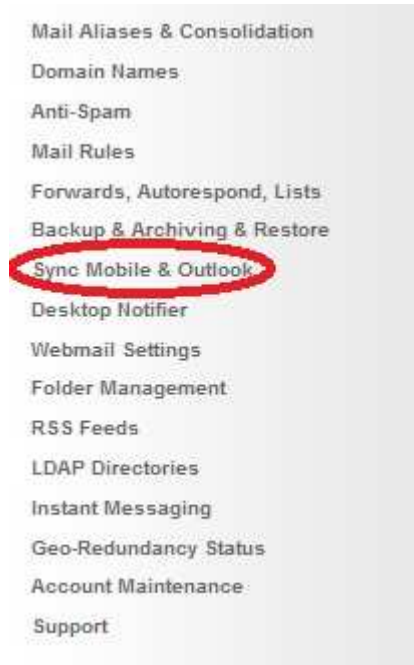

ENTERGROUP SYNCHRONIZATION SETTINGS

In this tutorial you will learn how to synchronize in between your mobile device & outlook using EnterGroup's Email.

Sync Mobile & Outlook

Along the left hand side is a list of all the different settings for your account. The seventh link down is Sync Mobile & Outlook:



When you click on this link, the following page will load:

A screenshot of a web page titled "Stay Connected". At the top right, there is a button labeled "Setup my Sync Profile". Below the button, the text reads: "You want to stay in sync no matter what device or machine you connect from... It's not a big ask, but the impact to efficiency is enormous! Our sync service provides full syncing capability with over 1000 different mobile handsets, as well as key email applications such as Microsoft Outlook. It will sync your mail, calendars, contacts, tasks and notes between our server and your client. Configuration of the software is simple. If you're setting up a mobile phone, we'll SMS you a link to a configured client that will then in turn configure your phone. To get started, click on the 'Setup my Sync Preferences' button in the top right of this frame."

To begin the setup, click on the "Setup my Sync Profile" button. This will take you to the setup screen:

Sync Profile

Sync Enabled: Enabled ▾

Account Password:

Mobile Syncing

Sync to a mobile device? Yes, enable syncing to my mobile device

Save Sync Settings

(If you don't get taken to this setup screen and instead the "Setup my Sync Profile" page loads again, be sure that you don't have any special characters in your password as that is not currently recognized by the sync client. If you do, please change your password) Before you can download any of the software to begin syncing, you need to fill in your account password and make sure that the dropdown next to "Sync Enabled:" says Enabled and not Disabled.

If you want to enable the sync to your mobile device, click the checkbox next to "Yes, enable syncing to my mobile device." Next, click on the "Save Sync Settings" button a new menu will appear for you to fill in the information about your phone:

Sync Profile

Sync Enabled: Enabled ▾

Account Password:

Mobile Syncing

Sync to a mobile device? Yes, enable syncing to my mobile device

Mobile Country: United States ▾

Mobile Carrier: Select from below ▾

Mobile Phone Type: Select from below ▾

Mobile Telephone Number:

Mobile Email: Disabled ▾

If you have an email application built in to your phone, then we **strongly recommend** that you leave this **disabled** and use your phone's native email application instead.

In addition, it's possible your phone or network may not allow this feature to work, so enabling here is no guarantee that it will work on your phone.

Save Sync Settings

Fill in all the information about your phone. If you have a SmartPhone, such as BlackBerry, Windows Mobile, or Palm, do not enable Mobile Email, as it will not work since those phones already have email built into them.

Once you've filled everything in, click on the "Save Sync Settings" button again:

Sync Profile

Sync Enabled: Enabled ▾

Account Password: ●●●●●●●●

Mobile Syncing

Sync to a mobile device? Yes, enable syncing to my mobile device

Mobile Country: United States ▾

Mobile Carrier: Verizon Wireless ▾

Mobile Phone Type: BlackBerry (RIM) 9530 Storm ▾

Mobile Telephone Number: 8165555555

Mobile Email: Disabled ▾

If you have an email application built in to your phone, then we **strongly recommend** that you leave this **disabled** and use your phone's native email application instead.

In addition, it's possible your phone or network may not allow this feature to work, so enabling here is no guarantee that it will work on your phone.

Save Sync Settings

Once you do this, you will see new information at the top of the sync screen:

Downloads and Installation

- [Installation Instructions](#)
- [Sync Instructions](#)

Download MS Outlook Plugin



Send contacts/calendar/notes/tasks sync (PIM SYNC) to mobile

If you do not receive the SMS message you can put this URL into your mobile phones web browser:

<https://s.mailanyone.net/bb/sync2.jad>

Send Email client software to mobile

If you do not receive the SMS message you can put this URL into your mobile phones web browser:

<http://s.mailanyone.net/portal/me?k=yourusername9b1aa>

First Sync Notice

When you first sync devices to us, it's possible you may see some duplication occur (i.e. the same contact will appear multiple times). While frustrating, this is sometimes difficult to avoid because there are only so many data checks we can do to avoid this. If you see duplications occur, just delete the duplicate and then resync.

Disclaimer

We **strongly** recommend that you backup all data on any device or client that you intend to use the sync functionality with. While the software has been thoroughly tested, we do not guarantee the integrity of any data added, altered or deleted.

Please also note that you may be charged fees from your mobile provider for SMS messages and data usage. It is your responsibility to pay any fees charged by your mobile provider as a result of using the sync software on your device. We strongly recommend that you purchase a data plan before using this software, if you do not already have one.

To download the Microsoft Office plugin, click on the button "Download MS Outlook Plugin" at the top. The plugin will work with any Outlook version later than 2002, but not Outlook Express (or Windows Mail.)

The next button will send an SMS text to your phone with the software. (If you have an iPhone, click on the "Installation Instructions" link at the top as you will have to download the software from the iPhone store.) If you don't get the SMS text message on your phone, then you can put the URL below the button into your mobile phone's browser.

The last button at the top is for the email client software. If you have that enabled, then you can click on the "Send Email client software to mobile" button and it will send it to your phone. Again, if you don't get the software to your phone, you can put the URL below the button into your mobile phone's browser.

Before downloading and using the software, be sure to read the warnings below the download links so that you are aware of any issues that may arise from your syncing:

First Sync Notice

When you first sync devices to us, it's possible you may see some duplication occur (i.e. the same contact will appear multiple times). While frustrating, this is sometimes difficult to avoid because there are only so many data checks we can do to avoid this. If you see duplications occur, just delete the duplicate and then resync.

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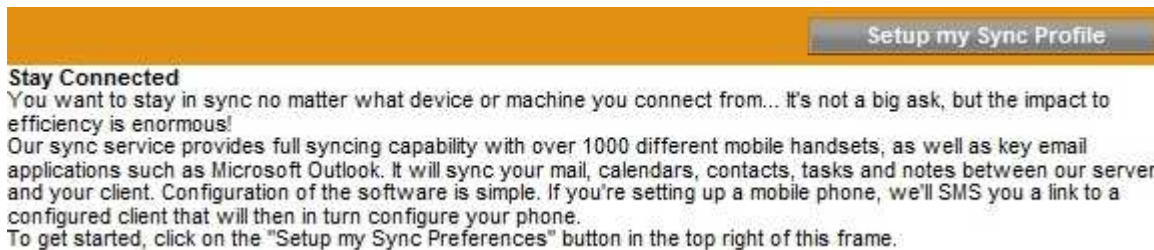
Please also note that you may be charged fees from your mobile provider for SMS messages and data usage. It is your responsibility to pay any fees charged by your mobile provider as a result of using the sync software on your device. We strongly recommend that you purchase a data plan before using this software, if you do not already have one.

To disable the sync, change the Sync Enabled option to "Disabled" and put in your password:



The screenshot shows a form titled "Sync Profile" with two fields. The first field, "Sync Enabled:", has a dropdown menu currently showing "Disabled". The second field, "Account Password:", is a text input box filled with ten black dots, indicating a password has been entered.

Then click on the "Save Sync Settings" button. Once you do that, it will take you back to the initial setup screen:



The screenshot shows a section titled "Stay Connected" with a paragraph of text and a button in the top right corner labeled "Setup my Sync Profile".

Stay Connected
You want to stay in sync no matter what device or machine you connect from... It's not a big ask, but the impact to efficiency is enormous!
Our sync service provides full syncing capability with over 1000 different mobile handsets, as well as key email applications such as Microsoft Outlook. It will sync your mail, calendars, contacts, tasks and notes between our servers and your client. Configuration of the software is simple. If you're setting up a mobile phone, we'll SMS you a link to a configured client that will then in turn configure your phone.
To get started, click on the "Setup my Sync Preferences" button in the top right of this frame.

Be absolutely sure you want to disable the sync as once you do, all your phone information will be erased and you will have to put them back in again if you want to use the sync client.