# Setting up Microsoft Outlook for Google Apps

The following document will take you through the steps of setting up Microsoft Outlook to connect with your new Google Apps account.

 Before beginning this setup you should be sure you have logged into Google Apps for the first time and have created a new password.

Install Google Apps Sync for Microsoft Outlook

Google Apps provides software that will automatically sync your Google Apps online content with Microsoft Outlook on your computer. This provides real time synchronization of mail, contacts, and calendar between your Outlook email client, Google Apps online client, and mobile phone.

1. Go to the following website and download the software Google Apps Sync for Microsoft Outlook
2. After downloading the software you can install it on your computer.
3. After the install you will be prompted to sign in to Google Apps
    - Email address: [username]@josiahventure.com
    - Password: The password you created on your initial login
    - Check the box "Remember me"
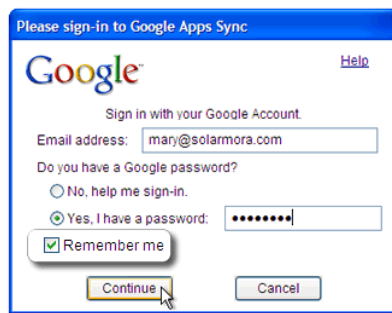
4. Click CONTINUE
5. On the next page you will create you Google Apps profile for Outlook
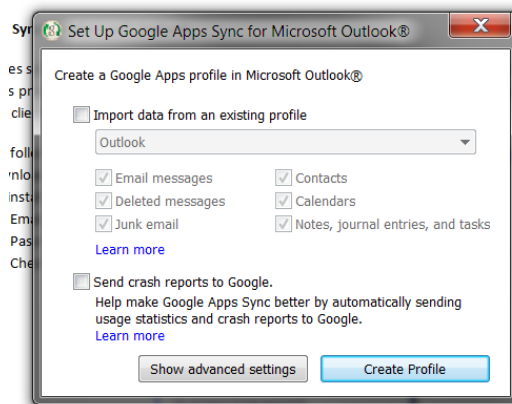
6. Uncheck the box "Import data from an existing profile" (we will import data at a later step
7. Click "Show advanced settings" and make sure the box is checked for "Turn Auto-archive off"
8. Click "Create Profile"
9. Once you profile is created, open up Outlook
10. You will be asked to select a profile – choose the newly created Google Apps profile

Install Google Migration for Microsoft Outlook

You can now choose to import data (mail, contacts, calendar) from your old Outlook profile. If you choose to do this it is recommended that you only transfer over a portion of your emails – 6 months or 1 year – to reduce the amount of time and space you use on the transfer.
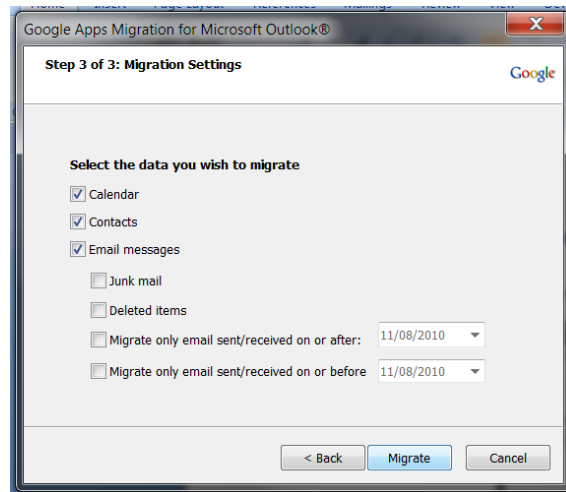
1. Go to Google Apps Migration for Microsoft Outlook and download the software.
2. Open the application and click NEXT
3. Enter your Josiah Venture email address and password
   - Keep "Use my most recent migration settings" unchecked
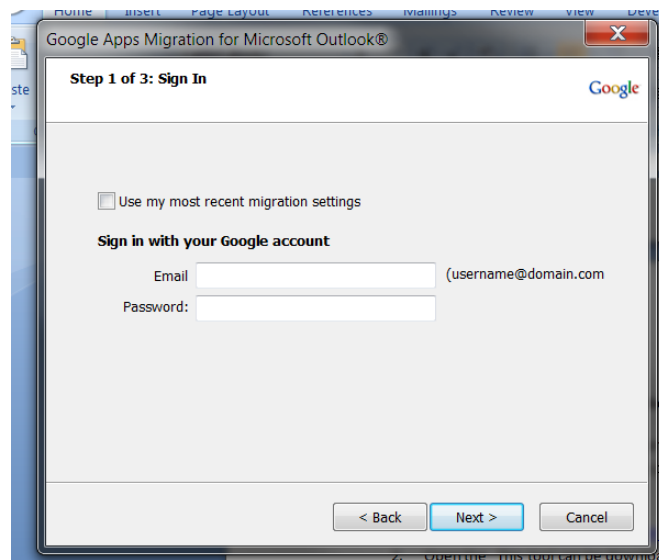
4. Click NEXT
5. Select you prior Outlook profile name and select "Migrate all data"
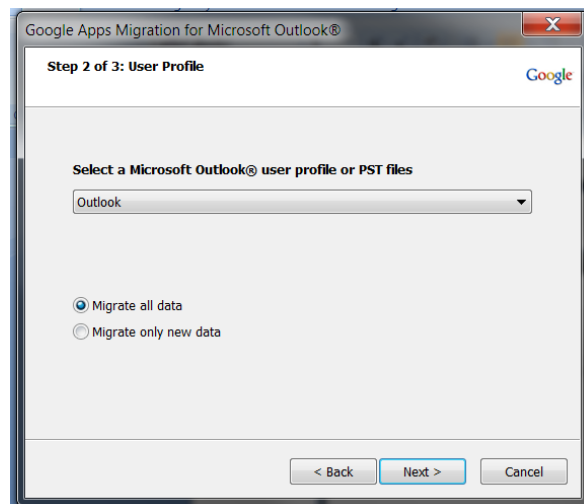
6. Click NEXT
7. At this point you can choose what to import. It is recommended that you import your Calendar, Contacts, and Mail. You can also decide to import only recent email be checking the box for "Migrate only mail sent/received on or after:" and select a date (i.e. 6 months or 1 year prior).

8. Click MIGRATE
9. Once you start the migration, **Google Apps Migration for Microsoft Outlook®** begins to import data to your Google Apps account. Contacts are imported first, followed by calendar data, and then email. If you're importing more than one PST file or email account, each file or account is imported in sequence (completing one before moving on to the next).
10. You can monitor your migration's process to see the number of items migrated and the number of items remaining.
11. When your migration has finished, you can click **Start new migration** to import more data (if you're migrating in stages). Otherwise, click **Cancel** to close the wizard.
12. **What to expect during migration**
    o **How long does it take?** Depending on how much mail and other data you have, it might take several hours for all of it to import (although you can begin to work in your Google Apps account right away).
    o **Pause a migration**. To temporarily halt importing, click **Pause Migration**. Click **Resume Migration** to continue importing from where you left off.
    o **Restart a migration.** If your import is interrupted and you need to run the migration again (say, if you click **Cancel** in the wizard or if you have to shut down your computer), simply rerun the wizard. To avoid importing duplicate contacts, select the option to **Migrate only new data**.
    o **My Internet connection went away**. If the migration is interrupted *without* closing the wizard—say, if your Internet connection goes away—it will resume where it left off if the connection comes back soon. Otherwise, you should start a new migraiton. To avoid importing duplicate contacts, select the option to **Migrate only new data**.

Now you are ready to use Google Apps and Microsoft Outlook. You should read further information on Google Gmail, Contacts, and Calendar, as well as information on how to set up your mobile device.