

E-mail client settings in short:

Protocol	Server	Port	Security
IMAP	imap.gmail.com	993	SSL
POP3	pop.gmail.com	995	SSL
SMTP	smtp.gmail.com	587	STARTTLS (TLS)
Username		username@tlu.ee (TLÜ short e-mail address)	

Instead of squirrelmail (webmail)	http://gmail.tlu.ee
Username	username

Outlook setup for use with Google Apps (using Google Apps Sync)

The following actions are required for workstations that have been using Outlook with POP3.

Note: Google Apps Sync is not recommended for transferring e-mails to a new system because the public version of the programme is not able to export data correctly (it can cause problems later for Outlook when deleting or moving mail between folders). To avoid this problem, it is recommended to export mail using the Google Email Uploader utility (http://mail.google.com/mail/help/email_uploader.html).

1. Make sure the workstation meets Google's hardware and software requirements:

Operating system:

- Windows 7 (32 bit)
- Windows Vista SP1 (64 bit)
- Windows Vista SP1 (32 bit)
- Windows XP SP3 (32 bit)
- Windows XP SP2 (32 bit), in addition, the following bug fixes:
 - o <http://support.microsoft.com/kb/939786>
 - o <http://support.microsoft.com/kb/915865>

Outlook:

- Outlook 2007 with Office SP2 or
Outlook 2007 with Office SP1 and bug fixes
 - Outlook 2003 with Office SP3
2. Log into the system via web interface and authorise user (if the account has not been used before, then upon first login the **Terms of Service** have to be confirmed).
 3. Download and open Google Apps Sync for Microsoft Outlook (<https://tools.google.com/dlpage/gappssync>).

4. Enter the required information into the prompt (e-mail address and the option “*Yes, I have a password*”).
5. If the utility asks to import data from another MAPI profile, then select all except e-mails (deselect the option **Email messages**).
6. Choose whether you want to use the error reporting service (**Show Advanced Setting -> Error reporting**).
7. Outlook starts. Choose a new Google Apps profile.
8. The **Google Apps Sync** icon will appear on the bottom right side of the start bar and the first synchronization will begin. Let the program finish it – the system will notify when successful.
9. Close Outlook.
10. Download Google Email Uploader (http://mail.google.com/mail/help/email_uploader.html) and start it. The programme will check for the necessary software at startup (**MS NET 2.0** is required).
11. Enter the required user information (**e-mail** and **password**). The programme will display MAPI profiles, then choose a profile for which you want to transfer e-mail.
12. The programme will convert and index the mailbox and add ‘tags’ to messages (used to create e-mail hierarchy in Google Apps).
13. Start uploading the e-mails. The data transfer can last **hours** when dealing with a larger mailbox (thousands of emails). The programme will give an overview of the process and notify when completed.
14. Start Outlook and choose a Google Apps profile (this profile can be made default later on), all of the exported e-mails and folders should now be in Outlook. It must be taken into account that it might take a day or two until all the e-mails from Google are synced into Outlook (will appear as openable/readable).

To copy the **Autocomplete** function – if you want to continue using the ‘auto-input’ function (Outlook will try to guess the correct e-mail after entering the first few letters), do the following:

1. Close Outlook, open file explorer and go to *drive:\Documents and Settings\username\Application Data\Microsoft\Outlook*
2. Find and copy file ‘*profile name.nk2*’.
3. Paste the file under the Google Apps profile and rename it to match the profile name.
4. Open Outlook and check if *autocomplete* is functioning properly.