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

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Microsoft Outlook for Windows

Using GWSMO (formerly G Suite Sync)

For students who prefer to use Outlook for their Wharton Gmail account, they'll need to download and install Google Workspace Sync for Microsoft® Outlook. This 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.

Microsoft Outlook for Mac

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).

Questions?

Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu