

1. Sign into Google Apps

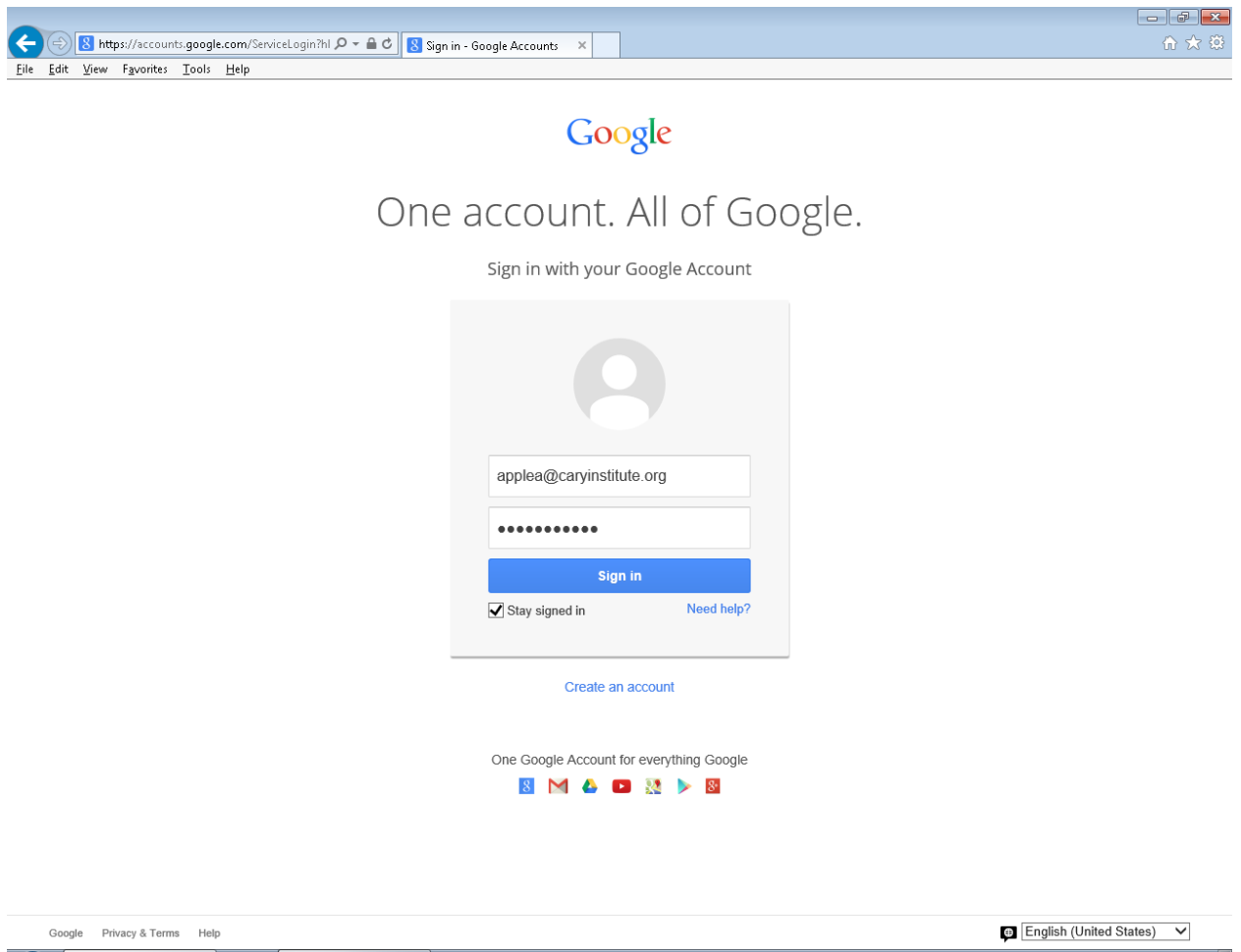
<http://www.google.com/a/caryinstitute.org>

Username: Your Cary email address

Password: Your Cary email password

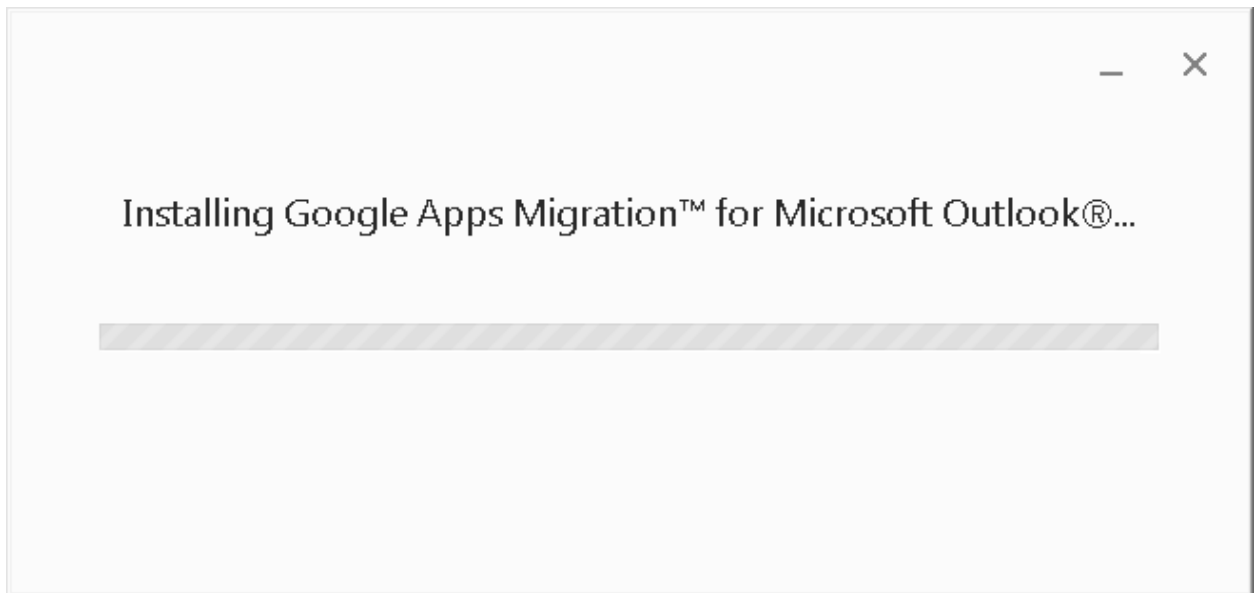
If your password does not work, change your password on your local computer:

- If off-site, connect to VPN
- Press Ctrl-Alt-Del
- Change password

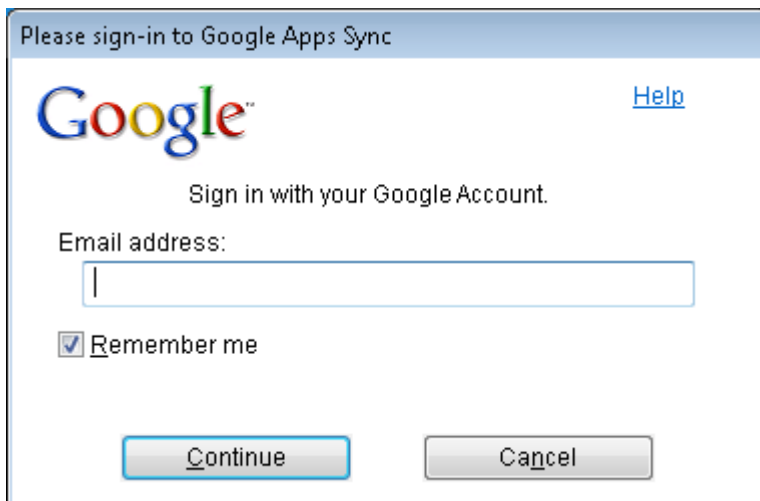


2. Click "Gmail" or "Mail" and verify that you are receiving mail. If necessary, email yourself from a personal account to check mail flow.
3. Download and run the Google Outlook migration utility, located under the [Computer section of the Intranet page](#)

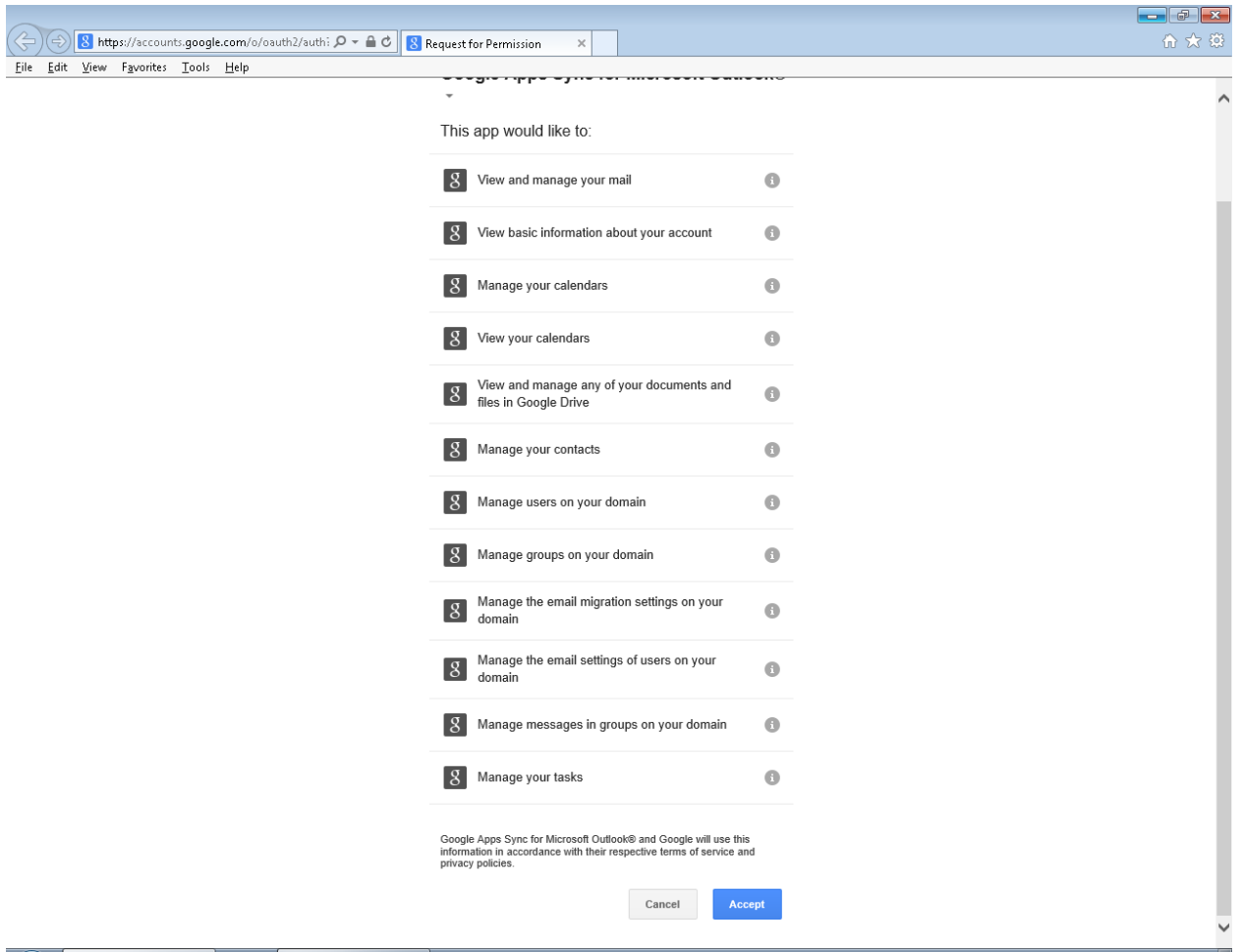
<http://www.caryintranet.org/sites/default/files/googleappsyncsetup.exe>



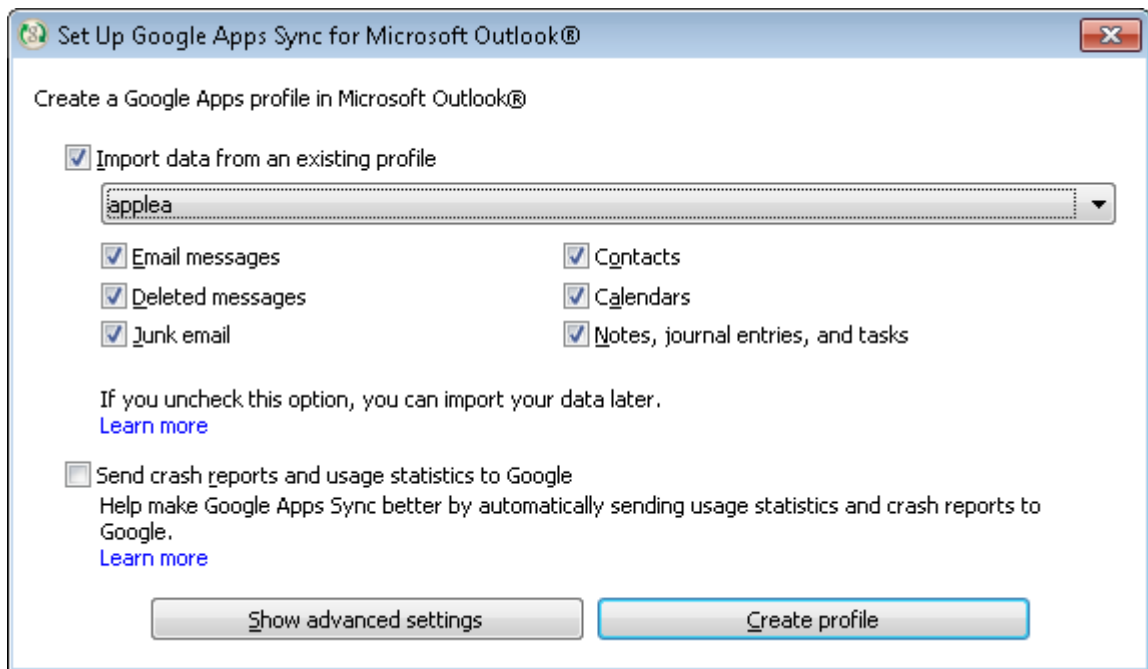
4. Enter your Cary email address and click Continue



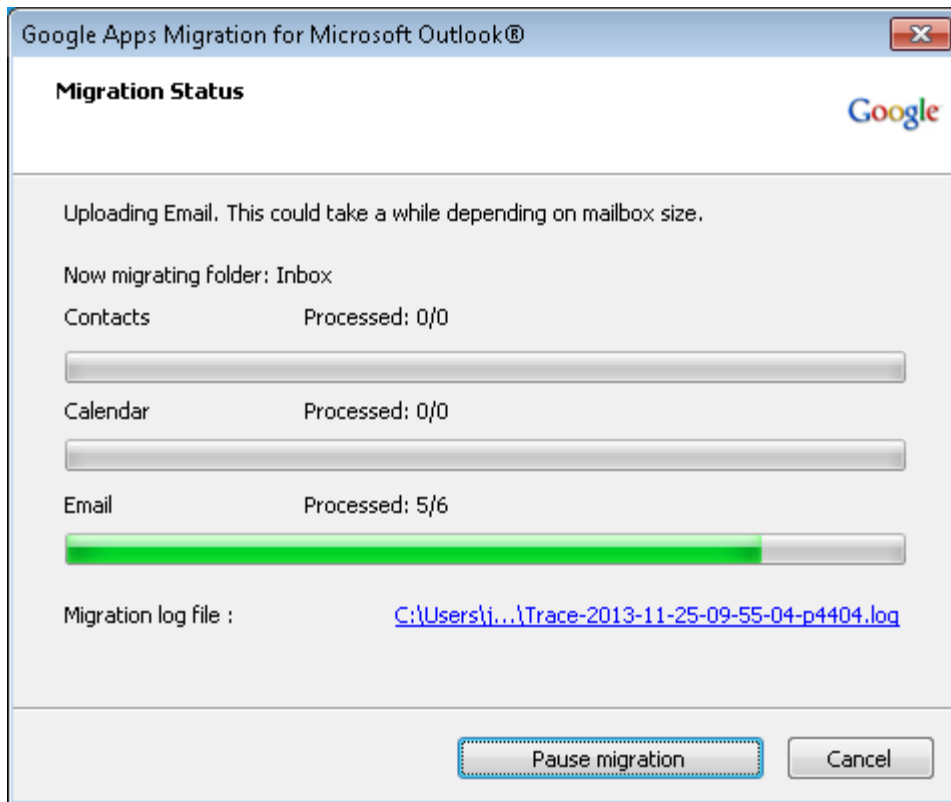
5. A browser window will open requesting permission. Click "Accept"



6. Check "Import data from an existing profile." For most people, this will be "Outlook" or your Cary username



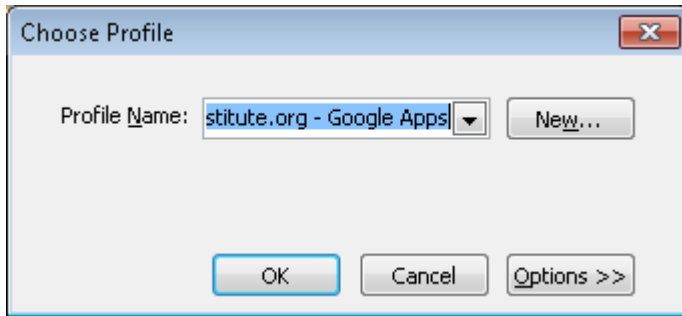
7. Click "Create profile" and import your mail to Google Apps



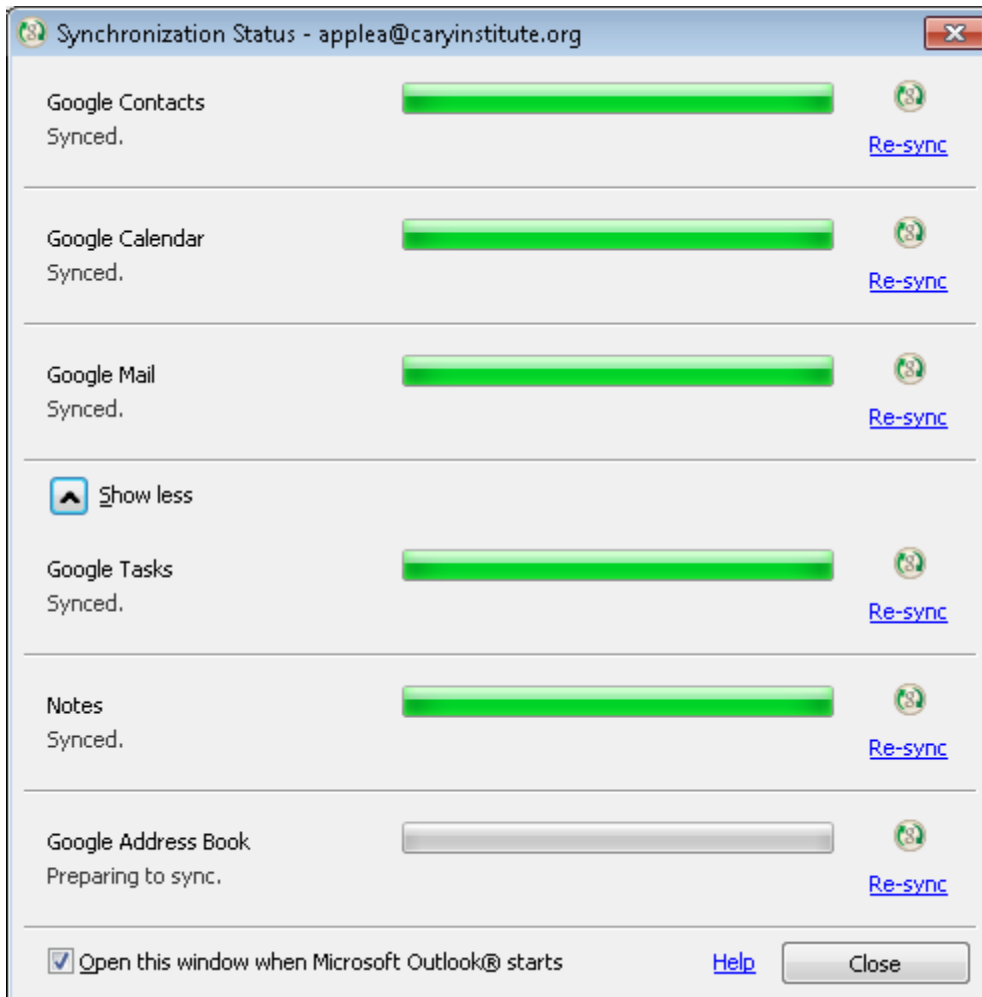
8. You may use Outlook while your mail is uploading



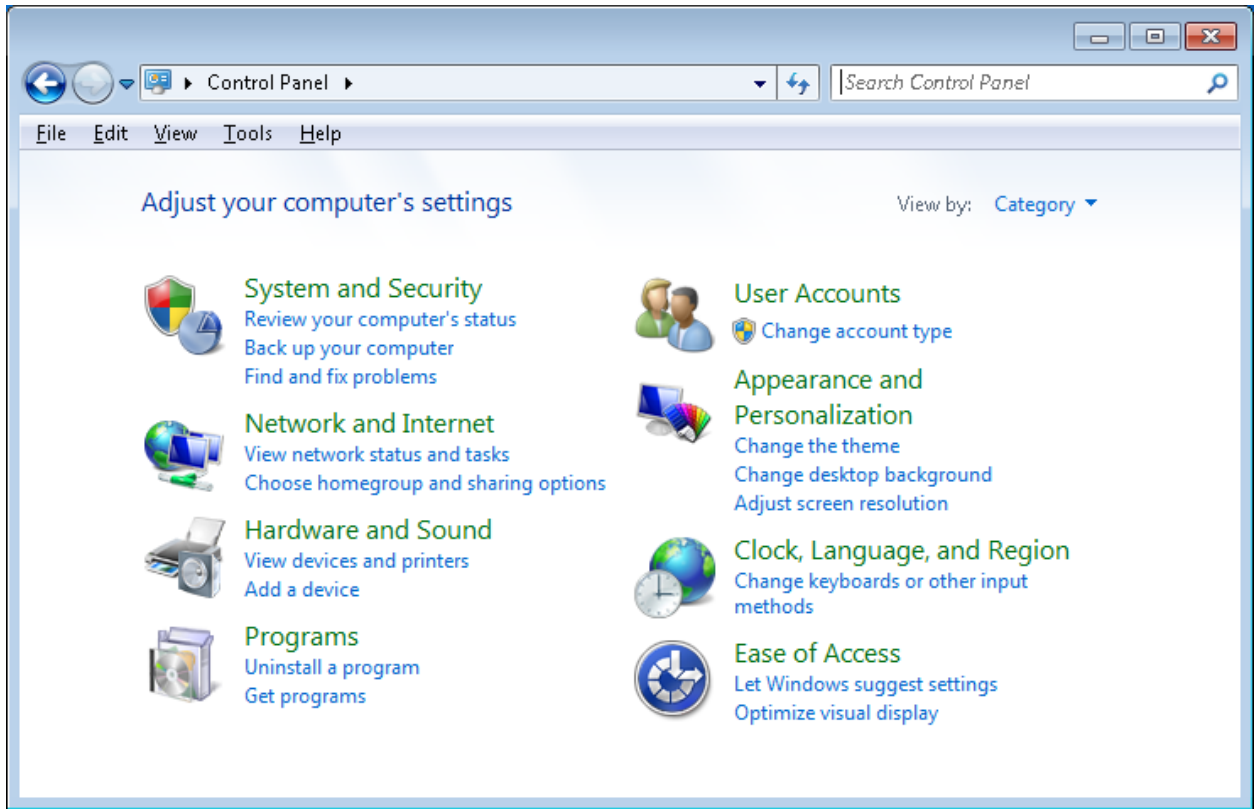
9. Log into Outlook with the new Google Apps profile



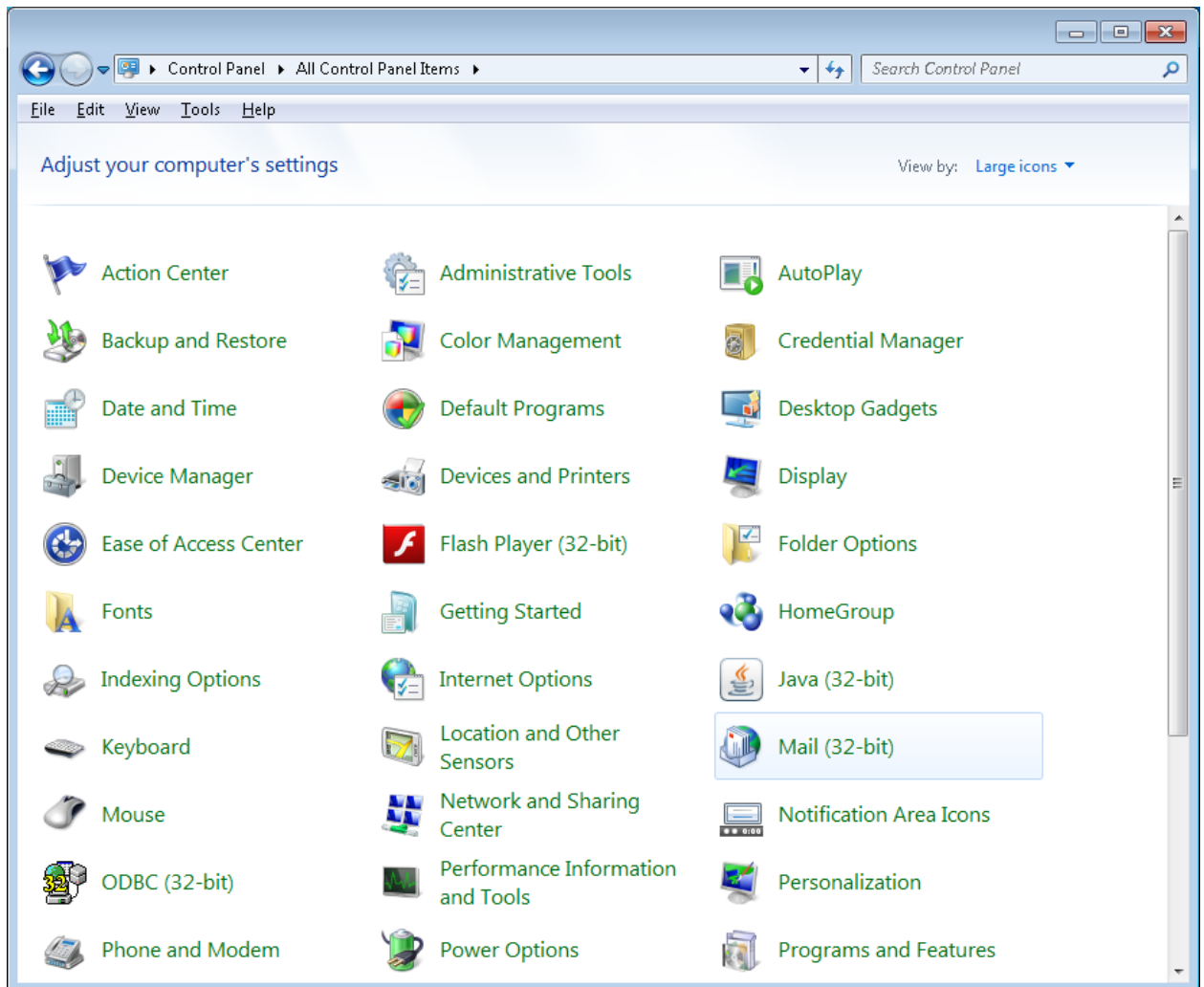
10. Uncheck "Open this window at Outlook startup" and click Close



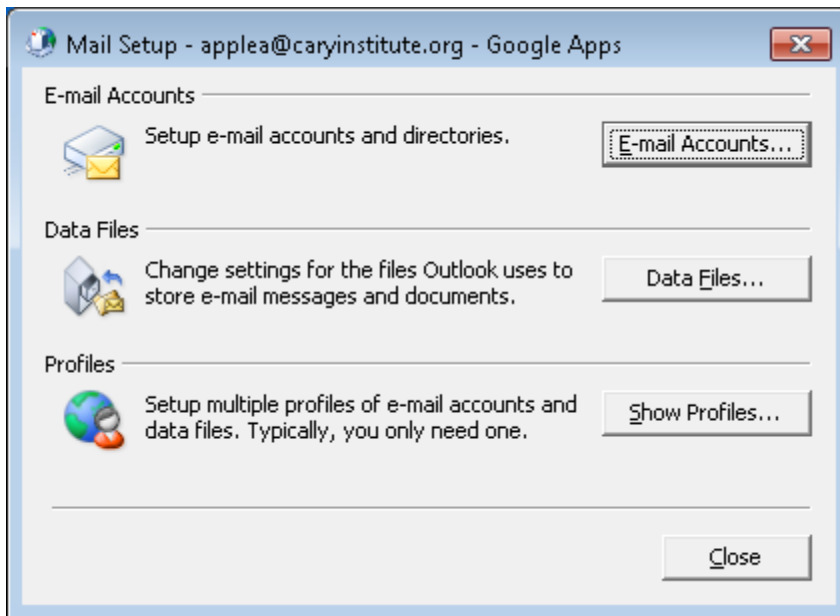
11. Open the Windows control panel (Start Button -> Control Panel)



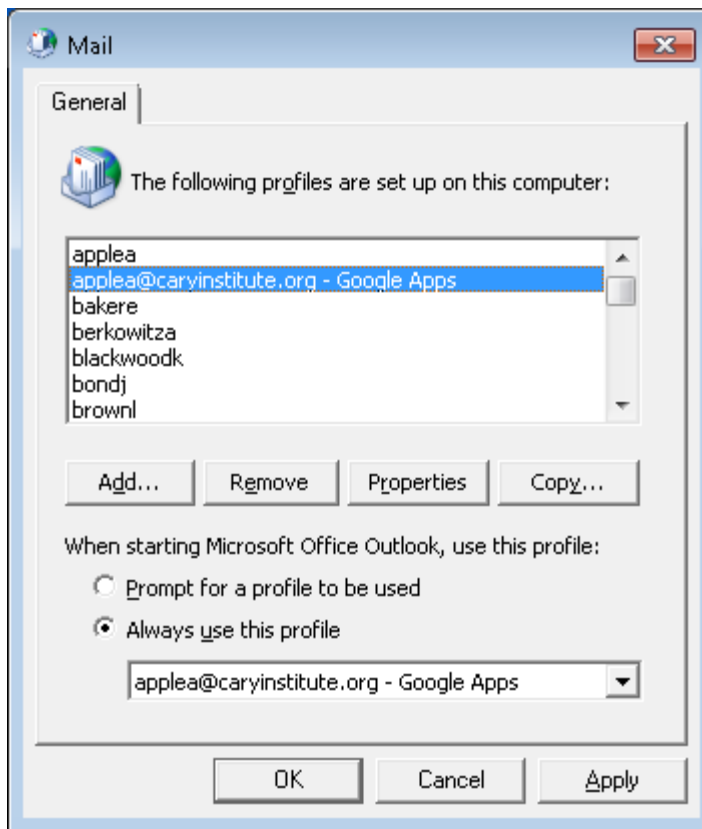
12. In the upper right hand corner, change "Category" to "Large Icons", then click "Mail"



13. Click "Show Profiles"



14. Select "Always use this profile" and pick your Google Apps profile from the dropdown list. Click OK, then Close.



15. Congratulations! Your mail migration is complete.