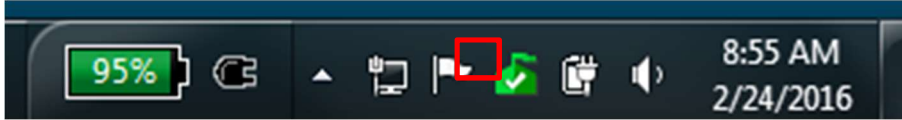
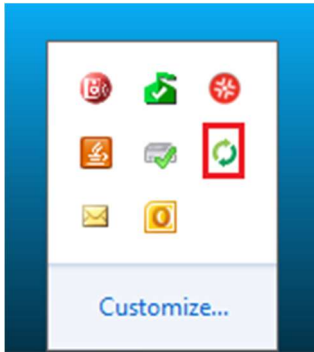


To Re-sync Microsoft Outlook with Google Apps

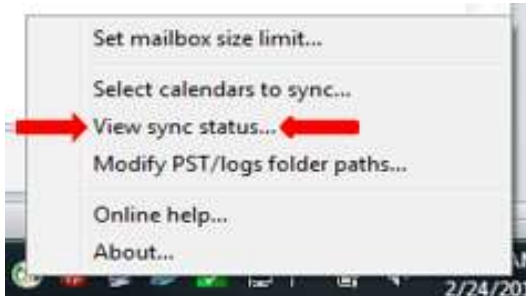
1. On your desk top, in the lower right hand side by the date and time, you will see a small arrow, click on it to show additional programs that are running.



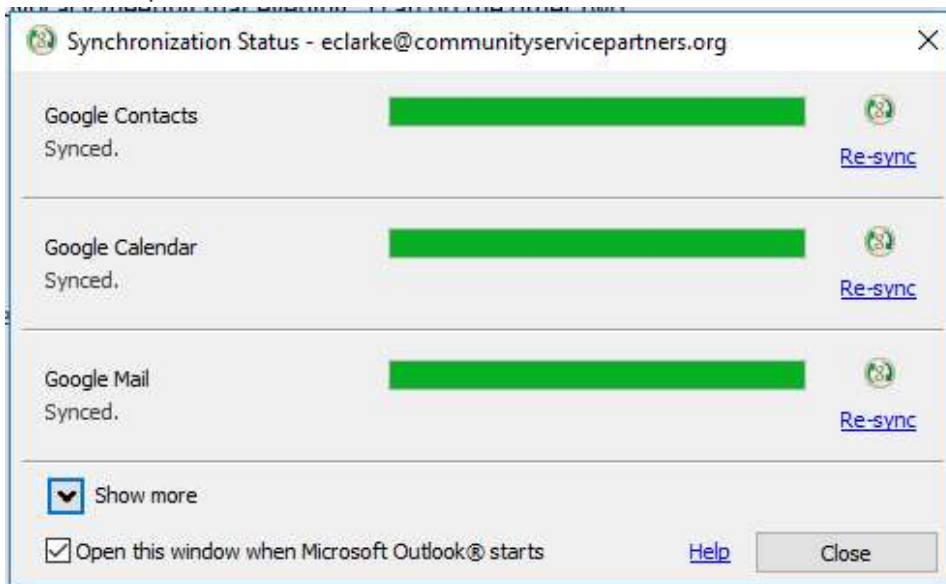
2. Look for the Google Apps Sync icon (as pictured below) and left click on it.



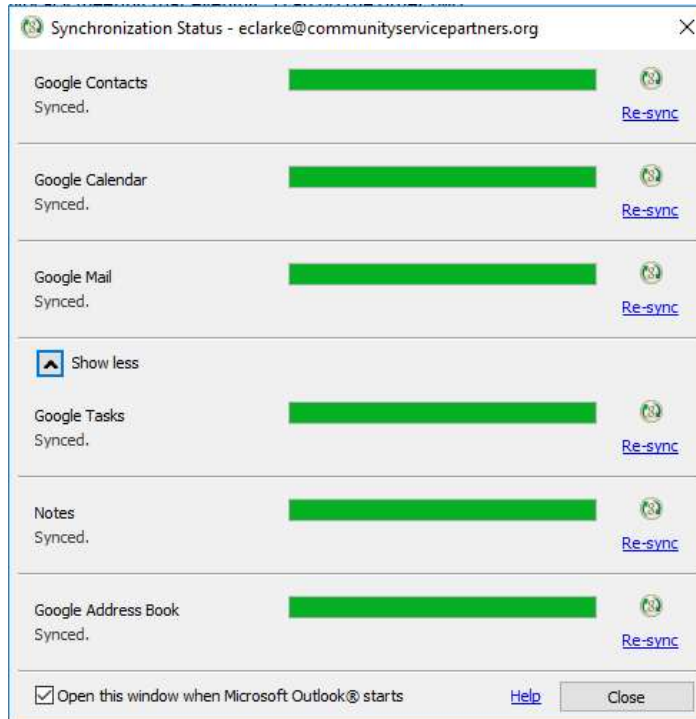
3. A popup menu will appear, click on **View sync status...**



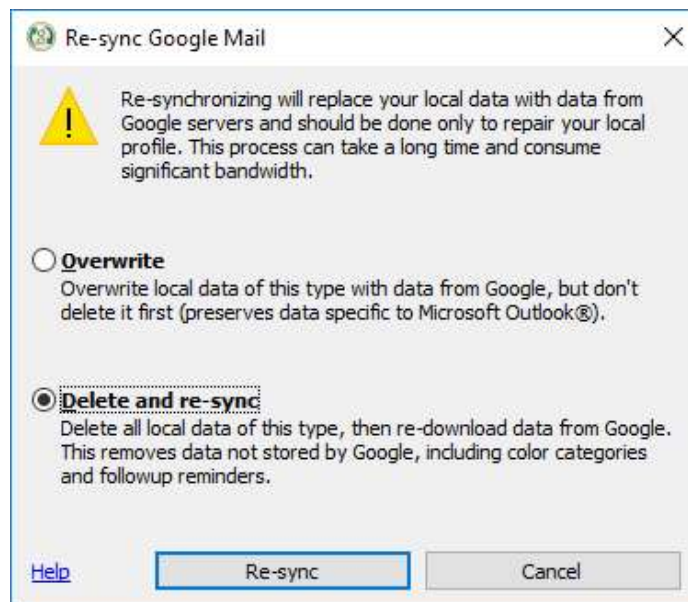
4. The Google Apps Synchronization Status dialog box will appear. Click **Show More** to view additional options



5. Look for the option you want to re-sync and click the Re-sync next to that option.



6. A dialog box will appear confirming you want to re-sync. If that option does not have an “Overwrite” option – you will only be allowed to Delete the contents and re-sync it from Google. By default, you should always select “Delete and re-sync”.



7. Google Apps Sync will not start downloading the data from the internet. Depending on the amount of data – this could take from a few minutes to hours.