



How do I Configure my bConnected Account on Outlook 2010 using the Google Apps Sync Tool?

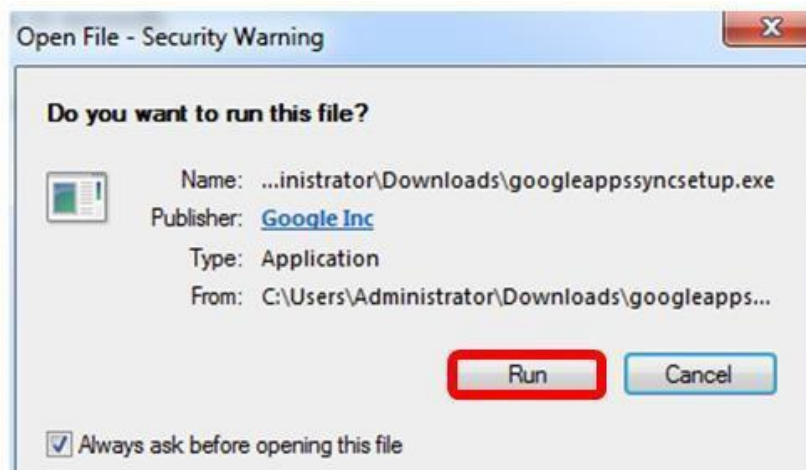
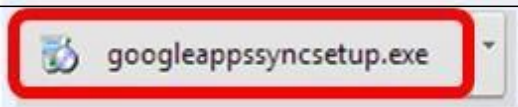
The instructions on this document will help you configure Outlook 2010 with your current bConnected account, which includes: bMail, bCalendar, and contacts. The Google App Sync Tool will also enable synchronization between your bConnected account and the Outlook client so that Outlook automatically synchronizes with your online calendar and email.

Note: Please be aware that if you have local mail (Personal or Archive Folders in Outlook) this mail will not automatically show up on your new bMail Outlook profile. You will need to first identify the local .pst files and then import that mail into your new profile. Please see the last steps on this document for instructions.

| Step | Procedure |
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| 1 | <p>Before you start, CLOSE OUTLOOK and please make sure that IMAP is enabled on your bMail account as described in this article.</p> <p>To start, download the Google Apps Sync tool for Outlook here: https://tools.google.com/dlpage/gappsync</p> |



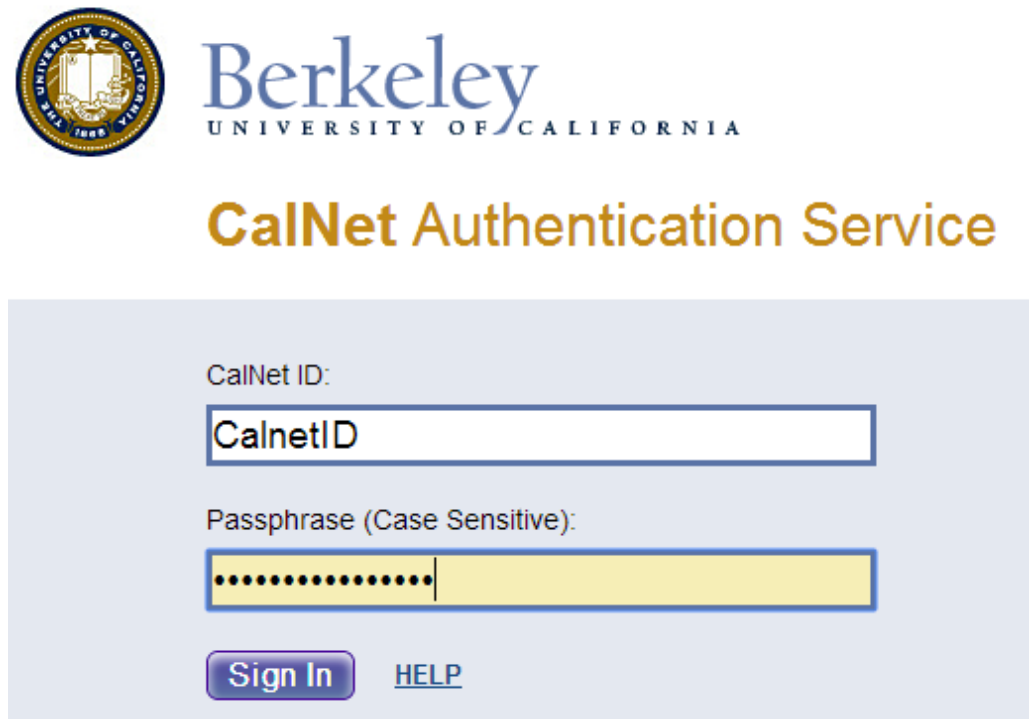
| Step | Procedure |
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| 2 | Launch the "googleappsyncsetup.exe", and then click "Run" |



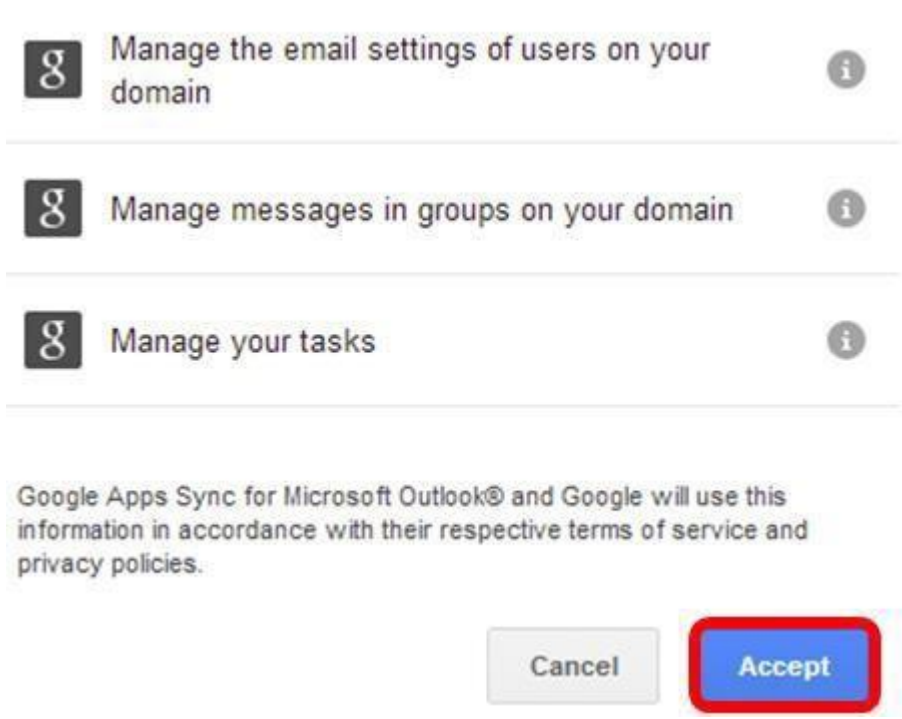
| Step | Procedure |
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| 3 | Enter your full @berkeley.edu email address, then click "Continue" . <i>Please note that your @berkeley.edu email address is the same <u>username</u> as in your Calnet ID, but with the @berkeley.edu ending.</i> |



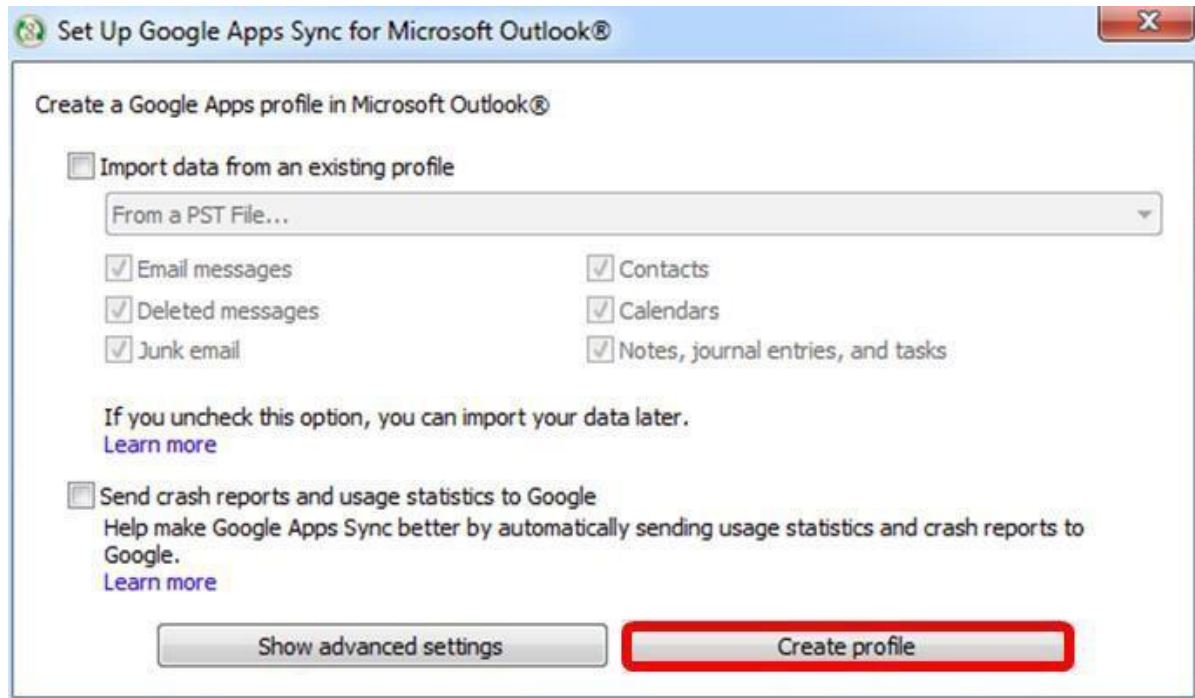
| Step | Procedure |
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| 4 | Authenticate with your CalnetID |



| Step | Procedure |
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| 5 | Your browser will open and you will need to “ Accept ” the terms of service towards the bottom of the page |

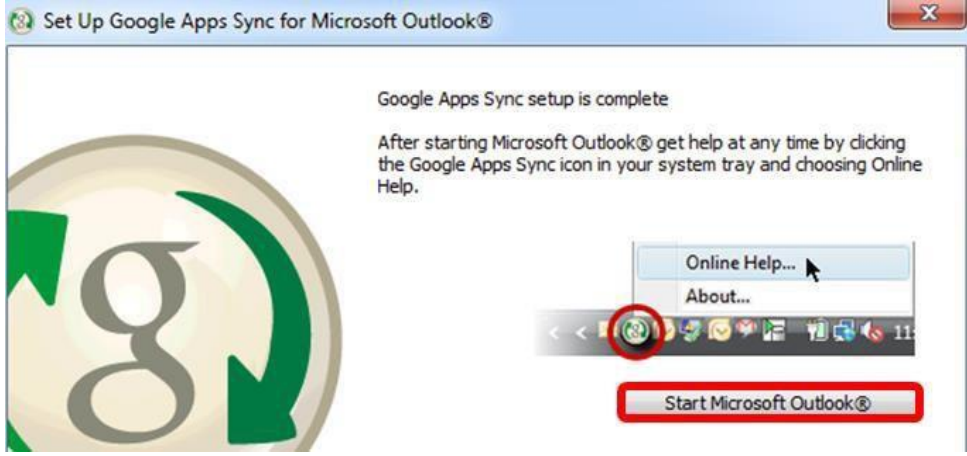


| Step | Procedure |
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| 6 | When prompted, Click “ Create Profile ” |



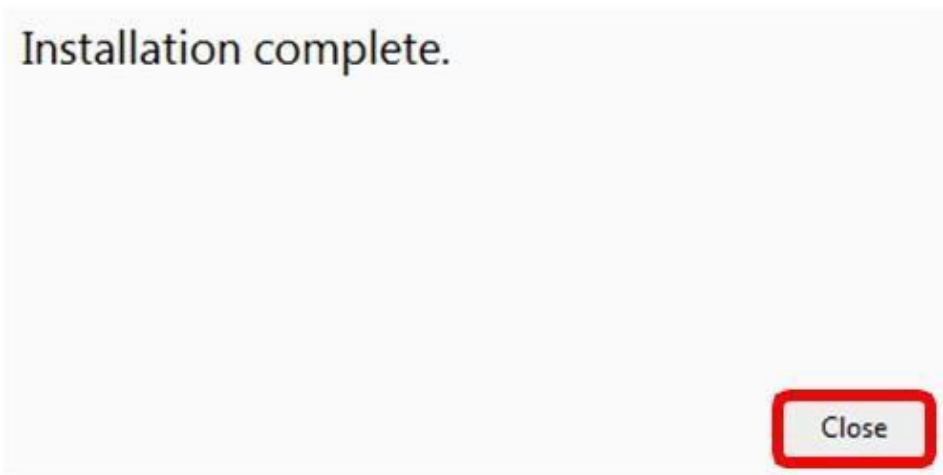
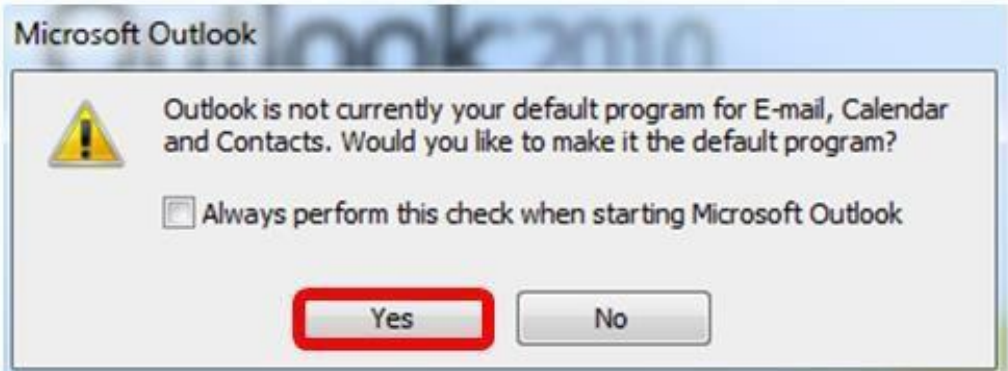
| Step | Procedure |
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| 7 | Next, click “Start Microsoft Outlook” |
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| Step | Procedure |
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| 8 | Click “Yes” if you would like to set up Outlook as your default Mail Client. Click “Close” upon receiving an “Installation complete” screen |
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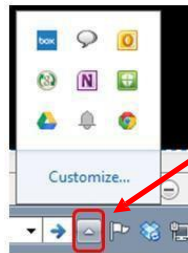


| Step | Procedure |
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| 9 | <p>Your bConnected Mail, Calendar, and Contacts will now be synced with Outlook.</p> <p>The Google App Sync Tool for Outlook will continue to run after you Click “Close” in order to continue syncing between your Google Calendar and Outlook.</p> |

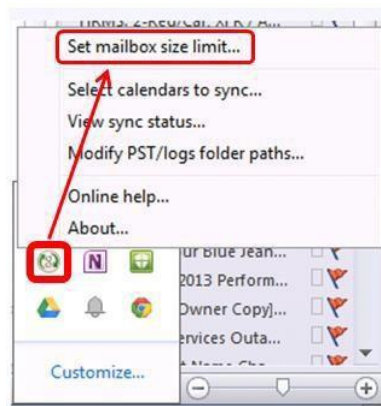


| Step | Procedure |
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| 10 | <p>Please note that the default setting for the Google Sync Tool is to sync only 1GB of mail, which allows for the fastest access. However, if you would like a copy of ALL your mail, you will need to do the following:</p> |

- a. Go to your System Tray on the lower right corner of your screen by clicking on the up arrow



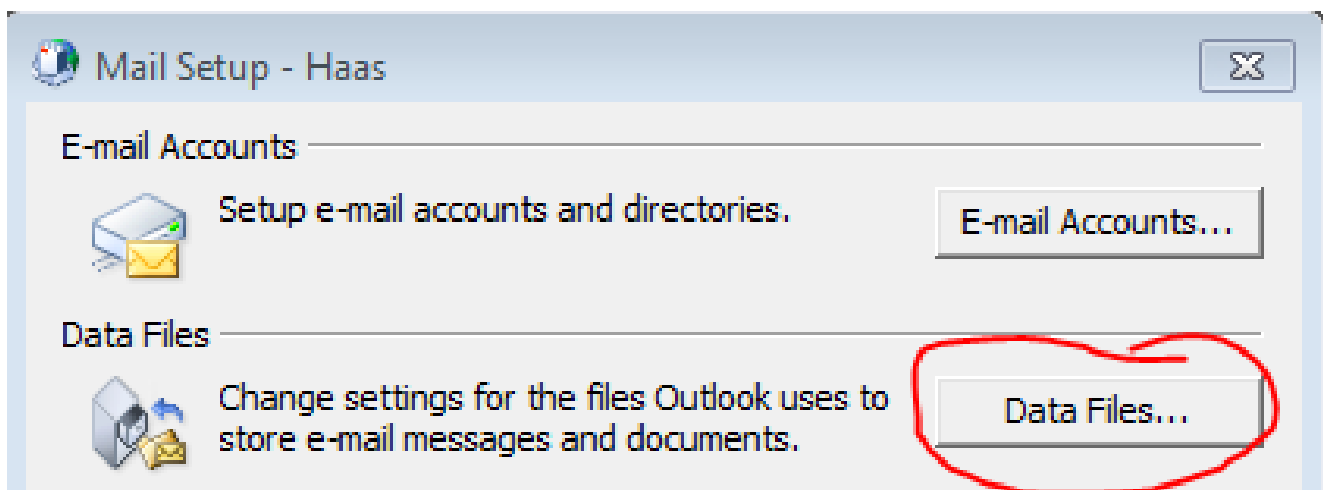
- b. Right-Click on the Google Apps Sync Tool, and select “Set mailbox size limit...”



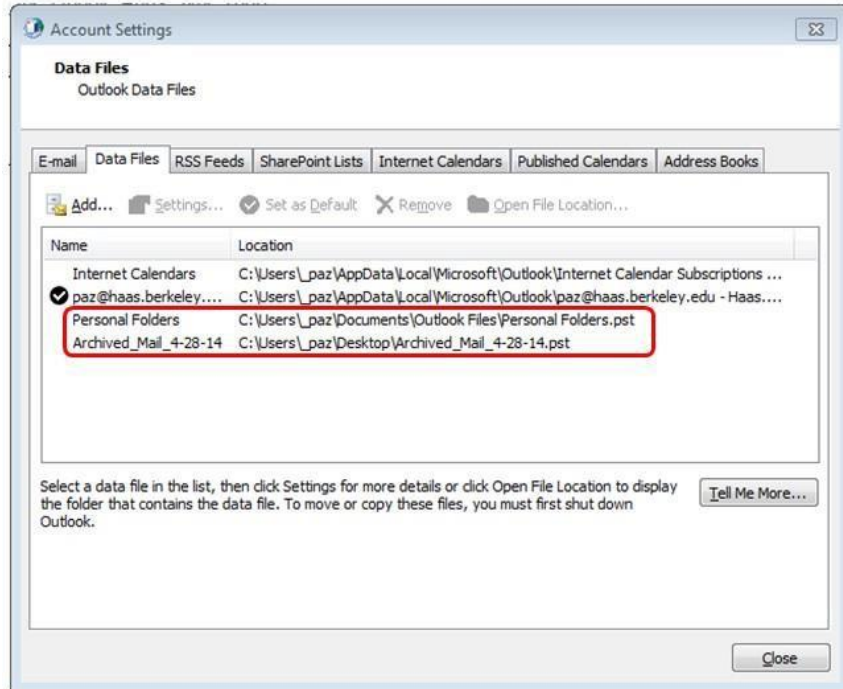
c. Select **“Unlimited”** and Click **“OK”**



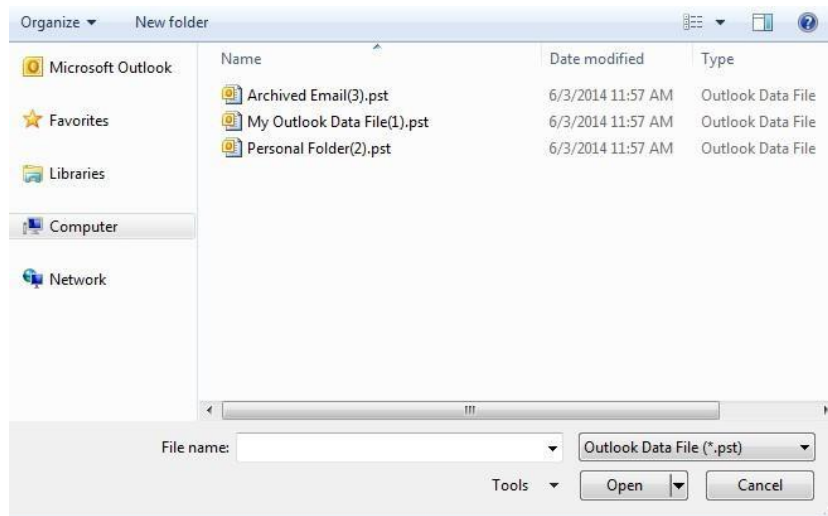
| Step | Procedure |
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| 11 | That is it. After the above step is done, your Outlook should be fully synchronized with your bMail, bCalendar and Contacts. Or if you had local mail that you need to import, please continue with step 12. |
| Step | Procedure |
| 12 | <p><i>Identifying Local Mail</i></p> <p>If you had local mail in the form of Personal or Archive folders, you will need to check and see where the .PST files are, so that you can import them to this new Outlook profile you just created. To identify them go to Start→Control Panel→Mail→Data Files</p> |



| Step | Procedure |
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| 13 | Your .PST files may be in multiple locations, so please identify where they are located by following the identified paths. For example, in the ones in the screenshot below, one is located under the users Documents, and the other under the user's Desktop. |



| Step | Procedure |
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| 14 | Once you identify the location of your .PST files you can then import them into the Outlook profile you just created. In Outlook, simply go to File → Open → Open Outlook Data File , and re-open the .PST files that contain your archived mail. |



If you encountered any errors, or have any questions, please do not hesitate to contact the Haas Help Desk at: helpdesk@haas.berkeley.edu.