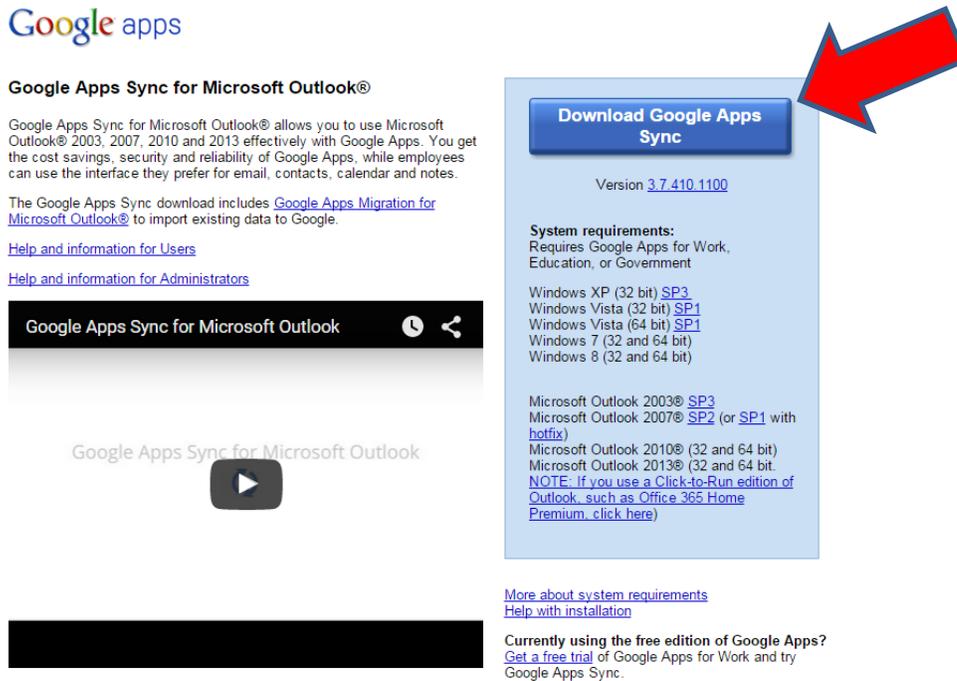
**Process**

1. Close Outlook so it is not running on your computer.
2. Navigate to the following web page in a web browser of your choice:

<https://tools.google.com/dlpage/gappsync>

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3. Click the **Download Google Apps Sync** button.



**Google apps**

**Google Apps Sync for Microsoft Outlook®**

Google Apps Sync for Microsoft Outlook® allows you to use Microsoft Outlook® 2003, 2007, 2010 and 2013 effectively with Google Apps. You get the cost savings, security and reliability of Google Apps, while employees can use the interface they prefer for email, contacts, calendar and notes.

The Google Apps Sync download includes [Google Apps Migration for Microsoft Outlook®](#) to import existing data to Google.

[Help and information for Users](#)

[Help and information for Administrators](#)

**Download Google Apps Sync**

Version [3.7.410.1100](#)

**System requirements:**  
Requires Google Apps for Work, Education, or Government

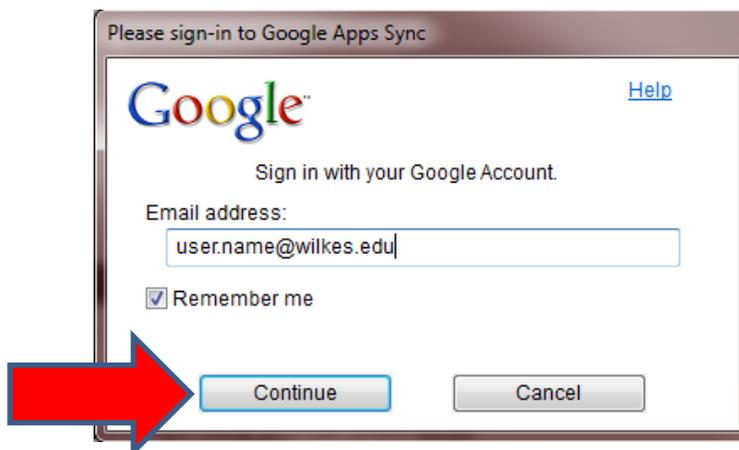
Windows XP (32 bit) [SP3](#)  
Windows Vista (32 bit) [SP1](#)  
Windows Vista (64 bit) [SP1](#)  
Windows 7 (32 and 64 bit)  
Windows 8 (32 and 64 bit)

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)  
**NOTE: If you use a Click-to-Run edition of Outlook, such as Office 365 Home Premium, click here**

[More about system requirements](#)  
[Help with installation](#)

Currently using the free edition of Google Apps?  
[Get a free trial](#) of Google Apps for Work and try Google Apps Sync.

4. Run the newly downloaded file. This will start the installation of Google Apps Sync.
5. When prompted, login using your full Wilkes email address (including the “@wilkes.edu” portion) then click **Continue**.



Please sign-in to Google Apps Sync

**Google™** [Help](#)

Sign in with your Google Account.

Email address:

Remember me

**Continue** **Cancel**

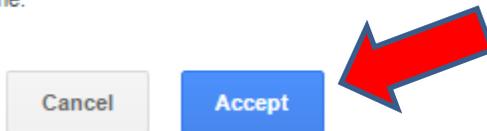
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- After clicking continue, your default web browser will automatically open to the eWilkes login page. Login using your Wilkes username (**excluding the “@wilkes.edu” portion**) and password.

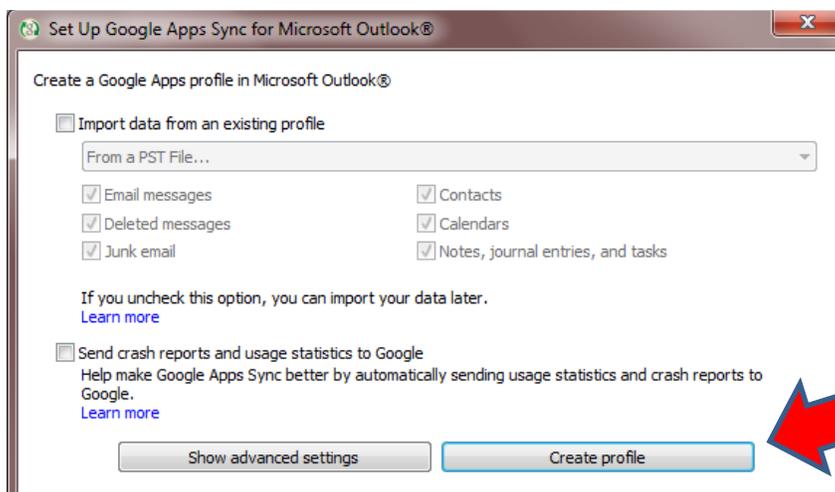


- On the next page, scroll down and click **Accept** to accept the permission request for Google Apps Sync.

By clicking **Accept**, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.



- Switch back to the Google App Sync application, and click **Create Profile**.



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- Set up is now complete. You can click **Start Microsoft Outlook** to launch Outlook. Outlook will then complete an initial synchronization.

