



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

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

Step	Procedure
1	<p>To begin, please be sure that IMAP is enabled in your bMail account per the instructions found here.</p> <p>Next, go to the following url to download the Google Apps Sync Tool: https://tools.google.com/dlpage/gappssync</p>



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.

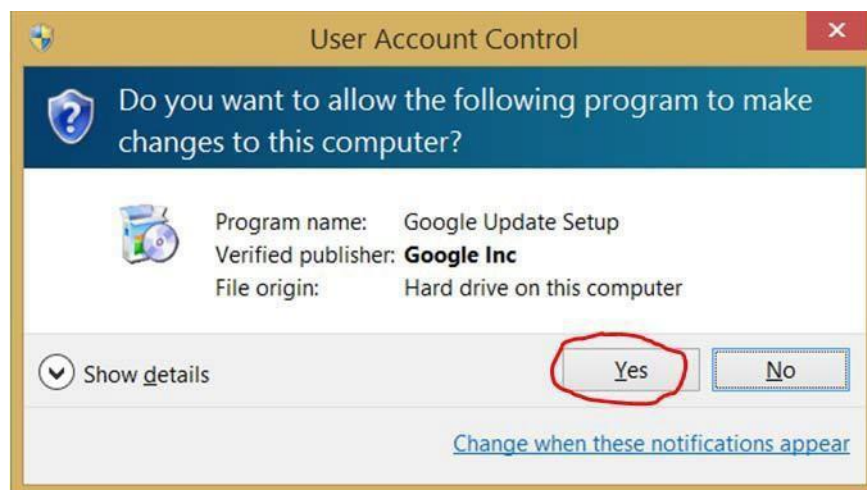
The Google Apps Sync download includes [Google Apps Migration for Microsoft Outlook®](#) to import existing data to Google.

[Help and information for Users](#)

[Help and information for Administrators](#)

Google Apps Sync for Microsoft Outlook

Step	Procedure
2	<p>At the User Account Control screen, click on “Yes”. The Google Apps Sync tool will download and then start to install automatically.</p>

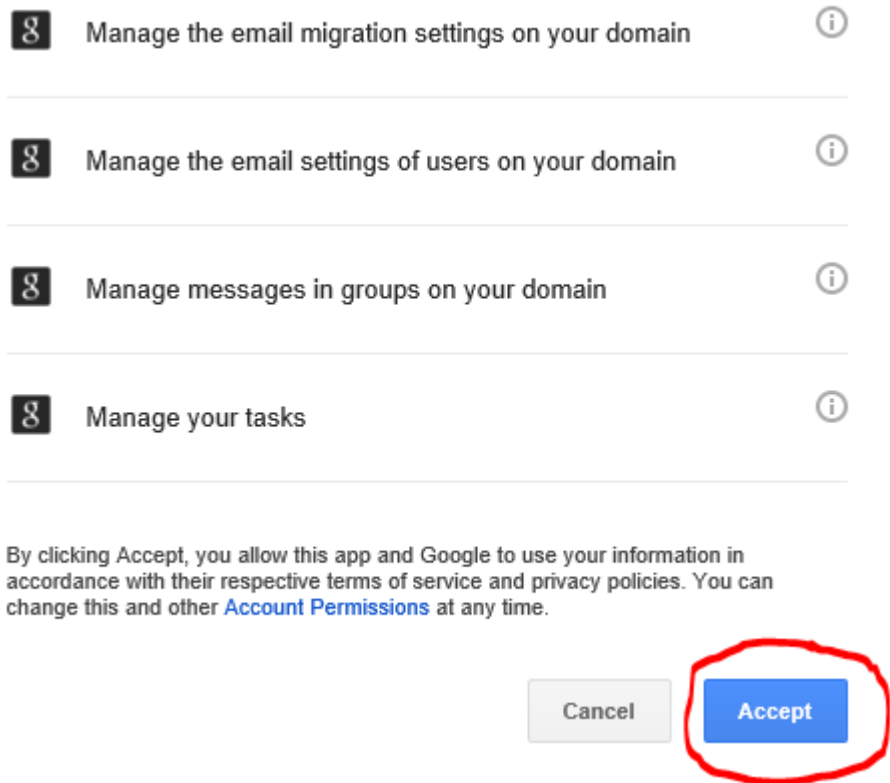


Step	Procedure
3	At the next screen, enter your bMail address under “ Email address ”. Make sure the box “ Remember me ” is checked, and then click “Continue” .

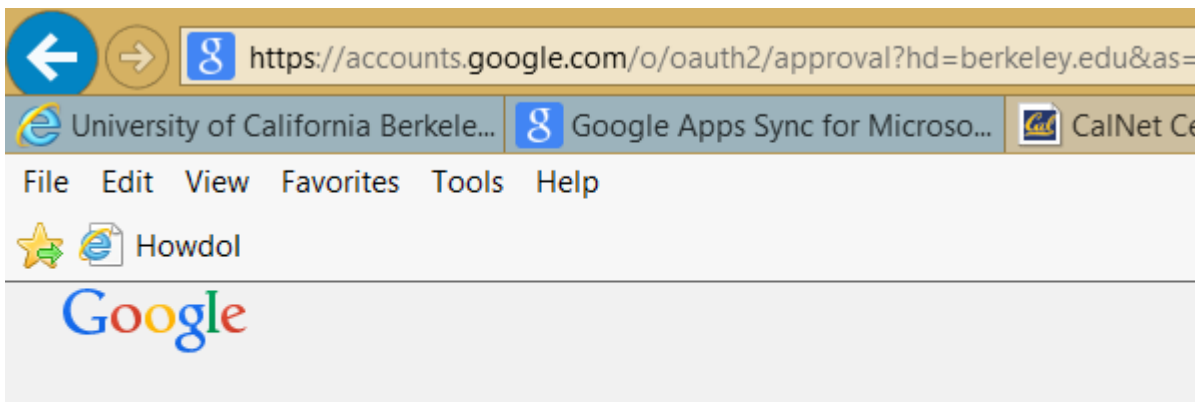



Step	Procedure
4	At the next screen enter your Calnet ID and passphrase to authenticate to your bMail account. Click the Sign In button when done.



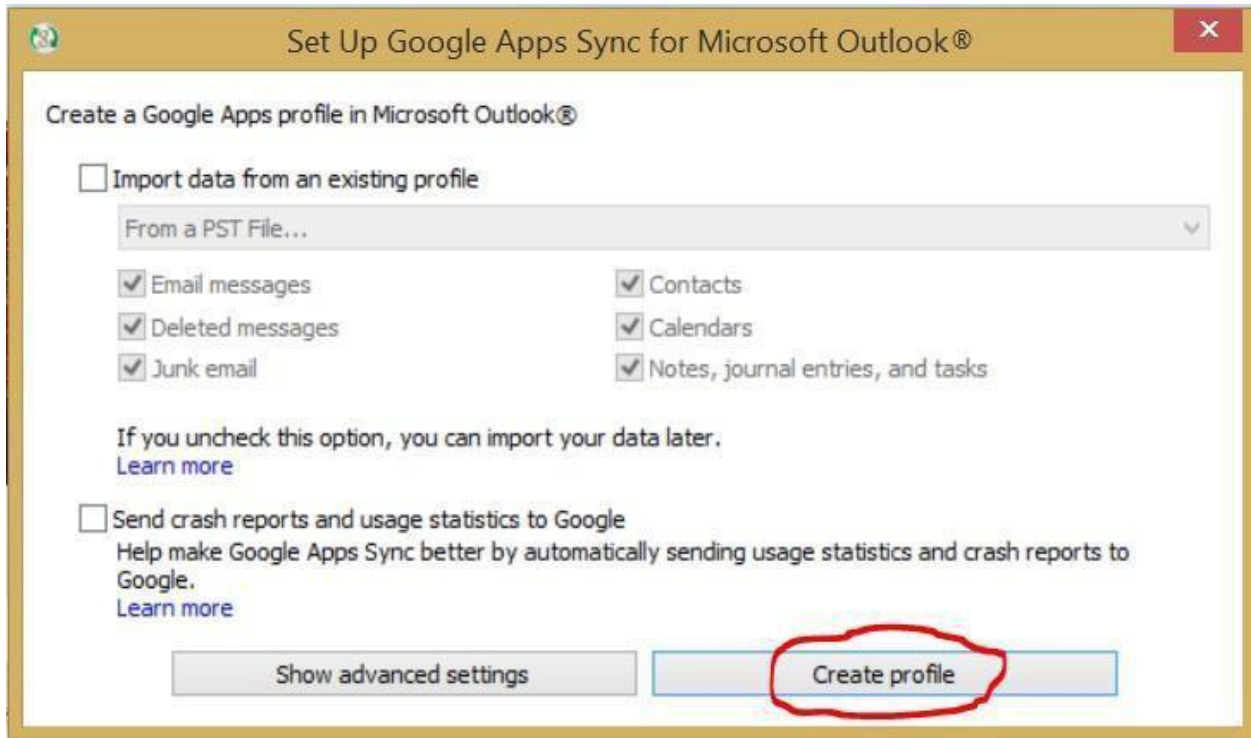
Step	Procedure
5	Accept the “ terms of service and privacy policies ” by clicking the “ Accept ” button.
 <p>By clicking Accept, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other Account Permissions at any time.</p>	

Step	Procedure
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. 

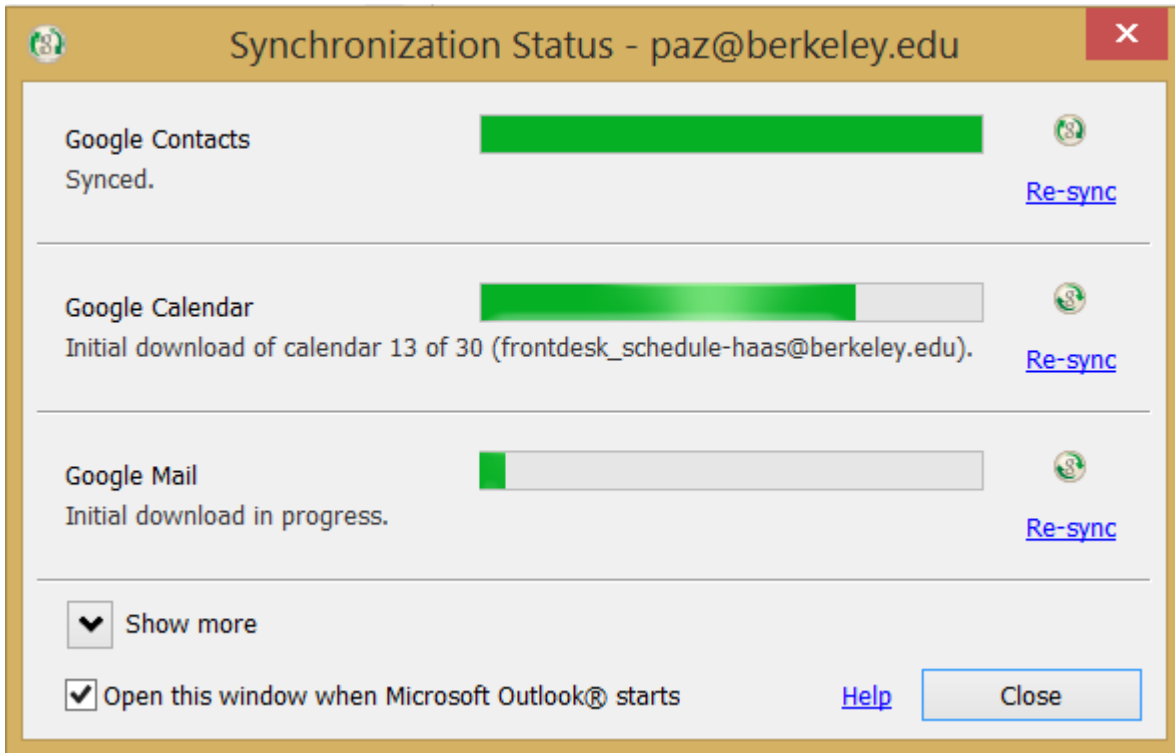
Step	Procedure
7	Click “Create profile” at the next prompt.



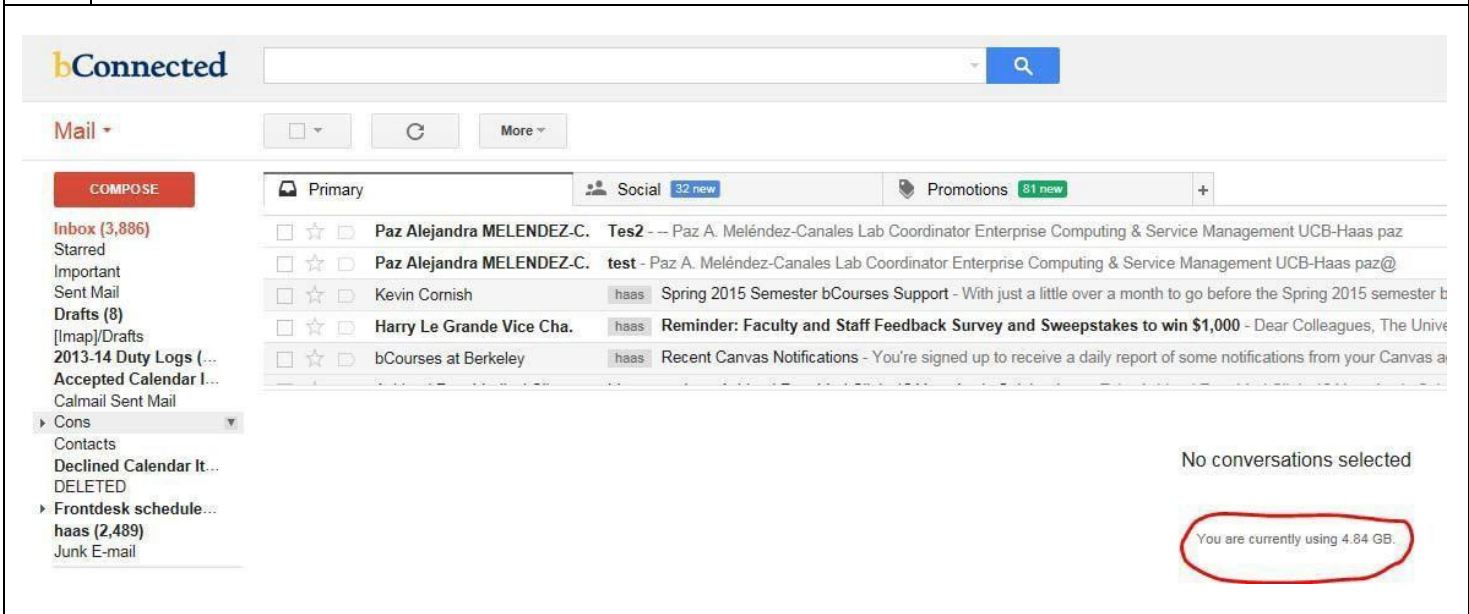
Step	Procedure
8	At the next prompt click on the “Start Microsoft Outlook” button.



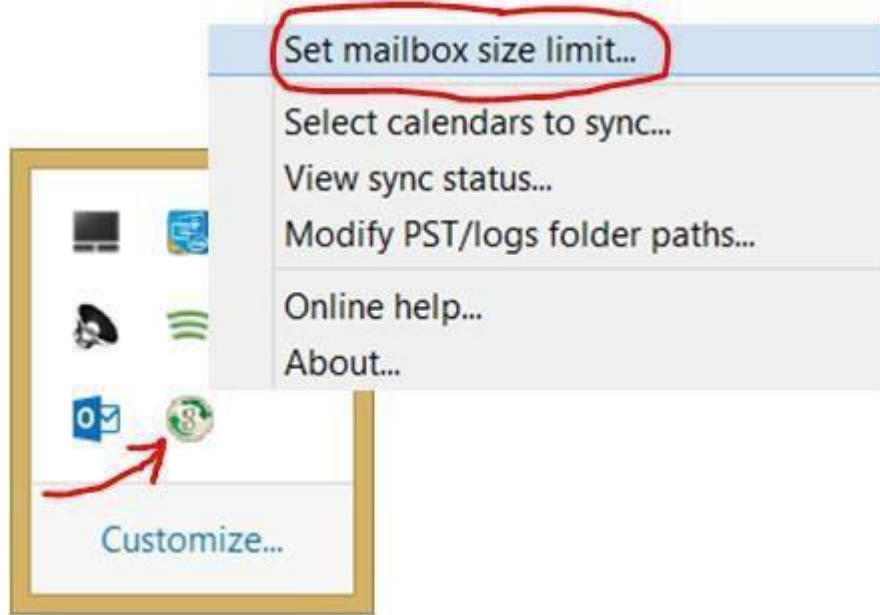
Step	Procedure
9	Outlook will open and you will see the “ Synchronization Status ” window below as your bMail starts to synchronize with Outlook. Normally your Contacts and Calendar will finish syncing before your mail. But this also depends on how much mail you have on the server.



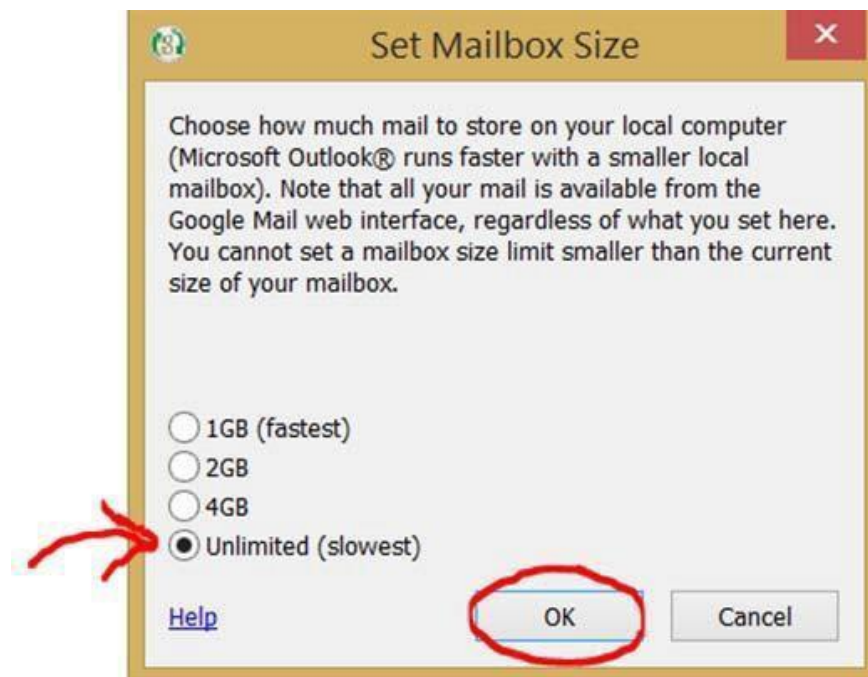
Step	Procedure
10	By default the Google Apps Sync Tool is set up to synchronize only 1 GB of data with Outlook. If you have more than 1 Gigabyte worth of data with your mail, calendar and contacts, you can increase the amount of data to synchronize. To check how much space your account is taking, log 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.



Step	Procedure
11	<p>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 Google Synch icon, and select "Set mailbox size limit".</p> <p>Note: Please note that you can also choose which calendars to synchronize by selecting "Select calendars to sync..."</p>



Step	Procedure
12	<p>At the Set Mailbox Size window choose the mailbox size that you need. We recommend that you choose the "Unlimited (slowest)" radio button, especially if you are not sure or if you are going to create a backup of your data. Click OK when done.</p>



Step	Procedure
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.

The screenshot displays the Outlook 2013 interface for a Google Apps account. The ribbon at the top includes 'FILE', 'HOME', 'SEND / RECEIVE', 'FOLDER', and 'VIEW' tabs. The left-hand 'Navigation Pane' shows 'Favorites' with the account 'Google Apps - oski@berkeley.edu' selected, listing 'Inbox 525', 'Drafts', 'Sent Items 1', and 'Deleted Items'. Below this, 'My Calendars' is expanded, showing a checked box for 'Calendar' and several other calendar options. The main workspace shows the date 'Monday, December 22, 2014' and a 'Calendar' view with events for 'Today' (Kids on vacation, Phil OOO) and 'Tuesday' (NO Rotacare). The bottom right pane shows 'My Contacts' with 'Contacts' selected. Red arrows highlight the account name, the 'Calendar' checkbox, and the 'Contacts' folder.