

**TABLE OF CONTENTS**

1 Introduction to SyncSuite for Outlook Express .....	1
2 Installing SyncSuite for Outlook Express .....	1
3 Properties for SyncSuite for Outlook Express .....	3
4 Synchronize using SyncSuite for Outlook Express .....	5
5 Uninstall SyncSuite for Outlook Express .....	7

**1. Introduction to SyncSuite for Outlook Express**

SyncSuite for Outlook Express makes it easy to synchronize your Outlook Express contacts across your BlackBerry, Outlook, Outlook Express, and Webmail wirelessly over the Internet. SyncSuite for Outlook Express is completely integrated into Microsoft Outlook Express as a "plug-in." All settings are performed using the property pages in Outlook Express.

**A) Required Components**

**The following are required in order for SyncSuite to function correctly with Outlook Express:**

- Computer with Internet Connection
- Microsoft Windows 98 or greater
- Microsoft Outlook Express 98, 2000, 2002 or 2003, 2007 for Windows
- Username and Password

**2. Installing SyncSuite for Outlook Express**

**Download SyncSuite for Outlook Express by logging in to your webmail account at [webmail.twtc-hosting.com](http://webmail.twtc-hosting.com) using your complete email address and password.**

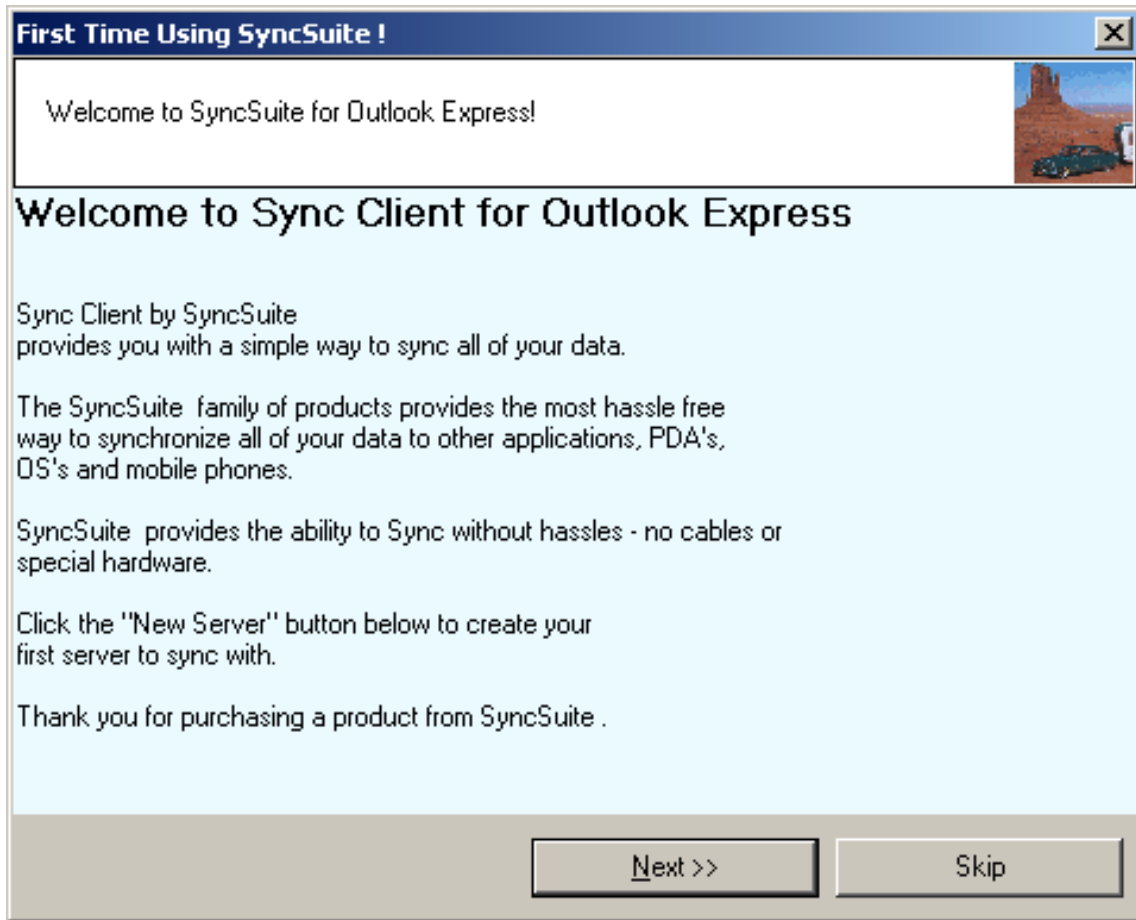
1. Go to "Mobile" Section > "Downloads"
2. Select SyncSuite for Outlook Express.
3. Double click on the downloaded file.
4. Save file on your desktop.
5. Find the file on your desktop and double click on it. Select language, English or Francais
6. Welcome Screen
  - a. Click "Back," to return to the previous screen.
  - b. Click "Next," to proceed.
  - c. Click "Cancel," to stop installation.
7. 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.
8. Select the Directory where you wish to place SyncSuite
  - a. Click "Back," to return to the previous screen.
  - b. Click "Next," to accept directory location.
  - c. Click "Cancel," to stop installation.
9. Install Folder into Directory "SyncSuite for Outlook Express"
10. Setup Complete
  - a) Click "Finish."

- b) Click “Back” to return to the previous screen.
- c) Click “Next,” to accept folder name or type in a folder name you prefer.
- d) Click “Cancel,” to stop installation.

**If the install was successful, you may start SyncSuite for Outlook Express.**

**A) Setup Wizard**

To start the new Server Wizard, go to Start Menu > All Programs > SyncSuite > Outlook Express SyncSuite and click on “Outlook Express SyncSuite OneTouch”.



The Setup Wizard assists you in creating a sync connection. This will enable you to synchronize your contact list to the server. Once the information reaches the server you will be able to synchronize with other Outlook Express clients and handheld devices.

**SyncSuite for Outlook Express only synchronizes contact lists. It does not sync calendars. This is an Outlook Express limitation.**

## B) Initiating Server Wizard

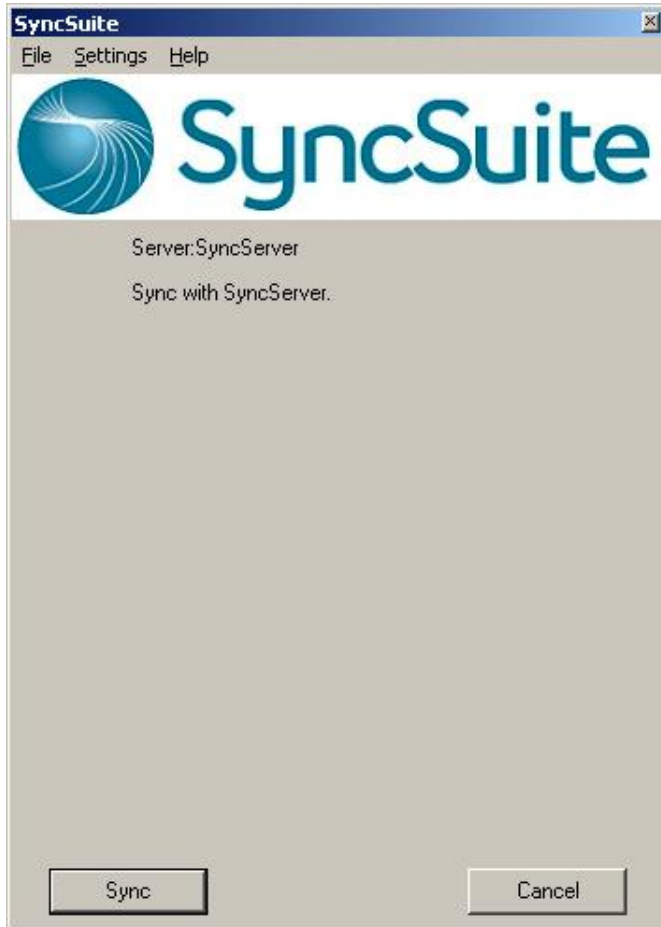
**Go to your Start Menu > All Programs > SyncSuite> Outlook Express SyncSuite and click on “Outlook Express SyncSuite OneTouch”.**

1. A pop up will appear with a prompt to start SyncSuite Setup Wizard.
2. Click “**Next >>**” to set up SyncSuite for Outlook Express configuration.
  - a. Click “Cancel,” to close the Setup Wizard.
3. Enter the following **information** :
  - a. Email Address.
  - b. Your email account password.
    - i. Click “Next,” to accept the entered information.
    - ii. Click “Previous” to go back to the previous step.
    - iii. Click “Cancel,” to dismiss modifications and exit the Wizard.  
leave "use wbxml (compressed) encoding checked
    - iv. test the server to make sure you can connect to the server
4. Select the contacts folders you want to synchronize by placing a check mark next to the correct file.
  - i. Click “Next,” to accept the entered information.
  - ii. Click “Previous,” to return to last screen.
  - iii. Click “Cancel,” to dismiss modifications and exit New Server Wizard.
  - iv. Click “Finish,” to complete the Wizard and exit setup.
5. You will see the SyncSuite client in your system tray.

## 3. Properties for SyncSuite for Outlook Express

In your system tray, left click on the SyncSuite OneTouch Client icon. This section will allow you to modify server and SyncSuite options as well as start syncing:

**Click on “Settings.”**



## SyncSuite

**SyncSuite has the following options:**

**Sync** Synchronizes the Contacts

**Settings** This allows you to modify server and SyncSuite options

**Close** Closes the SyncSuite Properties Menu

Click on “Settings”

### 1. Edit Server

Edit Server allows you to modify existing server information such as email address, password, folder to sync, time out settings, and data file location.

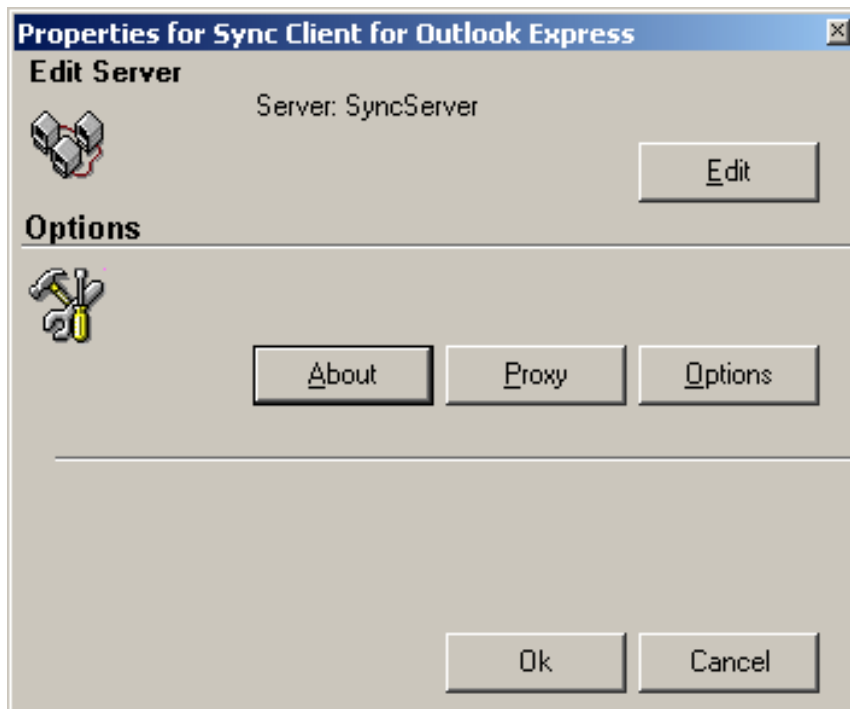
### 2. Options

## Button Descriptions

**About** Allows you to register your product and view version information

**Proxy** The proxy settings are 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 and proxy name.

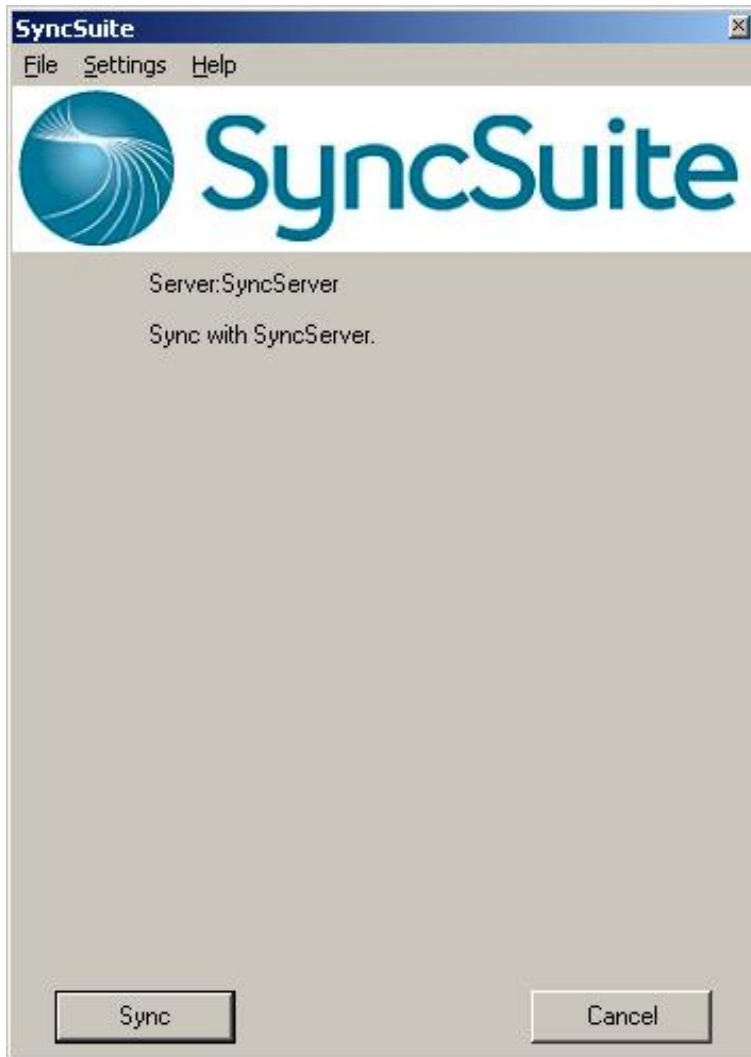
Once you have modified all desired options, press “OK” to accept changes.



#### **4. Synchronize using SyncSuite for Outlook Express**

##### **A) Synchronize**

- 1 Click on the "Sync" button to start synchronization.
- 2 Synchronization will start to initiate sync from your server.





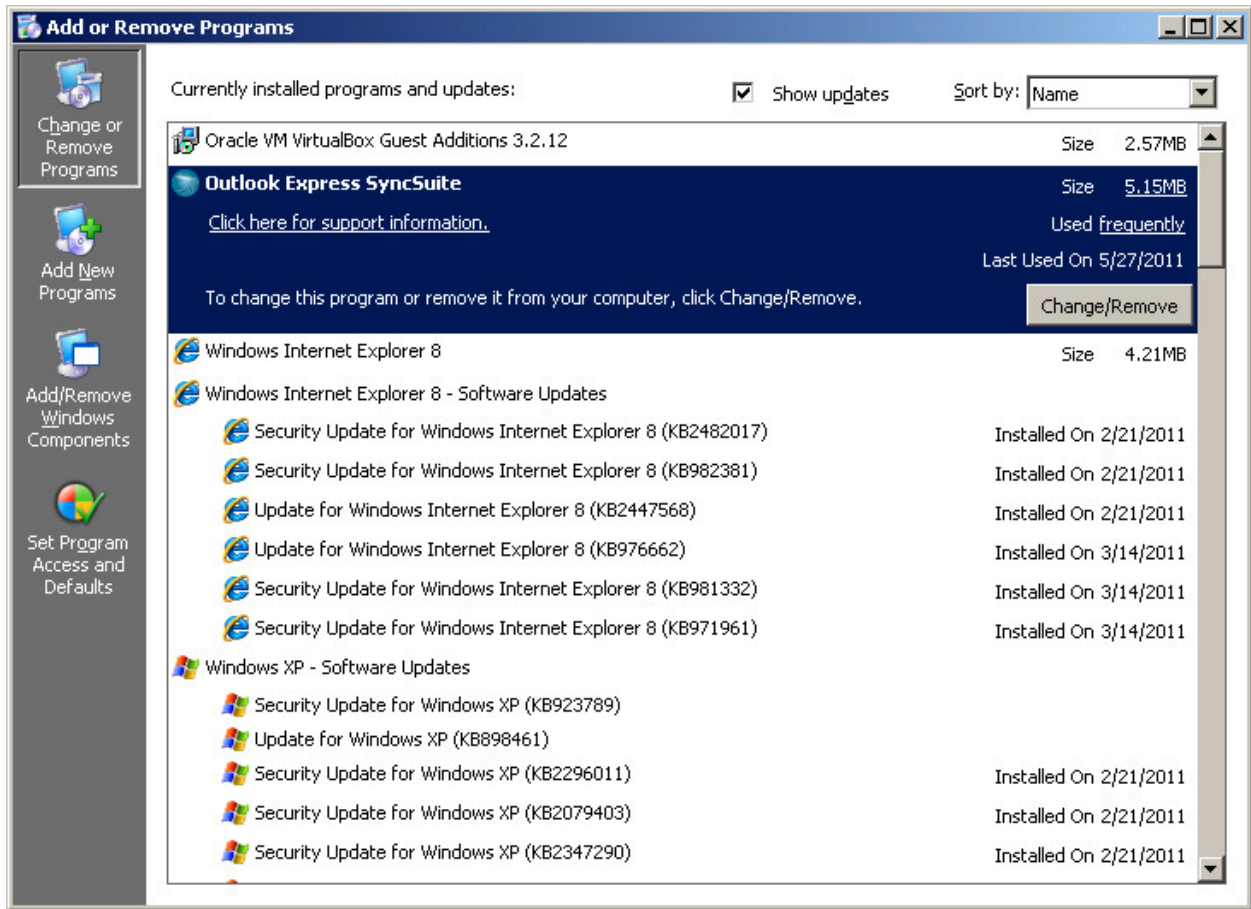
## 5. Uninstall SyncSuite for Outlook Express

There are 2 methods to disable SyncSuite for Outlook Express. Both will permanently remove the application.

- 1 Uninstall SyncSuite for Outlook Express from the Control Panel
- 2 Uninstall SyncSuite for Outlook Express from the Start Menu

### A) Uninstall SyncSuite for Outlook Express from the Control Panel

1. Open Control Panel
2. Click on “Add or Remove Programs.”
3. Look for “Outlook Express SyncSuite” in the installed programs list.
  - a. Click on “Change/Remove.”
4. Remove SyncSuite.



**B) Uninstall SyncSuite for Outlook Express from the Start Menu**

- 1 Go to Start Menu >All Programs
- 2 Look for SyncSuite > Outlook Express SyncSuite > Uninstall Outlook Express SyncSuite.



**SyncSuite for Outlook Express will be permanently removed from your PC.**