**How do I Configure my bMail Account on Outlook 2013 Using the Google G Suite Sync Tool?**

By using the Google G Suite Sync tool you will be able to synchronize your bConnected mail, calendar, and contacts, with your Outlook email client.

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<tr>
<td>1</td>
<td>To begin, please be sure that IMAP is enabled in your bMail account per the instructions found <a href="#">here</a>. Next, go to the following url to download the Google Apps Sync Tool: <a href="https://tools.google.com/dlpage/gappssync">https://tools.google.com/dlpage/gappssync</a></td>
</tr>
</tbody>
</table>

**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 downloaded includes [Google Apps Migration for Microsoft Outlook®](#) to import existing data to Google.

- [Help and information for Users](#)
- [Help and information for Administrators](#)

**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)

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<td>2</td>
<td>At the User Account Control screen, <strong>click</strong> on “Yes”. The G Suite Sync tool will download and then start to install automatically.</td>
</tr>
</tbody>
</table>

**User Account Control**

Do you want to allow the following program to make changes to this computer?

- **Program name:** Google Update Setup
- **Verified publisher:** Google Inc
- **File origin:** Hard drive on this computer

- **Show details**
- **Yes**
- **No**

*Change when these notifications appear*
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<td>3</td>
<td>At the next screen, <strong>enter your bMail address</strong> under “Email address”. Make sure the box “Remember me” is checked, and then <strong>click “Continue”</strong>.</td>
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<td>4</td>
<td>At the next screen <strong>enter your Calnet ID</strong> and <strong>passphrase</strong> to authenticate to your bMail account. <strong>Click</strong> the <strong>Sign In</strong> button when done.</td>
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<tr>
<td>5</td>
<td>Accept the <strong>terms of service and privacy policies</strong> by clicking the <strong>Accept</strong> button.</td>
</tr>
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</table>

- Manage the email migration settings on your domain
- Manage the email settings of users on your domain
- Manage messages in groups on your domain
- Manage your tasks

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.

Step 6

If your credentials were correct, you’ll see the message below. You can close this browser window.

Authorization has been granted successfully. Please switch to your application.
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<td>7</td>
<td>Click “Create profile” at the next prompt.</td>
</tr>
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At the next prompt click on the “Start Microsoft Outlook” button.
## Step 9
Outlook will open and you will see the **Synchronization Status** window below as your bMail starts to synchronize with Outlook. Normally your Contacts and Calendar will finish synching before your mail. But this also depends on how much mail you have on the server.

![Synchronization Status - paz@berkeley.edu](image)

Google Contacts
- Synced.
- Re-sync

Google Calendar
- Initial download of calendar 13 of 30 (frontdesk_schedule-haas@berkeley.edu).
- Re-sync

Google Mail
- Initial download in progress.
- Re-sync

- Show more
- Open this window when Microsoft Outlook® starts

## Step 10
By default the Google Apps Sync Tool is set up to synchronize only 1 GB of data with Outlook. If you have more than 1 Gigabyte worth of data with your mail, calendar and contacts, you can increase the amount of data to synchronize. To check how much space your account is taking, log in to your bMail account through a browser like Chrome. If you don’t select anything, at the bottom of the page you’ll see the message **“You are currently using xx GB”**. This is how much space your account is taking on the server, so you will need to set up the Google Sync Tool to synchronize an equal or larger amount so you can grab all your data.

![bConnected](image)

- You are currently using 4.64 GB.
## How do I Configure my bMail Account on Outlook 2013 Using the Google Apps Sync Tool? (Continued)

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| 11   | To change the amount of bMail data to synchronize with Outlook, please go to the System Tray on the lower right hand corner of your screen, **right click** on the G Suite Sync icon, and **select** "Set mailbox size limit".  

**Note:** Please note that you can also choose which calendars to synchronize by selecting "Select calendars to sync..." |

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<td>12</td>
<td>At the <strong>Set Mailbox Size</strong> window choose the mailbox size that you need. We recommend that you choose the <strong>Unlimited (slowest)</strong> radio button, especially if you are not sure or if you are going to create a backup of your data. <strong>Click OK</strong> when done.</td>
</tr>
</tbody>
</table>
Step | Procedure
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12 | At this point you should see your calendar and contacts, and your mail coming into your inbox and other folders. **Please wait until your mail is fully synchronized before closing Outlook**, especially if you are going to create a backup of your bMail account. Once your mail is fully synchronized you are done.