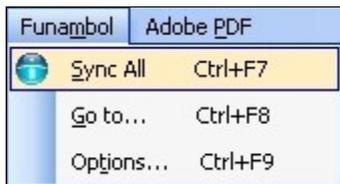# Funambol Outlook Sync Client
Quick Start Guide

Getting Started

After downloading and installing the Outlook sync client, you can choose to automatically run it or manually start it later from the new **Funambol** menu and icon that will appear in your Outlook menu bar.

The main screen will appear:

In order to sync your data, you first need to enter your account information. Clicking on the desired data category to start the synchronization will cause the **Account** configuration tab to appear. You can also display it by selecting "Tools" -> "Options..." from the menu and opening the **Account** tab.

- **Location**   The sync URL for your server
- **Username**   Your account username
- **Password**   Your account password

When done, press "OK" to return to the main screen.

Synchronizing Your Data

You are now ready for the first synchronization using the default settings. If you wish to edit them, refer to "Changing Your Preferences".

During the initial full sync, all data stored in Outlook will be copied to the server and all data stored on the server will be copied to Outlook.

To start your first synchronization, click **Sync All.** You may sync a single data type only (e.g. Contacts) by clicking on the desired icon.

> **Important!** To replace data on your device with data from the server or vice versa, see " Resetting Your Data ".

While the sync is in progress, you will see a spinning icon next to the data type that is being synchronized.
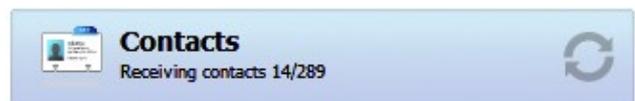
When done, the date and time of the last successful synchronization will be displayed for each data type.
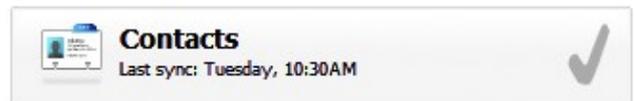
You can interrupt the sync process by clicking on **Cancel Sync**, on the main screen; in that case, the status message "Last sync canceled" will be displayed for the affected data type.

Note: the first sync may take a few minutes to complete, depending on the amount of data that is being synchronized and on the network velocity.

Changing Your Preferences

To change the default synchronization settings, with the Sync Client window open, select "Tools" -> "Options..." from the application's menu and open the **Sync** tab.

Choosing Which Data Types To Sync

By default, all data categories are enabled for synchronization. If you wish to disable synchronization for a given data type, uncheck the checkbox next to the data type name.

Note: Pictures are synchronized to the directory of your choice on your computer (defaulted to *My Pictures*) allowing you to create a local repository of all your mobile pictures on your desktop.

Sync Preferences

For each data category, you can press the "Details..." button which allows you to tweak the sync preferences.

Sync Direction specifies the direction of synchronization, and cannot be changed:

- **Two-way**: only for **PIM data** (Contacts, Calendar, etc..); allows two-way synchronization of data stored in Outlook and data stored on the server.

- **One-way: Server to Outlook**: only for **Pictures**; allows the transfer of pictures from the server to Outlook.

From the **Sync** tab, you can also define when to synchronize your data with the server; by default, each sync needs to be manually initiated.

By selecting the **Synchronize every** checkbox, Outlook will perform syncs at predefined intervals. When this option is selected, you can also specify the preferred interval (by default: 15 minutes).

When done, press "OK" to save your changes.

Advanced Topics

Editing Data Types Sync Details

For different data types, under the "Details..." panel, you can also choose a different folder to synchronize the chosen data category and specify a different **Remote name** for the selected data format. These two options should not be modified unless your server's administrator advises you to do so.

Calendar Filtering

For the **Calendar** data category, it is also possible to specify a **Filter**, choosing to synchronize Outlook appointments from a given point in time (by default: "Since last month").

Logging

You may also configure the logging, this determines which information are tracked in the log. Select "Tools" -> "Logging" from the menu and choose among:

- **Error**: only record error codes.

- **Info**: record all synchronization activity (default).

- **Debug**: include more details about the error that occurred, including SyncML errors.

Note: unless you have specific needs, you can safely keep the default choice.

You can open the log file by pressing "View log...".

Resetting Your Data

If you wish to wipe out all data from Outlook and download a fresh copy from the server, or vice versa, you can use the **Recover** function.

> **Important!** Before recovering your data, please note that new data on the client or the server not yet synchronized may be permanently lost.

To use this feature, follow these steps:

1. Select "Tools" -> "Recover..." from the menu.

2. Choose the direction: "Replace all of the server data with local data" or "Replace all local data with data from the server".

3. Select the data types that you wish to recover.

All items for the chosen data types will be deleted and replaced with a fresh copy based on the previously selected direction.

Sync Errors

If the synchronization process failed due to connection problems, a pop-up message will appear alerting you to check the network connection and server location specified. Please try again when the network connection is available and verify that the specified URL is correct.

In case of unexpected sync errors, the status messages "Last sync failed" will be displayed for the affected data types.

Uninstalling The Client

To uninstall the Outlook Sync Client, you can click **Start** and choose "Programs" -> "Funambol" -> "Outlook Sync Client" -> "Uninstall". Otherwise you can uninstall the program through the Windows Control Panel.

Note: during the process, you can choose to retain or delete local files and settings for all users. Retaining the settings will speed up your use of any new installations of the sync client.

System Requirements

The Outlook Sync Client works on Microsoft Windows XP, Vista or 7 (32bit and 64bit), and with Outlook 2002 (XP), 2003, 2007 and Outlook 2010 (32bit only).

Note: installation must be done by a user with Administrator privileges on that PC. After installation, any Outlook user can take advantage of the Sync Client; each user's synchronized data will be privacy-protected, and not available to other users.