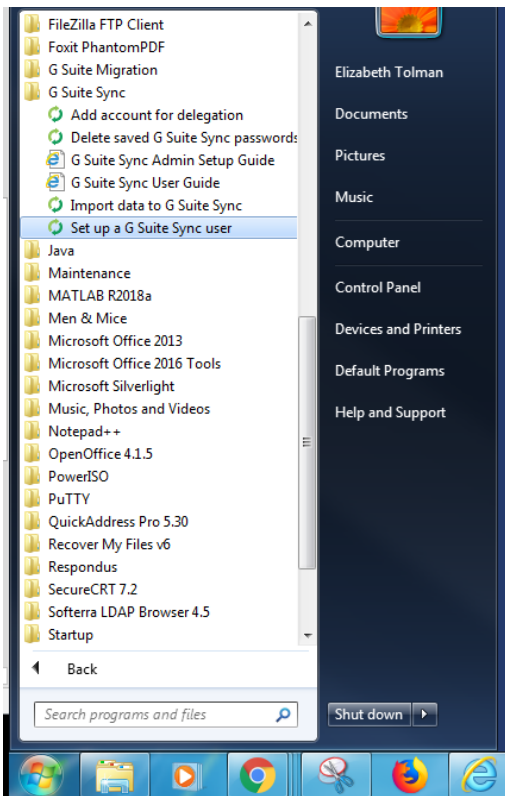


Create a new Outlook Profile

Make sure Outlook is closed



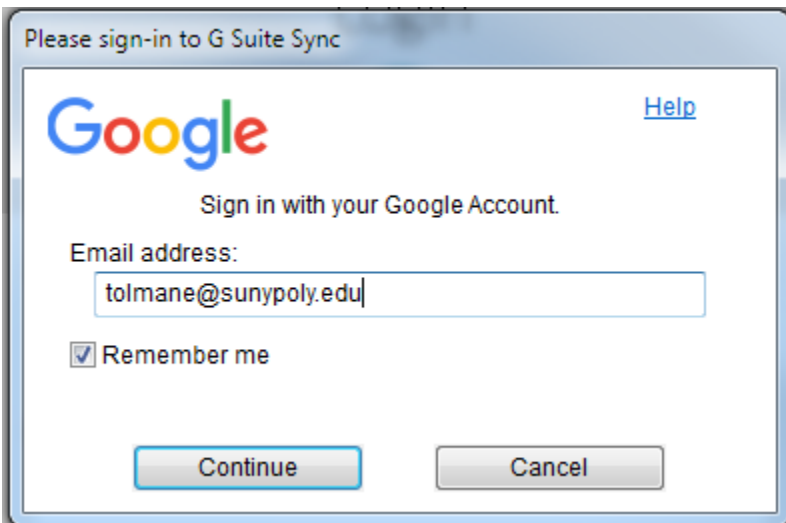
Click on the start button

Select All Programs

Scroll down to the G Suite Sync folder and select Set up a G Suite Sync user

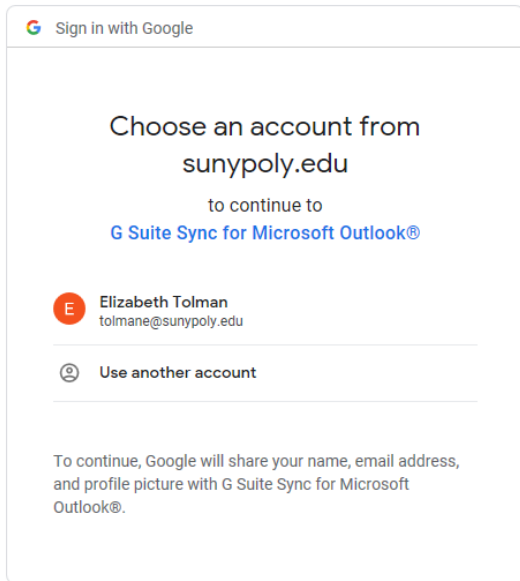
The following box will appear on your screen

Enter your SUNY Poly email (Sitnet@sunypoly.edu)

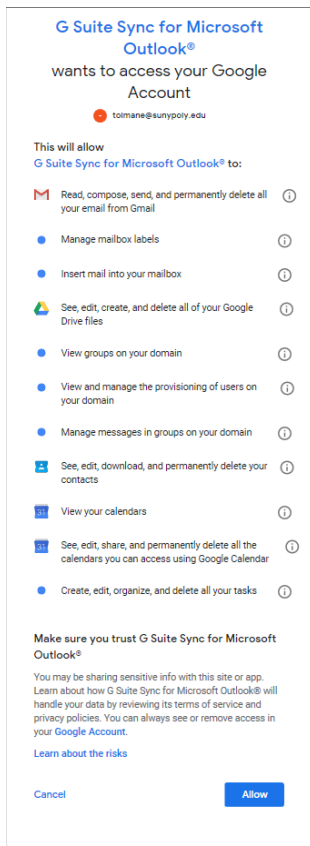


Click the Continue button

A new web page will open, select your @sunypoly.edu account

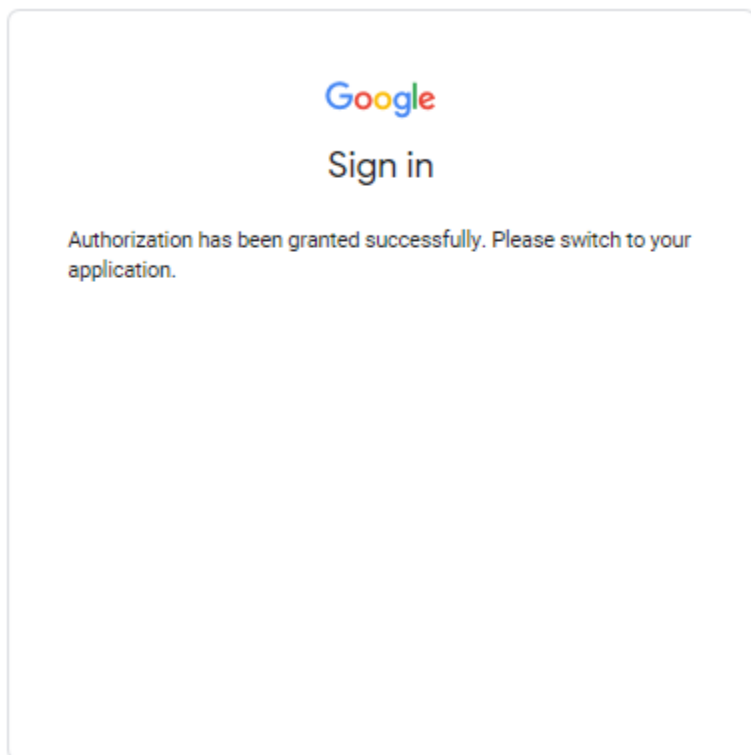


After you select your email address you will see another webpage displayed

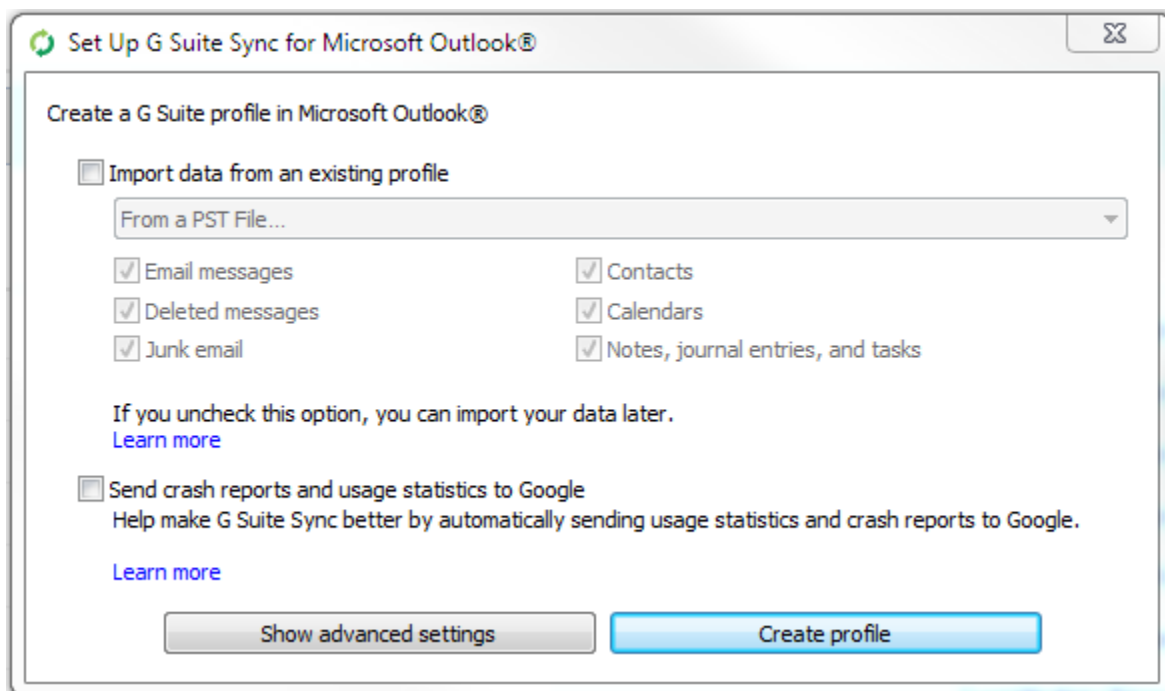


Click the Allow button on the bottom of this page

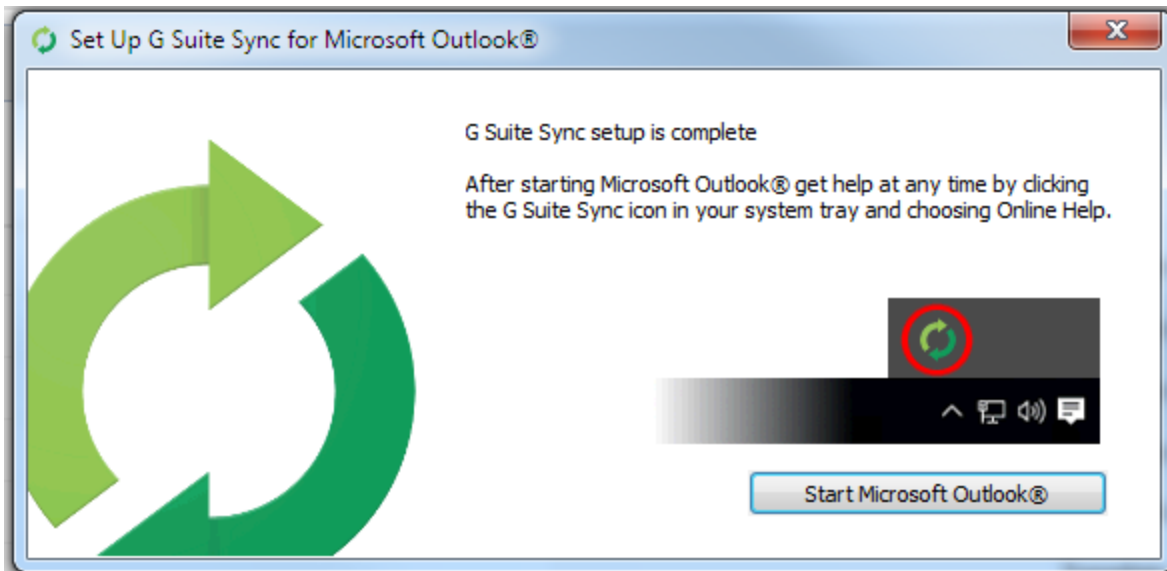
After you click the Allow button you should see the following



The G Suite Sync set up box should appear on your screen

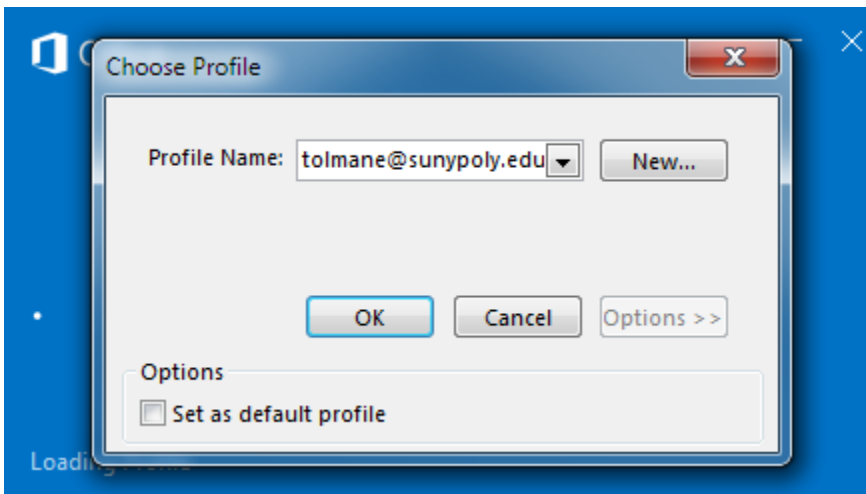


Click Create Profile button



Click Start Microsoft Outlook

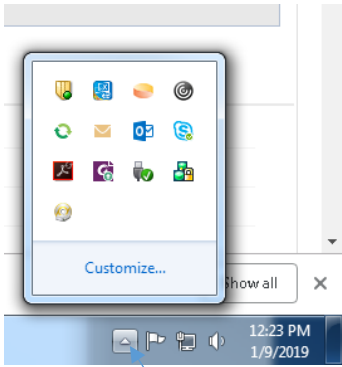
The following box will appear



Click the Options button and check the Set as default profile box, then click the OK button

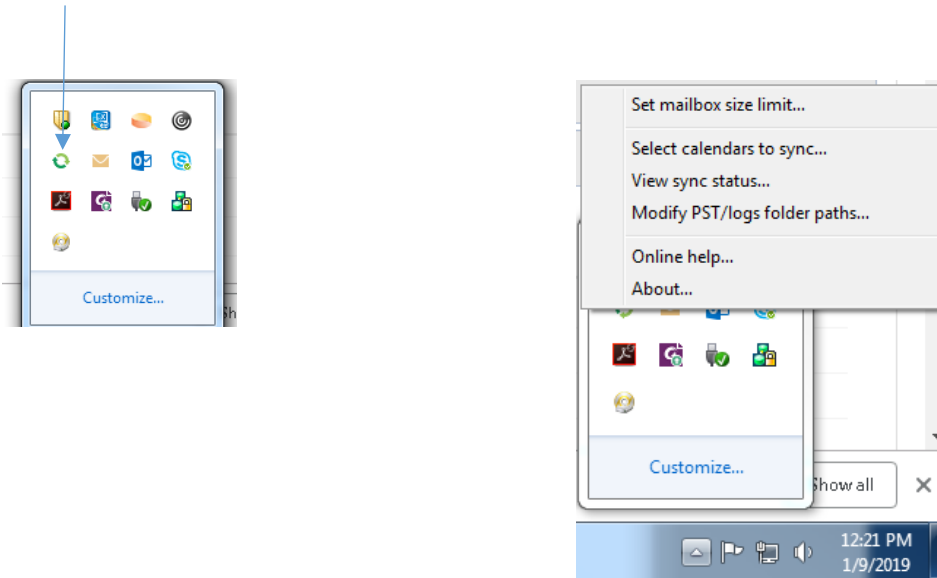
The Outlook application should start up and begin syncing to your SUNY Poly Gmail account

The last step is to set the Mailbox size for your profile



To set the Mailbox limit for Outlook Sync, select the show hidden icons option on the right side of the Windows task bar

Click on the G Suite Sync icon and select Set mailbox size limit



Select the Unlimited option and click the OK button

