

Outlook

Outlook is an email client available to faculty, staff and students of Case Western Reserve University from the [Software Center](#).

To use your CWRU Google Email and/or Calendar with Outlook, use the directions linked below.

First, set up your Google account to allow your email to be viewed in an email client. We highly suggest using an IMAP server connection for the sake of convenience – it will allow you to read your email online, on a mobile device, and in Outlook.

[IMAP Server Settings for Google Mail](#)

[POP Server Settings for Google Mail](#)

Then, set up Outlook according to the server (IMAP or POP) that you chose.

[Setting up Outlook with an IMAP server](#)

[Setting up Outlook with a POP server](#)

These documents and training videos may help you make better use of Outlook.

[Optimizing Your Email Display](#)

[Improving Performance of IMAP clients](#)

[Syncing Outlook with Google Apps Sync](#)