

GSW Student Add Gmail to Outlook Web How-to Guide

Purpose:

The purpose of this guide is to provide step-by-step instructions for the addition of a students' Gmail mailbox to Outlook Web Access (OWA).

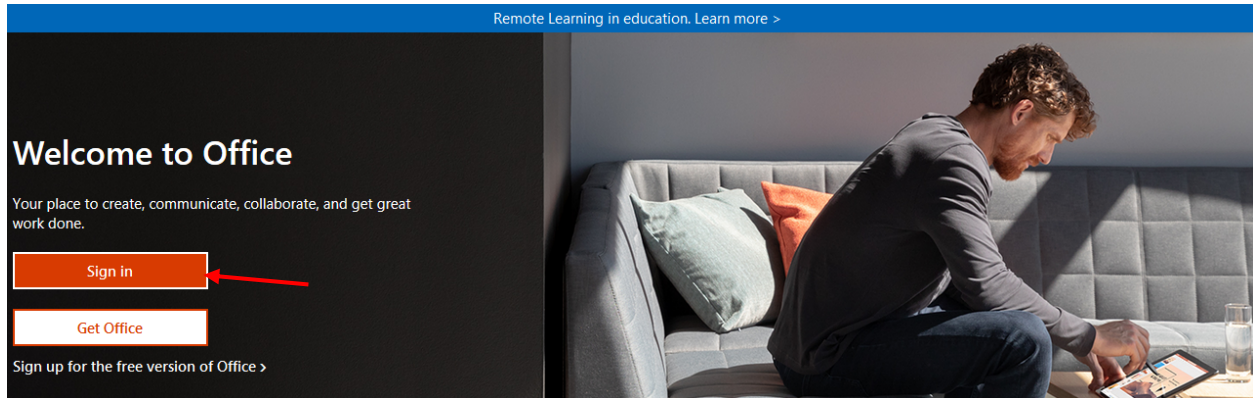
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Download Office 365 Pro Plus

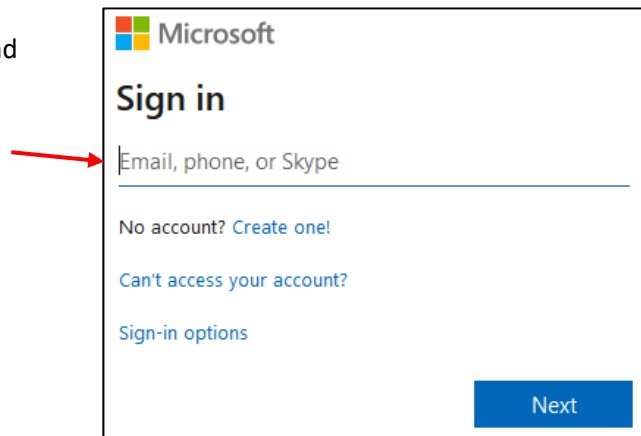
Step 1

Open the browser of choice and navigate to <http://www.office.com> and select **Sign in**.



Step 2

Sign in with your GSW Student email address and password.

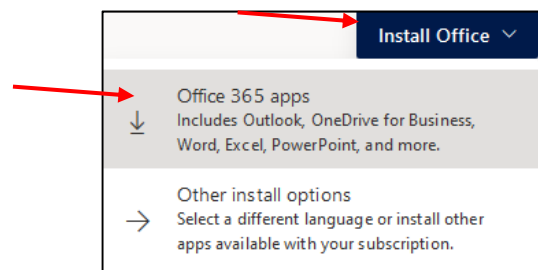


Step 3

From the Microsoft 365 home page, select **Install Office** in the top right corner.

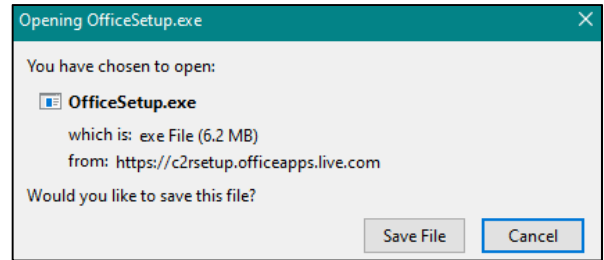
Step 4

On the drop-down menu, select **Office 365 apps**.



Step 5

Click **Save File** and if required select the location.



Step 6

Complete the installation.

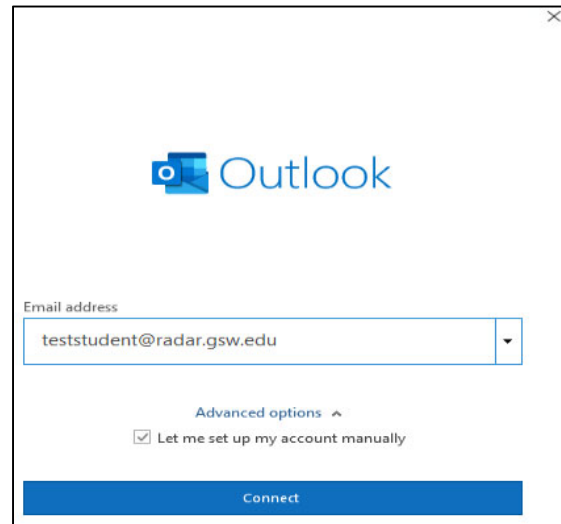
Import Gmail account settings

Step 1

After downloading and installing Microsoft Office 365 Pro Plus, launch **Outlook**.

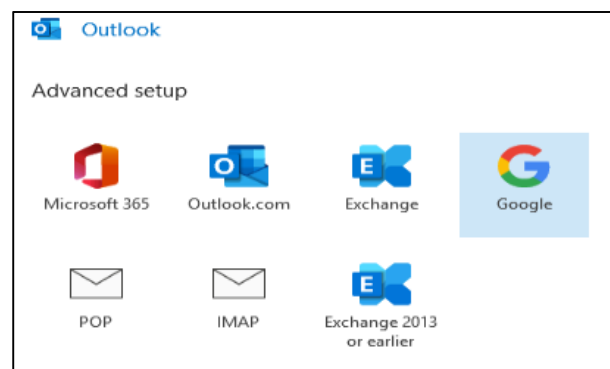
Step 2

Enter your student account name and click **Advanced** options. Check **Let me set up my account manually**. Then click **Connect**.



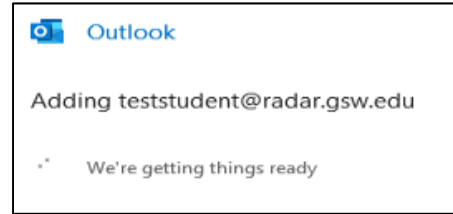
Step 3

You will then be presented with a selection of server types. Select **Google** from the list.



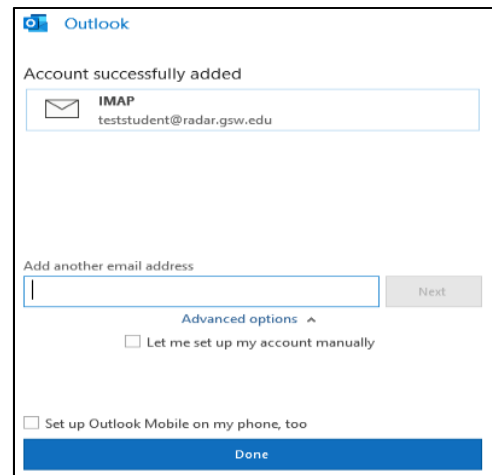
Step 4

Allow this process to complete.



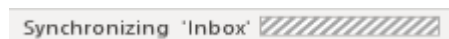
Step 5

Uncheck **Set up Outlook Mobile on my phone, too** and click **Done**.



Step 6

You will see this notification in the lower bar of the application. This process will take several minutes to complete. Once this completes your mailbox synchronization is completed and you may move on to the next phase of mail migration.



This concludes the connection of your student Gmail account.