

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.

Create New Folder
Name:
Team Calendar
Eolder contains:
Calendar Items 🔹
Select where to place the folder:
a 🧐 Outlook Data File 🔹 🔺
🖾 Inbox
😡 Drafts
🔄 Sent Items 🗧
Deleted Items
🛄 Calendar
Sel Contacts
Journal 🔤
😡 Junk E-mail
Notes 🔻
OK Cancel

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

,			-
🖳 Add Source			
		bint list below and hit add. The URL from the browser location bar.	V
1	_		5
		Undo	l
		Cut	ł
Add		Сору	
Add		Paste	
2 3 4 5 6		Delete	
y Calendars Calendar	9 ⁰	Select All	
	100	Right to left Reading order	ł
Team Calendar		Show Unicode control characters	
ther Calendars	110	Insert Unicode control character	ł
		Open IME	ł
	12 P	Reconversion	

.

8. Press Add

🖳 Add Source	
Enter the URL to the SharePoint list below Alternatively, drag-and-drop the URL from	
https://channelmatter1microsoftonlineco 1.sharepoint.microsoftonline.com/cmsoft mo/Lists/Calendar/calendar.aspx	
Add	Cancel

9. Choose the sync option for the list

🖳 Source Setting	s 💌	
Source Title:	Calendar	
Web URL:	m-1.sharepoint.microsoftonline.com/cmsoftwaredivision/publicdemo	
List GUID:	{2bf8f07e-05fd-4370-ac9b-cdf35aafc269}	
Schema Download	ded Never Update Schema	
- Sync Options fo	r Folder	
Download A	All Items (Full Sync)	
Allow Adding New Items Locally		
Automatically add new items - will not prompt.		
Care should be taken in Mixed Mode folders to avoid accidently exposing information.		
Upload only	y Free Busy (Calendar Only)	
	<u>OK</u> <u>C</u> ancel	

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