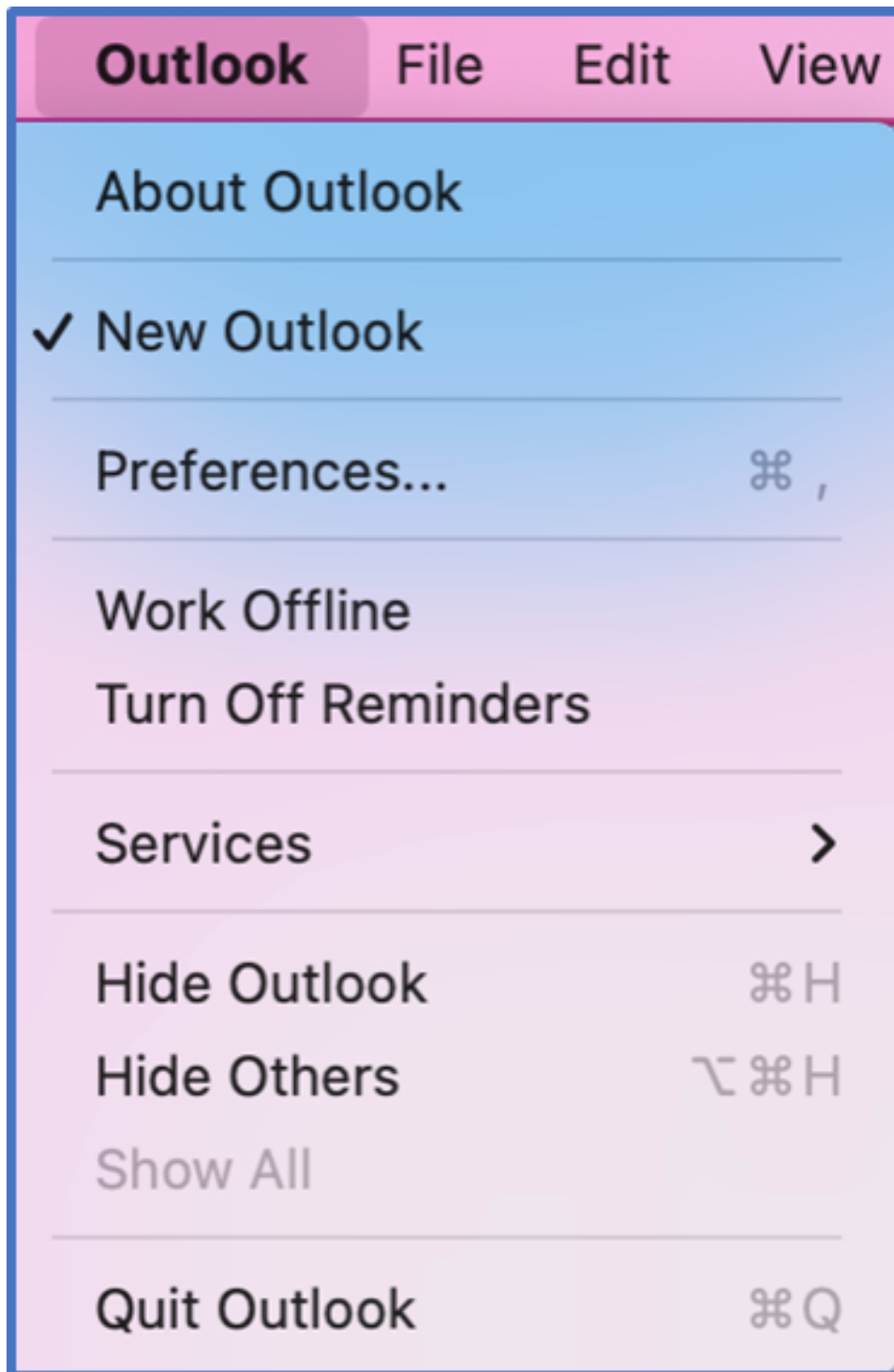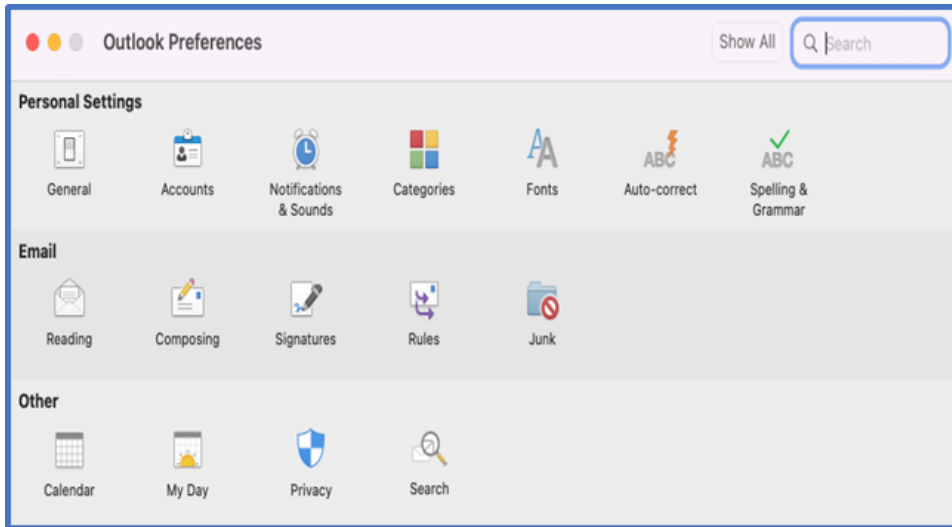# MacOSX - Add Gmail to Outlook mailbox

Step-by-step guide

1. Open Outlook app and click on the "Preferences" option.
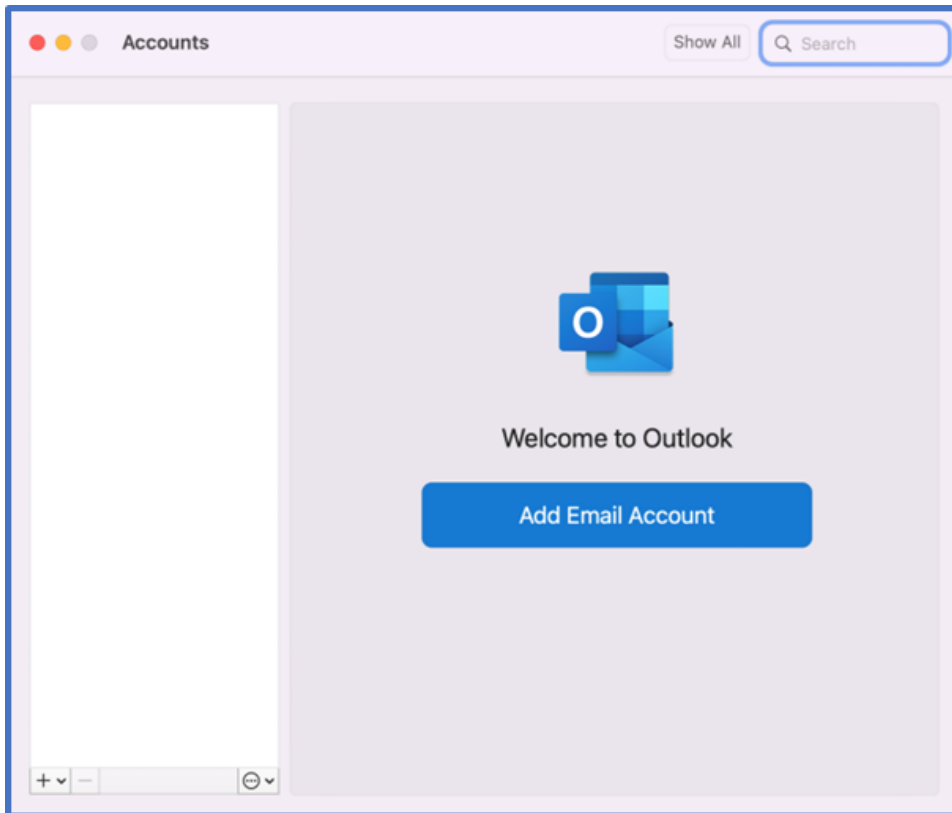
2. Select the "Accounts" option to add Gmail account

3. Click "Add Email account" to add Gmail account.

   Note: If the option is not available, please click the + sign to add email account.

4. Please enter the Gmail account you wish to add to Outlook.

5. Please click on "Continue" to proceed. This will open your internet browser.
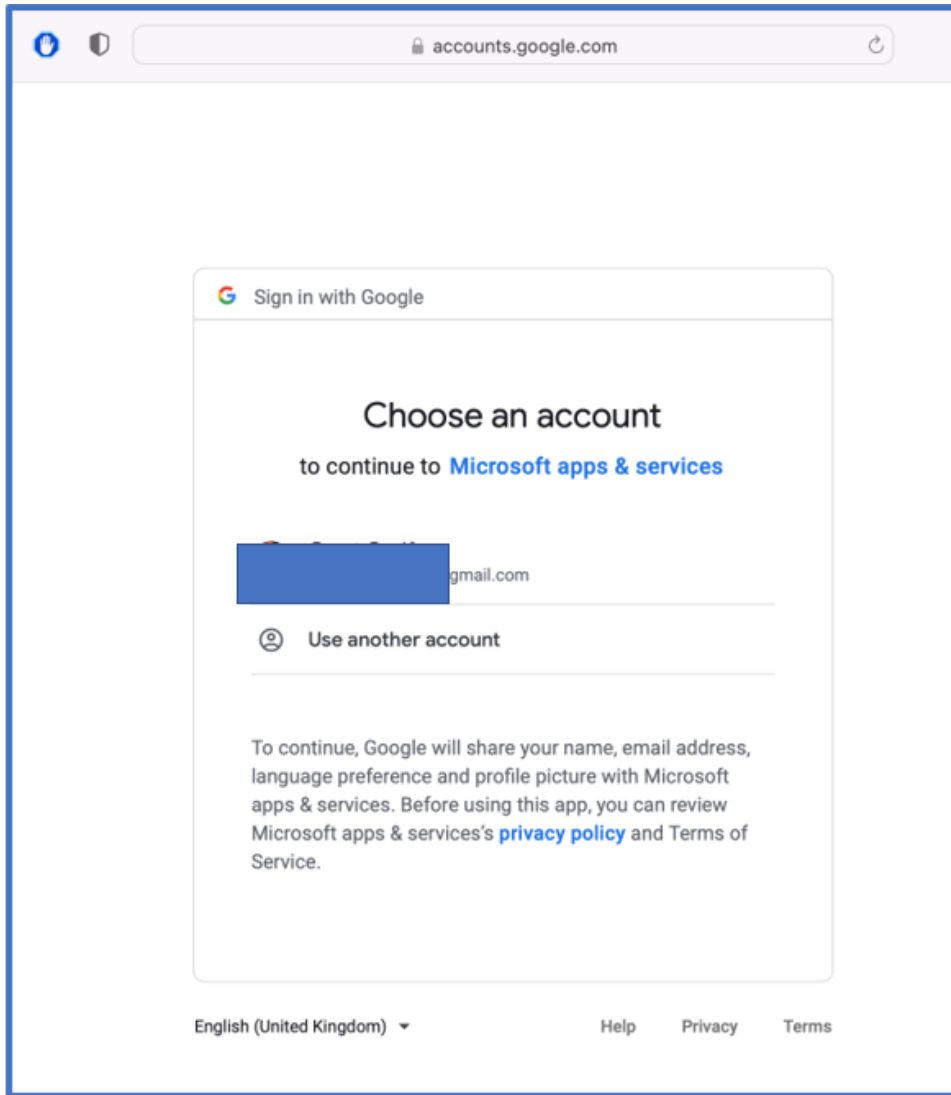
← Not Google?

Setting up grantgodfrey123@gmail.com

For better experience, your messages, events, and contacts will be synced to the Microsoft Cloud

Learn More

Continue

6. Choose your Gmail account to continue.

7. Please scroll down and click "Allow" to continue.

Microsoft apps & services wants to access your Google Account

▮▮▮▮▮▮▮▮@gmail.com

This will allow Microsoft apps & services to:

M Read, compose, send, and permanently delete all your email from Gmail ⓘ

▲ See, edit, create, and delete all of your Google Drive files ⓘ

▣ See, edit, download, and permanently delete your contacts ⓘ

📅 See, edit, share, and permanently delete all the calendars you can access using Google Calendar ⓘ

● See and download all of your Google Account email addresses ⓘ

● See and download your exact date of birth ⓘ

Make sure you trust Microsoft apps & services

You may be sharing sensitive info with this site or app. You can always see or remove access in your **Google Account**.

Learn how Google helps you **share data safely**.

See Microsoft apps & services's **Privacy Policy** and Terms of Service.

Cancel	Allow

8. Please click "Allow" to continue.

Do you want to allow this page to open "Microsoft Outlook"?

Cancel **Allow**

Add Account

✓

Google account has been added

Add another account

Outlook supports Microsoft 365, Outlook.com, Google, iCloud, Yahoo, IMAP and POP accounts.

Add Another

Take Outlook anywhere

Get Outlook for your iOS or Android devices.

Get Mobile Outlook

Add another account   Done

Click on "Done" to end to process and access your Gmail account on Outlook.

After your account has been added, please create an associated folder (example: Inbox) and copy (drag) all your inbox emails into the newly created folder.

Subsequently, you can create a Sent Items folder and drag all related sent Items emails in the folder.

Note: You will need to pay attention to the number of emails in the Inbox and ensure that you wait until all emails has been successfully copied/moved.

You will be able to see the status of the email activity in the bottom right corner of the Outlook app screen. Depending on the amount of emails, this will take time to copy/move intended emails.

After this process has completed, you can take the created folder and copy/move it directly into the Gmail email account.

Kindly leave the apps open to ensure that the necessary email changes is applied. You should then notice the created folder in your Gmail.

If MAC users would like to try an alternative method, they could always use a Windows device to backup their SU emails using the linked guides provided below:

Windows - Adding Gmail account to Outlook Mailbox

Export emails to Windows device: Create Outlook data file(PST)

Importing .PST Outlook file into Gmail

Related articles

- SafeCom Printer setup for MacOS Sonoma
- ICT Charges (ICT Student services)
- Graduation Checklist
- FAQs Register & Connecting to Eduroam
- MFA