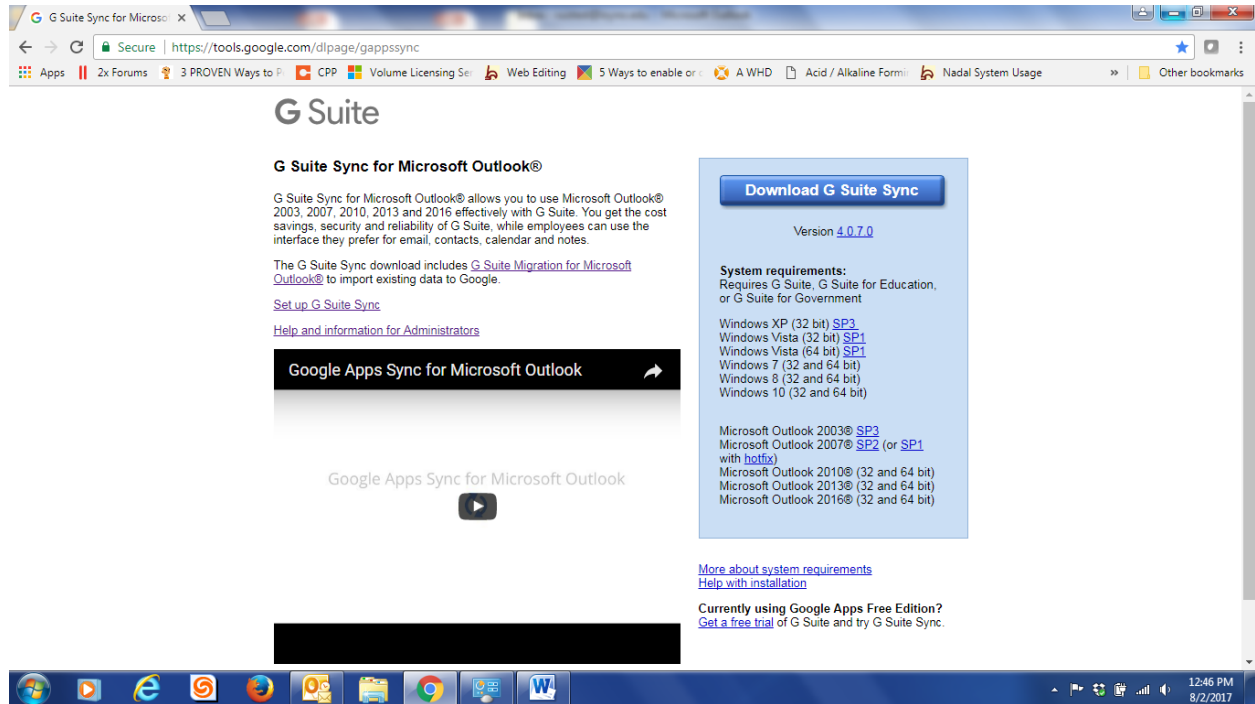


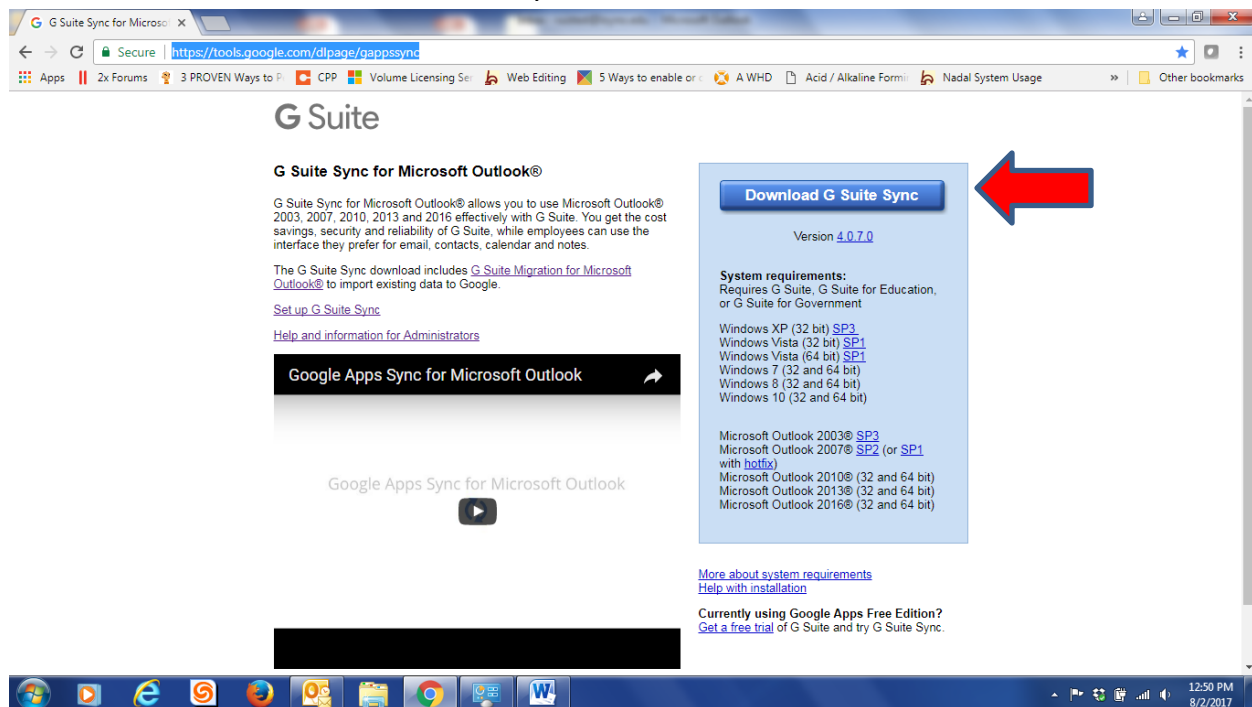
1. Download the G Suite Sync by clicking the link below.

<https://tools.google.com/dlpage/gappssync>

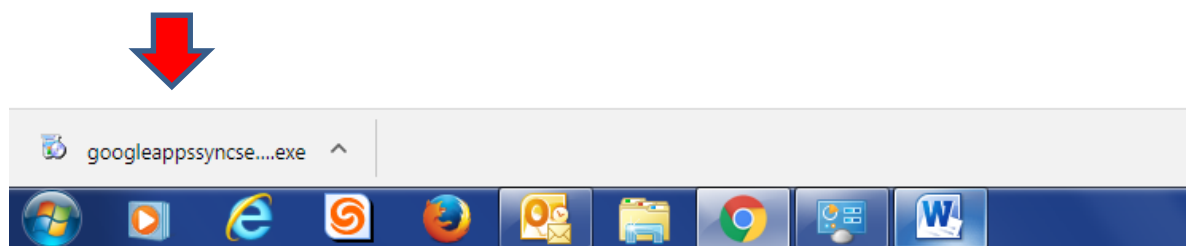
You will see the following page.



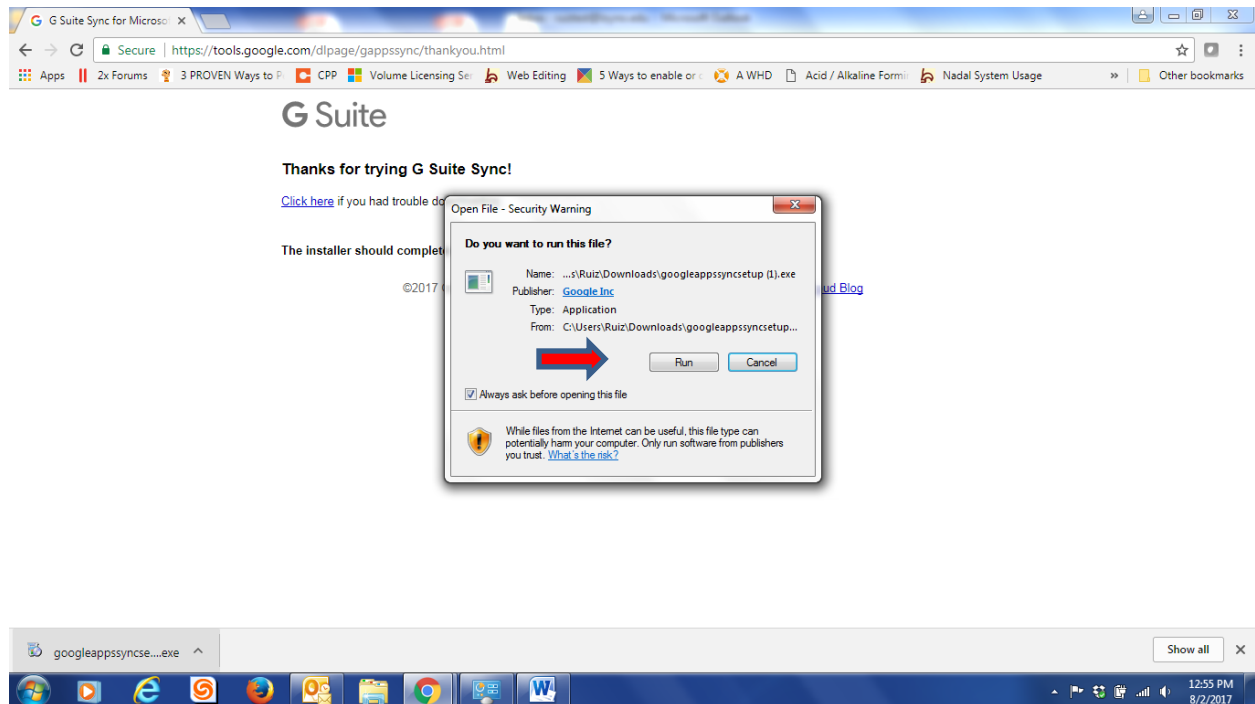
2. Click on the blue “Download G Suite Sync” button.



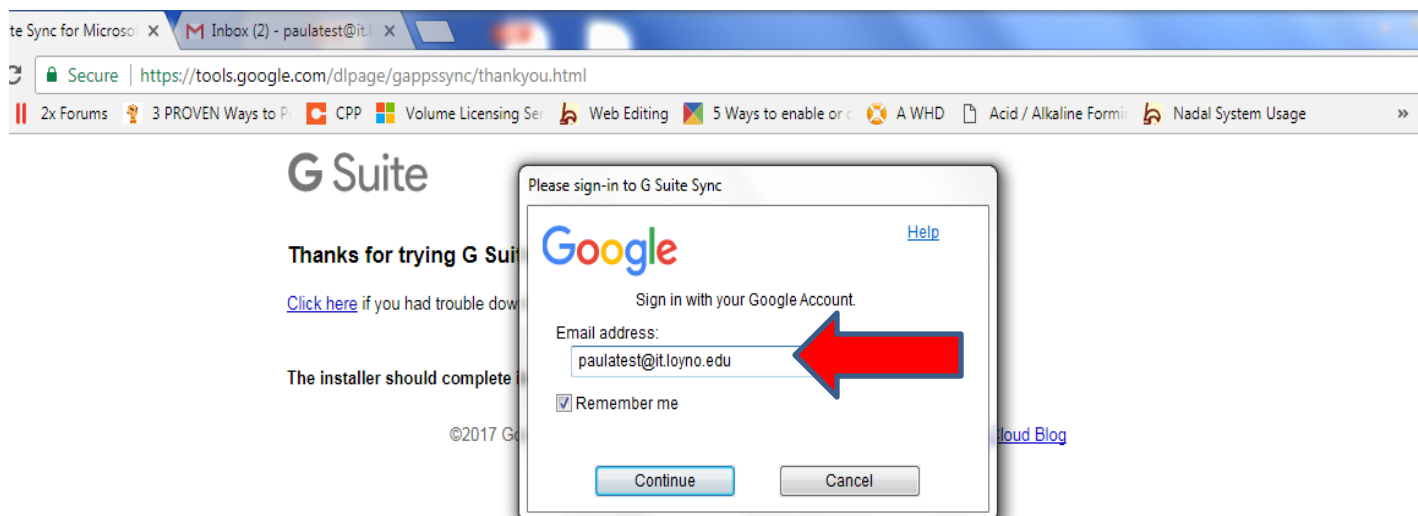
3. The downloaded file “googleappssyncsetup.exe” will download to your computer.



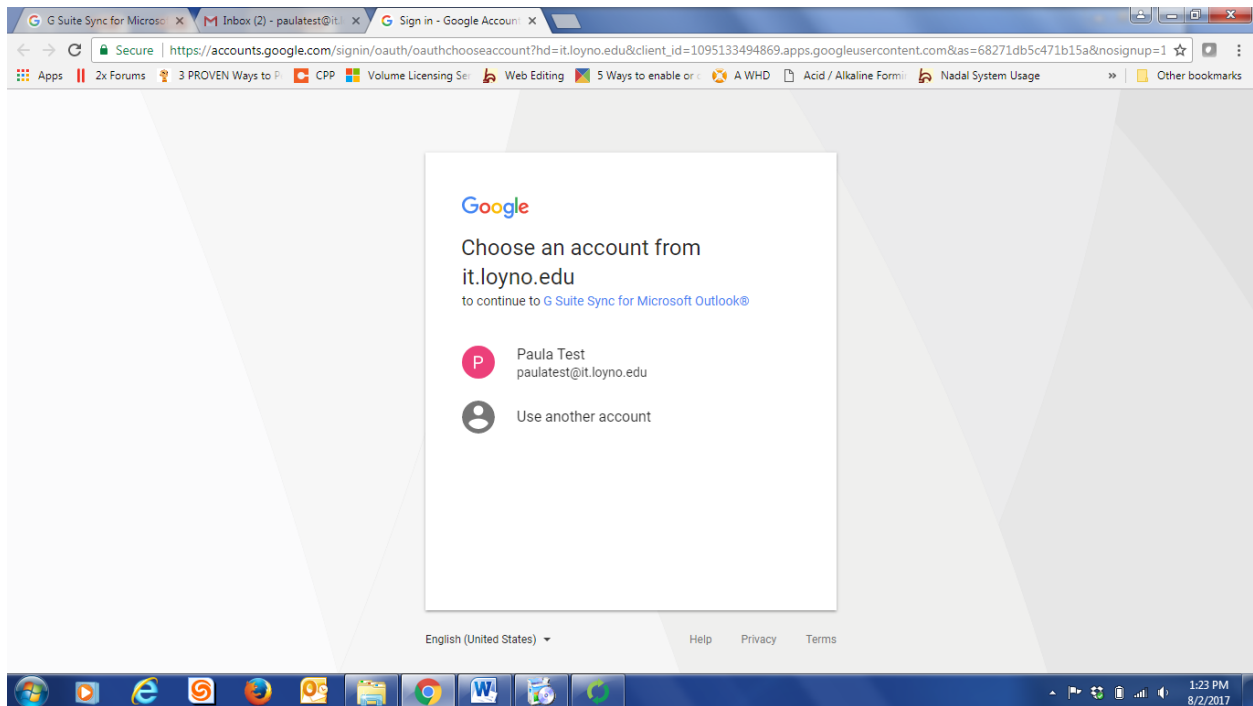
4. Important: Make sure you close Outlook and open your default browser and login to your gmail account at gmail.com. Double click the downloaded file. You will be asked to run the executable. Click "Run". If asked, allow the program to make changes.



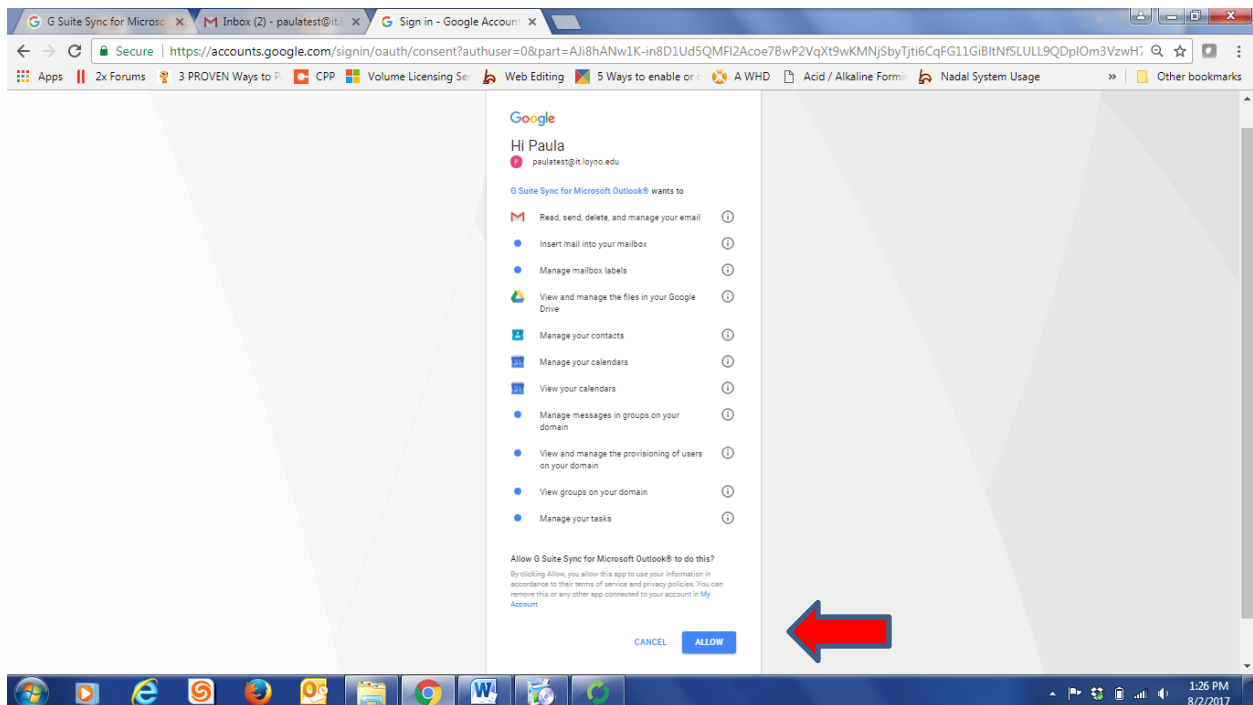
5. You will be prompted to enter your new gmail address.



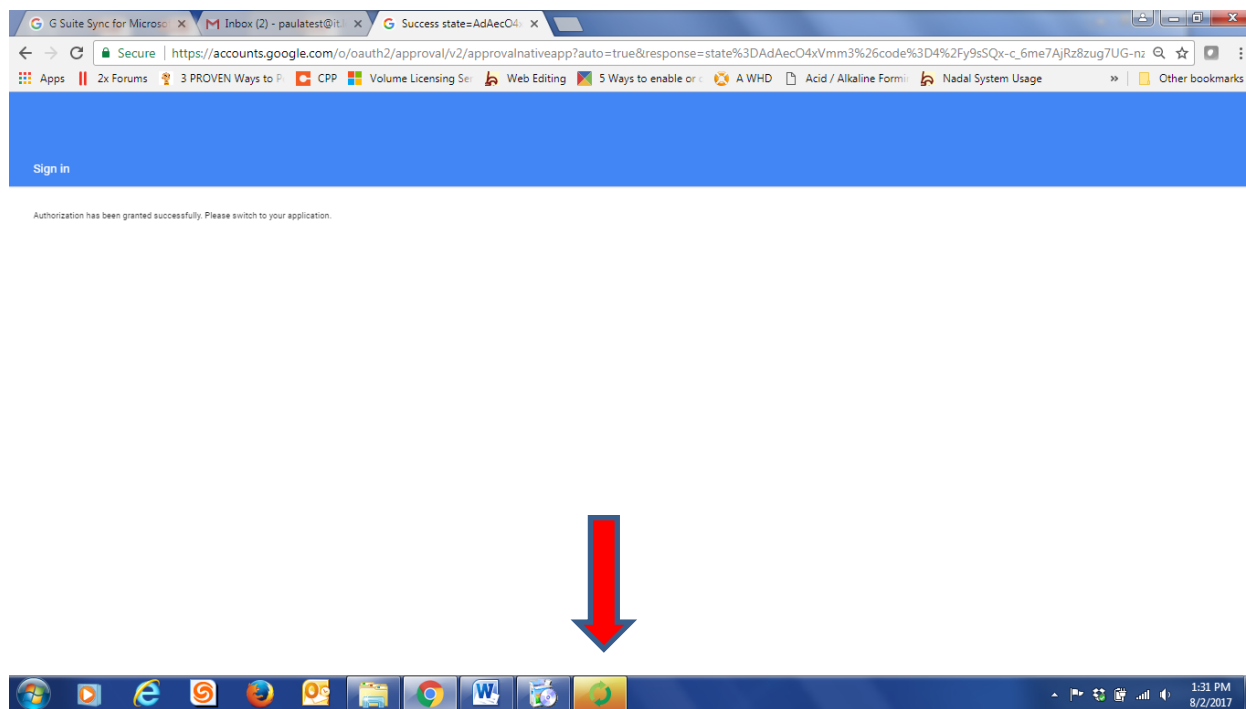
6. You will be asked to choose an account. Select the account that you just entered.



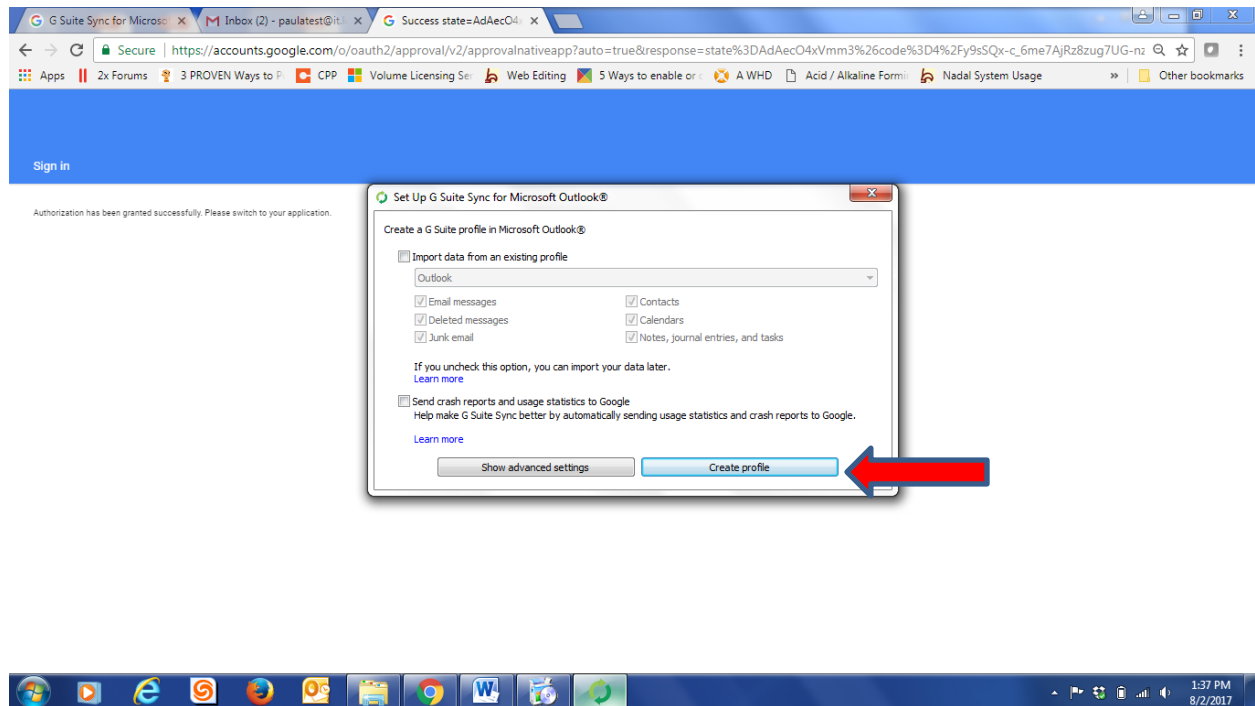
7. You will see the following screen. Click the “Allow” button at the bottom of the window.



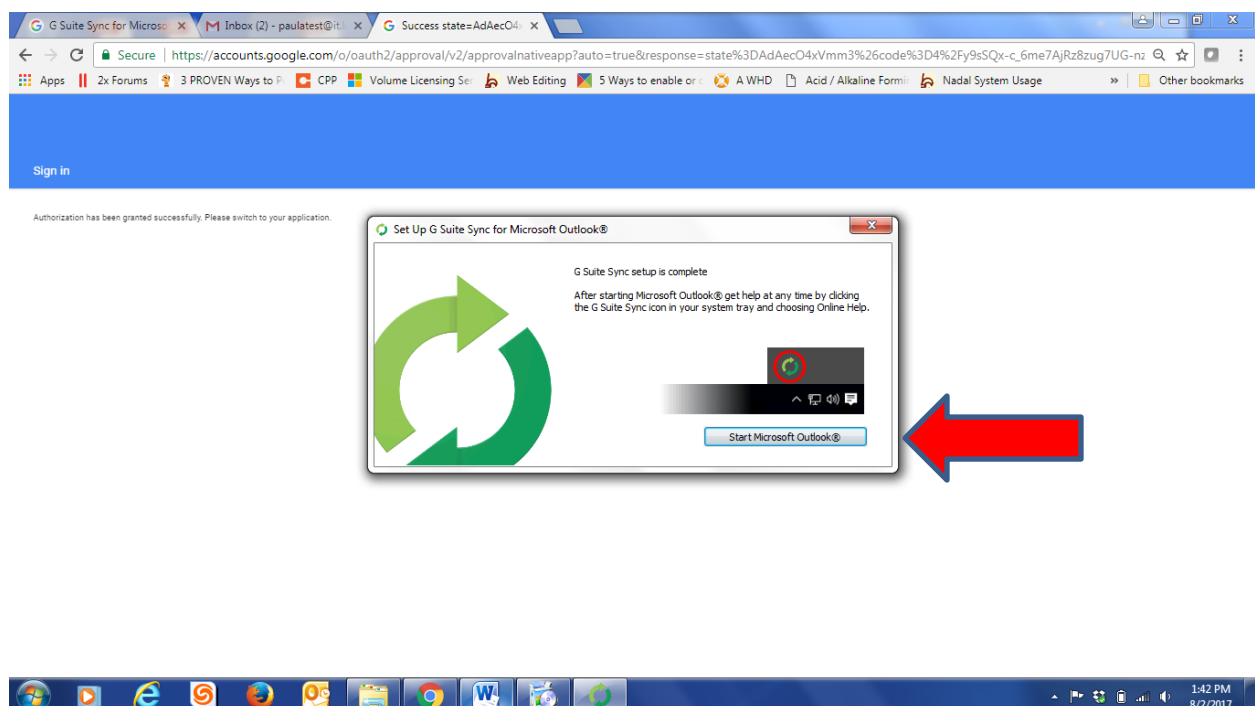
8. You will see a message that the “Authorization has been granted successfully. Please switch to your application.” Click on the “Google sync application” icon located in your taskbar.



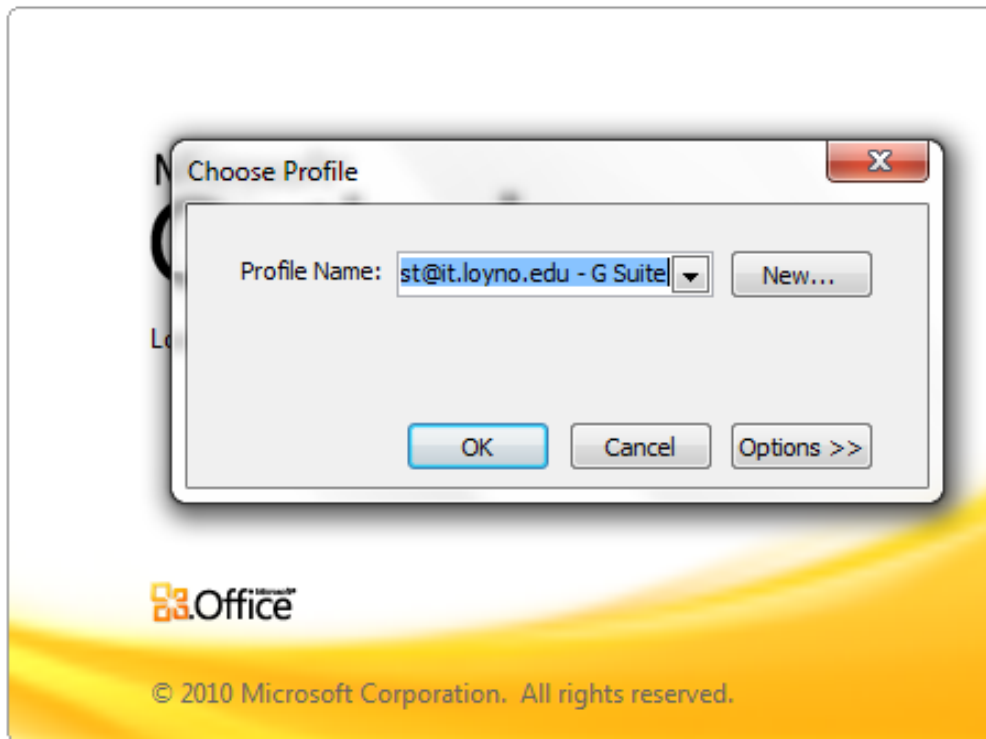
9. Since your zmail has already been migrated to your google account, just click “Create Profile”. Leave all boxes unchecked.



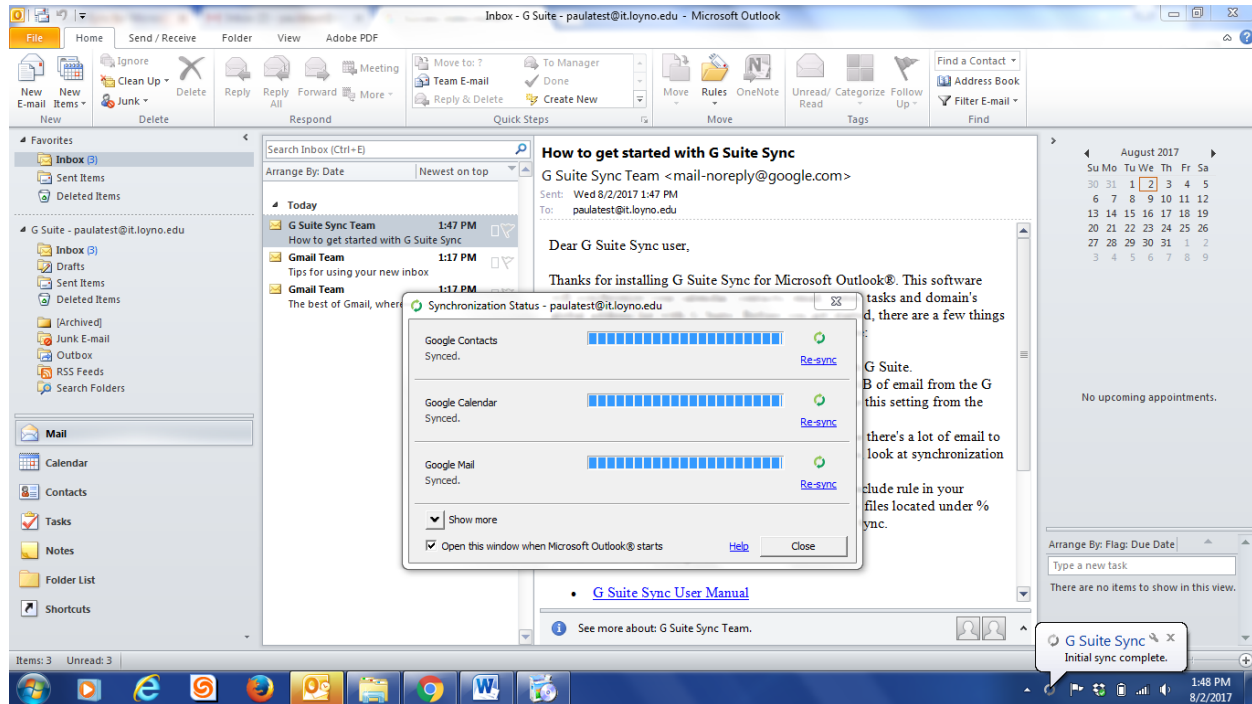
10. You will see a window stating that the G Suite Sync setup is complete. Click on the Start Microsoft Outlook button.



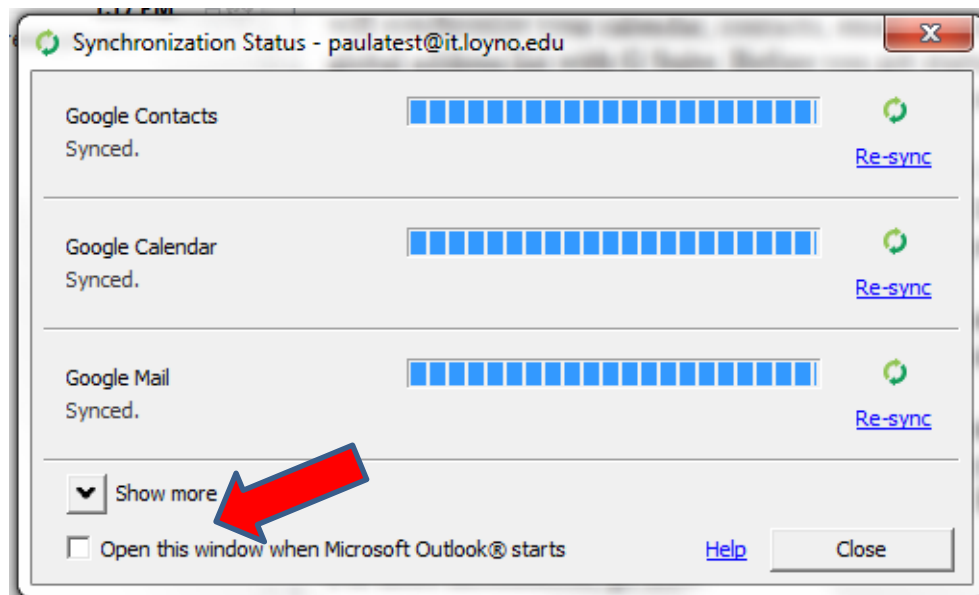
11. Select your gmail profile and click “OK”. (By default, your gmail profile may be highlighted for you.)



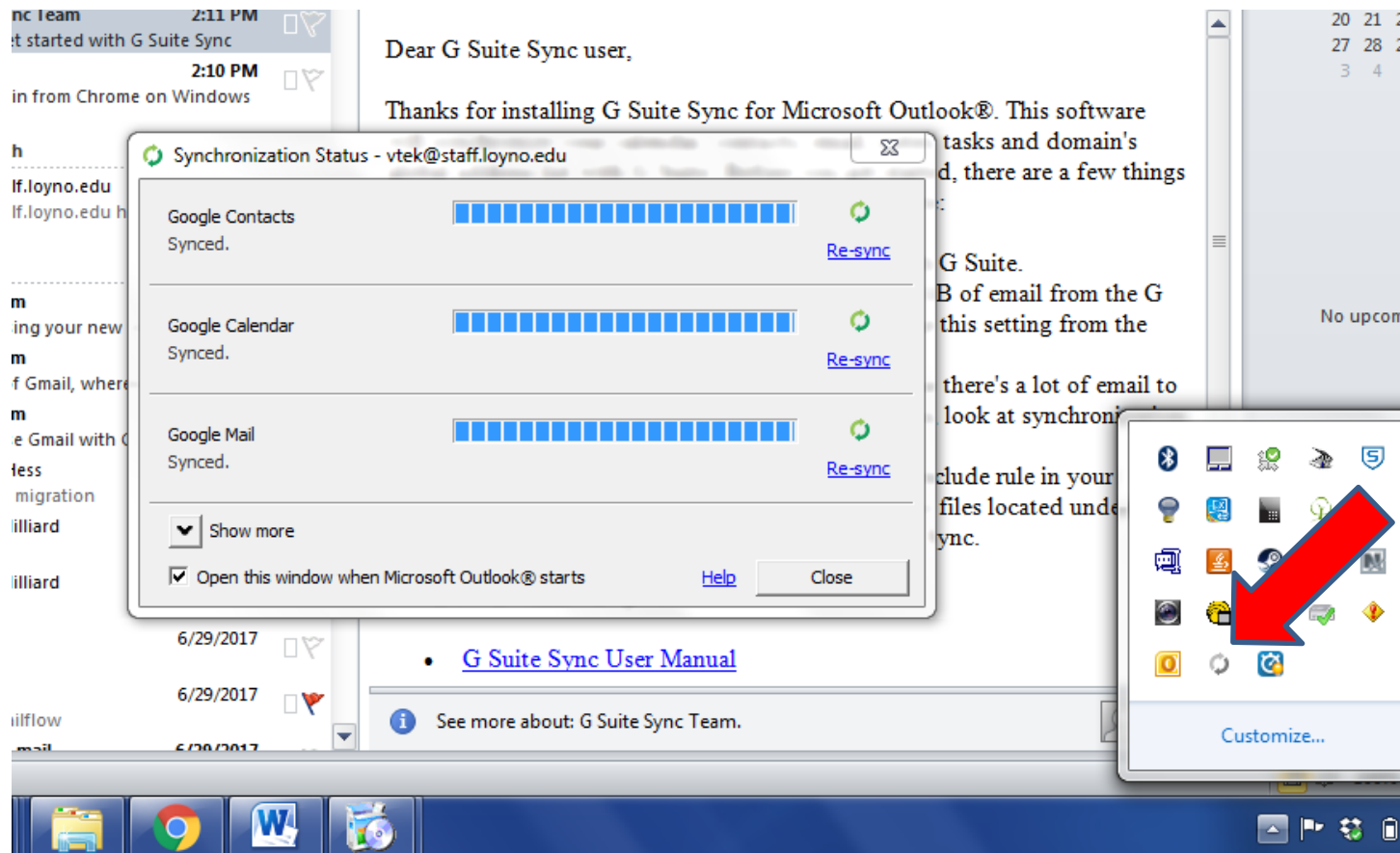
14. The gmail account will appear in your Outlook and the sync feature will start. This process may take a while to complete.



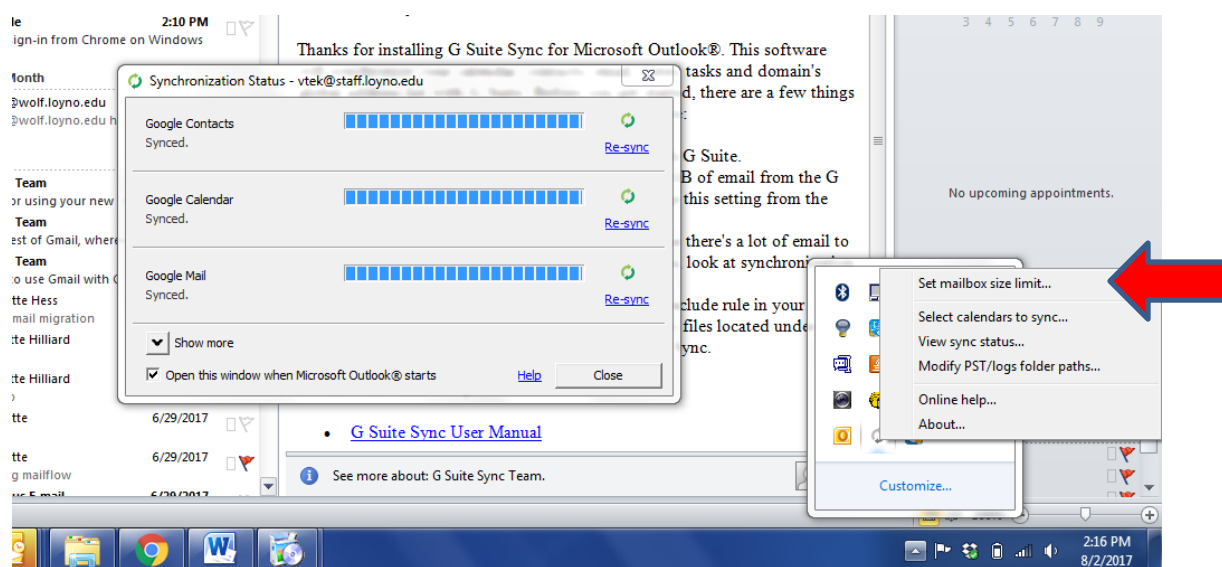
15. Uncheck the box next to “Open this window when Microsoft Outlook starts.”



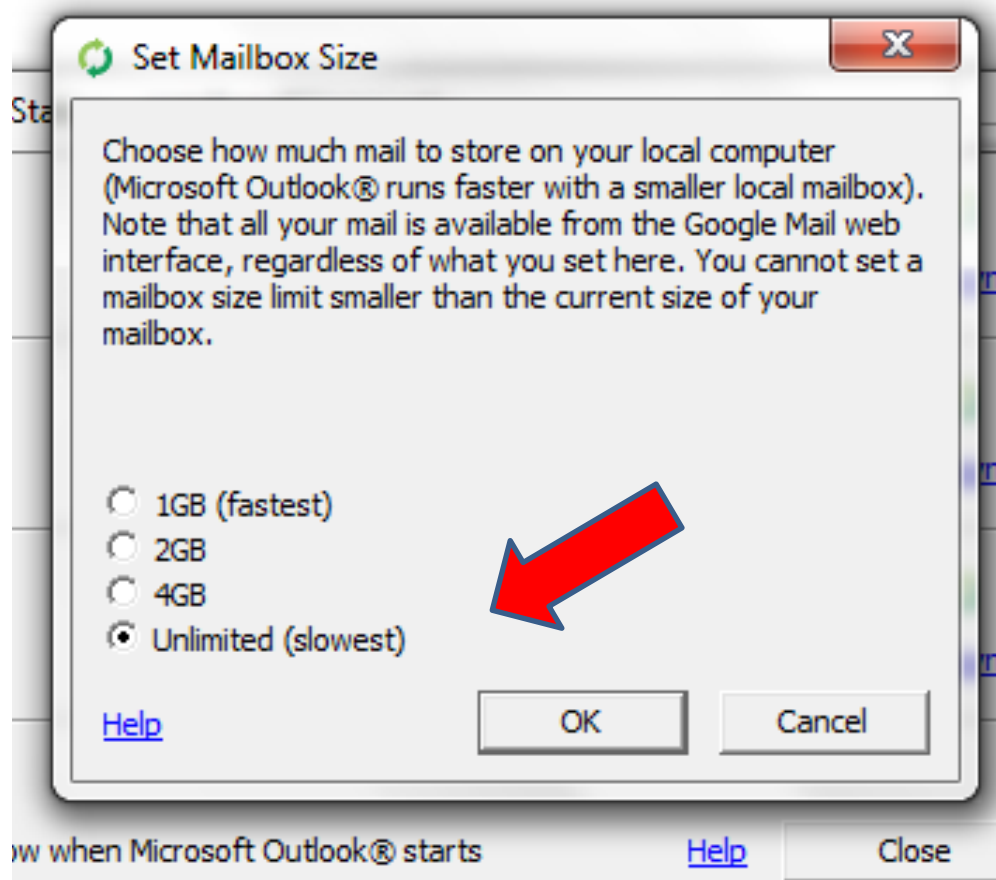
16. Right click on the sync tool icon.



17. Select "Set mailbox size limit".



18. Select "Unlimited" and click "OK"



19. Depending on the amount of information you have, the sync may take some time to populate your information into Outlook. You may close the Synchronization Status window and continue to work on your computer, while the sync takes place. If needed, you can access your email at gmail.com until all information is synced.

