

# Configuring Outlook for Gmail (Students)

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This article provides instructions on how to set up Wharton Gmail accounts within Outlook for both Windows and MacOS computers.

For the best experience, Wharton Computing recommends accessing your Google@Wharton through a web browser like **Chrome**.

## Before You Start

You might need one or more of the following before you can complete this task:

- An active Wharton Gmail account
- Microsoft Office Suite (including Outlook)
- **G Suite Sync Tool** downloaded
  - G Suite Sync ONLY works for Education Gmail accounts, NOT personal Gmail accounts

## Table of Contents

- [Account Setup](#)
- [Microsoft Outlook for Windows](#)
- [Microsoft Outlook for Mac](#)
- [Questions?](#)

## Account Setup

To use your Wharton Email in Outlook, there are a few account-specific settings you need to enable.

[Read More](#) →

## Microsoft Outlook for Windows

[^Top](#)

### Using G Suite Sync

This is the best option for students who **only use Outlook for their Wharton Gmail** account as it will sync Email, Contacts, and Calendars every time you open the application. It will also push any changes made to Calendars in Outlook to **Gmail.com**.

[Read More](#) →

### Adding Your Account Manually

This option is best for students **who want multiple addresses per Outlook profile or do not want/need editable calendars** in the Outlook application. This process will **only add your mail account** to Outlook.

[Read More](#) →

# Microsoft Outlook for Mac

[^Top](#)

## Adding your Account Manually

This option is best for students who are using a Mac and prefer Microsoft Outlook's interface. Alternatively, MacOS users can follow the instructions outlined in [MacMail for Google@Wharton \(Students\)](#).

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## Questions?

[^Top](#)

Contact: [Wharton Computing Student Support](#)

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