

Synchronizing Microsoft Outlook Contacts

HTC Sync lets you synchronize Outlook or Windows Address Book (Outlook Express) contacts on your PC with your phone.

Note If you have a Microsoft Exchange account, you can set up an Exchange email account and synchronize emails, contacts, and calendar items from the Exchange account. To set up a Microsoft Exchange email account, see “Add a Microsoft Exchange ActiveSync account” in Chapter 5 for details.


Install HTC Sync on your PC

You can find the HTC Sync installer on the provided microSD card.

1. Make sure the microSD card is installed on the phone and then connect the phone to the computer using the provided USB cable.
2. Set the phone as a USB drive. To learn how, see “To set the phone’s storage card as a USB drive” in Chapter 1.
3. On the computer, copy HTCSync.exe from the storage card to the computer’s desktop.
4. Double-click HTCSync.exe and then follow the installation instructions on the screen.

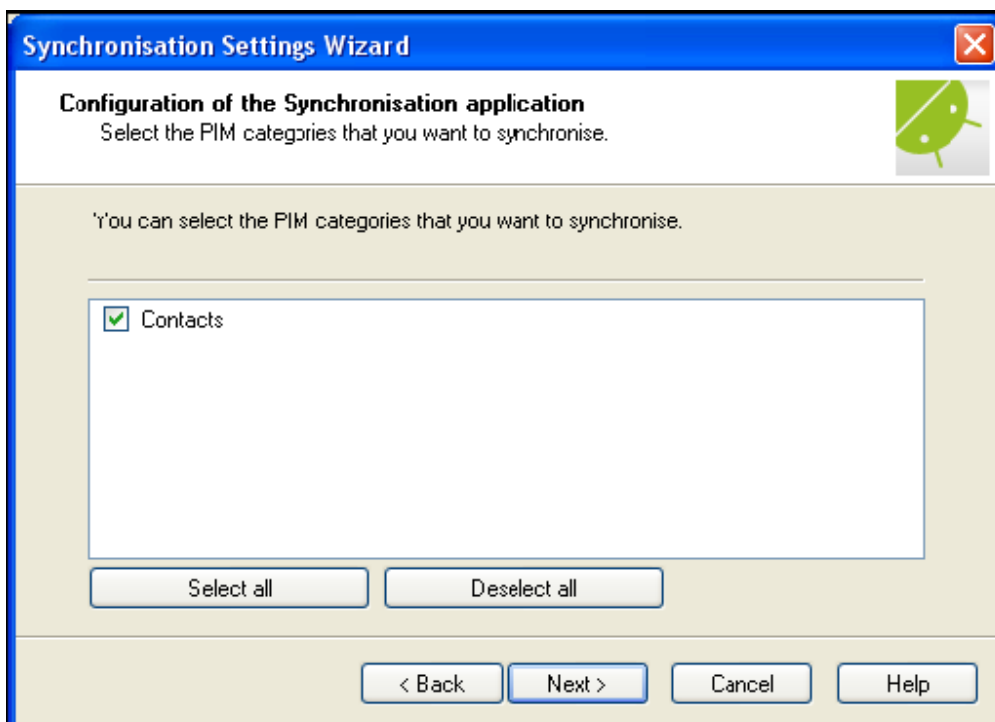
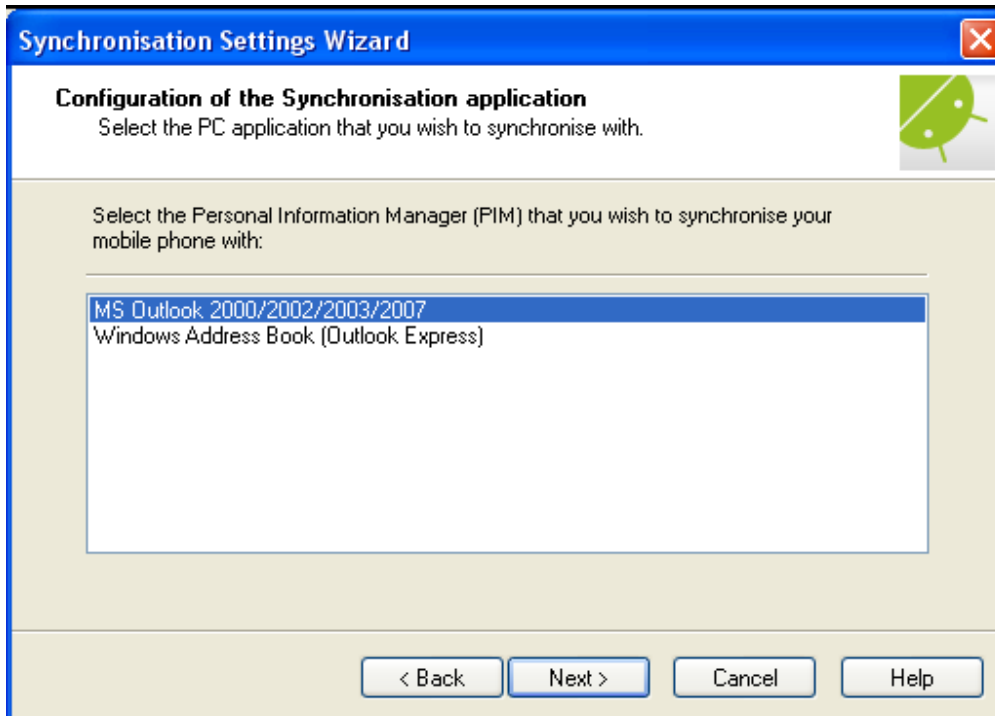
Set up HTC Sync

1. On your computer, run HTC Sync.
2. Connect the phone to the computer using the provided USB cable.

Note On your phone, check Notifications on the status bar for the  icon to know if the phone recognizes HTC Sync.

3. The first time you synchronize the phone, the Synchronization Settings Wizard starts automatically to help you set up HTC Sync.
4. On the **Synchronisation Settings Wizard** screen, click **Next**.
5. Select the PC application you want to synchronize with and then click **Next**.
6. Select the categories you want to synchronize and then click **Next**.

Note After clicking **Next**, you may be asked to select additional categories. This page will only appear if any additional categories are supported by the connected phone.



7. Select when to synchronize data and then click **Next**.
8. Check the settings that you have chosen and then click **Finish**.

Note By default, synchronization will start when you click **Finish**. If you do not want synchronization to start right away, clear the **Start synchronisation when I click Finish** check box.

If you want to have more customization features when setting up HTC Sync, you can use **Manual settings**. To learn how to set up HTC Sync using Manual settings, consult the HTC Sync help on your PC. To learn how to open the help, see “To open HTC Sync help” later in this chapter.

Synchronize contacts

When you set up HTC Sync, you were asked to set when you want to synchronize with the PC. Depending on the option you have selected, you may need to manually start synchronization or it will automatically start synchronization when you connect the phone to the PC.

To synchronize contacts

- If you chose **I want to synchronise automatically each time I connect my mobile phone** or **Automatic start of synchronisation, every time mobile phone is connected**, follow this procedure:
 1. On your PC, open HTC Sync.
 2. Connect the phone to the PC using the USB cable.
 3. Synchronization will automatically start.
- If you chose **I want to start the synchronisation manually** or **Do not sync automatic, manual start**, follow this procedure:
 1. On your PC, open HTC Sync.
 2. Connect the phone to the PC using the USB cable.
 3. On the HTC Sync window, Click **Synchronise Now**.
- If you chose **Schedule automatic synchronisation**, follow this procedure:
 1. On your PC, open HTC Sync.
 2. Connect the phone to the PC using the USB cable.
 3. Synchronization will start depending on the date and time you set.

Advanced options

Open the HTC Sync Sync Manager comprehensive help file to learn more about the advanced features of Sync Manager.

To open HTC Sync help

1. On your PC, open HTC Sync.
2. On the HTC Sync window, click **Sync Manager**.
3. On Sync Manager menu bar, click **Help > Sync Manager Help**.