gSyncing
Quick Start Guide

Introduction

gSyncing enables you to synchronize your Outlook calendar and contacts with your Google account and other supported services on smartphones and tablets running on iOS, Android, Windows Phone, etc.

System Requirements

The **gSyncing** requires Microsoft Windows 10, 8, 7, Vista, 2003, XP with Outlook 2016, 2013, 2010 (32- or 64-bit), 2007, 2003.

The latest software and updates can be downloaded from our official website: http://asbyte.com/

IMPORTANT! **gSyncing** has 32- and 64-bit versions. The setup contains both versions and will install the required version automatically, depending on the Outlook version.
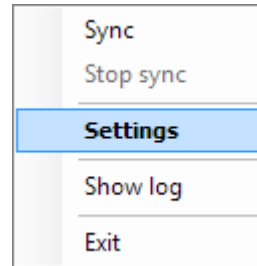
Getting Started

Download **gSyncing** from the ASBYTE's website. Install it on your PCs or laptops and start the program.

In the system tray the main **gSyncing** icon will be displayed.
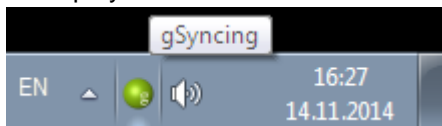
Note: we recommend you to make the **gSyncing** always visible in the system tray.

gSyncing can be controlled through the context menu:

Sync
Start synchronization manually

Stop Sync
Stop synchronization

Settings
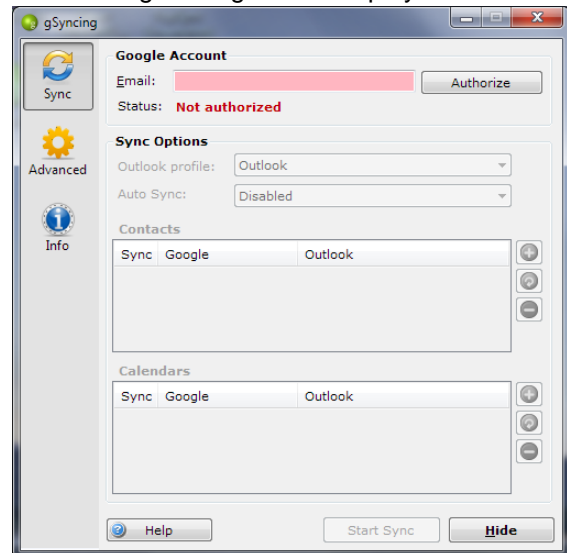Show the Settings dialog

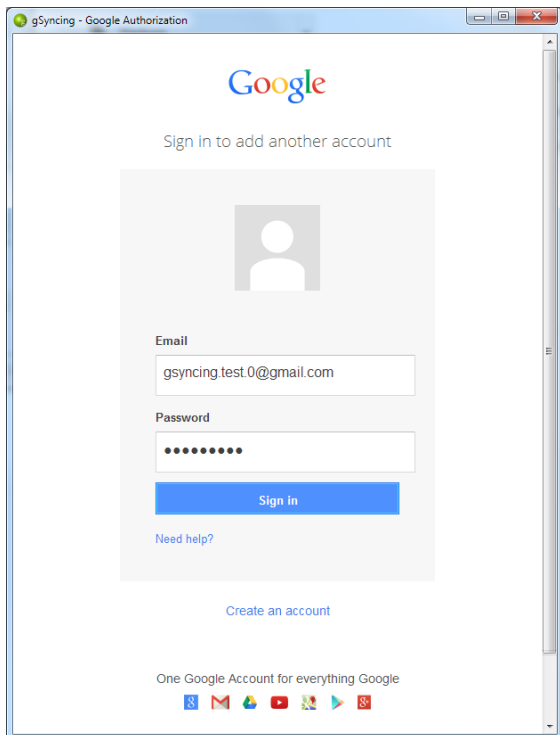**Show log**
Show application log

Exit
Exit the application

If the program was started for the first time, the main settings dialog will be displayed:
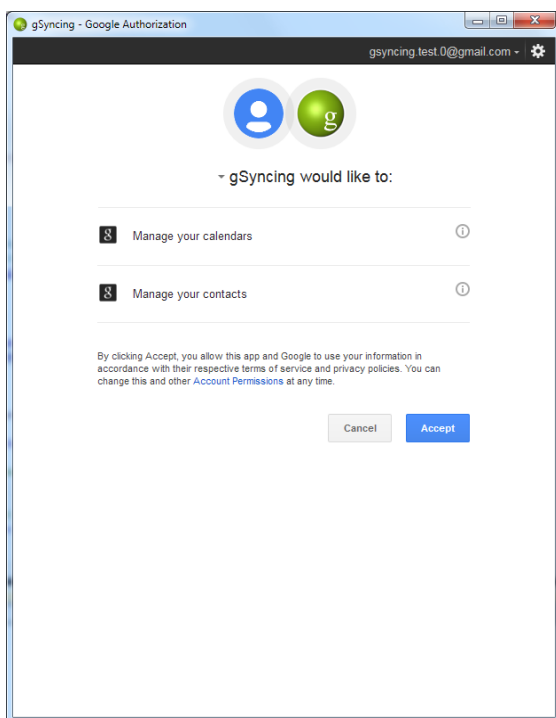

In the main settings dialog enter your Google account and click *Authorize* button. The Google Authorization dialog will be displayed:
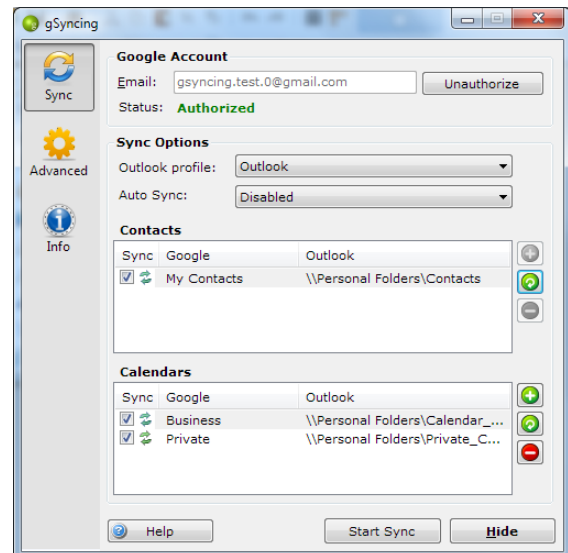
Sign in to you Google account.

On the next page please authorize **gSyncing** to manage your contacts and calendars by clicking *Accept* button, in order to synchronize them with Outlook.

After successful authorization it should be possible to configure other option in the Settings dialog:

Sync Options

Outlook Profile
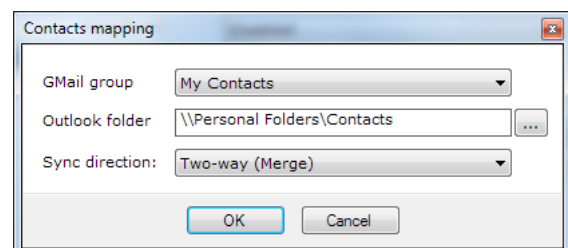*Select the exiting Outlook profile.*

Auto Sync
Disabled
Different time intervals from 5 minutes to 24 hours

Contacts
A list of mappings Outlook folders to Google groups. You can add a new mapping, edit an existing mapping or delete the selected mapping.

If you add a new or edit an existing a "Contacts mapping" dialog is displayed:

Gmail group
  currently, 'My Contacts'
Outlook folder
  select Contacts folder in Outlook
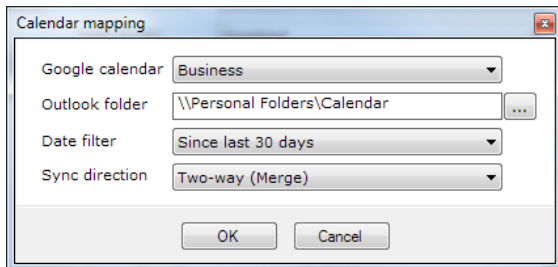*Sync direction*
  Two-way (Merge)
  One-way (Outlook -> Google)
  One-way (Google -> Outlook)

Calendars

A list of mappings Outlook folders to Google calendars. You can add a new mapping, edit an existing mapping or delete the selected mapping.

If you add a new or edit an existing a "Calendar mapping" dialog is displayed:

Google calendar
  select you Google calendar
Outlook folder
  select Calendar in Outlook
Date filter
  sync events in the specified period of time
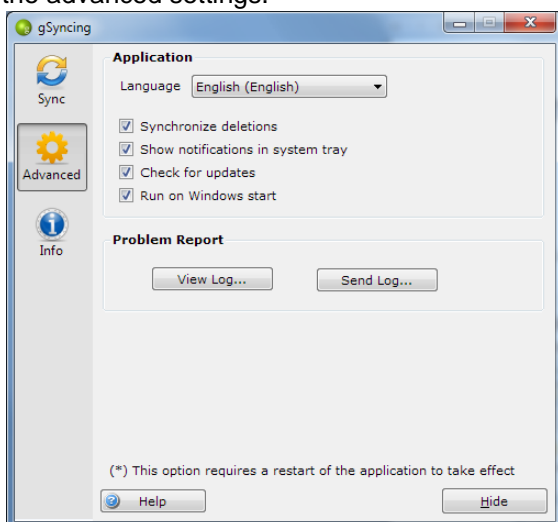*Sync direction*
  Two-way (Merge)
  One-way (Outlook -> Google)
  One-way (Google -> Outlook)

Start / Stop Sync – you can start / stop synchronization manually

Advanced settings

Click on the *Advanced* icon in order to activate the advanced settings.

Application

Language
Select the preferred language.

Synchronize deletions
If checked, the deletions in Outlook and Google will be synchronized.
Note: *this option is not available in the unregistered version*

Show notifications in system tray
If checked, program notifications will be displayed in the system tray.

Check for updates
If checked, the program will check for updates on every start.

Run on Windows start
If checked, the program notifications will be launched on Windows start.

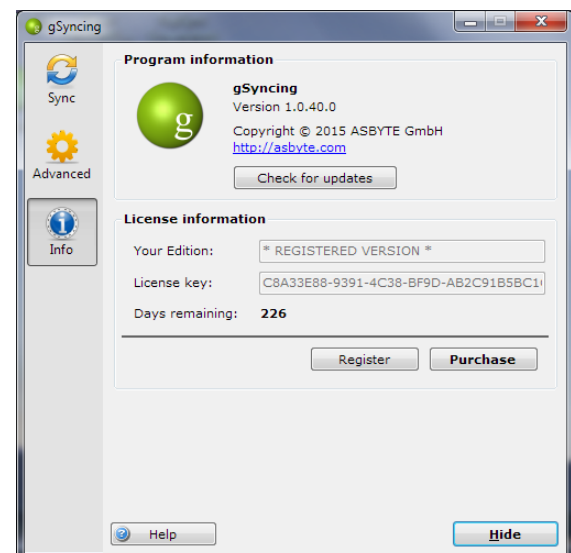## Problem report

View Log…
Click the button to view the application log

Send Log…
Click the button to send the application log to the company support. A new email will be created in Outlook.

Program information

Click on the *Info* icon in order to activate the program information.

Program information

The program information displays the current version number of the application. It is also possible to check for program updates manually.

Licensing

You can test the program 14 days without limitations. After the test phase you can enter the license key and switch to the full version without any problems.

We highly recommend you to purchase a license.

Click the *Purchase* button in order to purchase a license.

Click the *Register* button in order to activate your license key and register the program.

The *Days remaining* text display the remaining days of your license.