

ProperSync

ProperSync 1.3 User Manual

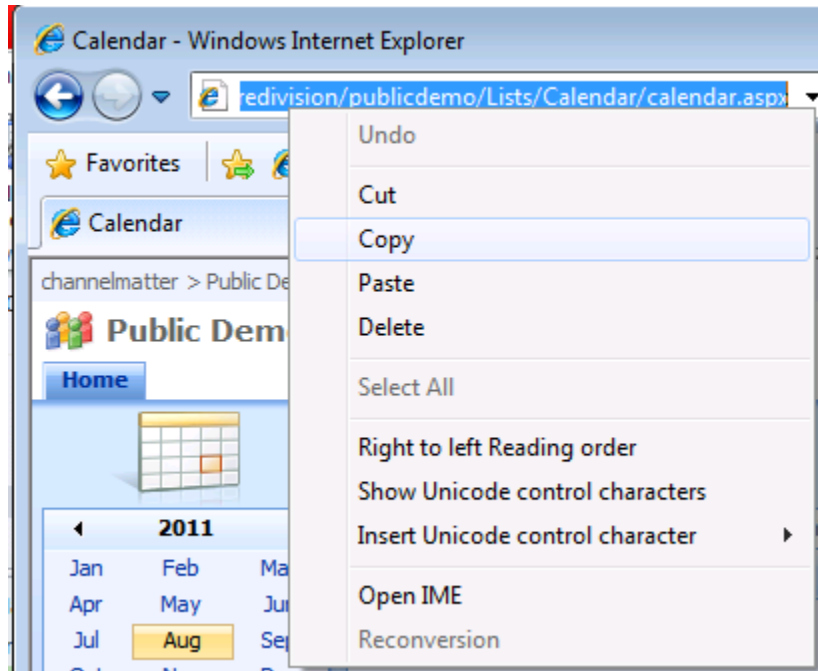
Rev 1.3 Beta Edition

Introduction

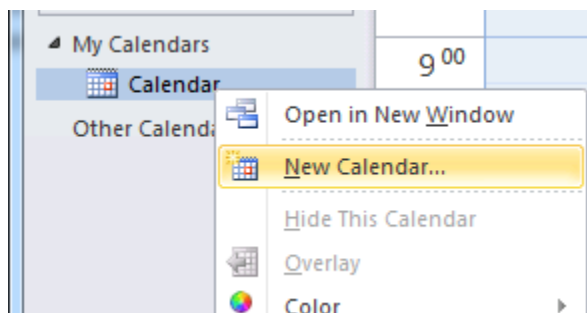
This document is a quick introduction in to how to use ProperSync 1.3 Beta. We are still working on the full documentation and that will be available with the release on August 17th.

Connect a SharePoint Calendar to Outlook.

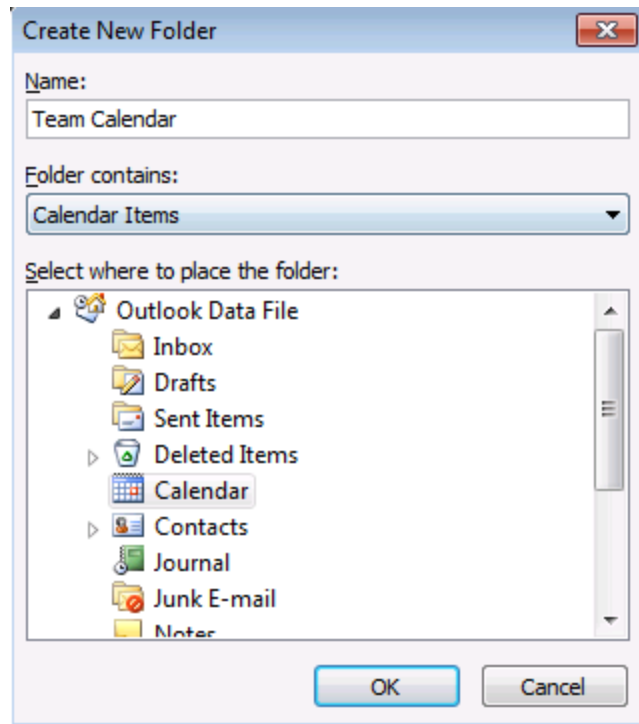
1. Open a web browser and browse to your SharePoint calendar
2. Copy the URL in the browser



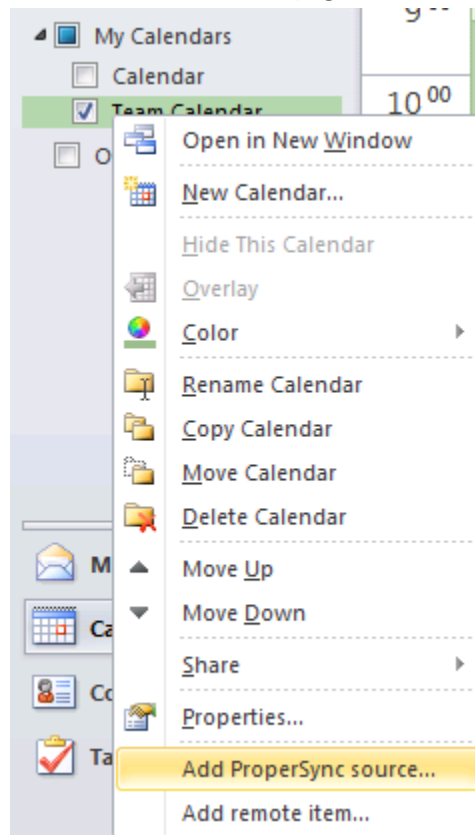
3. Open Microsoft Outlook, browse to your calendar.
4. Right click on **Calendar** and choose **New Calendar** from the context menu



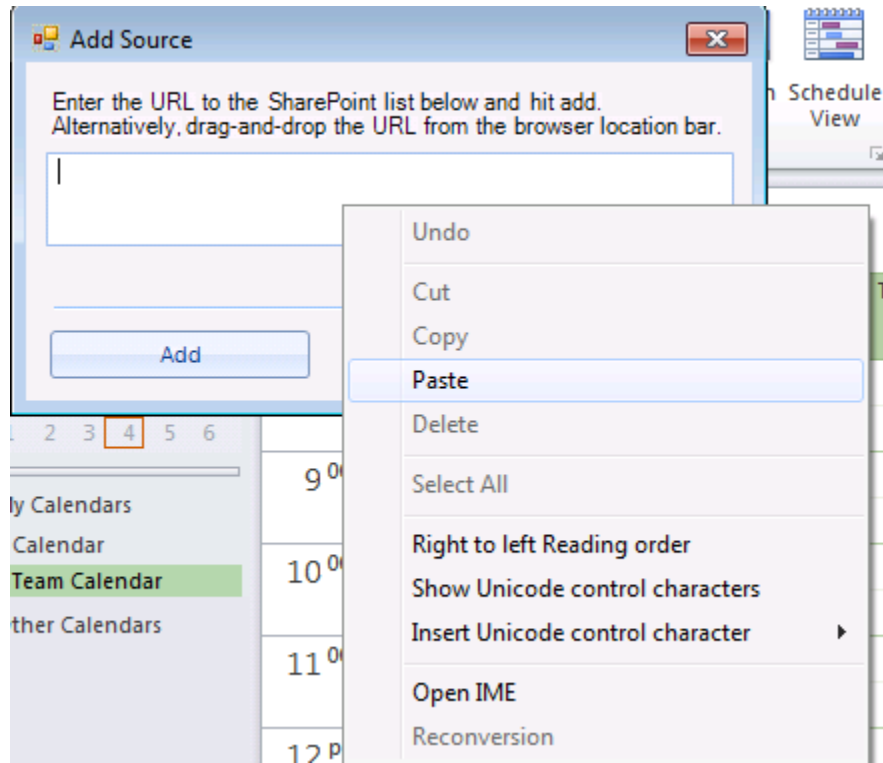
5. Give the new calendar a name (e.g. Team Calendar). Press **OK**.



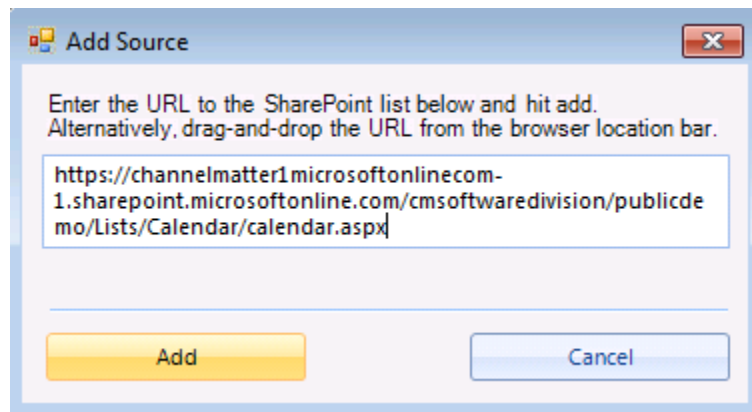
6. Right click on the new calendar (e.g. Team Calendar) and select **Add ProperSync source...**



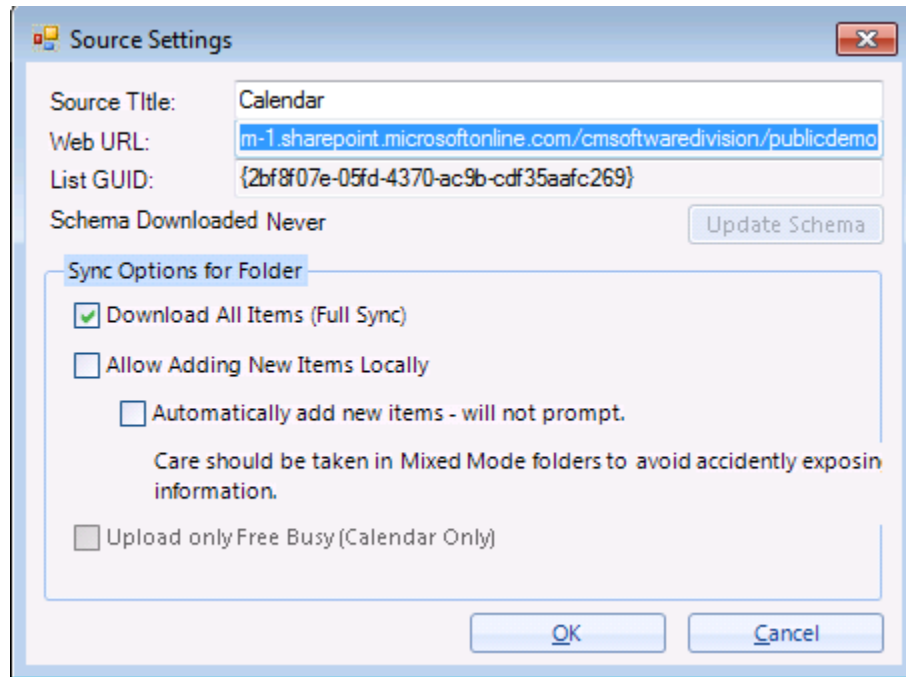
7. Paste the URL in to the **Add Source** box



8. Press **Add**



9. Choose the sync option for the list



10. Press **OK**

The following steps can be used for Tasks and Contacts as well. Simply browse to your task or contact list in a web browser, copy the link, switch to your Outlook task or contact area and follow the steps above.

Sync Options Explained

There are a few different sync options available for ProperSync 1.3. Please see the definitions below:

- Download All Items (Full Sync)
 - Checking this box will download all items from the SharePoint list. Modifications made to those items will be updated in SharePoint. The new item must exist in SharePoint, new Outlook items will not be updated in this mode
- Allow Adding New Items Locally
 - This allows users to publish some or all of their items to the SharePoint list. To publish to the connected SharePoint list, open the item and click on the **Link To Remote** button in the ribbon.
- Automatically add new items – will not prompt.
 - This will sync all items on your calendar with SharePoint. All the information will be show in the list.

Example Sync Scenarios

- Only download SharePoint Items
 - Check **Download All Items (Full Sync)** only
- Only upload some of my items
 - Check **Allow Adding New Items Locally** only
- Only upload all my items
 - Check both **Allow Adding New Items Locally & Automatically add new items – will not prompt**
- Synchronize my entire calendar with SharePoint
 - Check all boxes