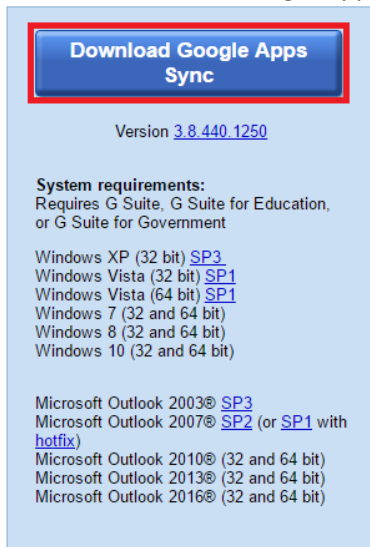
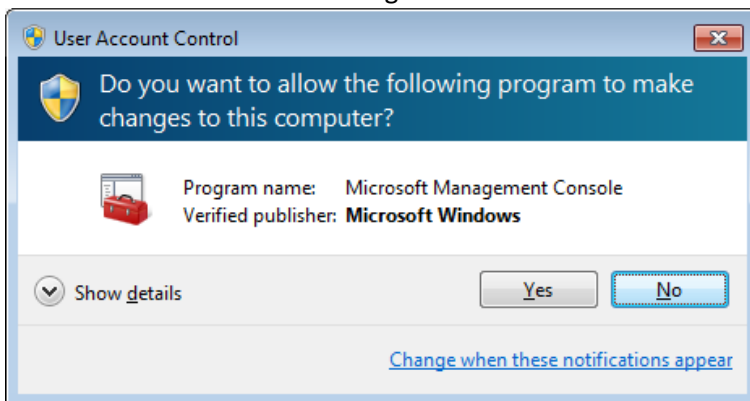


Settings of Mansoura University – G Suite Account at Outlook

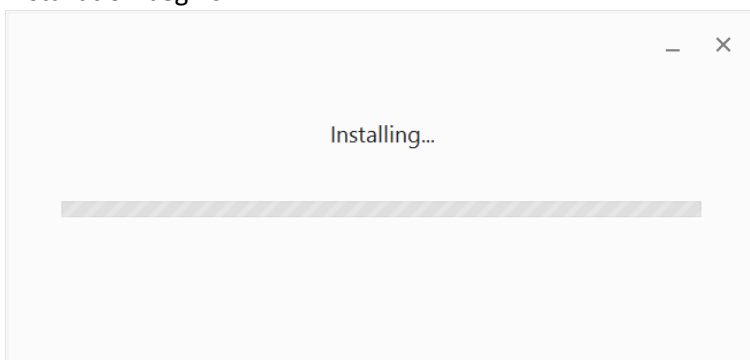
1. Exit Office Outlook if it's running
2. Go to: <https://tools.google.com/dlpage/gappssync>
3. Click at: Download Google Apps Sync



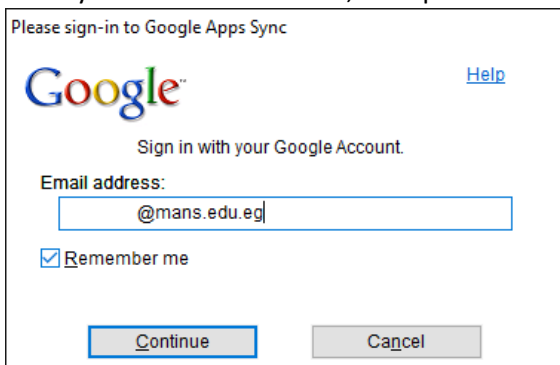
4. Double click on downloaded file
5. On User Account Control Message Click Yes



6. Installation begins



7. Enter your full email address, then press Continue



8. The Browser will ask to enter your full email address and password

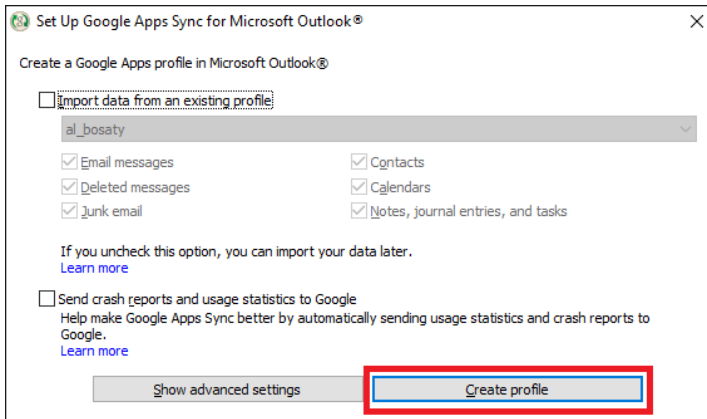


9. Click allow

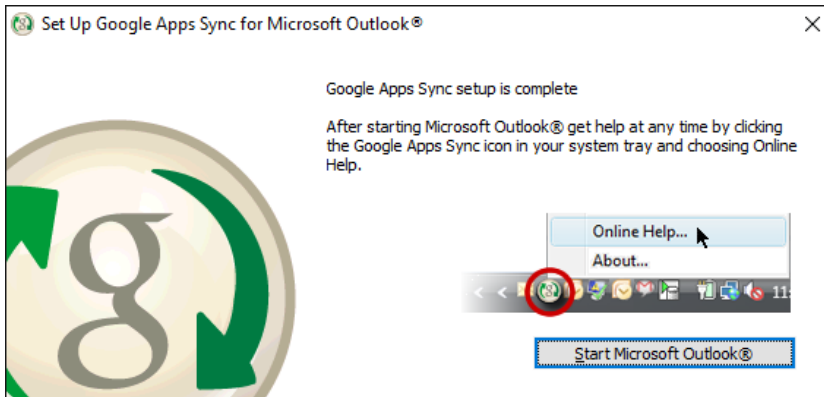
31	Manage your calendars	i
31	View your calendars	i
+	Manage your contacts	i
8	Manage groups on your domain	i
8	Manage the email settings of users on your domain	i
8	Manage messages in groups on your domain	i
8	View and manage the provisioning of users on your domain	i
8	Manage email messages of users on your domain	i
8	Manage your tasks	i

By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.

10. Click Create Profile



11. Start Microsoft Outlook



12. Synch. Begins

