

Plug2Sync Printed Documentation

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Startup and About

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Introducing Plug2Sync

What is Plug2Sync?

Plug2Sync is a personal, as well as a workgroup tool, and a downloadable PC application that allows you to synchronize your files and Microsoft Outlook data between desktops, laptops and external drives using external USB memory devices (hard drives, memory cards, flash sticks, etc.) or any other connected drives.

If you are looking for a **quick and easy way** of synchronizing Microsoft Outlook** folders' data and files on multiple PCs, this program is for you. You just need to install Plug2Sync on your computers and on computers of your preferred teammates, and after a few steps you will be ready*** to have fully synchronized file folders and Microsoft 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 Microsoft Outlook synchronization is done via pst files that can be used as backup and can be restored on other PCs even if Plug2Sync is not installed.

What are the benefits of Plug2Sync?

Plug2Sync enables you to make the files and Microsoft Outlook synchronization between PCs fully automated, quick and convenient. No more copying of all that data from computer to computer. Among other benefits, are the following:

- Bidirectional files and Microsoft Outlook synchronization. Automatically detect and synchronize creation, deletion, and all other changes, made by the user in files and Outlook items.
- Automatic external device recognition and sync on connect (reconnect). If you have already synchronized the data with your external drive before, just connect it to your PC to start synchronization.
- Ability to select and sync only data that you want: Exclude and Include Filters.
- Instant synchronization of changed data to your external (backup) drive, which means no waiting for any backup or synchronization to end - just safely remove your external drive and go.
- Portable* application means that you can install Plug2Sync onto an external removable drive and just need to connect it to your PC in order to start synchronization.
- Instant, scheduled or manual automatic background synchronization, even if Outlook is not running.
- 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.
- Event-based**** synchronization, only changes are transferred to your external backup drive!
- Assigned external drives. Synchronization settings are assigned to each drive, which makes it easy to synchronize different groups of PCs with different sets of folders, schedules, filters, and other settings.
- Use synchronization of selected folders and assigned external drives for sharing purposes with other users (friends, coworkers, family)
- Use Plug2Sync to back up your files and Outlook data, to easily restore it at any time or create a clone to migrate the data to a new or reformatted computer.


*Portable application will be added later in 2010. All users who have purchased non-portable version will receive the updated version for free.

**Microsoft Outlook must be installed on the PC in order to synchronize its data files (PST)

***The actual synchronization time will depend on the size of the synchronized folders and on the speed of the external device.

****Instant mode only

- [How it works](#)
- [Features](#)
- [Installation](#)

 [Plug2Sync website](#)

How to buy/ Register / Trial Version Expired

How to continue trial

Your trial version expires in 14 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 **Plug2Sync**.

(http://www.4team.biz/purchase_plug2sync.asp)

Have a Question?

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

[FREQUENTLY ASKED QUESTIONS](#)

[Product Activation](#)

[Support](#)

How Plug2sync Works

This is a powerful state-of-the-art and easy to use synchronization application that works directly with Windows [MAPI](#) without interference with Microsoft® Outlook®. The system works without a central server or database and their role is played by data folders that can be placed in any accessible device (e.g.: USB Flash, memory cards, USB external drives, etc.). You need to install the program on all PCs that you plan to synchronize. Plug2Sync will detect and track any changes made in files and Microsoft Outlook folders and publish them in the data folder on the removable drive. Plug2Sync will also pick up synchronized files and Outlook data changes published by Plug2Sync from other PCs, compare them to avoid conflicts and duplication, and add this data to your PC. To simplify synchronization, we have assigned all settings to each physical removable drive including synchronized Outlook and files folders, filters, schedules and all PCs that participate in synchronization, as well as other settings. You can create as many external drives as you want, that will help you synchronize different groups of PCs, with different people, different settings and data.

Because Plug2Sync records changes made in your files and Outlook to the local Plug2Sync database, you will be able to work offline (when your removable backup drive is not connected). After you are able to connect the removable drive to your PC, Plug2Sync will automatically reconnect and update your files and Outlook data applying your updates to the data folder in the removable drive. The Microsoft Outlook synchronization is done via pst files that can be used as a backup and be restored on other PCs even if Plug2Sync is not installed. In the Instant synchronization mode (default), all your changes will be instantly published in the connected removable drive and you will be able to safely remove it without any waiting as in other backup-synchronization scheduled solutions. Using Plug2Sync as a portable* application gives you freedom: you do not need to install the application on your PC, just install it on your removable drive, and start synchronization from it immediately or on connect to your PC.

 [Plug2Sync website](#)

Features

Click on the [underlined](#) links.

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

- ✓ **Bidirectional files and Microsoft Outlook** data synchronization.** Automatic detection and synchronization of the creation, deletion, and all other changes, made by the user in files and Outlook items. Plug2Sync automatically analyzes, synchronizes, and backs up your e-mails, precious photos, contacts, tasks, MP3s, documents, and other files of your choice.
- ✓ **Automated external device recognition and sync on connect (reconnect).** If you have already synchronized the data with your external drive before, just connect it to a PC in order to start synchronization.
- ✓ **Select and sync only data that you want:** Exclude and Include Filters.
- ✓ **Instant synchronization** of changed data to your external (backup) drive, which means no waiting for any backup or synchronization to end - just safely remove your external drive and go.
- ✓ **Portable* application** means that you can install Plug2Sync onto an external removable drive and just connect it to your PC in order to start synchronization.
- ✓ **Instant, scheduled or manual automatic background synchronization** even if Outlook is not running.
- ✓ **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.
- ✓ **Event-based synchronization,** only changes are transferred to your external backup drive!
- ✓ **Assigned external drives.** Synchronization settings are assigned to each drive, which makes it easier to synchronize different groups of PCs with different sets of folders, schedules, filters, and other settings.
- ✓ *Synchronize Microsoft® Outlook® on multiple PCs*
Computer1 + Plug2Sync<-> External drive <-> Computer2 + Plug2Sync. 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. No complicated wizards to complete afterwards you can just connect your external drive to initiate synchronization, or schedule your synchronization, or do it manually, by your request. Synchronize as many PCs as you want.
- ✓ Synchronize any selected or all Outlook Personal Folders and all Outlook items fields.
- ✓ Synchronization across different Outlook versions (Outlook® 2002, 2003, 2007, 2010)!
- ✓ Synchronize Microsoft Outlook Folders with your own custom forms and imported items.
- ✓ "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 the "read"/"unread" status synchronization for selected Outlook folders.
- ✓ **Label (color) synchronization in Outlook Calendar.**
- ✓ **Synchronization of Master list Categories and individual Categories.**
- ✓ Plug2Sync Synchronizer - Microsoft ActiveSync - like interface
- ✓ Easy to use and manage with no requirements of special skills.
- ✓ Intelligent conflict and duplicate detection and management!
- ✓ You can use standard methods to secure your data on your external drive.

*Portable application will be added later in 2010. All users who have purchased non-portable version will receive the updated version for free.

**Microsoft Outlook must be installed on the PC in order to synchronize its data files (PST)

 [Plug2Sync website](#)

System Requirements

- ✓ **Windows** XP/2003/Vista/7
- ✓ **Microsoft Outlook*** 2002**/2003/2007**/2010
- ✓ **Microsoft .NET Framework 2.0**
- ✓ **RAM** 512Mb (1Gb Recommended)
- ✓ **CPU** 800 MHz (1Ghz Recommended)

ATTENTION:

*For synchronization of Microsoft Outlook data Microsoft Outlook must be installed on all PCs that you plan to sync; for files only synchronization Outlook is not required.

**It is highly recommended that you update your Outlook with the latest service pack from Windows update site; otherwise you may experience Microsoft Outlook crash and other known issues. Latest "Junk Filter Updates" are highly recommended for any version of Microsoft Outlook due to some known issues with memory leak.

Plug2Sync versions

▶ **Trial:** Fully functional 14-day trial version.

▶ **Full:** A fully functional version

[How to buy](#)

[FREQUENTLY ASKED QUESTIONS](#)

▶ [Support](#)

Software Update & Activation.

Click on the [underlined](#) links.

▶ *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 14 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 Plug2Sync interface. (shortcut is available on your PC Desktop, by double-clicking the Plug2Sync icon in the system tray, or from Start->All programs->4Team Corporation-Plug2Sync)
3. Select -> "Activate..." from Plug2Sync **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 Plug2Sync Help menu click About Plug2Sync
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.

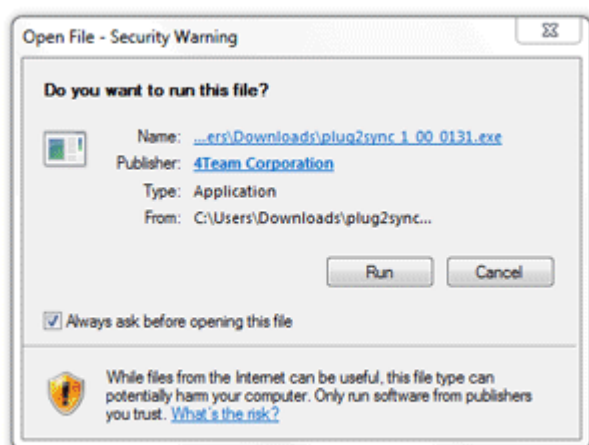
Note: Please be aware that your Activation (License) Code is linked to your computer(s), and the program can be installed only on as many computers as many licenses you have purchased. If you need to move the program to another computer, please contact our [customer support](#).

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

Getting Started - Installation

Click on the underline links.

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 2002, 2003, 2007, or 2010 as the Product is **incompatible with an MS Outlook version prior to 2002**; 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 [4Team product website](#) or member area and distribute among your PCs or team members.
 - d. *Make sure you have Microsoft Outlook configured on the desktop computer by opening it. "Personal Folders" should be visible in Outlook.
*required for Outlook synchronization only
2. Installation (non-Portable*)
 - a. **Close** Microsoft Outlook and all other open programs.
 - b. **Install** Plug2Sync by **downloading** and opening the "setup" file from the product web site <http://www.4team.biz/>. Installation **is required on every computer that you plan to synchronize**.



Important Notes:

The Program will start after the Plug2Sync installation is finished if the check box "Launch the program" is checked. If, during installation, you receive a message that recommends restarting your PC, please proceed with the restart, otherwise Plug2Sync will not be able to work correctly.

→ Plug2Sync Flash synchronization setup demo

You are now ready to start synchronizing your files and Outlook data! Just plug in the USB removable drive and proceed with your first synchronization.

Please refer to the following topics:

▶ [Quick Guide](#)

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](#)

▶ [Plug2Sync web site](#)

Quick installation and synchronization Guide

Click on the underlined links.

1. Check the system requirements [here](#).
2. Download the latest version at: http://www.Plug2Sync.com/try_Plug2Sync.asp 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 removable drive/device where your synchronized data will be located and make free space (The required free space depends on the data size you are going to synchronize. It is highly recommended that you have at least 512Mb minimum).
 - **USB Flash Drives:** Jump Drive, Flash Drive, Sticks, ThumbDrive, etc... - **slow speed**
 - **Flash memory Cards:** Memory Stick all versions, Secure Digital Card (SD), [etc...](#)
 - **External Hard drives (HD)** - **best speed and security**
5. The Program will start after the Plug2Sync installation is finished if the check box "Launch the program" is checked. If you canceled it before, you can start it by clicking the Plug2Sync shortcuts available from your computer's desktop or Start -> All Programs -> 4Team Corporation -> Plug2Sync.
6. Plug in the USB removable drive. On the main Plug2Sync window, a message will appear suggesting that you establish synchronization with the plugged-in device.
7. *Select data you want to synchronize by checking boxes near each data type icon (My Outlook data, My Documents, My Favorites, My Pictures, My Music, ect.).
8. Navigate to "What I Sync" and explore.
9. Click on the "**Sync Now**" button. Plug2Sync will start synchronization immediately. By default, all of the Microsoft Outlook folders within the default Personal Folders and default files folders will be synchronized with the removable drive.

Note: If you have large files and you select all your available data (over 1Gb of data) your first synchronization can take hours and will require large free space on the external drive. If you do not have that amount of time, we recommend that first you only sync those folders that you really want. Later, when you have more time, you can add more folders to be synchronized. Since all the synchronized data will be located on your external device (backup), the more folders you add to sync, the larger is the size of free space that you will need on the device.
10. When synchronization is complete, safely remove the drive and go to another computer.
11. Repeat the same steps.
12. The following two main scenarios may occur next:
 - a. If Outlook and file folders on the next synchronized PC are empty and you choose not to add more data to sync with the 1st PC, your first synchronization is complete.
 - b. If you have different data in the synchronized folders or you add more data to sync on your second PC, 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.
13. **Your synchronization is complete.** Now all your updates and changes in synchronized Outlook and file folders will be in sync with other PCs.
 - ➔ [Click here](#) to learn more about the first synchronization and how to set it up.

*This step will be required in the upcoming version where file synchronization will be functional. For the current release only Outlook data is pre-selected and can't be unchecked.

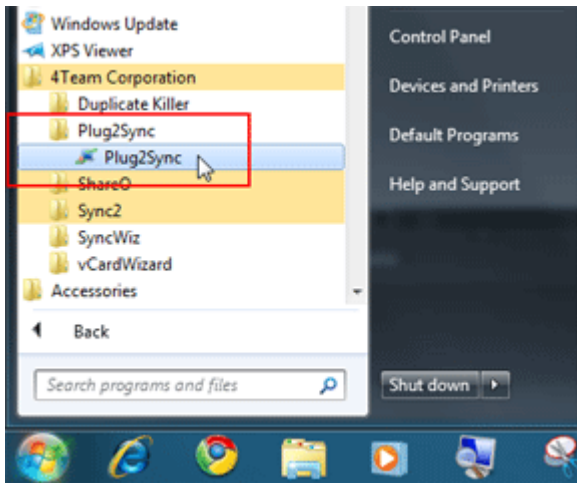
Working with Product

Accessing Plug2Sync application

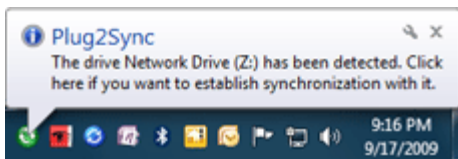
Click on the [underlined](#) links to find out more.

Plug2Sync application can be accessed in one of the following ways:

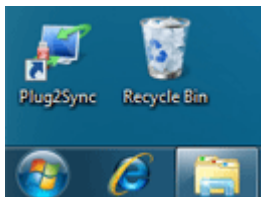
- By going to Windows Start menu All Programs, selecting 4Team Corporation -> Plug2Sync;



- By double-clicking the Plug2Sync icon  in the taskbar notification area



- By clicking the Plug2Sync shortcut icon from your desktop:

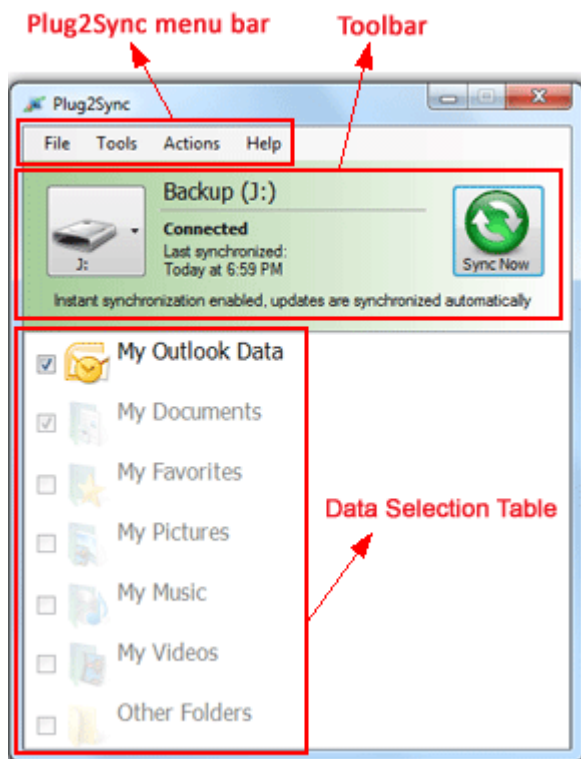


➔ [Main Plug2Sync window](#)


Main Plug2Sync window and tray icon

Click on the [underlined](#) links to find out more.

The main Plug2Sync dialog is designed to easily navigate through the main application functions, and has the following components:



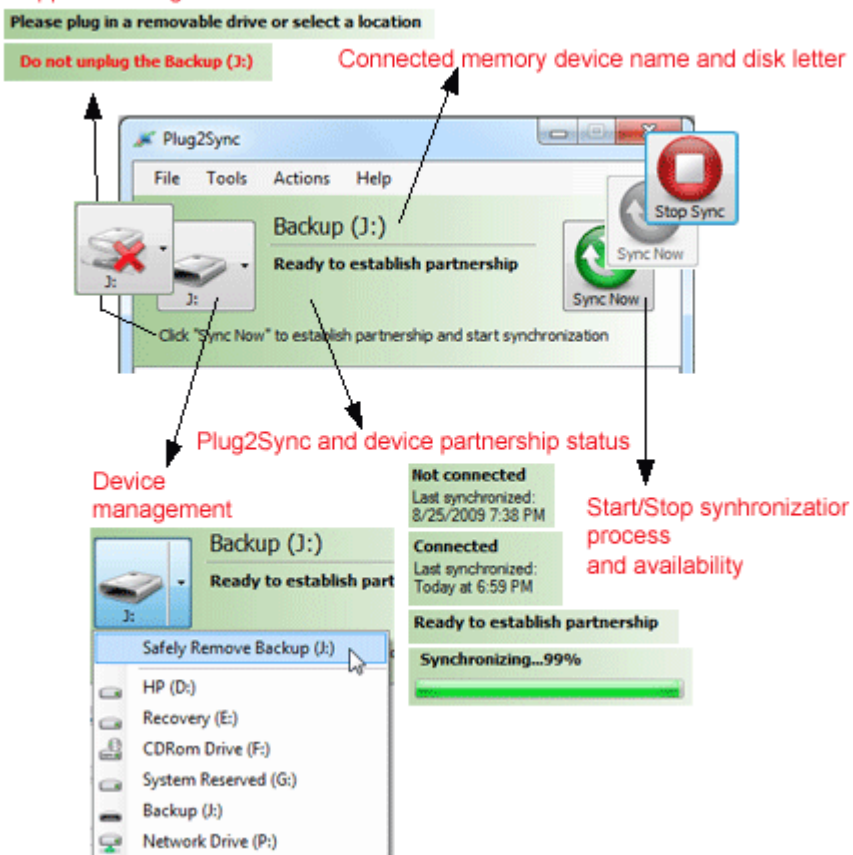
► You can perform the desired actions by clicking menu items on the Plug2Sync Synchronizer menu bar and selecting one of the following commands from the drop-down menus:

- File Menu
 - **Close** - closes the Plug2Sync main window.
 - **Exit Plug2Sync** - 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 Plug2Sync main window, click the "X" button  available in the right-hand upper corner or use the Close function.
- Tools Menu
 - **Show Icon in Tray** - keeps the application in the windows system tray to help you access all important options, get notifications and have access to a quick start of the main dialog.
 - **Options...** - adjusts settings related only to synchronization with a currently connected and selected external memory device. Options are not available if the external device that you synchronize or plan to sync is not connected to this PC and not selected. The program automatically assigns options to each external memory device.
- Actions Menu
 - **Sync Now** - starts synchronization of the selected data from your PC with the selected external device.
 - **Stop Sync** - stops synchronization with the selected external memory device
 - **Safely remove [selected drive name]** - USB device manager that helps you remove (dismount) your USB external device without data loss. You can also use the Windows eject or "Safely remove..." function of Plug2Sync safely remove function instead.
- Help Menu
 - **Plug2Sync Help** - accesses the Plug2Sync Help Documentation
 - **Report a problem** - sends report of a problem to 4Team support along with the log files.

- ➔ **Activate** - activates (registers) your license, which turns the trial into a fully functional version
- ➔ **About Plug2Sync** - provides access to additional actions, such as: "Check for updates", "Report a Problem" along with sending the log files, "Tech Support" - link to an online support form; **"Buy online"** - a direct link to the web page to purchase additional licenses or updates, "Activate" - to activate your full version

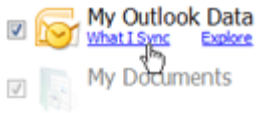
- **The Plug2Sync toolbar** allows you to quickly access the most frequently used actions by clicking on the appropriate button:


Support messages:

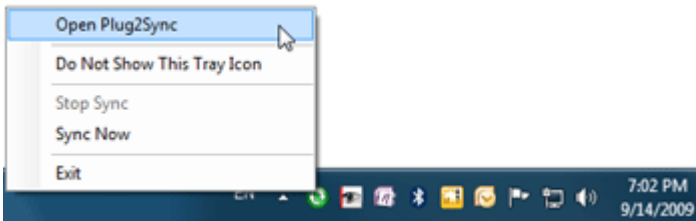


- The **support messages** help you to choose the next action or warn you about actions that are not recommended.
 - **Possible messages:**
 - ➔ Click "Sync Now" to establish partnership and start synchronization
 - ➔ Please plug in a removable drive or select a location
 - ➔ Do not unplug the [Device Name] ([Drive letter]:) - appears during the synchronization process. Please use the Stop button to stop the process and then safely remove your device.
 - **Plug2Sync and device partnership status:**
 - ➔ *Not Connected* - the device is not connected
 - ➔ *Connected* - the device with established partnership is connected and ready to sync.
 - ➔ *Ready to establish partnership* - you can adjust synchronization settings select data to sync and click "Sync now"
 - ➔ *Synchronizing...[%]* - the status of synchronization process and percentage
 - ➔ *Failed to synchronize* - synchronization of the selected device has failed
 - **Device management** (click on the button to access the menu):
 - ➔ *Safely remove [selected drive name]* - USB device manager that helps you remove (dismount) your USB external device without data loss. You can also use the Windows eject or "Safely remove..." function instead.
 - ➔ *List of available drives* - if you have several connected drives, you can switch between them
- The Data Selection table allows you to quickly select available data folders include them into synchronization and explore them by simply navigating your mouse over the data folders.

Plug2Sync Printed Documentation



- **Plug2Sync tray icon** helps you to quickly access frequently used actions, such as:
 - **Open Plug2Sync** - opens the main Plug2Sync window
 - **Do not Show This Tray Icon** - hides icon from the tray, while the program is still running in memory
 - **Stop Sync** - stops synchronization with the selected external memory device
 - **Sync Now** -> - starts synchronization
 - **Exit** - closes the Plug2Sync application (removes it from PC memory) and hides the tray icon.
- Important Note:** If you are just planning to close (hide) the Plug2Sync main dialog window, click  the "X" button available in the right-hand upper corner.



Synchronization setup


Configure synchronization

Click on the [underlined](#) links to find out more.

The First synchronization steps:

1. **The Program will start** after the Plug2Sync installation is finished if the check box "Launch the program" is checked. If you canceled it before, you can start it by clicking the Plug2Sync shortcuts available from your computer's desktop or Start -> All Programs -> 4Team Corporation -> Plug2Sync.
2. **Plug in the USB removable drive** to your PC. On the main Plug2Sync window, a message will appear suggesting that you are ready to establish synchronization partnership with the plugged-in device. You will also receive a Plug2Sync balloon notification from the Windows system tray taskbar.
3. ***Select data you want to synchronize** by checking boxes near each data type icon (My Outlook data, My Documents, My Favorites, My Pictures, My Music, ect.).
4. Navigate to "What I Sync" for each selected data and explore. From the dialog "...Data synchronization Settings" **select data folders** to sync by checking off boxes near each chosen data folder.
5. Click [Advanced](#) to **setup other synchronization settings and filters**. Click "OK" to close "...filters" and "...Data synchronization settings" dialogs.



6. Click the "**Sync Now**" button to start synchronization. If no filters or additional data are selected, the synchronization process will start with the default selected data and settings. By default, all of the Microsoft Outlook folders within the default Personal Folders and default files folders will be synchronized with the removable drive.
Note: If you have large files and you select all your available data (over 1Gb of data) your first synchronization can take hours and will require large free space on the external drive. If you do not have that amount of time, we recommend that first you only sync those folders that you really want. Later, when you have more time, you can add more folders to be synchronized. Since all the synchronized data will be located on your external device (backup), the more folders you add to sync, the larger is the size of free space that you will need on the device.
Please do not unplug your USB Device during synchronization.
7. When synchronization is complete, you can **adjust other options** (scheduling, application behavior, etc.) from the settings dialog available from the Plug2Sync Tools menu.
Note: All the selected settings are linked to each USB drive and available only if the drive is connected to PC. If you want to synchronize the same data set with different filters with different PCs, you should use another drive.
8. You can leave the USB drive plugged-in if you plan to work on this PC. By default, the synchronization schedule selected as "Instant" (recommended) means that all changes in the selected data folders will be automatically and instantly synchronized with your drive, and you are able to unplug the drive anytime you want.
9. After you finish your work on this PC, you can **safely remove the drive** by clicking the drive button on the main Plug2Sync window or using the standard Windows eject methods. Before doing that, check if the Plug2Sync tray icon  is not rotating.
10. **Unplug USB drive** from your PC.
11. **Go to another computer. Install Plug2Sync.**
12. **Repeat steps 1-7.** The following two main scenarios may occur next:
 - a. If Outlook and file folders on the next synchronized PC are empty and you choose not to add more data to sync with the 1st PC, your first synchronization is complete.

Plug2Sync Printed Documentation

- b. If you have different data in the synchronized folders or you add more data to sync on your second PC, 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.
13. **Your synchronization is complete.** Now all your updates and changes in synchronized Microsoft Outlook and file folders will be in sync with other PCs.
 - [Accessing application](#)
 - [Synchronization Filters](#)
 - [Options](#)
 - [Synchronize Microsoft Outlook](#)

*This step will be required in the upcoming version where file synchronization will be functional. For the current release only Microsoft Outlook data is pre-selected and can't be unchecked.

Synchronize Microsoft Outlook

Click on the [underlined](#) links to find out more.

Plug2Sync can synchronize all or selected Microsoft Outlook data (Calendar, Contacts, E-mail, Task, Notes, etc.) between PCs where the Plug2Sync software is installed.

How it 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 the shared PST file (Outlook Personal Storage Table file) that is placed onto your external memory device (e.g.: USB Flash, memory cards, USB external drives, etc). A PST file stores all* your Outlook information and folders. Each computer with Microsoft Outlook has its own .PST file to store Outlook information in its folders. In order to synchronize Microsoft Outlook data you need to install Plug2Sync on all PCs that you plan to synchronize. Plug2Sync will detect any changes made in Outlook and publish them in the shared PST file on the connected external drive. When connected to the other PCs, Plug2Sync will then pick up the newly synchronized Outlook data from the shared pst file, collected and published by Plug2Sync from other PCs, compare it to avoid conflicts and duplicates, and add this data to your PC (Outlook).

How to synchronize Outlook between PCs:

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

1. [Download the Plug2Sync setup](#) file and install the program on all PCs that you wish to synchronize.
2. Prepare a removable drive/device where your synchronized data will be located and make free space (The required free space depends on the data size you are going to synchronize. It is highly recommended that you have at least 2Gb or more for synchronization of the whole Microsoft Outlook).
3. **Plug in the USB removable drive** into your PC.
4. Click on the "**Sync Now**" button to start synchronization. Synchronization can last minutes or hours depending on the amount of data you select to sync.
5. After synchronization is finished, **unplug USB drive** from your PC.
6. **Go to another computer. Repeat steps 1-4.**

For more detailed information please refer to the following topics:

- [How it Works](#)
- [Installation](#)
- [Quick Guide](#)
- [Configure synchronization](#)

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

Synchronization Filters

Click on the [underlined](#) links to find out more.

Overview:

Synchronization filters can be applied to each folder type. They will allow you to synchronize the only Outlook data that actually needs to be synchronized. If you do not change filters, the default filters will automatically apply during synchronization.

Why would I need the synchronization filters?

Without filters (clear filters) all data of the selected folders during synchronization will be published in the connected external drive. In most cases it is not necessary and makes the first synchronization complicated (e.g. you decide to synchronize the Inbox folder with 3000 e-mails that include attachments, etc... with the data size of 100Mb and more. If you perform the synchronization of folders with many (>1'000) items with large attachments (i.e. e-mails) using the USB Flash drive, this may take many hours to publish all your synchronized data for the first time and even more time to synchronize it to the second PC.)

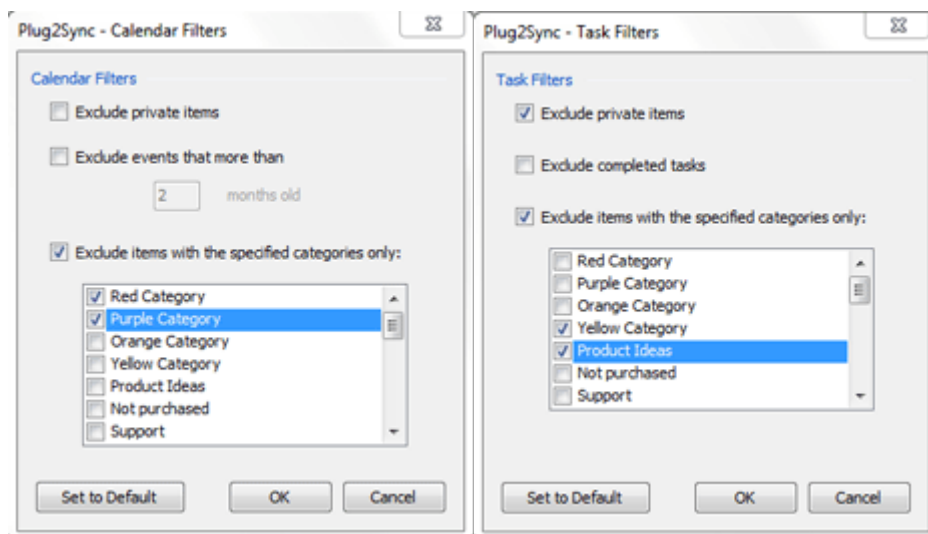
Access: You can access the filters in the following way:

1. by clicking "What I Sync" of the selected data folder and "Advanced" in the "... Data Settings and Filters" dialog.
2. Tools->Options menu, Synchronization Options tab, by selecting the appropriate data folder button and "Advanced" in the "... Data Settings and Filters" dialog.

Management (Microsoft Outlook only):

- **Exclude private items** - 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
- **Exclude events that are more than ... months old** - choose how old the Calendars data that you want to synchronize is
- **Exclude e-mails that where received or sent more than ... months ago** - choose how old the e-mail messages data that you want to synchronize is.
- **Exclude items with the specified categories only:** - You can here select what categories of the items should be excluded in the synchronization process
- **"Set to Default"**- restores the default filter settings

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



Other Filters Dialogs (Click to view):

- Contacts Filters
- E-mail Filters

- Journal Filters

Outlook Data Settings and Filters Dialog:

This dialog allows you to set synchronization filters for each Outlook data type folder.

- If the "Allow selection of all Outlook data files (PST) in the profile" checkbox is selected, all available Outlook data storage files in the current Outlook profile will be visible in the "Outlook Data Synchronization Settings" dialog, and they will be available for synchronization.
- If the "Allow selection of Outlook data files in other Outlook profiles" checkbox is selected, and there are other Outlook profiles configured in the current Windows user account, they will be visible in the "Outlook Data Synchronization Settings" dialog, and Outlook folders from these profiles will also be available for synchronization.

→ [Options](#)

→ [Synchronization Schedule](#)

Synchronization Schedule

Click on the [underlined](#) links to find out more.

Synchronization scheduling options allow configuring of how often Plug2Sync will be starting the synchronization process.

3 different schedule modes are available to choose from:

- **Instantly.** When this mode is selected, the application will start the full synchronization process each time the drive becomes available. Also, when the drive is connected, all further changes that you make will be automatically synchronized immediately when they are detected by the application. This mode requires a little bit more of your computer resources, but ensures that you always have the latest version of your file and/or Outlook data on the device. When this mode is enabled, you are not required to manually start the full synchronization process before you unplug your removable drive.
- **Automatically** (by schedule). With this mode, the instant synchronization of data updates is disabled, and the full synchronization of data will only start in accordance with the selected schedule (Hourly, Daily, Weekly, Monthly). This mode is recommended in case you don't want the updates to be applied instantly each time you make them, but you need them to be auto-synchronized periodically. When this mode is enabled, it is still recommended that you start the full synchronization manually before unplugging your removable drive, otherwise you can't be sure your latest data updates have already been synchronized with the drive.

Note: Please note that synchronization by schedule can only be started when the application is running.

- **Manually.** With this mode, synchronization with the removable drive can only be run manually. This is not recommended, unless you want to control your synchronization manually each time you connect your removable drive.

→ [Configure synchronization](#)

→ [Options](#)

Synchronizing Folders (How to)

How to START synchronization process

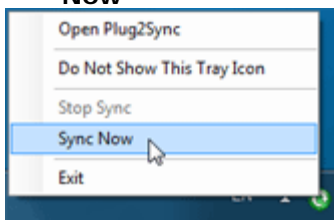
Click on the [underlined](#) links to find out more.

Overview:

Each external drive used for synchronized storage has its own [synchronization schedule](#) for each PC to which it is connected. The schedule can be changed from within the [Plug2Sync options](#) when the drive is connected to the synchronized PC.

Start the synchronization process. There are three methods of how you can start synchronization and they depend on the [synchronization schedule](#) you have chosen:

- **Automatically, by plugging your USB drive into a PC.** Synchronization will start automatically if the *Instant synchronization mode* is chosen for this PC.
- *Manual synchronization*, accessible from the right-click menu on the Plug2Sync tray icon: Click "**Sync Now**"



- *Manual synchronization*, accessible from the main Plug2Sync window toolbar: click the "**Sync Now**" button



Note: Without filters, the first synchronization may take hours to finish.

- [Configure synchronization](#)
- [Synchronization Schedule](#)
- [stop the synchronization process](#)

How to stop synchronization

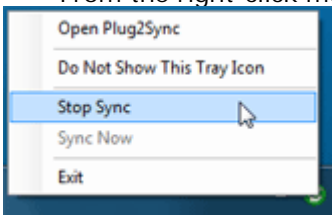
Click on the [underlined](#) links to find out more.

- From the main Plug2Sync window:



Click "**Stop**" on the toolbar

- From the right-click menu on the Plug2Sync tray icon: Click "**Stop Sync**".



→ [start synchronization](#)

How to add folders to existing synchronization

Click on the [underlined](#) links to find out more.

If you decide to add an Outlook or file folder to existing synchronization:

1. Navigate to "What I Sync" for each selected data and explore. In the dialog "...Data synchronization Settings" mark check boxes near the **folders** to be synchronized.
2. Click "**OK**"

The program will automatically synchronize all the selected data changes.

Remove folders from existing synchronization

If you decide to remove/add an Outlook or file folder from existing synchronization:

1. Navigate to "What I Sync" for each selected data and explore. From the dialog "...Data synchronization Settings" **deselect check boxes near the folders** to be excluded from synchronization.
2. Click "**OK**"

The program will automatically remove all deselected folders.

Duplicate management

Overview:

Since Plug2Sync 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*.

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.

In Plug2Sync, we implemented the sophisticated and automated solutions to manage both duplicates and conflicts. Unfortunately it is not always possible to determine and merge duplicate items automatically; some of them will be left in the data folder. But you will be able to manage them later manually or with advanced tools.

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 Plug2Sync owners. For more information, contact our Sales [here](#).

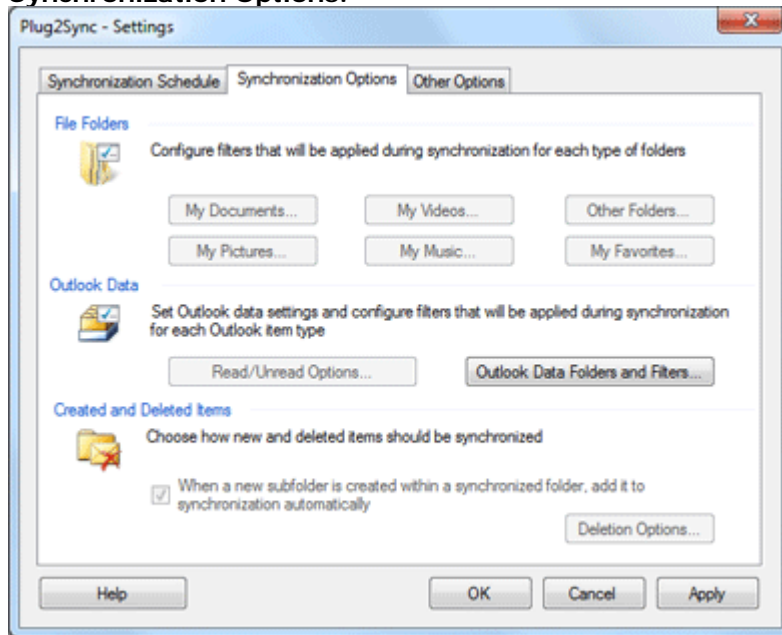
Options

Click on the [underlined](#) links to find out more.

The **Options** are accessible from the Plug2Sync main window Tools menu.

The Options dialog consists of tree tabs: [Synchronization Schedule](#), Synchronization Options, Other Options.

Synchronization Options:



- **"File Folders" Section:**

Here you can adjust the synchronization filters to make sure you only synchronize what you need with the removable drive on the current computer.

- **"Outlook Data" Section:**

The "Outlook Data Folders and Filters..." button opens the "What I Sync" dialog, where you can choose what Outlook folders to be synchronized on the current computer with the currently selected removable drive.

In this view, the current computer and removable drive Outlook folders are shown in the combined view. The folder to be synchronized with the drive should be checked.

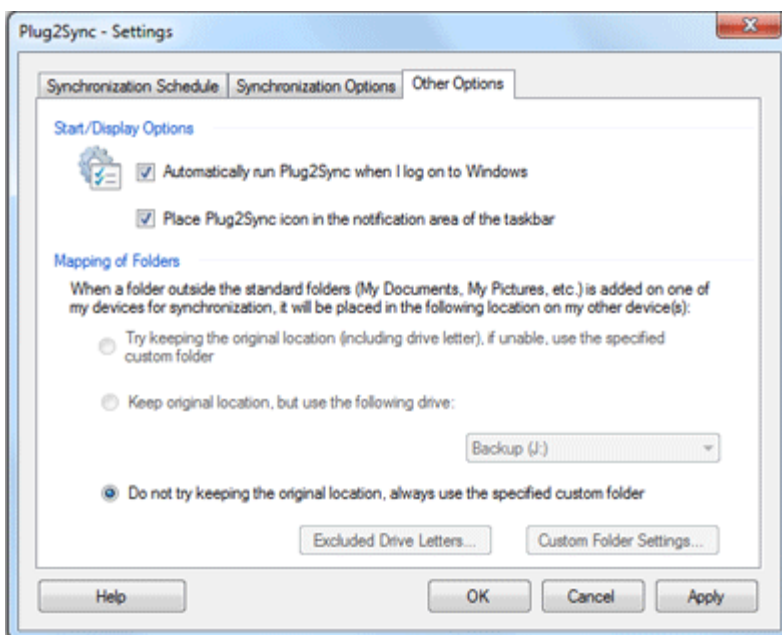
Use the "Show only items marked for synchronization" checkbox to switch between all folders available or only folders already selected for synchronization.

The "Advanced" link will open the "Outlook Data Settings and Filters" dialog.

- **"Created and Deleted Items" Section**

These options control the application's behavior during synchronization of new items added to the synchronized data, or data deletion that occurs in the synchronized data.

Other Options:



- ["Start/Display Options"](#) Section

Here you can choose if Plug2Sync should be started automatically when you log on to Windows, and if Plug2Sync icon should be visible in the Windows notification area on the taskbar.

- ["Mapping of Folders"](#) Section

Here you can choose how added custom file folders should be synchronized on the current computer. When a custom file folder is to be synchronized on one of the devices, Plug2Sync offers the following options to place this folder on the computer:

- If the option "**Try keeping the original location** (including drive letter), if unable, use the specified custom folder" is selected Plug2Sync will try to find the same original location on the current computer. If such location cannot be found, or it is inaccessible for synchronization, a specified custom folder will be used to place this folder (see "Custom Folder Settings").
- If the option "**Keep original location**, but use the following drive" is selected, Plug2Sync will create the folder with the same path as on the original computer, but in the selected drive.
- If the option "**Do not try keeping the original location**, always use the specified custom folder" is selected, Plug2Sync will create the folder in the specified custom folder (see "Custom Folder Settings").

Custom Folder Settings:

In this dialog, the location of custom file folders is set for each data type section. Plug2Sync will create folders in these selected locations for all file folders that are added to the synchronized removable drive on the other computers.

- ➔ [Synchronization Schedule](#)
- ➔ [Synchronization Filters](#)

FAQ, Tips and Troubleshooting

FREQUENTLY ASKED QUESTIONS (Troubleshooting)

Click on questions and underline links. We suggest that you use "**Search**" to quickly find your answers.

1. *Do Distribution Lists propagate to other PCs?*
Yes, Distribution Lists **propagate** to other synchronized PCs.
2. *Do I initiate synchronization from one computer or from all?*
You should initiate synchronization from one computer. Once the initial synchronization is successful, you can start synchronizing other PCs by connecting the same external drive.
3. *Does Plug2Sync synchronize category lists?*
No, Plug2Sync can not synchronize Outlook master category lists.
4. *I have synchronized my Outlook folders, but only some items were synchronized. How do I synchronize all items?*
By default Plug2Sync has filters for synchronization. You might want to remove them in Plug2Sync>Tools>Options>Synchronization Options tab. Select each data folder that you synchronize and Edit Filter you need.
5. *Can I synchronize any synchronized folder with my PDA or Pocket PC?*
Any folder synchronized with Plug2Sync **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.
6. *Do flags propagate to other users (PCs) along with items?*
Yes, flags do propagate.
7. *Do attachments propagate to other users (PCs) along with items?*
Yes, attachments are also synchronized along with any Outlook item that supports attachments.
8. *Can I synchronize my Inbox or Sent Items folders using Plug2Sync?*
Yes, you can synchronize the standard Outlook mail folders (Inbox, Sent Items).
9. *Can I use Outlook Rules?*
Yes, you can. But you can't synchronize Rules using Plug2Sync.
10. *We have created custom forms in Outlook. Can we synchronize information using these forms?*
Yes, the program supports synchronization of custom forms.

[Report Problem, Suggestions](#)

[Support](#)

How to buy/ Register / TRIAL VERSION EXPIRED

How to continue trial

Your trial version expires in 14 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 **Plug2Sync**.

(http://www.4team.biz/purchase_plug2sync.asp)

Have a Question?

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

[FREQUENTLY ASKED QUESTIONS](#)

[Product Activation](#)

[Support](#)

UNINSTALL

1. Close Microsoft Outlook.
2. Go to Start -> Control Panel -> Add or Remove Programs
3. Find **4Team Plug2Sync** and click "Remove".

[Support](#)

[Report Problem, Suggestions](#)

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.

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 (Plug2Sync Help menu -> About Plug2Sync).
 - 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 Plug2Sync for Microsoft Outlook:

- By [Online Support Form](#).
- By "[Live Help](#)" at www.4team.biz. (**this is the fastest method**)
- By e-mail at: support@4team.biz
- By telephone at: +1 (954) 796-8161. (only simple questions like product functionality, **activations problems, sales questions**)

→ 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 e-mail with your order number, product name, and number of licenses that you wish to purchase.

!!! Note: We do not provide support for Microsoft Outlook; please refer to the resources at [Microsoft web site](#).

* Be sure that your computer is connected to the Internet if you want to use this page for orders and support.