



# teamspace™ – Outlook Synchronization

## Manual teamSync

Version 1.4

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## 1 Icons in teamSync

	Add a new connection.
	Edit overall settings of teamSync.
	Close teamSync.
	Start synchronization manually (only shown if a connection has already been installed).

Chart 1: Icons in teamSync

## 2 Installation

To use teamSync for synchronizing Outlook and teamspace please install our software teamSync on your PC first. You can download teamSync on our website's [Download area](#). An assistant will guide you through the initial installation process.

**IMPORTANT:** Please close Outlook before installing teamSync. After installation, please restart your system and then open Outlook again.

Please open the file teamsync.exe after the initial installation. Icons to open teamSync will then be placed on your desktop screen and the desktop bar. You can always call up teamSync by clicking on the red icon on the lower right corner of your desktop screen (vide fig.9).

**IMPORTANT:** To call up teamSync, you have to click on the red boomerang icon shown in figure 9. teamSync doesn't open if you try to start it from the regular start menu of Windows® or from a desktop icon. These two commands are only used to get the red start icon into the lower right corner of the PC screen.



Figure1: Start icon on the desktop

You get directly to the following overview. The icons to work with teamSync are explained in chart 4 on the next page.



Figure 2: Overview at the start of teamSync

## 2.1 Overall settings

You can adjust the language and choose between manual and automatic synchronization. Please also set the period for synchronization and the SSL-option.

If you use a Proxy server please also fill in the details at "Internet Connection". All other users leave this part blank. Please confirm all changes by clicking on OK at the end.

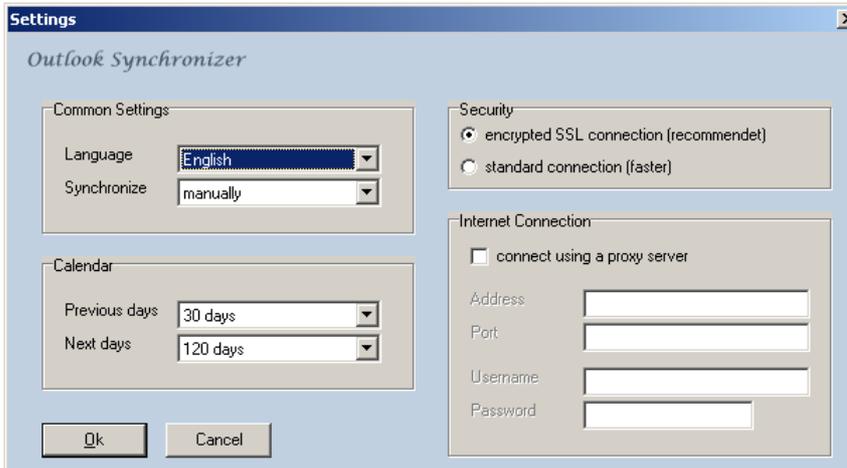


Figure 3: Overall settings

## 2.2 Add a new connection

teamSync offers four modes to synchronize data between Outlook and teamspace. The differences between the four are in the depth of data exchange between teamspace and Outlook.

Please look at all four options and choose the one that suits you best. teamSync generally only synchronizes data from Outlook that can be displayed in teamspace. All other data is not transferred and remains untouched in Outlook.

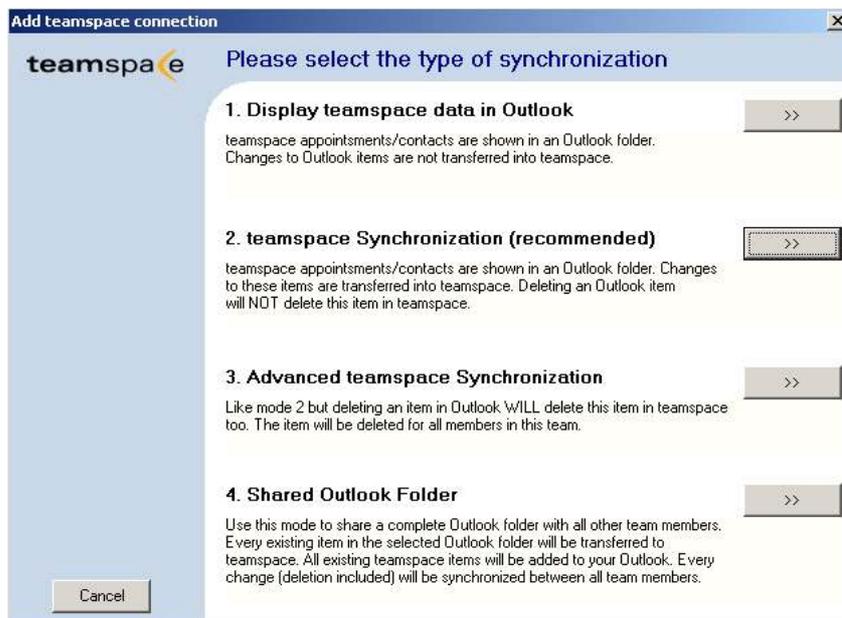


Figure 4: Types of synchronization

### **2.2.1 Mode 1: Display teamspace data in Outlook (one-sided synchronization)**

This mode is suited for all users who just want to download their data from a team to their Outlook automatically.

- teamspace dates and contacts are exported to an Outlook folder and can be viewed there.
- Imported data is marked in Outlook to distinguish it from all other Outlook data. Changes to imported teamspace data in Outlook won't be transferred back to teamspace. The same is true for teamspace data deleted in Outlook. teamspace data can only be changed or deleted within the teamspace team itself.
- No Outlook data is exported into teamspace.

### **2.2.2 Mode 2: teamspace synchronization**

Compared to mode 1 there is a two-sided exchange of data in mode 2. Data is synchronized between Outlook and teamspace. The export of data from Outlook to teamspace is however limited strictly to exporting changes made in Outlook to teamspace data that was originally imported from teamspace.

- Deleting teamspace data in Outlook does not lead to the deletion of this data in teamspace.
- All other data in Outlook that doesn't come from teamspace is not exported into teamspace at all.

### **2.2.3 Mode 3: Advanced teamspace synchronization**

Is equivalent to mode 2 only that in this mode deleting teamspace data in Outlook also means deletion of this data in teamspace.

- All other data in Outlook, that doesn't come from teamspace is not exported into teamspace at all.

### **2.2.4 Mode 4: Shared Outlook folders (complete two-sided synchronization)**

In this mode a complete Outlook folder is synchronized and thus shared with all team members.

- A complete synchronization of all data between Outlook and teamspace takes place.
- All data and changes are synchronized and transferred to teamspace.
- All other team members that also use this mode have the exact same data.
- Changes or deleted items are automatically transferred to all connected Outlooks and to teamspace.

If you plan to keep joint folders with co-workers via teamspace, please keep in mind that if you choose the fourth mode, only one participant should enter data from his Outlook that other members might have also. If not, an entry kept by multiple members is shown in all calendars or contacts separately. To prevent this, please start out by one participant entering his data from Outlook. Then all other participants only enter data from their Outlooks that hasn't already been uploaded. The easiest way to start a joint data pool with this mode is if only one person initially enters data from Outlook at all. All others take a new and empty Outlook folder.

Categories created in Outlook for calendar or contact entries are not synchronized to teamspace. So if you choose the fourth mode to synchronize Outlook and teamspace, you will eventually have the categories overwritten by data from teamspace that doesn't contain the categories.

### **2.2.5 Select Outlook folder**

Please select an existing Outlook folder from the choices given or create a new folder in Outlook and go back to this screen, refresh it and select the new one. teamSync shows you all existing folders.

You can only choose one folder per connection. If you want to connect more than one folder to a team, you have to add another separate connection.

### **2.2.6 Select a team**

Please insert the login data (team ID, user name, and password) of the team you want to connect to Outlook. The authentication serves your security and ensures that only you can access your data.

Please remember that you can only synchronize one team per connection. If you want to connect multiple teams to Outlook, you have to add a separate connection for each team.

**IMPORTANT:** If you change your login data by creating a new password or username, you also have to make these changes in the corresponding teamSync connection, because the connections still use the old login data.

### **2.2.7 Insert an Outlook category (only modes 1 to 3)**

Add a category for all data imported from teamspace into Outlook. Then you can distinguish between original Outlook data that is not synchronized and data coming from and being synchronized back to teamspace.

Please choose a random token as category. All data from teamspace automatically carries this token in Outlook.

Inserting categories also enables you to create entries in Outlook and include them into the synchronization by giving them the teamspace category.

## **2.3 Settings**

### **2.3.1 Mark teamspace entries in Outlook**

All modes enable marking. You can choose a random name or token that precedes each teamspace entry in square brackets in Outlook to distinguish them from all other data in Outlook. This is especially helpful when more than one team is synchronized: You can always tell to which team an entry belongs.

### **2.3.2 Access rights for new entries (only modes 2, 3 and 4)**

This option is usable in modes 2 to 4 when any data is exported from Outlook to teamspace. Access rights decide who is able to see and/or edit data that you exported from Outlook. Please remember that all changes to these entries (including deletion) automatically are done in all connected folders.

### **2.3.3 Settings for appointments**

This option only applies to data created in teamspace, because only with these entries you have the option of assigning them to different participants. Your local Outlook doesn't have the option to include members of your teamspace team. This setting determines which entries are im-

ported into Outlook from teamspace. If the check box is activated only teamspace entries you are participating in or where all team members are participants are imported. If the check box is deactivated, all entries will be imported.

## 2.4 Edit and delete a connection

To edit or delete an existing connection in teamSync, please click on the connection with the right mouse tab. You then have the following options:

### 2.4.1 Enter team

A new browser window is opened that leads you directly to your team without another login.

### 2.4.2 Edit

With this option you can change the settings of a connection. Please remember to acknowledge all changes by saving them at the end.

### 2.4.3 Delete connection

The connection will be deleted. You have the following options:

YES <i>(recommended)</i>	all data from teamspace that has been imported into Outlook will be deleted in your Outlook. All data remains untouched in teamspace.
NO	The connection is deleted, but all data from teamspace in your Outlook folder remains untouched.
CANCEL	Deleting process gets cancelled; connection and data are not deleted.

*Chart 2: Options when deleting a connection*

### **3 Contact & support**

If you have any further questions, please contact us directly by phone or e-mail any time.

teamspace support

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E-mail: [support@teamspace.de](mailto:support@teamspace.de)