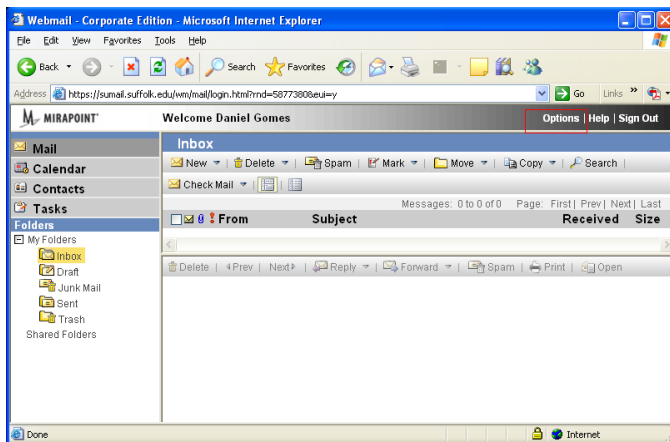


# Installing the SynQ Applications

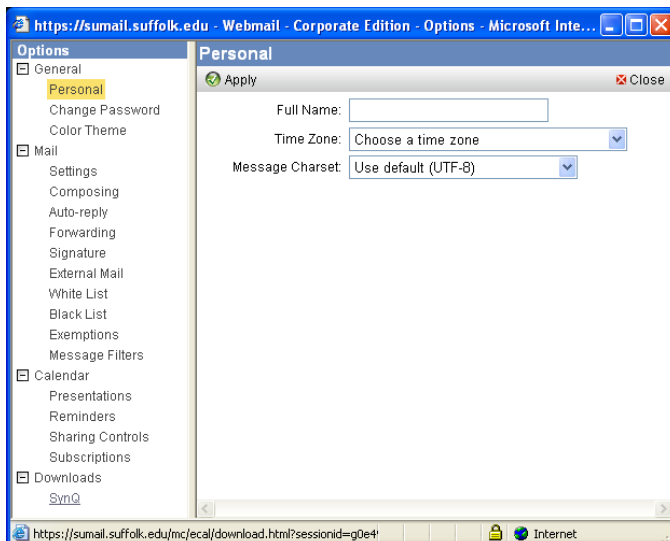
**Important Notice:** You must log into your calendar server's web interface at least once and set your calendar-server preferences; in particular, make sure your time zone is set correctly.

You must also make sure that your default e-mail client is Microsoft Outlook 2000 or higher.

1. From the Outlook **Help** menu, choose **About Outlook**. If the version reported is not Outlook 2000, 2002, 2003 or 2007, you must upgrade to one of these versions before using Outlook SynQ. Make sure that Microsoft Outlook has been installed, configured, and run at least once for each user prior to running Outlook SynQ.
  2. To set **Outlook** as your **default email client** you will need to **launch Internet Explorer** and then on the top of the window click on **Tools** and choose **Internet Options** control panel, click the **Programs** tab; choose **Microsoft Outlook** from the **E-mail** pull-down menu.
- Once you have verified everything above is done, you will need to log into the [sumail.suffolk.edu](https://sumail.suffolk.edu) site. You will want to click on **Options** in the upper right corner of the screen. (As Shown Below)



- After clicking on **Options**, you will then click on **SynQ** in the lower left margin.



- You might receive the following warning message: If you do receive the message simply **click on Yes**.



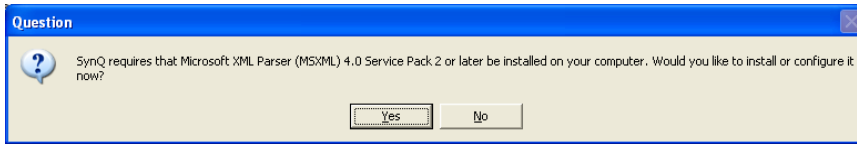
- You will then be taken to a new page where you will scroll down to where it says Installing Outlook SynQ. And follow the following instructions.

To install the **SynQ** add-in for Microsoft Outlook on your PC:

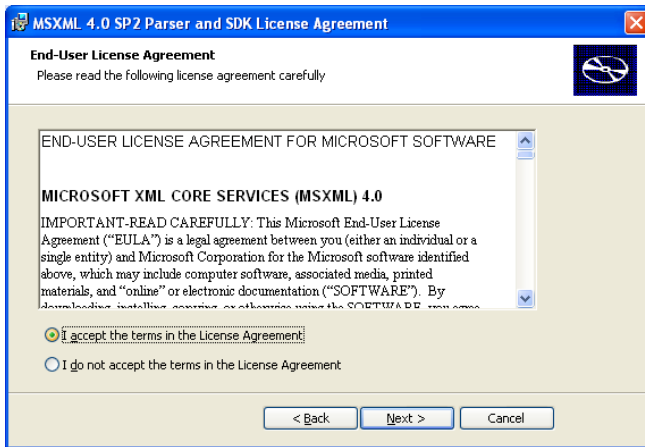
1. Download the Outlook SynQ installer and save it to your desktop: [SynQ.exe](#).
  2. Make sure that **Outlook** is **Not Running** when you run the installer.
  3. Double-click the **SynQ.exe** icon on your desktop to start the installer.
  4. Click **Next** on the next few screens leaving all options on their default.
  5. If an older version of Outlook SynQ is already installed, the installer prompts you to **Modify**, **Repair**, or **Remove** the old version; choose **Remove**. You will need to run the installer again to install the new version.
  6. Follow the instructions to complete the installation leaving all options on their default setting.
- Note: During installation you may receive a prompt asking if you wish to **Keep Blocking**, **Unblock**, or **Ask Me Later**. Choose **Unblock** to allow the application to Install.



7. You may also receive the following window asking to install an application. Simply **Click** on **Yes** to continue with the Installation.



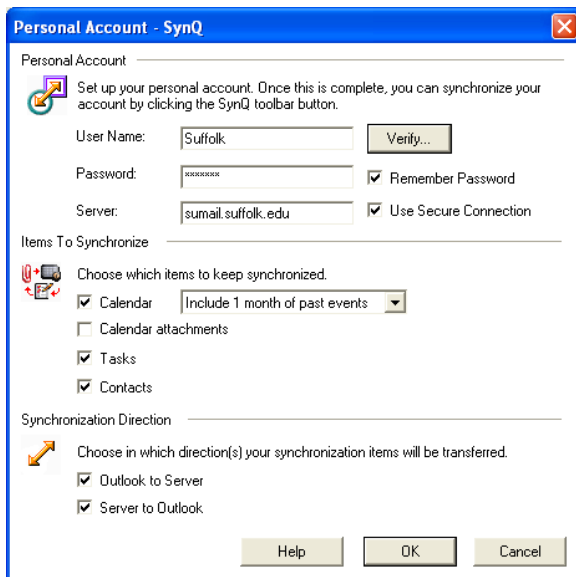
8. Click on **I accept the terms in the License Agreement** for the XML Parser application and then click on **Next**.



9. Leave the rest set as default and **Click** finish when installation of XML Parser is complete.
10. **Click Finish** as well on the other Window to complete the installation of SynQ application.

When installation is complete, you must configure Outlook SynQ to work with your calendar server:

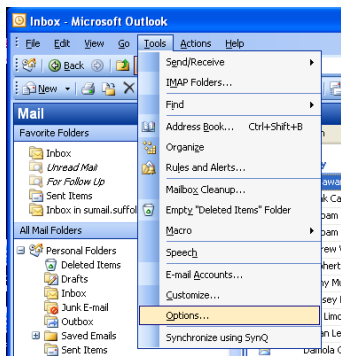
1. Start Outlook, the Initial Configuration of SynQ might open automatically. If not go to the **Tools** menu, choose **Options** and click the **SynQ** tab.
2. Fill in your **sumail** account information.
  1. User Name: (Your Email Address without the @suffolk.edu)
  2. Password
  3. For Server enter, sumail.suffolk.edu
  4. You also **MUST** check the box next too Use Secure Connection.
3. Next Choose the Items To Synchronize from Outlook to Webmail.
  1. Calendar – Choose length of past events to migrate over.
  2. Calendar Attachments
  3. Tasks
  4. Contacts
4. Choose in which Direction(s) your synchronization items will be transferred. (Leave set as default with both options Checked)
  1. Outlook to Server
  2. Server to Outlook



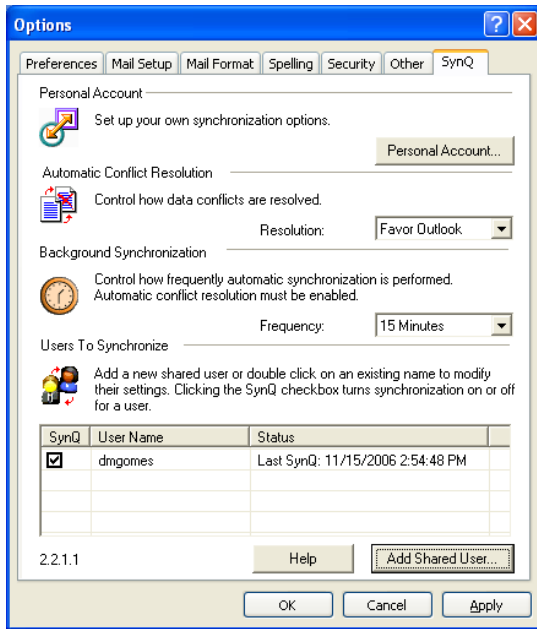
5. If any help is needed you may click on the Help to get further assistance.
6. Click on OK once you have completed choosing your syncing options.

## Configuring SycQ Application

1. Begin by clicking on **Tools** at the top of the screen and selecting **Options** from the list of choices.



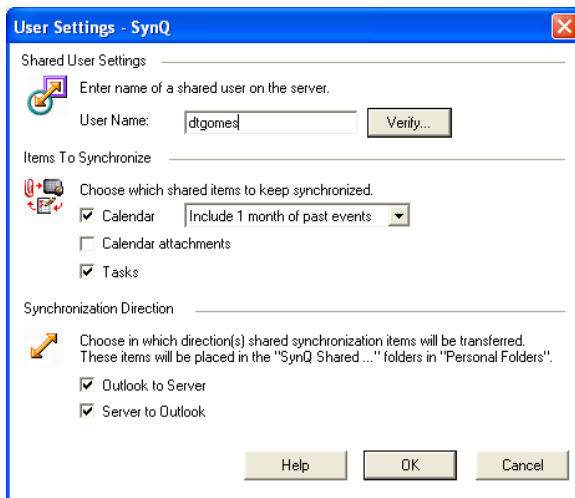
2. In the Options window that opens, **Click** on the **SynQ** tab in the upper right corner. Here you can set all the options for how SynQ functions.
  - Personal Account information
  - Automatic Conflict Resolution. (2007 users will not see this step)
    - Here you choose which application overrides the other. (Favor Outlook if you wish for Outlook to override what is on the webmail or Favor Server in which webmail will override Outlook)
3. Once you have made your **choice** on **Conflict Resolution**, you will then be able to setup the frequency of synchronization.
4. You can then set the **Background Synchronization Frequency**: Set this to **15 Minutes**.



**Users to Synchronize** is a useful tool if you need to manage and be able to sync someone else's calendar other than just your own Calendar.

**NOTE:** The user, who's calendar you wish to sync with will first have to give you **permission** to their account.

1. To add another calendar to your list simply **Click on Add Shared User.**
2. Enter the user name you wish to **sync** with and **select which items** you would like to sync.
3. Once completed **Click on Ok.**



4. Once you verify that the new user is in the list of users to sync, **Click on Ok.**

## Performing Your First Sync

1. Once you have filled out the information and clicked on OK. You can then **Click on Tools** and **Choose Synchronize Using SynQ** to perform your first sync.
  - o **Note:** When running SynQ for the first time you might receive **two Security Alert Windows** that will pop-up. Simply **Click Yes** two both of the Windows to proceed.
2. After **Click on Yes** to both Windows the Sync operation will take place.



You have now completed your sync with Mirapoint's Online Calendar, Tasks, and Contacts.

If any further assistance is needed please contact the Suffolk University Helpdesk.