Configuring Outlook for Gmail (Students)

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