Quickstart for SynchPST for Outlook

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SynchPST for Outlook

by Wisco

'SynchPST for Outlook' is a tool to synchronize Outlook data between two or more computers.

Quickstart for SynchPST for Outlook

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1 Introduction

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Quickstart Guide for 'SynchPST for Outlook'

'SynchPST for Outlook' is a tool to synchronize either different Outlook data files (pst files) or an Outlook data file with an Exchange mailbox.

'SynchPST for Outlook' is very easy to use. Please go through the following steps to prepare your synchronization:

Assuming you have two computers



(Source)



Computer B (Target)

Follow these steps if your computers are connected over a network. (If you are able to access the internet from both of your computers over a router then you have a working network.)

- 1. Install 'SynchPST for Outlook' on Computer A.
- 2. Search the Outlook data file on Computer B.
- 3. Share the folder of your Outlook data file on Computer B.
- 4. Start 'SynchPST for Outlook' on Computer A and select Source and Target pst file (Outlook data file).
- 5. Select the folders you want to synchronize and start the synchronization.

1.1 Installing SynchPST on Computer A

You install SynchPST with the help of an installation file.

You can download this installation file from http://www.synchpst.com/download.aspx.

Execute the installation file after you've downloaded it. The installation process is self explaining:

First you see the Welcome screen:

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Click on 'Next'.

😌 Setup - SynchPst for Outlook 📃 🗖	
License Agreement Please read the following important information before continuing.	S
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
IMPORTANTREAD THESE TERMS CAREFULLY BEFORE DOWNLOADING THIS SOFTWARE. BY DOWNLOADING OR USING THIS SOFTWARE, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS LICENSE AGREEMENT, THAT YOU UNDERSTAND IT, AND THAT YOU AGREE TO BE BOUND BY ITS TERMS. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT, PROMPTLY EXIT THIS PAGE WITHOUT DOWNLOADING THE SOFTWARE. THE SOFTWARE PROVIDED HEREUNDER WILL EXPIRE AND WILL NOT OPERATE AFTER twenty-one (21) DAYS FROM INSTALLATION. THE PURCHASE	•
 I do not accept the agreement 	
< Back Next >	Cancel

Click on 'I accept the agreement' and then click on 'Next'.

😂 Setup - SynchPst for Outlook	- • •
Select Destination Location Where should SynchPst for Outlook be installed?	F
Setup will install SynchPst for Outlook into the following folder.	
To continue, click Next. If you would like to select a different folder, click	Browse.
C:\Program Files\Wisco\SynchPst	Browse
At least 6.5 MB of free disk space is required.	
< Back Next >	Cancel

If you want this destination location then click on 'Next'.

😂 Setup - SynchPst for Outlook	- • •
Select Start Menu Folder Where should Setup place the program's shortcuts?	S
Setup will create the program's shortcuts in the following Start M	enu folder.
To continue, click Next. If you would like to select a different folder, click	Browse.
Wisco\SynchPst for Outlook	Browse
< Back Next >	Cancel

Here you can change the 'Start Menu Folder'. Click on 'Next'.

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If you want to create shortcuts on your desktop then click on 'Next'.

😌 Setup - SynchPst for Outlook 📃	• 💌
Ready to Install Setup is now ready to begin installing SynchPst for Outlook on your computer.	S
Click Install to continue with the installation, or click Back if you want to review or change any settings.	
Destination location: C:\Program Files\Wisco\SynchPst Start Menu folder: Wisco\SynchPst for Outlook Additional tasks: Additional icons: Create a desktop icon Create a Quick Launch icon	*
٠	Ŧ
< Back Install Ca	ancel

Here you see an overview over the installation. Click on 'Next'.



Now is SynchPST for Outlook being installed. Just wait.



After the installation you can run 'SynchPST for Outlook'. Click on 'Finish' and it will start.

1.2 Search pst file on Computer B

Your complete Outlook data is stored in one big file - in the Outlook data file. It has the ending .pst.

Before you share the folder of the pst file you need to know where this pst file is located.

The default path for this file is: C:\Documents and Settings\[User name]\local settings\application data\microsoft\outlook\outlook.pst

In **Windows 10, 8, 7 and Vista** the default path is: C:\Users\[User name]\appdata\local\\microsoft\outlook\outlook.pst

To be sure what pst file you really use in your Outlook you need to follow these instructions:

1. Start your Control panel and click on 'Mail'. If 'Mail' is not display then switch to 'Classic View'.



2. The Window 'Mail setup' will be displayed. Click on 'Data files'.



3. Here you see the complete path of your pst file:

🛃 Add 😭 Settings	🛇 Set as Default 🛛 🗙 Remove 🛅 Open Folder	
Name	Filename	Comment
Personal Folders	Outlook.pst in C:\Users\Tom\AppData\Local\Microsoft\Outlook	Default

OK. We know now where the Outlook data file is on the drive. In the next step we need to share the folder which contains the Outlook data file.

1.3 Share Folder Of Outlook Data File in Windows XP

To access the Outlook data file on Computer B from Computer A you need to share the folder which contains the Outlook data file.

Share a folder in Windows XP

(To share a folder in Windows Vista look at the tutorial on the bottom of this chapter.)

1. Open your Winodws Explorer

2. Browse to the folder you want to share. (Remember: You want to share the folder which contains the Outlook data file.)

3. Right-click on the folder and choose 'Sharing and Security'.

.E
Expand
Explore
Open
Search
Sharing and Security
SnagIt 🗟 🕨 🕨
Send To 🔶
Cut
Сору
Delete
Rename
Properties

4. The window 'Properties opens and the tab 'Sharing' is visible. If this is the first time you want to share a folder then you need to click on the warning 'If you understand the security risks but want to share files without running the wizard, click here.'



5. After clicking on this warning you need to confirm this action. Select 'Just enable file sharing' and click on OK.

Enable File Sharing			
If you enable sharing on this computer without using the Network Setup Wizard, the computer could be vulnerable to attacks from the Internet. We strongly recommend that you run the Network Setup Wizard to protect your computer.			
Use the wizard to enable file sharing (Recommended) Just enable file sharing			
	OK Cancel		

6. The tab 'Sharing' is displayed again with additional options. Check the option 'Share this folder on the network'. Enter a name in the text field 'Share name' and finally check the option 'Allow network users to change my files'.

Outlook Properties			
General Sharing Customize			
Local sharing and security To share this folder with other users of this computer only, drag it to the <u>Shared Documents</u> folder.			
To make this folder and its subfolders private so that only you have access, select the following check box.			
Network sharing and security To share this folder with both network users and other users of this computer, select the first check box below and type a share name.			
Share this folder on the network Share name: Allow network users to change my files			
Learn more about <u>sharing and security</u> . Windows Firewall will be configured to allow this folder to be shared with other computers on the network. <u>View your Windows Firewall settings</u>			
OK Cancel Apply			

7. You successfully shared your folder on the network:

Outlook Properties				
General Sharing Customize				
Local sharing and security To share this folder with other users of this computer only, drag it to the <u>Shared Documents</u> folder. To make this folder and its subfolders private so that				
Make this folder private				
Network sharing and security To share this folder with both network users and other users of this computer, select the first check box below and type a share name.				
Share this folder on the network				
Share name: Outlook				
Allow network users to change my files				
Learn more about sharing and security.				
Windows Firewall will be configured to allow this folder to be shared with other computers on the network. <u>View your Windows Firewall settings</u>				
OK Cancel Apply				

8. Click on 'OK' to close this window. You see in your Explorer that this folder is now shared:



9. If you want to access this shared folder from another computer then you type in the address bar of Windows Explorer or in a search window

\\[Name of computer\[Name of share]

In our example let's name the computer 'Mars' and our named share is 'Outlook'. Then you need to

address the share with the following line:

\\Mars\Outlook

10. It's a good advice to create your users on all your computers with the same name and password. This way you can access easily the files on the other computer.

1.4 Share Folder Of Outlook Data File in Windows Vista

Share a folder in Windows Vista

Usually your Outlook data file is named 'outlook.pst' and the default directory is

c:\users\[user name]\appdata\local\microsoft\outlook.

Instead of [user name] you will see the name of your login account.

(e.g. c:\users\tom\appdata\local\microsoft\outlook)

The folder 'c:\users\[user name]\appdata' is hidden by default. So first of all you need to make this folder visible before you can share it.

How do you share this folder so SynchPST can access this folder from the other computer?

- 1. Open your Winodws Explorer
- First of all ckeck if you see hidden files and folders. Click on 'Organize' > 'Folder and Search Options'.

4	Organize 🔻 📲 Views 👻
	New Folder
K	Cut
Þ	Сору
Ū.	Paste
	Undo
	Redo
	Select All
	Layout 🕨
	Folder and Search Options
×	Delete
	Rename
	Remove Properties
	Properties
	Close

3. Click on the tab 'View' and then search the entry 'Hidden files and folders'. Choose the option 'Show hidden files and folders'.



4. Click on OK.

In your Windows explorer click on your user name and you will see the new folder 'AppData':

Name	-	Date m	odified	Size
	App File	Data Folder)	
	Des File	ktop Folder		
	Dov File	vnloads Folder		
	Lini File	ks Folder		

5. Open the folder 'AppData' > 'Local' > 'Microsoft'. Right-click on the folder 'Outlook' and choose the entry 'Properties' from the pop-up menu:

	1/8/2009 10:48 AM	File Folde						
	Explore							
	Open							
	Open as Notebook in OneNote							
	Share							
5	SnagIt	•						
8	Groove Folder Synchronization	•						
	Restore previous versions							
	Send To	•						
	Cut							
	Сору							
	Create Shortcut							
	Delete							
	Rename							
	Properties							

6. Click on the tab 'Sharing' and then on the button 'Advanced Sharing':



7. A new dialogue opens.

Check the option 'Share this folder' and click on the button 'Permissions':

Advanced Sharing
☑ Share this folder
Settings
Share name:
Outlook
Add Remove
Limit the number of simultaneous users to: 10
Comments:
Permissions Caching
OK Cancel Apply

8. You need write access to open the Outlook pst file from another computer. Give everyone Full Access. (Everyone means every user on your own network.)

🧎 Permissions for Outlook 📃						
Share Permissions	_					
Group or user names:						
Severyone						
Add Remove						
Permissions for Everyone Allow Deny						
Full Control						
Read						
Learn about access control and permissions						
OK Cancel Apply]					

 Click on OK three times to close all open forms. Now your folder is shared and is accessible from other computers.

Example:

If your computer has the name 'Vista' and you gave your share the name 'Outlook' then the path to the share from another computer is:

\\Vista\Outlook

1.5 Share Folder Of Outlook Data File in Windows 7

Share a folder with Homegroups

Usually your Outlook data file is named 'outlook.pst' and the default directory is

c:\users\[user name]\appdata\local\microsoft\outlook.

Instead of [user name] you will see the name of your login account.

(e.g. c:\users\tom\appdata\local\microsoft\outlook)

The folder 'c:\users\[user name]\appdata' is hidden by default. So first of all you need to make this folder visible before you can share it.

How do you share this folder so SynchPST can access this folder from the other computer?

First option: Use the built in 'Homegroups'

1. Setting up Homegroups for File Sharing

One of the most powerful tools available in Windows is the ability to set up a **homegroup**. With a homegroup users on a home network can **share files**, print to the same printer, share music, movies and more. However the only drawback to this homegroup function is that **only PC's running Windows 7 or higher** can take advantage of it. So in this helpful, handy guide we'll show you how to set up your homegroup for yourself to get started sharing whatever you like amongst your office or household.

The first thing you need to do is to access the desktop and double click on the "My Computer" option. From there across the top should be a bunch of listings "Uninstall a Program," "Control Panel" Etc. You will need to click on the "Control Panel" option. If you cannot find this option, it is available from clicking "Start" then "Control Panel" then "Homegroup".



This will launch the navigation pane in which the link to Homegroup will appear.

Image: Control of the second seco
Share with other home computers running Windows 7
There is currently no homegroup on the network.
With a homegroup, you can share files and printers with other computers running Windows 7. You can also stream media to devices. The homegroup is protected with a password, and you'll always be able to choose what you share with the group.
Tell me more about homegroups
Change advanced sharing settings
Start the HomeGroup troubleshooter
Create a homegroup Cancel

Select the option "Create a Homegroup." Pretty simple for the most part, eh? Next up an menu pane

will show up asking what you would like to share on your home network. The options range from pictures, movies, music, documents, etc. Only check those items that you feel comfortable sharing, as everyone else in your household may have access to your bank account details.

The next option that will pop up is an option asking you to input a password for the homegroup. Every computer and printer that accesses the homegroup will need this password, so be sure to write it down. If you happen to forget it you can always re-access it through the homegroup option under the control panel. But distribute the password to all the computers in your household that you wish to share with.



On the other computer open your control panel by clicking 'Start' > 'Control panel'. Then open the 'Homegroups' option.

You will get the hint that there was a homegroup detected on another computer. Click on 'Join now' to get access to the other Homegroup.

Cool → All C → HomeG → ↔ Search Control ♪
Share with other home computers running Windows 7
Tom on WIN7-64ENG has created a homegroup on the network.
With a homegroup, you can share files and printers with other computers running Windows 7. You can also stream media to devices. The homegroup is protected with a password, and you'll always be able to choose what you share with the group.
Tell me more about homegroups
Change advanced sharing settings
Start the HomeGroup troubleshooter
Join now Cancel

In the next step you need to specify **what you want to share** within your homegroup. Finally you are asked for your **homegroup password**.

To share an individual folder, you're going to right click on that specific folder, and click the option for 'Share with' > 'Homegroup (Read/Write).

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Docum Includes: 2	ent: locat	s library				Arran	ige by: Folder
Name		*	Date mo	dified	ł	Туре	Size
🔒 Outlool	c Eilos	Open Open in new window	<u>///10/201</u>	9:3	8 AM	File folder	
	S	Share with Shared Folder Synchronization Restore previous versions Send to	•		Nobor Home Home Specif	dy :group (Read) : <mark>group (Read/Write)</mark> ic people	
		Cut Copy Create shortcut Delete Rename Open folder location Properties					

Be careful not to forget what you place in this folder, as everyone will now have access to the file.

Overall the process for setting up and homegroup and sharing folders is a relatively simple one with many benefits. Now, everyone in your office or household can have access to the same files and printers as everyone else. It is equal rights with computers at it's very best definition.

Now your folder is shared and is accessible from other computers.

Example:

If your computer has the name 'Houston' and you gave your share the name 'Outlook' then the path to the share from another computer is:

\\Houston\Outlook

1.6 Start SynchPST and select Source and Target

After we've installed 'SynchPst for Outlook' on computer A and shared the folder of the Outlook data file on Computer B we can start with the synchronization:

Start SynchPST and click on the left 'Search' button:

😌 Select D	ata Store	- • •
– Please se	lect a Data Store	
💿 Dat	a Stores bound to Outlook	
	Personal Folders	C:\Users\Tom\AppData\Local\
© 0th	er Outlook pst file (e. g. on other comput	er or USB stick)
© Rec	ently Used pst files:	
	ок	Cancel

You see in a list all your Outlook data stores which are bound to your Outlook.

Select the Outlook Data store you want to synchronize and click on OK.

Then click on the right 'Search' button.

😌 Select Data Store					
Please select a Data Store					
Data Stores bound to Outlook					
Personal Folders C:	\Users\Tom\AppData\Local\				
Other Outlook ast file (e. a. on other computer or	r USB stick)				
	Search				
Recently Used pst files:					
C:\Users\Tom\AppData\Local\Microsoft\Outlook\Outlook.pst 🔹					
ок	Cancel				

This time you click again on the button 'Search' to search the pst file on the other computer.

A 'File open' dialogue will open.

😌 Select Outlook Data File 🛛 🔀							
Search							
🔄 Organize 👻 🎬 Views 👻 📑 New Folder 📀							
Favorite Links	Name	Date modified	Туре	Size			
📰 Desktop	🔮 Outlook						
🗐 Recent Places							
👰 Computer							
Documents							
Pictures							
🚯 Music							
Recently Changed							
Searches							
Public 🔋							
Folders ^							
File name	\\win7\outlook	:\outlook.pst	~	Outlook Data File	(*.pst) 🔹		
					Cancel		
				Open I*			

You can enter the path to the remote share directly.

E. g. your other computer has the name 'Win7' and the share of the other computer is 'Outlook' then you can enter directly

\\Win7\Outlook

Then click on 'OK' and the share on the other computer will be opened.

Select the pst file and click on OK twice.

Now the content of the Source and the Target pst file is displayed in SynchPST for Outlook:



In the next step you choose the folders you want to synchronize.

1.7 Select Folders

You can synchronize any folder of your Outlook you want. Just check the folder you want to synchronize.

SynchPst for Outlook Trial - Version 3.5.5		
Source Search C:\Users\Tom\AppData\Local\Microsoft\Outlot Image: Contacts Image: Contacts	Image: Target Image: Target file: Image: Target file: <td>Search</td>	Search
This	s copy is not licensed. There are 20 days left for e	valuation. 🥢

Click on the button in the middle of the form after you chosen the folders for the synchronization.

Usually you want a two-way synchronization.

But if you want to just reflect the changes from one side to the other then you can use a one-way synchronization.

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