

How To Configure Your University Gmail Account in the Outlook App in macOS

Note: Configuring Gmail within non-Gmail mail applications (e.g., Apple Mail, Outlook for desktop, Outlook mobile app) includes limited functionality, such as sending and receiving email only. For full functionality, including calendar and contacts, you must use Gmail via the web (<u>gmail.miami.edu</u>) or the Gmail mobile app for iOS or Android.

To configure as a secondary account, jump to page 6.

Launch the **Outlook** app.

On the welcome screen select Add Email Account.



Enter the email address as your **CaneID**@<u>students</u>.miami.edu then click **Continue**.



Select Google as the email provider.



Click Sign in to Google.

Choose your university email account. If not listed, select **Use another account** to sign in with your UM email address (**CanelD@miami.edu**).

Sign in to Microsoft apps & services	By continuing, Google will share your name, email address, language preference, and profile picture with Microsoft apps & services. See Microsoft apps & services's Privacy Policy and Terms of Service.		
s.ibis@miami.edu	You can manage Sign in with Google in your Google Account.		
Cancel	Continue		
inglish (United States)	Help Privacy Terr		

Click Allow.

Once configured you will see a confirmation. Click **Done**.

How To Configure Your University Gmail Account as a Secondary Account in Outlook in macOS

With the **Outlook** application open, go to the **Navigation** menu and select **Outlook** > **Preferences**.

From the Outlook Preferences menu select Accounts.

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Reading	Composing	Signatures	Rules	Junk		
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Calendar	My Day	Privacy	Search			

Click the + icon and select Add an Account.

Default Account • s.ibis2028@gmai s.ibis2028@gmail.com		s.ibis2028@gmail.com Google
	Account description:	s.ibis2028@gmail.com
	Personal information	
	Full name:	s.ibis2028@gmail.com
	E-mail address:	s.ibis2028@gmail.com
	Security	

Enter the email address as your **CaneID**@<u>students</u>.miami.edu then click **Continue**.

Select Google as the email provider.

Click Sign in to Google.

Choose your university email account. If not listed, select **Use another account** to sign in with your UM email address (**CanelD@miami.edu**).

Sign in to Microsoft apps & services	By continuing, Google will share your name, email address, language preference, and profile picture with Microsoft apps & services. See Microsoft apps & services's Privacy Policy and Terms of Service.		
s.ibis@miami.edu	You can manage Sign in with Google in your Google Account.		
Cancel	Continue		

Click Allow.

Once configured you will see a confirmation. Click **Done**.

You will then see all your configured accounts in the Outlook application.

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