

# STUDENT TECHNOLOGY HELP DESK

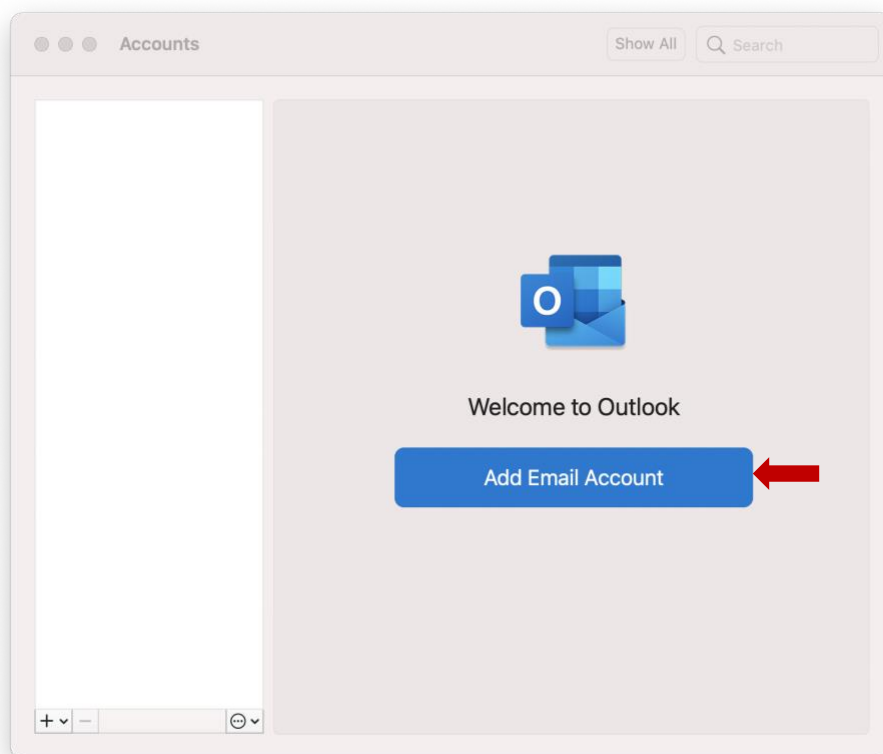
## How To Configure Your University Gmail Account in the Outlook App in macOS

*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 ([gmail.miami.edu](mailto:miami.edu)) or the Gmail mobile app for iOS or Android.*

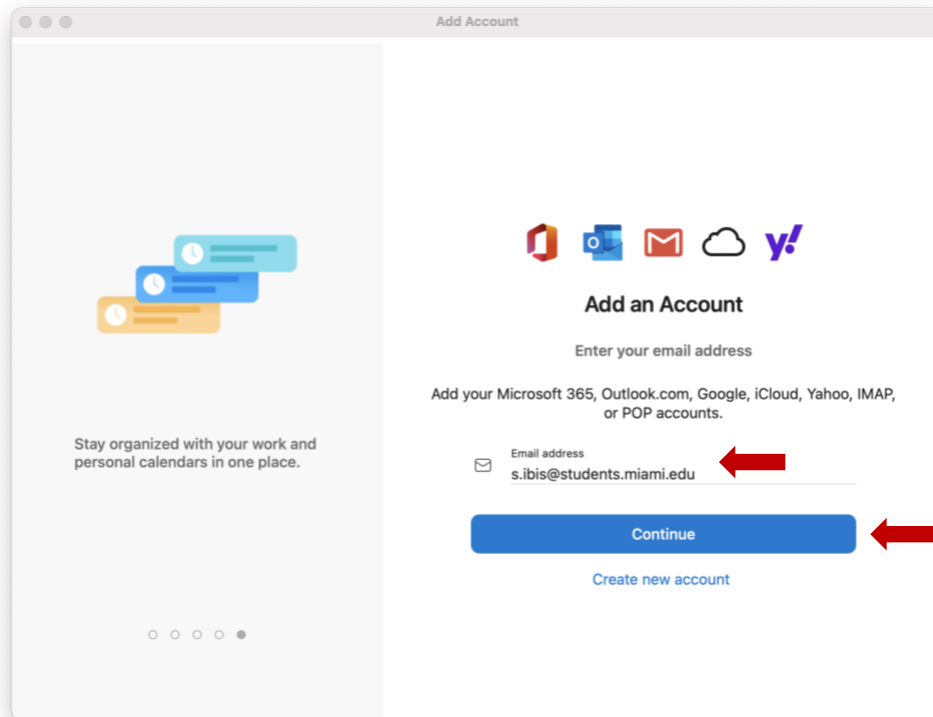
To configure as a secondary account, jump to **page 6**.

Launch the **Outlook** app.

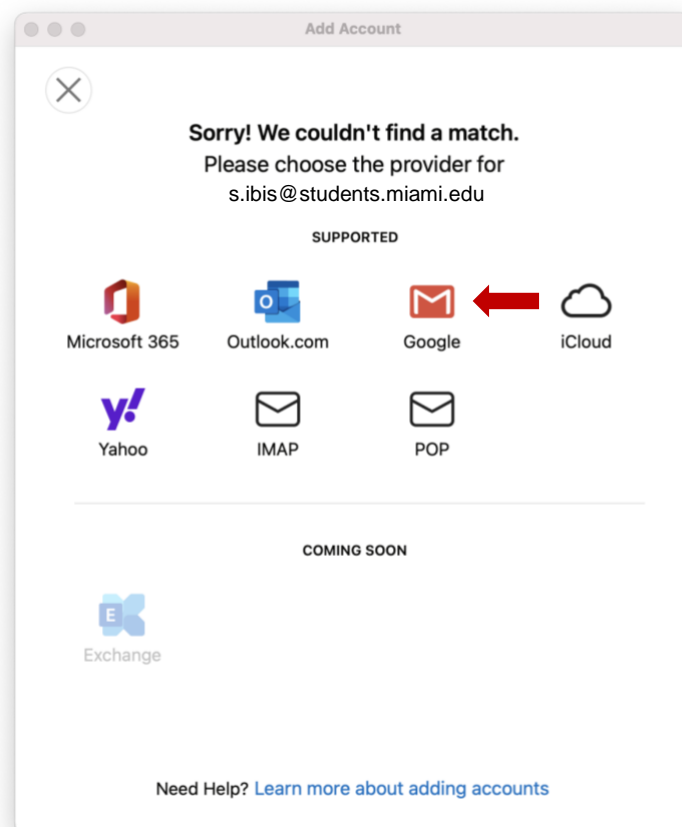
On the welcome screen select **Add Email Account**.



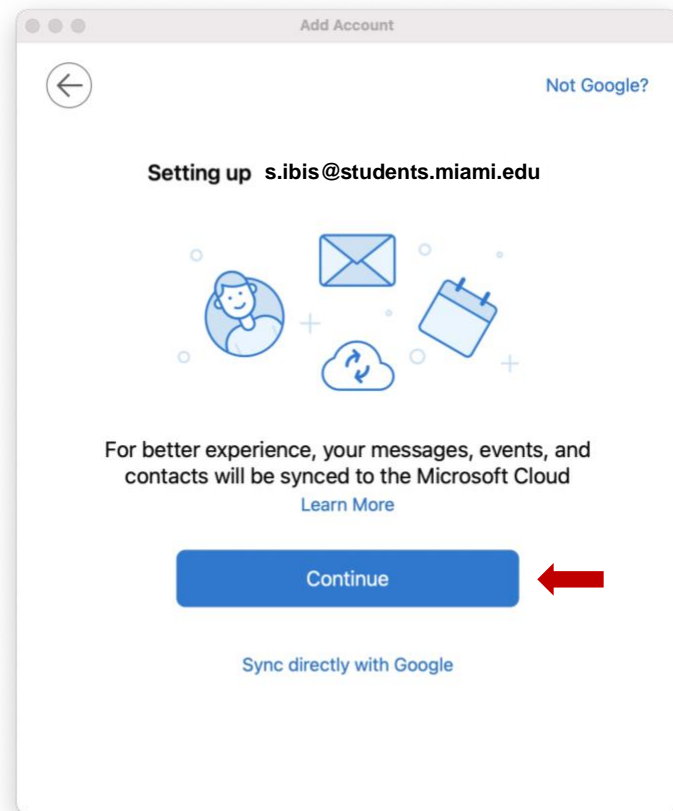
Enter the email address as your **CaneID@students.miami.edu** then click **Continue**.



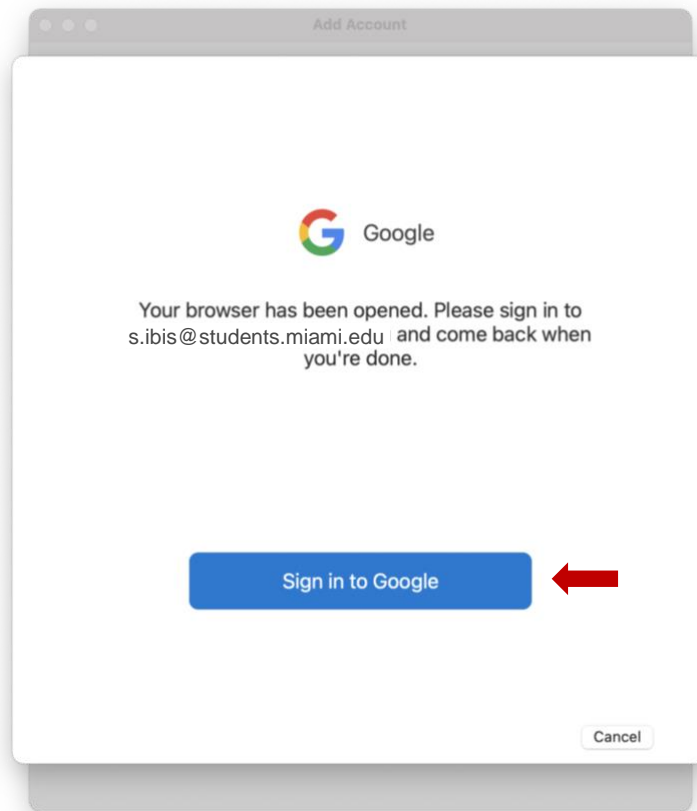
Select **Google** as the email provider.



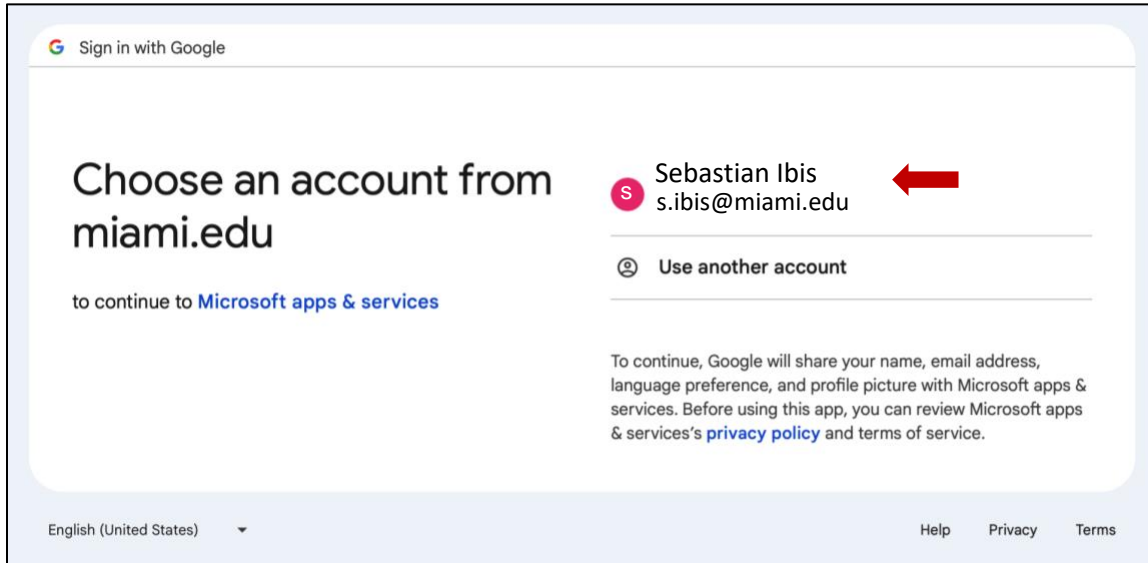
Click **Continue**.



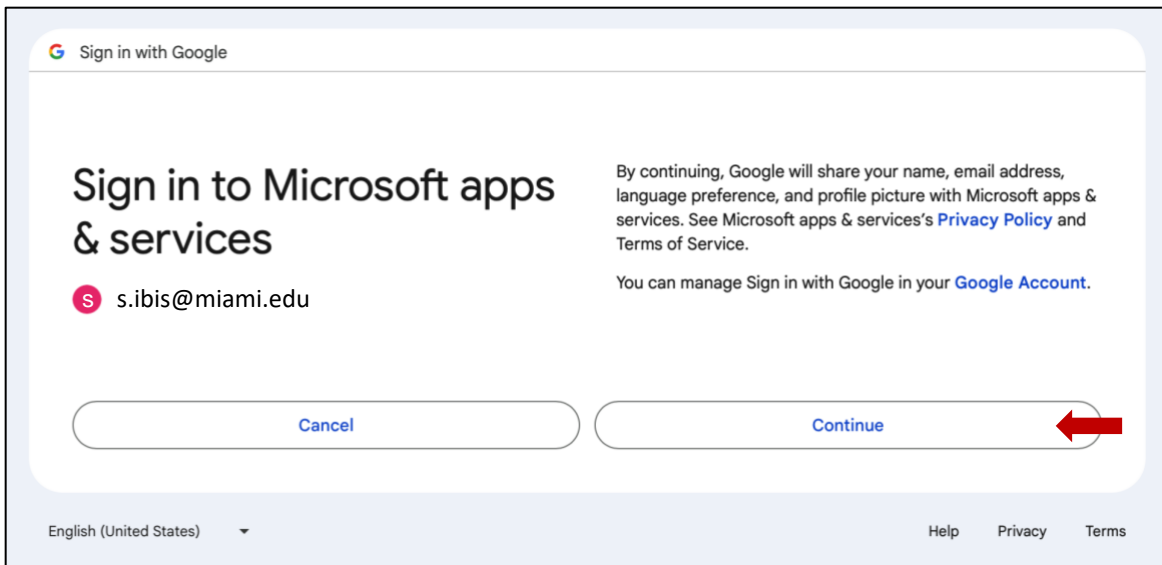
Click **Sign in to Google**.



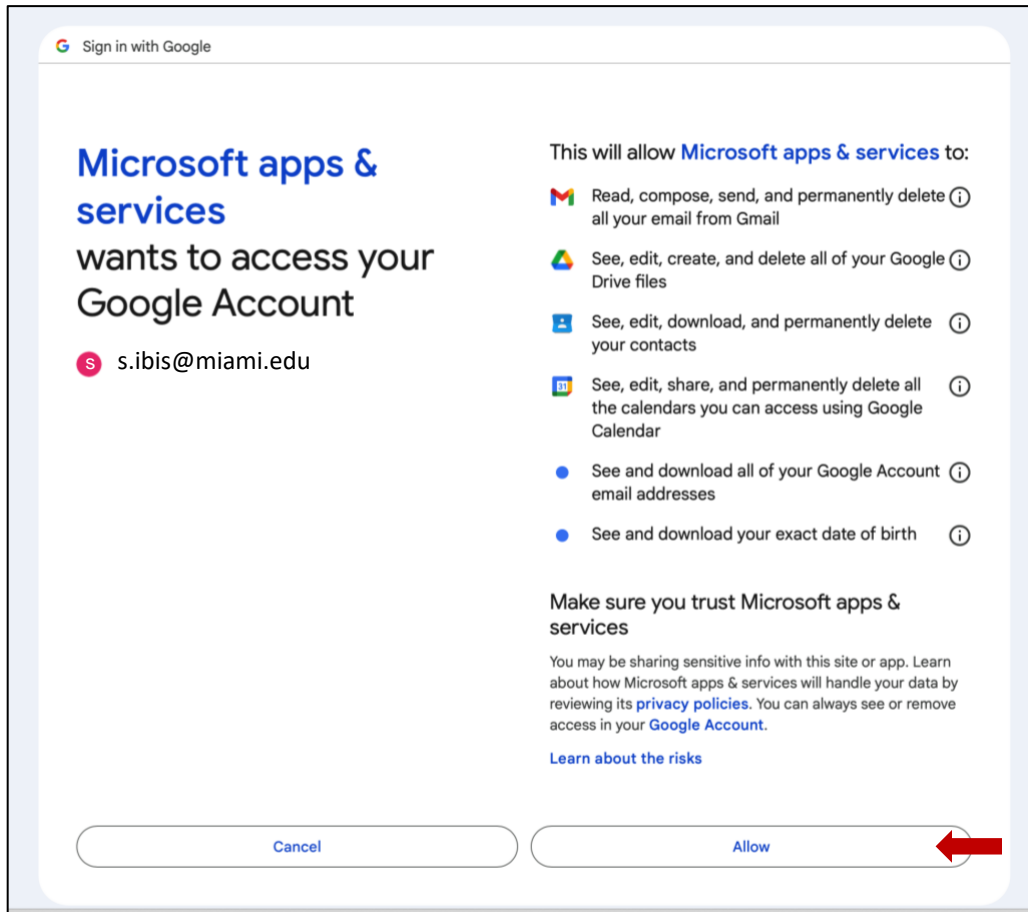
Choose your university email account. If not listed, select **Use another account** to sign in with your UM email address (**CaneID@miami.edu**).



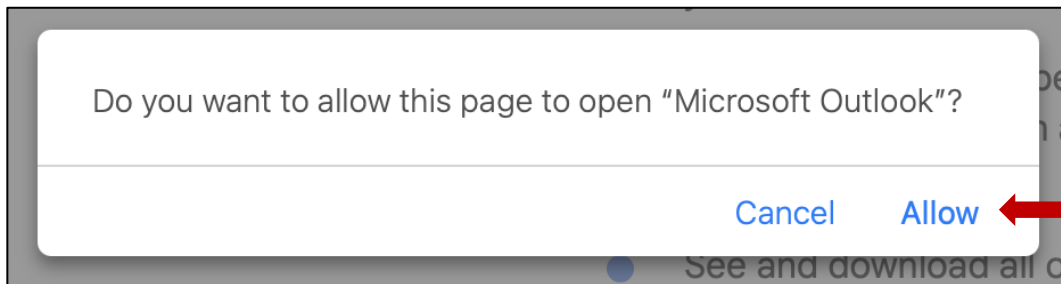
Click **Continue**.



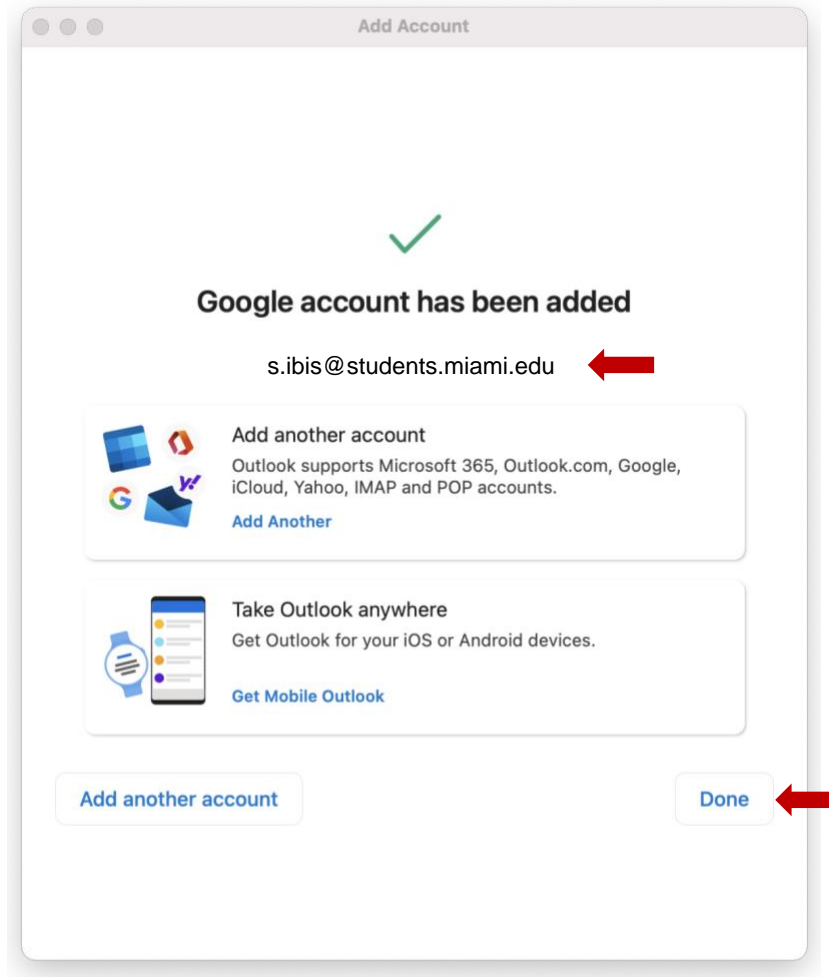
Click **Allow**.



Click **Allow**.



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

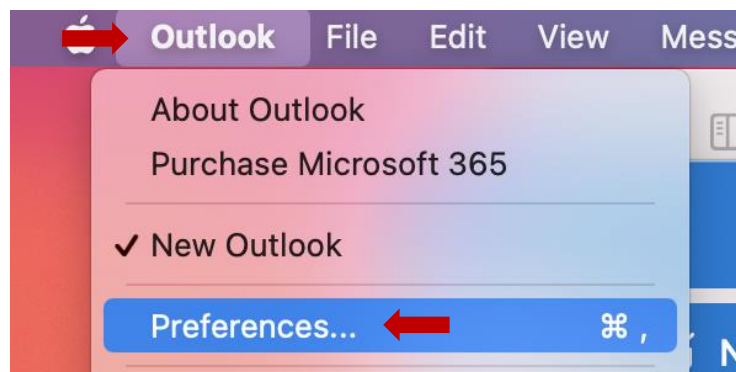


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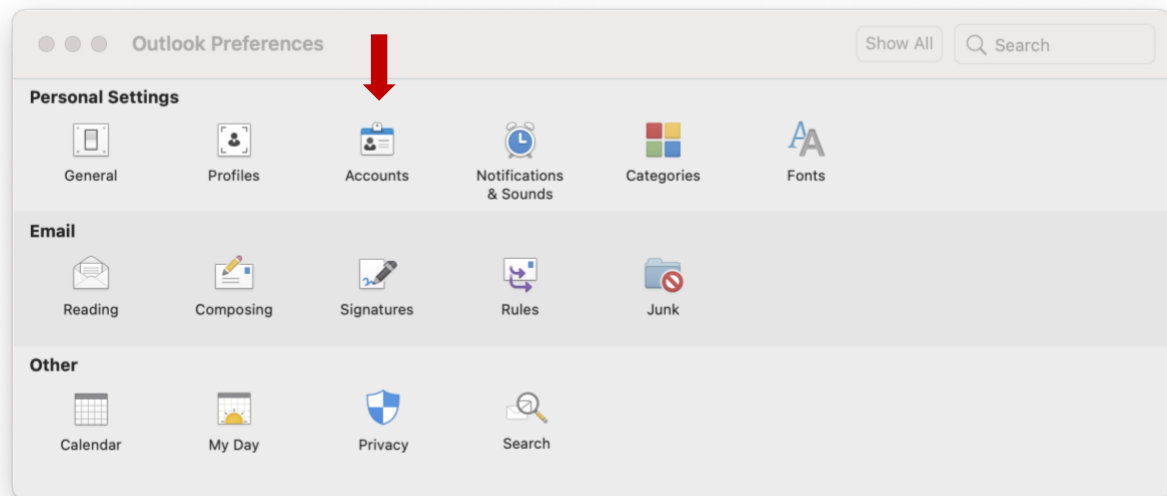
## How To Configure Your University Gmail Account as a Secondary Account in Outlook in macOS

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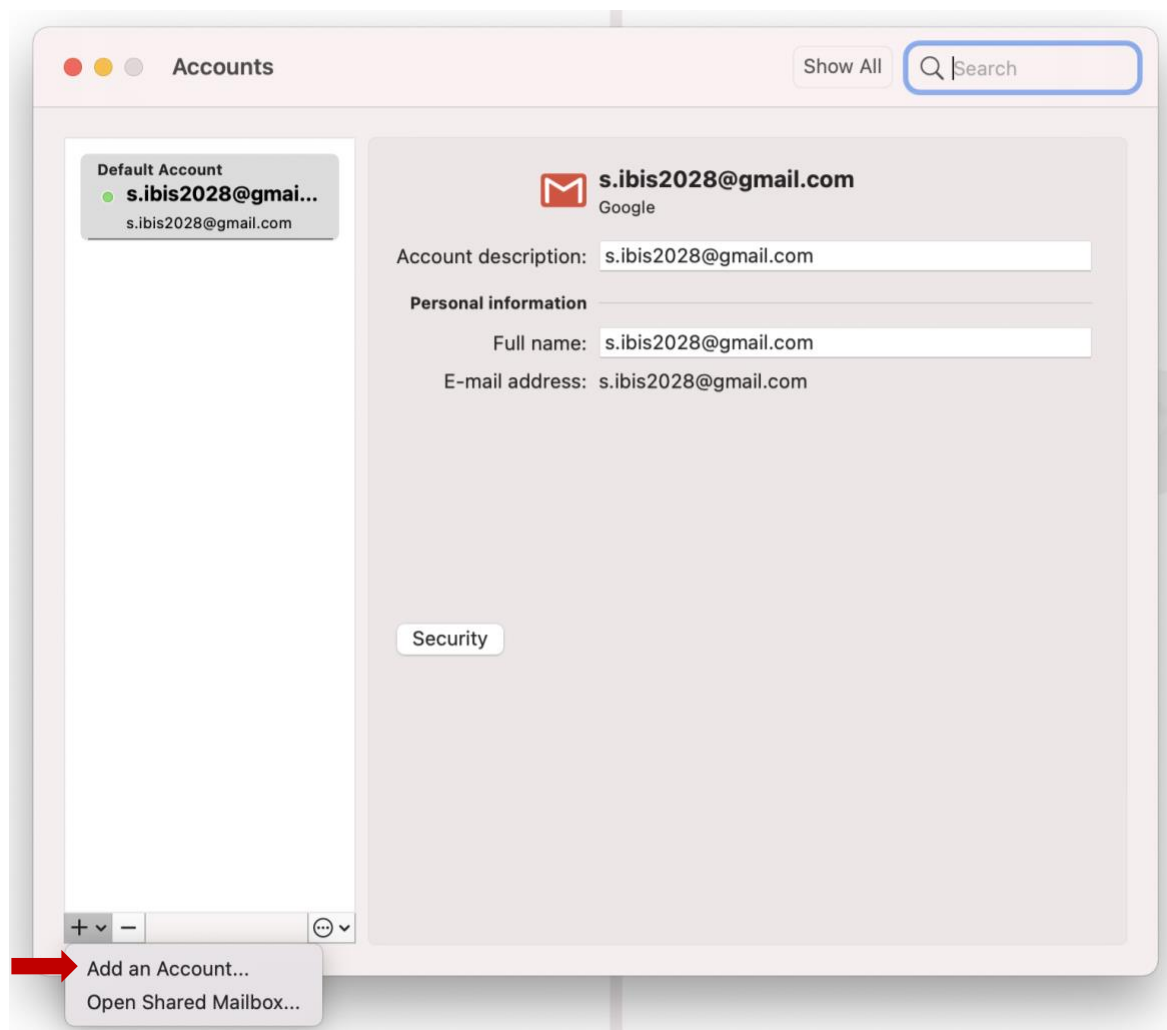
With the **Outlook** application open, go to the **Navigation** menu and select **Outlook > Preferences**.



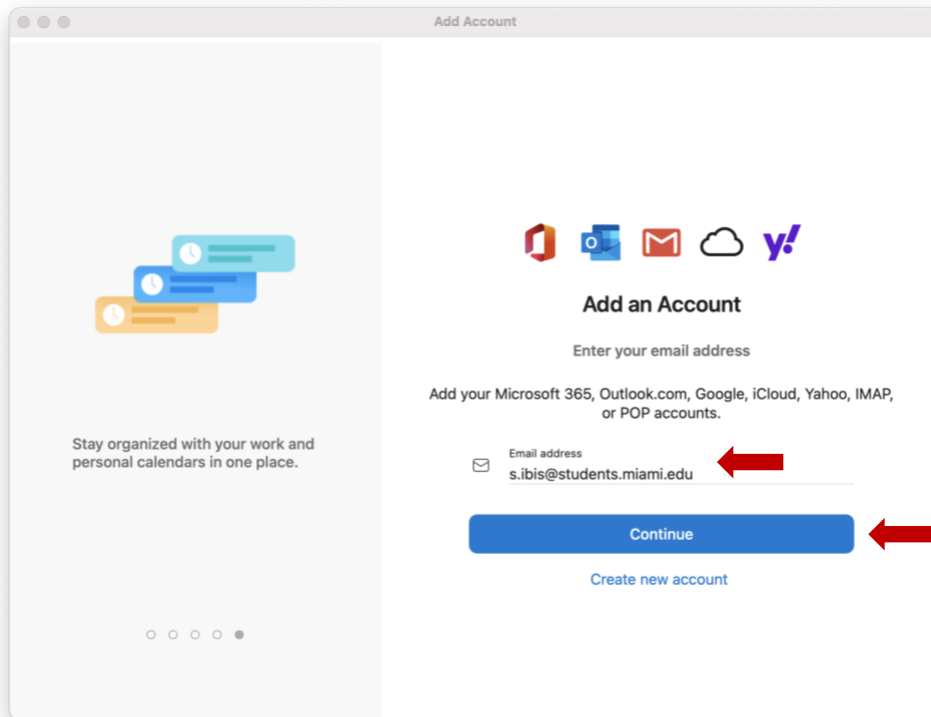
From the Outlook Preferences menu select **Accounts**.



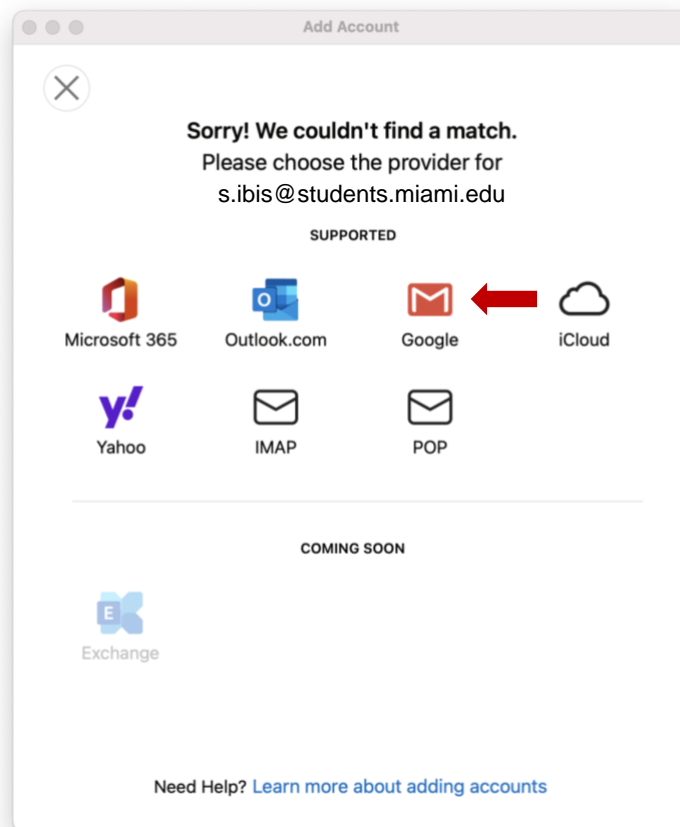
Click the + icon and select **Add an Account**.



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

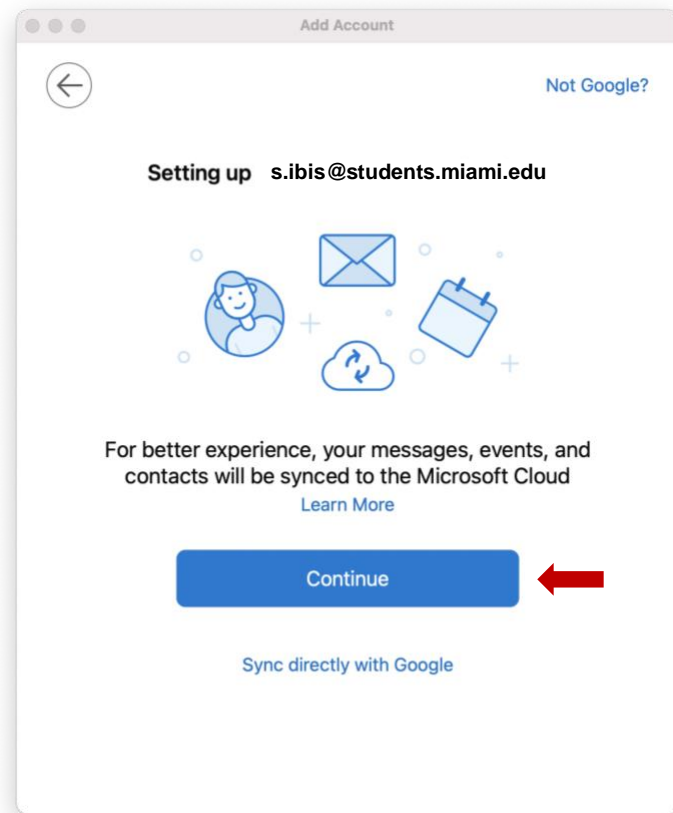


Select **Google** as the email provider.

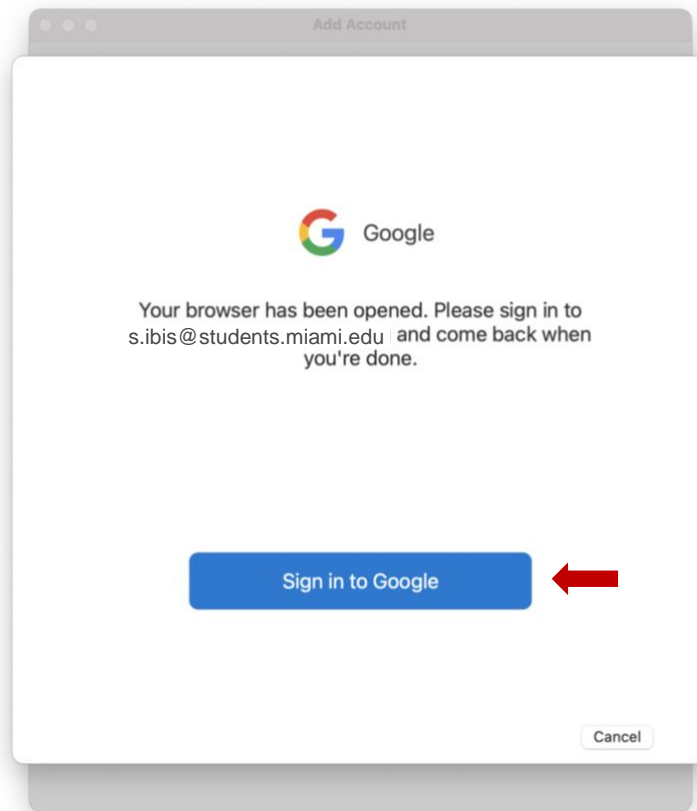


Click **Continue**.

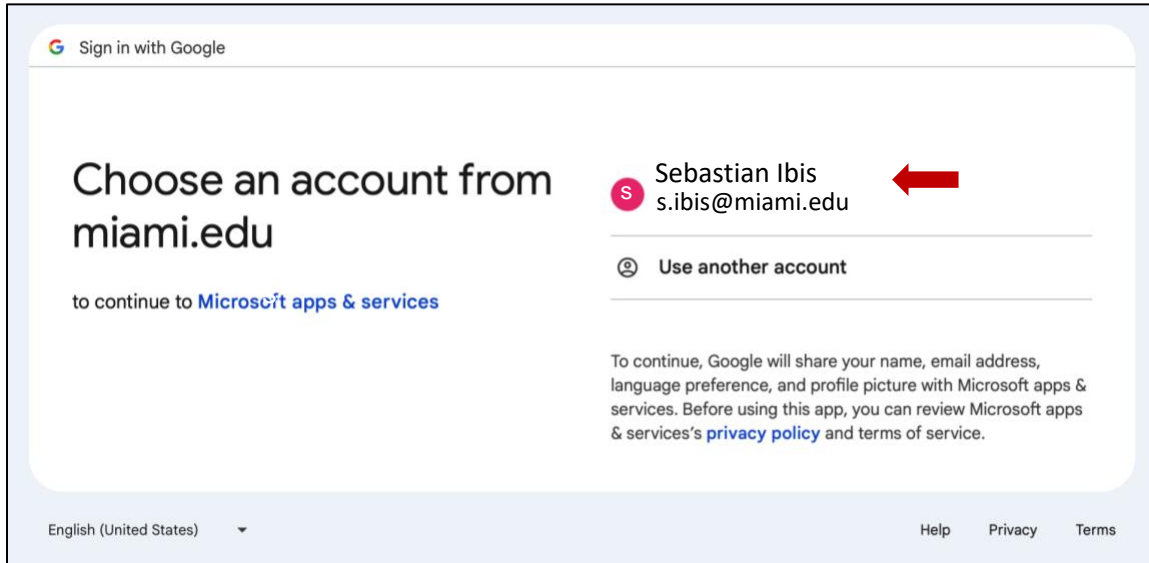




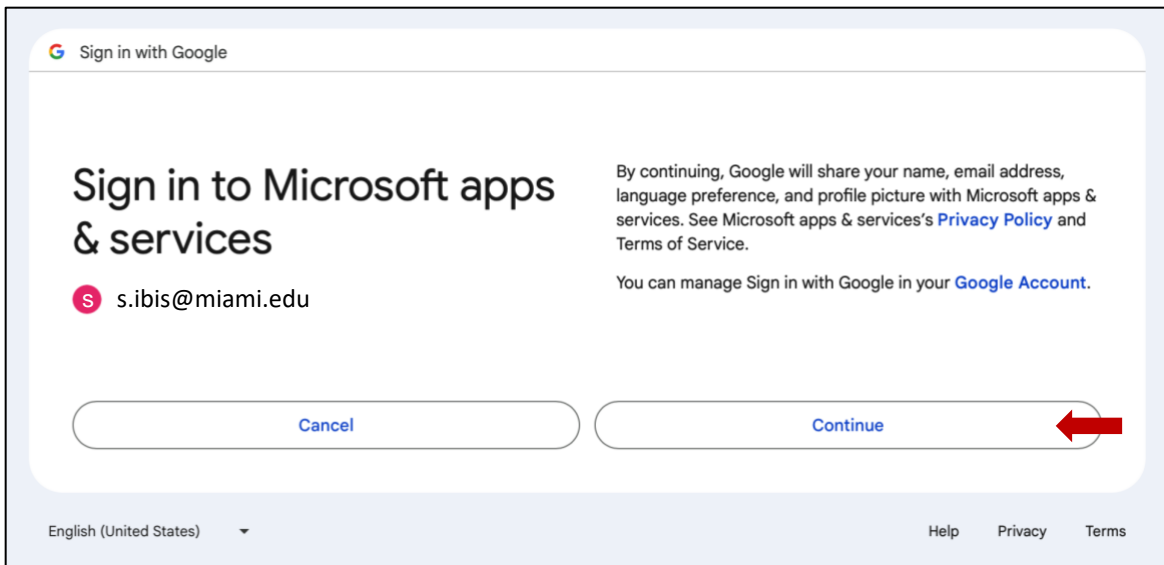
Click **Sign in to Google**.



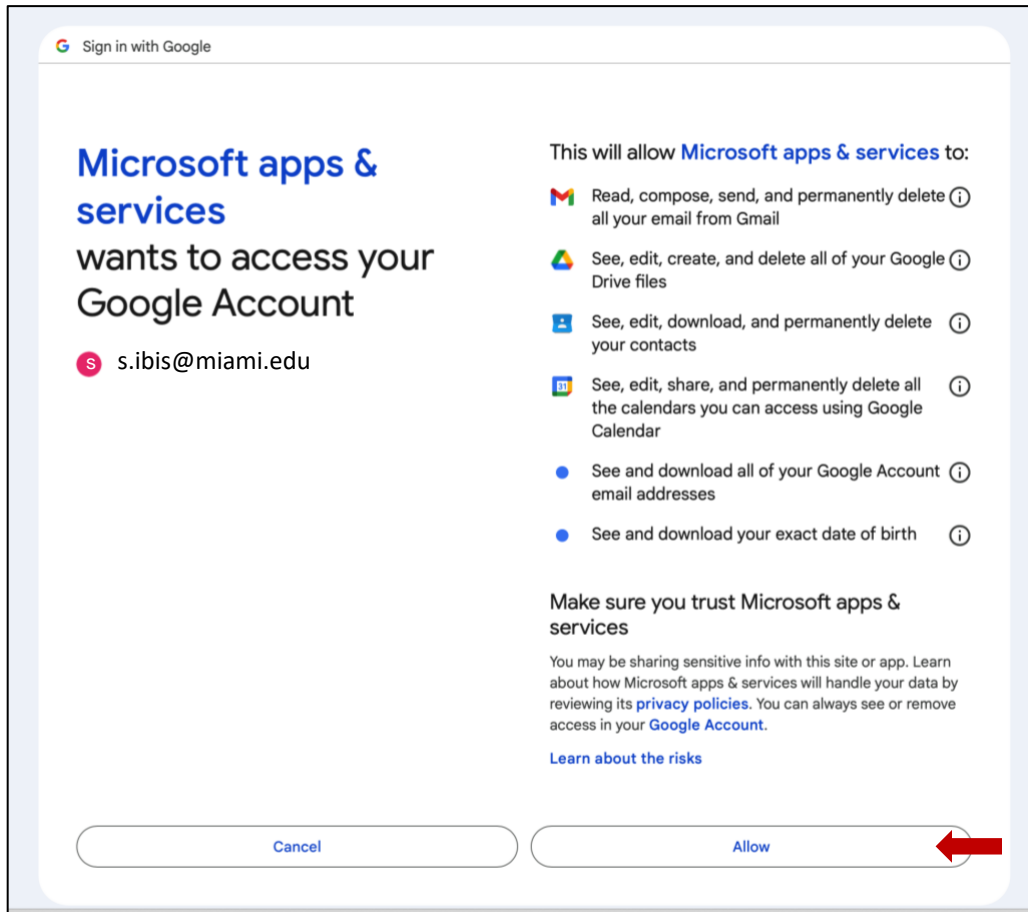
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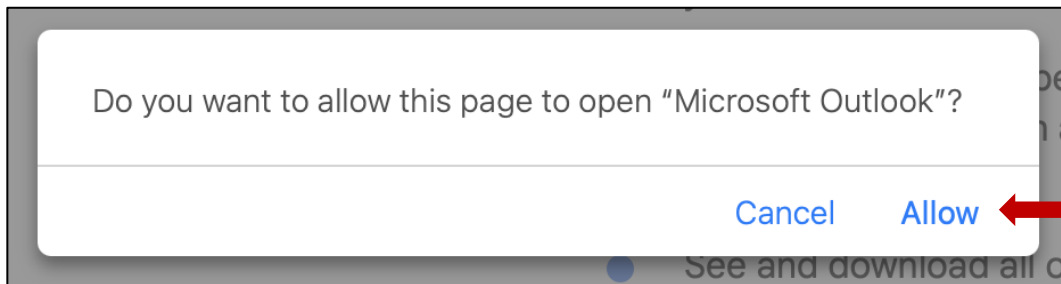
Click **Continue**.



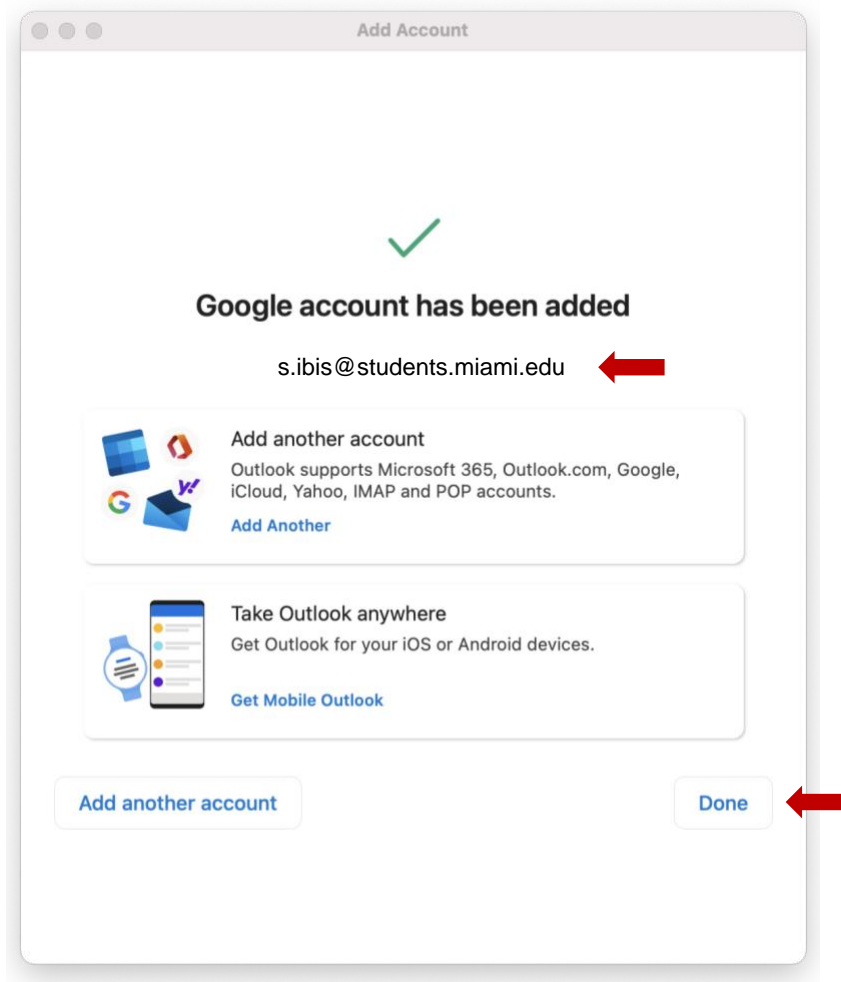
Click **Allow**.



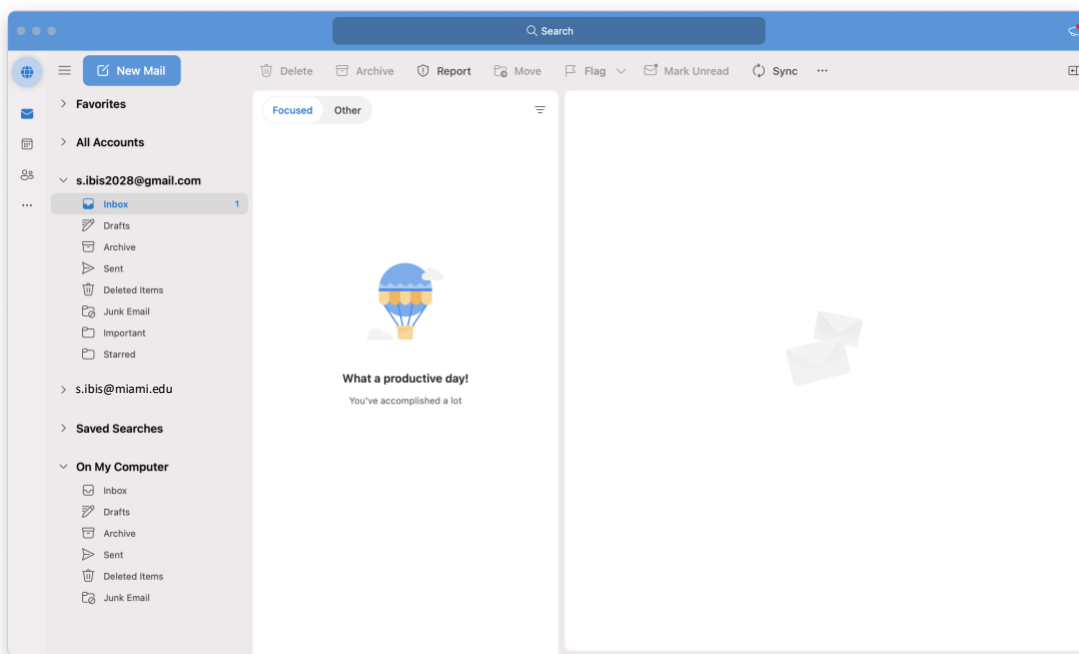
Click **Allow**.



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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*including calendar and contacts, you must use Gmail via the web ([gmail.miami.edu](mailto:gmail.miami.edu)) or the Gmail mobile app for iOS or Android.*

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