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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### Account Setup

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

#### Microsoft Outlook for Windows

#### 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.

#### 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.
Microsoft Outlook for Mac

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).

Questions?

Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu