



nexthaus

syncje for Outlook

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= Important Notes



= Technical Information



= Feature Specifications

1 Introduction to SyncJe for Outlook

SyncJe for Outlook allows you to synchronize your Contacts, Calendars, Notes and Tasks to servers and handheld devices that have SyncML. SyncJe for Outlook is completely integrated into Microsoft Outlook as a "plug-in." All settings are performed using the property pages in Outlook. A license must be purchased in order to utilize SyncJe for Outlook past the 15 day free trial period.

A) Purchasing a License

Go to <http://nexthaus.com/products.html>.

1. Enter a username you wish to use for SyncJe for Outlook.
2. Click "Buy."
3. Follow PayPal Instructions.

B) Required Components

The following is required for SyncJe for Outlook to function properly:

- Computer with Internet Connection
 - Microsoft Windows 98 or greater
 - Microsoft Outlook 98, 2000, 2002 or 2003 for Windows
- Server access information (from your SyncML server provider)
- Username and Password



You may need to know what the "folders" are named on the server for synchronization to be operable.

2 Installing SyncJe for Outlook

Download SyncJe for Outlook from <http://nexthaus.com/products.html>.

1. Select SyncJe for Outlook.
2. Double click on the downloaded file named "SyncJeOutlook.exe."
3. Select Language
 - a. Click "Next," to accept language.
 - b. Click "Cancel" to stop installation.
4. Welcome Screen
 - a. Click "Back," to return to the previous screen.

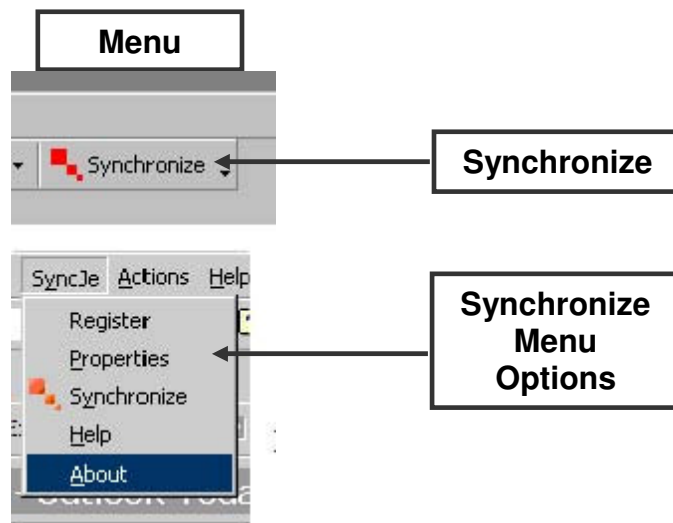
- b. Click "Next," to proceed
 - c. Click "Cancel," to stop installation.
5. End User License Agreement
 - a. Click "Back," to return to the previous screen.
 - b. Click "Next," to accept End User License Agreement
 - c. Click "Cancel," to stop installation.
6. Select Directory you wish to place SyncJe For Outlook.
 - a. Click "Back," to return to the previous screen.
 - b. Click "Next," to accept directory location.
 - c. Click "Cancel," to stop installation.
7. Install Folder into Directory SyncJe for Outlook.
 - a. Click "Back" to return to the previous screen.
 - b. Click "Next," to accept folder name or type in a folder name you prefer.
 - c. Click "Cancel," to stop installation.
8. Setup Complete
 - a. Click "Finish."



The SyncJe for Outlook plug-in will automatically detect a new installation and display the "Welcome Dialog" when you first start Outlook after successful installation.

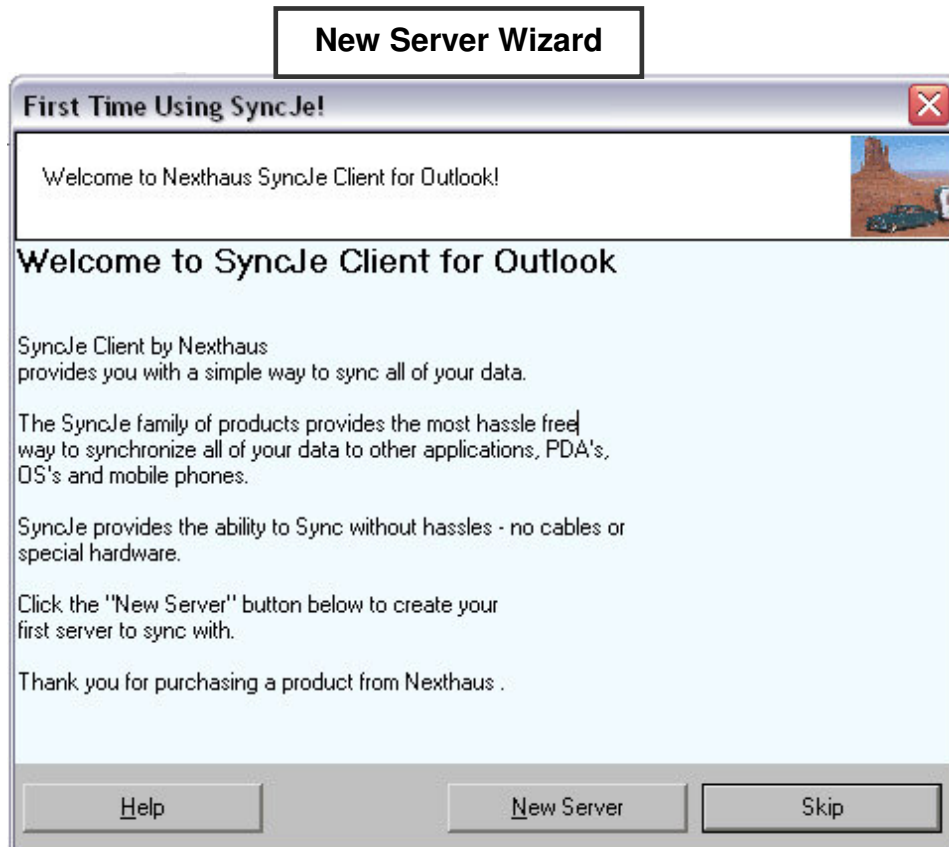


If the install was successful, you will see a "Synchronize" button on your Outlook menu.



A) New Server Wizard

Install New Server Wizard will automatically start upon your next session of Outlook.



The New Server Wizard assists you in creating a SyncML server connection. This will enable you to synchronize contacts, calendars, notes and tasks to the server. Once the information reaches the server you will be able to synchronize with other Outlook clients and handheld devices.

B) Initiating New Server Wizard

Search for Outlook on your PC and start program.

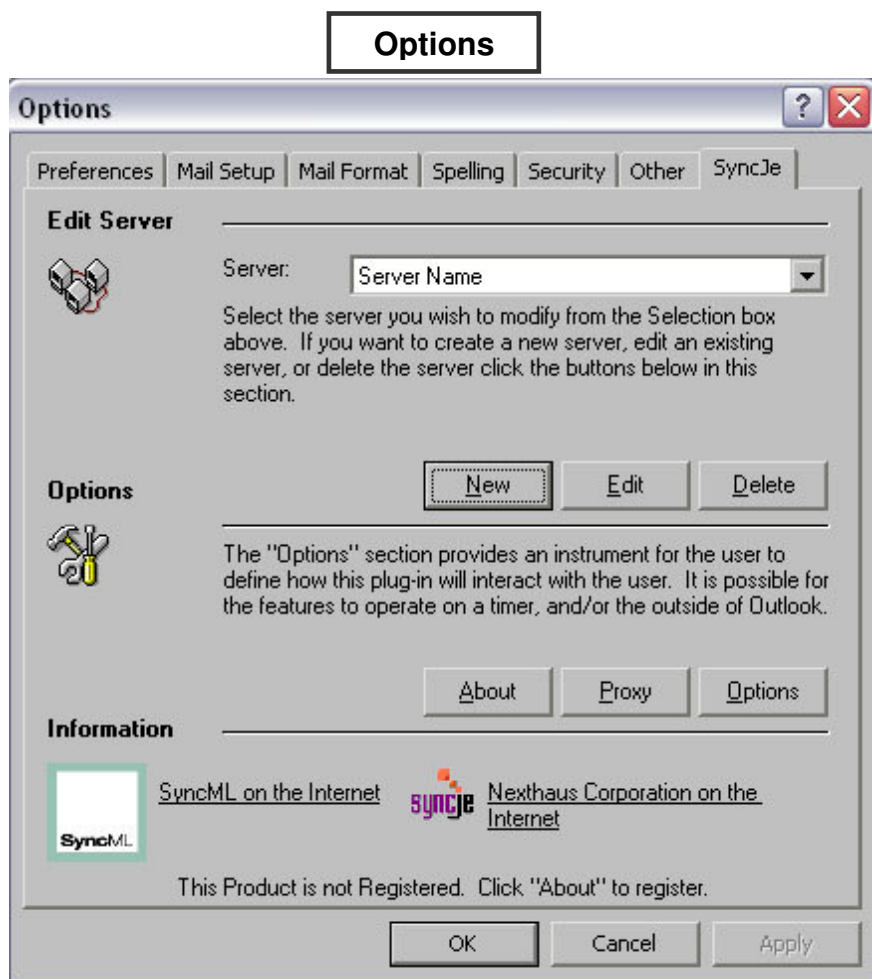
1. A pop up will appear with a prompt to start SyncJe Server Wizard.
2. Click **"New Server"** to set up SyncJe for Outlook configuration.
 - a. Click "Skip," to ignore
 - b. Click "Help," for help files.
3. Enter the following **Server Information** :
 - a. **Server Name** (name you use to refer to the server).
 - b. **URL** (address of the server).
 - c. **Web Access URL** (If your SyncML server has a web based interface to access your data you can enter the URL here. This is not a required field).
 - i. Click "Help," for help files.
 - ii. Click "Next," to accept inputted server information.
 - iii. Click "Previous," to return to last screen.
 - iv. Click "Cancel," to dismiss modifications and exit New Server Wizard.
4. Enter the following information **User Information**:
 - a. **Username** (Assigned for access to the server)
 - b. **Password**. (Assigned for access to the server. Password not required option - check this option if your server does not require a password.)
 - i. Click "Help," for help files.
 - ii. Click "Next," to accept inputted server information.
 - iii. Click "Previous," to return to last screen.
 - iv. Click "Cancel," to dismiss modifications and exit New Server Wizard.
5. You may wish to **Test Server and Configure Server**.
 - a. Click **"Test Server"** to automatically configure your server
 - b. Click **"Configure Server,"** to make advanced adjustments to server information.
 - i. Click "Help," for help files.
 - ii. Click "Next," to accept inputted server information.
 - iii. Click "Previous," to return to last screen.
 - iv. Click "Cancel," to dismiss modifications and exit New Server Wizard.
 - v. Click "Finish," to complete New Server Wizard and exit setup.



**You can Edit Server information in Outlook by going to the following:
Tools > Options > SyncJe > Edit Server**

3 Properties for SyncJe for Outlook

In Outlook go to Tools > Options and click on the SyncJe Tab. This section will allow you to modify server and SyncJe options.



There 3 sections under the SyncJe tab:

1. Edit Server

Edit Server allows you to modify existing server information or create new server information that SyncJe for Outlook will connect to.

Buttons	Description
New	Launches the "New Server Wizard". This button is a simplified way of creating a new server to synchronize with.
Edit	Allows you to modify server information that is currently selected in the "Server" drop down list.

Delete	Removes the server that is currently selected in the "Server:" drop down list.
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2. Options

Buttons	Description
About	Allows you to register your product and view version information
Proxy	The proxy settings are only used only if your Internet connection uses a proxy. If a proxy is being used; check the "Use Proxy Server" box and fill out the port number, proxy name.
Options	<p>Allows you to modify the following:</p> <ul style="list-style-type: none"> ○ User interface options ○ Duplication elimination ○ Schedule synchronization <p>Options is divided into 4 sections, all on individual tabs:</p> <ol style="list-style-type: none"> 1. Plug-In – this tab allows you to specify Toolbar and Menu options: placing SyncJe for Outlook into Toolbar and menu. You can also set "One Touch Sync," which will synchronize your data without having Outlook open. 2. Auto-Sync - this tab configures timed automatic synchronization at a set time and date you have specified. Username and Password are required for this option. 3. Maintenance - this tab checks and removes duplicated data: Contacts, Calendars, Notes and Tasks. 4. Logs - this tab contains past synchronization logs. Logs are automatically created when you synchronize your data.

3. Information

Links	Description
SyncML on the Internet	<p>Launches browser to Open Mobile Alliance website that contains detailed information on SyncML.</p> <p>URL http://www.openmobilealliance.org/tech/affiliates/syncml/syncmlindex.html</p>
Nexthaus Corporation on the Internet	Launches browser to http://www.nexthaus.com/

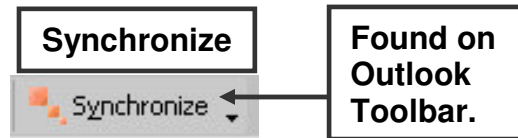


Some SyncML servers require that you enter an IMEI (International Mobile Equipment Identity) when you set up the account. This unique number is shown after the version number in SyncJe Tab > Options > About.

Once you have modified all desired options, press “OK” to accept changes.

4 Synchronize using SyncJe for Outlook

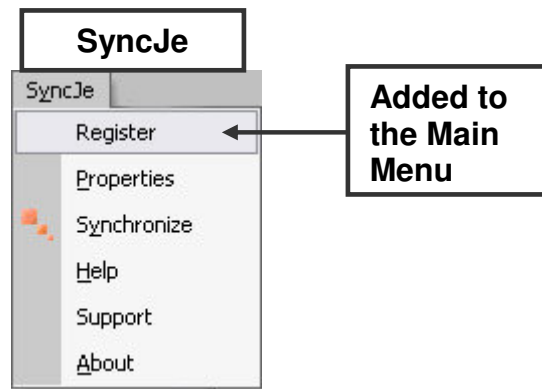
Once SyncJe for Outlook has been installed, by default a new button should appear on your Outlook toolbar.



A) Add SyncJe for Outlook to the Main Menu

In your Outlook Main Menu go to **Tools > Options > SyncJe Tab**

1. In the SyncJe Tab, click on “**Options**” button.
2. In “Place Launch bar in” check the “Menu” box.
3. Click “OK.”



SyncJe for Outlook Main Menu has the following options:

Menu Options	Description
Register	If you are using a 15 day trial version, you may register your information here. You must create a Username and generate a Registration key at http://nexthaus.com/products.html .
Properties	This option allows you to modify server and SyncJe options. This screen is the same as the “Properties for SyncJe for Outlook” screen found in Chapter 3: Properties for SyncJe for Outlook.
Synchronize	Synchronizes the Contacts, Calendars, Notes and Tasks.
Help	By selecting this option the Help Files are launched.
Support	The Support allows you to contact Nexthaus and provide log files, comments and feedback to the support group.
About	The About option provides details on the SyncJe for Outlook version running with your Outlook.

B) Synchronize

There are 2 locations that will allow you to synchronize your Contacts, Calendars, Notes and Tasks from Outlook:

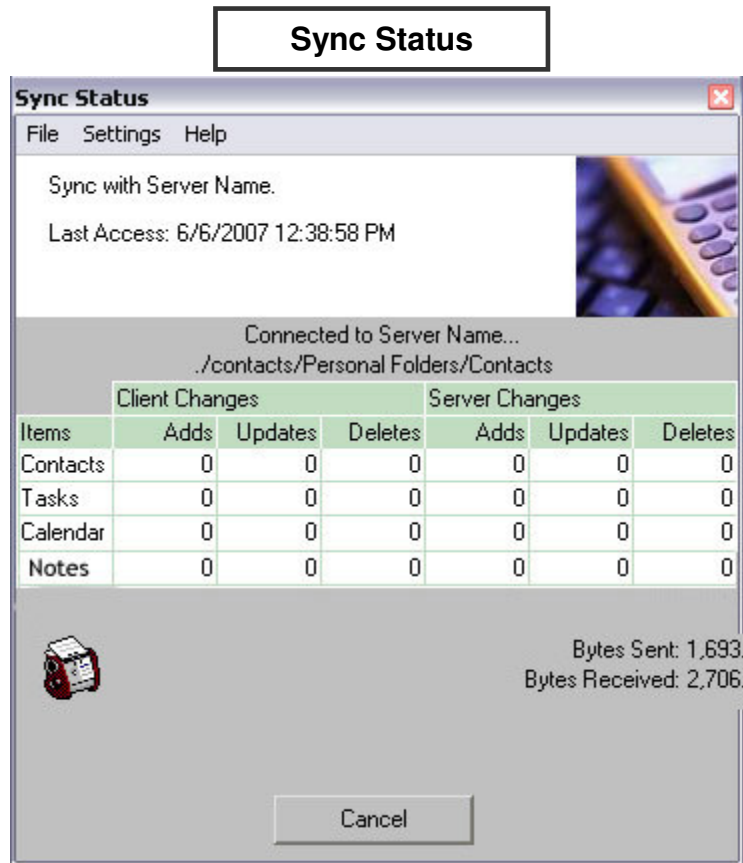
1. Main Menu

You must add this to your main menu via Tools > Options > SyncJe Tab > Options Button.

- a. On the Outlook Main Menu Click "SyncJe"
- b. Click "Synchronize."
- c. Click "Sync" button to start synchronization.
- d. Synchronization will start to initiate from your Outlook to the server.

2. Toolbar

- a. On the Outlook Toolbar, click "Synchronize"
- b. Click "Sync" button to start synchronization.
- c. Synchronization will start to initiate from your Outlook to the server.



Synchronization times will vary based on number of Contacts, Calendars, Notes, and Tasks you have on Outlook.

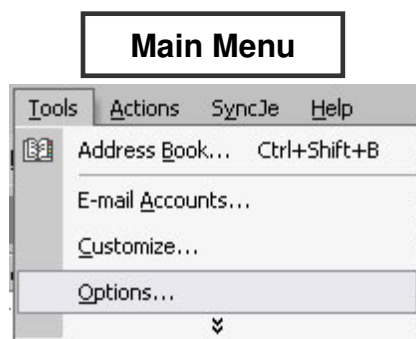
5 Uninstall SyncJe for Outlook

There are 3 methods to disable SyncJe for Outlook:

1. **Disable SyncJe for Outlook from Main Menu:** This can be reversed by enabling the plug-in again.
2. **Uninstall SyncJe for Outlook from the Control Panel:** This will result in a permanent removal of the application.
3. **Uninstall SyncJe for Outlook from the Start Menu:** This will result in a permanent removal of the application.

A) Disabling SyncJe for Outlook from Main Menu

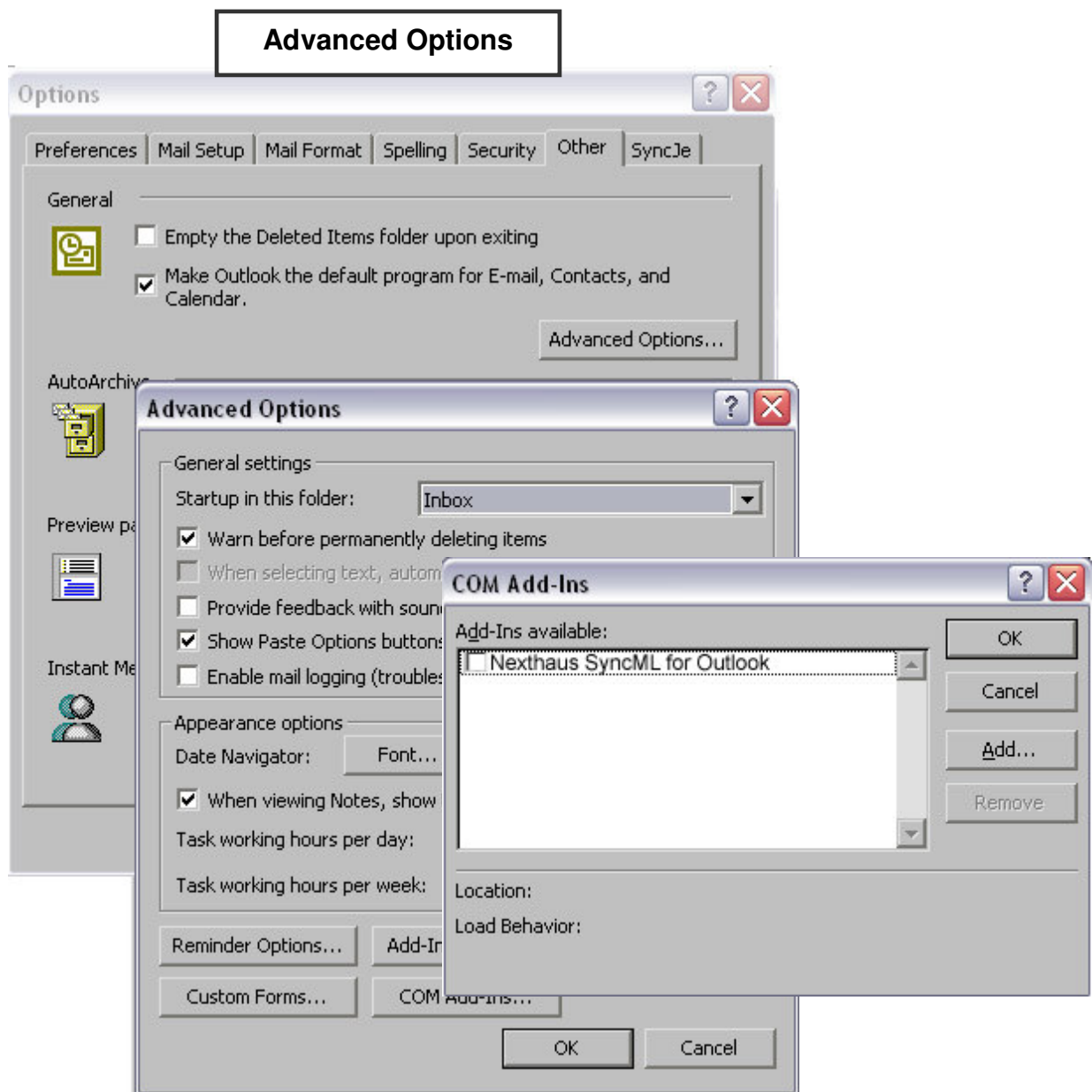
Disabling SyncJe will on toggle the synchronization off. You may re-enable this feature at any time.



In the Outlook Main Menu go to Tools > Options

1. Click on the "Other" tab.
2. Click on "Advanced Options..." button.
3. Click "COM Add-Ins..." button.
4. Find "Nexthaus SyncML for Outlook," un-check the box.
 - a. In "COM Add-Ins," click "OK." This screen will return to "Advanced Options"
5. In "Advanced Options," click "OK." This screen will return to the "Options" screen.
 - a. Click "Apply," to accept modified changes.

Advanced Options allows you to Enable and Disable SyncJe for Outlook. Advanced Options also allows you to customize additional functionality within SyncJe for Outlook.



B) Uninstall SyncJe for Outlook from the Control Panel

You may remove SyncJe for Outlook from the Control Panel. However this will permanently remove SyncJe for Outlook from your PC.



Uninstall SyncJe for Outlook from the Control Panel

1. Open Control Panel
2. Click on "Add or Remove Programs."
3. Look for "Nexthaus SyncJe for Outlook" in the installed programs list.
 - a. Click on "Change/Remove."
4. Remove SyncJe.

Add or Remove Programs

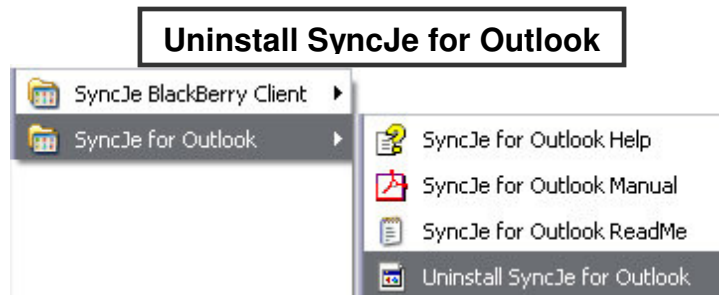


SyncJe for Outlook will be permanently removed from you PC.

C) Uninstall SyncJe for Outlook from the Start Menu

Uninstall SyncJe for Outlook from the Start Menu

1. Go to **Start Menu >All Programs**
2. Look for **Nexthaus Corporation>SyncJe for Outlook> Uninstall SyncJe for Outlook.**



SyncJe for Outlook will be permanently removed from you PC.