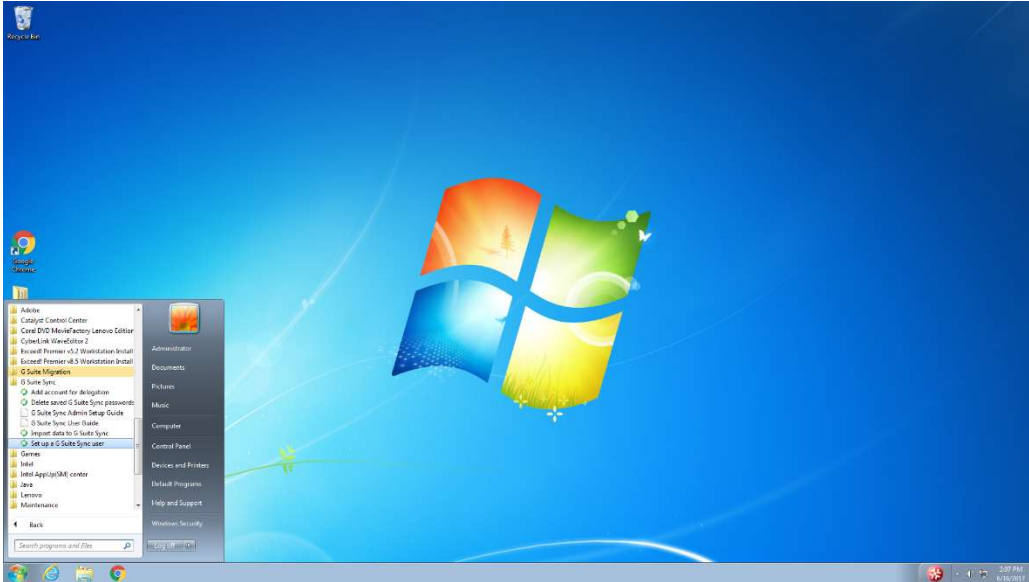
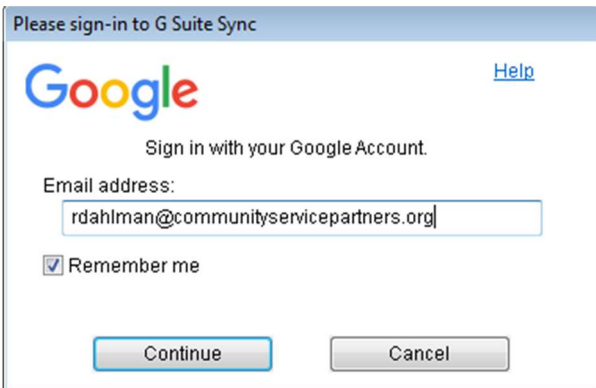


To use Outlook for email, it needs to be setup using Google Apps Sync, which is installed on all the computers. The following are the steps for setting up your account.

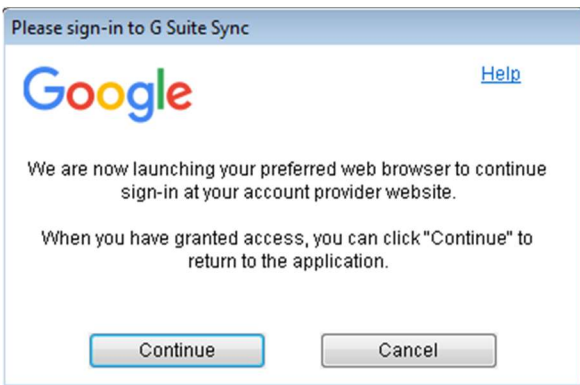
1. Go to Start -> All Programs -> G Suite Sync -> Setup a G Suite Sync user



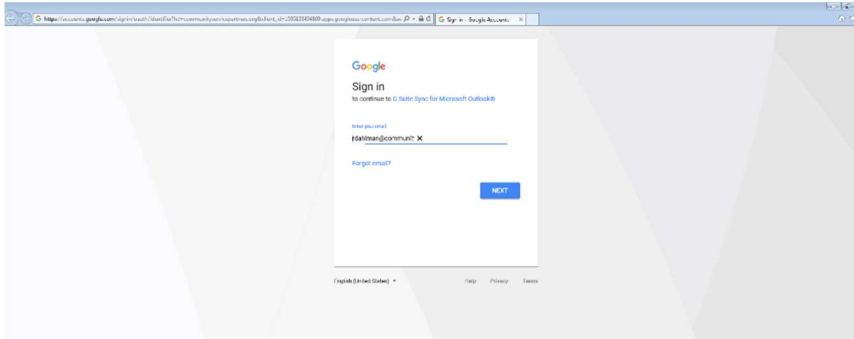
2. This will open a dialog box where you will enter your email address. Check the “Remember me” checkbox and click the “Continue” button.



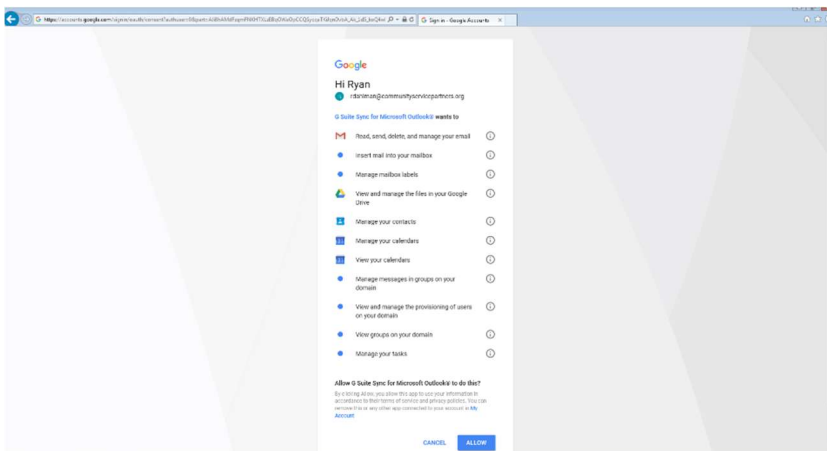
3. The message box will change and indicate that it is starting your web browser.



- 4. Internet Explorer will then open to a site requesting your username and password.



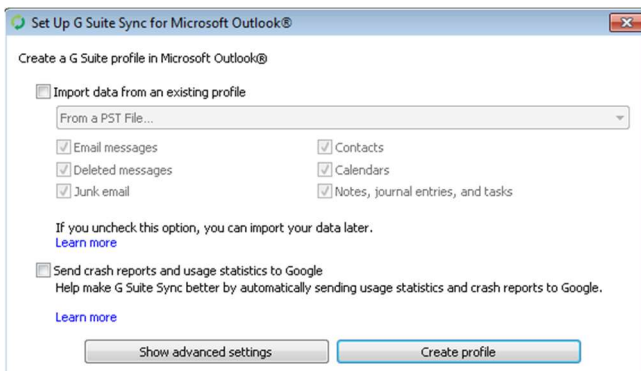
- 5. Once logged into Google Apps, scroll to the bottom of the permissions list and click the button labeled "Allow".



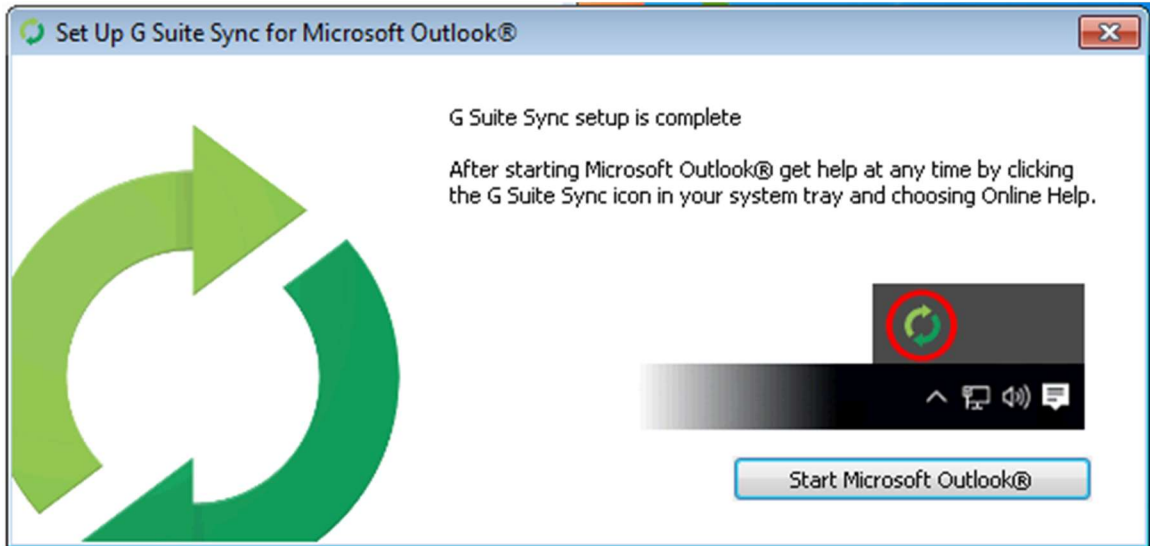
- 6. The site will now inform you that access has been granted. Click on orange icon on the taskbar



- 7. After it has been allowed access, click the "Create profile" button when you go back to Google Apps Sync.



8. On the next screen, click “Start Microsoft Outlook.”



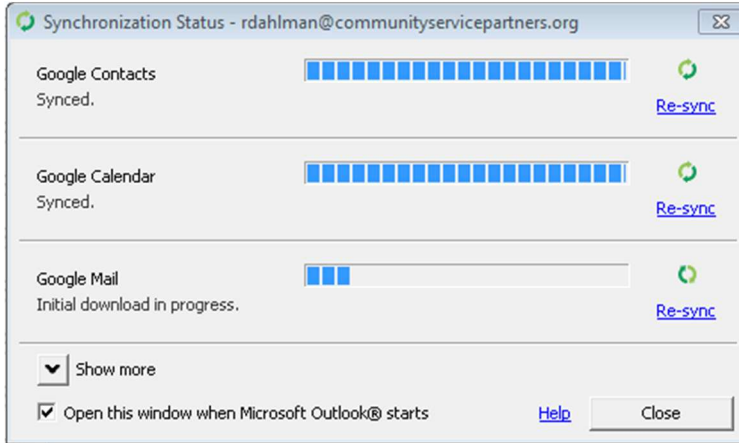
9. When Outlook starts, it will prompt entry of full name and initials.



10. Choose “Use Recommended Settings” and click “OK.”



11. The initial email download will begin.



12. Outlook will now be synced with Google Apps.

