

FAQ – HOW DO I SYNC OUTLOOK WITH MY WILKES EMAIL?

Purpose

- This guide outlines the steps to sync Outlook with a Wilkes Email account

Requirements

- Computer running Windows
- Active Wilkes Account
- Active internet connection
- Working, licensed version of Outlook

Notes

- Wilkes email can always be accessed via <https://portal.wilkes.edu> or <https://ewilkes.wilkes.edu>

Process

1. **Close Outlook** so it is not running on your computer
2. **Navigate** to <https://tools.google.com/dlpage/gssmo>

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3. Click **Download GWSMO** under **DOWNLOAD.EXE FILE RECOMMENDED FOR USERS**

Google Workspace Sync for Microsoft® Outlook®

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BEFORE YOU BEGIN

Read the system requirements and the install steps before using GWSMO to sync your data with Google Workspace. [Learn More](#).

For details on the latest features, enhancements, and fixes for GWSMO, go to [What's new in Google Workspace for Outlook?](#)

DOWNLOAD .EXE FILE (RECOMMENDED FOR USERS)

This .exe file is for installation on Windows® machines only but you can download it using any operating system. [Download GWSMO](#)

DOWNLOAD .MSI FILE (RECOMMENDED FOR ADMINS)

This .msi file is for installation on Windows machines only but you can download it using any operating system. [Download 32-bit edition](#) | [Download 64-bit edition](#)



4. **Run** the newly downloaded file (googleappssyncsetup.exe). This will start the installation of Google Apps Sync. Follow the prompts until completed
5. When prompted, enter your full Wilkes email (**including @wilkes.edu**), then click **Continue**

Please sign-in to Google Workspace Sync



[Help](#)

Sign in with your Google Account.

Email address:

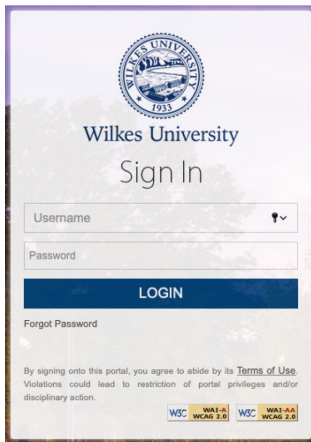
☒ Remember me

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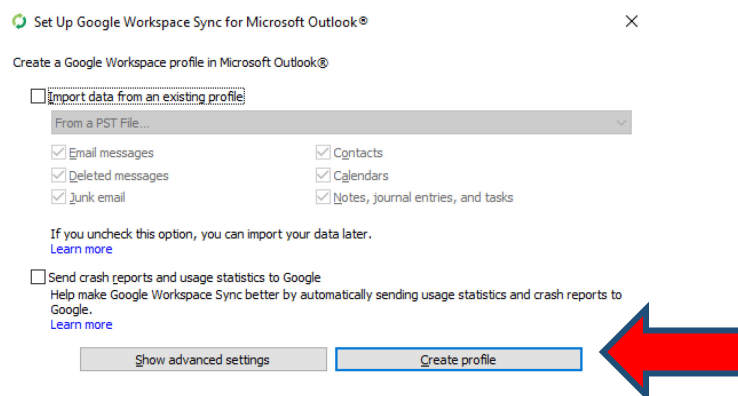
[Cancel](#)

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6. **Login** using your Wilkes Portal username and password (**without @wilkes.edu**)



7. **Answer** your security questions
8. If prompted to verify, click **Continue**
9. **Choose** your email
10. Click **Allow**
11. Switch back to Google App Sync, then click **Create Profile**



12. Set up is complete. You can now launch Outlook