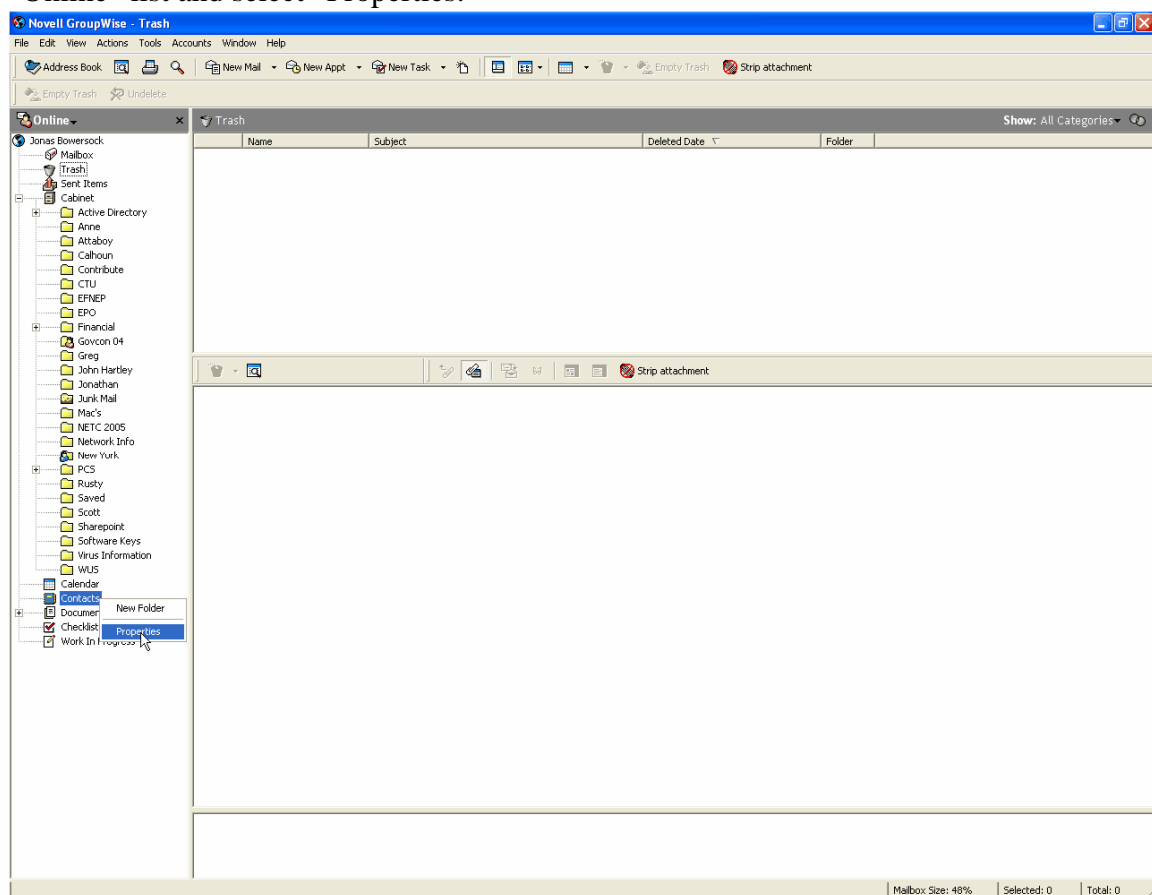
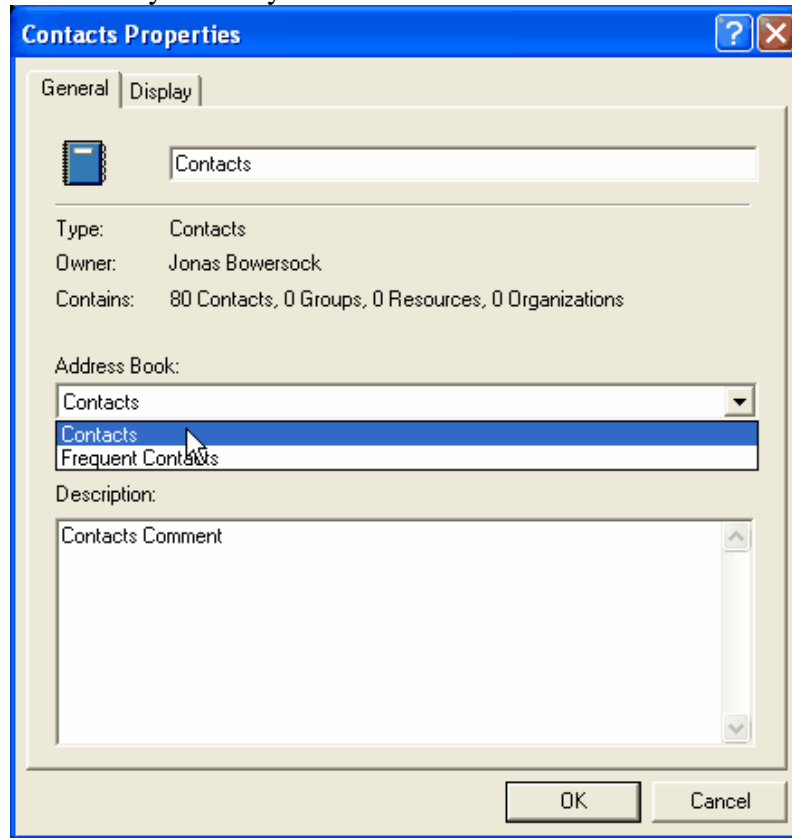


# Novell GroupWise PDA Sync

1. If you currently use a third party application to synchronize data from your handheld to your PC, perform the “sync” process one last time before continuing. This will ensure that the most up-to-date information is stored on your handheld.
2. Groupwise PDA sync requires Hotsync (for Palm Handhelds) or Microsoft Active Sync (for PocketPC), and the latest version of the GroupWise mail client (version 6.5.4). Before continuing, make sure that each of the respective software is installed. Hotsync and Activesync can be installed using the CD that came with your handheld. Alternatively, you can download and install the most up-to-date version of Hotsync [HERE](#), and the most up-to-date version of Activesync [HERE](#). To install the most updated GroupWise mail client point your browser [HERE](#)
3. After installation of all required software has completed, restart your computer.
4. Open the GroupWise mail client and right-click on the Contacts option in the “Online” list and select “Properties.”

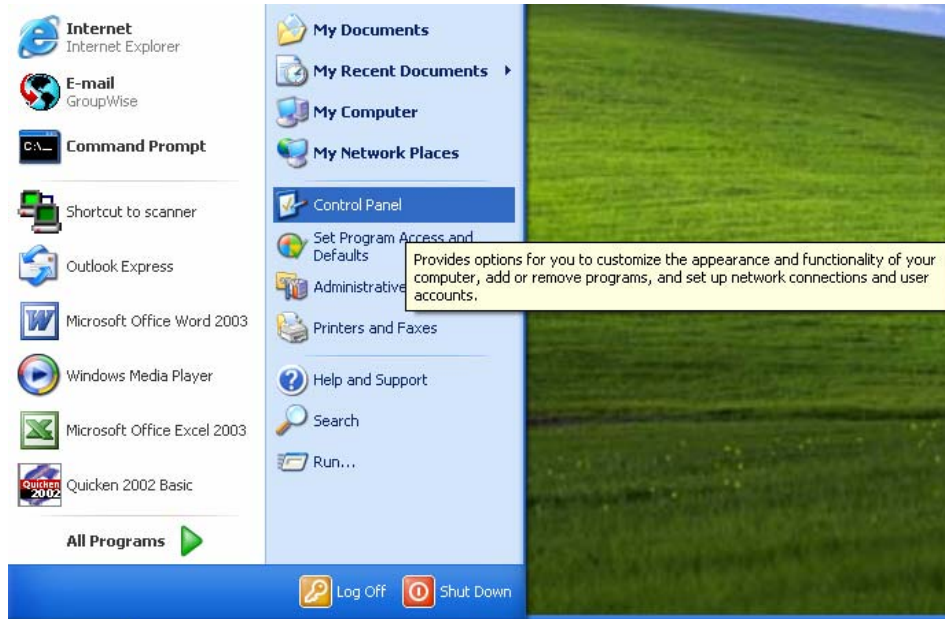


5. Choose an “Address Book” other than “Frequent Contacts” and then click “OK.” In this example the “Address Book,” “Contacts” has been chosen. It is important to choose the “Address Book” that contains the contacts in which you would like to sync with your handheld.

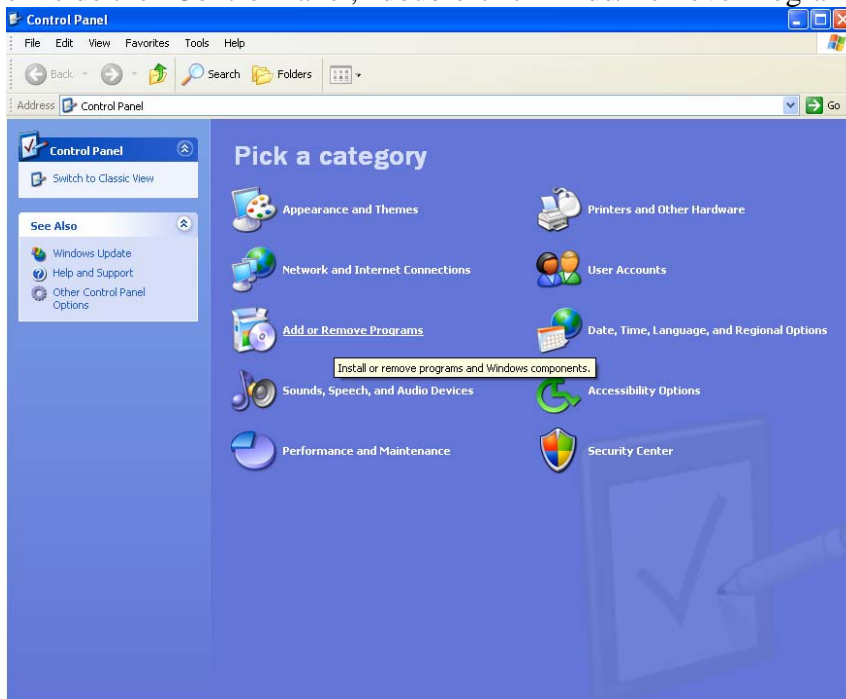


6. Exit the GroupWise mail client before continuing.

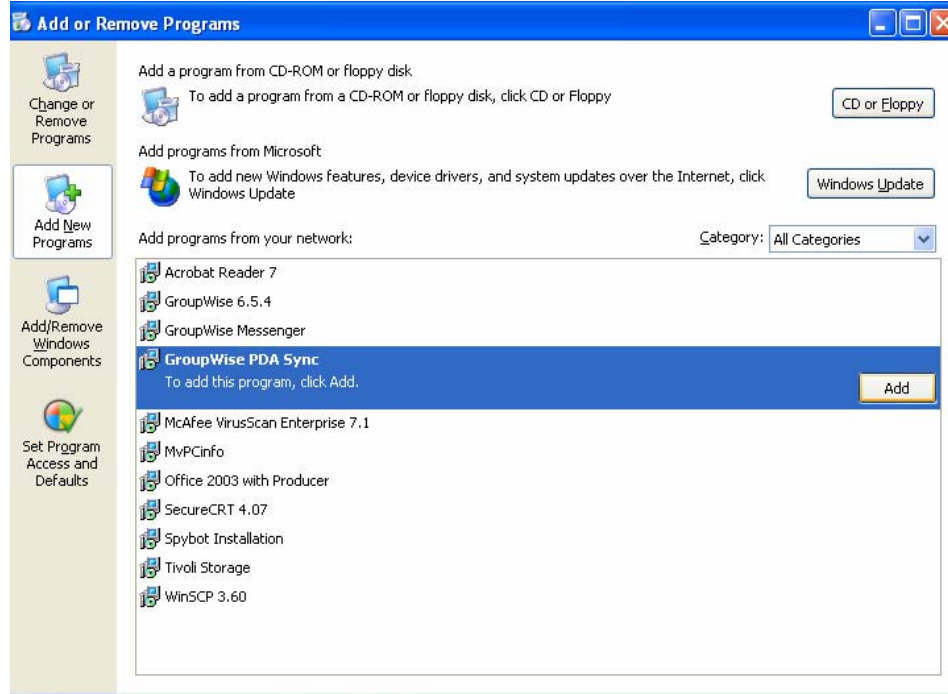
7. Installation of the GroupWise PDA Sync software can be done in a couple of different ways. If your computer *is not* part of the “Active Directory” system, download the GroupWise PDA Sync software from [HERE](#) and skip to step #7. If your computer *is* part of the “Active Directory” system, then click “Start” and then “Control Panel.”



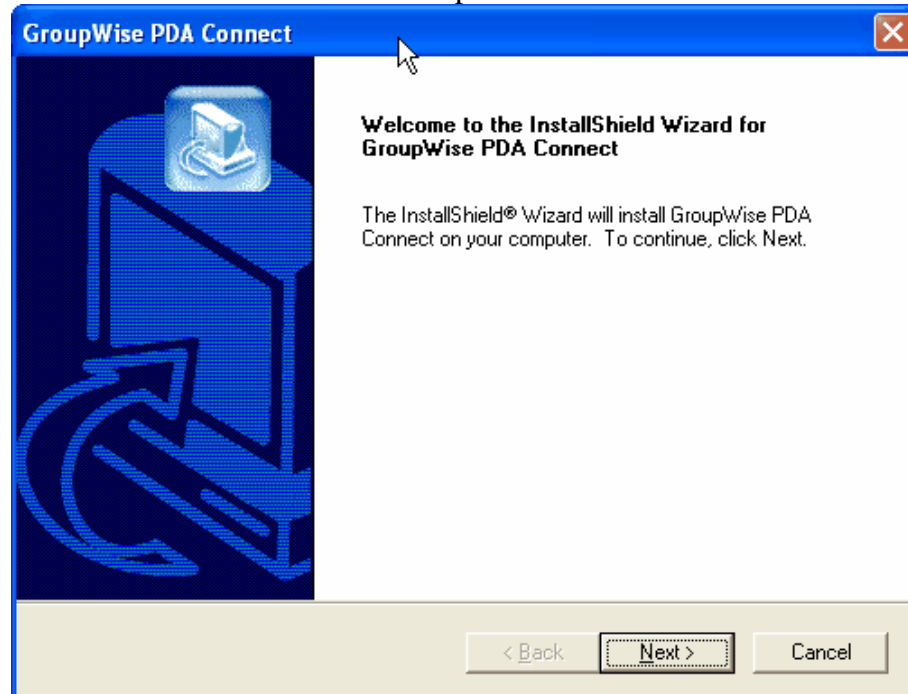
8. Once inside the “Control Panel,” double-click “Add/Remove Programs”



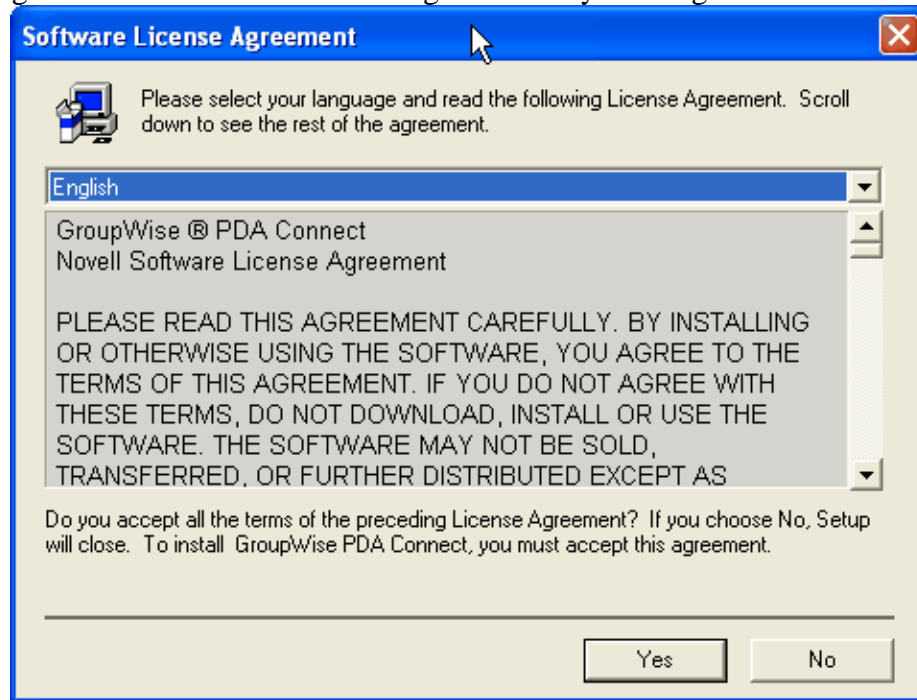
- Click the “Add New Programs” button on the left side of the “Add or Remove Programs” window. Select “GroupWise PDA Sync” from the list on the right and click “Add.”



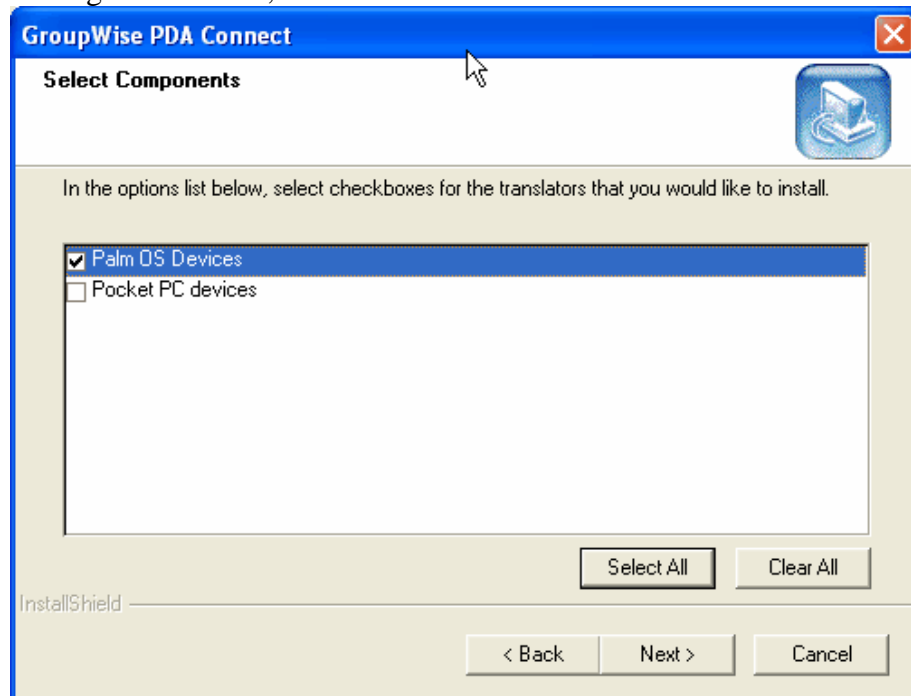
- Click “Next” to start the installation process.



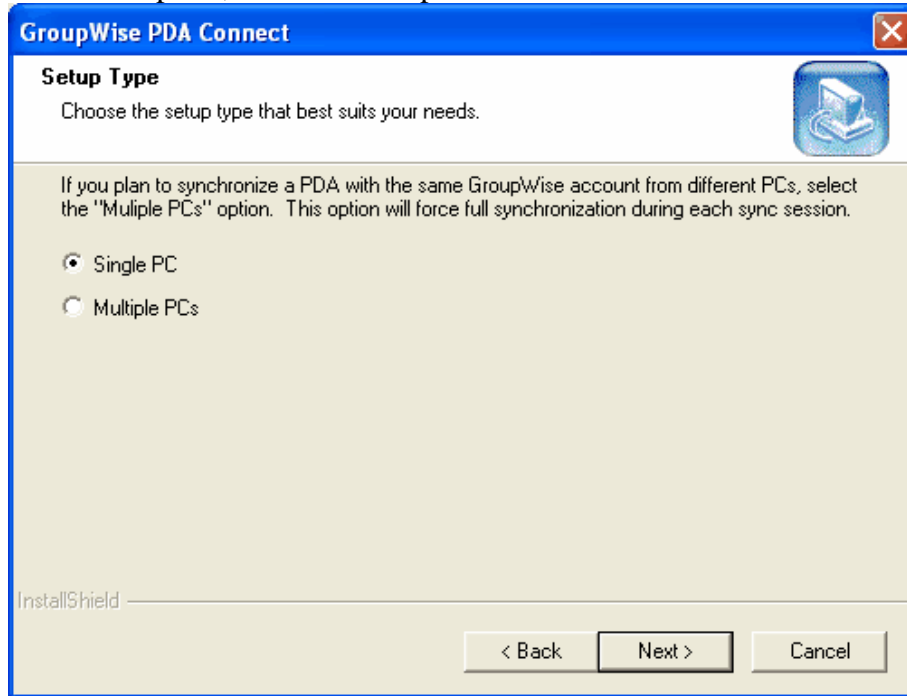
11. Agree to the “Software License Agreement” by clicking “Yes.”



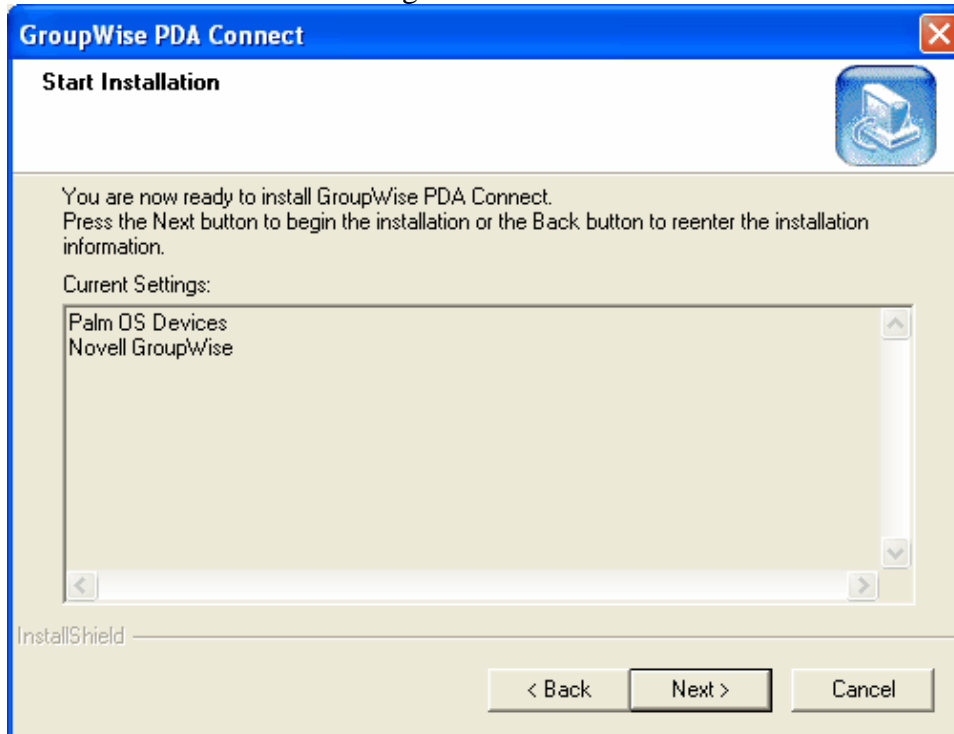
12. Check the box next to the selection that best describes your handheld and click “Next.” In this example, “Palm OS Devices” has been selected. If you are using a Pocket PC, select “Pocket PC Devices.”



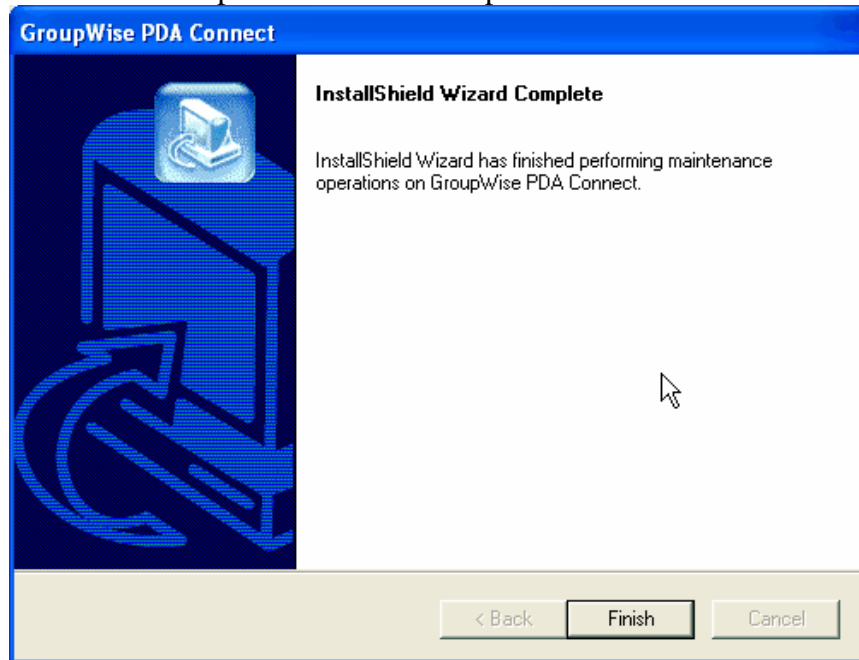
13. If you plan on synchronizing your handheld with only one machine, choose “Single PC” and then click “Next.” If you wish to synchronize with more than one computer, choose “Multiple PCs” and then click “Next.”



14. Ensure that the “Current Settings” are correct and then click “Next.”



15. Click “Finish” to complete the installation process.



16. Restart your computer to complete the installation process as well as clean-up any temporary files.

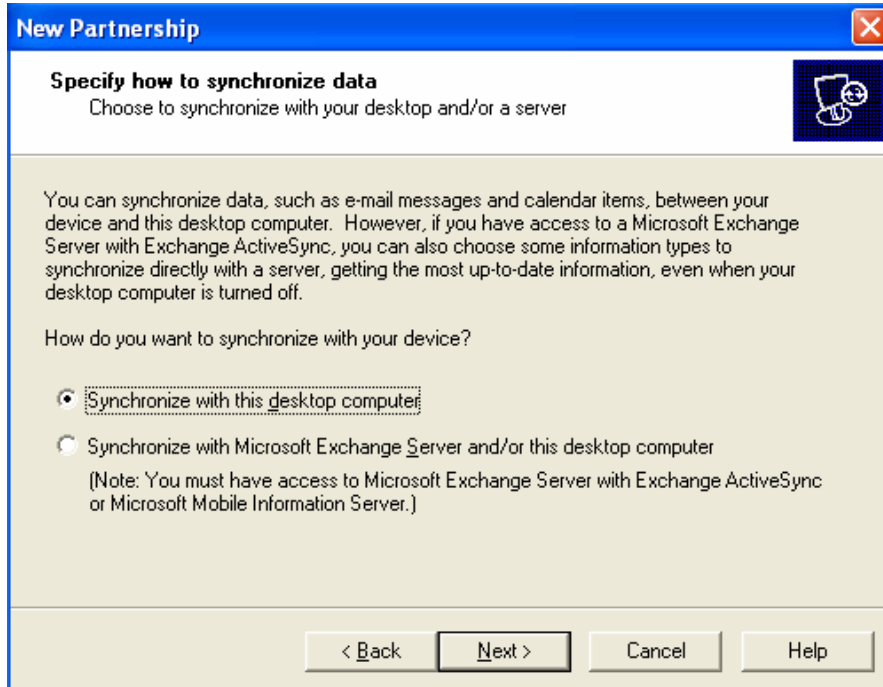
17. Login to your computer and then connect your handheld device to your PC. Allow the PC to install the newly found hardware.

18. Next, setup a partnership between the handheld and the computer.

- a. If you are using a PALM handheld this step was completed during the installation of the PALM Desktop software.
- b. If you are using a PocketPC, you may be presented with the following:
  - i. Choose “Standard partnership” and then click “Next.”



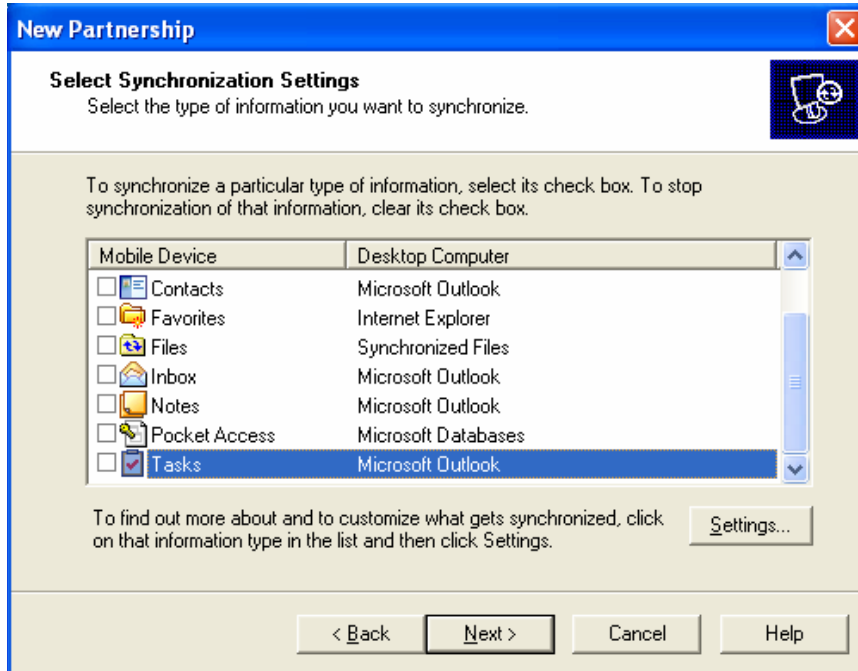
- ii. Choose “Synchronize with this desktop computer” and then click “Next.”



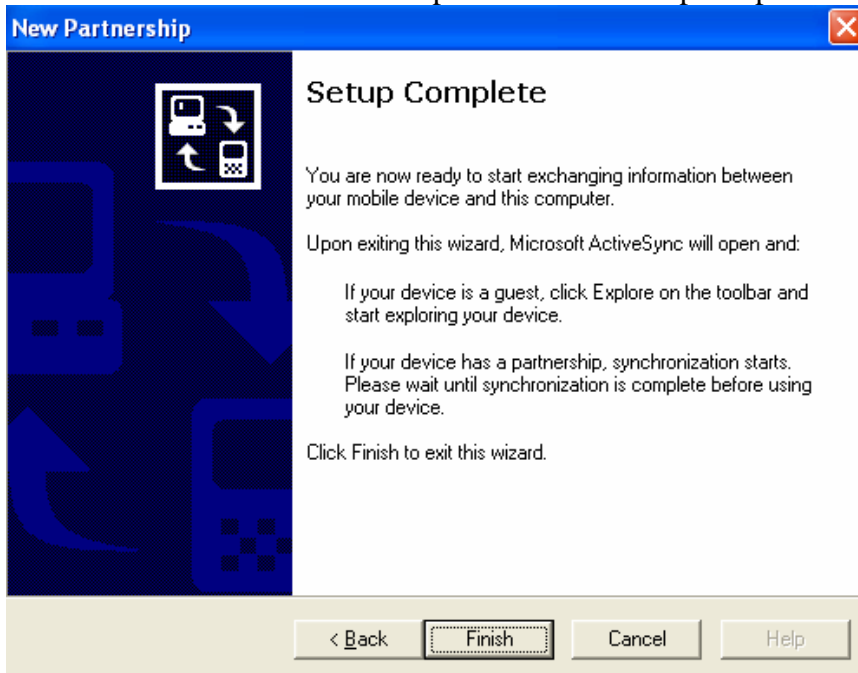
- iii. Choose “Yes, I want to synchronize with only this computer” and then click “Next.”



iv. Uncheck all of the items in the list and then click “Next.”



v. Click “Finish” to complete the Partnership setup.

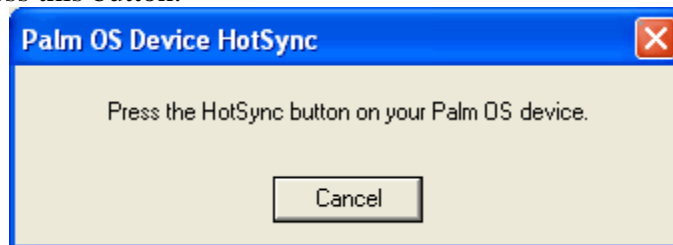


19. Double-click the “GroupWise PDA Connect” icon located on your desktop.

20. Check the appropriate boxes under “Available Items” for items you would like to synchronize and then click the “Synchronize” button.

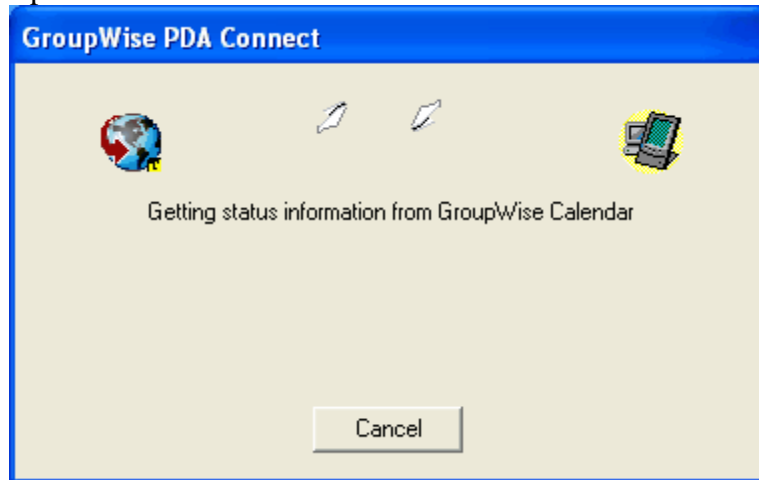


21. To “Synchronize” successfully, choose the appropriate step.
- If you use a Palm handheld, you will be presented with a box instructing you to de-press the “HotSync” button located on your handheld cradle. To continue with the synchronization process, de-press this button.

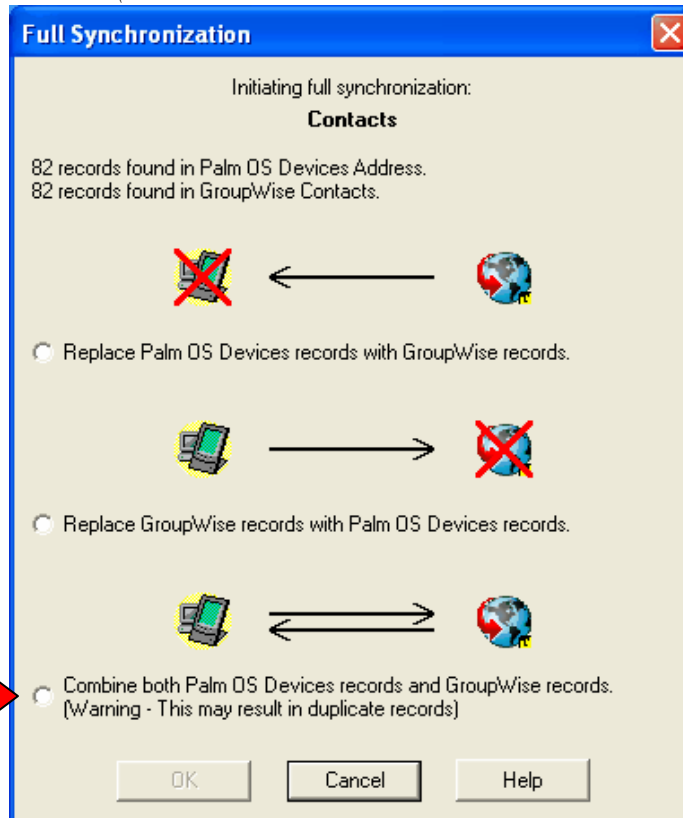


- If you use a PocketPC handheld, the Groupwise PDA Sync software will ask if it should install the program in the default directory on the PDA. Click “Accept” to continue and then “Yes” after the installation has finished.

22. The synchronization process could take several minutes depending on the number of contacts/calendar events/emails you have in both your handheld and GroupWise mail client.

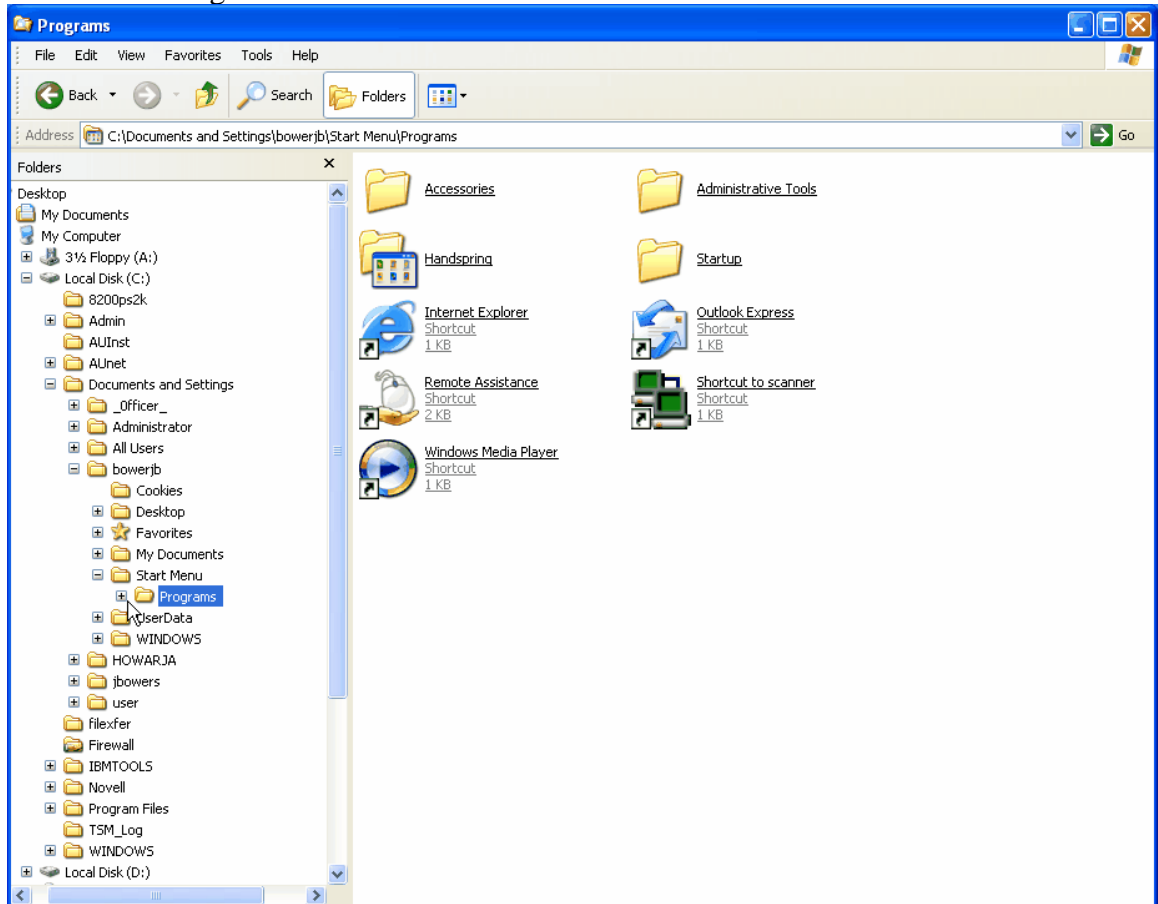


23. During the first synchronization, you will be presented with a contact window asking which data is more up-to-date. Choose **EITHER** “Replace handhelds records with GroupWise records” (if GroupWise is most up-to-date) **OR** “Replace GroupWise records with handhelds records” (if your handheld is most up-to-date). **DO NOT CHOOSE “COMBINE BOTH HANDHELDS RECORDS AND GROUPWISE RECORDS.”** Doing so will result in duplicate records. *(REPEAT THIS PROCESS FOR ALL OTHER RECORD TYPES)*

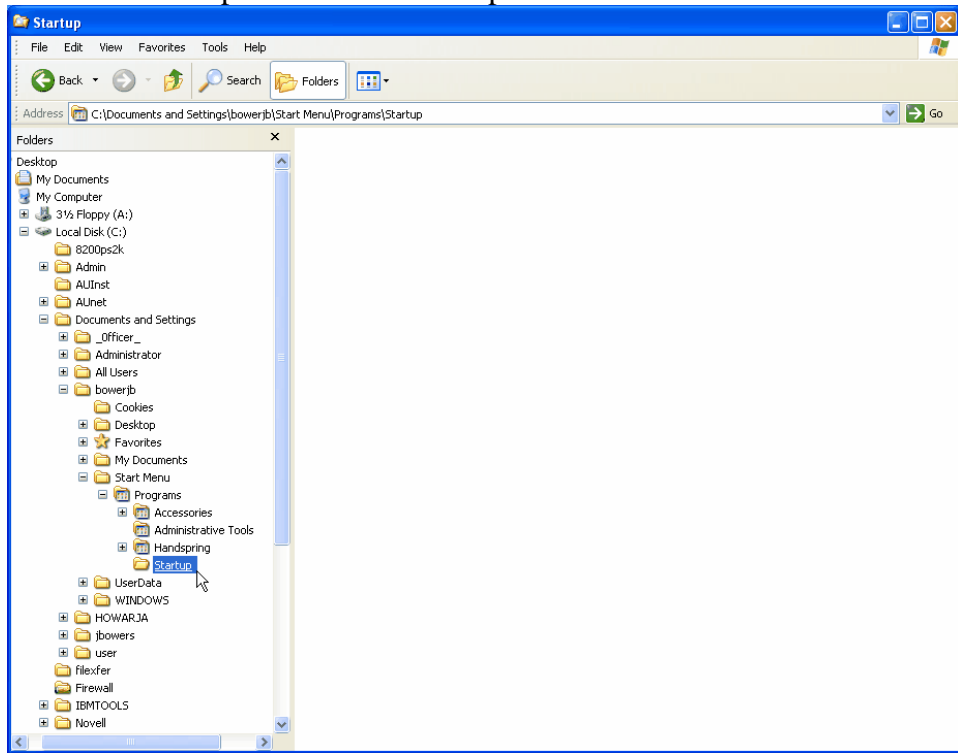


**DO NOT  
CHOOSE THIS  
OPTION!**

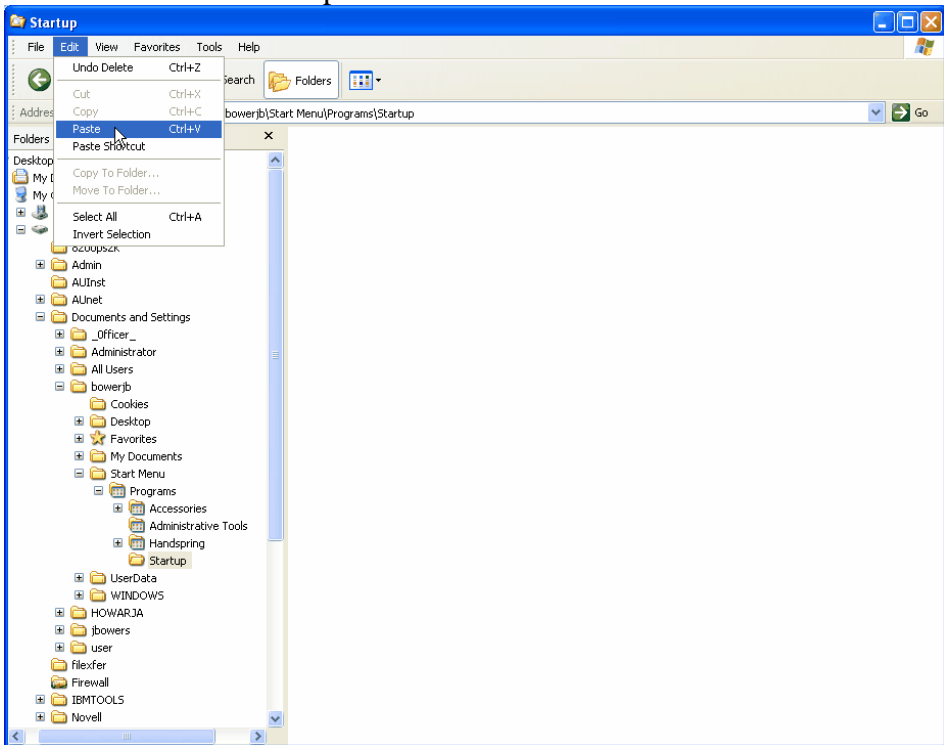
24. Once the synchronization is complete, check to ensure that the entries on your handheld match the entries on the GroupWise mail client.
25. To synchronize in the future, connect your handheld to the PC. PocketPC's will automatically begin the synchronization process. Press the Hotsync button to synchronize PALM handheld's.
26. If you would like the GroupWise PDA sync software to automatically run whenever you place your handheld in the cradle, or press the Hotsync button, follow these instructions.
  - a. Right-click on the "Enable tray menu for GroupWise" icon located under "Start," "All Programs," "Novell GroupWise PDA Connect." and click "copy."
  - b. Right-click the "Start" menu and choose "Explore."
  - c. In the folder list located on the left, click the "plus" sign next to "Programs."



d. Click “Startup” from the list of expanded folders.



e. Click “Edit” at the top of the window and choose “Paste.”



- f. This will add the “Enable tray menu for GroupWise” icon in the PC’s startup folder. At this point, everytime the handheld is placed in the cradle, or the “HotSync” button is pressed, GroupWise PDA Sync will automatically run.

