

How do I Configure my bMail on Outlook 2010 using the Google G Suite Sync Tool?

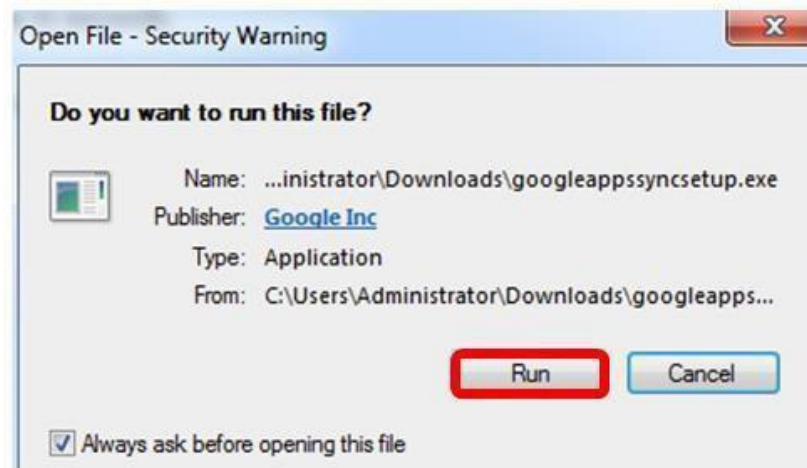
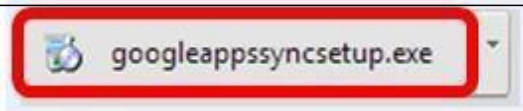
The instructions on this document will help you configure Outlook 2010 with your current bConnected account, which includes: bMail, bCalendar, and contacts. The Google G Suite Sync Tool will also enable synchronization between your bConnected account and the Outlook client so that Outlook automatically 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
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 G Suite Sync tool for Outlook here: https://tools.google.com/dlpage/gappssync</p>



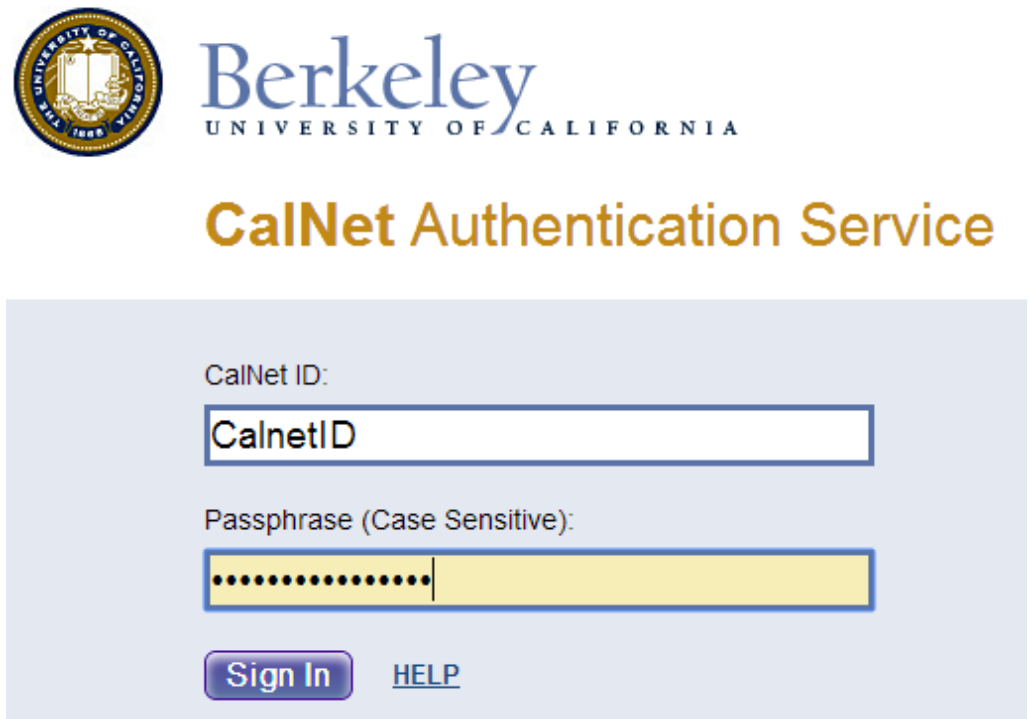
Step	Procedure
2	Launch the "googleappssyncsetup.exe", and then click "Run"

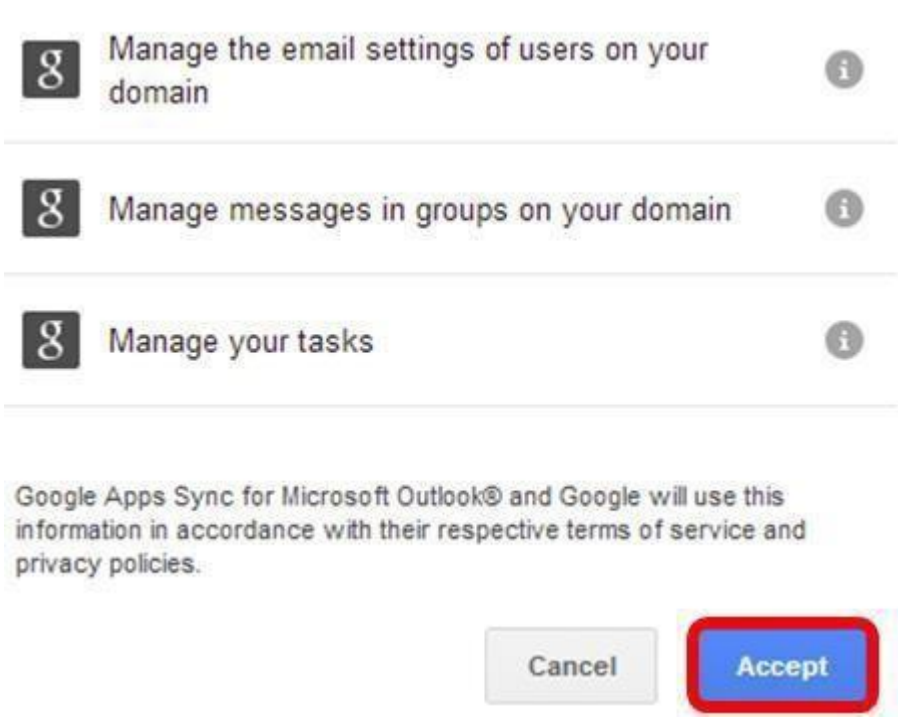


Step	Procedure
3	<p>Enter your full @berkeley.edu email address, then click “Continue”.</p> <p><i>Please note that your @berkeley.edu email address is the same <u>username</u> as in your Calnet ID, but with the @berkeley.edu ending.</i></p>



Step	Procedure
4	Authenticate with your CalnetID



Step	Procedure
5	Your browser will open and you will need to “ Accept ” the terms of service towards the bottom of the page
 <p>The screenshot shows a web interface for Google Apps Sync for Microsoft Outlook. It features three management options, each with a Google 'g' icon and an information icon: 'Manage the email settings of users on your domain', 'Manage messages in groups on your domain', and 'Manage your tasks'. Below these is a paragraph of text: 'Google Apps Sync for Microsoft Outlook® and Google will use this information in accordance with their respective terms of service and privacy policies.' At the bottom right, there are two buttons: a grey 'Cancel' button and a blue 'Accept' button, which is highlighted with a red rectangular border.</p>	

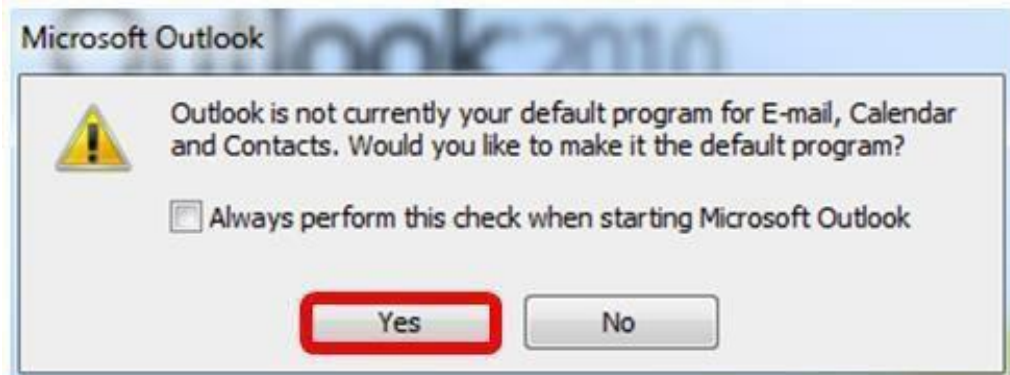
Step	Procedure
6	When prompted, Click “ Create Profile ”



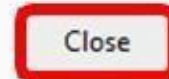
Step	Procedure
7	Next, click “Start Microsoft Outlook”



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



Installation complete.

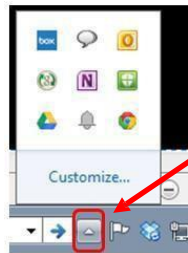


Step	Procedure
9	<p>Your bConnected Mail, Calendar, and Contacts will now be synced with Outlook.</p> <p>The Google App Sync Tool for Outlook will continue to run after you Click “Close” in order to continue syncing between your Google Calendar and Outlook.</p>

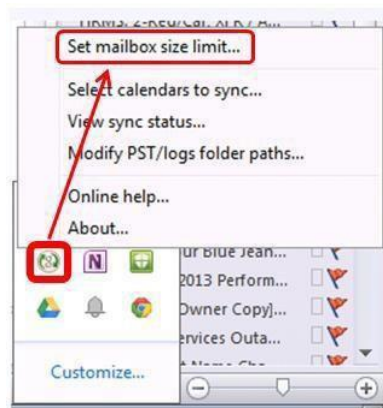


Step	Procedure
10	<p>Please note that the default setting for the Google Sync Tool is to sync only 1GB of mail, which allows for the fastest access. However, if you would like a copy of ALL your mail, you will need to do the following:</p>

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



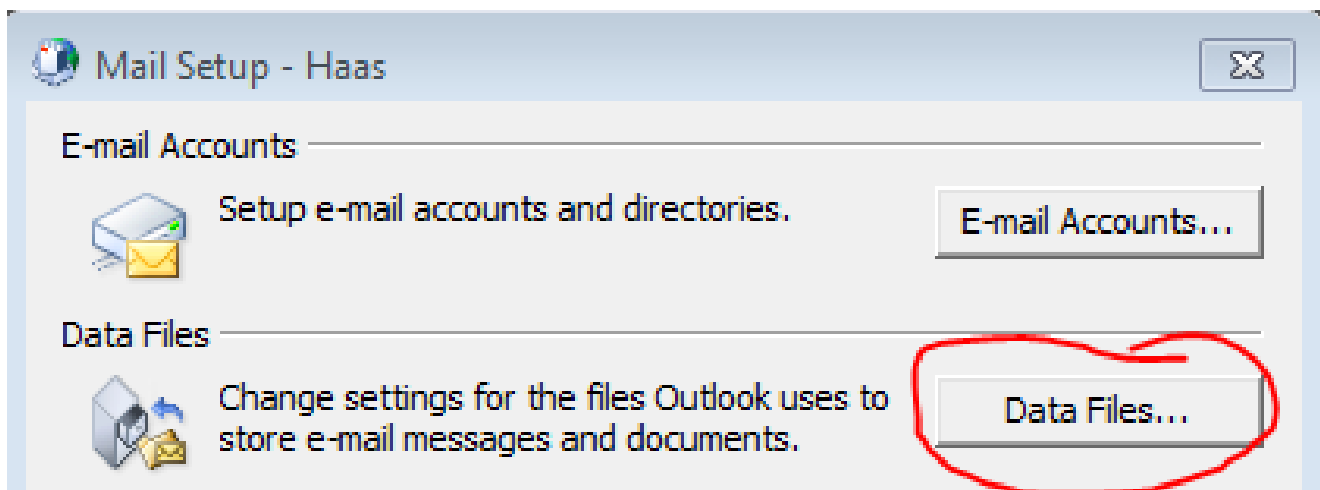
- b. Right-Click on the Google Apps Sync Tool, and select **“Set mailbox size limit...”**



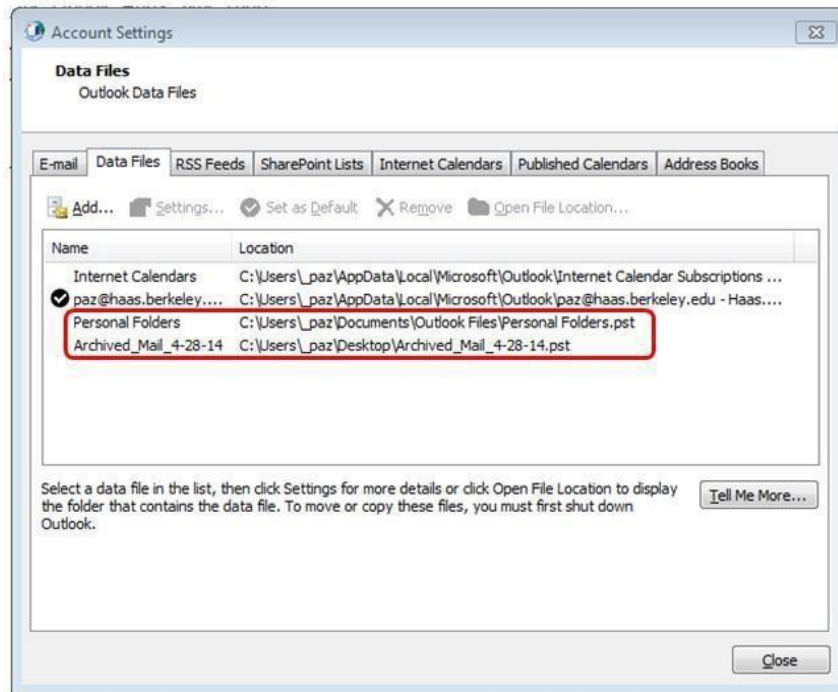
c. Select “Unlimited” and Click “OK”



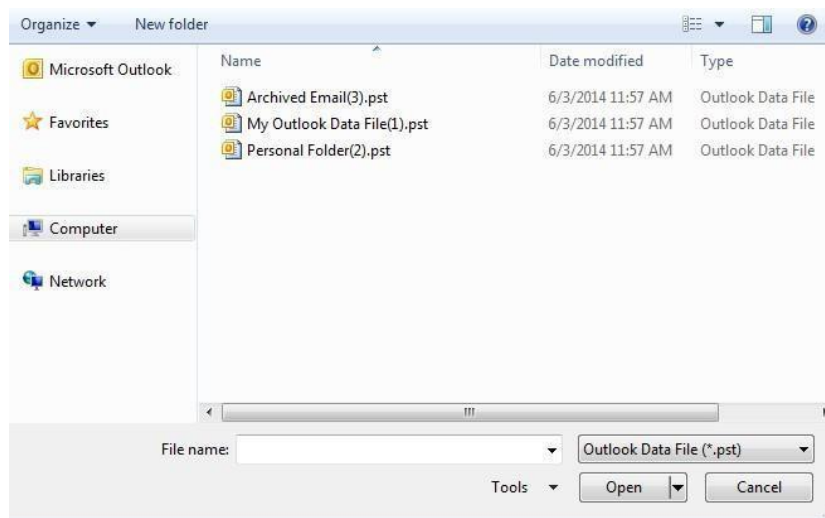
Step	Procedure
11	That is it. After the above step is done, your Outlook should be fully synchronized with your bMail, bCalendar and Contacts. Or if you had local mail that you need to import, please continue with step 12.
Step	Procedure
12	<p><i>Identifying Local Mail</i></p> <p>If you had local mail 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
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
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.