

## “What happens when I synchronize” with XC Connect ... ?

This short guide will step you through a very rudimentary synchronization test sequence. You can expand on it once you’ve seen how it works. This document addresses synchronizing with Outlook, Entourage and iCAL/Address Book.

We assume that you have:

1. Downloaded and installed the XCN Server
2. Installed the appropriate “connector” for the desktop application on at least 2 computers.

If you have ANY questions or problems with the above **PLEASE LET US KNOW ! We can help !** Email us at [support@xcnetwork.com](mailto:support@xcnetwork.com)

### Let’s get started:

This example will reference synchronizing a Calendar event across the “company” Calendar. Contacts (Address Book) and Task synchronization behave virtually the same.

When you installed and configured the XCN Server one of your first screens had this information:

general information

company name:

company folders:  contacts  calendar  tasks  XC Vault

store encrypted passwords on client-machines

encrypt XC Vault™ files on the server

This screen indicates that your users will have access to the company Calendar, Contact, and Task folders. (You can also access this information via the XCN Server Admin screen by selecting the ‘configuration’ link. For our testing purposes keep them checked. You can change them at any time.)

### Step # 1 - Creating and synchronizing a new event on “computer #1”:

(pick the column that references the desktop application that you are using)

Outlook	Entourage	iCAL
In your “Folder List” you should see a section called “Public Folders” and within that three folders - “company” Calendar, - “company” Contacts, - “company” Tasks.	In your “Categories” you should see a new Category called “company”	In your iCAL “Calendars” list you should see a “company” group.
Select the “company” Calendar and create and save a “test” Calendar item.	Select “Calendar” and create a “test” Calendar event, and mark it with the “company” category. Remember to save it!	Create a New Event and select “company” from the ‘calendar’ choices.
Right-click on the blue XCN ball and select “Synchronize”.  The ball will change to a green/gold color. The sync cycle is complete when the ball is blue again.	Select “Synchronize” in the “XC Connect for Entourage” window.	Select “Synchronize” in the “XC Connect for OS X” window.

**Step # 2: Receiving the event you just created on “computer #2”:**

On Outlook	On Entourage	On iCAL
Right-click on the blue XCN ball and select “Synchronize”.	Select “Synchronize” in the “XC Connect for Entourage” window.	Select “Synchronize” in the “XC Connect for OS X” window.
In your “company” Calendar you should now see the event you created above, regardless of which application you created it in !	Select “Calendar” and you should now see the event that you created above, regardless of which application you created it in !	In your iCAL “company” calendar you should now see the event that you created above, regardless of which application you created it in !

And that is it.... you can modify, copy and paste items into those Calendar, Contact, and Task areas and allow them to synch between your various users.

- If you wish to **share your Personal Calendar**:

On Outlook	On Entourage	On iCAL
Right-click on the blue XCN ball and select “Manage Personal Data Sharing privileges”. A web browser window will open.	Select the “XC Connect for Entourage” window and then “Options” from the top menu bar.  Select “Manage Personal Data Sharing privileges”. A web browser window will open.	Select the “XC Connect for OS X” window and then “Options” from the top menu bar.  Select “Manage Personal Data Sharing privileges”. A web browser window will open.
In the section “Share your personal Calendar, Contact, and/or Tasks”, select the ‘modify personal calendar permissions’ link.		
A new page will open – select the users from the ‘no access’ box with whom you would like to share your Calendar and add them to the appropriate box on the left. Select “modify personal calendar permissions” when you are done.		
The next time your selected user(s) synchronize, your personal Calendar data will appear in the respective location depending on the desktop application:		
- shared calendar data will appear in “Public Folders” with a new Calendar labeled with the first name and last initial of the owner of the Calendar.	- shared calendar data will appear with a “Category” label (first name and last initial) of the owner of the Calendar.	- shared calendar data will appear in a new iCAL Calendar group labeled with the first name and last initial of the owner of the Calendar.

- You can also set up additional folders and allow only selected users access to them. Just go to the XCN Server Administration screen, login as the administrator, and select the ‘folders’ link.

**Web-Interface:**

You can also access your information via any browser. Just point your browser to:

http:// (IP address of the computer on which you installed the XCN Server) /xcnetwork/xconnect and login with your username. For full SSL (secure) transmission, use https if you host computer supports it.

XC Connect provides you with a lot of flexibility ! If there is something in particular that you would like to do, but are not sure of how to do it, please ask us – we would be happy to help you.

If you have any questions, please contact us at [support@xcnetwork.com](mailto:support@xcnetwork.com) - we will reply !