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About Sync2 for Microsoft OUTLOOK® 2002/2003/2007/2010/2013/2016/2019

Sync2 is a downloadable PC application that allows you to synchronize Microsoft Outlook personal or public folders data, such as calendar, e-mail, contacts, tasks, and notes on multiple PCs without server expenses. Synchronization can be made using shared folders located on the same PC, another FTP, file server, USB flash and hard drives, peer-to-peer folders and other types of Net Folders. With Sync2 you are able to synchronize and share your multiple Calendars, Contacts and Tasks with [Google™](#) services. Sync2 has been designed primarily as a personal synchronization tool, but you can also use this tool for synchronizing selected Outlook folders with your family, friends and coworkers.



We would like to extend a **special "thank you"** to many customers in the USA, United Kingdom, Australia, Belgium, Germany, Switzerland, France, Singapore, and other countries that implemented our program for their everyday business needs: from personal and family use for synchronizing and sharing purposes, to solutions for Medical and Law Offices, Religious Services, technology or software production companies.

* Starting from version 1.80, Outlook 2000 is not supported. But Sync2 version 1.70 may be installed and used in such cases.

[Click here](#) to download Sync2 version 1.70.



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 [Sync2 website](#)

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Introducing Sync2 (for MICROSOFT® OUTLOOK® 2002/2003/2007/2010/2013/2016/2019)

What is Sync2?

Sync2 is a personal and a workgroup tool and a downloadable PC application that allows you to synchronize Microsoft Outlook on multiple PCs.

If you are looking for a **quick and easy way** of synchronizing Microsoft Outlook folders' data on multiple PCs, this program is for you. You just need to install Sync2 on your computers running Outlook 2002/ 2003/2007/2010/2013/2016/2019 and on computers of your preferred teammates, and after a few steps you will be ready** to have fully synchronized Outlook folders that will look the same on all synchronized computers. All changes will automatically propagate to the synchronized folders after each synchronization, even without opening Microsoft Outlook, and can be scheduled or made manually. You can use sophisticated and easy-to-use filters to synchronize only the data of your choice (i.e. excluding personal or private information; data for selected period, by labels or categories, etc.) The synchronization is made via transportable files that allow you to use a wide array of USB storage devices or shared network folders without a server expense.

What are the benefits of Sync2?

Microsoft has not released a synchronization utility for Microsoft Outlook. Sync2 enables you to make Outlook synchronization between PCs quick and convenient over Internet or LAN and keep your Outlook information on two or more different machines in sync. Among other benefits, you can:

Work from your desktop (laptop) machines, online or offline

Synchronize as many PCs with Outlook as you want, without interfering with the actual work of your Outlook; you don't even need to start Outlook to synchronize it. Your synchronized data will look the same on any synchronized PC with flags, reminders, custom fields, read/unread statuses (only during first synchronization), etc.

Instant Synchronization of changed Microsoft Outlook items. Sync2 will initiate the sync process right after it detects changes made to synchronized Outlook items.

Synchronize multiple Outlook Calendars with Google Calendar™ service.

Auto Sync Microsoft Outlook Contacts with the Google Contacts™ (Gmail™ Service).

Synchronize Outlook Contacts and Outlook Calendar subfolders.

Synchronize Google Tasks Lists with Microsoft Outlook Task Folders.

Sync Outlook with Google services one way or two way, choose the direction to transfer the data.

Use selected folders synchronization for sharing purposes with other users (friends, coworkers, family)

Create Public Folders (shared folders) without an Exchange Server (Outlook Group folders: Group Calendar, Corporate Contacts, etc.)

Synchronize PCs with different Microsoft Outlook versions (2000, 2002, 2003, 2007, 2010pt, 2013, 2016, 2019)

Synchronize Microsoft Exchange Folders including Public folders.

Use Sync2 to back up your Outlook data, to easily restore it at any time or create a clone to migrate the data to a new or reformatted computer.

Schedule synchronization to run automatically or perform it manually

Enjoy the simple, familiar, Microsoft ActiveSync - like interface

Start synchronizing within minutes with Sync2 with the help of an easy synchronization Wizard via removable data devices (USB Flash, memory cards, USB external drives, etc.) or network shared folders, FTP, or shared peer-to-peer folders.

Create multiple Synchronization profiles with different sets of folders, shared folders locations, schedules, and other settings to synchronize different groups of PCs.

Synchronize without a Microsoft Exchange server using our low-cost alternative.

*Starting from version 1.80, Outlook 2000 is not supported.

**Actual synchronization time will depend on the size of the synchronized folders and on the speed of access to the shared folder location from the synchronized PCs.

▶ [What's New](#)

▶ [How it works](#)

▶ [Features](#)

▶ [Installation](#)

 [Sync2 Flash demo](#)

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How to buy/ Register / Trial Version Expired

How to continue trial

Your trial version expires in 7 days.

If you do not renew (activate) the trial version that is about to expire, you will not be able to use program. It is necessary to purchase the license to make the program work without any limitation.

Buy Now and you will receive:

- 1 year of free updates.

- 1 year of free tech support via e-mail and live help.

[Click Here](#) to Buy **Sync2**.

(<http://www.sync2.com/Purchase.aspx>)

Have a Question?

Please call: +1 (954) 796-8161 or click here to [Ask Questions Now](#).

[Frequently Asked Questions](#)

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What's New in Sync2

New features and changes in version 2.79:

Introduction

- ✓ Now Sync2 works more smoothly with Outlook 2019 and Office 365.

Issues Fixed

Updated Sync2 compatibility with Outlook 2019 and Office 365.

Update includes improved performance based on customers reports.

New features and changes in version 2.76:

Introduction

- ✓ Several important fixes have been made in this version, including fix for the issue with Google two-step verification login in case mobile phone was used.

Issues Fixed

Unable to pass Google login step in wizard when using Google two-step verification via mobile phone.

While submitting "Report a problem" data application would crash or would become unresponsive in some cases.

Application would crash in some cases when trying to change folder for Google Tasks in case folder with empty name existed in IMAP type storage file.

New features and changes in version 2.75:

Introduction

- ✓ This update includes several fixes of the problems reported by our customers, including the issue with the latest Windows 10 versions when Sync2 was appearing automatically on the screen during Windows startup.

Issues Fixed

Main dialog would always appear on the screen during Windows 10 startup in some scenarios with the latest Windows 10 versions.

When the product is activated for one Windows user, a notification about the product's trial period termination appeared each time during Windows startup for other Windows users.

When application trial period ended, the application would crash in some cases when trying to open the application main dialog from Windows notification tray icon. Now this notification can be avoided by manually exiting Sync2 from the menu of Windows Notification tray icon of the product.

An error about some not found feature was displayed with each Sync2 start for Windows users, when 64-bit edition of the product was installed originally on other Windows user.

New features and changes in version 2.63:

This version includes Google Login dialog functionality improvement. "Recommend" and "Activate" buttons were added to the main toolbar, and some other issues fixed.

Functional Updates

- ✓ Google Login dialog functionality improved. Now there's an additional explanation text on the top of the dialog. Also, some additional improvements have been made for scenarios when internet connection is unavailable.
- ✓ Support of Windows 10. The product was fully tested on the latest Windows 10 edition.

Issues Fixed

Emails from Outlook to recipients whose contacts were synchronized from Google by default were sent in "plain text" format, causing recipient to review the email with incorrect formatting, and meeting requests to be unrecognized by Outlook.

The instant synchronization option was automatically disabled once synchronization schedule settings were changed to manual, then back to automatic.

When application trial period ended, the application would crash in some cases when trying to open the application main dialog from Windows notification tray icon.

Automatic check for product update would disable itself in case the "Check for updates now" option was clicked in the product "About" dialog.

New features and changes in version 2.62:

This version includes Google Contacts synchronization improvements, including better support of custom named fields and other languages.

Functional Updates

- ✓ Google Contacts synchronization has been generally improved.
- ✓ Google Contacts fields with custom type names are synchronized. Now such fields as custom email and phone types are synchronized with Outlook.
- ✓ Support of Unicode added. Now Google Contacts containing mixed language entries are synchronized correctly with Outlook

Issues Fixed

Fields with custom type names in Google Contacts were in some cases removed from Google after synchronization with Outlook.

In some scenarios Google Contacts synchronization would fail on some contacts and would not continue to sync.

Issue when phone numbers from Google Contacts would have strange symbols instead of spaces in Outlook after synchronization has been fixed.

Google Contacts synchronization would fail in some cases when there was a contact with all empty fields in Outlook.

The issue when synchronization would constantly fail on systems with 64-bit Outlook has been fixed.

In some scenarios when configuring new Google Calendar synchronization main Google Calendar was suggested to be linked and synchronized into new sub-folder in Outlook instead of default Calendar folder.

In some cases last occurrence of calendar recurrent event was not synchronized with Google Calendar.

The issue with contact birthday date synchronization has been resolved.

Issue when in some cases incorrect Windows version was logged into the error log file has been fixed.

New features and changes in version 2.61:

This version includes Google Calendar synchronization fixes found after the previous release, and also some other fixes related to Google synchronization in general.

Issues Fixed

By default meetings in Outlook are synchronized as regular events into Google Calendar again (functionality that was lost after the 2.60 release).

In some cases recurrent meeting updates were not synchronized into Google Calendar.

Occurrences modified separately in recurrent event in Google were not synchronized to Outlook Calendar in some scenarios.

When start time of event created in Google Calendar after conversion to UTC time was equal to 12am, in some cases appointment was not seen in Outlook Calendar.

Outlook Calendars containing specific symbols in their names could not be added to Google Calendar synchronization profile.

In some cases non-default Google Calendar was incorrectly shown as default one in Sync2 advanced settings wizard step.

In some scenarios it was not possible to add back the same calendar folder after it has been excluded from Google Calendar synchronization profile.

In case Google account access for already existing synchronization profile has been denied for any reason, permissions to access the account will be asked again during the synchronization attempt. Applies to all Google synchronization profiles.

Other Updates

New Redemption version 5.8 is included with this version.

New features and changes in version 2.50:

This new version includes many improvements with backup functionality when using Folder Backup for Outlook, new synchronization filters by date and new icons in the main dialog. We also addressed some major crash issues when synchronizing IMAP accounts on Outlook 2013.

Functional Updates

- ✓ Additional filters by date added. Now you can choose larger period of time when filtering items by date for synchronization.
- ✓ Integration with Folder Backup for Outlook improved. Functionality of Folder Backup has been improved to have more seamless integration, some notifications disabled.
- ✓ New icons have been added to the main dialog and in Windows notification area.

Issues Fixed

A number of crashes when synchronizing Outlook 2013 IMAP account type have been identified and fixed.

Duplicate management is enabled back for IMAP accounts.

In some scenarios Google Tasks one-way synchronization was not working properly leading to different synchronization results.

In some cases updated Outlook contacts that did not have photos in them were not synchronized into Google Contacts.

Application would fail to start after Folder Backup for Outlook was removed.

When Folder Backup was enabled manually from Profile Settings, it would not be performed during the next synchronization in some scenarios.

Issues with synchronization of recurring calendar events when filters by date were used have been fixed.

Attendees removed from Google Calendar event were not removed from Outlook meeting in some scenarios.

Instant synchronization would not work on another computer if the profile was added via Sync ID.

Now when Google Calendar or Google Tasks list is removed in Google, synchronization status will be shown as “Failed” and the ability to re-assign the list is provided.

Some minor text errors in different languages corrected.

Other Updates

Folder Backup for Outlook is now suggested during the installation process.

“EnableDupManagementForImap” registry parameter is now obsolete, as duplicate management always works now on IMAP accounts.

New Redemption version 5.7 is included with this version.

New Lib4Updates module included with fixed issue that prevented it from running in previous releases.

New features and changes in version 2.41:

This update introduces instant synchronization of updates made in Outlook, an automatic backup of Calendar and Contacts folders before synchronization (supported by the free version of 4Team Folders Backup for Outlook), the ability to select / deselect sub-folders with one click of the button, and many fixes.

Functional Updates

- ✓ Instant synchronization added. Now you can enable instant synchronization - once you change something in Outlook, and want it to be synchronized immediately.
- ✓ Automatic backup before synchronization. With the 4Team Folders Backup for Outlook free edition Calendar and Contacts

folders are backed up automatically before synchronization occurs, leaving you an option to always revert back to the folder's original state in case you don't like the synchronization results.

- ✓ Select / deselect sub-folders for synchronization. New buttons have been added to the "Data Folders and Filters" dialog to allow selecting /deselecting of sub-folders for synchronization with one simple click.
- ✓ Italian language has been added.

Issues Fixed

Google Synchronization Issues

Google synchronization profile was starting to crash constantly after some time due to local database file corruption.

The problem of crashing in some scenarios when trying to start synchronization on Google profiles has been fixed.

The problem of crashes in some other specific scenarios fixed.

If synchronization with Google took more than 1 hour, the Google access token was not refreshed, leading to synchronization failure of any further items.

A new folder added for synchronization in one way Google synchronization profile would be synchronized both ways anyway.

Synchronization of the profile would go in a loop in some cases when the synchronization schedule was set to "Monthly" or "Yearly".

Google Calendar Synchronization Issues

Recurrent events with first occurrence starting outside the selected synchronization period were not synchronized.

In some scenarios, when using the synchronization filter by date in Calendar folders appointments scheduled on the 1st or last day in the selected period were not synchronized.

The filter by week in Calendar is now using the first week day setting from Windows Calendar date settings.

Some recurrent appointments deleted from Outlook were still visible in Google once synchronized.

Appointments in Outlook with reminders set to more than 4 weeks were not synchronized with Google Calendar.

The ability to choose Google calendars with the "free/busy" only access is removed, as those events cannot be synchronized or supported.

Several issues related to synchronization of recurrent events with Google Calendar were fixed.

In some scenarios it was possible to set synchronization of the same Outlook Calendar folder with multiple Google Calendars, what might possibly lead to further synchronization issues.

Google Contacts Synchronization Issues

In some scenarios, when using an Exchange account in Outlook a number of contacts would be updated constantly each time synchronization was performed with Google Contacts.

Contact photos were not synchronized correctly in some scenarios with Google Contacts.

Contact notes were duplicating and the text was sometimes corrupted when merging Outlook and Google Contact information during the first synchronization.

If a folder was removed from the Google Contacts profile and then added again into the same profile, the contacts would not synchronize further in that folder.

Google Tasks Synchronization Issues

The problem with crashing when changing Google Tasks profile synchronization filters has been fixed.

Tasks deleted in Google were not completely deleted in Outlook after synchronization, but remain in the Deleted Items folder.

Tasks deleted in Google were moved to the “Deleted Items” folder after synchronization with Outlook instead of permanent deletion.

Other Issues

The “Favorites” folder from Public Folders could be selected for synchronization, leading to the application crash during the synchronization process.

The last step in the synchronization setup wizard could not be closed with the standard closing button in the top right-hand corner.

Some menu options, such as “Delete profile” and “Clear all filters”, were available when no profile in the dialog was selected.

In some cases, the profile settings dialog could be accessed during synchronization of that profile.

Minor issues related to accessibility of menu settings in different main dialog modes have been fixed.

Trial/Activation

Trial will be extended if a version prior to 2.20 was installed.

Standard license validation procedure will be performed during the first start.

Other Updates

Now .NET Framework 4.0 is required starting from this build (was required to support Folder Backup for Outlook integration).

New features and changes in version 2.31:

This update addresses several issues, including issues with Google Calendar synchronization.

Issues Fixed

In some cases folders of incorrect type - mail instead of other type - were created on another computer.

When synchronization filters by date were used in the Google Calendar synchronization profile, recurrent events with the first event occurring outside the configured filter would not synchronize at all. Now such recurrent events are synchronized regardless of synchronization filters.

In some scenarios meetings were not synchronized to Google Calendar due to Google limitations. Now by default meetings are synchronized with Google as regular appointments, avoiding this limitation.

In some cases an error would be registered in the log file when exiting application with no configured synchronization profiles.

Trial/Activation

Trial will be extended if a version prior to 2.20 was installed.

Standard license validation procedure will be performed during the first start.

Other Technical Information

New registry key "SyncMeetingAttendees" has been added to control the synchronization of meetings to Google Calendar as appointments. By default it is set to "No", meaning that all meetings from Outlook will be synchronized as events without attendees. If "SyncMeetingAttendees" key value is set to "Yes", meetings will be synchronized as events with attendees.

New features and changes in version 2.3:

This update introduces new functionality – synchronization with Google Tasks. It also contains many bug fixes.

Functional Updates

- ✓ Google Tasks synchronization added. Now you can synchronize your Outlook Tasks with Google Tasks and vice versa.
- ✓ Improved login to Google services. New Google login to services system is used to set up Google synchronization profiles.

- ✔ Support of Windows 8 and Outlook 2013 added. A number of issues were fixed in this update to correctly support the latest Microsoft Windows 8 and Microsoft Outlook 2013 editions.

Issues Fixed

By default events are not filtered now when creating Google Calendar synchronization profile.

The last event from the recurring event created in Google Calendar was not synchronized with Outlook Calendar.

If Google Calendar list was removed from synchronization, it was impossible to assign it back to Outlook Calendar.

In some cases Google Contact groups would appear duplicated in Google after synchronization.

The “File As” contact field was not synchronized from Outlook to Google Contacts in some scenarios.

The “Job Title” contact field, when deleted in Outlook, was not deleted in Google Contacts.

In some scenarios the \\Root - Mailbox\IPM_SUBTREE folder was created in Outlook.

In some cases the application would crash on Windows XP during synchronization using the 4Team Sharing Service profile.

In some scenarios an incorrect data file name and folder structure were created on the 2nd computer being added to the synchronization profile on Windows XP.

The application always crashed when trying to set up any profile with Outlook 2013 64-bit edition.

The Outlook categories selection dialog in synchronization filters would show incorrect symbols on categories written in different languages.

When opening the “Data Folders and Filters” dialog from the right-click menu on the folder in the main dialog, a new Outlook folder could not be added.

Last synchronized date was not shown for Google synchronization profiles in the main application dialog.

There was “Res.Miss!” text instead of “Password” in the 4Team Sharing Profile wizard on the step where 4Team Sharing Service password should be provided.

In some cases the “Sync Selected Profile” button in the “Sync Report” dialog would start synchronization of the first profile in the list, not the selected one.

In some cases when a profile is selected from the right-click menu “Synchronize Now” on icon in Windows notification area, an incorrect profile would start synchronization instead.

Minor text issues fixed on non-English versions.

New features and changes in version 2.2:

This new version offers one-way synchronization with Google Calendar and Contacts. A number of issues were also fixed in this build related to Google services synchronization, as well as an issue with backup folder becoming a default Outlook folder.

Functional Updates

- ✔ One-Way Google Synchronization. Now you can choose one-way synchronization – from Google to Outlook only or vice versa – by choosing the appropriate way in the advanced wizard step

Issues Fixed

The backup folder created during synchronization when duplicates were detected would sometimes become a default Outlook folder causing various issues.

Primary phone numbers from Google Contacts were not synchronized with Outlook contacts.

Google contacts would fail to sync at some point if Windows temporary folder contains a large number of files.

The advanced options checkbox would disappear from the wizard interface when returning from previous steps.

Contacts synchronized with Outlook from Google did not contain detailed name information ("Check Full Name" dialog).

Contacts synchronized with Outlook would have email addresses created as non-SMTP type entries.

On some systems, when using multiple Windows user accounts, the application would crash during startup on the "language" module.

It was impossible to set up synchronization with Google account if a password contained specific symbols, such as apostrophe, asterisk, etc.

Only the previous week calendar items were synchronized by the application if the private items synchronization filter was selected for Google Calendar synchronization.

The application would crash during Google Contacts synchronization on some specific contacts.

"File As" remained old after synchronization when the name was updated in Google Contacts.

New features and changes in version 2.1:

This update addresses many Google Calendar synchronization issues, including issues with recurrent events. Also, the version for Outlook 2010pt 64-bit edition of the product now supports synchronization with version for other Outlook editions.

Functional Updates

- ✓ Improved recurrent events synchronization with Google Calendar.
- ✓ Synchronization using 4Team FTP Sharing Service or Custom FTP is now fully supported between the version for Outlook 2010pt 64-bit edition and the version for other Outlook editions.

Issues Fixed

In some scenarios all day event deleted in Outlook calendar would remain after synchronization in Google Calendar.

After meeting the event attendees list is modified in Outlook, the guest list would become empty in Google event after synchronization in some scenarios.

Multi-day event dates and times would not synchronize correctly with Google Calendar in some scenarios.

If an event is moved from one Outlook calendar to another, and both calendar folders are synchronized with Google Calendars, such move would not be reflected in Google.

Outlook meetings in the Exchange type profile would not synchronize with Google Calendar if the attendees list was not resolved correctly.

Synchronization of Google Contacts would constantly fail on one contact entry in some scenarios and would prevent other contacts from being synchronized.

When connecting a new PC to an already existing USB or Network profile, the synchronization scheduling would always be set to "Manual", regardless of the profile settings.

Installation of new application version would crash if the "About", dialog of the currently installed product version remained open on the screen during installation.

Crash during synchronization with Google Calendar on some systems when Time Zone settings cannot be retrieved correctly from system.

Crash during synchronization with Google Calendar in some cases when a meeting request item was encountered in Outlook Calendar folder.

Crash during synchronization with Google Calendar in some cases when recurring events have many exceptions in the recurrence pattern.

Meeting with attendee containing apostrophe in an e-mail or name would not be synchronized with Google Calendar.

Inability to create synchronization profile with Google if the Google account password contains specific symbols, such as percentage, and many others.

The language selection form would crash on some systems with Outlook 64-bit edition preventing from setting another language for the application interface.

The Contacts "File As" field in Outlook was incorrectly updated in some cases when synchronizing with Google Contacts.

Inability to create synchronization profile with Google on Windows 2000.

New features and changes in version 2.0:

This new product version introduces a completely new Synchronization Setup Wizard, Synchronization ID service for easy profile setup on several computers, many Google synchronization fixes.

Functional Updates

- ✓ New Synchronization Setup Wizard. Set up synchronization quickly and easily with the new Wizard. Just answer several simple questions, and synchronization is already set up for the standard Outlook folders. If you want to choose settings manually, just select the checkbox for advanced users.
- ✓ Synchronization ID Service. Now you don't need to remember the exact location of your profile in order to set up your synchronization with several computers on the network. Just write down the Synchronization ID provided by the new wizard, enter it on all other computers, and you are ready for synchronization. (Not applicable when setting up synchronization with Google services)
- ✓ "How to sync with another PC" tab. Brief instructions on how to configure synchronization with the selected profile on other computers are now provided in the synchronization profile settings dialog
- ✓ Microsoft Outlook 2010pt 64-bit edition is now supported

Issues Fixed

General Synchronization Issues:

Synchronization profile in FTP Sharing service would start to report failure during each synchronization attempt in some cases due to conf.xml file corruption

The same folder setup for synchronization on both computers in the same synchronization profile would lead to such folder duplicate entry in the main dialog after synchronization

The Application would crash in some cases when trying to exit the application during the synchronization process

In some cases an incorrect folder synchronization status would be shown on the main dialog

The Application would crash when setting synchronization filters by date for calendar and leaving an empty selection there

The Application would crash when opening the filters dialog if a new category was previously added to synchronization filters for that folder on the other computer

Issues with Google Synchronization Profiles

The Application would crash in some synchronization scenarios during the synchronization process of Google Calendar profile

"Other Contacts" entries from Google Contacts were synchronized by default. Now such contacts are ignored by default

Contacts would duplicate in Google Contacts after synchronization if a previously synchronized folder was removed from Google Contacts synchronization profile, then re-added

In some cases, event reminders were synchronized incorrectly with Google Calendar

Addresses were shown without spaces or with some symbols in the Business card view of the contacts folder that was synchronized with Google Contacts

Interface Issues:

It was possible to remove all folders from the synchronization profile in the main dialog using the "Remove" action in the folders context menu

Outlook Calendar folders under the "Deleted Items" folder are now hidden in the Wizard and "Data Folders and Filters" dialog to avoid setting them up for synchronization

As of this version, the "Favorites" Public folder from Exchange cannot be selected in "Settings" -> "Data Folders and Filters", as its synchronization is not supported

Ascending / descending ordering in the "Synchronization history" report would mix up when switching the "Time period" view

The field to enter another password in the "Change Password" dialog was not active by default

The "Choose Outlook folder" dialog would not close when clicking on the standard "Close" button in the upper right-hand corner

Other Issues

The Application would start with Windows logon even when such option was disabled

The "welcome" e-mail subject text was corrected in the French version

Trial/Activation:

Trial will be extended if version prior to 1.90.10pt00 was installed

With activated products a standard license validation procedure will be performed during the first start

New features and changes in version 1.90:

- ✓ New duplicates prevention system. Now you don't have to manually choose what to do when duplicates are found. The software will do it for you. Using the improved algorithm of duplicates detection and auto-merging rules, most of your duplicate items will be detected during the initial synchronization and appropriately handled without any additional questions. Items that can't be merged automatically, are placed into a special "Conflicts" folder for you to review and decide later what to do with them. Original items are backed up after merging in case you don't like the merge results and want to restore your original item.
- ✓ Support of SSL with Google Calendar and Contacts added. Now synchronization applies the SSL protocol to communicate with Google services.
- ✓ Ability to clear or reset synchronization filters for all synchronized folders added. Now you can clear synchronization filters or reset them to default values for all folders that are synchronized in the profile, such options are now available from the "Actions" menu for a selected synchronization profile.
- ✓ Ability to set up synchronization filters by category on Outlook 2007 added.
- ✓ Minor menu updates. Several updates were applied to the main dialog menu for more convenient and logical access of its features.

Issues Fixed

Memory leak would appear on some systems during synchronization of the network profile

Google events with empty titles were not synchronized with the Outlook folder

Appointments in Outlook would appear with incorrect end time (with several minutes difference), when a non-default "pop-up" reminder is set in a Google event

Event notes were not synchronized with Outlook appointments in some cases

Sometimes, the range of recurrence setting of events would change in an Outlook appointment during synchronization with Google Calendar

All events would be deleted from Google Calendar when Outlook folder assigned for synchronization with this Google Calendar was deleted

In some scenarios the last occurrence of the recurrent event synchronized from Outlook to Google Calendar were not seen in Google Calendar

Contact pictures added on iPhone and synchronized with Outlook contacts using iTunes would not appear in Google Contacts

Sometimes, several instances of Outlook contact folder would appear in Google Contacts profile, as a result causing other synchronization issues

Several instances of the same calendar could be added in Google Calendar profile resulting in the "Failed" status on one of the calendars

First synchronization attempt of any profile would always fail after the computer goes back from the "sleep" or "hibernate" mode

When folders from different root Personal Folders with identical names were synchronized, they would be synchronized with incorrect Personal Folders on other computers

Outlook folder would remain unchecked in the profile settings dialog after assigning Google Calendar folder to it

The Profile could not be created in some cases if specific characters were used in the profile name

The Application would crash in various scenarios if the profile name with numbers only or with specific characters was created and used

The Application would crash on creation of a new 4Team Sharing Service profile if there's not enough free space available

It was impossible to create a 4Team Sharing Service account when e-mail contained specific characters

The Application would crash when trying to close the custom FTP settings dialog with the "Close" icon

It was possible to connect the same computer to the same Custom FTP profile multiple times

In some scenarios it was possible to connect a new computer to the FTP profile, that was already marked for deletion from another computer

If 4Team Sharing Service account name is entered differently (lower, upper letters), synchronization would fail

It was possible to create several network synchronization profiles with the identical names on the same computer

It was possible to create a new USB or network synchronization profile without selecting any Outlook folders for synchronization

The Application would crash on exit when the new profile creation wizard or Settings dialog is open

After profile deletion, the application would still try starting it's synchronization according to schedule that was configured there

In some cases, a previously removed Outlook folder from 4Team FTP Sharing Service profile could not be re-added

If a profile folder was completely deleted on location, the synchronization attempt of such profile would result in constant "Synchronizing" status until the application is restarted

The "Settings" dialog cannot be accessed when the current profile synchronization is in progress

The Application would not show any interface when trying to open it using shortcuts if during the Windows startup it fails to load for some reason

New Features and changes in versions 1.80:

This update adds the Google Contacts synchronization functionality. It also addresses many issues encountered with FTP synchronization, and some old bugs regarding categories and appointment labels filtering.

- ✓ Synchronization with Google Contacts is now supported. You can now synchronize your Outlook Contacts with Google Contacts (Gmail Contacts). Just select the "Google Contacts" synchronization type when creating the synchronization profile, enter your Google Login information and select the folder you wish to be in sync with Google Contacts.

Issues Fixed :

Synchronization would not work with some custom FTP servers that do not support MLST command

The Profile could not be created if the Windows user name contains some specific symbols (non-ASCII)

In synchronization filters only one first category was used in the filtering rules

Appointments with the label "Important" were not excluded from synchronization, if such exclusion was set up in synchronization filters

The 4Team FTP Service password could not be changed from Sync2 Profile Settings

Application would crash when trying to remove the 4Team FTP Service profile with an expired account

A Custom FTP profile could not be created if the provided FTP location contains folders with restricted access

A Custom FTP profile could not be created if after FTP login location was changed automatically by FTP server

The Application would crash in some cases during a custom FTP connection test

New Features and changes in versions 1.70:

✓ **Improved FTP profile synchronization.**

First synchronization speed improved, it is now almost 4 times faster.

FTP servers compatibility improved

✓ **1 year of Free FTP service with the purchase of license or update**

1 year of Free ftp service profile

A simple hassle-free setup via Sync2 profile Wizard

FTP hosted by 1and1.com on a stable and secure server

✓ **Faster process of application start-up and profiles loading.** Now Sync2 loads profiles faster, and shows splash screen while loading.

Issues Fixed :

It was not possible to select a folder and adjust its synchronization filters in the advanced section of the new profile creation wizard

A newly created Contacts type folder in Outlook was not visible in Outlook Address Book

The "Keep local item" option is now suggested by default in the duplicate notification form instead of "Replace Local item", allowing to keep the local copy of the item without updating it

When more than 1 duplicate is detected, the "Apply to all duplicates" check box was disabled, and the duplicate notification form would be shown many times for each duplicate pair

Appointments were shown with an incorrect time in Google Calendar for some specific time zone regions

When synchronizing Google Calendar with Outlook 2000, appointments with empty fields would appear

Sync2 would not start completely, or synchronization would not work correctly on Windows user accounts, when Sync2 was installed on the other user account on the current computer

When several items are marked with flags, not all flags would appear on other computers for these items

On some Windows Vista systems if Sync2 was already running, clicking on Sync2 shortcut would run another instance of the program instead of opening the current Sync2 main window

Sync2 synchronization would fail, and/or folders would not be shown in profile settings, if there's a manual logon to an Exchange profile. Now, the logon form will be displayed during each attempt to synchronize this profile or show a folder structure

Synchronization would fail, if PST file was moved to another location

The drop-down list with folder association types in the new Google Calendar profile wizard was shown incorrectly on Windows 2000 systems

The currently selected folder path was shown with numbers in the "Create New Folder" dialog

Sometimes the Sync2 process would not close during the installation of a new Sync2 version

New Features and changes in versions 1.60-1.63:

✓ **Synchronize multiple Outlook Calendars folders with the Google Calendar™ calendaring service.**

Two-way synchronization, even without opening Microsoft Outlook.

Extend your Outlook Calendar with Google Calendar features:

Share Outlook Calendars with co-workers and friends via Internet.

Web access for your Outlook calendar

Publish your Outlook Calendar to your website and blog.

Mobile Access

for a complete list of Google Calendar features [click here](#).

Auto and manual Synchronization

Advanced filters for every calendar (by category, data range, labels, and privacy)

Synchronize Outlook Calendars with multiple Google Calendar service accounts (support for Sync2 profiles)

Assign selected Google calendars to selected Outlook Calendars

Conflicts and duplicates resolutions

✓ **Additional folder synchronization status added - "Preparing items"**. It informs that the list of items to be synchronized in this folder is being created.

Issues Fixed :

The issue when a folder deleted from Outlook would receive the "failed" status has been fixed. Now it is automatically recreated in Outlook.

When removing folders from synchronization profile, some other folders would disappear from the list until Sync2 is restarted.

Synchronization would constantly fail if PST file location is changed.

On some systems the synchronized folder list would not show any folders, and synchronization would not start correctly due to missing the Sync2PS.dll file.

Other minor improvements in error reporting logs.

New Features and changes in versions 1.50-51:

✓ **Support of Exchange folders added.** Now Exchange Mailbox and Public Folders can be synchronized with other PCs.

✓ **Language localization. German, Spanish and French language support added.** The Product was fully tested with German, Spanish, and French editions of Windows and Outlook.

Issues Fixed :

When large number of folders were added to a synchronization profile, the synchronization process would stop unexpectedly and data would not be synchronized

When duplicates were detected, if the checkbox "Apply for all" had been selected for the folder, the user would get another notification about duplicates in the same folder anyway in some cases.

In the Conflict Resolution window, if "Current item on your PC" was selected, the item would be updated anyway

In the "Settings" window, on the "Data Folders and Filters" tab, the folder tree would not show all currently selected folders by default (the tree branches with sub-folders were closed)

In some cases, when clicking on the "Stop" button during synchronization, it would stop the synchronization process, but would remain depressed

The buttons "Mark All Folders" and "Clear All Folders" on the "Data Folders and Filters" tab appeared without any text on some systems. The FTP profile location path was shown without the root profile folder in some cases

Crash in some scenarios during synchronization of Contacts, Calendar or Tasks type folders on Windows Vista (1.51)

New Features and changes in version 1.40:

- ✓ **New Improved Wizard.** A new profile creation wizard has been developed. You can now set up synchronization on several computers more easily. The step-by-step wizard will guide you through the start-up process, help you choose the required path and automatically detect and suggest available profiles.
- ✓ **Report Details Added.** You can now view details of an unsuccessful synchronization attempt in the "Report" window by clicking the "Details" button.

Issues Fixed :

Error in wizard in some cases when trying to use Sync2 on the Windows limited access user accounts.

New Features and changes in version 1.30:

- ✓ **Folders List now displays full path** to the folders instead of folder names
- ✓ **Folders List right click Menu.** The right click menu has been added to the folder list. It is possible to open the folder settings dialog or remove the folder from the menu or **remove selected folder**.
- ✓ **Master categories list** is extracted from Microsoft Outlook and synchronized.
- ✓ Columns sizes can now be saved in the Folder List, Profiles List and Synchronization History .
- ✓ **Sync2 support for several FTP profiles has been improved**

Issues Fixed :

Numerous changes have been made to make the interface more responsive.

Sync2 uses less CPU resources during synchronization

The bug report doesn't use Microsoft Outlook and works on Windows Vista and Microsoft Outlook 2007

Numerous bugs fixed.

New Features and changes in version 1.20:

- ✓ **An improved FTP synchronization.** The synchronization algorithm has been improved, and now it works much faster and more reliable.
- ✓ **An improved "Test Connection" for FTP locations.** Now, before trying to synchronize your data using an FTP location, you can test it and make sure that you have sufficient access rights for synchronization tasks.
- ✓ **An improved changes search algorithm.** The Outlook folders updates are now gathered several times faster.
- ✓ **An improved crash problem reporting system.** Now, if Sync2 experiences any crashes, a special crash reporting form appears that allows you to send the crash problem details to our developers, providing them with the information to make future releases more reliable.

Issues Fixed :

E-mails would be deleted in some cases on both computers if they were moved from one folder to another

The FTP location profile creation wizard would freeze for a long period of time after the "Finish" button was pressed in the last wizard step

The filter settings description text on some folders would contain the "(res. miss!)" text on the "Data Folders and Filters" tab

In some filter settings empty values would be allowed for selection

When opening the e-mail folder filters, the "last week" filter would appear in the list box instead of the default "last 3 days"

When answering "No" to the warning question about deletion of a profile the synchronization location of which is unavailable at the moment, sometimes it would still be deleted from the list

The Link "Buy Online" in the "Start Menu" shortcuts was incorrect

New Features and changes in version 1.01:

- ✓ **"Read"/"Unread" status synchronization is now supported.** You can now synchronize your e-mail and see if you've already read the message or not. An additional option allows you to enable "read"/"unread" status synchronization for selected Outlook folders.
- ✓ **Ability to synchronize folders from any Outlook data file is added.** You can now synchronize not only your default Personal Folders, but any folders you like from other Outlook data files. Just check the "Show All Storage Folders" checkbox in Folder Settings, and add folders for synchronization from any data file you need.

Issues Fixed :

Activation problem with Windows Vista

Some issues when Sync2 would turn to "Not responding" for a considerable period of time during synchronization

Errors when trying to set up synchronization using an FTP location

Folders in the synchronization profile would duplicate in some cases in the main view

2 instances of Sync2 would start in some cases when Windows starts

In some cases Sync2 would start with Windows even if checkbox "Automatically run Sync2 when I log on to Windows" was unchecked

➔ Click [here](#) for the **Features list**.

See the full history list of updates in the [Sync2 "Version History"](#) section of the product's web site.

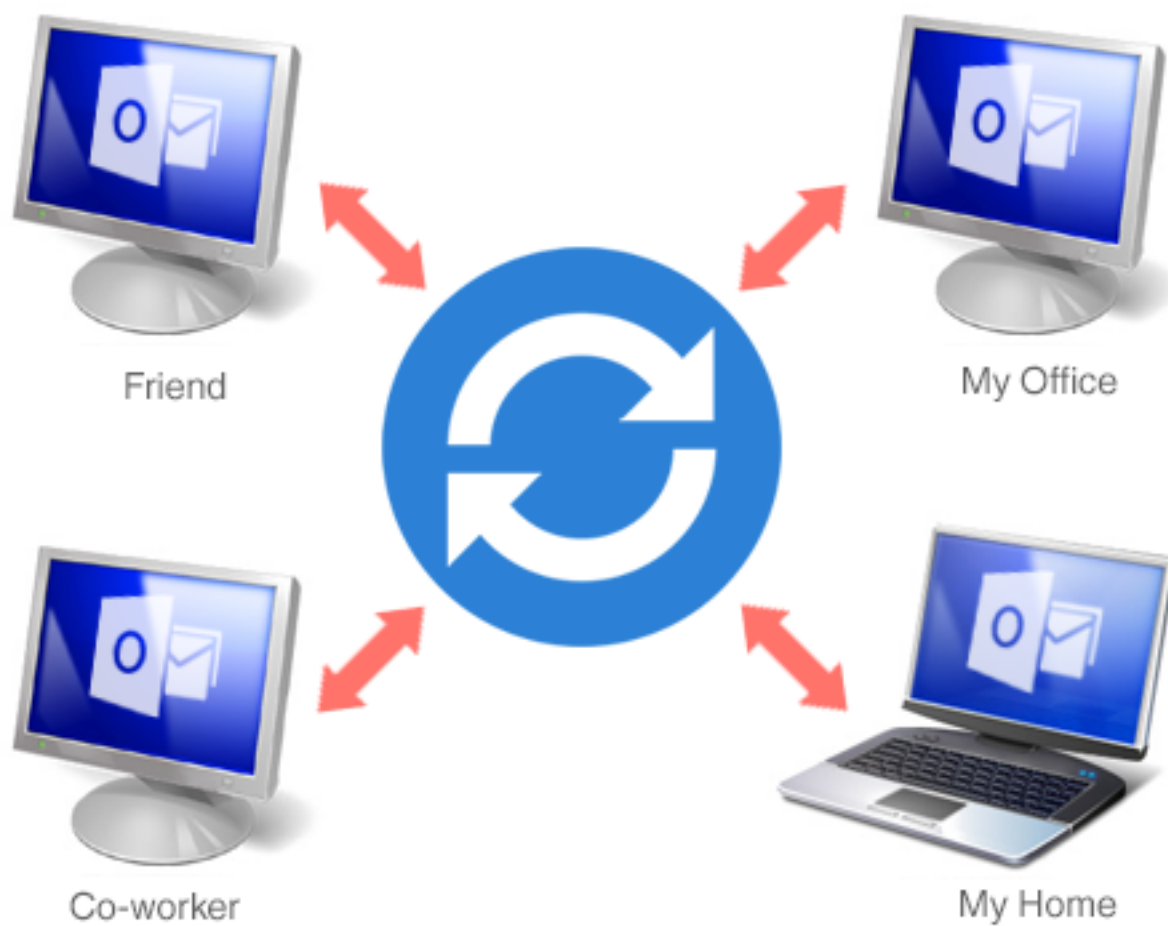
▶ [Features](#)

🌐➔ [Sync2 website](#)

How sync2 for Microsoft Outlook works

This powerful state-of-the-art application for Microsoft® Outlook® works directly with Windows [MAPI](#) without interference with Outlook. The system works without a central server or database and their role is played by shared folders that can be placed in any accessible location or device (e.g.: a shared folder on your own PCs, USB Flash, memory cards, USB external drives, network shared folders, FTP, or shared peer-to-peer folders.). You need to install the program on all PCs that you plan to synchronize. Sync2 will detect any changes made in Outlook and publish them at the shared folder location to make it available for other PCs in your group (Profile). Sync2 will also pick up synchronized Outlook data published by Sync2 from other PCs, compare it to avoid conflicts and duplication, and add data to your PC. To simplify Outlook synchronization, we have designed the "Synchronization Profile" that includes: synchronized Outlook folders, filters, shared folder locations for synchronized data, and all PCs that participate in synchronization and other settings. You can create as many Profiles as you want that will help you synchronize different PCs, with different people, different settings and data, via different shared folder locations.

Because Sync2 records changes made in your Outlook to the local Sync2 database, you will be able to work offline (when shared folder location is not accessible, i.e. you can use a USB flash Memory stick, or FTP when the Internet is not available). After you are able to connect to your shared folder location, Sync2 will update your Outlook data and apply your updates to the shared folder.



SHARED FOLDER LOCATIONS



Sync2 Flash demo

Sync Outlook with Google Services

With Sync2 you can synchronize your Outlook Calendars, Contacts and Tasks with your Google Account. Set up synchronization for all the services at once, or create separate profiles if you prefer. Sync2 allows you to set up one-way synchronization and choose the sync direction: from Outlook to Google and from Google to Outlook. The two-way synchronization will transfer changes both ways, so no matter where you make the changes to your Calendar, Contacts or Tasks, you will always have them up to date on both Google and Microsoft Outlook.



Sync2 website

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Features

For the latest release notes, check the [What's New](#) section.

✓ Synchronize Microsoft® Outlook® on multiple PCs

Computer1 + Sync2<-> Shared File Folder <-> Computer2 + Sync2. Synchronize (Clone) your Outlook personal folders: Calendars, Contacts, Tasks, E-mails with your second desktop or laptop without Exchange Server. You can automatically synchronize Outlook between several computers without limitations. A simple wizard will guide you during installation; afterwards you can schedule your synchronization or do it manually, by your request. Synchronize as many PCs as you want.

- ✓ Auto Sync multiple Outlook Calendars with the Google Calendar™ [calendar service](#). Share Outlook Calendars with coworkers and friends via Internet. Synchronize Outlook Calendars with multiple Google Calendar service accounts. Assign selected Google calendars to selected Outlook Calendars. Web access for your Outlook calendar. Publish your Outlook Calendar to your web site and blog. **Mobile Access** [click here](#) or a complete list of Google Calendar features
- ✓ Auto Sync Microsoft Outlook Contacts with the [Google Contacts](#)™ ([Gmail™ Service](#)). Web access for your Outlook Contacts. For a complete list of Google Contact Manager features [click here](#).
- ✓ Google Task and Microsoft Outlook synchronization. Sync Google Task Lists with your Outlook Task Folders and access them via Internet, on a smartphone or tablet.
- ✓ The state-of-the-art application that works directly with MAPI without interference with your Outlook. There are no add-ons/plugin-ins to install.
- ✓ Synchronize any Outlook Personal or Public Folders and all Outlook items fields.
- ✓ Instant sync. As soon as Sync2 detects changes made to Microsoft Outlook items in folders that are included in synchronization, it automatically initiates the synchronization process.
- ✓ Synchronization across different Outlook versions (Outlook® 2002, 2003, 2007, 2010 , 2013, 2016 and 2019)
- ✓ Synchronize Microsoft Outlook Folders with your own custom forms and imported items.
- ✓ Two-way folder synchronization
- ✓ Use your PC, any networked device, removable memory device (Memory Sticks, USB Flash or HD Drives, etc.), FTP, or shared peer-to-peer folders as **a shared folder location**.
- ✓ Synchronization Profiles let you synchronize different sets of Microsoft Outlook Folders and settings with different groups of people or PCs
- ✓ Synchronization Profile Identification Service allows setting up the same synchronization settings quickly and easily on

several computers.

- ✓ True synchronization of e-Mail Folders. Synchronized folders with e-mail messages are visible to others in the same way they are in your Outlook.
- ✓ "Read"/"Unread" status synchronization is supported. You can synchronize your e-mail and see if you've already read the message or not. An additional option allows you to enable "read"/"unread" status synchronization for selected Outlook folders. (Only during first synchronization)
- ✓ Label (category) synchronization in Outlook Calendar. (Outlook to Outlook)
- ✓ Synchronization of Master list Categories and individual Categories.
- ✓ Complete automatic background synchronization, even if Outlook is not running.
- ✓ Event-based synchronization, only changes are transferred! No need to carry or share the whole PST file.
- ✓ Sync2 Synchronizer - Microsoft ActiveSync - like interface
- ✓ Easy to use and manage with no requirements of special skills.
- ✓ Ability to Delete only selected PCs from the synchronization Profile.
- ✓ Ability to have as many synchronization profiles as you want.
- ✓ Work offline or online. Data changed while offline will be available to your team as soon as you go online again.
- ✓ No server or Exchange Server means: No costs for an Exchange Server and its administration!
- ✓ Intelligent conflict and duplicate detection and management!
- ✓ Customizable Synchronization Filters. The ability to quickly exclude/include/lock data range by category, label, private and for selected period to ease the first synchronization and synchronize only what you want.
- ✓ You can use standard methods to secure your channels (LAN, VPN, Peer-to-peer secure connections, etc.) via information that is being sent.

* Starting from version 1.80, Outlook 2000 is not supported

What's New

[Sync2 website](#)

Microsoft®, Microsoft Outlook® and all other Microsoft products and services mentioned herein as well as their respective logos are trademarks or registered trademark of Microsoft Corporation in the United States and/or other countries. GOOGLE and Google Calendar is a trademark of Google Inc. All other product and service names mentioned are the trademarks of their respective companies.

System Requirements

- ✓ **Windows** XP/2003/**Vista/7/8/10 32 bit and 64 bit**
- ✓ **Microsoft Outlook** 2002 SP3**, 2003 SP3**, 2007, 2010, 2013, 2016, 2019
- ✓ **Microsoft Outlook** 32 bit and 64 bit
- ✓ **RAM** 1GB (3GB Recommended)
- ✓ **CPU** 1GHz
- ✓ **Google Account***** (for synchronization with [Google Calendars](#), [Google Contacts](#) and [Google Tasks](#))
- ✓ Microsoft .NET Framework 4

ATTENTION:

*Starting from version 1.80, Outlook 2000 is not supported.

**It is highly recommended that you update your Outlook 2000, 2002 or 2003 versions with SP3, otherwise you may experience Microsoft Outlook crash and other problems. The latest "Junk Filter Updates" are highly recommended for any version of Microsoft Outlook due to some known issues with memory leak.

*** Google Account synchronization limits (**these limits are set by Google and cannot be changed**):

Google Contacts synchronization limits: Maximum size of a Contact item is 128Kb without attachment; items of bigger size will not be synchronized with Google Contacts. Maximum number of contacts that can be synchronized with Google using Contacts synchronization is 25000.

Google Calendar synchronization limits: Maximum number of Calendars that can be synchronized is 40. Maximum number of events that can be synchronized in Google Calendar is 12408. Also, please note that Google Calendar service can have a daily or hourly limit on how many items can be modified in/added to Google Calendar. We recommend set up synchronization schedule to Automatic/Hourly/ every 15 minutes.

Sync2 versions

- ▶ **Trial:** Almost fully functional 7-day trial version.
- ▶ **Full:** A fully functional version
- ▶ [How to buy](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Support](#)

 [Sync2 website](#)

Software Update & Activation

► What happens if you don't activate your copy of the product?

Before you activate the product, you may run it for a limited amount of time (**trial version** will expire in 7 days). Afterwards, the program will go into Reduced Functionality Mode. In this Mode you will not be able to synchronize updates in the synchronized Folders content. No existing Outlook items or documents will be harmed, and you can easily get the program out of this mode by activating it.

► Product Activation:

1. Connect to the Internet.
2. Open the Sync2 interface. (shortcut is available on your PC Desktop, by double-clicking the Sync2 icon in the system tray, or from Start->All programs->4Team Corporation-Sync2)
3. Select -> "Activate..." from **Sync2 Help menu**.
4. Enter your* Activation Code in the Activation Code field** from **Online Activation dialog**.
5. Click **Next**.

The program will start functioning as a full version.

[Click here](#) to see the screenshot.

If you receive the **Activation failed** dialog, click "< Back" and re-enter your Activation Code. If this does not help, go to **Support** by phone or Live Help at: www.4team.biz

*The Activation Code will be sent to you by e-mail after you purchase the product. You can purchase the product by clicking [here](#).

In order to activate the product, you need to purchase it and obtain the activation code. Use "Buy online**" (**Online Activation dialog**) to go directly to the product website.

► Software Update

1. **Connect** to the Internet
2. In the Sync2 Help menu click **About Sync2**
3. Click the "**Check for Update**" button.
4. If a new version of the product has been released, **remove the old version** (Control Panel -> Add/Remove Programs) and **download and install the new one**.

Note: All your data will be saved and securely translated into a new version. Your Activation Code (your order number) may be required. Please click "**Activate**" in the product menu and enter the Code. You may purchase a group license or separate licenses for each group member or PC from the product website. For program activation, the Code has to be entered on each group member's computer.

▶ About product activation

After the **trial version** period is over, you will need to activate your copy of the program in order to continue using it. This wizard will guide you, step-by-step, through the process of activating via the Internet or over the telephone.

Product Activation is an anti-piracy technology designed to verify that software products have been legitimately licensed. It is quick, simple, and helps protect customer privacy.

Product Activation works by verifying that a software activation code, which you must use in order to activate the product, has not been used on more personal computers than intended by the software's license.

Note: Please be aware that your Activation (License) Code is linked to your computer(s), and the program can be installed only on as many computers as many licenses you have purchased. If you need to move the program to another computer, you can use the de-activation option available in the "About Sync2" dialog to de-activate the license on one computer, then activate it again on the other computer.

Activation Code will be sent to you by e-mail after you purchase the product. You can purchase it by clicking [here](#).

 [Sync2 website](#)

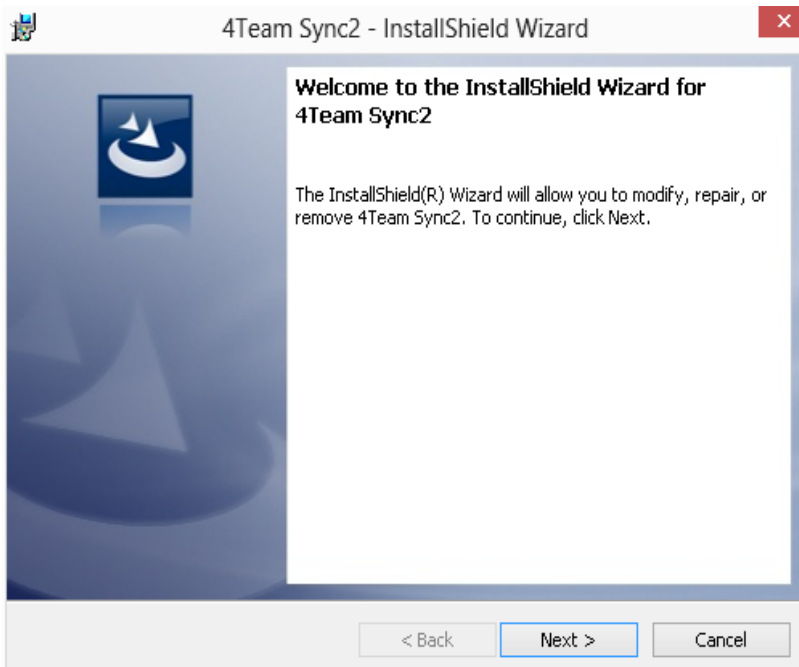
Getting Started - Installation

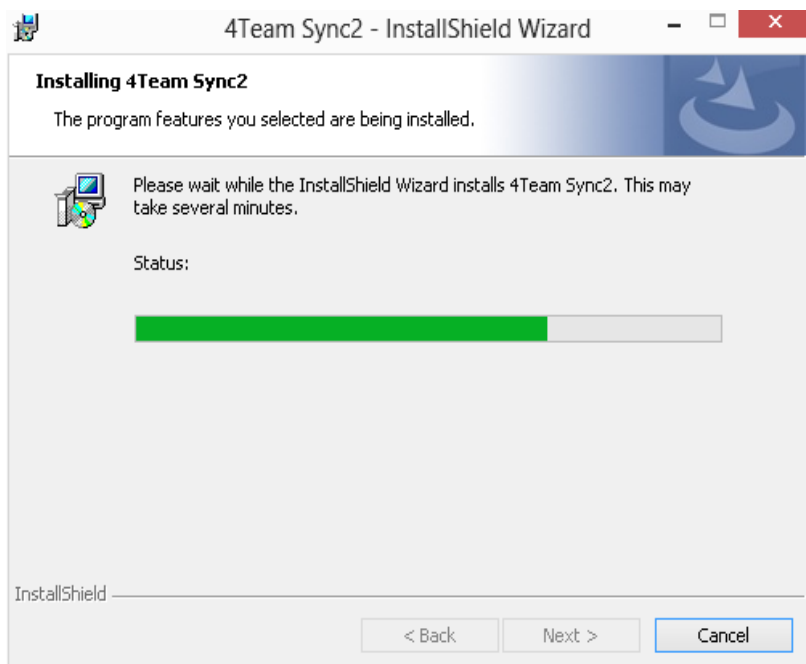
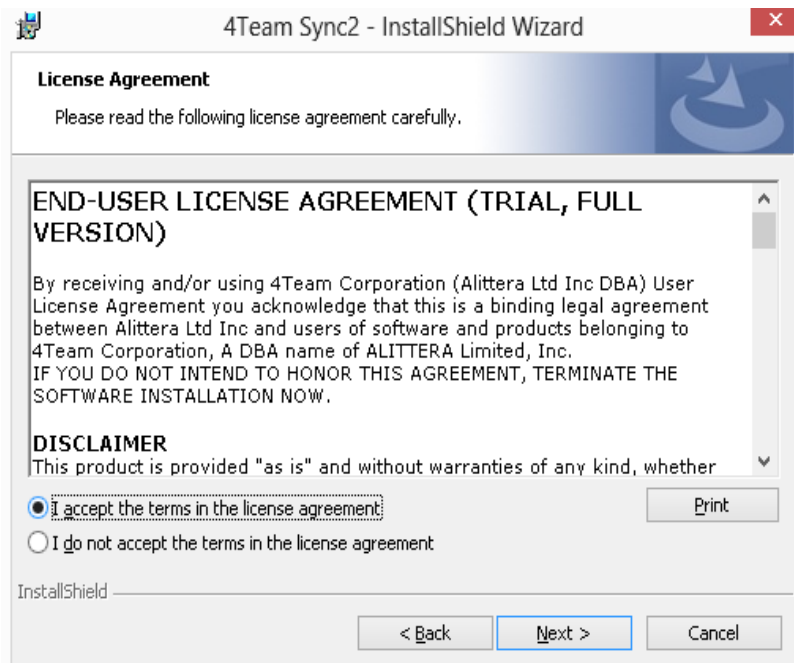
1. Prior to installation:

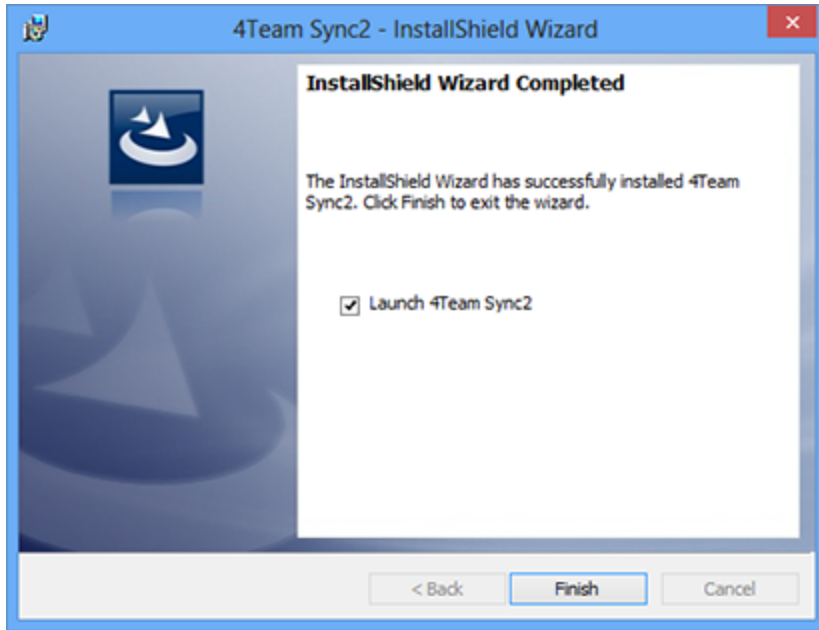
- a. You need to have **Windows Administrator rights** in order to install the product.
- b. Please check that you are running Microsoft Outlook 2000 (SP-3), 2002 (SP-2), 2003, 2007, 2010pt, 2013, 2016 as the Product is **incompatible with an MS Outlook version prior to 2000**; check other [System Requirements](#) as well. You can **update your Outlook** version [here](#).
- c. **Download** the latest version of the product setup file from the [Sync2 website](#) or member area and distribute among your PCs or team members.

2. Installation

- a. **Close** Microsoft Outlook and all other open programs.
- b. **Install** Sync2 by **downloading** and opening the "setup" file from the product web site <http://www.sync2.com/Download.aspx>. Installation is **required on every one of your or other user's computers that you plan to synchronize**.







Important Notes:

Synchronization setup wizard will start after the Sync2 program installation is finished if the check box "**Launch the program**" is checked. If you plan to add this computer to an existing synchronization profile and the synchronization data location (USB flash or HD drive, etc.) is not available, you can simply uncheck the "Launch the program" box in the last installation step or cancel the Synchronization Profile Wizard.

If, during installation, you receive a message that recommends restarting your PC, please proceed with the restart, otherwise Sync2 will not be able to work correctly.

🔗 **Sync2 Flash synchronization setup demo**

🔗 **Sync2 Demo: Set up Outlook synchronization with Google**

You are now ready to start synchronizing Outlook!

If this is the first PC that you plan to synchronize, you can use the synchronization wizard and proceed with your **first synchronization**.

Please refer to the following topics:

▶ **Quick Guide**

▶ **Set Up New Synchronization**

Our **customer support** will be happy to answer all your questions regarding our products installation and functionality, by **e-mail** or through **Live Help** Chat/Feedback on our **Web site** at: <http://www.4team.biz>, over the **phone** at: (954) 796-8161.

▶ **Report Problem, Suggestions**

▶ [Support](#)

 [Sync2 website](#)


Quick installation and synchronization Guide

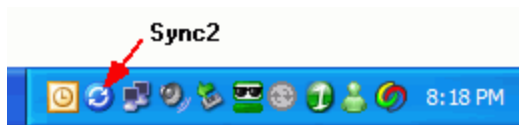
1. Check the system requirements [here](#).
2. Download the latest version at: <http://www.sync2.com/Download.aspx> and save the downloaded file to an easy-to-find location.
3. Install the product by clicking on the downloaded setup file. Follow the [installation instructions](#) that can be found [here](#).
4. [Prepare a shared folder location](#) and device where your synchronized data will be located and make it accessible from this PC.

The shared folder can be placed on:

- a. **Offline devices:** USB Drives (Jump Drive, Flash Drive, Sticks (min. 256 Mb is recommended)), Flash memory Cards, or external Hard drives (HD)
 - b. **Your PC** (locate and share this folder, check that this folder is available within your network (LAN) or Internet; or if your PCs are always on, you can use free services such as [DropBox](#) or [SkyDrive](#) to share your folder via Peer-to-Peer connection. This option is recommended if your synchronized PCs have a connection to LAN or broadband Internet (Cable, DSL, etc... >256Mbps.)
Important Note: Free peer-to-peer services allow maximum of 10pt000 files sharing, that means that you are limited to synchronize maximum of 3000 Outlook items (contacts, e-mail messages, calendar events, etc).
 - c. **Net Folder** on File server of your Network LAN or Internet. This option is recommended if your synchronized PCs have a connection to LAN or broadband Internet.
 - d. **FTP**. This option is recommended if your synchronized PCs have a connection to a High Speed Internet (DSL, Cable, Fiber, etc...). **We recommend** one of the best and one of the most affordable hosting services in the world: [1and1.com](#) hosting with an FTP account for just \$2.99 per month and 10ptGB of space. You can ask your ISP (Internet Service Provider) for an FTP Account (min. 256Mb, 1GB is recommended), as well.
Another alternative is to use our **4Team FTP Sharing Service** based on FTP server to simplify and automate the synchronization process. **4Team FTP service** is available from the New Profile wizard.
 - e. **Google Calendar**™ free calendaring service for Outlook Calendar synchronization, sharing, mobile access and advanced web features.
 - f. **Google Contacts**™ free contact manager service of Google [Gmail](#)™ service.
 - g. **Google Tasks**™ free Google service for managing Tasks and To-Do lists.
5. After the installation is complete, the Synchronization Setup Wizard will start. If you canceled it before, you can start it by

clicking the Sync2 shortcuts available from your computer's desktop or Start->All Programs->4Team Corporation->Sync2.

6. [Click here](#) to learn more about the first synchronization and how to set up a Synchronization Profile.
7. After the Synchronization Setup Wizard is complete, the **main Sync2 dialog** will open and the first synchronization will start. You can close this dialog; Sync2 will process synchronization in the background. The **Sync2 icon**  will be available from the Windows tray Menu and can be opened at any time by double-clicking or from the **Right-click menu**.



8. After synchronization with your shared folder location is complete ([click here](#) for a screenshot) you can start synchronization on the next PC by adding the PC to the existing synchronization Profile. Learn more by [clicking here](#).
9. Forward the shared folder location path and/or "offline devices" with the installation-setup file or [downloadable link](#) to other participants or to your other PCs and install the product.
10. The following two main scenarios may happen next:
 1. If Outlook folders on the next synchronized PC are empty, your first synchronization is complete.
 2. If you have different data in synchronized folders on your second PC, it is possible that you will need to return to your first synchronized PC to perform the final synchronization to make all folders identical. And after that your first synchronization is complete.
11. Your synchronization is complete. Now all your updates and changes in synchronized Outlook folders will be in sync with other PCs and/or the [Google Calendar/Contacts/Tasks](#) service. (**Google Accounts:***Please re-load/refresh your browser after synchronization.*)
12. For more detailed information about synchronizing folders, click [here](#).
13. Follow the instructions from the links below (you can forward them to other users):

 [Sync2 Flash demo](#)

 [Sync2 Demo: Set up Outlook synchronization with Google](#)

➤ [How it Works](#)

➤ [Set Up and configure synchronization](#)

➤ [Adding new PC to Existing Profile](#)

➔ Set up Google Calendar, Google Contacts and Google Tasks synchronization

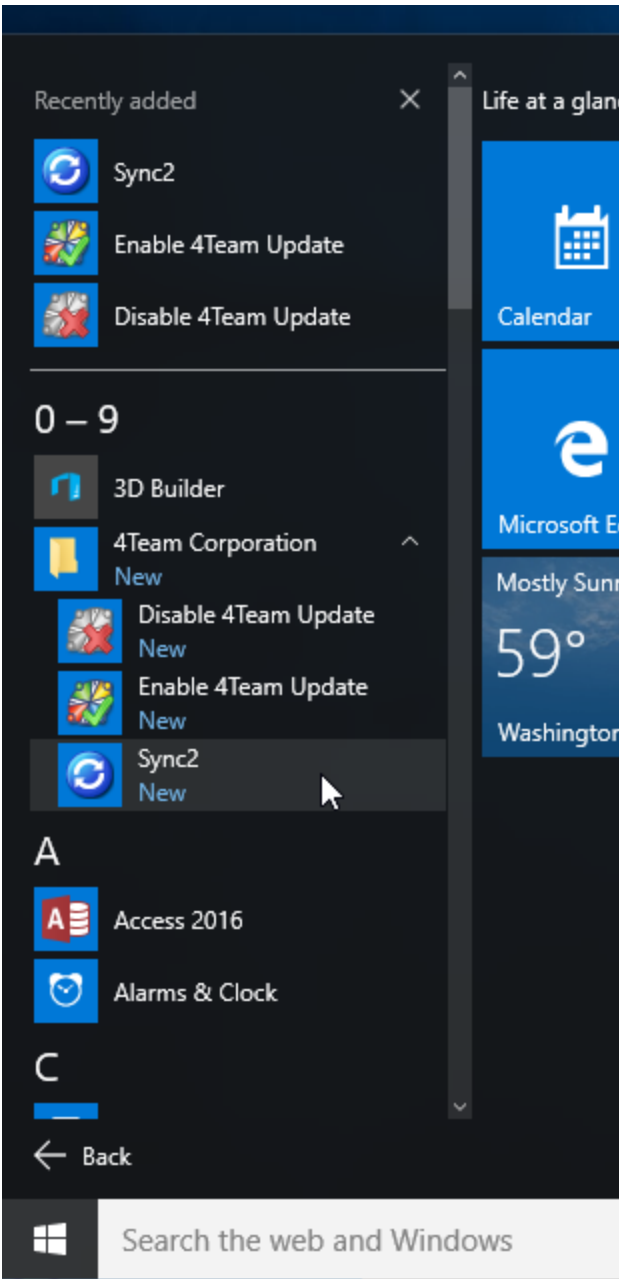
➔ Duplicate and conflict management

🌐➔ Sync2 website

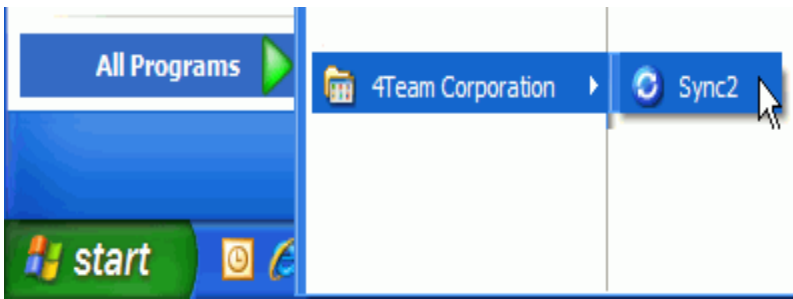
Accessing Sync2 application

Sync2 application can be accessed in one of the following ways:

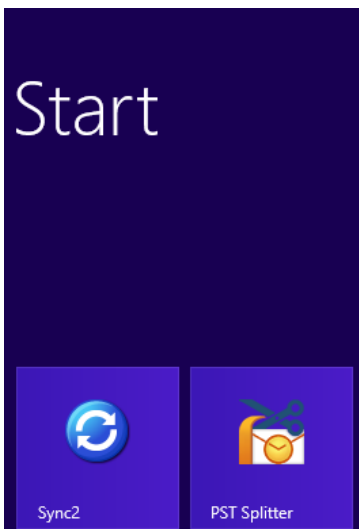
By going to the Start menu and going to All apps tab in Windows 10



By going to Windows Start menu All Programs, selecting 4Team Corporation -> Sync2;*



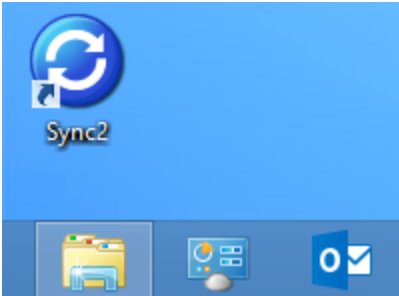
By clicking the Sync2 Application tile if you are using Windows 8.



By double-clicking the Sync2 icon  in the taskbar notification area



By clicking the Sync2 shortcut icon from your desktop:



*Not Available in Windows 8, 8.1

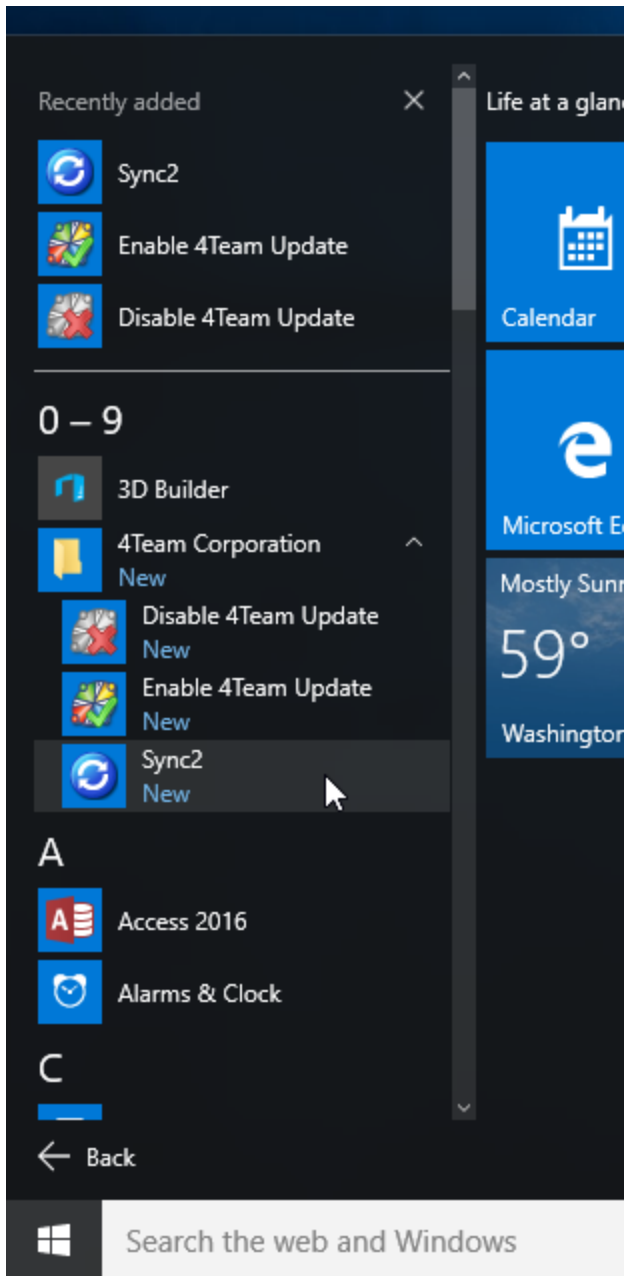
[Main Sync2 window](#)

[🌐 Sync2 website](#)

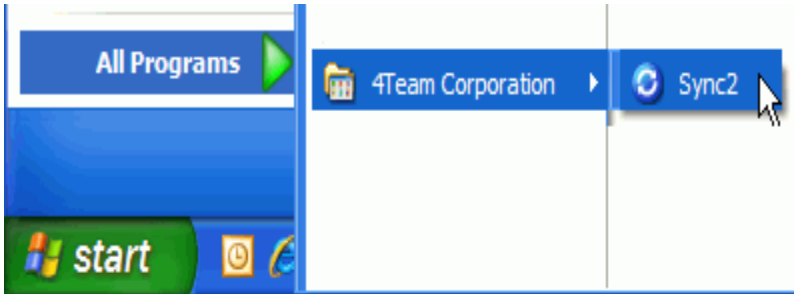
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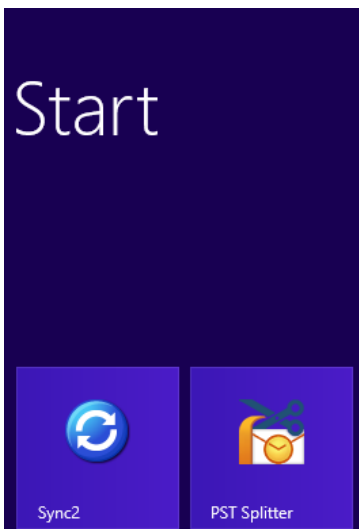
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By going to Windows Start menu All Programs, selecting 4Team Corporation -> Sync2;*



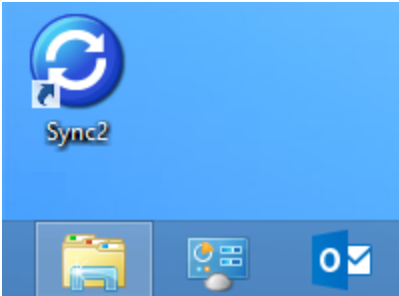
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By double-clicking the Sync2 icon  in the taskbar notification area



By clicking the Sync2 shortcut icon from your desktop:



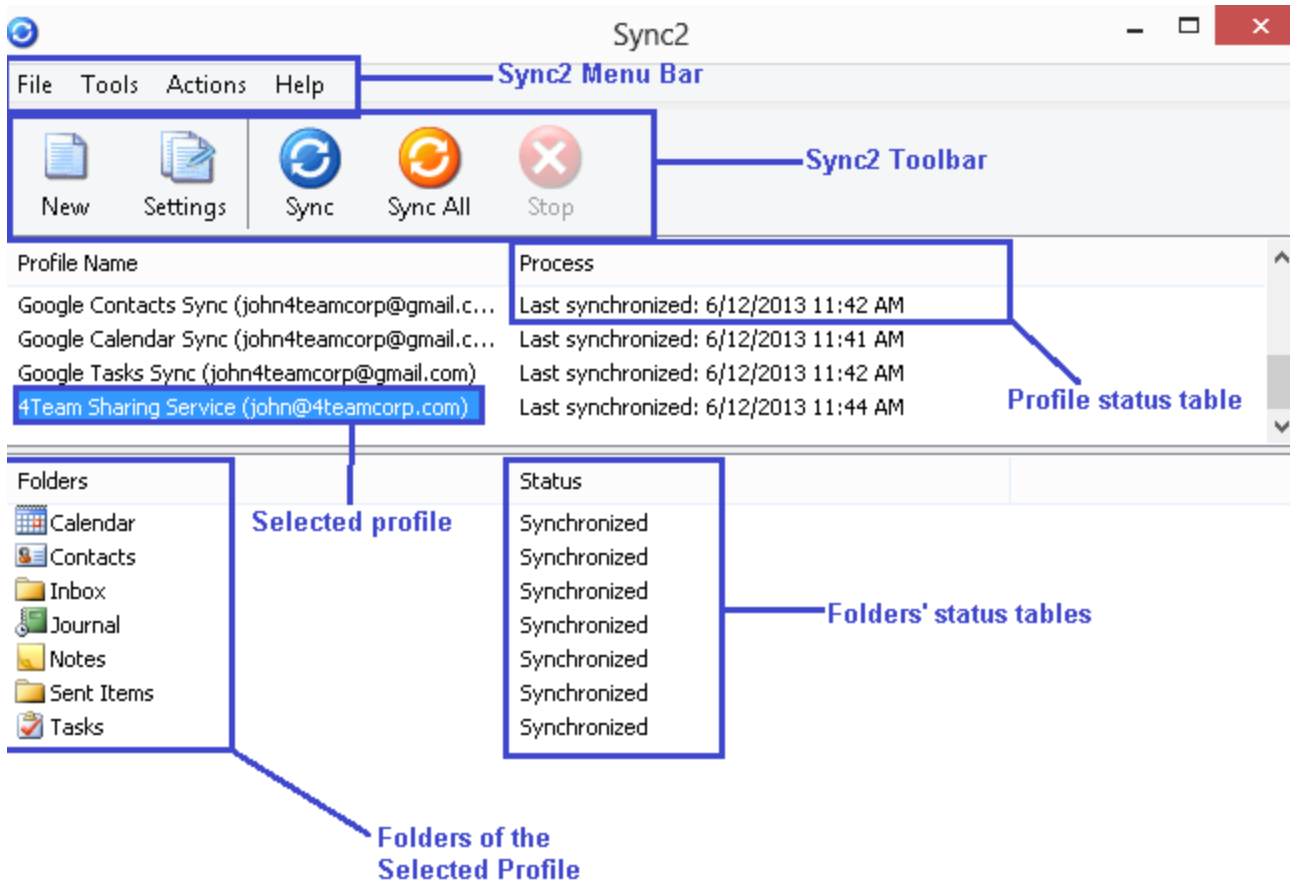
*Not Available in Windows 8, 8.1

Main Sync2 window

 Sync2 website

Main Sync2 window and tray icon

The main Sync2 window has the following components:



You can perform the desired actions by clicking menu items on the Synchronizer menu bar and selecting the necessary option from the drop-down menu:

File Menu

- ➔ **New Profile...** - allows you to create a new synchronization Profile or add this PC to an existing Profile
- ➔ **Settings** - settings of the selected synchronization Profile from the Profile Status table .
- ➔ **Delete Profile...** - Delete the synchronization profile selected from Profile Status Table. This will disable synchronization of all folders selected in the profile and delete the profile data files from the location.
- ➔ **Start Sync2 with Windows** – when checked, Sync2 starts automatically with Windows

- ➔ **Exit** - closes this dialog and application.

Important Note: When you exit the application, synchronization won't start according to schedule. If you just want to

close the Sync2 main window, click  the "X" button available in the right-hand upper corner.

Tools Menu

- ➔ **Sync Report** - allows viewing of the synchronization history and synchronization status details for the selected time period – this week, previous week, this month.

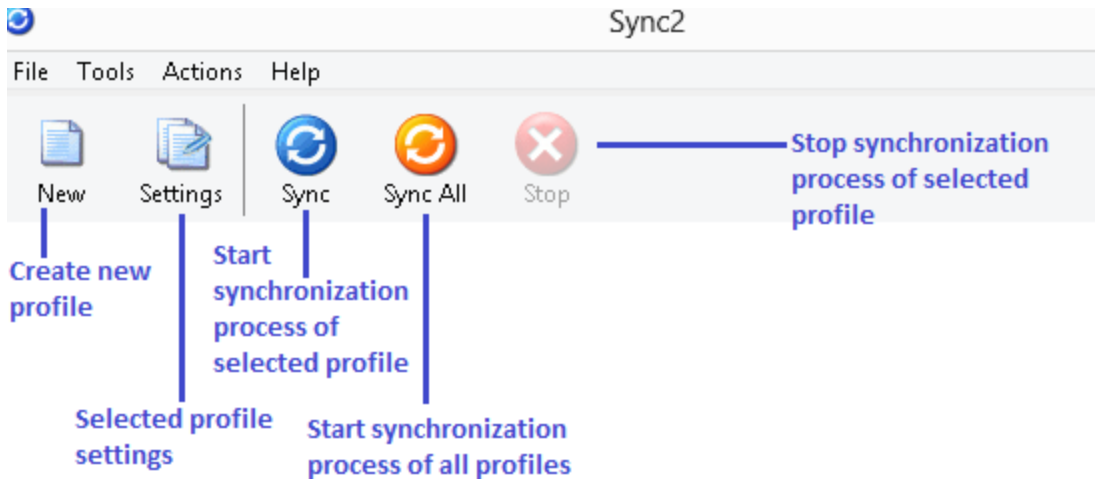
Actions Menu

- ➔ **Synchronize Now** - starts synchronization of the selected Profile from the Profile Status table
- ➔ **Synchronize All** - starts synchronization of all profiles presented in the Profile Status table
- ➔ **Clear all filters** – clears all synchronization filters for all folders in the selected Profile from the Profile Status table
- ➔ **Reset all filters** –reset synchronization filters of all folders in the selected Profile from the Profile Status table to their default settings
- ➔ **Remove this PC from selected Profile** - allows you to remove your PC from the selected synchronization Profile

Help Menu

- ➔ **Sync2 Help** - accesses the Sync2 Help Documentation
- ➔ **Buy Online** – opens online web page where the product can be purchased
- ➔ **About Sync2** - provides access to additional actions such as: "Check for updates", "Report a Problem" along with sending log files, "Tech Support" - link to an online support form; "Buy online" - direct link to the web page to purchase additional licenses or updates, "Activate" - to activate your trial version

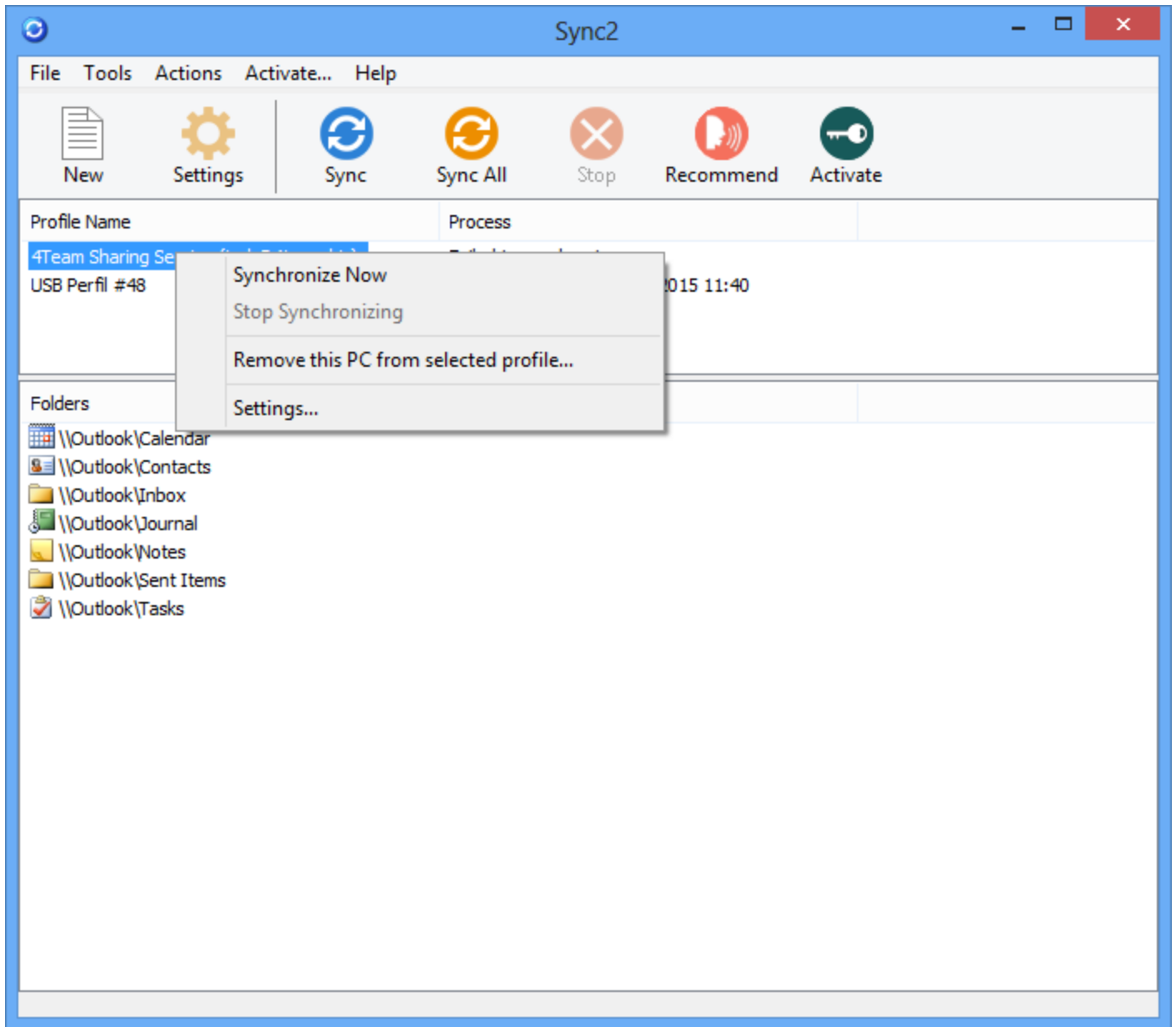
The Sync2 toolbar allows you to quickly access the most frequently used actions by clicking on the appropriate button:



The **Folder column** in the folders status table shows the name and location of the folder which is being/has been synchronized, while the **Status column** displays the synchronization status of each folder.

Possible folder status:

- Waiting in queue... - appears next to the folder after the user has started the synchronization process for a selected Profile. It indicates that the folder is pending for the other folder to finish synchronization. Only one folder at a time is being synchronized.
- *Synchronized* - synchronization of the current folder is finished
- ...% (i.e. 20%) - the actual progress of synchronization for the current folder (it shows the quantity of updated items of all items planned for updating)



Right-click options:

- ➔ **Synchronize Now** – starts synchronization of the selected Profile.
- ➔ **Stop Synchronizing** – stops synchronization process of selected Profile.
- ➔ **Remove this PC from selected profile** – allows removing a PC from synchronization profile.

- ➔ **Settings** – opens the Settings menu.

Possible Sync2 Profile status (Profile Status Table):

- ➔ **Synchronizing** - the synchronization process for the selected folder started
- ➔ **Preparing items** - It informs that the list of items to be synchronized in this folder is being created.
- ➔ **Last Synchronized mm/dd/yyyy HH:MM AM** - last synchronization attempt data and time for the selected synchronization Profile
- ➔ **Canceled** - synchronization of the selected profile was manually canceled by the user
- ➔ **Failed to synchronize** - synchronization of the selected profile failed (mostly because the connection with the shared data folder is lost)

Sync2 tray icon helps you quickly access frequently used actions, such as:


Open - opens the main Sync2 window

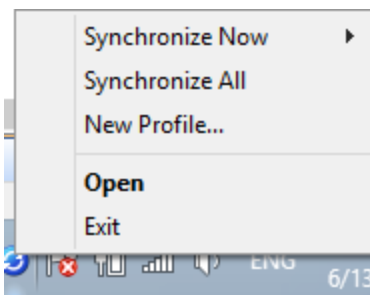
Synchronize All - starts synchronization of all profiles

Synchronize Now -> - synchronizes the selected profile only

Exit - closes the Sync2 application and hides the tray icon.

Important Note: When you exit the application, synchronization won't start according to schedule. If you just want to close the

Sync2 main window, click  the "X" button available in the right-hand upper corner.



 [Sync2 website](#)

Set up new synchronization / synchronization setup Wizard

 [Sync2 demo](#)

 [Sync2 Demo: Set up Outlook synchronization with Google](#)

The Synchronization Setup Wizard steps:

1. **Select Connection and Shared Folder Location Type.**

Select what you want to use and where you want to store your synchronization data.

The following location types are available to choose from:

- **Internet** – choose this location if you need to [synchronize your Outlook with Google Contacts, Google Calendar or Google Tasks](#) or if you want your Outlook data to be synchronized with another computer using , [Google services](#), or your [custom FTP server](#).
- **Network** – choose this location if you need to synchronize your Outlook data between several computers within your local network (LAN) via a shared folder on another PC or file server.
- **An external hard disk or USB flash drive** – choose this location for "offline synchronization", using external storages, such as external hard drives or USB flash memory sticks.

2. **Set up synchronization of your choice.** For complete list of steps, related to your sync choice, use the following links:

[Set up Google Calendar, Google Contacts and / or Google Task synchronization](#)

[Set up synchronization via Internet Using Custom FTP Server](#)

[Set up synchronization via Local Network Using Shared Network Folder](#)

[Set up synchronization via External Storage Device\(s\)](#)

[Set up Synchronization with a Smartphone](#)

3. **Synchronize this PC.** The synchronization will start automatically after you finish the Wizard and [the main Sync2 window](#) will open. Depending on the amount of your synchronized folders data and speed of connection to the shared folder location, it may take from minutes to hours. The next synchronization process will only synchronize changes you have made in Outlook, which may only take from seconds to a few minutes.

In case you wish to set up an additional synchronization, you can start a new synchronization setup wizard from the [main Sync2 window](#) or from the [Right-Click menu](#) of the Sync2 tray icon.

 [Sync2 website](#)

Set up new synchronization / synchronization setup Wizard

 [Sync2 demo](#)

 [Sync2 Demo: Set up Outlook synchronization with Google](#)

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In case you wish to set up an additional synchronization, you can start a new synchronization setup wizard from the [main Sync2 window](#) or from the [Right-Click menu](#) of the Sync2 tray icon.

 [Sync2 website](#)

Set up Google Calendar, Contacts, Task Sync

Synchronize your Google calendars with your Microsoft Outlook Calendars. Synchronize 2 or more PCs' Outlook calendars using the Google Calendar™ [calendar service](#).

Synchronize Microsoft Outlook Contacts with Google Gmail Contacts service.

Sync Google Task Lists with your Microsoft Outlook Task folders.

The synchronization steps:

1. **Set up your Google Calendar / Gmail Service.** If you do not have your free Google Account, please register it by [clicking here](#). For more information about the Google Calendar service and how to set it up [click here](#). If you already have a Google Calendar or Gmail account, skip this step.
If you are not planning to synchronize your Google Calendars, proceed to **step 3**.
2. **Prepare Google Calendar folders** that you plan to sync or share. Create Google Calendar folders for each and all Outlook Calendar folders you plan to sync. Use the same names that you use in Outlook. If you plan to share public or personal Calendars with other people, share them before the first synchronization process, let your sharers know that they need to share their Calendars because you want to synchronize them with your Outlook.
Please Note: Your main (personal folder; usually having your name) Google Calendar usually synchronizes with your default Outlook Calendar. You can always add additional Google Calendars folders to your synchronization profile. For more information about the Google Calendar sharing [click here](#).
3. **Set up a new synchronization profile.** After you install Sync2 to your PC for the first time, the Synchronization Wizard will start displaying the following steps:
4. **"Do you have a Sync2 Synchronization ID"**. Choose "I don't have a Sync2 Synchronization ID" and click **"Next >"**.
5. **"Select Connection and Location Type"**. Choose "Internet" from the list of synchronization types and click **"Next >"**.
6. **"Select Internet Service"**. Choose "Google Contacts / Google Calendar/Google Tasks" and click **"Next >"**.
7. **"Select Outlook data to sync"**. Choose what Outlook data you want to synchronize with Google services, and click **"Next >"**.
8. **"Google Account Login Information"**. Enter your Google Account Login and password and click **"Next >"**. Make sure that the services for the type of data that you've selected in the previous step are properly configured in Google.
9. **"General Settings Configured"**. At this point standard synchronization settings are configured:

If Calendar Synchronization is selected:

Main Google Calendar will be linked with the default Outlook Calendar folder.

Other Google Calendars (if any) will be created as sub-folders under the default Outlook Calendar folder.

If Contacts Synchronization is selected, the default Outlook Contacts folder will be linked with Google Contacts.

If Task synchronization is selected, The default Outlook Task folder will be linked with Google Task list.

Click **"Finish"** to start the synchronization process. Proceed to step 17.

Check the "Configure advanced synchronization settings" checkbox if you need to select custom Outlook folders and/or adjust synchronization filters for each folder, and click **"Next >"**.

If you've selected Outlook Contacts synchronization only, proceed to step 14.

If you've selected Outlook Tasks synchronization only, proceed to step 15.

0. **"Select Google Calendars"**. Choose the Google Calendars to be synchronized with Outlook and click "Next >".
1. **"Google Calendar – Select Folder Structure"**. Follow the instructions in this dialog and choose folder structure that suits you the most, then click "Next >".
Skip to step 13.
Or choose "Advanced" to select Outlook folders manually and click "Next >".
2. **"Google Calendar – Select Target Folder"**. Select Google Calendars and Outlook Calendars you want to sync, and set synchronization filters. Click "Next >".
3. **"Google Calendar – Adding Outlook Folders"**. Add other Outlook Calendar folders you want to synchronize with Google. Click "Next >".
If you don't select Contacts and Tasks for synchronization, proceed to step 17.
4. **"Google Contacts – Select Target Folder"**. Select an Outlook Contacts folder you want to synchronize Google Contacts with. Check the synchronization filters by clicking the "Filters..." button. Click "Next >". If you did not select Tasks for synchronization, proceed to step 17.
5. **"Google Tasks - Add or Change Outlook folders"**. Add or Change Outlook folders". Add new Outlook folders that you want to synchronize or change the ones that are assigned automatically. To remove an Outlook folder from the list, click "Remove". Click "Edit Filters" to change default synchronization filters.
6. Click "Finish" in the **"Congratulations"** step to save the synchronization settings and start synchronization.
7. A dialog with instructions on how to configure synchronization on other computer(s) will appear.

After you finish synchronization you can use Sync2 with **three main user scenarios** that are presented below:

1. Synchronize your Microsoft Outlook with Google Calendars
2. Synchronize all yours PCs' Outlook Calendars using the Google Calendar [service](#)
3. Share your Outlook Calendar with other Outlook, non-Outlook and/or non Google Calendar users

For more information about how to implement these scenarios [click here](#).

Important Notes and Limitations:

Google Calendar synchronization limits (these limits are set by Google and cannot be changed): Maximum number of Calendars that can be synchronized is 40. Maximum number of events that can be synchronized in Google Calendar is 12408. Also, please note that Google Calendar service can have a daily or hourly limit on how many items can be modified in/added to Google Calendar.

Calendar Synchronization filters work in 1-way only: from Microsoft Outlook calendar to Google Calendar. All data that was imported-synchronized from Google Calendar is **not filtered**. (future versions will support this feature)

Google Calendar does not support labels in appointments

 [Sync2 website](#)

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Set up Google Calendar, Contacts, Task Sync

Synchronize your Google calendars with your Microsoft Outlook Calendars. Synchronize 2 or more PCs' Outlook calendars using the Google Calendar™ [calendar service](#).

Synchronize Microsoft Outlook Contacts with Google Gmail Contacts service.

Sync Google Task Lists with your Microsoft Outlook Task folders.

The synchronization steps:

1. **Set up your Google Calendar / Gmail Service.** If you do not have your free Google Account, please register it by [clicking here](#). For more information about the Google Calendar service and how to set it up [click here](#). If you already have a Google Calendar or Gmail account, skip this step.
If you are not planning to synchronize your Google Calendars, proceed to **step 3**.
2. **Prepare Google Calendar folders** that you plan to sync or share. Create Google Calendar folders for each and all Outlook

Calendar folders you plan to sync. Use the same names that you use in Outlook. If you plan to share public or personal Calendars with other people, share them before the first synchronization process, let your sharers know that they need to share their Calendars because you want to synchronize them with your Outlook.

Please Note: Your main (personal folder; usually having your name) Google Calendar usually synchronizes with your default Outlook Calendar. You can always add additional Google Calendars folders to your synchronization profile. For more information about the Google Calendar sharing [click here](#).

3. **Set up a new synchronization profile.** After you install Sync2 to your PC for the first time, the Synchronization Wizard will start displaying the following steps:
4. **"Do you have a Sync2 Synchronization ID"**. Choose "I don't have a Sync2 Synchronization ID" and click **"Next >"**.
5. **"Select Connection and Location Type"**. Choose "Internet" from the list of synchronization types and click **"Next >"**.
6. **"Select Internet Service"**. Choose "Google Contacts / Google Calendar/Google Tasks" and click **"Next >"**.
7. **"Select Outlook data to sync"**. Choose what Outlook data you want to synchronize with Google services, and click **"Next >"**.
8. **"Google Account Login Information"**. Enter your Google Account Login and password and click **"Next >"**. Make sure that the services for the type of data that you've selected in the previous step are properly configured in Google.
9. **"General Settings Configured"**. At this point standard synchronization settings are configured:

If Calendar Synchronization is selected:

Main Google Calendar will be linked with the default Outlook Calendar folder.

Other Google Calendars (if any) will be created as sub-folders under the default Outlook Calendar folder.

If Contacts Synchronization is selected, the default Outlook Contacts folder will be linked with Google Contacts.

If Task synchronization is selected, The default Outlook Task folder will be linked with Google Task list.

Click **"Finish"** to start the synchronization process. Proceed to step 17.

Check the "Configure advanced synchronization settings" checkbox if you need to select custom Outlook folders and/or adjust synchronization filters for each folder, and click **"Next >"**.

If you've selected Outlook Contacts synchronization only, proceed to step 14.

If you've selected Outlook Tasks synchronization only, proceed to step 15.

0. **"Select Google Calendars"**. Choose the Google Calendars to be synchronized with Outlook and click "Next >"
1. **"Google Calendar – Select Folder Structure"**. Follow the instructions in this dialog and choose folder structure that suits

you the most, then click "Next >".

Skip to step 13.

Or choose "Advanced" to select Outlook folders manually and click "Next >".

2. **"Google Calendar – Select Target Folder"**. Select Google Calendars and Outlook Calendars you want to sync, and set synchronization filters. Click "Next >".
3. **"Google Calendar – Adding Outlook Folders"**. Add other Outlook Calendar folders you want to synchronize with Google. Click "Next >".
If you don't select Contacts and Tasks for synchronization, proceed to step 17.
4. **"Google Contacts – Select Target Folder"**. Select an Outlook Contacts folder you want to synchronize Google Contacts with. Check the synchronization filters by clicking the "Filters..." button. Click "Next >". If you did not select Tasks for synchronization, proceed to step 17.
5. **"Google Tasks - Add or Change Outlook folders"**. Add or Change Outlook folders". Add new Outlook folders that you want to synchronize or change the ones that are assigned automatically. To remove an Outlook folder from the list, click "Remove". Click "Edit Filters" to change default synchronization filters.
6. Click "Finish" in the **"Congratulations"** step to save the synchronization settings and start synchronization.
7. A dialog with instructions on how to configure synchronization on other computer(s) will appear.

After you finish synchronization you can use Sync2 with **three main user scenarios** that are presented below:

1. Synchronize your Microsoft Outlook with Google Calendars
2. Synchronize all yours PCs' Outlook Calendars using the Google Calendar **service**
3. Share your Outlook Calendar with other Outlook, non-Outlook and/or non Google Calendar users

For more information about how to implement these scenarios **[click here](#)**.

Important Notes and Limitations:

Google Calendar synchronization limits (these limits are set by Google and cannot be changed): Maximum number of Calendars that can be synchronized is 40. Maximum number of events that can be synchronized in Google Calendar is 12408. Also, please note that Google Calendar service can have a daily or hourly limit on how many items can be modified in/added to Google Calendar.

Calendar Synchronization filters work in 1-way only: from Microsoft Outlook calendar to Google Calendar. All data that was imported-synchronized from Google Calendar is **not filtered**.(future versions will support this feature)

Google Calendar does not support labels in appointments

 [Sync2 website](#)

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Custom FTP Server

Synchronization via Internet Using Custom FTP Server includes the following steps:

1. **"Do you have a Sync2 Synchronization ID?"**. Choose "I don't have a Sync2 Synchronization ID" and click "Next >".
2. **"Select Connection and Location Type"**. Choose **"Internet"** from the list of synchronization types and click "Next >".
3. **"Select Internet Service"**. Choose **"4Team Sharing Service or my FTP Server"** and click "Next >".
4. **"Select FTP Server"**. Choose **"An FTP server of my own"** and click "Next >".
5. **FTP Server Configuration Parameters**. Provide your **FTP Server name and login information**; click **"Test Connection"**. **Allow this connection** by your firewall or any antivirus products if the **"Connection error"** window pops-up and click **"Test Connection"** again. Click **"Next>"**.
6. **Select or create a folder** where you want your new synchronized profile data to be located.
7. **"General Settings Configured"**. At this point, standard synchronization settings are configured. The default Outlook folders (Calendar, Contacts, Inbox, Journal, Notes, Sent Items, Tasks) are suggested with some pre-defined synchronization filters. Click **"Finish"** to start synchronization. Check the "Configure advanced synchronization settings" checkbox if you need to select custom Outlook folders and/or adjust synchronization filters for each folder.
8. A dialog with instructions on how to configure synchronization on other computer(s) will appear. If Synchronization ID is provided, write it down, print it or send it via e-mail with the help of the action buttons in this dialog. This Synchronization ID may be used on other computers to simplify the synchronization configuration there.

 [Sync2 website](#)

Sync via Shared Network Folder

Set up the synchronization via Local Network using a Shared Network Folder with these steps:

1. **"Do you have a Sync2 Synchronization ID?"**. Choose "I don't have a Sync2 Synchronization ID" and click "Next >".
2. **"Select Connection and Location Type"**. Choose "Network" from the list of synchronization types and click "Next >".
3. **"Select Shared Network Location"**. Choose the location by clicking the "Browse..." button and selecting a preferred location from the Browse for network folder dialog. Click "Next >".
4. **"Synchronization Folder Confirmation"**. Sync2 will analyze the chosen location/address for existing synchronization data. If synchronization data is found, the wizard automatically suggests synchronizing that data with this computer. If no synchronization data is found, a new folder is suggested. Click "Next >", and skip to step 6.
If you want to choose the synchronization data folder manually, check the "I want to choose the profile folder manually" checkbox and click "Next >".
5. **"Select Synchronization Folder"**. In this advanced step select the synchronization data profile from the list (if any), or choose to create a new profile. You can change the name of the profile here. Click "Next >".
6. **"General Settings Configured"**. The default Outlook folders (Calendar, Contacts, Inbox, Journal, Notes, Sent Items, Tasks) are suggested with some pre-defined synchronization filters. Click "Finish" and proceed to step 9.
Check the "Configure advanced synchronization settings" checkbox if you need to choose the folder for synchronization data to be stored, select custom Outlook folders and/or adjust synchronization filters for each folder. Click "Next >".
7. **"Folders and Synchronization Filters"**. Select the folders you want to synchronize, and edit synchronization filters for each folder. Click "Next >".
8. Click **"Finish"** in the **"Congratulations"** step, to save the synchronization settings and start synchronization.
9. A dialog with instructions on how to configure synchronization on other computer(s) will appear. If Synchronization ID is provided, write it down, print it or send it via e-mail with the help of the action buttons in this dialog. This Synchronization ID may be used on other computers to simplify the synchronization configuration there.

 [Sync2 website](#)

Sync via External Storage Device

Set up Microsoft Outlook synchronization between PCs via external storage device using these steps:

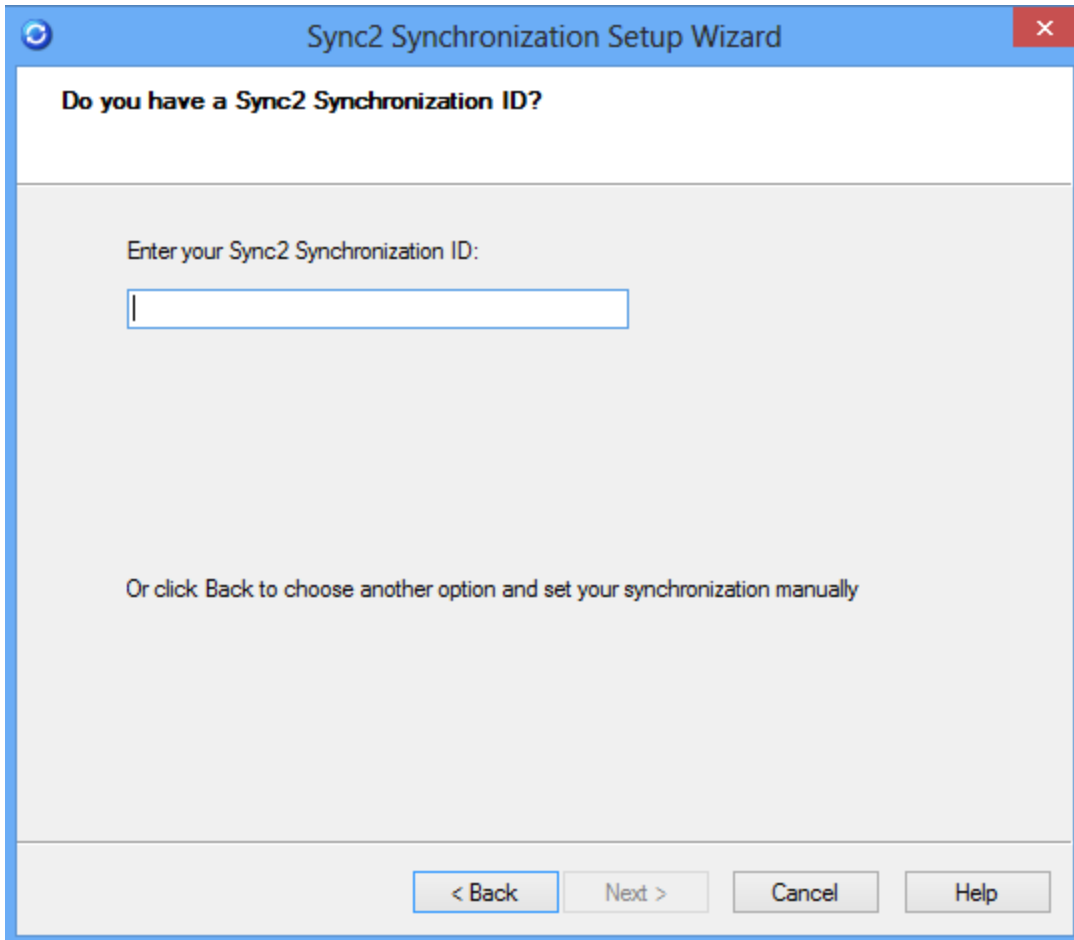
1. **"Do you have a Sync2 Synchronization ID?"**. Choose "I don't have a Sync2 Synchronization ID" and click "Next >".
2. **"Select Connection and Location Type"**. Choose "An external hard disk or USB flash drive" from the list of synchronization types and click "Next >".
3. **"Select External Memory Device Location"**. Choose the location by clicking the "Browse..." button and selecting a preferred location from the Browse for folder dialog. Click "Next >".
4. **"Synchronization Folder Confirmation"**. Sync2 will analyze the chosen location/address for existing synchronization data. If synchronization data is found, the wizard automatically suggests synchronizing that data with this computer. If no synchronization data is found, a new folder is suggested. Click "Next >", and proceed to step 6.
If you want to choose the synchronization data folder manually check the "I want to choose the profile folder manually" checkbox and click "Next >".
5. **"Select Synchronization Folder"**. In this advanced step select the synchronization data profile from the list (if any), or choose to create a new profile. You can change the name of the profile here. Click "Next >".
6. **"General Settings Configured"**. The default Outlook folders (Calendar, Contacts, Inbox, Journal, Notes, Sent Items, Tasks) are suggested with some pre-defined synchronization filters. Click "Finish" and proceed to step 9.
Check the "Configure advanced synchronization settings" checkbox if you need to choose a folder for synchronization data to be stored, select custom Outlook folders and/or adjust synchronization filters for each folder. Click "Next >".
7. **"Folders and Synchronization Filters"**. Select the folders you want to synchronize, and edit synchronization filters for each folder. Click "Next >".
8. Click **"Finish"** in the **"Congratulations"** step to save the synchronization settings and start synchronization.
9. A dialog with instructions on how to configure synchronization on other computer(s) will appear. If Synchronization ID is provided, write it down, print it or send it via e-mail with the help of the action buttons in this dialog. This Synchronization ID may be used on other computers to simplify the synchronization configuration there.

 [Sync2 website](#)

4Team Synchronization ID

"Do you have a Sync2 Synchronization ID?"

This step prompts if you already have a Sync2 Synchronization ID



The image shows a Windows-style dialog box titled "Sync2 Synchronization Setup Wizard". The title bar is blue with a circular icon on the left and a red close button on the right. The main content area has a white header with the text "Do you have a Sync2 Synchronization ID?". Below this, there is a light gray section with the prompt "Enter your Sync2 Synchronization ID:" followed by a white text input box. Further down, it says "Or click Back to choose another option and set your synchronization manually". At the bottom, there is a gray bar containing four buttons: "< Back" (highlighted with a blue border), "Next >", "Cancel", and "Help".

Enter the Synchronization ID in the text box and click "**Next >**".

For the **next step** [click here](#).

If you have already configured synchronization on your first computer, you may already have a Sync2 Synchronization ID, or you can always find it by visiting the "How to sync with another PC" tab in the "**Settings**" dialog on the computer that is already configured.

Note: Make sure you have active Internet connection, so that Sync2 could verify the entered Synchronization ID and retrieve the required settings.

 [Sync2 website](#)

Activate or choose trial

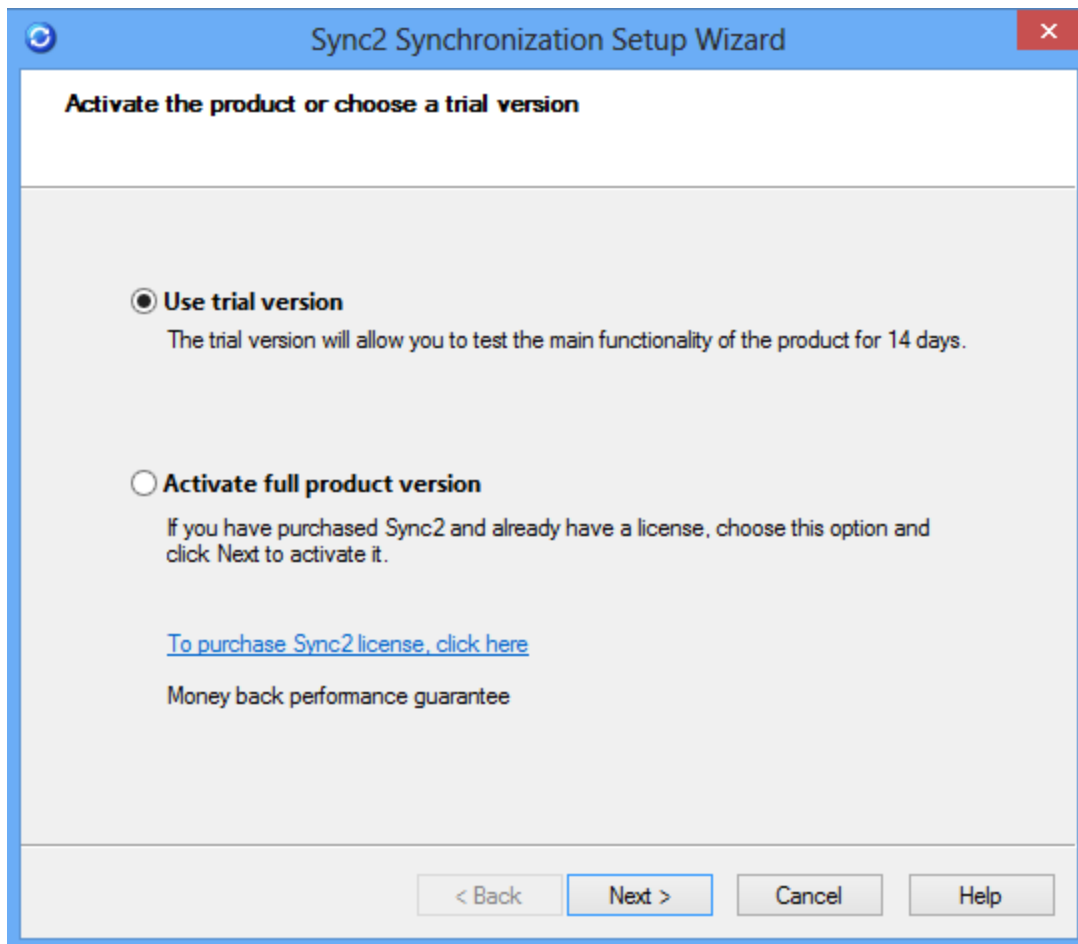
1st step of the synchronization wizard offers 2 options:

Use trial version - this will activate the trial version of Sync2 and will allow you to test the main functionality of the product during the 14 days period, after the end of the trial period you will need to purchase Sync2 in order to use it.

Activate full product version - if you have already purchased the Sync2 license, select this option, click "**Next**" and enter the activation you have received.

To learn more about the product activation, [click here](#).

To purchase Sync2 license, [click here](#).



 [Sync2 website](#)

Select Synchronization Location

For the previous step [click here](#)

Select what you want to use and where you want to store your synchronization data.

The following locations are available:

Google Services (Calendar/Contacts/Tasks) - this option allows you to synchronize your Outlook data with Google, as well as with your iPhone or Android device.

FTP Server, Local Network or External storage - synchronize your Outlook data via online custom FTP server; your local network (LAN) via a shared folder on another PC, file server or using external storage devices for "offline synchronization".

Learn more at:

[Synchronize Google Calendar, Contacts and Tasks](#)

[Synchronize using FTP Server](#)

[Synchronize via Shared network Folder \(LAN\)](#)

[Synchronize via External Storage Device\(s\)](#)

 [Sync2 website](#)

Select Connection and Location Type

For **the previous step** [click here](#).

Select what you want to use and where you want to store your synchronization data.

The following location types are available:

My FTP Server - by choosing this option you will be able to synchronize your Outlook data with another computer online via the Internet connection using your own custom FTP server.

Network – choose this type if you need to synchronize your Outlook data between several computers in your local network (LAN) via a shared folder on another PC or file server. This type of synchronization is recommended mostly for the case when you need to synchronize a large amount of data.

For the **next step** [click here](#)

An external hard disk or USB flash drive – choose this type for “offline synchronization”, using external storage devices, such as external hard drives or USB flash memory sticks.

For the **next step** [click here](#).

Learn more at:

[Synchronize Google Calendar, Contacts and Tasks](#)

[Synchronize using FTP Server](#)

[Synchronize via Shared network Folder \(LAN\)](#)

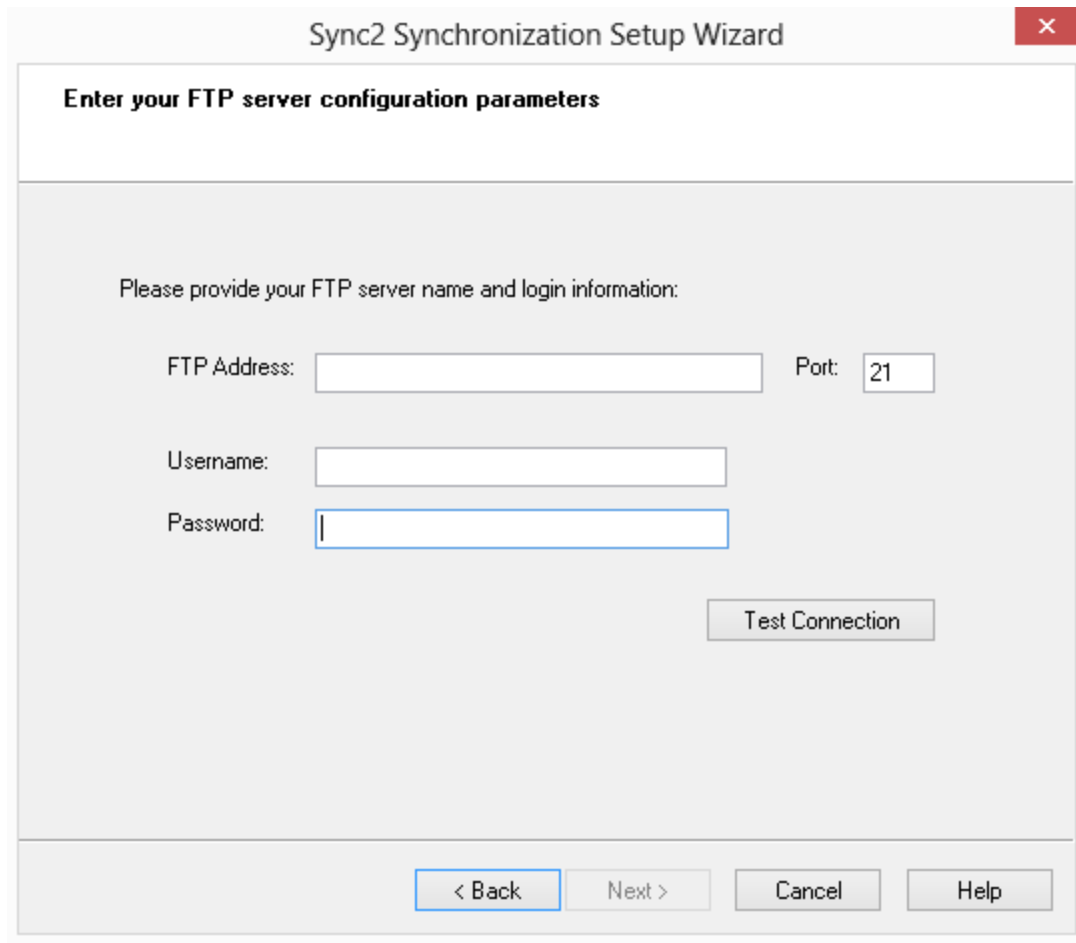
[Synchronize via External Storage Device\(s\)](#)

 [Sync2 website](#)

FTP Server Configuration Parameters

For the previous step [click here](#).

This step prompts you to set up your custom FTP Server connection parameters.



The screenshot shows a window titled "Sync2 Synchronization Setup Wizard" with a red close button in the top right corner. Inside the window, there is a header bar that says "Enter your FTP server configuration parameters". Below this, a text prompt reads: "Please provide your FTP server name and login information:". There are three input fields: "FTP Address:" followed by a text box, "Port:" followed by a text box containing the number "21", and "Username:" followed by a text box. Below the Username field is a "Password:" label followed by a password input field. To the right of the password field is a "Test Connection" button. At the bottom of the window, there are four buttons: "< Back" (highlighted with a blue border), "Next >", "Cancel", and "Help".

Enter the server's FTP Address, port and login information (if required) and click "Test Connection" button.

If connection is established using the provided information, the "Connection Successful" message will be displayed and you'll be able to move forward by clicking on the "Next >" button.

For the next step [click here](#).

Learn more at:

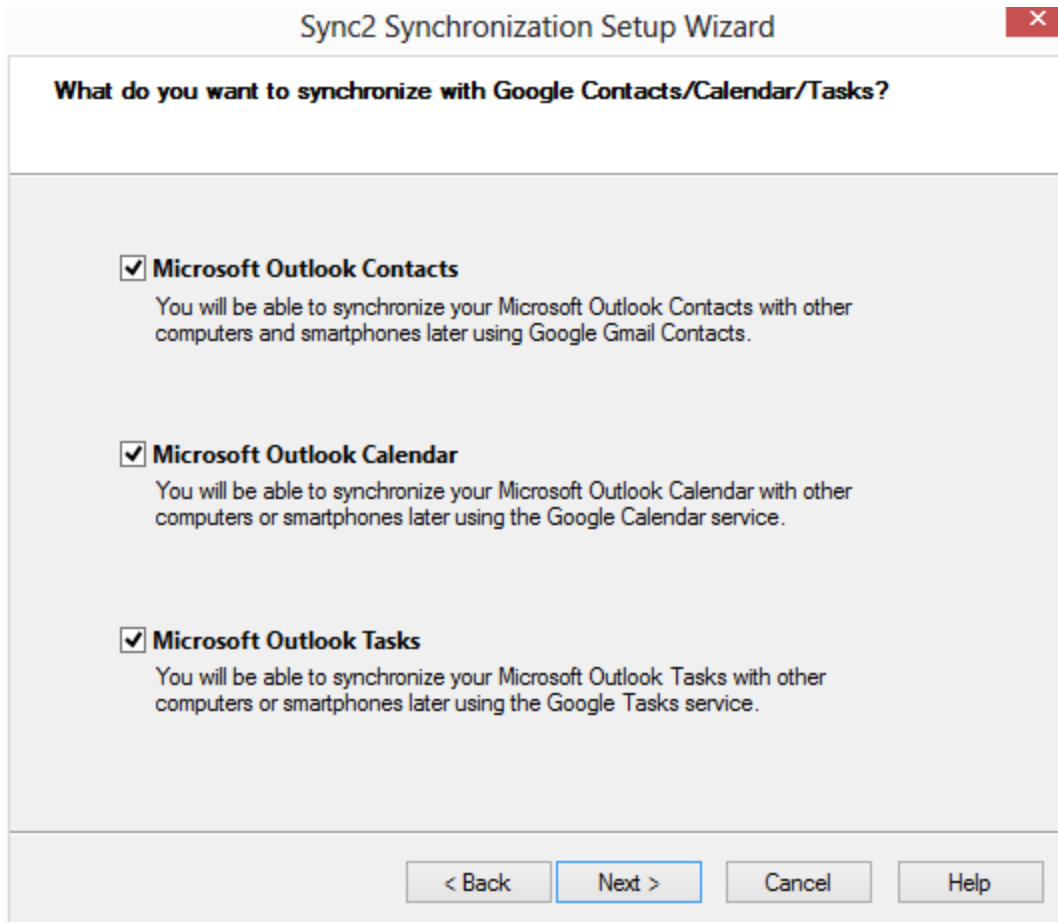
[Synchronize using FTP Server](#)

 [Sync2 website](#)

Select Outlook data to sync

For the previous step [click here](#).

This step prompts you to check the Google services you want to synchronize with your Outlook.



The screenshot shows a Windows-style dialog box titled "Sync2 Synchronization Setup Wizard" with a red close button in the top right corner. The main heading inside the dialog is "What do you want to synchronize with Google Contacts/Calendar/Tasks?". Below this heading, there are three items, each with a checked checkbox and a description:

- ☒ **Microsoft Outlook Contacts**
You will be able to synchronize your Microsoft Outlook Contacts with other computers and smartphones later using Google Gmail Contacts.
- ☒ **Microsoft Outlook Calendar**
You will be able to synchronize your Microsoft Outlook Calendar with other computers or smartphones later using the Google Calendar service.
- ☒ **Microsoft Outlook Tasks**
You will be able to synchronize your Microsoft Outlook Tasks with other computers or smartphones later using the Google Tasks service.

At the bottom of the dialog, there are four buttons: "< Back", "Next >" (which is highlighted with a blue border), "Cancel", and "Help".

For the next step [click here](#).

Learn more at:

[Synchronize Google Calendar, Contacts and Tasks](#)

[Synchronize using FTP Server](#)

[Synchronize via Shared network Folder \(LAN\)](#)

[Synchronize via External Storage Device\(s\)](#)

 [Sync2 website](#)

Google Account Login Information

For the previous step [click here](#).

This step requires you to provide your Google account login information for the services you've selected.

Sync2 Synchronization Setup Wizard

×

Login to Google account

Please login to Google account and grant access to your data to Sync2 application.

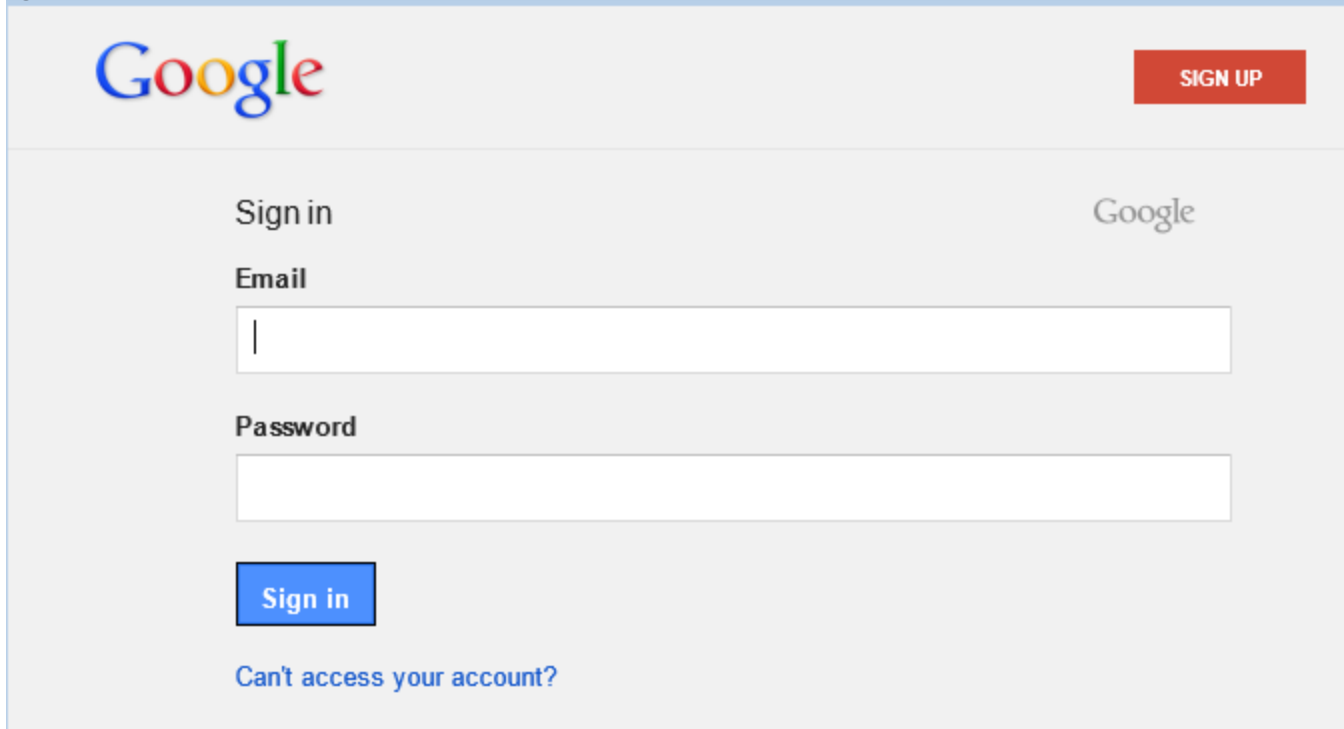
Login to Google

< Back

Next >

Cancel

Help



Sign in

Google

Email

Password

Sign in

[Can't access your account?](#)

Enter your Google account login ID and password. If you don't have a Google account yet, you can get one, by clicking the "Sign Up" button.

Please note that you can only configure one Google account in the Wizard. If you've selected Google Contacts, Google Calendar and Google Tasks, but they are linked to different Google Accounts, you will have to configure them separately by running the profile creation Wizard for each account.

For the **next step** [click here](#).

Learn more at:

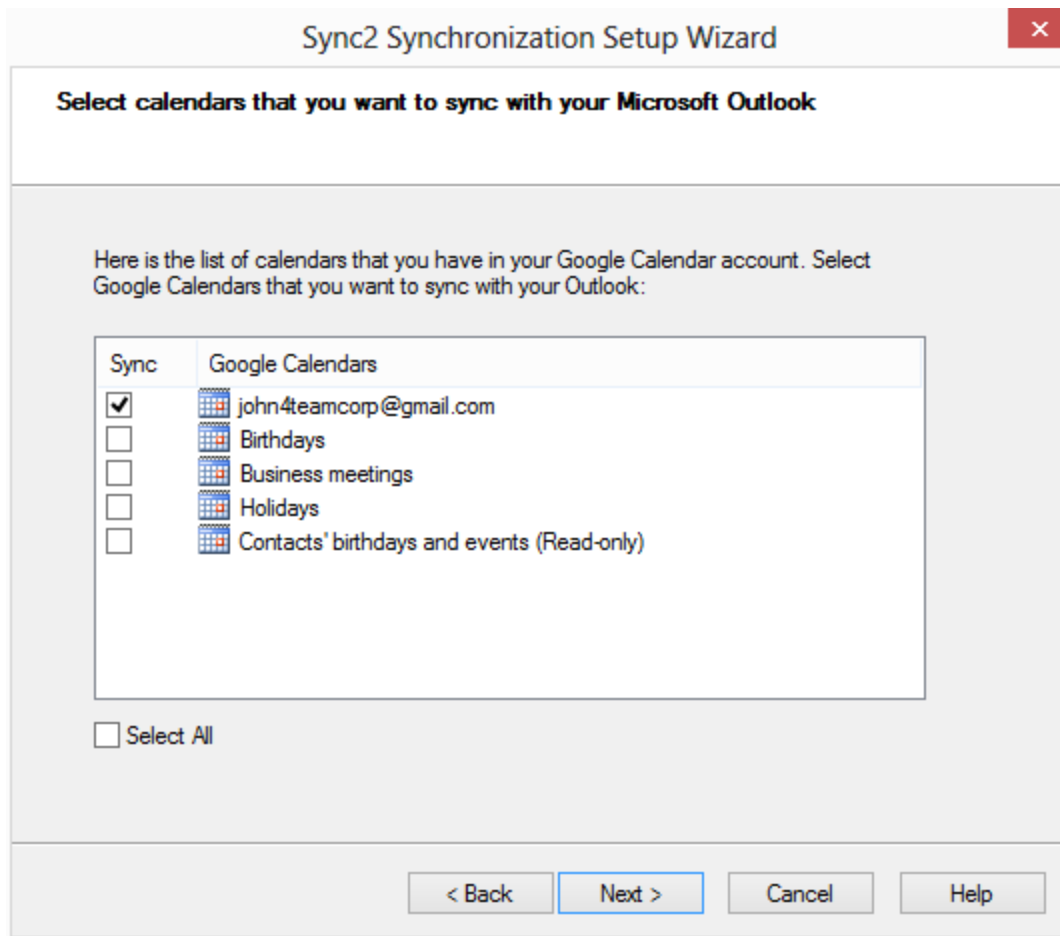
[Synchronize Google Calendar, Contacts and Task](#)

 [Sync2 website](#)

Select Google Calendars

For **the previous step** [click here](#).

This step prompts you to choose Google Calendars that you want to synchronize with Microsoft Outlook.



Select Google Calendars you want to sync by checking the check boxes in the "Sync" column.

Check "Select All" box if you want to select all the listed Calendars.

For the next step [click here](#).

Learn more at:

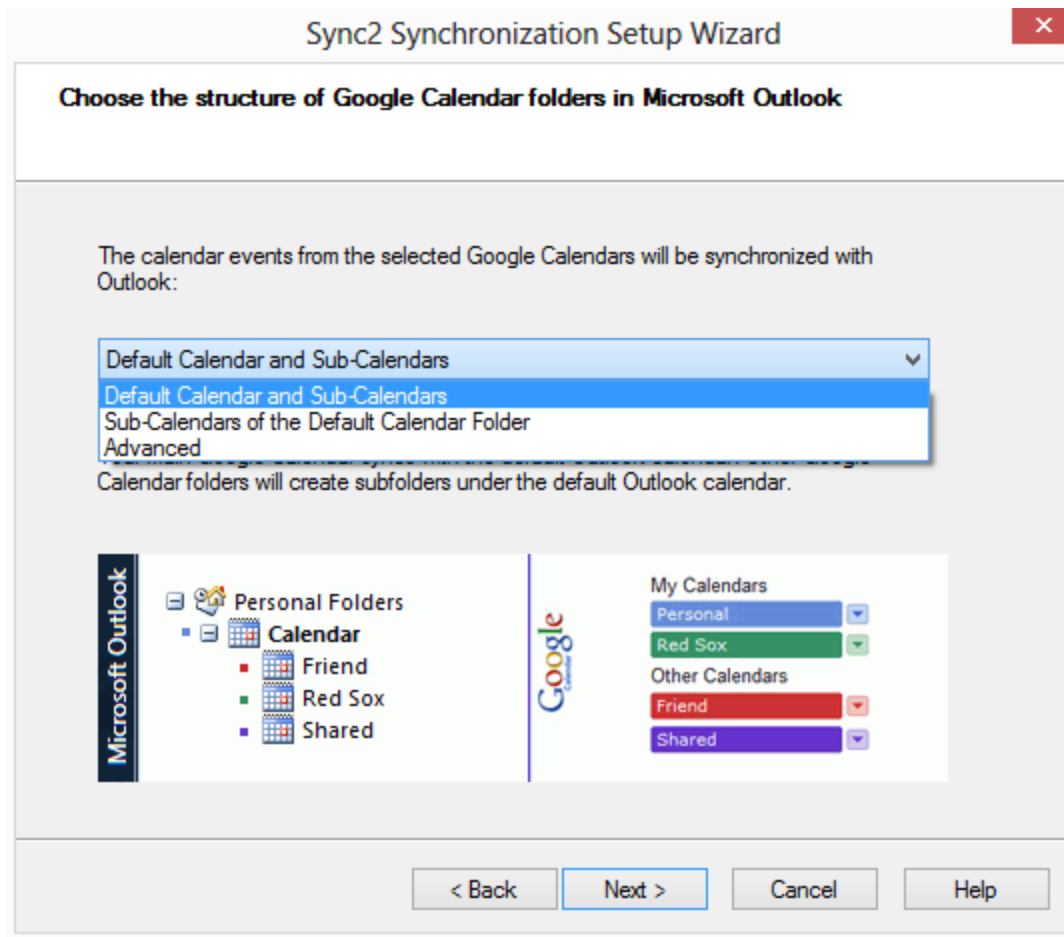
[Synchronize Google Calendar, Contacts and Tasks](#)

 [Sync2 website](#)

Google Calendar – Select Folder Structure

For the previous step [click here](#).

This step requires you to choose from the following options how you want the Google Calendar folders to appear in your Microsoft Outlook.



"Default Calendar and Sub-Calendars"

Select this option if you want your main Google Calendar to be synced with the default Outlook calendar (usually named "Calendar" in Outlook). Other Google Calendars will be synchronized as sub-folders under the default Outlook calendar.

"Sub-Calendars of the Default Calendar Folder"

Select this option if you want all Google Calendars to be created under the default Outlook calendar, each one as a separate folder.

"Advanced"

Select this option if you want to choose Outlook folders that will be synchronized with Google Calendars manually.

For the next step [click here](#).

Learn more at:

Synchronize Google Calendar and Contacts

 [Sync2 website](#)

Google Calendar – Select Target Folder

For the previous step [click here](#).

This step prompts you to choose the target Outlook Calendar folders that will be synchronized with Google Calendars. Synchronization filters can also be adjusted for each Outlook Calendar folder.













Select Google Calendars that you want to sync by checking the check boxes in the "Sync" column.

Choose an Outlook Calendar folder for each Google Calendar by clicking the buttons on the right-hand side of the "Outlook Calendar Folder" column.

Sync2 Synchronization Setup Wizard

Choose the target Outlook folder for each Google Calendar

In the list below choose an appropriate Outlook Calendar for each Google Calendar

| Sync | Google Calendar | Outlook Calendar Folder | | Filters |
|-------------------------------------|---|--|-----|---------|
| <input checked="" type="checkbox"/> |  john4teamcorp... |  \Calendar\john4teamcorp@... | ... | ... |
| <input checked="" type="checkbox"/> |  4Team |  \Calendar\4Team | ... | ... |
| <input checked="" type="checkbox"/> |  Birthdays |  \Calendar\Birthdays | ... | ... |
| <input checked="" type="checkbox"/> |  Business meeti... |  \Calendar\Business meetings | ... | ... |
| <input checked="" type="checkbox"/> |  Holidays |  \Calendar\Holidays | ... | ... |
| <input checked="" type="checkbox"/> |  Contacts' birthd... |  \Calendar\Contacts' birthda... | ... | ... |

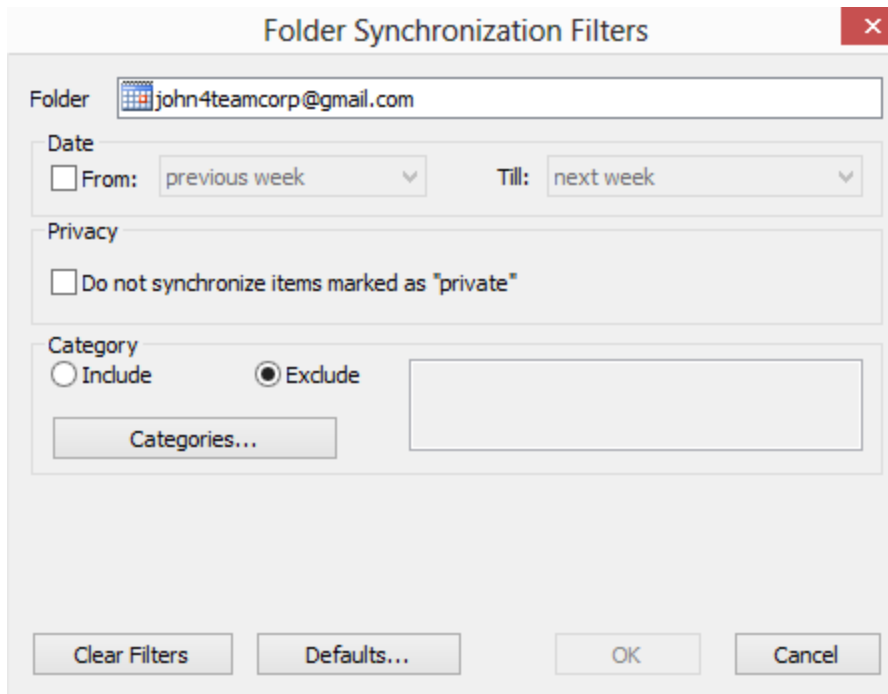
< Back

Next >


Cancel

Help

Choose specific synchronization filters for each Outlook Calendar folder by clicking the buttons in the "Filters" column.



Folder Synchronization Filters

Folder  john4teamcorp@gmail.com

Date

☐ From: previous week ▼ Till: next week ▼

Privacy

☐ Do not synchronize items marked as "private"

Category

☐ Include ☒ Exclude

Categories...

Clear Filters Defaults... OK Cancel

For the **next step** [click here](#).

Learn more at:

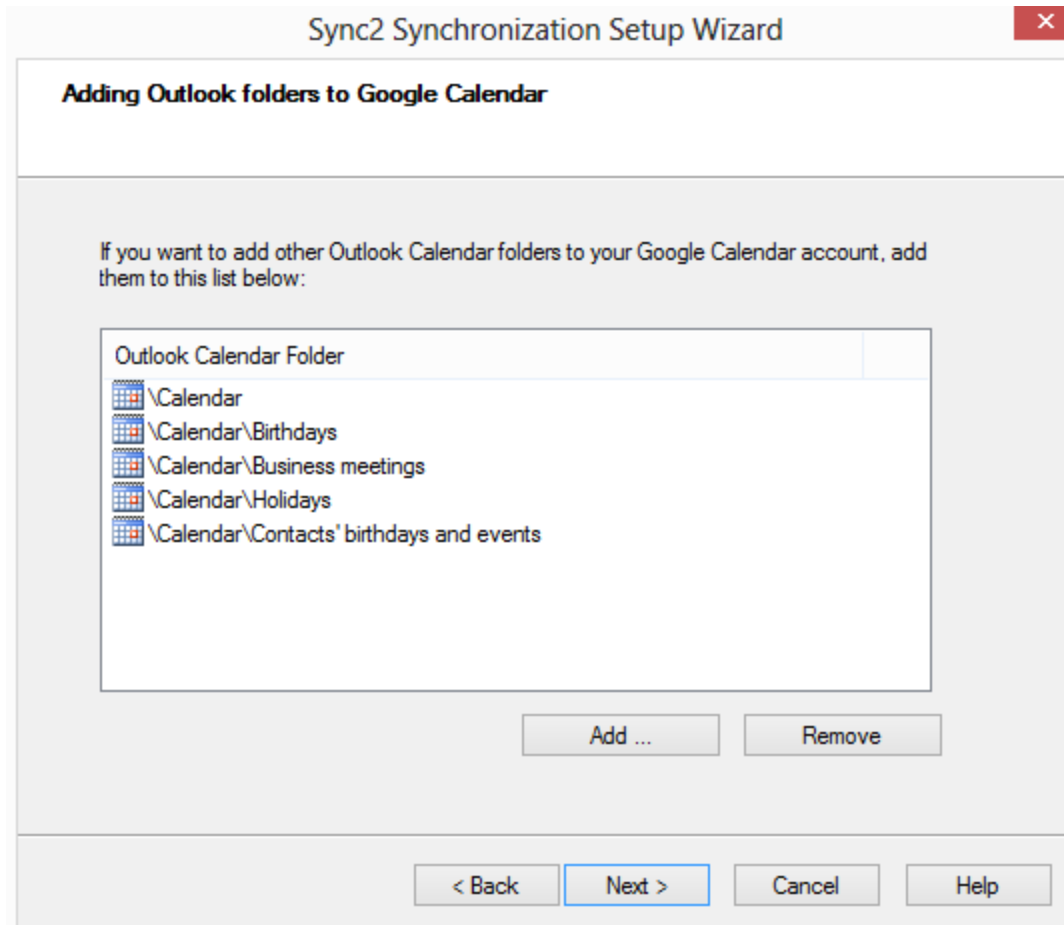
[Synchronize Google Calendars, Contacts and Tasks](#)

 [Sync2 website](#)

Google Calendar – Adding Outlook Folders

For **the previous step** [click here](#).

This step allows you choose additional Outlook Calendar folders that you want to be synchronized with Google Calendar.



To add Outlook Calendar folder to the list, just click the "Add..." button, select an Outlook Calendar folder you need to add in the "Choose Folder" dialog, and click OK. The selected folder will appear in this list.

If you don't want the folder listed here to be synchronized with Outlook, just click on that folder and press the "Remove" button. The selected folder will disappear from this list.

For the **next step** [click here](#).

Learn more at:

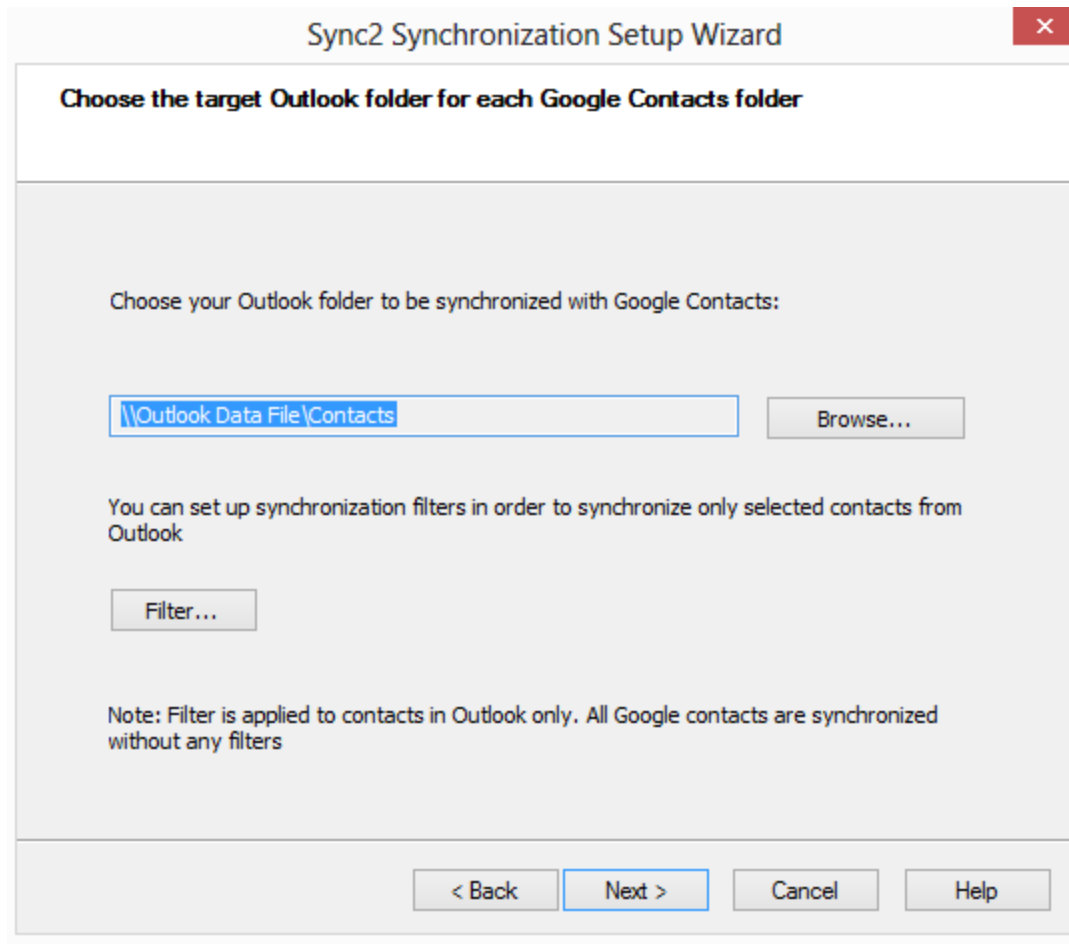
[Synchronize Google Calendar, Contacts and Tasks](#)

 [Sync2 website](#)

Google Contacts – Target Folder Selection

For the **previous step** [click here](#).

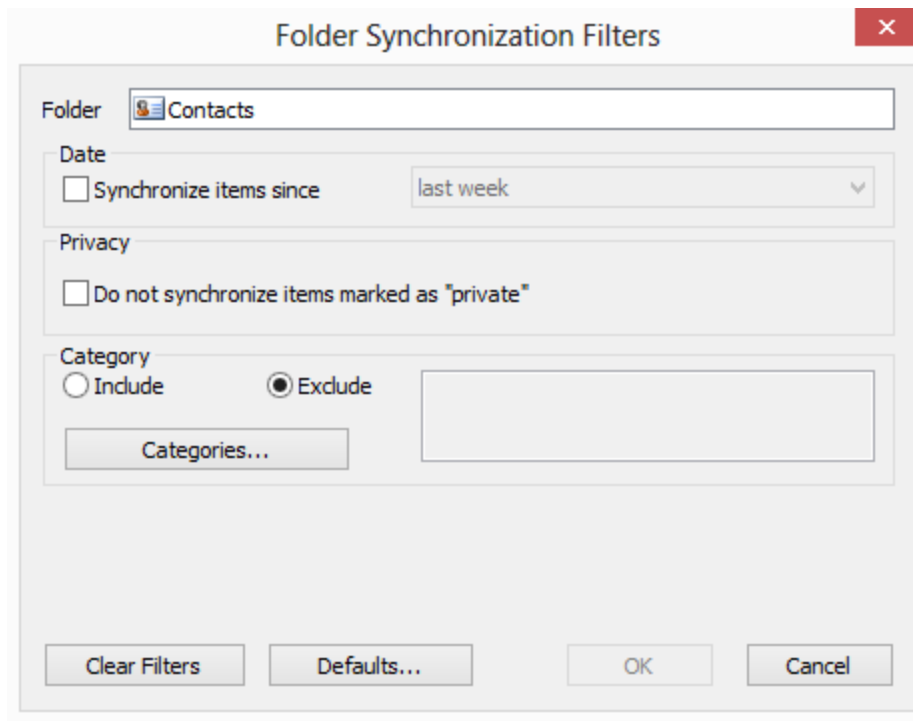
This step prompts you to choose a Microsoft Outlook folder that Google Contacts will be synchronized with.




The screenshot shows a Windows-style dialog box titled "Sync2 Synchronization Setup Wizard" with a red close button in the top right corner. The main heading inside the dialog is "Choose the target Outlook folder for each Google Contacts folder". Below this, the instruction "Choose your Outlook folder to be synchronized with Google Contacts:" is followed by a text input field containing the path "\\Outlook Data File\\Contacts" and a "Browse..." button to its right. Further down, the text "You can set up synchronization filters in order to synchronize only selected contacts from Outlook" is followed by a "Filter..." button. A note at the bottom states: "Note: Filter is applied to contacts in Outlook only. All Google contacts are synchronized without any filters". At the very bottom of the dialog, there are four buttons: "< Back", "Next >" (which is highlighted with a blue border), "Cancel", and "Help".

The default Microsoft Outlook Contacts folder is suggested, but you can click the "Browse..." button and choose any other Outlook Contacts folder.

By default, all Contacts from your selected folder will be synchronized with Google Contacts and vice versa. By clicking the "Filter..." button you can set the synchronization filters for the Contacts that are in sync with Google Contacts from the selected Outlook folder.



Folder Synchronization Filters

Folder  Contacts

Date

☐ Synchronize items since last week

Privacy

☐ Do not synchronize items marked as "private"

Category

☐ Include ☒ Exclude

Categories...

Clear Filters Defaults... OK Cancel

For the **next step** [click here](#).

Learn more at:

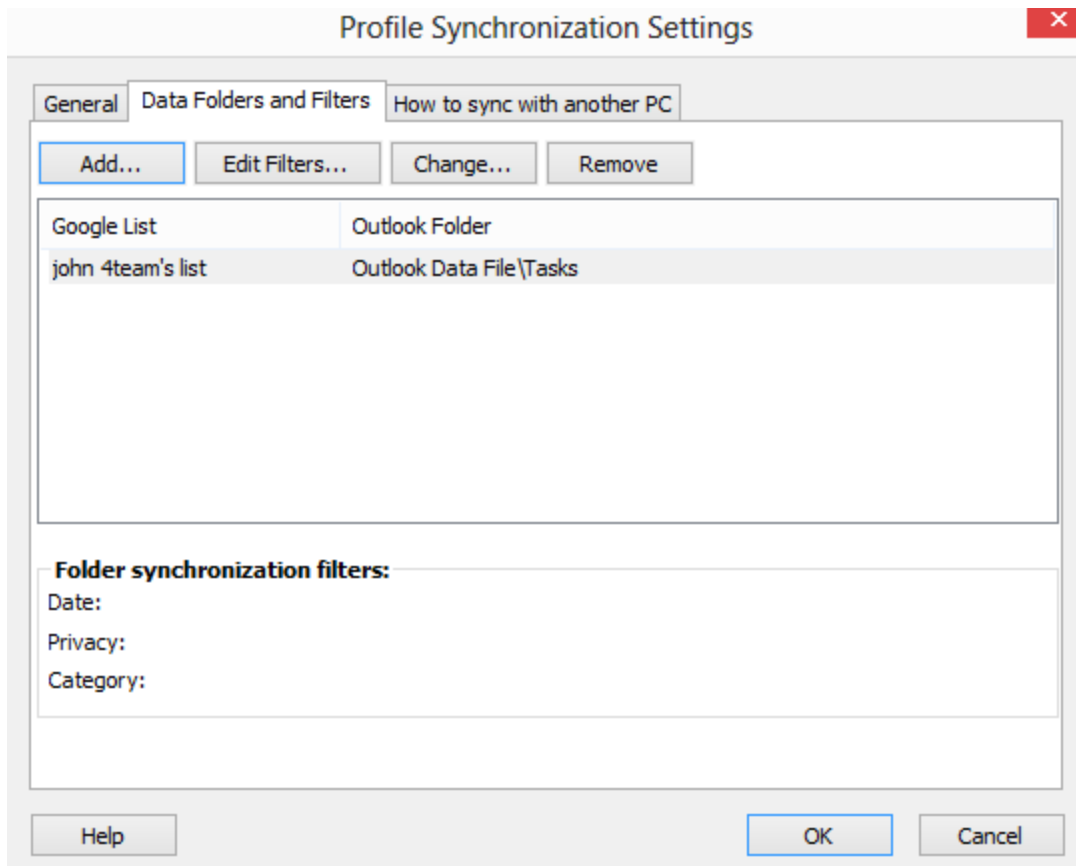
[Synchronize Google Calendar, Contacts and Tasks](#)

 [Sync2 website](#)

Google Tasks - Add or Change Outlook folders

For the **previous step** [click here](#).

This step allows you to add new Outlook Task Folders to be synchronized with Google Tasks.



To add a new Outlook Task Folder to the list, click the "Add" button. Choose the Outlook Task folder you want to add from the folder tree in a new dialog window. The selected folder will appear in the folder list after you click "OK" and a new Google Task list with the same name will be created.

By clicking "Edit Filters" you will be able to change synchronization filters of the selected Outlook folder from the list according to your needs. Please note that filters can only be applied to Outlook Tasks, and cannot be applied to Google Tasks.

If you want to change an Outlook folder that is assigned to a particular Google Task List, click the "Change..." button. A dialog window will open, asking you to choose an Outlook Tasks folder from the folder tree. Choose the folder and click "OK".

To remove a Google Task List from being synchronized, select the list and click the "Remove" button. It will disappear from the list.

For the next step [click here](#).

Learn more at:

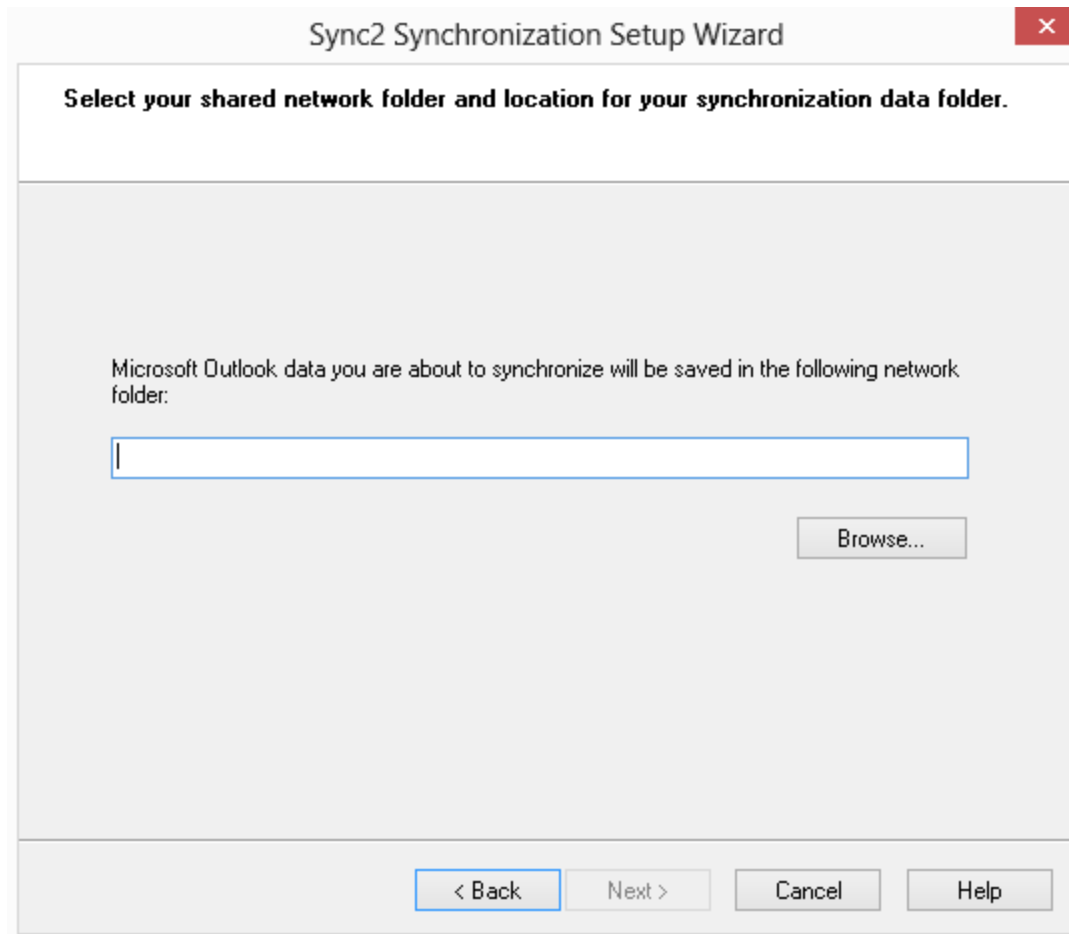
[Synchronize Google Calendar, Contacts and Tasks](#)

 [Sync2 website](#)

Select Shared Network Location

For the previous step [click here](#).

Click the "Browse" button and specify the network location where you want synchronization data to be stored.



The screenshot shows a Windows-style dialog box titled "Sync2 Synchronization Setup Wizard" with a red close button in the top right corner. The main area of the dialog has a title bar that reads "Select your shared network folder and location for your synchronization data folder." Below this, a message states: "Microsoft Outlook data you are about to synchronize will be saved in the following network folder:". Underneath the message is a text input field. To the right of the input field is a "Browse..." button. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help". The "< Back" button is highlighted with a blue border.

Make sure that this location is accessible from other computers that you want to synchronize.

For the next step [click here](#).

Learn more at:

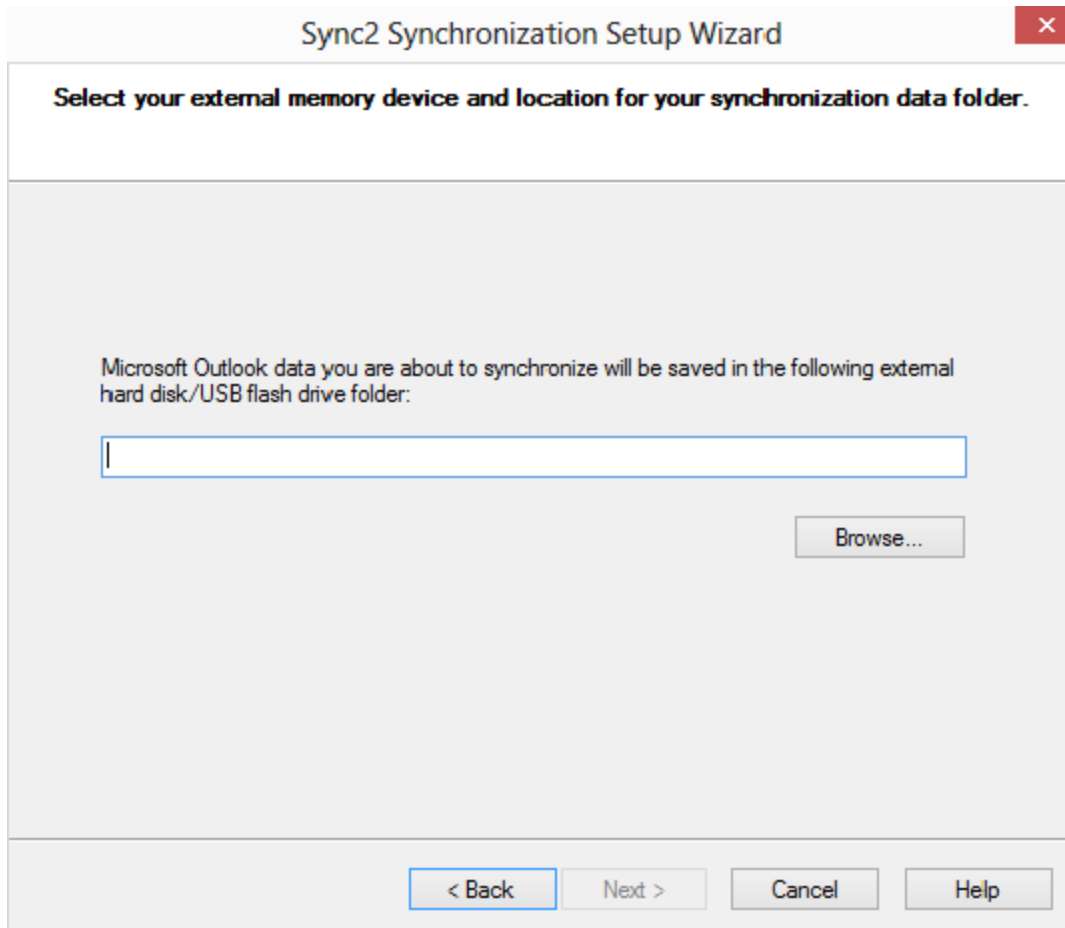
[Synchronize via Shared network Folder \(LAN\)](#)

 [Sync2 website](#)

Select External Memory Device Location

For the previous step [click here](#).

This step prompts you to choose an external device where you are going to store your synchronization data.



The screenshot shows a Windows-style dialog box titled "Sync2 Synchronization Setup Wizard" with a red close button in the top right corner. The main heading inside the dialog is "Select your external memory device and location for your synchronization data folder." Below this, a message states: "Microsoft Outlook data you are about to synchronize will be saved in the following external hard disk/USB flash drive folder:". Underneath the message is a text input field. To the right of the input field is a "Browse..." button. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Click the "Browse" button, and select the location.

For the next step [click here](#).

Learn more at:

[Synchronize via External Storage Device\(s\)](#)

 [Sync2 website](#)

Select Synchronization Folder

This dialog allows you to choose a folder where your synchronization data will be stored.

Sync2 Synchronization Setup Wizard

Select a folder for your synchronization data

Location: \\WEBDEV2-PC\\Public

☐ Synchronize this PC with the data from the selected profile:

| Profile Name | Last Synchronization |
|--------------|----------------------|
|--------------|----------------------|

☒ Create a new profile in the selected location

Name:

< Back Next > Cancel Help

In case there's already synchronization data available at the selected location, the found synchronization profiles will be listed. If you want to link your current computer data with one of the synchronization profiles in the list, just select the required profile and click "Next".

If choose to create a new profile, enter the name of the folder, where synchronization profile data will be stored. Just select the "Create a new profile in the selected location" option and enter the name for the profile in the textbox below, then click "Next".

Learn more at:

[Synchronize Google Calendar, Contacts and Tasks](#)

[Synchronize using FTP Server](#)

[Synchronize via Shared network Folder \(LAN\)](#)

[Synchronize via External Storage Device\(s\)](#)

 [Sync2 website](#)

Select FTP Synchronization Folder

Select or create an FTP folder where you want your new synchronized profile data to be located.

Sync2 Synchronization Setup Wizard

Select a folder for your Synchronization data

FTP Location: ftp.domakas.com

Select a folder where you want your new synchronized profile data to be located, or choose the folder with the existing shared synchronization data (FTP Profile #):

ftp.domakas.com

+

 cgi-bin

+

 domains

+

 homes

+

 logs

+

 mail

+

 public_html

+

 report

New Folder...

☐ Synchronize with the selected data profile

☒ Create a new synchronization data profile in the selected location

Profile name:

FTP Profile #0

< Back

Next >

Cancel

Help

In case there's already synchronization data available at the selected location, the found synchronization profiles will be listed. If you want to link your current computer data with one of the synchronization profiles in the list, just select the required profile and click "Next>".

For the next step [click here](#).

Learn more at:

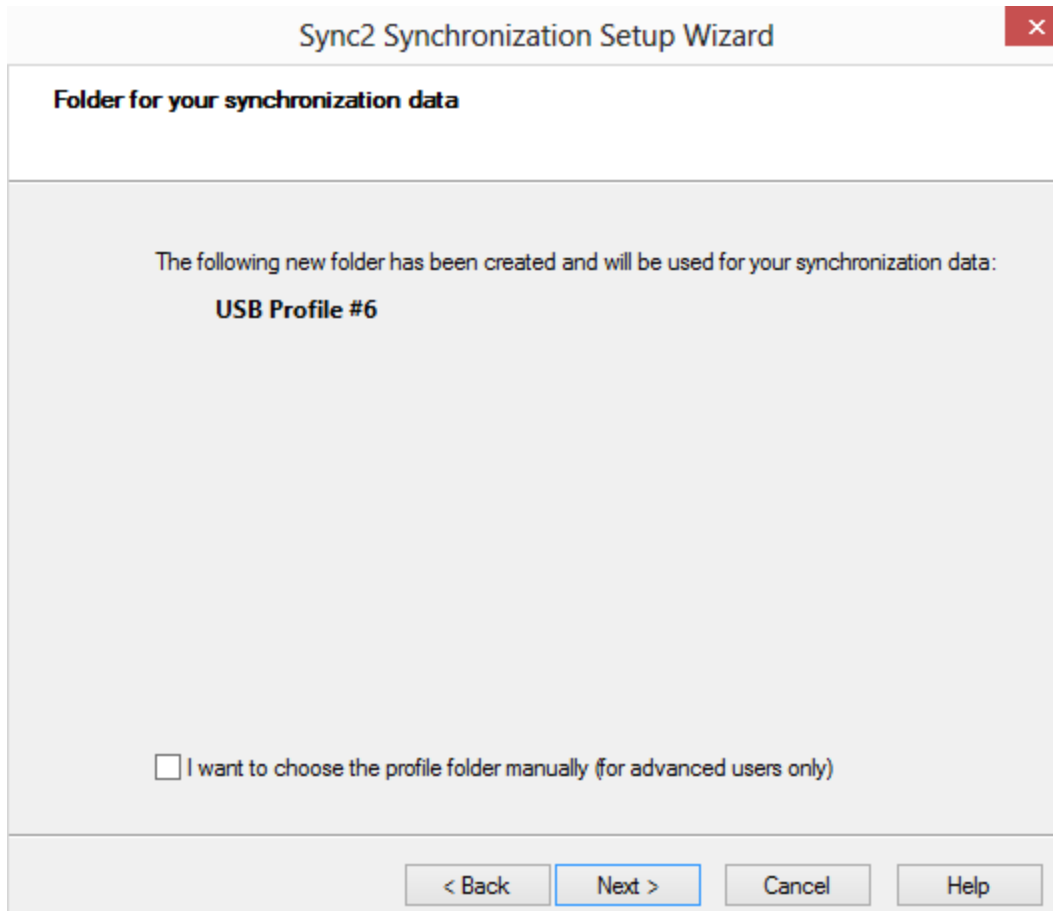
[Synchronize using FTP Server](#)

 [Sync2 website](#)

Synchronization Folder Confirmation

For the previous step [click here](#).

This dialog prompts you to confirm if you want to place the synchronized data into the selected folder.



In case there's already synchronization data available at the selected location, by clicking "Next" you will confirm that you want to link it with the data of this computer.

In case no synchronization data is found at the selected location, a new folder will be suggested. If you want to edit its name, check the "I want to choose the profile folder manually" box, and click "Next".

For the next step [click here](#).

Learn more at:

[Synchronize Google Calendar, Contacts and Tasks](#)

[Synchronize using 4Team Sharing Service](#)

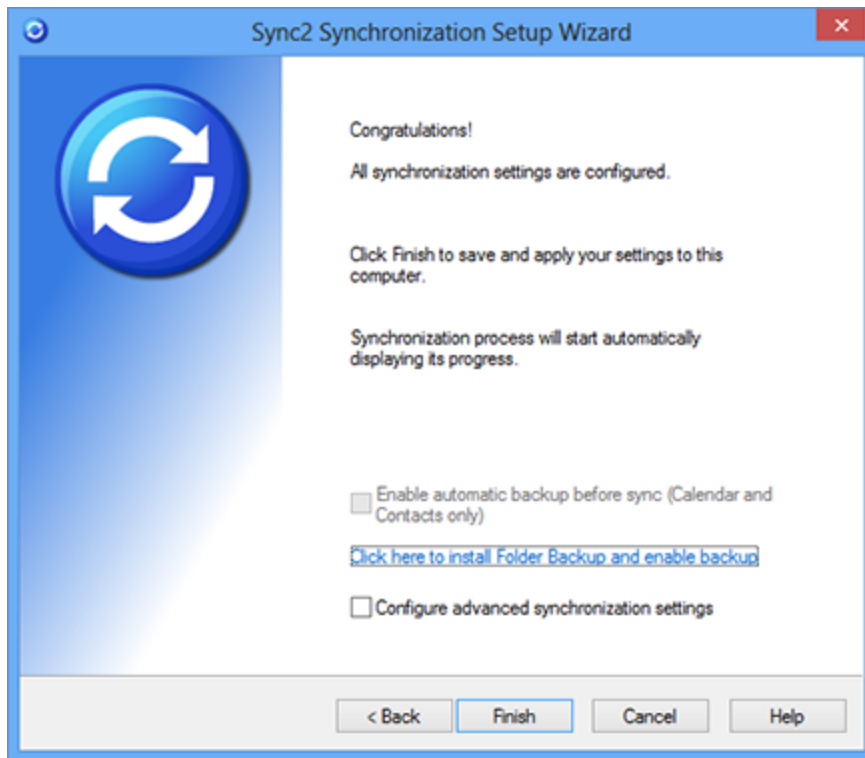
[Synchronize using FTP Server](#)

[Synchronize via Shared network Folder \(LAN\)](#)

[Synchronize via External Storage Device\(s\)](#)

 [Sync2 website](#)

General Settings Configured



If you need to configure more advanced settings before you begin synchronization, check the "Configure advanced synchronization settings" box and click "[Next >](#)".

If you do not want to configure the advanced settings, click "**Finish**".

Learn more at:

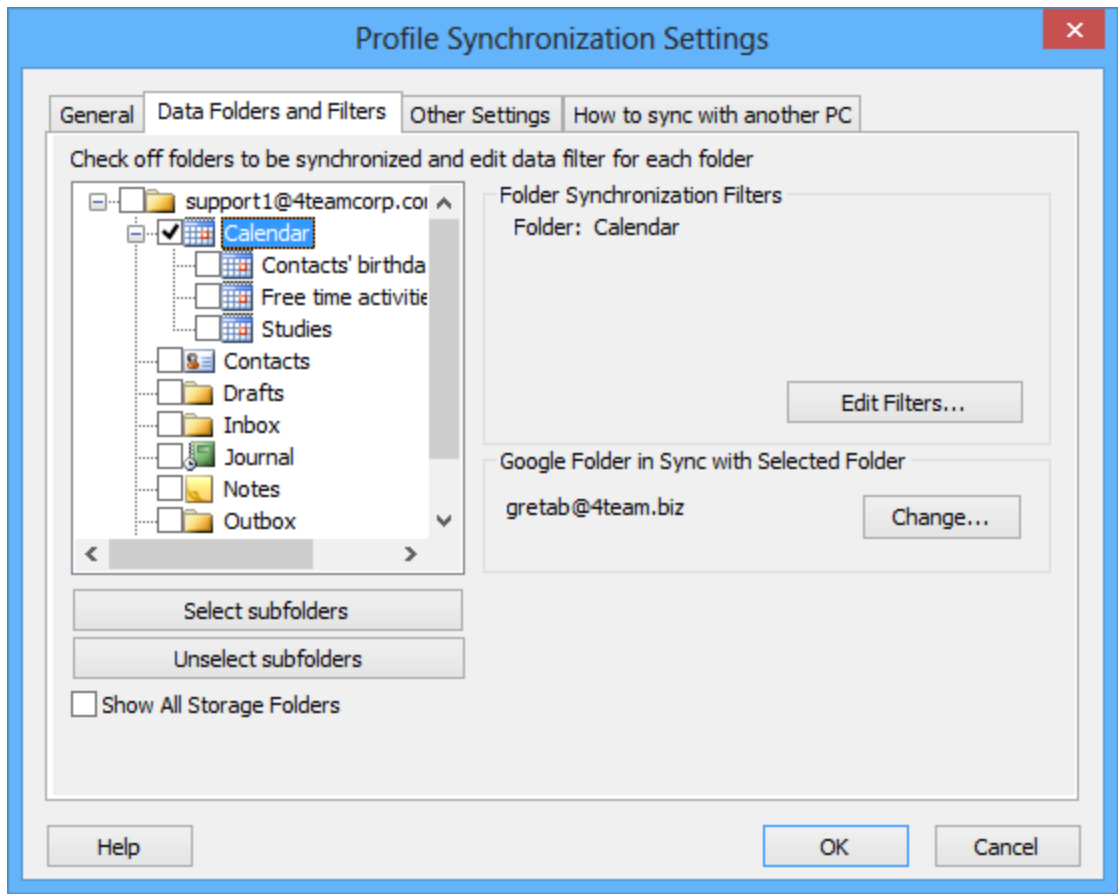
[Synchronizing Folders \(How to\)](#)

 [Sync2 website](#)

Folders And Synchronization Filters

For the previous step [click here](#).

This step allows you to select Outlook folders and subfolders for synchronization and choose synchronization filters for each of them.



You can choose what Outlook folders and subfolders should be synchronized by browsing and checking the boxes in the folder tree list on the left-hand side.

Select subfolders – checks all the subfolders in the folder tree list.

Deselect subfolders – clears the checked subfolders in the folder tree list.

If you have several PST storage folders, check the "Show All Storage Folders" box in order to see them all in the list.

To choose specific synchronization filters for a folder, just select it in the folder tree list, then click the "Edit Filters..." button on the right-hand side.

If the "Synchronize "Read/Unread" Status" box is checked, the item "Read/Unread" status will also be synchronized with other computers. If unchecked, the changed status will not be applied.

Learn more at:

Synchronizing Folders (How to)

 [Sync2 website](#)

Create Shared Data Folders

Sync2 productivity and synchronization speed depends on a type of data location that you will choose. Here are our recommendations:

If all your PCs always stay inside and never leave your LAN (local area network), i.e. at home or in your office, choose from the following shared data folder solutions:

Network shared folder (best solution):

A shared folder on a PC that is always on and available through your network when other PCs are up running

Always on file or network server

A network storage device

Peer-to-peer shared folder on your or your friend's PC (this method is only recommended if all computers that synchronize the same Outlook folders are on at the same time, otherwise you will have to deal with synchronization conflicts when you edit the same items before actual synchronization). You can use free services such as [SkyDrive](#) and [DropBox](#) as well as Windows Live Messenger Sharing Folders to share your file folder via Peer-to-Peer connection.

Important Note: Free peer-to-peer services allow sharing a maximum of 10pt,000 files, which means that you are limited to synchronize a maximum of 3,000 Outlook items (contacts, e-mail messages, calendar events, etc).

Removable drive. In this case you will have to connect this device to all PCs, to synchronize changes made in the synchronized Outlook folders.

Note: if you use USB Flash, this method can be very slow if used for a large number of items. Use USB Flash, if you plan to synchronize not more than 1,000 items. Otherwise, it is highly recommended that you use USB External Hard Drives or other devices that can work with large number of small files.

If you need to access and synchronize your Outlook data when you are on the road.

FTP shared data folder on your network server with static IP or hosted FTP service. This method is the **slowest** and very much depends on your upload Internet connection speed and FTP server upload speed. We recommend one of the best and one of the most affordable hosting services in the world: [1and1.com](#) hosting with an FTP account for just \$3.99 per month, 10ptGb of space, and Monthly Transfer Volume 300GB.

Network shared folder on your network with static or forwarded IP address with PCs or a server that are always on.

Peer-to-peer shared folder

If you synchronize PCs between your work and home:

Removable drive USB Drives (Jump Drive, Flash Drive, Sticks (min. 256 Mb is recommended)), Flash memory Cards, or external Hard drives (HDD). We recommend devices that support USB 2.

Peer-to-peer shared folder

Hosted FTP service

Important Note: All users must have complete access and read and write rights for all shared data locations (folders).

How to open a shared folder on another computer in your network:

1. Open My Computer.
2. Under **Other Places**, click **My Network Places**. The shared folders on your network are displayed. If they are not listed, do the following:
3. Double-click the computer where the [shared folder¹](#) is located.
4. Double-click the folder you want to open.

Note: To open My Computer, click **Start**, and then click **My Computer**.

Examples:

"To share a drive or file folder in the network (From Microsoft Windows XP help"):

1. Open Windows Explorer, and then locate the drive or folder you want to share.
2. Right-click the drive or folder, and then click **Sharing and Security**.

If you are sharing a drive, on the **Sharing** tab, click **If you understand the risk but still want to share the root of the drive, click here**.

If you are sharing a folder, go to the next step.

3. Do one of the following:

¹A folder on another computer that has been made available for other people to use on the network.

If the **Share this folder on the network** check box is available, select the check box.

If the **Share this folder on the network** check box is not available, this computer is not on a network. If you would like to set up a home or small office network, click the **Network Setup Wizard** link and follow the instructions to turn on file sharing. Once file sharing is enabled, begin this procedure again.

Notes:

To open Windows Explorer, click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.

When you share a drive or folder, anyone who has user access to the network can read the contents of that drive or folder. If you want to remove the drive or folder from the network, follow steps 1 and 2 above to get to the **Sharing** tab. On the **Sharing** tab, in **Network sharing and security**, clear the **Share this folder on the network** check box.

To allow **complete access** to the contents of your shared drive or folder, follow steps 1 and 2 above to get to the **Sharing** tab. On the **Sharing** tab, in **Network sharing and security**, select the **Allow network users to change my files** check box.

To change the name of your folder on the network, in the **Share name** text box, type a new name for your folder. This will not change the name of the folder on your computer.

If you are logged on as a guest (a guest account provides access to the computer for any user who does not have a user account on the computer), you cannot create a shared folder.

The Sharing option is not available for the Documents and Settings, Program Files, and WINDOWS system folders. In addition, you cannot share folders in other user's profiles.

If you plan to synchronize Outlook data between different user accounts on your computer:

Moving or copying a file or folder to Shared Documents makes it available to anyone who has a user account on your computer.

1. Open **My Documents**.
2. Click the file or folder that you want to share.
3. **Drag**¹ the file or folder to **Shared Documents** in **Other Places**.

Notes:

¹To move an item on the screen by selecting the item and then pressing and holding down the mouse button while moving the mouse. For example, you can move a window to another location on the screen by dragging its title bar.

To open My Documents, click **Start**, and then click **My Documents**.

If the file or folder you want to share is not located in My Documents or one of its sub folders, use Search to find it. To open Search, click **Start**, and then click **Search**."

For more information on how-to share your folders please refer to your Microsoft Windows Help Documentation or contact us by [clicking here](#).

 [Sync2 website](#)

Synchronize Microsoft Outlook

To synchronize all or selected Microsoft Outlook folders between two or more PCs, you need to:

1. Download the Sync2 setup file and install the program on all PCs that you wish to be synchronized.
2. [Set up new Synchronization](#) on the first PC
3. Send the details of the created profile settings (shared folder location/address/) to other users.
4. Create new profiles on the other PCs using the existing profile's settings.

For more information please refer to the following topics:

[Set up new Synchronization](#)

[Adding new PC to an Existing Profile](#)

[Synchronizing Folders \(How to\)](#)

[Delete Profile](#)

Please contact our support and sales staff if you have any questions. We are ready to help you install and use our software. [Click here](#) for contact information.

 [Sync2 website](#)

Sync Smartphone with Outlook via Google Services

With Sync2 you can synchronize your Outlook Contacts and Calendar with iPhone, Android and Windows Phone mobile devices.

To Set up synchronization, you need to:

Download the Sync2 setup file and install the program on your PC.

Start the Synchronization Setup Wizard. It will be launched automatically if you are running the program for the first time.

Otherwise, click "New" on the main Sync2 dialog window.

Set up [synchronization with Google Services](#) you wish to sync on your Smartphone.

If you want to configure advanced settings, check the box in the setup wizard after the [general settings are configured](#) and click "Next".

Learn more about how to configure advanced settings [here](#).

After synchronization between Outlook and Google is finished, you need to adjust your phone settings to allow synchronization with Google Services.

To learn more about how to set up your **Android** with Google account, [click here](#).

To learn more about how to set up your **iPhone** with Google account, [click here](#).

To learn more about how to set up your **Windows Phone** with Google account, [click here](#).

You Can update synchronization settings after the setup, by clicking "[Settings](#)" on the main Sync2 dialog window.

 [Sync2 website](#)

Synchronization Filters

Overview:

Synchronization filters can be applied to each folder and their default settings. The set of options depends on the Microsoft Outlook folder type. Filters will allow you to synchronize the only Outlook data that actually needs to be synchronized. Default filters will automatically apply during the first synchronization, and you will only be able to adjust their settings from advanced configuration of the profile setup wizard.

Why would I need the synchronization filters?

Without filters (clear filters) all data of the selected folders during the first synchronization will be published at the shared location. In most cases it is not necessary and makes the first synchronization very difficult (e.g. you decide to synchronize the Inbox folder with 3000 e-mails that include attachments, etc... with the data size of 30 to 100 Mb and more. If you perform the synchronization using the FTP shared folder via Internet this may take many hours to upload all your synchronized data, even if you have a broadband.)

Access: You can access filters from the selected [profile settings](#) on the "Data Folders and Filters" tab.

select a folder which you wish to adjust the filter settings

click "Edit Filter..."

Manage:

Synchronize items since - choose how old is the data that you want to synchronize

Don't synchronize items marked "private" - If you synchronize your Outlook folders with your coworkers or friends, you probably want to exclude your private e-mails, events and contacts information. If this option is selected, all items that are marked Private will be excluded from synchronization

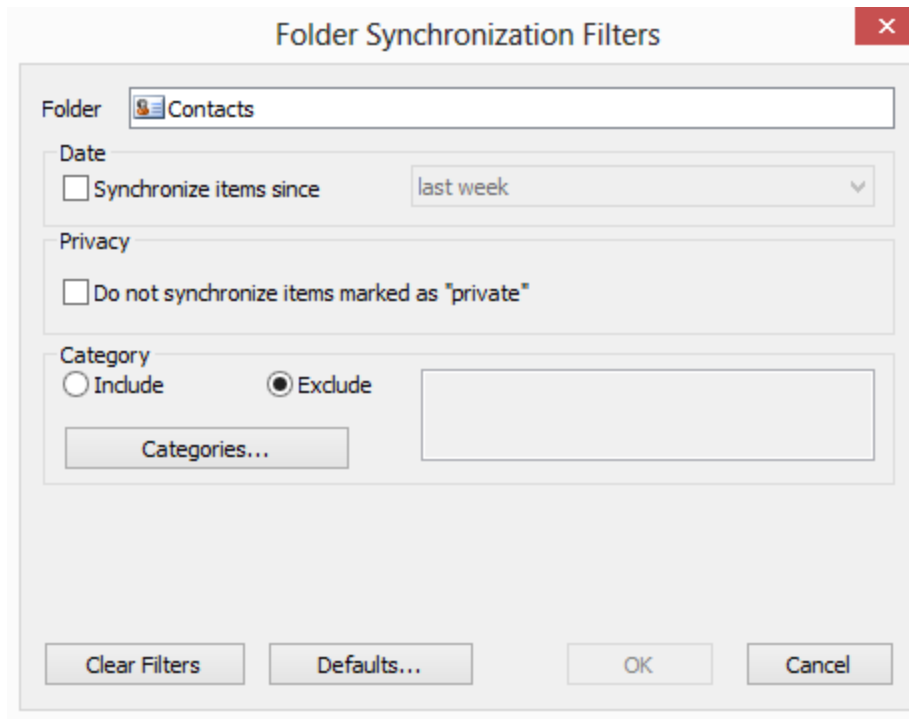
The same rule will be applied to **Don't synchronize Confidential messages** or **Don't synchronize Private Messages**

Category Include, Exclude - You can here select what items categories should be excluded or included in the synchronization process of a selected folder.


"Clear Filter" - to quickly clears all filters to perform synchronization without any limitations

"Default" - to restores the default filters settings

To **save** the **chosen filter settings**, click "OK".



Folder Synchronization Filters

Folder:  Contacts

Date

☐ Synchronize items since: last week

Privacy

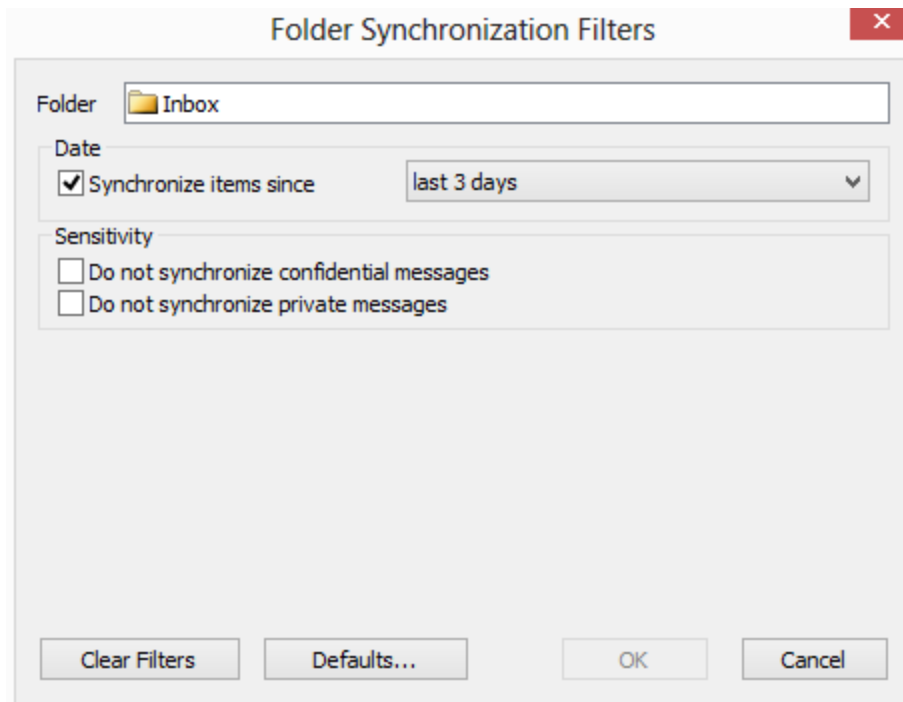
☐ Do not synchronize items marked as "private"

Category

☐ Include ☒ Exclude

Categories...

Clear Filters Defaults... OK Cancel



Folder Synchronization Filters

Folder:

Date

☒ Synchronize items since

Sensitivity

☐ Do not synchronize confidential messages

☐ Do not synchronize private messages

Clear Filters Defaults... OK Cancel

 [Sync2 website](#)

Profile Synchronization Settings

The Profile [synchronization settings](#)¹ dialog allows you to quickly [access](#) and manage your profile settings.

For accessing a synchronization profile select it from the profile status table of the [main sync2 window](#) and click "settings" on the toolbar. The window below will open.

General: Here, you can change the profile synchronization schedule and access the list of synchronized computers. To enable instant synchronization, leave the box “Start synchronization as soon as Outlook item has been changed” checked.

Note: If connection to the shared data location is unavailable, you will not be able to access the list of synchronized PCs.

¹PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path, conflicts' resolution types.

Profile Synchronization Settings

General | Data Folders and Filters | Other Settings | How to sync with another PC

General

Profile name: Google Calendar Sync (rsbranton@gmail)

Last updated: 12/18/2013 5:00 PM

Data Location and Synchronization Schedule

Synchronized data location: Google Calendar

Account: rsbranton@gmail.com

Select synchronization type: ☐ Manual ☒ Automatic

Frequency

☒ Hourly

☐ Daily

☐ Weekly

☐ Monthly

When

Every: 15 minutes

☒ Start synchronization as soon as Outlook item has been changed

Note: Synchronization speed depends on the connection type between PC and the data location.

Help OK Cancel

Data Folders and Filters: You can here see the synchronized folders and their corresponding filters; add or remove folders from the synchronization process within the selected Profile. If you choose to synchronize Outlook with Google Tasks, [click here](#) to see the detailed dialog explanations.

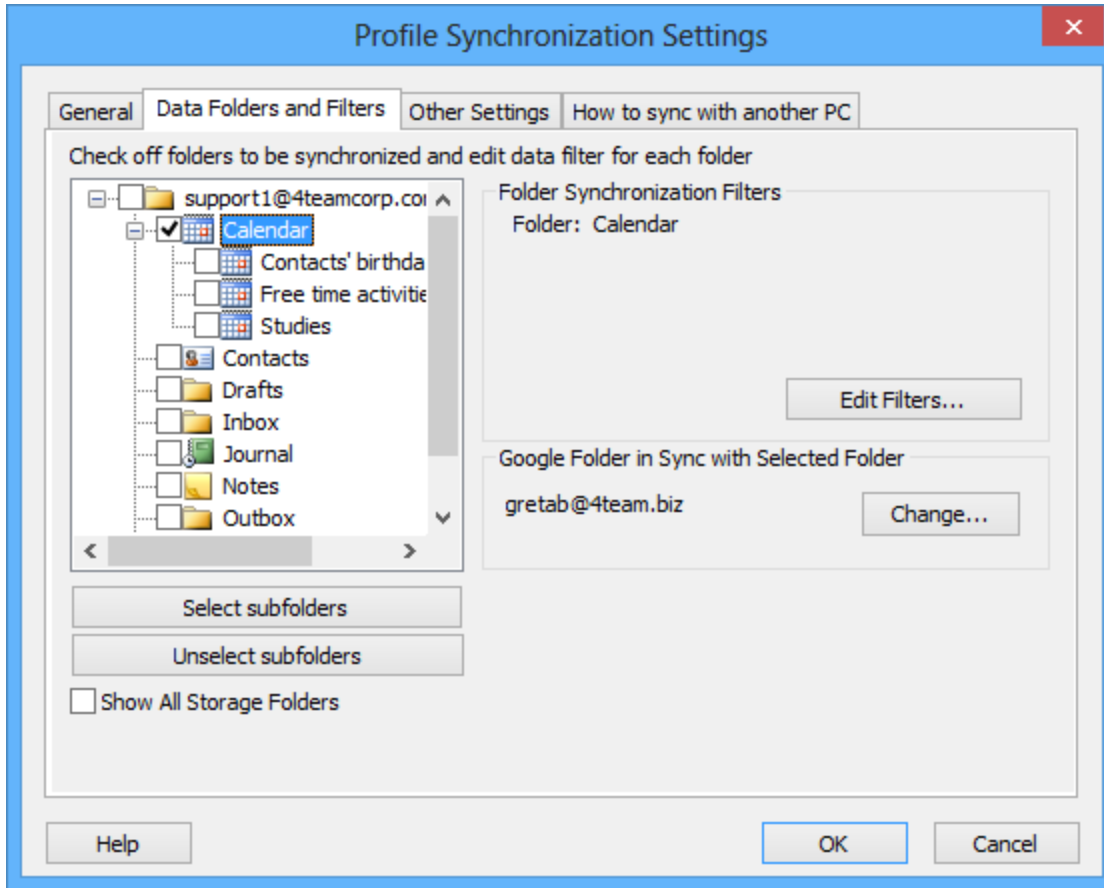
To add and remove an Outlook folder from a synchronization profile, check the box for the selected folder name.

To access non default folders (Archive, Public Folders, other Personal), check the **"Show All Storage Folders"** box.

To edit a filter for a preferred folder, click the folder (i.e. Inbox), and then click the "Edit Filter..." button. Learn more about filters [here](#).

to synchronize items' **"Read/Unread" Status**, check the corresponding box in "Folder Synchronization Settings".

Click "OK" to apply the selected settings and proceed with the synchronization process.



How to Sync with another PC: Here you can find short instructions on how to connect other PCs to the current synchronization profile.

You can print, copy or send the instructions via e-mail by clicking the appropriate buttons below.

 [Sync2 website](#)

Google Sync Profile synchronization settings

The Profile [synchronization settings](#)¹ dialog allows you to quickly [access](#) and manage your profile settings

For accessing a synchronization profile select it from the profile status table of the [main sync2 window](#) and click "Settings" on the toolbar. The window below will open.

¹PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path, conflicts' resolution types.

General: You can here change the profile synchronization schedule and access and change your corresponding Google account login information.'

To enable instant synchronization, leave the box “Start synchronization as soon as Outlook item has been changed” checked.

The screenshot shows the 'Profile Synchronization Settings' dialog box with the 'General' tab active. The 'Profile name' is 'Google Calendar Sync (rsbranton@gmail)' and 'Last updated' is '12/18/2013 5:00 PM'. Under 'Data Location and Synchronization Schedule', the 'Synchronized data location' is 'Google Calendar' and the 'Account' is 'rsbranton@gmail.com'. The 'Select synchronization type' section has 'Automatic' selected. The 'Frequency' section has 'Hourly' selected. The 'When' section shows 'Every: 15 minutes'. A checkbox 'Start synchronization as soon as Outlook item has been changed' is checked. A note at the bottom states: 'Note: Synchronization speed depends on the connection type between PC and the data location.' Buttons for 'Help', 'OK', and 'Cancel' are at the bottom.

Data Folders and Filters: You can here see the synchronized folders, and their corresponding filters and Google Calendar folders; add, remove and change assignment of corresponding Google Calendar folders from the synchronization process within the selected Profile.

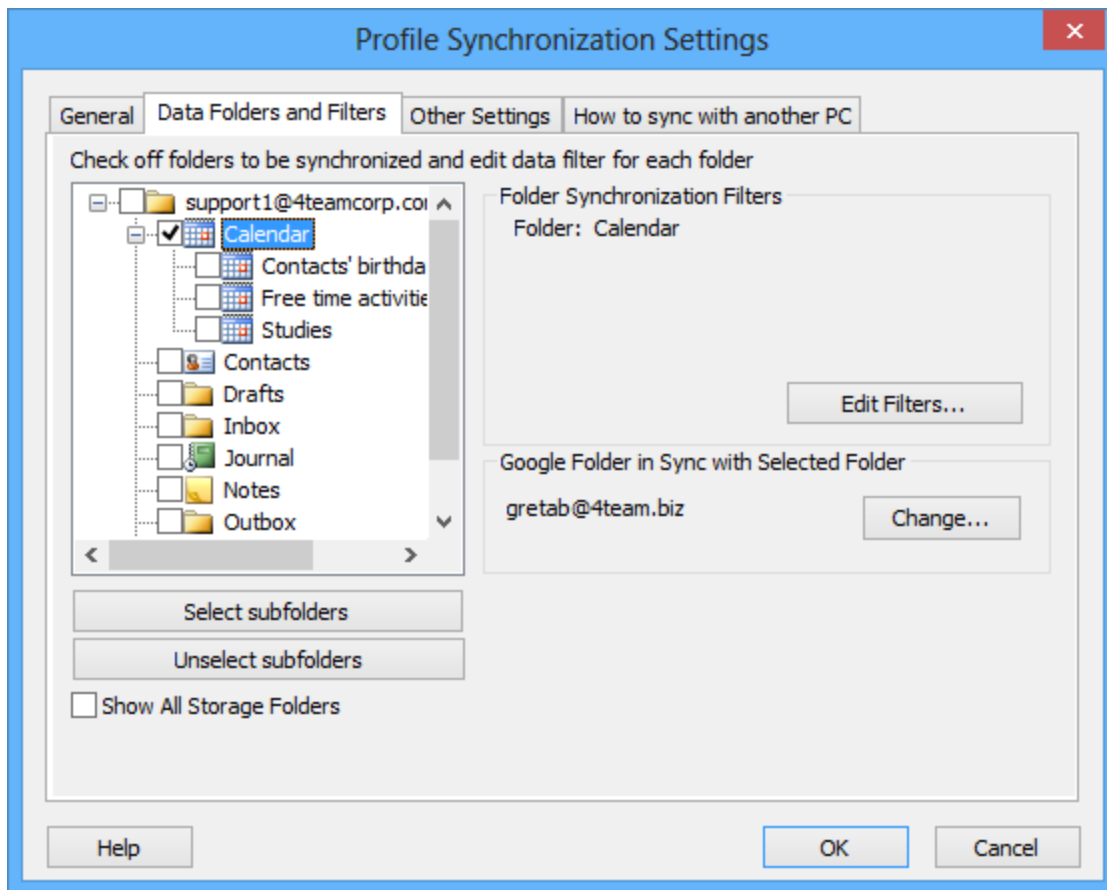
To add and remove an Outlook Calendar folder from a synchronization profile, check the box for the selected folder name.

To access non default folders (Archive, Public Folders, other Personal), check the "**Show All Storage Folders**" box.

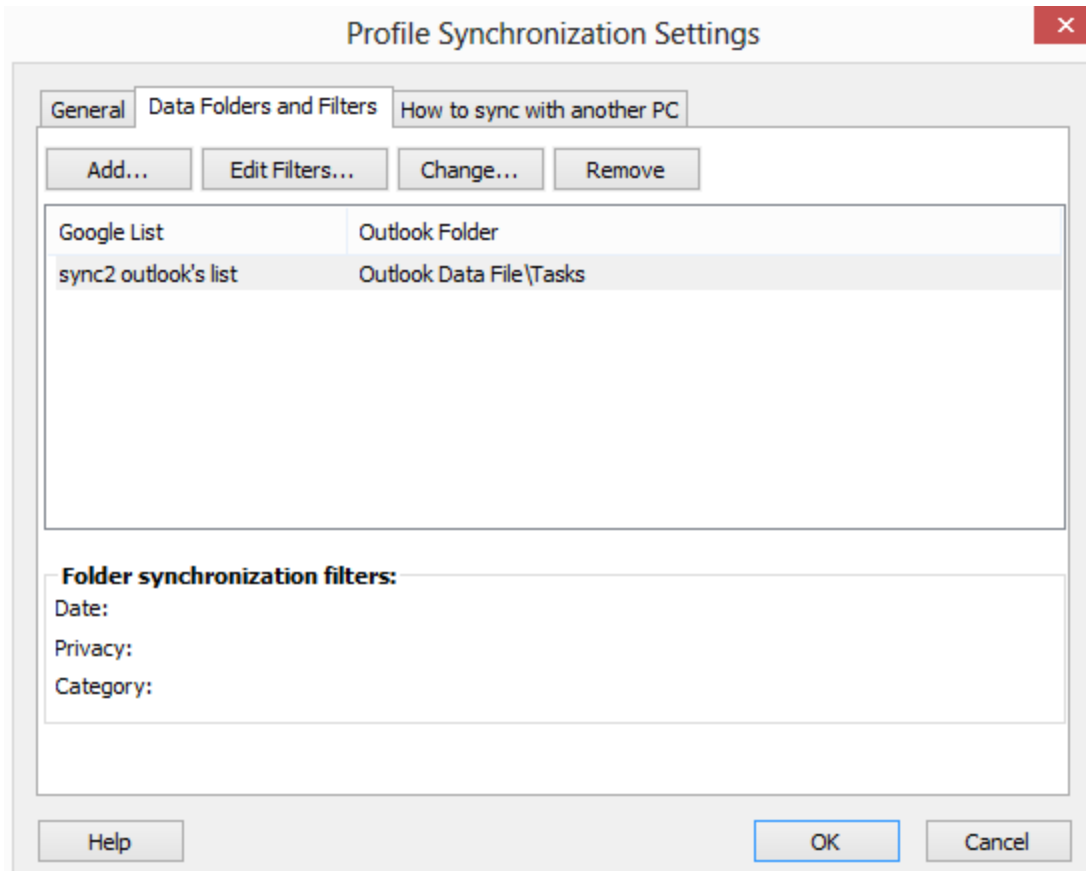
To edit a filter for a preferred folder, click the folder (i.e. Calendar), and then click the "Edit Filter..." button. Learn more about filters [here](#).

To assign a different Google calendar folder click "**Change**"

Click "OK" to apply the selected settings and proceed with the synchronization process.



Data Folders and Filters (Synchronizing Microsoft Outlook with Google Task lists): here you can see the synchronized folders, Google Task lists and their corresponding filters. Add, remove and change assignment of corresponding folders within the selected Profile.



To add a new Outlook Task Folder to the list click the **"Add..."** button. Choose the folder you want to add from the folder tree in a new dialog window. The selected folder will appear in the folders list after you click "OK" and a new Google Task list with the same name will be created.

By clicking **"Edit Filters..."** you will be able to change synchronization filters of the selected Outlook folder from the list according to your needs. To learn more about the filters, [click here](#). Please note, that filters are only applied for the Outlook Tasks, and cannot be applied for Google Tasks.

If you want to change Outlook folder that is assigned to a particular Google Task List, click **"Change..."** button. A dialog window will open, asking you to choose Outlook Task folder from the folder tree. Choose the folder and click "OK".

To remove Google Task List from being synchronized, select the list by clicking it and click the **"Remove"** button. It will disappear from the list.

Click "OK" to apply the selected settings and proceed with the synchronization process.

→ [Create new Profile / Wizard](#)

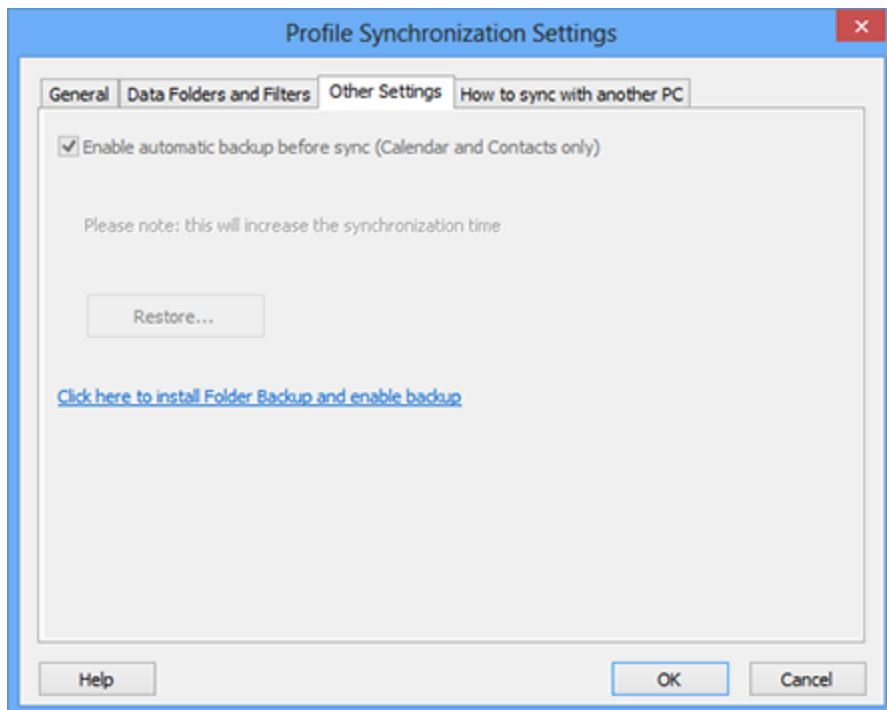
🌐→ [Sync2 website](#)

Automatic Folder Backup

Sync2 is now integrated with [Folder Backup for Outlook](#) and extends your options to automatically backup your synchronized Contacts and Calendar folders data before synchronization, so that you'd always be able to restore your previous data in case you were not satisfied with the result of the synchronization.

Learn more about Folder Backup for Outlook by clicking [here](#).

To install Folder Backup For Outlook go to Profile Synchronization Settings, find the Other Settings tab, click the corresponding link to install Folder Backup for Outlook and start the backup process.



The box enabling automatic backup is checked by default on the Synchronization Profile Settings. It will automatically backup all Contacts and Calendar folders that are to be synchronized. If you do not want to back up your folders automatically, uncheck the box.

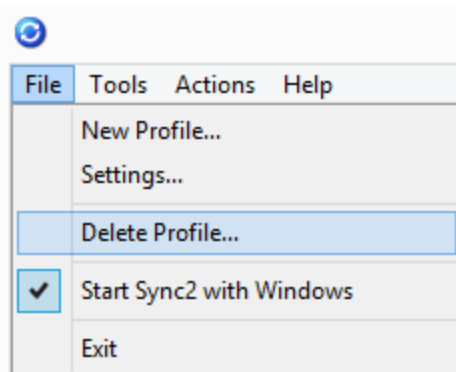
You will be able to manually backup your folders from the Folder Backup for Outlook tab on your Microsoft Outlook Ribbon.

Please bear in mind that the Free Edition of Folder Backup for Outlook is installed together with Sync2. If you do not purchase the Pro Edition, using it manually from Outlook Ribbon will be limited to the Free Edition Features. Learn more about differences between the Free and Pro Editions [here](#).

Delete Profile

If you decide to cancel synchronization of a selected profile between PCs, open the [main Sync2 window](#), select the preferred Profile, go to the [File menu](#) and select "**Delete Profile...**". All profile data will be erased from the shared data location. The Profile will be deleted from other PCs after the next scheduled synchronization.

Note: You will not be able to delete the whole profile if the shared data location is not available. This Action deletes all settings (not Outlook data) of the whole profile from all the synchronized PCs. This operation is irreversible.



[Sync2 website](#)

How to remove PC from Profile

If you decide to remove your or any other PC from the [synchronization profile](#)¹ only (i.e. when your PC no longer needs to be synchronized in the current profile; or you decide to delete synchronization with a PC that is no longer working; or with PCs of your co-worker who is no longer working for your company; etc...) you can easily do it by accessing this option from the General Tab of your [profile settings](#):

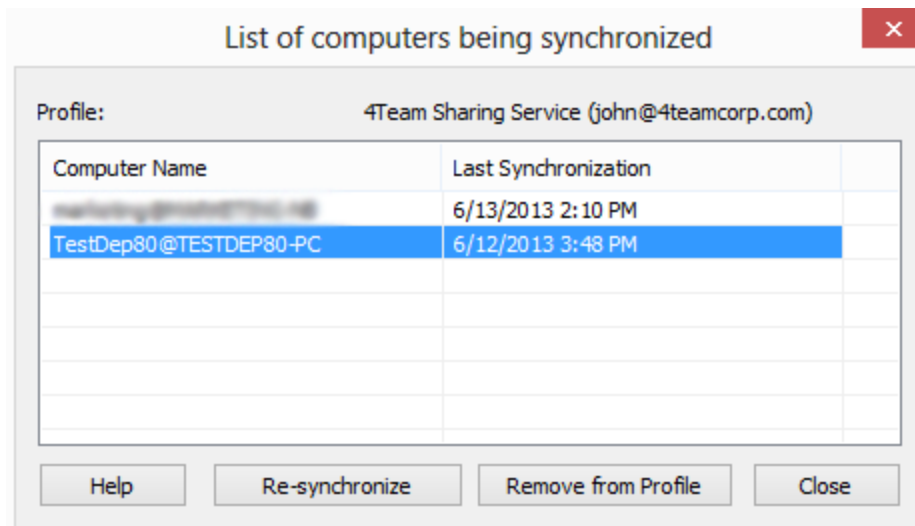
open [main Sync2 window](#), select the preferred Profile, click **Settings** available on the toolbar.

click the "View" button from the General tab of the Profile Synchronization Settings window.

select the required computer from the list of PCs

Click the "Remove from Profile" button

¹Collection of synchronization settings that include: PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path and other settings.



Note: After this action, the Profile data settings will be removed from the selected PC. You will be able to restore this profile by **adding that PC** to an existing profile.

You can also delete the current PC from the existing Profile from the **main Sync2 window**, by going to the **File menu** and selecting "Remove this PC from selected Profile".

Note: When you remove a PC from the selected profile, synchronized Outlook data will not be removed from the removed PC. You can only remove this data manually.

 **Sync2 website**

Old Version 1.9 Instructions

Please use these help instructions if you use Sync version 1.9 and older.

To avoid confusion and possible compatibility and performance problems with different versions of Sync2 we recommend upgrading all your Sync2 versions to the latest version.

For Sync2 update/upgrade information, please [click here](#).

Available topics:

[Create new Profile / Wizard](#)

[Create Google Calendar Sync profile](#)

[Create Google Contacts Sync profile](#)

[Adding new PC to an Existing Profile](#)

For help documentation for Sync2 old version please [click here](#).

 [Sync2 website](#)

Create new Profile / synchronization Wizard

Important Note: apply for Sync2 version 1.9 and older only.

 [Sync2 Flash demo-tutorial](#)

 [Create Google Calendar Sync profile](#)

 [Create Google Contacts Sync profile](#)

The First synchronization steps:

1. *Prepare a shared data folder and remember the folder location path.* After you install Sync2 to your PC for the first time, the creation of synchronization profile will begin. Make sure that your shared data folder is prepared. You can learn about some different types of shared folders solutions and their "good and bad" and "how to" by [clicking here](#).
2. *Create a new synchronization profile.* If this is the **first PC** that you want to synchronize, proceed with **Profile wizard (Step 1)**. Learn more by [clicking here](#). If this is **not your first PC**, learn more by [clicking here](#).
3. *Synchronize this PC.* The synchronization will start automatically after you finish the Wizard and **the main Sync2 window**

will open. Depending on the amount of your synchronized folders data and speed of connection to the shared folder location, it may take from minutes to hours. The next synchronization process will only synchronize changes you have made in Outlook, which may only take from seconds to a few minutes.

Create a new Synchronization Profile for the first time on the first PC of your group

The creation of a new profile starts automatically after you install Sync2. In case you wish to create an additional Profile, you can start a new Profile Wizard from the [main sync2 window](#) or from the [Right-Click menu](#) of the Sync2 tray icon.

Profile Synchronization Setup Wizard steps:

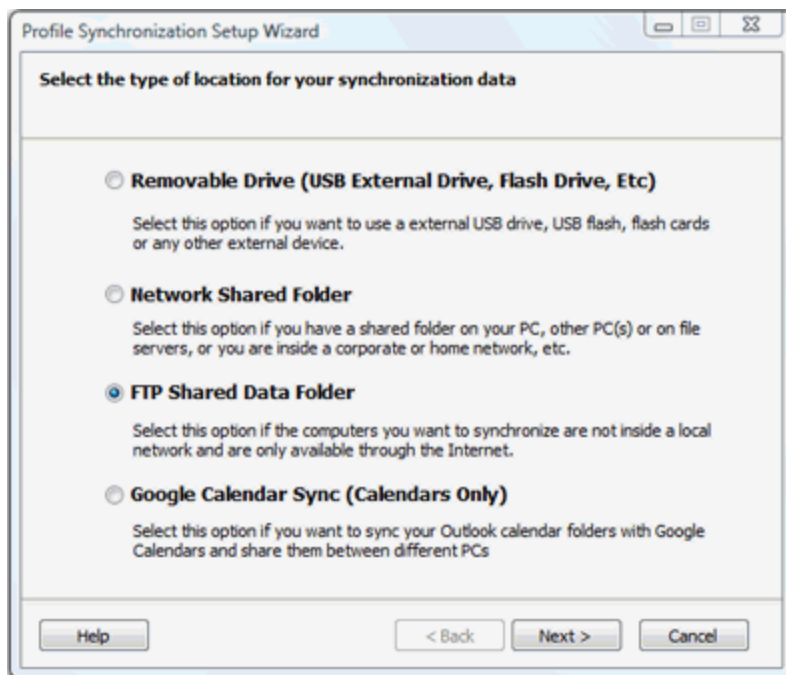
1. **Select a type of data location** and specify the shared folder address you have prepared. Choose one of these three standard types of data location:

Removable drive (USB Flash, Flash cards, USB External Hard Drive, etc.) for "offline synchronization"

Network shared folder (shared folder on your PC including shared with peer-to-peer software), on your LAN, other PC or on file servers, Live Messenger "My Sharing Folders", etc.

[FTP](#)¹ or Online Shared Folder (4Team FTP Service)

Google Sync (for Calendar and Contacts folders only).



¹FTP or File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network.

Specify the shared folder address/location or FTP server configuration parameters/Google Calendar Account login and profile name:

2. **Note:** Edit your profile name to be able to easily recognize the profile designation in future and your communicating devices (PCs), i.e.: USB Profile Home PC - Work PC, FTP profile - International, Network Profile - Coworkers.

for **Removable drive** option,

- a. by clicking "Browse" and selecting a preferred location from the [Browse for folder](#) window.
- b. Click "**Next** >"
- c. Sync2 will analyze the chosen location/address for existing synchronization data.
- d. Choose a name for a new USB data profile. [Click here](#) for the screenshot.

for **Network shared** folder option,

- a. by clicking "Browse" and selecting a preferred location from the [Browse for network folder](#) window.
- b. Click "**Next** >"
- c. Sync2 will analyze the chosen location/address for existing synchronization data.
- d. Choose a name for a new Network data profile. [Click here](#) for the screenshot.

for **Google Sync** option:

- a. provide your [Google account login information](#); If you currently don't have a Google account you can register it by [clicking here](#) or on the "Register a Google Calendar/Contacts ..." button.
- b. Click "**Next** >"

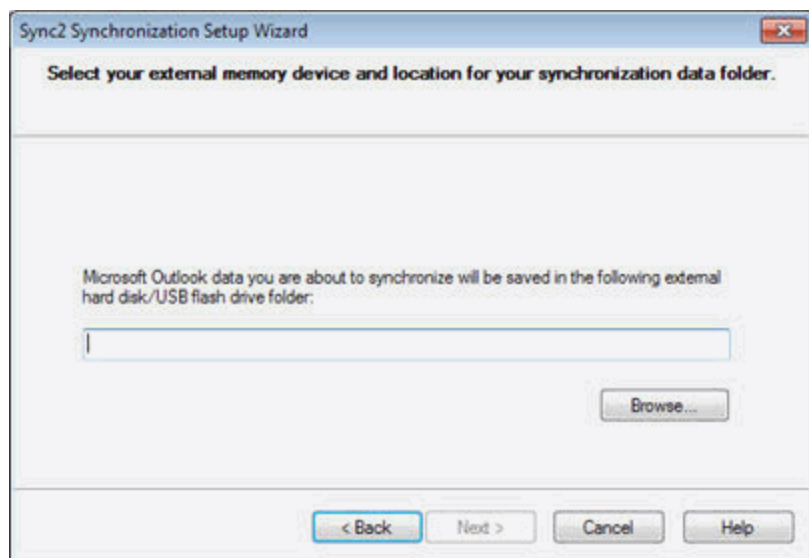
Important Note: For information about how to create a new Google Calendar Sync Profile [click here](#). For Google Contacts Sync Profile [click here](#).

for 4Team **FTP Sharing service** option:

- a. provide your [login information](#) (e-mail address);
- b. click "**Next**". [Allow this connection](#) by your firewall or any antivirus products if the "**Connection error**" window pops-up and click "Next" again.
- c. provide your [password information](#) (>6 letters or numbers);
- d. Click "**Next** >"
- e. The 4Team FTP service is all set and ready. [Click here](#) for [screenshot](#).

for **Custom FTP Server** option:

- a. provide your **FTP Server name and login information**; click "Test Connection". **Allow this connection** by your firewall or any antivirus products if the " **Connection error**" window pops-up and click "Test Connection" again.
- b. Click "**Next >**"
- c. **Select or create a folder** where you want your new synchronized profile data to be located.



Important Notes: You will not be able to change these settings later.

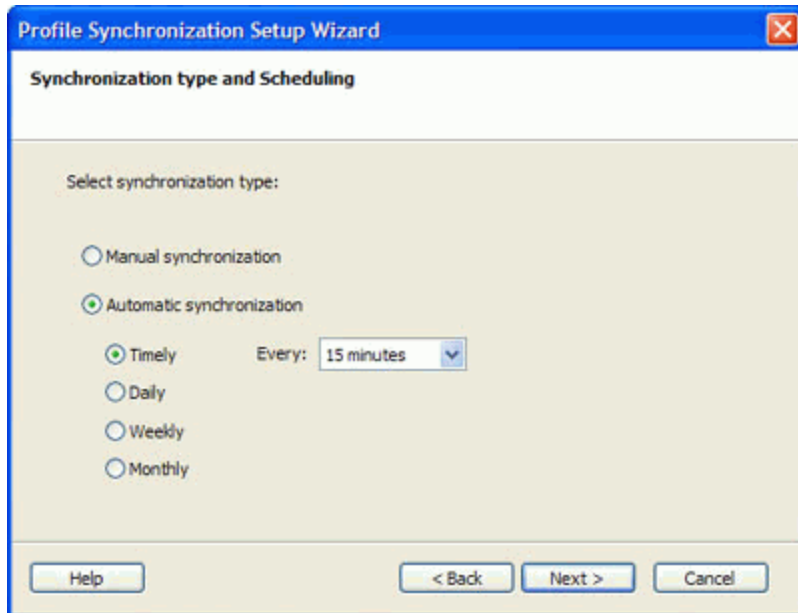
Click "**Next >**"

3. Set the Synchronization type and scheduling. The two types of synchronization are as follows:

Manual - Preferred synchronization type for the Removable drive type of data location. Choose this type if you prefer to fully control the synchronization process and your data location is not always available (i.e. dial-up internet connection, removable drive, etc.)

Automatic synchronization - a worry-free synchronization type for the network shared folder and FTP type of data location. The program will automatically download-upload and synchronize updates from the synchronized data location even if your Outlook is closed. Choose from a wide range of scheduling options (Hourly: every 15 min recommended)

Click the "**Next >**" button



4. Choose from the first two offered configuration types and click the "**Next >**" button: (this step is not available for the **Google Calendar Sync** profile)

Standard - use this type if you are a beginner and plan to synchronize the default Personal Outlook folders only (Calendar, Contacts, Inbox, Journal, Notes, Sent Items, Tasks)

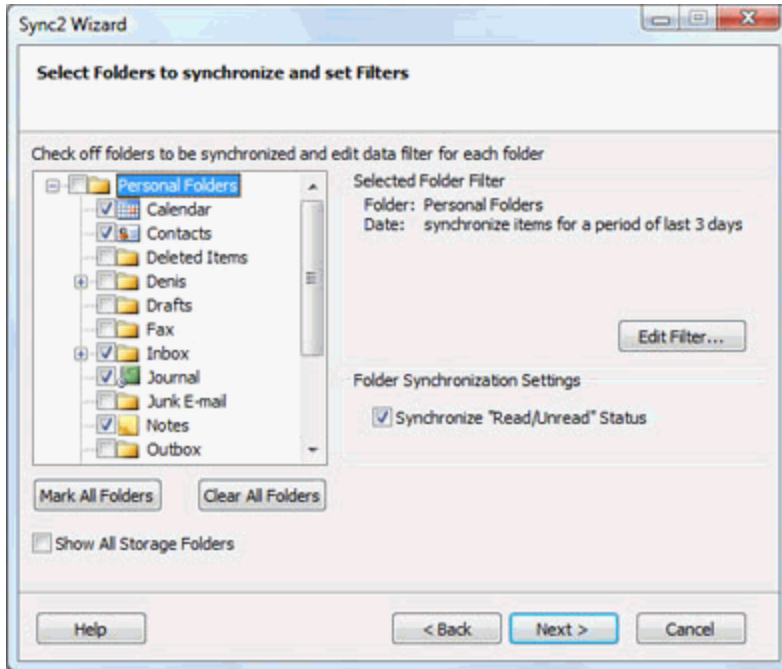
Advanced - use this type if you are an advanced user or plan to synchronize the selected or all folders, choose [synchronization filters](#), a profile name and other settings.

5. If you have chosen the **Standard Synchronization Settings** of Profile Wizard, you will receive the "[Finish Message](#)", and after you click Finish your synchronization process will begin.

Otherwise (**Advanced type** of Settings), the "**Select Outlook folders to synchronize and set Filters**" window will open. Select folders that you are planning to synchronize, adjust their filters by clicking [Edit filter](#) on each selected folder. You can add an additional folder later from the Profile settings.

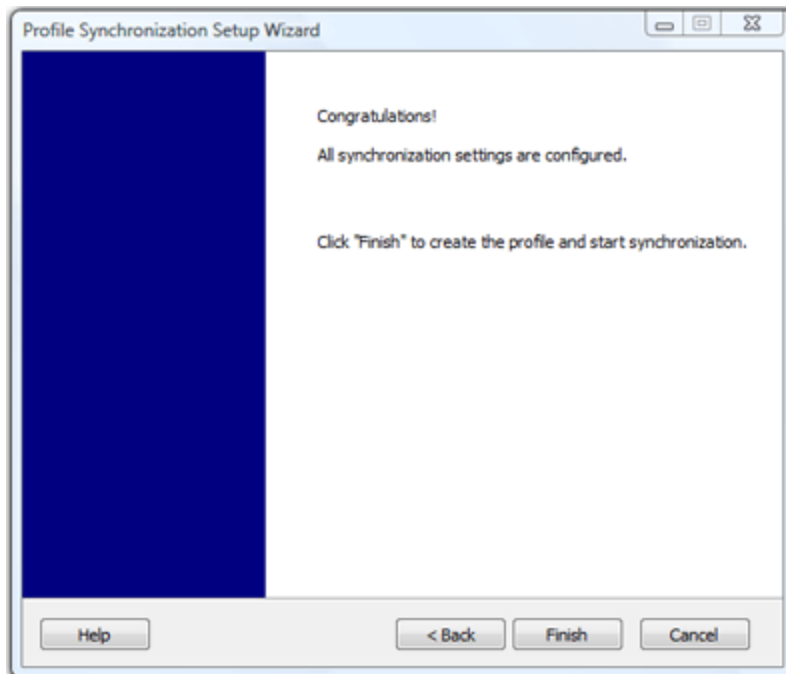
Note: Access the non-default personal or **Exchange Public folders** by checking the "Show All Storage Folders" box. Synchronize the "Read/Unread status" for a selected folder by checking the box in "Folder synchronization Settings".

Click "**Next >**"



6. Click "Finish" to perform the synchronization process for the created Profile.

Congratulations! All synchronization settings are configured. You are now able to start adding new PCs to existing Profiles or create a new profile for your family, friends, and coworkers.



Adding another PC to an existing synchronization data Profile of your group (for **Google Calendar Sync** profile [click here](#), for Google Contacts [click here](#))

After you perform synchronization with your first PC, you will have the following data that is required to set up synchronization on your second or your friend's PC:

Synchronized data location

Address of the shared folder location (path)

Removable drive, if you are using this type of synchronized data location

In case of custom FTP - the path (folder location/address) and login information.

In case of 4Team FTP sharing Service - login (e-mail address) and password.

This information will always be available to you from the Profile settings, which can be [accessed](#) from the [main Sync2 window](#). [Click here](#) for the screenshot. Send this information and the steps that follow to your friends and coworkers, and remember the profile settings for your new PC synchronization.

Important Note: If you are using a Removable drive as your synchronized data location, the actual "Drive Letter or path ..." may be different on other PCs

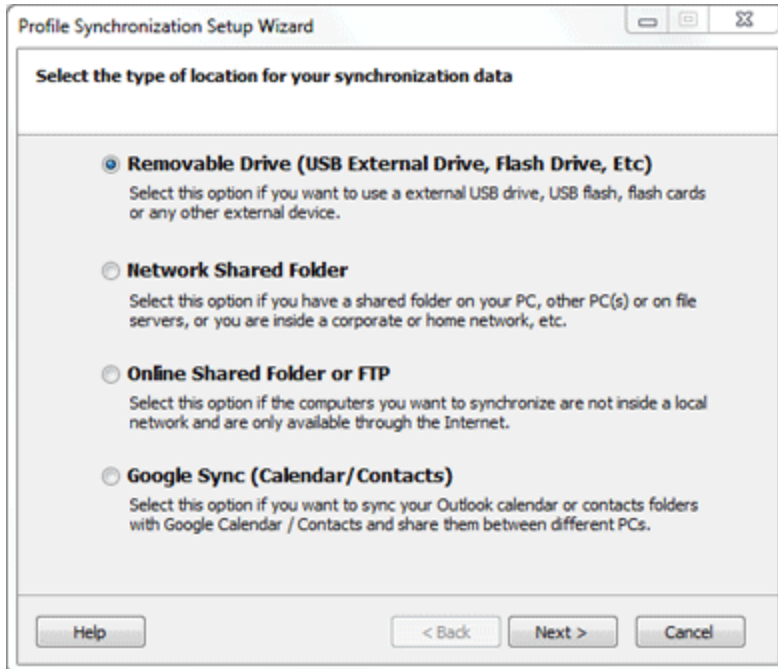
Adding another PCs to an existing synchronization Profile (group). Follow these steps:

1. **Choose the type of the shared folder location.** When you are adding a new PC to an existing profile, you will need to import the existing Profile from the existing data location. The import of a new profile starts automatically after you install Sync2. In case you already have other Profiles, you can start importing a new Profile Wizard from the [main sync2 window](#) or from the [Right-Click menu](#) of the Sync2 tray icon.

In the first step of synchronization profile setup wizard choose the shared folder location from the three available options and click the "Next >" button

Note: If you use a Removable drive as a type of data location, connect your removable drive to your PC. Prepare your profile settings information. If you use a network or FTP shared folder location, make sure that you are connected to your LAN or/and Internet and that you can access the shared folder from the windows explorer.

Click "**Next >**"



2. Specify the shared folder address/location or FTP server configuration parameters / Google Calendar Account login

for **Removable drive** option, by clicking "Browse" and selecting a preferred location from the [Browse for folder](#) window.

for **Network shared** folder option, by clicking "Browse" and selecting a preferred location from the [Browse for network folder](#) window.

for **4Team FTP Sharing service** option:

- a. provide your [login information](#) (same e-mail address that you used in this profile);
- b. click "**Next**". [Allow this connection](#) by your firewall or any antivirus products if the "[Connection error](#)" window pops-up and click "Next" again.
- c. provide your [password information](#) (same password that you used in this profile);
- d. Click "**Next >**"
- e. The 4Team FTP service is all set and ready. [Click here](#) for [screenshot](#).

for **customFTP Server** option:

- a. provide your [FTP Server name and login information](#); click "Test Connection". [Allow this connection](#) by your firewall or antivirus products if the "[Connection error](#)" window pops-up and click "Test Connection" again.
- b. Click "Next>"
- c. Sync2 will analyze the chosen location for existing synchronization data.
- d. Select a folder where synchronized profile data to be located (i.e.: **FTP Profile #1**). [Click here](#) for the screenshot.
- e. Skip 3, 4.

for **Google Calendar Sync** option

- a. provide your [Google account login information](#);
- b. Click "**Next >**"
- c. Select Google Calendar folders that you want to sync with your Outlook
- d. Click "**Next >**"
- e. Choose a structure of Google Calendar folders in Microsoft Outlook among the following three different types: Default, Sub-Calendar and Advanced.

Default...: Your main (personal folder; usually having your name) Google Calendar will be synchronized with your default Outlook calendar; Other Calendars will be created under the default Outlook Calendar. If you choose this option, you will not be able to adjust advanced filters and other options for the first synchronization.

Sub-Calendar...: All Google Calendars will be created under the default Outlook Calendar. If you choose this option, you will not be able to adjust advanced filters and other options for the first synchronization.

Advanced...: Choose this structure if you want to select Outlook folders to be assigned to each Google Calendar and adjust synchronization filters.

- f. **skip next steps 3., 4.**

for **Google Contacts Sync** option

- a. provide your [Google account login information](#);
- b. Click "**Browse >**".
- c. Choose Outlook folder that you want to add and sync to your Google Contacts Account. In the "Choose Folder" dialog select a folder you want to add to your Google Contacts. Click "**OK**".
- d. Click "**Next >**"
- e. **skip next steps 3., 4.**

Important Note: For detailed information about how to create a new Google Contacts Sync Profile on new PC [click here](#).

Click "**Next >**"

3. **Sync2 will analyze the chosen location/address** for existing synchronization data. [Click here](#) for the screenshot. (this step is not available for the **Google Calendar Sync** profile and for **4Team FTP Sharing service** option)

4. **Select the synchronization data profile** from the available profile list. [Click here](#) for the screenshot.(this step is not available for the **Google Calendar Sync** profile and **4Team FTP Sharing service** option)

Note: If no profile is available, click "Back" and correct the (find) folder location where your shared folder with the profile data is available. Possible folder names in your shared folder are: FTP Profile #, Network profile #, USB profile #. If you are still not able to find the shared folder: go to the previous synchronized PC, open Sync2, this information will be available to you from the Profile settings, which can be [accessed](#) from the [main Sync2 window](#). [Click here](#) for the screenshot.

Note2: If you are using a Removable drive as your synchronized data location, the actual "Drive Letter or path ..." may be different on other PCs.

Click "Next >"

5. **Set the Synchronization type and scheduling.** The two types of synchronization are as follows:

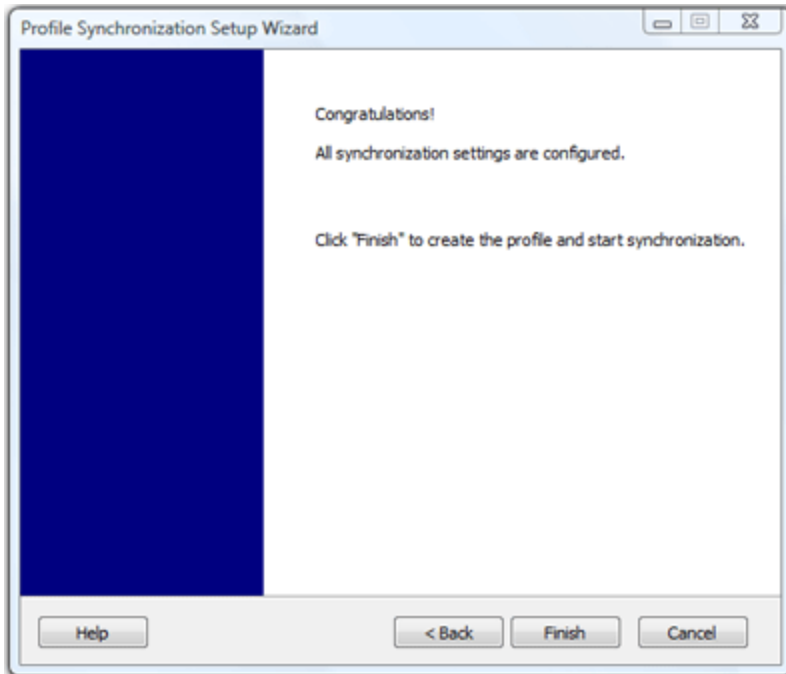
Manual - Preferred synchronization type for the Removable drive type of data location. Choose this type if you prefer to fully control the synchronization process and your data location is not always available (i.e. dial-up internet connection, removable drive, etc.)

Automatic synchronization - a worry-free synchronization type for the network shared folder and FTP type of data location. The program will automatically download-upload and synchronize updates from the synchronized data location even if your Outlook is closed. Choose from a wide range of scheduling options (Hourly: every 15 min **recommended**)

You are almost done.

Click the "Next >" button

4. **Click "Finish" to start synchronization of the loaded profile.** The Main Sync2 dialog will open. You can close this dialog and resume your other work, while Sync2 synchronizes your data in the background. If folders that you synchronize on this PC are empty or totally identical, your synchronization process will finish almost immediately. If the data of the synchronized folders is different, the difference on this PC will be copied to the first PC during the next synchronization process. In case of duplicates, a special [duplicate management](#) dialog will appear. To learn more about how to deal with them, [click here](#).



Congratulations! Your first synchronization cycle is done. You are now able to start adding more new PCs to existing Profiles or create a new profile for your family, friends, and coworkers. If you experience any discomfort and would like to share your ideas about how to improve our product, we are [here](#) to help you.

→ [Create Shared Data Folders](#)

→ [Create new Profile / Wizard](#)

→ [Create Google Calendar Sync profile](#)

→ [Create Google Contacts Sync profile](#)

→ [Sync2 website](#)

Create Google Calendar Sync profile

Synchronize your Google calendars and your Microsoft Outlook Calendars. Synchronize 2 or more PCs' Outlook calendars using the Google Calendar™ [calendar service](#).

Important Note: apply for Sync2 version 1.9 and older only.

The synchronization steps:

1. **Set up your Google Calendar Service.** *If you do not have your free Google Calendar Account, please register it by [clicking here](#). For more information about the Google Calendar service and how to set it up [click here](#). If you already have Google*

Calendar, skip this step.

2. **Prepare Google Calendar folders** *that you plan to sync or share*. Create Google Calendar folders for each Outlook folder you plan to sync with your Outlook Calendar. Use the same names that you use in Outlook. If you plan to share public or personal Calendars with other people, share them before the first synchronization process, let your sharers know that they need to share their Calendars because you want to synchronize them with your Outlook. **Please Note:** Your main (personal folder; usually having your name) Google Calendar usually synchronizes with your default Outlook Calendar. You can always add additional Google Calendars folders to your synchronization profile. For more information about the Google Calendar sharing [click here](#).
3. **Create a new synchronization profile**. After you install Sync2 to your PC for the first time, the creation of synchronization profile will begin. Select the "Google Sync" option. Click **"Next >"**. Select the "Google Calendar". Click **"Next >"**.
4. Provide your [Google Calendar account login information](#);
5. **Select Google Calendars folders** (check off the boxes) that you want to sync with your Outlook. Click **"Next >"**
6. **Choose the structure** of Google Calendar folders in Microsoft Outlook among the following three different types: Default, Sub-Calendars and Advanced.
 - a. **Default...**: Your main (personal folder; usually having your name) Google Calendar will be synchronized with your default Outlook calendar; Other Calendars will be created under the default Outlook Calendar. If you choose this option, you will not be able to adjust advanced filters and other options for the first synchronization.
 - b. **Sub-Calendars...**: All Google Calendars will be created under the default Outlook Calendar. If you choose this option, you will not be able to adjust advanced filters and other options for the first synchronization.
 - c. **Advanced...**: Choose this structure if you want to select Outlook folders to be assigned to each Google Calendar and adjust synchronization filters.
7. **Select Outlook Calendars folders** (check off the boxes) that you want to add and sync to your Google Calendar Account. Click the **"Add"** button. In the **"Choose Folder" dialog** select a folder you want to add to your Google Calendar. Click **"OK"**. Click **"Next >"**

Note: You can also add Outlook Calendars from other personal or public folders (pst) by checking "Show All Storage Folders" check-box in **"Choose Folder" dialog**. If in the previous step you selected the **Advanced** structure in **this step** you will be able to select Outlook folders corresponding to each of your Google Calendars and adjust **synchronization filters**.
8. **Set the Synchronization type and scheduling**. The two types of synchronization are as follows:

Manual - Choose this type if you prefer to fully control the synchronization process and your data location is not always available (i.e. dial-up internet or other slow connections)

Automatic synchronization - a worry-free synchronization type. The program will automatically download-upload and synchronize updates from Goggle Calendar service even if your Outlook is closed. Choose from a wide range of scheduling options (Hourly: every 15 min recommended)

Click the "**Next >**" button

9. **Click "Finish" to perform the synchronization process** for the created Profile.

Congratulations! All synchronization settings are configured. You are now able to share your Outlook Calendar for your family, friends, and coworkers or sync it with your other PCs. You also can view calendars that others have shared with you via Google Calendar Service.

10. **Synchronize this PC.** *The synchronization will start automatically after you finish the Wizard and [the main Sync2 window](#) will open. Depending on the amount of your synchronized Calendar folders data and speed of internet connection, it may take from seconds to up to an hour. The next synchronization process will only synchronize changes you have made in Outlook, which may only take from seconds to a few minutes.*

After you finish synchronization you can use Sync2 with [three main user scenarios](#) that are presented below:

1. Synchronize your Outlook with Google Calendars
2. Synchronize all yours PCs' Outlook Calendars using the Google Calendar [calendar service](#)
3. Share your Outlook Calendar with other Outlook, non-Outlook and/or non Google Calendar users

For more information about how to implement these scenarios [click here](#).

Important Notes and Limitations:

Calendar Synchronization filters work in 1-way only: from Microsoft Outlook calendar to Google Calendar. All data that was imported-synchronized from Google Calendar is **not filtered**. (future versions will support this feature)

Meetings will be synchronized as Appointments only (future versions will support Meetings synchronization in both ways)

We recommend that you and your sharers use the same e-mail address for meeting attendees and organizers

Google Calendar does not support labels on appointments

Google Calendar does not support attachments in appointments

 [Sync2 website](#)

Microsoft, Outlook and the Office logo are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries. GOOGLE and Google Calendar is a trademark of Google Inc

Create Google Contacts Sync profile

Synchronize your Google/Gmail Contacts and your selected Microsoft Outlook Contacts folder. Synchronize 2 or more PCs' Outlook Contacts folders using the Google Contacts™ [service](#).

Important Note: apply for Sync2 version 1.9 and older only.

The synchronization steps:

1. **Set up your Google Contacts Service.** *If you do not have your free Google Account or Gmail Account, please register it by [clicking here](#). For more information about the Google Contacts service and how to set it up [click here](#). If you already have Google Contacts or Gmail Account, skip this step.*
2. **Prepare and backup Google Contacts.** Microsoft Outlook allows only limited properties quantity (I.e.: 3 e-mail addresses, 3 postal addresses, limited and specific phone numbers (2 Home, 2 Business, 2 Faxes, Car, etc.)). Check and update existing Google contacts properties to make sure they will be synchronized.
3. **Prepare and backup Outlook Contacts** that you want to synchronize. Google Contacts does not support titles and many other standard Outlook properties. **Some of contacts properties will not be synchronized**, because of Google Contacts limitations and differences with Outlook. Google is continuously adding new properties to their Contacts service and they are available for synchronization after Sync2 updates are installed. Please use our latest version of Sync2 for better experience.
4. **Create a new synchronization profile.** After you install Sync2 on your PC for the first time, the creation of synchronization profile will begin. Select the "Google Sync" option. Click "**Next >**". Select Google Contacts. Click "**Next >**".
5. Provide your [Google Contacts account login information](#); Click "**Next >**".
6. **Choose Outlook folder** (Click "**Browse >**".) that you want to add and sync to your Google Contacts Account. In the "Choose Folder" dialog select a folder you want to add to your Google Contacts. Click "**OK**". Click "**Next >**".
Note: You can also add Outlook Contacts from other personal or public folders (pst) by checking the "Show All Storage Folders" box in "Choose Folder" dialog.
7. **Set the Synchronization type and scheduling.** The two types of synchronization are as follows:

Manual - Choose this type if you prefer to fully control the synchronization process and your data location is not always available (i.e. dial-up internet or other slow connections)

Automatic synchronization - a worry-free synchronization type. The program will automatically download-upload

and synchronize updates from Goggle Contacts service even if your Outlook is closed. Choose from a wide range of scheduling options (Hourly: every 15 min recommended)

Click the "**Next >**" button

8. **Click "Finish" to perform the synchronization process** for the created Profile. **Congratulations! All synchronization settings are configured.** You are now able to share your Outlook Contacts for your family, friends, and coworkers or sync it with your other PCs. You also can view Contacts that others have shared with you via Google Contacts Service.
9. **Synchronize this PC.** *The* synchronization will start automatically after you finish the Wizard and **the main Sync2 window** will open. Depending on the amount of your synchronized Contacts folders data and speed of internet connection, it may take from seconds up to an hour. The next synchronization process will only synchronize changes you have made in Outlook, which may only take from seconds to a few minutes.

After you finish synchronization you can use Sync2 with **two main user scenarios** that are presented below:

1. Synchronize your selected Outlook Contacts folder with Google Contacts
2. Synchronize all yours PCs' selected Outlook Contacts using the Google Contacts **Gmail service**.

Important Notes and Limitations:

Backup your Outlook and Google Contacts before synchronization.

Contacts Synchronization filters work in 1-way only: from Microsoft Outlook Contacts to Google Contacts. All data that was imported-synchronized from Google Contacts is **not filtered**. (future versions will support this feature)

Google Contacts does not support titles and many other standard Outlook properties. At the same time Google contacts have different properties compared to Outlook Contacts . **Some of contacts properties will not be synchronized**, because of Google Contacts limitations and differences with Outlook.

Google is continuously adding new properties to their Contacts service and they are available for synchronization after Sync2 updates are installed. Please use our latest version of Sync2 the better experience.

 **Sync2 website**

Duplicate and Conflict Management

Because Sync2 works without a central server and the same data may be changed on different PCs prior to synchronization, it is very likely that you may have **conflicts**¹.

During the first synchronization on the second PC, or as a result of synchronization with your PDA, Palm or similar devices, some data may **duplicate**².

For advanced duplicate management, we recommend "**Duplicate Killer**". Learn more about this tool by [clicking here](#). We offer it for a discounted price for all Sync2 owners. For more information, contact our Sales [here](#).

If the program is not able to safely merge duplicates or resolve conflicts, the program will backup all problematic items into a special "Duplicate issues" folder and notify you. Then, you can deal with them manually.

The items that are detected as duplicate items, but cannot be merged, are placed into the "Conflicts" sub-folder.

If items are automatically merged during synchronization, the original items stored in your folder before merging will be backed up in the "Backup" sub-folder. If there are many merged items in the folder, the original folder backup will be created here, with the exact date and time of the backup, with all the items stored there before their merging.

When you've reviewed the conflicts and any created backups, you can delete the "Duplicate Issues" folder. If any further conflicts or backup instances occur, this folder will be created again.

 [Sync2 website](#)

¹Conflicts: It may happen that the same synchronized Outlook item is modified on different PCs. In this case, a conflict between its versions occurs during the synchronization process, therefore these versions are called conflicting items. Duplicates and conflicts are identified during the synchronization process when two identical items are discovered - one of them in your Outlook, another in the synchronized folder.

²Duplicates: A situation may occur during the first folder synchronization or offline mode when identical Microsoft Outlook items exist on different PCs. Such items are called duplicates. Duplicates and conflicts are identified during the synchronization process when two identical items are discovered - one of them in your Outlook, another- in the synchronized folder.

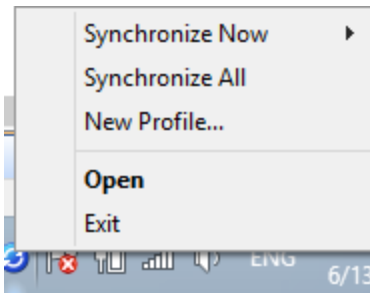
How to START synchronization process for all folders

Overview:

Each [synchronization Profile](#)¹ has its own synchronization schedule that can be changed from each [profile settings](#).

Start the synchronization process for all Profiles. There are two methods of how you can manually start synchronization of all profiles:

from the right-click menu on the Sync2 tray icon: Click "**Synchronize All**"



from the [main sync2 window](#) toolbar: click "Sync All"



Start the synchronization process for the selected Profile.

from the right-click menu on the Sync2 tray icon: Click " **Synchronize Now**", select a profile to perform synchronization.

Select a profile from the "Profile Status table": from the [main sync2 window](#) toolbar click "Sync"

How to START synchronization process for all folders:

Select all folders from the selected [profile settings](#)

Clear filters from each folder if you want to make a full copy (clone) of your Outlook folder on each synchronized PC.

¹Collection of synchronization settings that include: PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path and other settings.

Note: Without filters, the first synchronization may take hours to finish and is highly dependent on your connection to the shared data location

 [Sync2 website](#)

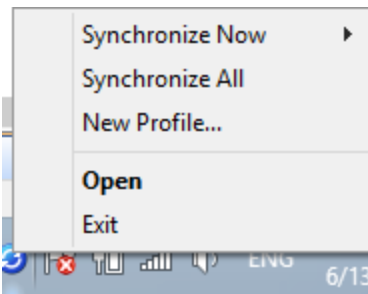
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from the right-click menu on the Sync2 tray icon: Click "**Synchronize All**"



from the [main sync2 window](#) toolbar: click "Sync All"



Start the synchronization process for the selected Profile.

from the right-click menu on the Sync2 tray icon: Click " **Synchronize Now**", select a profile to perform synchronization.

Select a profile from the "Profile Status table": from the [main sync2 window](#) toolbar click "Sync"

How to START synchronization process for all folders:

¹Collection of synchronization settings that include: PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path and other settings.

Select all folders from the selected [profile settings](#)

Clear filters from each folder if you want to make a full copy (clone) of your Outlook folder on each synchronized PC.

Note: Without filters, the first synchronization may take hours to finish and is highly dependent on your connection to the shared data location

 [Sync2 website](#)

How to stop the synchronization process

Open the [main sync2 window](#)

Select a profile from the "Profile status table"

Click **"Stop"** on the toolbar

Note: there is no option to stop synchronization of all profiles simultaneously, you will have to choose each profile and click the "Stop" button. It is not possible to stop the synchronization of FTP type profile.

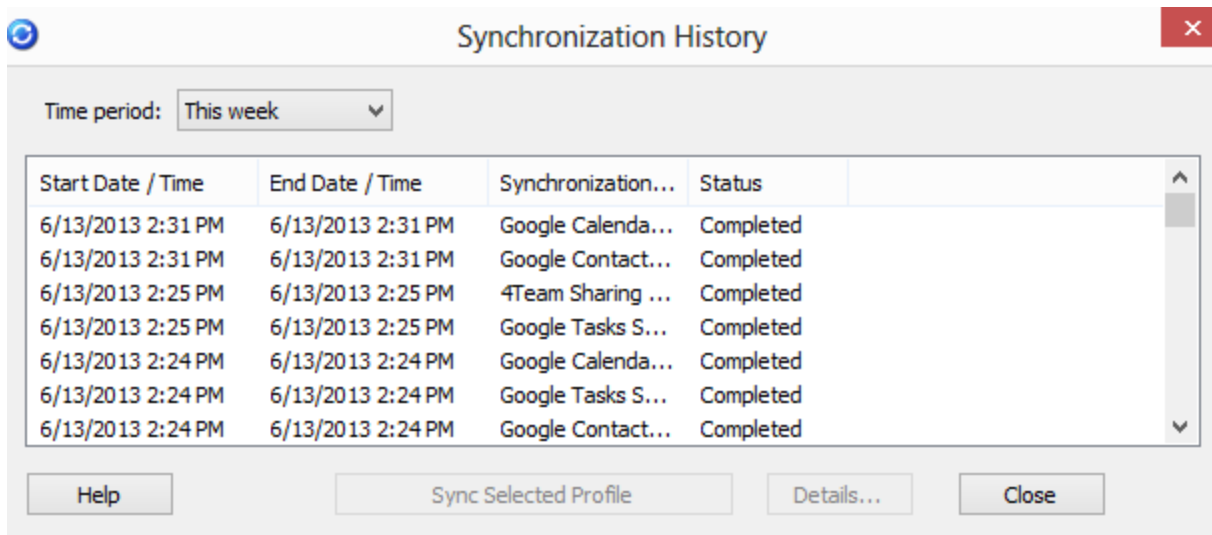
 [Sync2 website](#)

How to View synchronization history

Overview:

Synchronization history (Report) will help you find out your synchronization status for a period of up to a month and reasons why the synchronization process failed.

You can access Report (Synchronization History) from the [main sync2 window](#) on the [tools menu](#).



The screenshot shows a window titled "Synchronization History" with a close button (X) in the top right corner. Below the title bar, there is a "Time period:" dropdown menu set to "This week". The main area contains a table with the following data:

| Start Date / Time | End Date / Time | Synchronization... | Status |
|-------------------|-------------------|--------------------|-----------|
| 6/13/2013 2:31 PM | 6/13/2013 2:31 PM | Google Calenda... | Completed |
| 6/13/2013 2:31 PM | 6/13/2013 2:31 PM | Google Contact... | Completed |
| 6/13/2013 2:25 PM | 6/13/2013 2:25 PM | 4Team Sharing ... | Completed |
| 6/13/2013 2:25 PM | 6/13/2013 2:25 PM | Google Tasks S... | Completed |
| 6/13/2013 2:24 PM | 6/13/2013 2:24 PM | Google Calenda... | Completed |
| 6/13/2013 2:24 PM | 6/13/2013 2:24 PM | Google Tasks S... | Completed |
| 6/13/2013 2:24 PM | 6/13/2013 2:24 PM | Google Contact... | Completed |

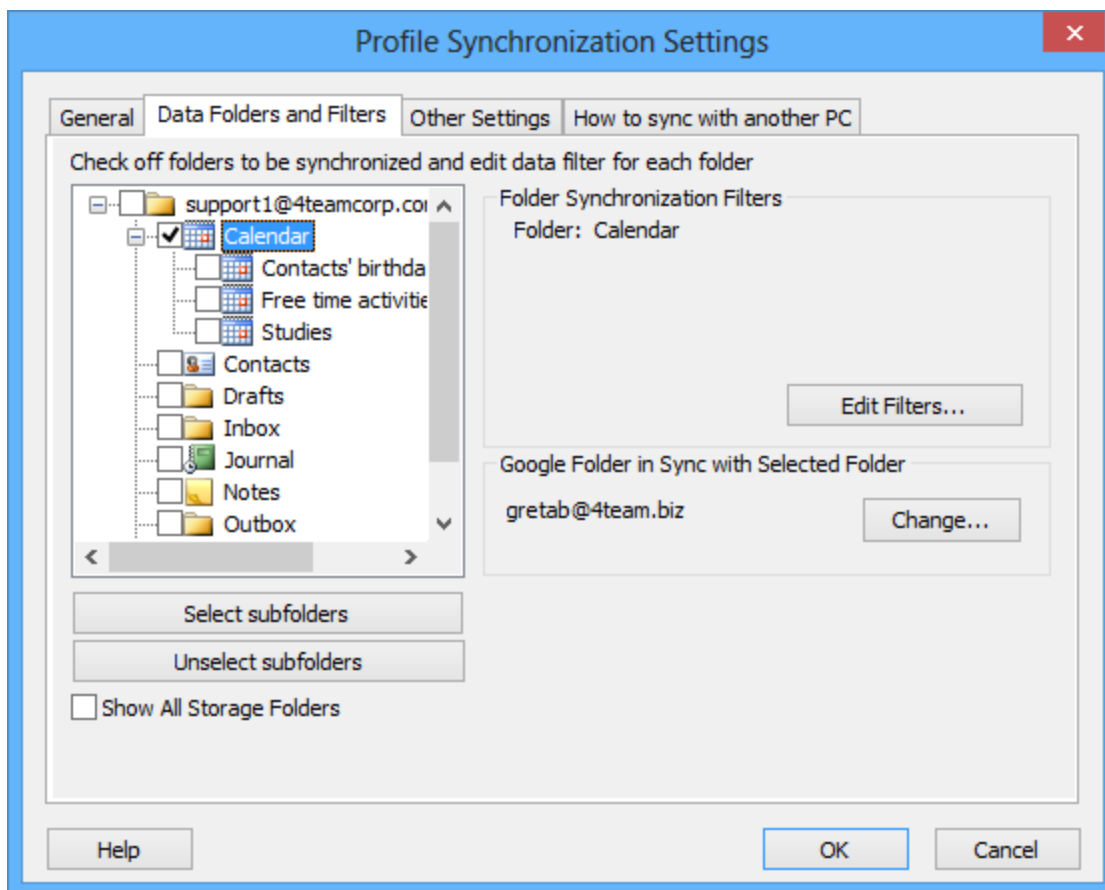
At the bottom of the window, there are four buttons: "Help", "Sync Selected Profile", "Details...", and "Close".

How to add folders for an existing Profile

If you decide to add an Outlook folder to an existing [synchronized profile](#)¹:

1. Open the "Data folder and Filters" tab of preferred [profile settings](#); (Open the Sync2 main interface by double clicking on the Sync2 tray icon. Select a profile. Click "Settings" from the toolbar. Select Data Folders and Filters tab.
2. Select the folder that you want to add to the synchronization process.

Note: To access non-default folders (Archive, Public Folders, other Personal Folders), check the **"Show All Storage Folders"** box.



3. Click **"OK"**.

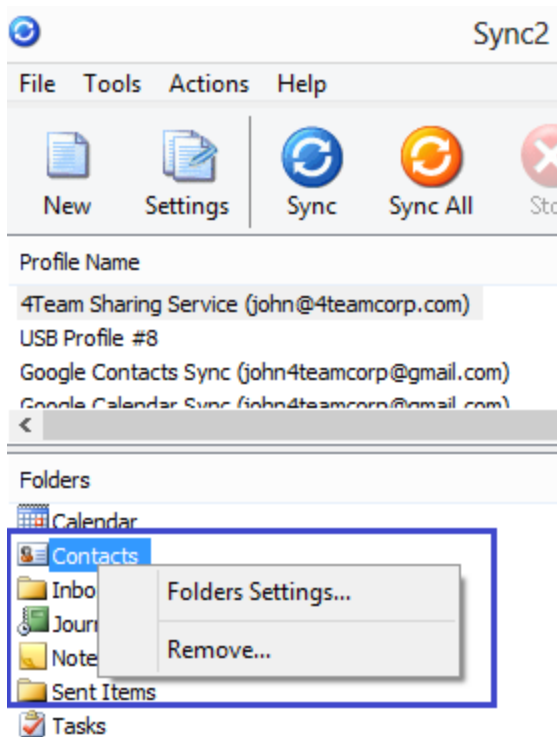
¹Collection of synchronization settings that include: PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path and other settings.

Sync2 website

Remove folder from existing Profile

If you decide to add an Outlook folder from an existing [synchronized profile](#)¹:

1. Open Sync2 main interface and select the preferred [synchronization Profile](#)²
2. Right-click on the folder and select "Remove..."



You can also open the [Synchronization Profile](#)³ settings and uncheck folders that you need to remove.

Sync2 website

¹Collection of synchronization settings that include: PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path and other settings.

²Collection of synchronization settings that include: PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path and other settings.

³Collection of synchronization settings that include: PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path and other settings.

How to Stop synchronizing a folder

If you decide to stop synchronizing a folder:

1. Open the "Data folder and Filters" tab of the preferred [profile settings](#);
2. Unselect the folder that you want to remove from synchronization
3. Click the "OK" Button.

Note: To access non-default folders (Archive, Public and other Personal Folders), check the **"Show All Storage Folders"** box.

 [Sync2 website](#)

How to Resynchronize a folder/profile

Overview:

If the data on one of synchronized PCs looks different from that of the others, you can try to re-synchronize it, to make items in the synchronized Microsoft Outlook folders look identical on all PCs included in the selected Profile.

How to Access it:

from the General tab of [Profile synchronization settings](#) click the **"View"** button. The list of computers being synchronized will open.

How to re-synchronize a selected PC:

select PC from the computer list below and click the "Re-synchronize" button.

List of computers being synchronized

Profile: 4Team Sharing Service (john@4teamcorp.com)

| Computer Name | Last Synchronization |
|------------------------|----------------------|
| redwing@redwin7710-18 | 6/13/2013 2:10 PM |
| TestDep80@TESTDEP80-PC | 6/12/2013 3:48 PM |
| | |
| | |
| | |
| | |
| | |

Help

Re-synchronize

Remove from Profile

Close

 [Sync2 website](#)

Synchronize Public Folders

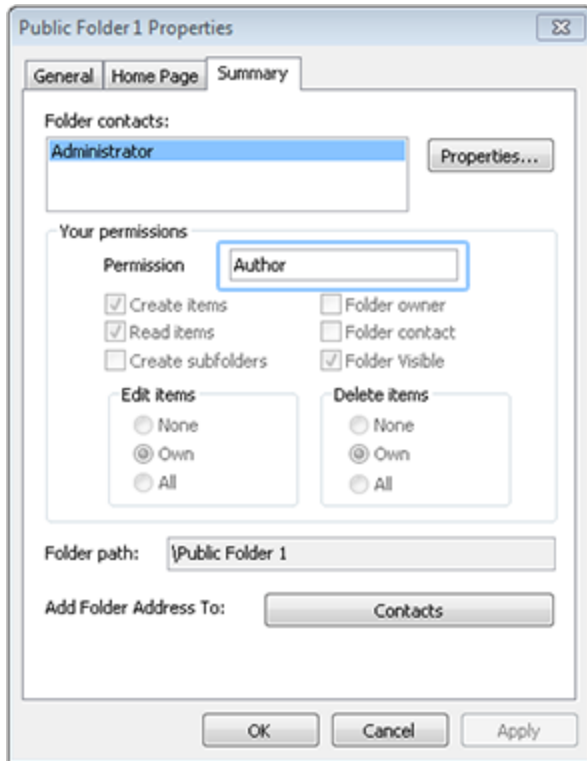
With Sync2, you can synchronize Exchange Public folders with other computers' personal folders or with Google. In order to do that you need to make sure, that the permissions that are set for the folder you want to synchronize allow it.

Synchronization will be successful if the permission level allows you to modify the folder.

The table below shows for what Permission Levels synchronization is allowed:

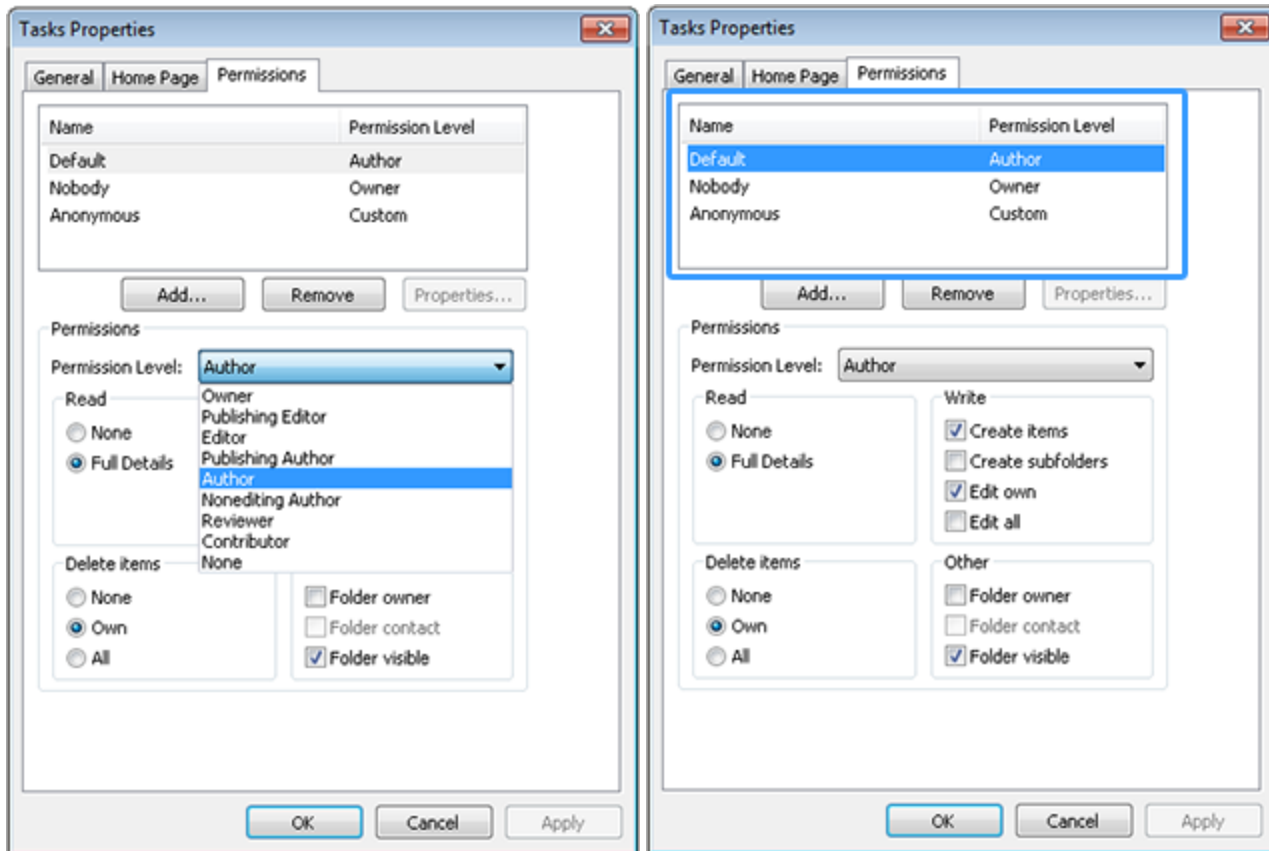
| Public folder Permission Level | Allows Sync? |
|--------------------------------|--------------|
| Author | + |
| Publishing Editor | + |
| Editor | + |
| Publishing Author | + |
| Author | + |
| Nonediting Author | + |
| Reviewer* | + |
| Contributor | - |
| None | - |

You can check your Permission Level by right-clicking the folder ->Properties -> Summary.



Permission level is set to "Author" by default, when a new Public folder is created.

It allows you to modify the folder that can be synchronized, as well. Only the "Owner" of the folder can assign different Permission Levels, so if you need to change yours, contact the folder owner. Different Permission Levels can be assigned to different users.



***"Reviewer" Permission Level does not allow you to make changes to the folder. Synchronization will work only one way: from Outlook to Google.

IMPORTANT: As Public Folders are accessible to all users and the stored data is already synchronized, there's no need to set up synchronization between them. Direct synchronization of the same Public Folder(s) between computers is not recommended..

If you are not sure how to set up synchronization correctly, please consult your local administrator or [contact our support](#).

 [Sync2 website](#)

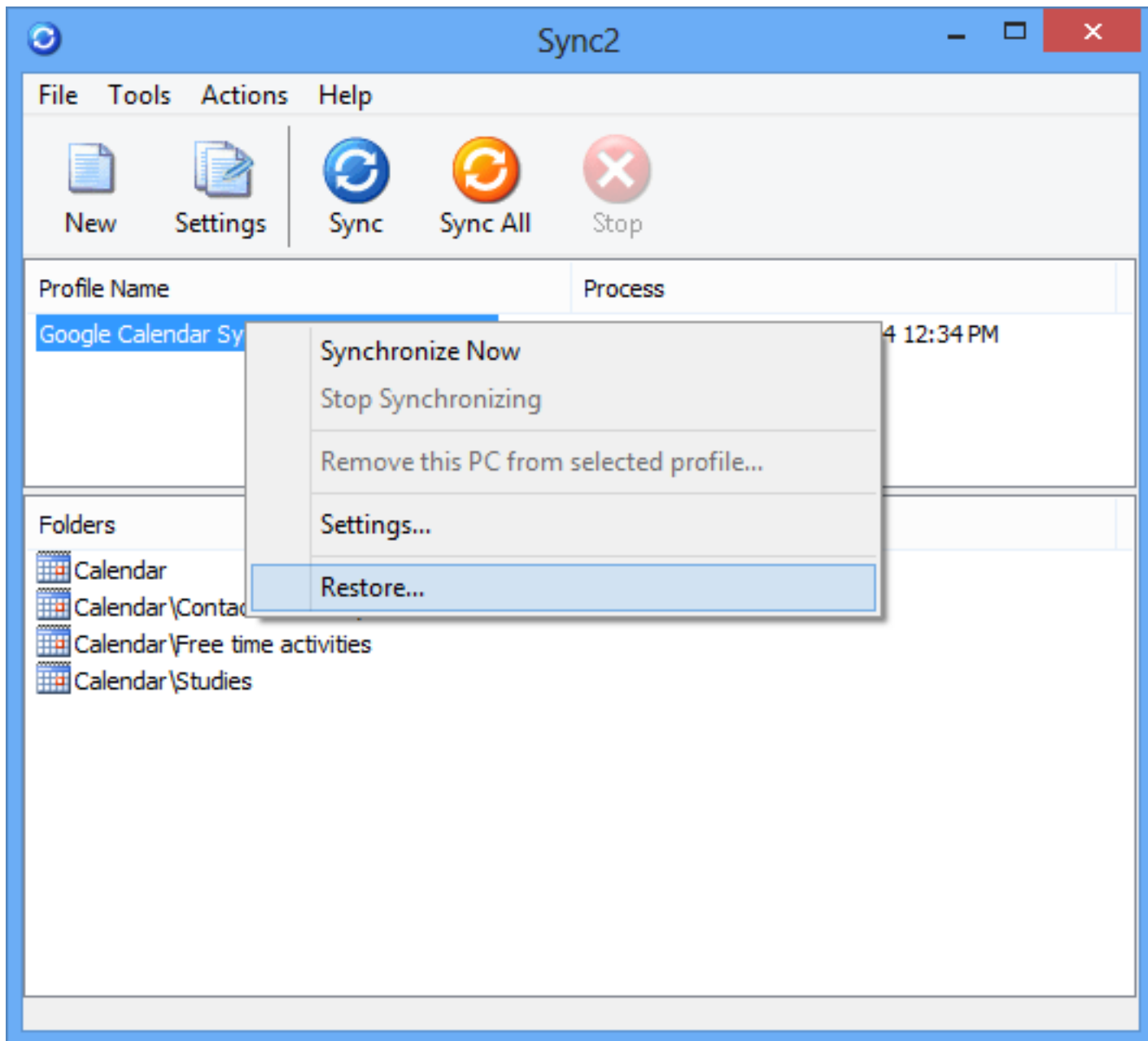
How to Restore

You must install **Folder Backup for Outlook** to use this functionality. [Click here](#) to learn more about Folder Backup for Outlook.

If you wish to restore a previous version of your folder:

- Select the synchronization profile with the folder you want to restore on the main Sync2 dialog;
- Right-click on the folder you want to restore in the list of folders;
- Click “Restore”;
- Available backup files are listed according to the backup dates. Choose the backup copy from which you want to restore.

Or you can choose to restore all folders from the profile, by right-clicking on the profile name in the main Sync2 dialog, and selecting “Restore” there.



IMPORTANT: Folders that were restored from the Sync2 dialog are automatically removed from synchronization profile in order to avoid further conflicts, so you will have to add them back to the profile manually if you want to synchronize them again.

 [Sync2 website](#)

Sync2 and Google Calendar user scenarios

After you finish synchronization you can use Sync2 with **three main user scenarios** that are presented below:

1. Synchronize your Outlook with Google Calendars
2. Synchronize all your PCs' Outlook Calendars using the Google Calendar [calendar service](#)
3. Share your Outlook Calendar with other Outlook, non-Outlook and/or non Google Calendar users

Scenarios implementation:

First scenario can be implemented by creating the Sync2 Google Calendar sync profile. [Click here](#) for more information.

Second scenario: use the same Google Calendar login information as you use on the first PC [when creating](#) the Sync2 Google Calendar sync profile.

Third Scenario: If you plan to share public or personal Outlook Calendars with other peoples, share the corresponding and synchronized Google Calendars before the first synchronization process, let your sharers know that they need to share their Calendars because you want to synchronize them with your Outlook. **Please Note:** Your main (personal folder; usually having your name) Google Calendar usually synchronizes with your default Outlook Calendar. You can always add additional Google Calendars folders to your synchronization profile. For more information about Google calendar sharing [click here](#).

Important Notes and Limitations:

Calendar Synchronization filters work in 1-way only: from Microsoft Outlook calendar to Google Calendar. All data that was imported-synchronized from Google Calendar is **not filtered**. (future versions will support this feature)

We recommend that you and your sharers use the same e-mail address for meeting attendees and organizers

Google Calendar does not support labels on appointments

Google Calendar does not support attachments in appointments

The maximum amount of calendars that can be synchronized is 40.

The maximum amount of events that can be synchronized in Google Calendar is 12408.

Please note that Google Calendar service can have a daily or hourly limit on how many items can be modified in/added to Google Calendar.

→ [Google calendar sharing help](#)

→ [Create Google Calendar Sync profile](#)

→ [Google Calendar Profile synchronization settings](#)

→ [Synchronizing Folders \(How to\)](#)

→ [Duplicate and conflict management](#)

If you experience any discomfort and would like to share your ideas about how to improve our product, we are [here](#) to help you.

Please [contact us](#) if you have any questions.

 [Sync2 website](#)

Frequently Asked Questions (Troubleshooting)

Click on questions and underline links. We suggest that you use "**Search**" to quickly find your answers.

1. Will Sync2 work after support of Google Sync ends on January 30, 2013?¹
2. Do Distribution Lists propagate to other PCs?²
3. Do I initiate synchronization from one computer or from all?³
4. What is the difference between "Sync" and "Sync all" buttons in main Sync2 window?⁴
5. What Google services can I sync with Outlook using Sync2?⁵
6. Does Sync2 synchronize the category list?⁶
7. I have synchronized my Outlook folders, but only some items were synchronized. How do I synchronize all items?⁷
8. Can I synchronize any synchronized folder with my PDA or Pocket PC?⁸
9. Do flags propagate to other users (PCs) along with items?⁹
10. Do attachments propagate to other users (PCs) along with items?¹⁰

¹Yes, Sync2 will work after Google Sync End of Life and as long as Google supports their Calendar, Contacts and Tasks API. We are not responsible for Google actions in the event they decide to cancel their APIs.

²Yes, Distribution Lists propagate to other synchronized PCs.

³You should initiate synchronization from one computer. Once the initial synchronization is successful, you can start synchronizing other PCs by pointing to the same synchronization location and connecting to the previously created profile.

⁴You can create as many synchronization profiles as you want with Sync2. When you click the "Sync" button, only synchronization for the selected profile starts. When the "Sync all" button is clicked, synchronization of all profiles starts.

⁵Sync2 synchronizes Microsoft Outlook Contacts, Calendars and Tasks with Google. When synchronizing Outlook with Google services, one-way or two-way synchronization is available.

⁶No, Sync2 doesn't synchronize the Outlook category list itself, but the categories of the items are synchronized.

⁷By default Sync2 has filters for synchronization. You might want to remove them in Sync2 > Settings > Data Folders and Filters tab. Select each folder that you synchronize and click "Edit Filter..." button. Then remove or change the filters according to your needs.

⁸Any folder synchronized with Sync2 folder can be synchronized with PDA or Pocket PC. But usually the synchronization software (e.g. Microsoft ActiveSync) allows synchronizing only standard Outlook folders, i.e. Calendar, Contacts, Tasks, Inbox and Notes. You can't synchronize any other folders or sub-folders.

11. Can I synchronize my Inbox or Sent Items folders using Sync2?¹
12. Can I use Outlook Rules?²
13. Is it possible to synchronize completed tasks?³
14. We have created custom forms in Outlook. Can we synchronize information using these forms?⁴
15. When I try to add my machine to an existing profile, I get the following error from Sync2: "Access denied".⁵
16. What are the Google Calendar synchronization limits?⁶
17. What are the Google Contacts synchronization limits?⁷
18. Can I synchronize Exchange Public folders?⁸
19. **Can I synchronize Outlook with a setup Hotmail account?**
20. How to solve an error message "Outlook not installed" during Sync2 installation? If you are getting an error message "Outlook not installed" during Sync2 installation, even though Outlook is installed, you have to run the Office installation repair. You can find step-by-step instructions here:

¹Yes, you can synchronize the standard Outlook mail folders (Inbox, Sent Items).

²Yes, you can. But you can't synchronize Rules using Sync2.

³Synchronization of completed tasks can be set up in the advanced Wizard. Sync2 does not synchronize completed tasks by default, but this option is possible.

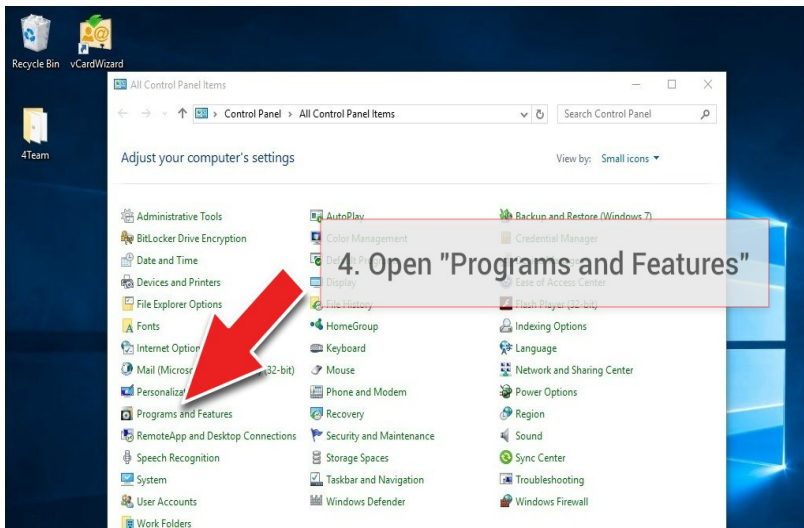
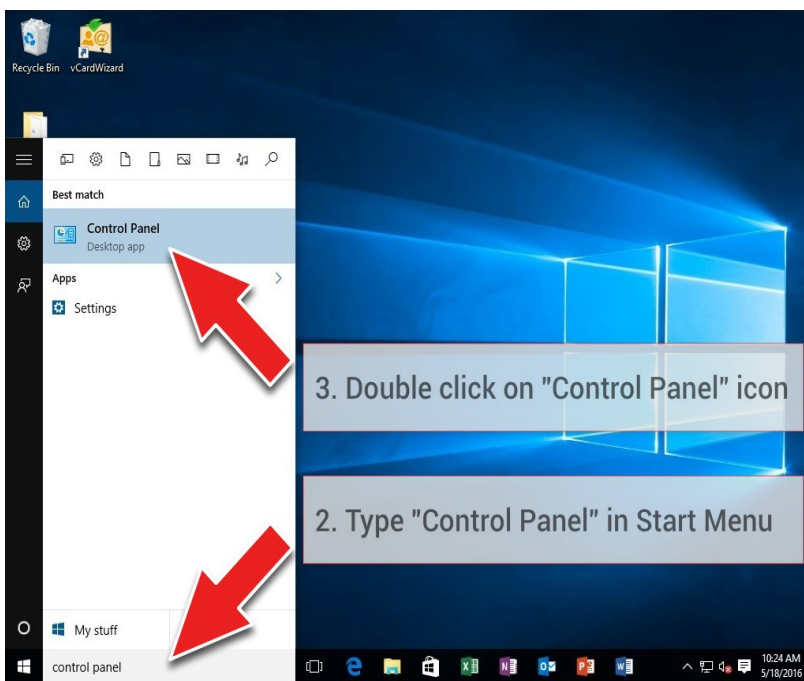
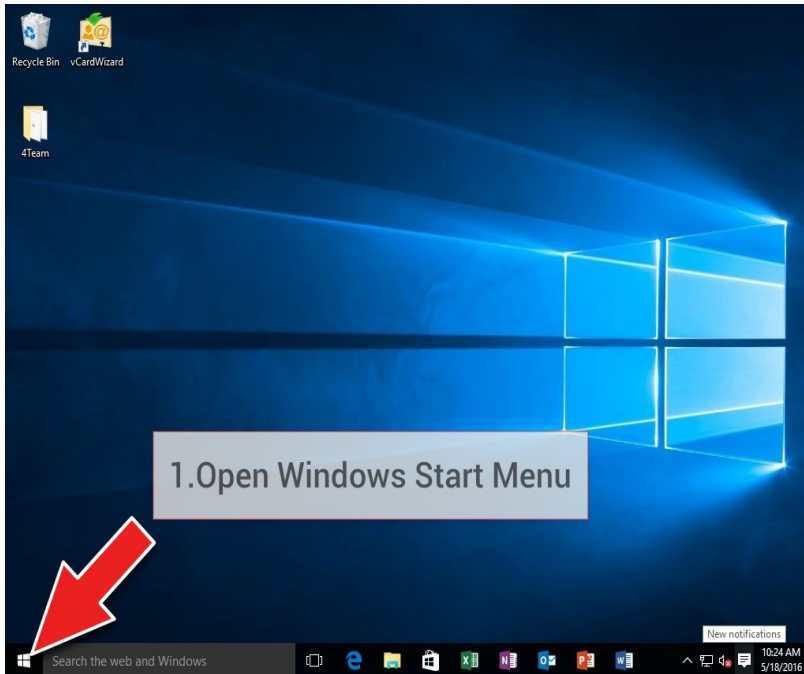
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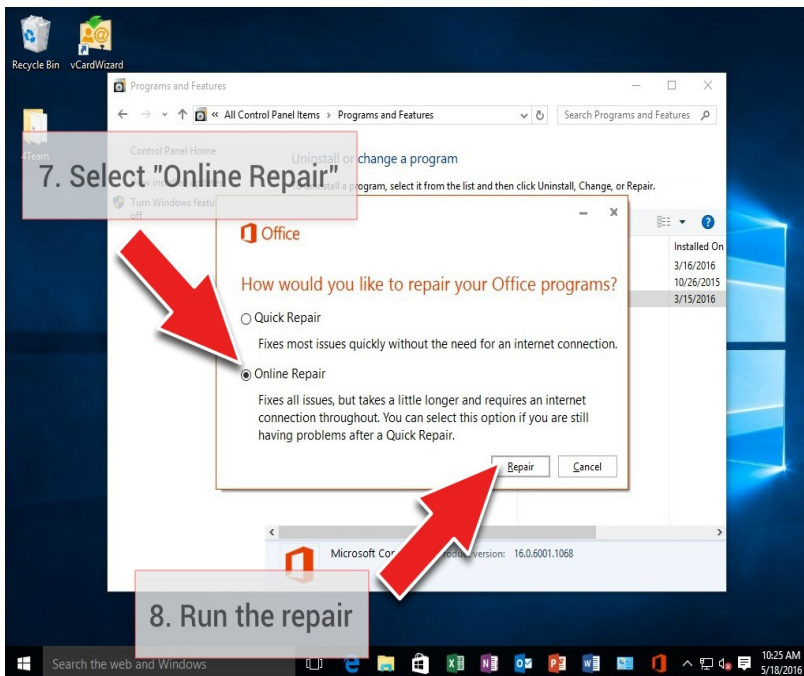
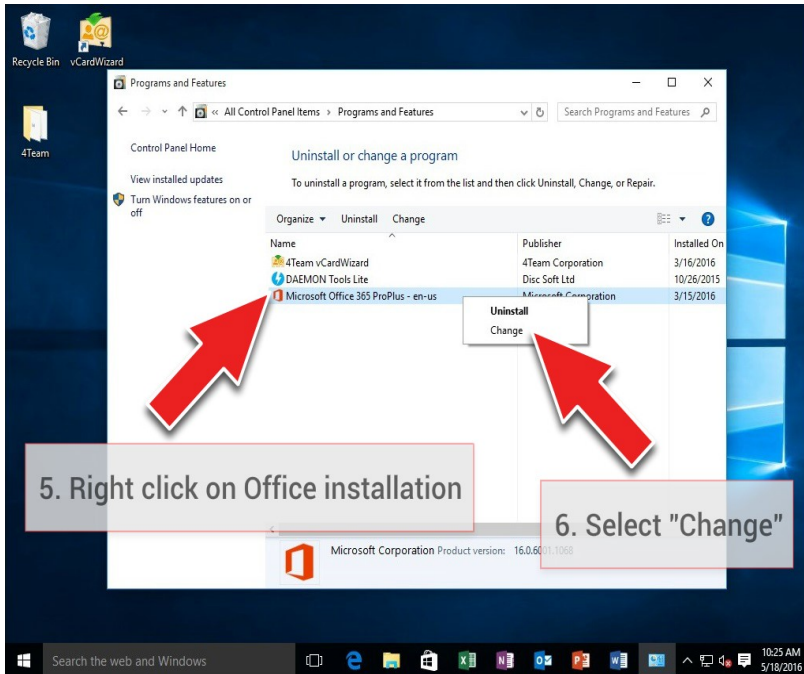
⁵This probably means that you have insufficient permissions to access your shared folder. Sync2 requires full (Read/Write/Modify) permission to access your profile folder and synchronize its data.

⁶The maximum amount of calendars that can be synchronized is 40. The maximum amount of events that can be synchronized in Google Calendar is 12408. Google Calendar may have a daily or hourly limit on how many items can be modified/added to Google calendar.

⁷The maximum contact size is 128kb without an attachment. An item larger than that will not be synchronized to Google Contacts. The maximum amount of contacts that can be synchronized with Google Contacts sync is 25000.

⁸Yes, you can. Learn more by clicking [here](#).





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[Support](#)

 [Sync2 Flash demo](#)

 [Sync2 website](#)

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¹Yes, flags do propagate.

²Yes, attachments are also synchronized along with any Outlook item that supports attachments.

³Yes, you can synchronize the standard Outlook mail folders (Inbox, Sent Items).

⁴Yes, you can. But you can't synchronize Rules using Sync2.

⁵Synchronization of completed tasks can be set up in the advanced Wizard. Sync2 does not synchronize completed tasks by default, but this option is possible.

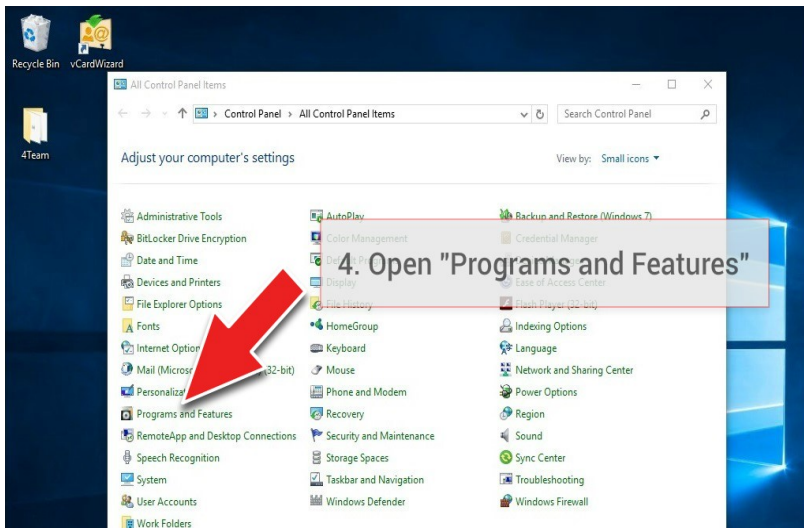
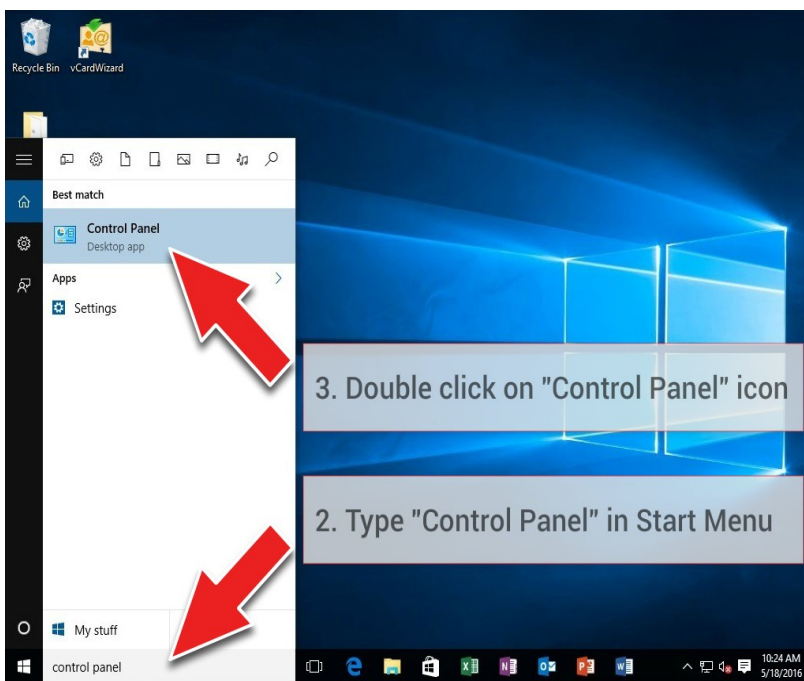
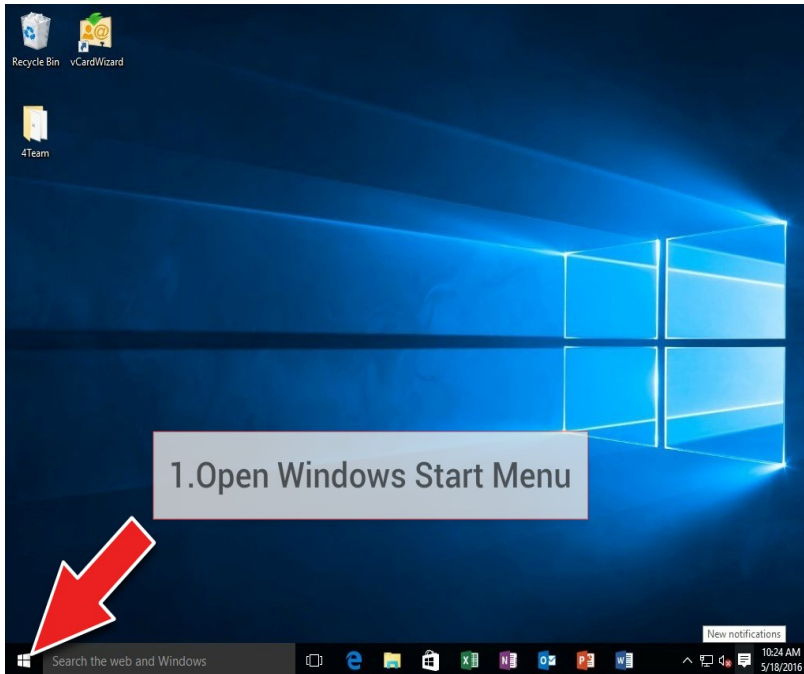
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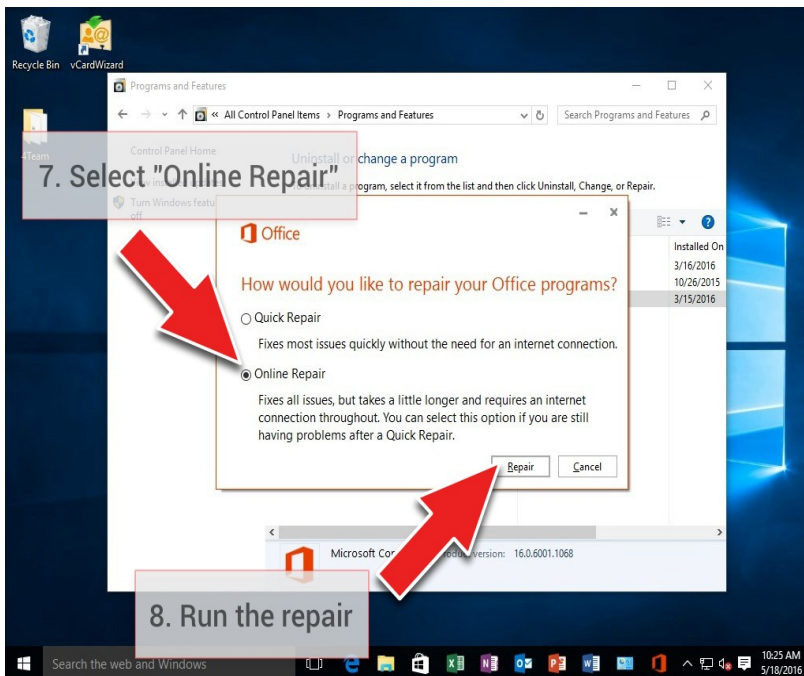
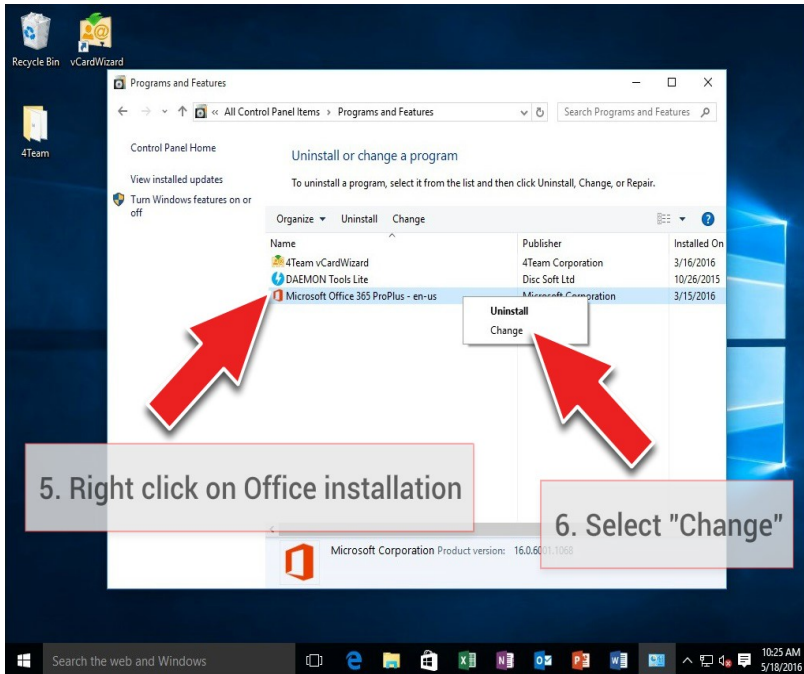
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¹⁰Yes, you can. Learn more by clicking [here](#).





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How to buy/ Register / Trial Version Expired

How to continue trial

Your trial version expires in 7 days.

If you do not renew (activate) the trial version that is about to expire, you will not be able to use program. It is necessary to purchase the license to make the program work without any limitation.

Buy Now and you will receive:

1 year of free updates.

1 year of free tech support via e-mail and live help.

[Click Here](#) to Buy **Sync2**.

(<http://www.sync2.com/Purchase.aspx>)

Have a Question?

Please call: +1 (954) 796-8161 or click here to [Ask Questions Now](#).

[Frequently Asked Questions](#)

[Product Activation](#)

[Support](#)

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Uninstall

1. Close Microsoft Outlook;
2. Go to Start -> Control Panel -> Programs -> Programs and Features;
3. Find 4Team Sync2 and click "Remove".

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Other 4Team Software

You can get acquainted with the entire 4Team Product line www.4team.biz.

→ Synchronization tools for Microsoft® Outlook®:

Sync2 Share and sync Outlook Calendar and Contacts folders with Google Calendar™ service.

SyncWiz Import and export Contacts and Calendar events, backup and synchronize Contacts and Calendar events.

Sync2PST Sync Outlook folders between multiple PCs without a server using an external USB device or shared network folder.

Plug2Sync and Backup Sync and Backup Windows files and folders via external memory devices.

→ Groupware and Sharing tools for Microsoft® Outlook® :

ShareO Share Outlook Calendar, Contacts, Tasks and Email between users without a server.

ShareCalendar Share and synchronize Microsoft Outlook Calendar folders without a server.

ShareContacts Share and synchronize Microsoft Outlook Contacts folders without a server.

Workgroup Calendar Merge and synchronize Calendar folders within your Microsoft Outlook.

→ Duplicate management tool for Microsoft® Outlook®:

Duplicate Killer Find, merge and remove Outlook duplicates automatically.

Outlook Duplicate Remover Remove duplicates in Microsoft Outlook folders quickly.

→ Backup tools for Microsoft® Outlook®:

Safe PST Backup Backup Exchange folders and PST files.

Plug2Sync and Backup Sync and Backup Windows files and folders via external memory devices.

PST Splitter Split PST files and archive Outlook automatically.

PST Merger Merge PST files with free software that combines PST files into a single PST file.

Folder Backup for Outlook Create an instant Outlook folder backup or restore the selected folder straight from the Outlook toolbar.

→ Import/export and conversion tools for Microsoft® Outlook®:

OST2 Convert OST to PST files and connect converted files to Microsoft Outlook.

SyncWiz Import and export Contacts and Calendar events, backup and synchronize Contacts and Calendar events.

vCard Wizard Import and export Contacts to / from Microsoft® Outlook® in vCard (.vcf) format.

iCal Converter Export Outlook Calendar and import iCal to Outlook.

➔ **Mail tools for Microsoft® Outlook®:**

SendLater Set a schedule and recurrence for automatic e-mail messaging with Microsoft Outlook.

Email Responder Auto respond to incoming emails based on your Free / Busy / Out of Office status.

Send2 Send bulk e-mail to recipients from selected folders, e-mails, contacts, meetings, or tasks in one click.

Signature2Contacts Capture name and address into Microsoft® Outlook® address book automatically.

Reply with Template Simplify the process of replying to repetitive email messages using pre-made email templates.

Support, Contact us

🌐➔ **Sync2 website**

Report Problem, Suggestions

By **Online Support Form**.

By "Live Help" at **www.4team.biz**.

Support by email at: **support@4team.biz**

Sales by e-mail at: **sales@4team.biz**

By telephone at: +1 (954) 796-8161.

Customer Support working hours:

Monday - Friday

3:30AM-9:00PM EST

🌐➔ **Sync2 website**

Support

➔ Troubleshooting and Support procedure (Get Support):

1. Make sure that you are running the **latest version** of the product on all your members or personal PCs. You can download the latest product release by clicking [here](#).
2. **Update your Office/Outlook** with the latest updates that improve the stability and security of Microsoft Office. [Click here](#) to go to Microsoft Outlook Office Online website.
3. Check [Systems Requirements](#).
4. Refer to [Installation procedure](#).
5. Search the [product FAQ](#).
6. **Contacting Support:** If you cannot solve your problem by any of the previous steps then please send the Bug Report e-mail (Outlook Help -> About Product -> Bug Report) to support@4team.biz, or submit the [Online Support Form](#), or use [LiveHelp](#) with the following information:

A **detailed description** of the problem. Include the steps you have taken to attempt to solve the problem already and, where appropriate, the steps to take in order to repeat the problem.

The **Product version** that you are running (Sync2 [Help menu](#) -> [About Sync2](#)).

The Microsoft Outlook version that you are running (Outlook Help -> About Microsoft Office Outlook).

The **operating system and Office/Outlook version** of the computer running the product.

Screenshots if available (press "Print Scr" on the keyboard and paste (Ctrl + V) to the Word or any available picture editor).

Note: Please remember to keep all of the conversation history when you reply to our emails.

[Click here](#) to submit the [Online Support Form](#).

➔ **We provide full support for trial and full version of Sync2 for Microsoft Outlook:**

By [Online Support Form](#).

By **"Live Help"** at www.4team.biz. (**this is the fastest method**)

By email at: support@4team.biz

By telephone at: +1 (954) 796-8161. (only simple questions like product functionality, **activations problems**, **sales questions**)

Customer Support working hours:

Monday - Friday

3:30AM-9:00PM EST

➔ **To buy the license** if your team grows, please [click here](#).*

Be sure that your computer is online if you want to use this page for orders and support.

All our customers who purchased the program or added a new license are eligible to get free updates for one year from the last purchase date.

If you are looking for other 4Team products for Microsoft Outlook, you can get them at significantly discounted prices; just send us an email with your order number, product name, and number of licenses that you wish to purchase.

* Be sure that your computer is connected to the Internet if you want to use this page for orders and support.

 [Sync2 website](#)

Glossary

A

Advanced Synchronization Settings

use this type if you are an advanced user or plan to synchronize the selected or all folders, choose synchronization filters, a profile name and other settings.

Automatic synchronization

a worry-free synchronization type for the network shared folder and FTP type of data location. The program will automatically download-upload and synchronize updates from the synchronized data location even if your Outlook is closed. Choose from a wide range of scheduling options (Timely: every 15 min recommended)

C

Conflicts

Conflicts: It may happen that the same synchronized Outlook item is modified on different PCs. In this case, a conflict between its versions occurs during the synchronization process, therefore these versions are called conflicting items. Duplicates and conflicts are identified during the synchronization process when two identical items are discovered - one of them in your Outlook, another in the synchronized folder.

D

Duplicates

Duplicates: A situation may occur during the first folder synchronization or offline mode when identical Microsoft Outlook items exist on different PCs. Such items are called duplicates. Duplic-

ates and conflicts are identified during the synchronization process when two identical items are discovered - one of them in your Outlook, another- in the synchronized folder.

E

Exit

Close Sync2 application and hide the tray icon

F

Failed to synchronize

Synchronization of a selected profile failed (mostly because the connection with the shared data folder is lost)

Folder synchronization

Folder synchronization allows you to synchronize your Outlook Personal folders data among several computers, e.g. between your work computer and your home PC. You must synchronize Outlook using the same synchronization Profile on different computers, provided that 4Team Sync2 is installed on each of these PCs. When your folder data is synchronized, items in this folder on every computer where Sync2 is installed and your synchronization Profile is the same, are updated according to changes made to the folder on all the other computers, so finally the folder is updated with all the latest changes made on every computer.

FTP

FTP or File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network.

I

Initializing

appears next to the folder in the folder status table after a user has started the synchronization process for a selected Profile. It indicates that the folder data is being prepared and analyzed before synchronization.

M

Manual synchronization

Preferred synchronization type for the Removable drive type of data location. Choose this type if you prefer to fully control the synchronization process and your data location is not always available (i.e. dial-up internet connection, removable drive, etc.)

N

Network shared folder

(shared folder on your PC (including shared with peer-to-peer software), on your LAN other PC or on file servers, Live Messenger "My Sharing Folders", etc.

R

Removable drive

USB Flash, Flash cards, USB External Hard Drive, etc.

S

Shared data folder location

Or Synchronized Data Location". A file folder selected from the Synchronization Profile that is shared with other PCs where all changes and synchronized Outlook folders data are published.

Standard Synchronization Settings

use this type if you are a beginner and plan to synchronize the default Personal Outlook folders only (Calendar, Contacts, Inbox, Journal, Notes, Sent Items, Tasks)

Synchronization Profile

Collection of synchronization settings that include: PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path and other settings.

Synchronization process

The synchronization process ensures that the user's entire Outlook data is up-to-date on all the computers where 4Team Sync2 is installed and the user's synchronization profile is the same. During the synchronization process, Sync2 publishes all changes made in your Outlook on your current computer to the shared data folder, and receives all changes made by this user in his/her Outlook folders on other computers, as well as changes made by other users in their Outlook.

Synchronization Settings

PCs included in synchronization, set of selected synchronized Outlook folders and their filters, the shared data folder location path, conflicts' resolution types.

Synchronization types

A synchronization type determines when the synchronization process is performed on your computer: Automatic synchronization - all changes made in Outlook and on the shared folder are processed regularly according to the schedule. Manual or Synchronization upon user request - all changes in Outlook and on the shared folder are processed only when the user requests it manually.

Synchronize All

It starts synchronization of all profiles

Synchronize Now

It starts synchronization of a selected profile only

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