

## Teamsoft PDA Synchronization with Microsoft Outlook

### Additional Information

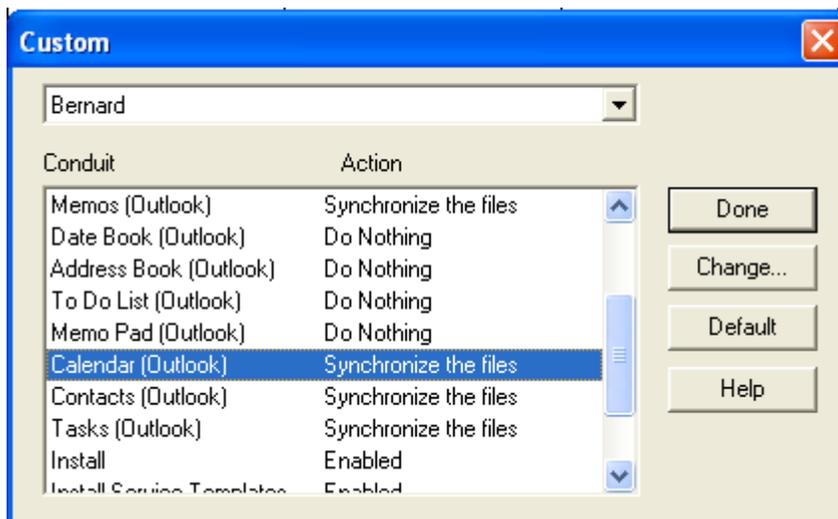
#### Introduction

Teamsoft Technical Support recommends that you verify a few settings before synchronizing with Microsoft Outlook to avoid doubles in the agenda, contact list or task list.

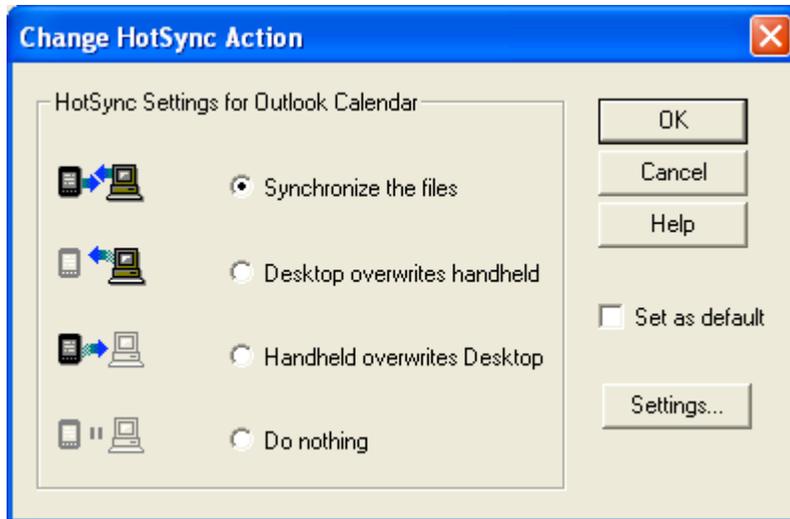
#### How to verify these settings?

In order to verify these settings, you need to follow the steps below:

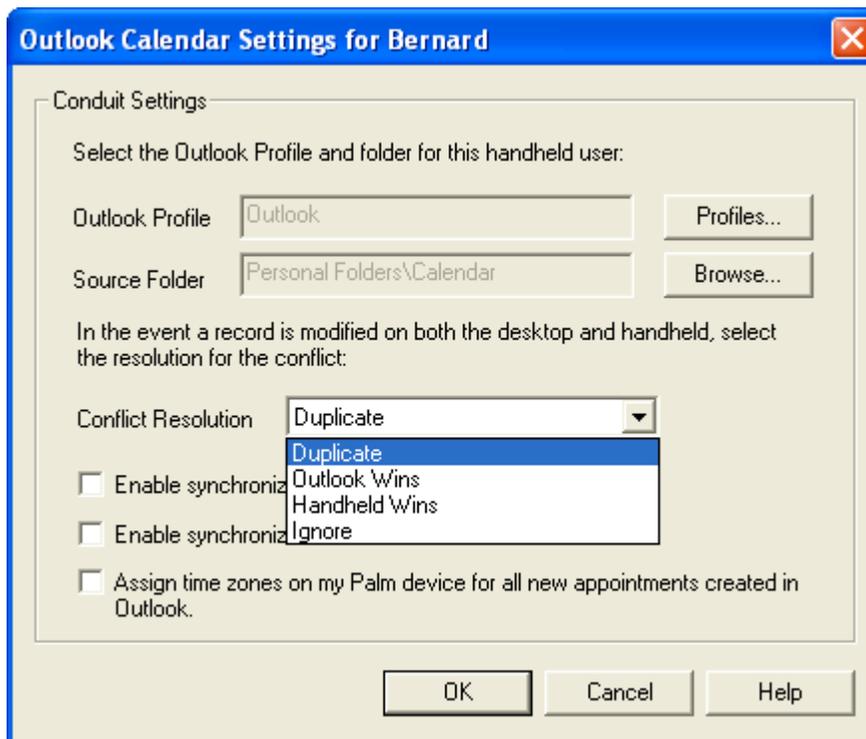
1. Open the HotSync Manager by clicking on the  button in the notification area and then click “Custom...”
2. You will end up with the following screen.



3. Select the “Calendar (Outlook)” conduit, then the “Change...” button. The “Change HotSync Action” screen then appears.



4. Click on the “Settings...” button to access the conduit settings.



5. In the “Conflict Resolution” drop down list, select an option different than “Duplicate” which is selected by default, to avoid having duplicates in case of conflicts between TeamAgenda and your handheld.
6. Click on the OK button and you’ll end up in the “Change HotSync Action” window.
7. Repeat steps 3 to 6 for “Contacts (Outlook)” and “Tasks (Outlook)” conduits.



## Contacts



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