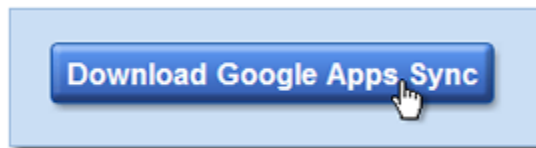


## Student Guide to sync Cornerstone Gmail account with Microsoft Outlook:

### 1. Install Google Apps Sync for Microsoft Outlook®

Google Apps Sync for Microsoft Outlook® is a plug-in for Microsoft Outlook® 2003 or 2007 that lets you import your current data from a Microsoft® Exchange account into a Google Apps **Education Edition** account. You can then keep using Outlook to access your Google Apps mail, contacts, and calendar, or you can switch to the Google Apps web interface.

1. If you haven't already, sign in to your Google Apps account on the web at least once, to accept Google's Terms and Conditions. (go to the Eaglesnest Portal and click on webmail)
2. Install Google Apps Sync on the computer where you run Outlook, using one of the methods below (whichever one applies for you).
  - Go to the [Google Apps Sync download page](https://tools.google.com/dlpage/gappssync) at <https://tools.google.com/dlpage/gappssync> and carefully review the system requirements listed there. Before continuing with installation, install any necessary updates to your version of Outlook or Windows.
  - From the same [download page](#), click the big download button to download and install Google Apps Sync.



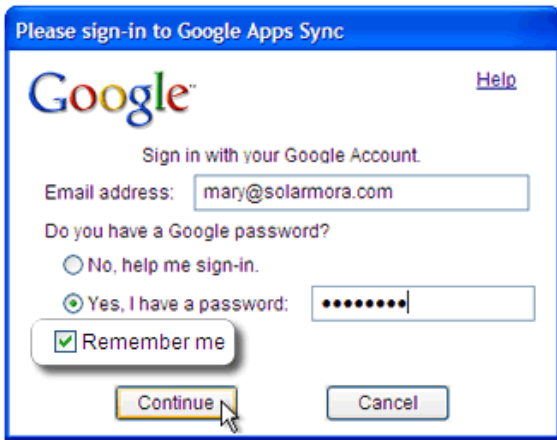
### 2. Sign in to your Google Apps account

After Google Apps Sync for Microsoft Outlook® downloads and installs, you're prompted to sign in to your Google Apps account. Remember that this must be a **Google Apps Education Edition** account. Signing in here lets Google Apps Sync connect to your account to get ready for synchronization.

You only have to do this once as long as you check the **Remember me** box (see below):

1. Enter your **email address**

**\*\*Your email is your cornerstone email. It should follow the following format: [firstname.lastname@cornerstone.edu](#)\*\***



2. Enter your **Cornerstone** password, choosing:

**Yes, I have a password**

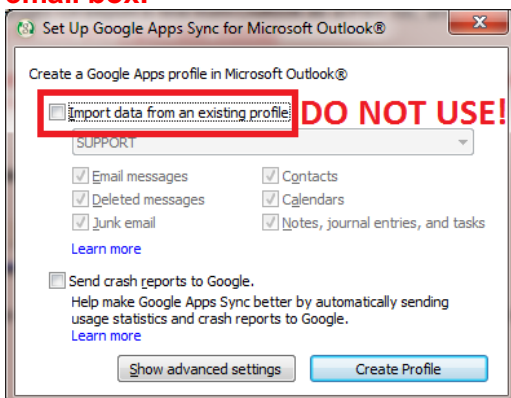
3. Check **Remember me** (***don't skip this step***). Check this box no matter which password option you choose above. Google Apps Sync needs to remember your password, otherwise it will ask you to sign in ***each time*** you start Outlook.
4. Click **Continue** when you're done.

Now let's create your Google Apps profile for Outlook, and import some data...

### 3. Create your Google Apps profile and import existing data

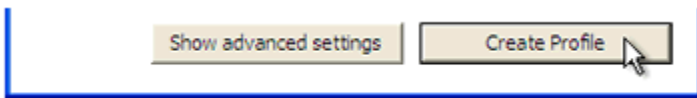
Next, you're prompted to create a Google Apps profile for use in Outlook.

**⚠ Don't select the option to import data – Information Systems is already doing this for everyone. If you select this box to import data you will end up with duplicates in your email box.**



Click **Create Profile** to continue.

This is a modified version of the step by step instructions you can find on Google here:  
<http://mail.google.com/support/bin/static.py?page=guide.cs&guide=28354>

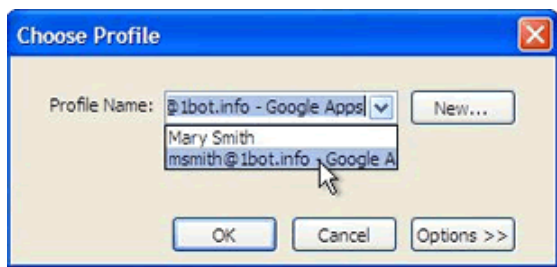


You're almost done—you just need to start Outlook and wait for importing and synchronization to begin...

#### 4. Start Outlook and synchronize with the cloud

Now it's time to start Microsoft Outlook® and begin using your Google Apps account!

1. After creating your Google Apps profile, start Outlook (click **Start** in the window that appears).
2. If you have Outlook profiles other than the Google Apps profile you just created (such as a Microsoft® Exchange profile you're importing from), Outlook prompts you to select which profile to open. **Be sure to choose your Google Apps profile** to begin using your new account. (To later access your old Exchange account, just restart Outlook and choose your Exchange profile, instead.)



3. As soon as Outlook opens your Google Apps profile, Google Apps Sync begins to sync Email, Calendar and Contacts with your Cornerstone Google Mail account. You will see the Google Apps Sync icon in the tray whenever Outlook is open:



4. Next, **disable** the Outlook junk email filter:  
Outlook 2003: <http://office.microsoft.com/en-us/outlook-help/change-the-junk-e-mail-filter-options-HP001042319.aspx?CTT=3>  
Outlook 2007: <http://office.microsoft.com/en-us/outlook-help/change-the-level-of-protection-in-the-junk-e-mail-filter-HP001230031.aspx>  
Outlook 2010: From the “Home” tab, click on “Junk” then select “Junk E-mail options” → select “No Automatic Filtering”
5. You're now ready to use your new Google Apps account—from either Outlook or the Google Apps web interface!

This is a modified version of the step by step instructions you can find on Google here:  
<http://mail.google.com/support/bin/static.py?page=guide.cs&guide=28354>