

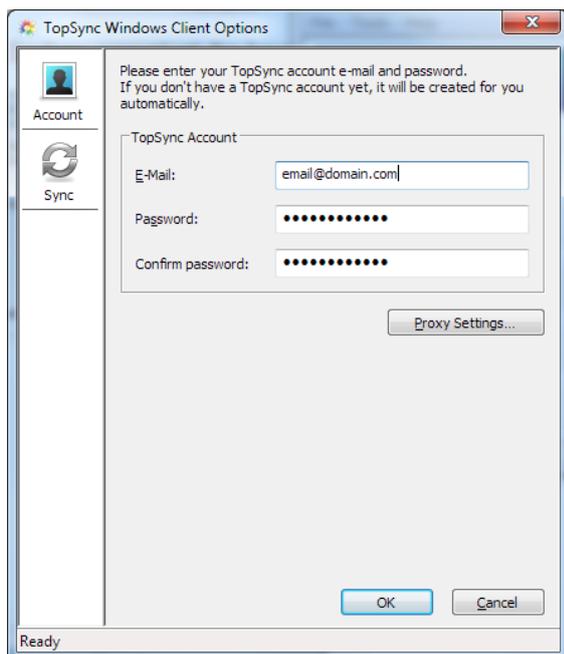
# TopSync Windows Client for Outlook Quick Start Guide

## Getting Started

The **TopSync Windows Client for Outlook** client enables you to keep e-mails, contacts, calendar events, tasks and notes in sync across your computer and any other phone, tablet or computer. In order to use TopSync Windows Client, Microsoft Outlook 32- or 64-bit is required on your computer.

Download [TopSync Windows Client for Outlook](#) from the ASBYTE's website. Install it on your PCs or laptops and start TopSync.

If you don't have a TopSync account yet, the Account Settings Dialog will pop up.



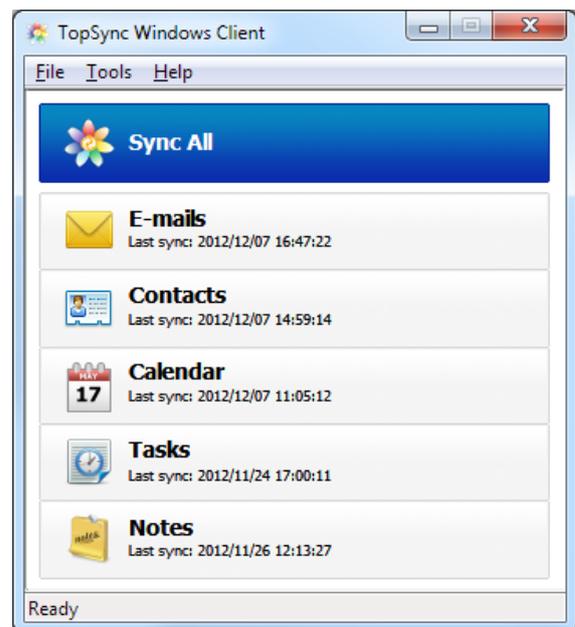
Enter your account information:

- **E-mail** Your account (e-mail)
- **Password** Your account password

**Note:** If you don't have an account yet, it will be created for you automatically.

**Important!** In order to synchronize your personal data with other devices you must use **the same account on all devices.**

When done, press “OK” to save and return to the main screen.



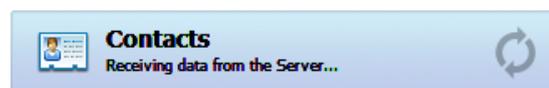
## Synchronizing Your Data

You are now ready for the first synchronization using the default settings. If you wish to edit them, refer to “[Changing Your Preferences](#)”.

During the initial sync all TopSync e-mails, contacts, calendar events, tasks, and notes stored on your device will be copied to your online account and vice versa.

To start your first synchronization, click **Sync All**. You may sync a single data type only (e.g. Contacts) by clicking on the corresponding shortcut bar.

While the sync is in progress, you will see a spinning icon next to the data type that is being synchronized.



When done, the date and time of the last successful synchronization will be displayed

for each data type.

You can interrupt the sync process by clicking on **Cancel Sync**, on the main screen; in that case, the status message “Last sync canceled” will be displayed for the affected data type.

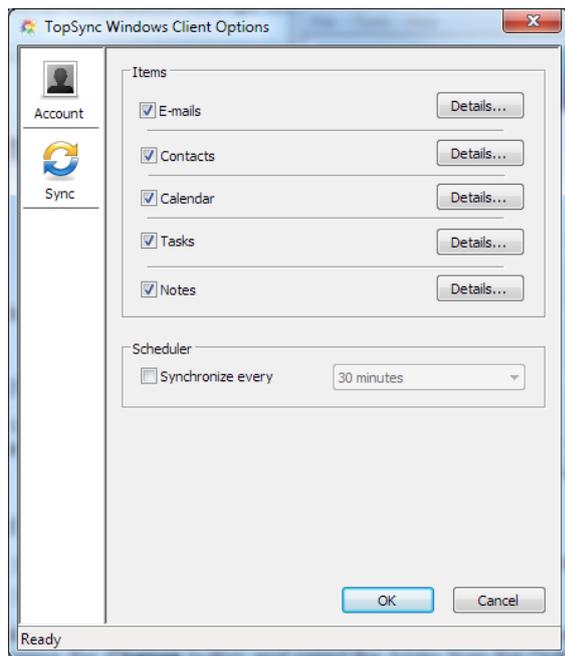
Now your data are stored on the server and you can synchronize them with other devices.

## Changing Your Preferences

To change the default synchronization settings, select *Tools* → *Options* from the application menu and click the **Sync** tab to see the Sync Options panel.

## Choosing Which Data Types to Sync

By default, all data categories except e-mails are enabled for synchronization. If you wish to enable/disable synchronization for a given data type, check/uncheck the box next to the data type name.



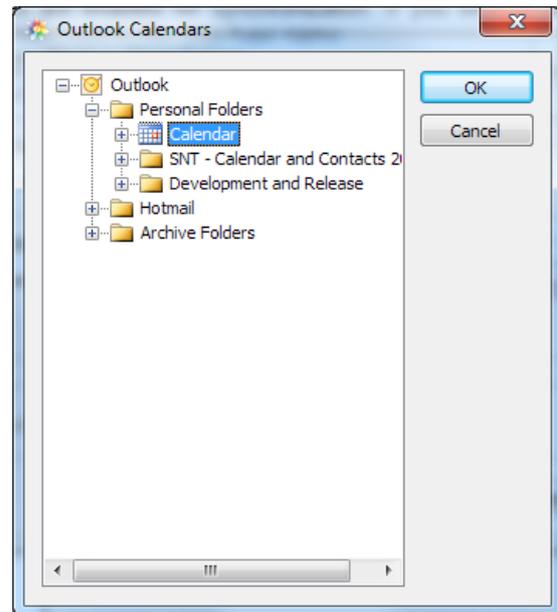
## Data Types and Sync Direction

For each data type, you can press the **Details** button to adjust the sync preferences.

E-mails, contacts, calendar, tasks and notes are always synced two-way.

Initially TopSync will use default Outlook folders for synchronization. To change to Outlook folder for each specific type press the

**Change** button and select the folder from the Outlook Folder selection dialog.



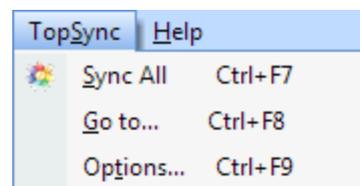
## Automatic synchronization

By default, syncs are initiated manually. To perform syncs automatically at predefined intervals, go to the Sync Options panel. Check the box next to the **Synchronize every** setting and specify the preferred interval (by default: 15 minutes).

When done, press “OK” to save your changes.

## Accessing from Outlook

You may access the TopSync Sync client from the **TopSync** menu and icon that will appear in your Outlook menu bar.



## Advanced Topics

### E-Mails and Calendar Filters

By default, all future events and past events from the last month are synced from Outlook to your online account. To change this setting, click the e-mail or calendar **Details** button from

the Sync Options panel and select a different filter.

## Logging

You may determine the log level by selecting *Tools* → *Logging* from the application menu and choose among:

- **Error:** only record error codes.
- **Info:** (default) record all synchronization activity.
- **Debug:** include more details about the error that occurred, including SyncML errors.

**Note:** unless you have specific needs, you can safely keep the default choice.

To view the log file, press the **View Last Log...** button.

## Backup/Restore Your Data

If you wish to wipe out all data from Outlook and download a fresh copy from the server, or vice versa, you can use the **Recover** function.

**Important!** Before recovering your data, please note that new data on the client or the server not yet synchronized may be lost permanently.

To use this feature, follow these steps:

1. Select *Tools* → *Recover* from the menu.
2. Choose the direction: “Replace all of the server data with local data” or “Replace all local data with data from the server”.
3. Select the data types that you wish to recover.

All items for the chosen data types will be deleted and replaced with a fresh copy based on the previously selected direction.

## Sync Errors

The most common errors that may occur are:

- **Network error:** appears if the synchronization process failed due to network issues or if the server is unreachable (e.g. server is under maintenance). You should check your network and then try again later.
- **Insufficient disk space:** appears when online data cannot fit in the available storage on the computer. You should free up storage by deleting items.
- **Unexpected error:** appears for temporary system errors. Usually simply retrying solves the issue.

## System Requirements

The **TopSync Windows Client for Outlook** requires Microsoft Windows 8, 7, Vista, 2003, XP with Outlook 2003, 2007 2010, 2013 32- or 64-bit.

**Note:** installation must be done by a user with Administrator privileges for the computer. After installation, any Outlook user can run the Sync Client. Each user's synchronized data is protected and not available to other users.