

## How do I Configure My bMail Account on Outlook 2016 Using the Google G Suite Sync Tool?

**NOTE:** The G Suite Sync Tool *may not be compatible* with all **pre-installed versions** of Microsoft Outlook. If the Sync Tool does not work with your current version of Outlook, you may consider installing the version from [Campus Software Central](#).

When opting to use the Campus version, we recommend:

- Uninstall the pre-installed Outlook, then rebooting your computer
- Follow these [Campus instructions for downloading and installing MS Office/Outlook](#).

Step	Procedure
1	Start with your Outlook closed. G Suite Sync <b>will not set up with your Outlook instance open</b> . You will also need to have IMAP enabled in your bMail account. Instructions for this can <a href="#">be found here</a> .  After you've enabled IMAP, download the <a href="#">G Suite Sync Tool here</a> . After the tool downloads, allow it to run and install on your computer.

### G Suite

#### G Suite Sync for Microsoft Outlook®

G Suite Sync for Microsoft Outlook® allows you to use Microsoft Outlook® 2003, 2007, 2010, 2013 and 2016 effectively with G Suite. You get the cost savings, security and reliability of G Suite, while employees can use the interface they prefer for email, contacts, calendar and notes.

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

[Set up G Suite Sync](#)

[Help and information for Administrators](#)

Google Apps Sync for Microsoft Outlook

Google Apps Sync for Microsoft Outlook

#### Download G Suite Sync

Version 4.0.15.0

**System requirements:**  
Requires G Suite, G Suite for Education, or G Suite for Government

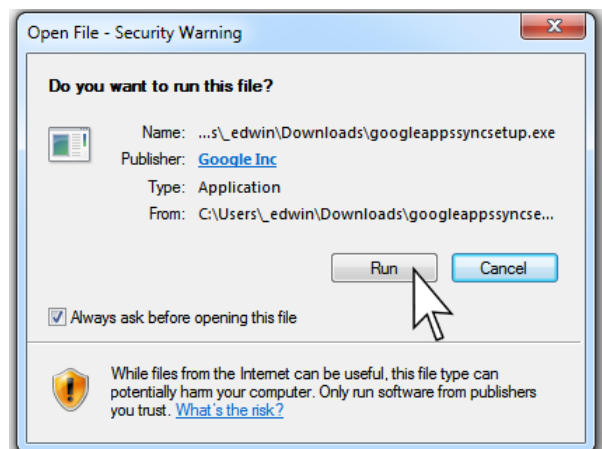
Windows XP (32 bit) [SP3](#)  
Windows Vista (32 bit) [SP1](#)  
Windows Vista (64 bit) [SP1](#)  
Windows 7 (32 and 64 bit)  
Windows 8 (32 and 64 bit)  
Windows 10 (32 and 64 bit)

Microsoft Outlook 2003® [SP3](#)  
Microsoft Outlook 2007® [SP2](#) (or [SP1](#) with [hotfix](#))  
Microsoft Outlook 2010® (32 and 64 bit)  
Microsoft Outlook 2013® (32 and 64 bit)  
Microsoft Outlook 2016® (32 and 64 bit)

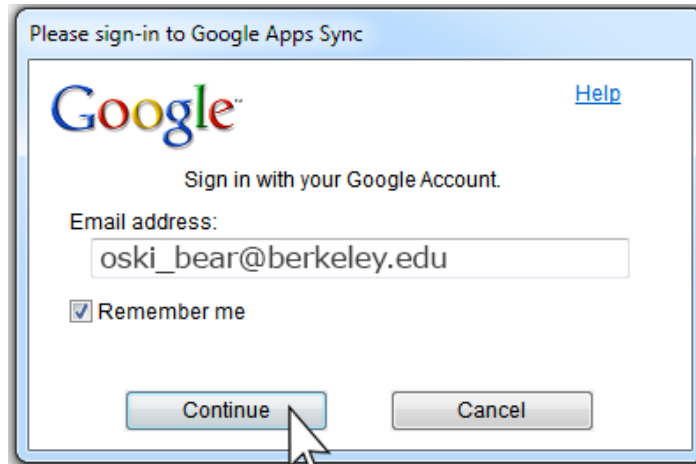
[More about system requirements](#)  
[Help with installation](#)

Currently using Google Apps Free Edition?  
[Get a free trial](#) of G Suite and try G Suite Sync.

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Step	Procedure
2	After the tool installs, sign in with your Berkeley address. NOTE: Make sure the <b>Remember me</b> box is checked. (CalNet authentication may be required.)



Step	Procedure
3	<b>Allow</b> the tool to have access to your bMail and other apps.

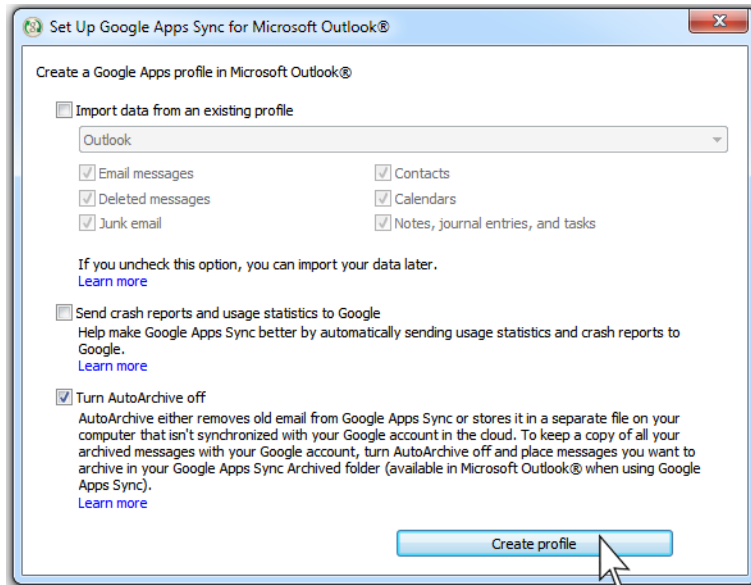
- G Suite Sync for Microsoft Outlook® would like to:

-  Read, send, delete and manage your email ⓘ
-  View and manage the files in your Google Drive ⓘ
-  View your basic profile info ⓘ
-  Manage your calendars ⓘ
-  View your calendars ⓘ
-  Manage your contacts ⓘ
-  Manage groups on your domain ⓘ
-  Manage the email settings of users on your domain ⓘ
-  Manage messages in groups on your domain ⓘ
-  View and manage the provisioning of users on your domain ⓘ
-  Manage the email messages of users on your domain ⓘ
-  Manage your tasks ⓘ

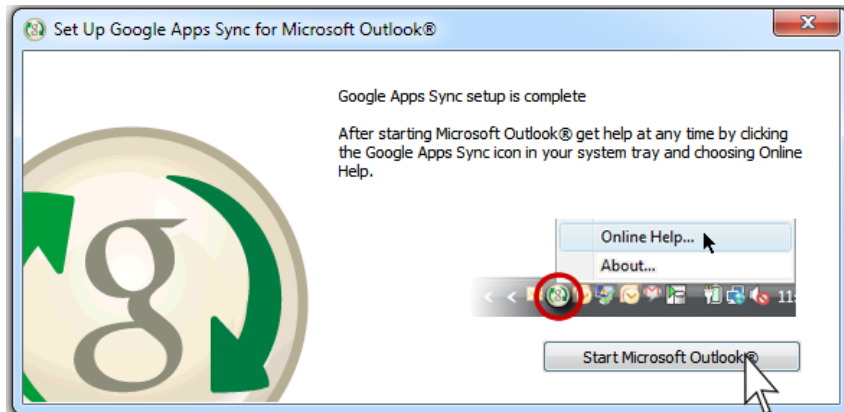
By clicking "Allow", you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other Account Permissions at any time.

Deny **Allow**

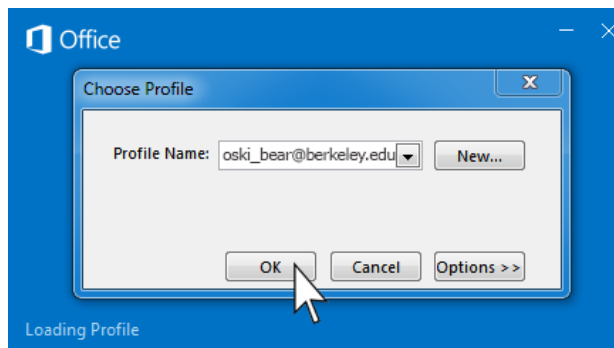
Step	Procedure
4	On the ensuing dialog box, click on <b>Create Profile</b> .



Step	Procedure
5	The Sync Tool is now ready to begin syncing your data. <b>Click on Start Microsoft Outlook.</b>

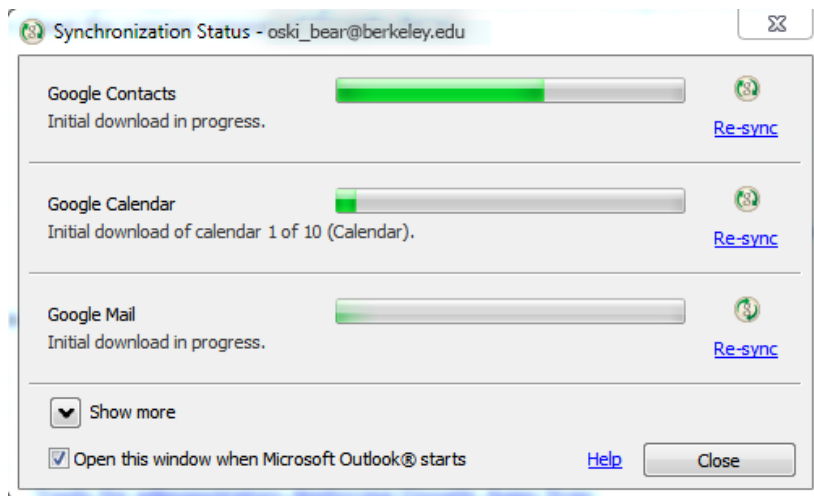


Step	Procedure
6	As Outlook opens, it will create a new profile for your bMail account. Click <b>OK</b> .



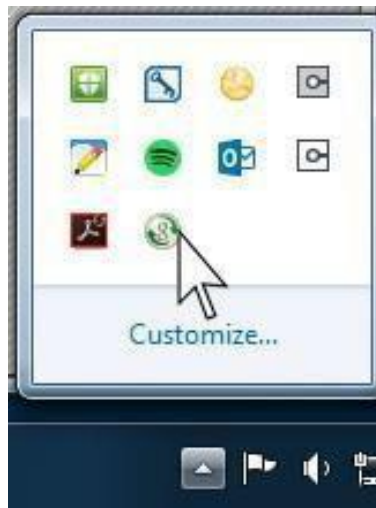
Step	Procedure
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<b>7</b>	The sync process should now begin. You can see your progress with the <b>Synchronization Status</b> box.
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Step	Procedure
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<b>8</b>	The Google Apps Sync Tool will run in the background each time you open Outlook. You can check on its status by going to your system tray and clicking on the GAPPSYNC icon.
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Step	Procedure
9	<p>By default, Google Apps Sync will synchronize 1 GB of data at a time. You can choose to change this limit by right-clicking on the GAPPSYNC icon and choosing <b>Set mailbox size limit</b>.</p> <p>The ensuing dialog box will offer you options for <b>1GB</b>, <b>2GB</b>, <b>4GB</b> or <b>Unlimited</b> – choosing 1GB allows you to sync data at the fastest rate, while Unlimited syncs the slowest.</p>

