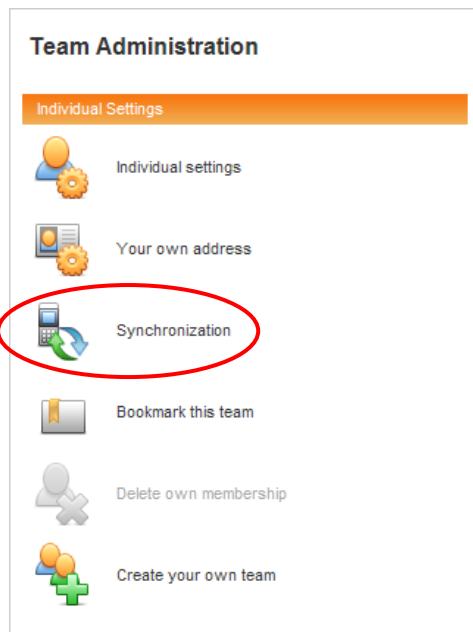


Your world speaks teamspace!

Manual for the synchronization

Step 1:

Log in to your teamspace-team, go to the administration and then click on the item entitled "Synchronization".



Now you have the ability to edit already created devices or to create new synchronization devices. The list may be empty, so choose the action „**New device**“ and make the appropriate settings for the synchronization...


Area „General“

First you will see the tab „**General**“. Here you can enter the name of your device and decide if it is allowed to synchronize or not.

If you wish you can leave the name field blank. In this case, a name will be assigned automatically during the first synchronization.

Area „General“


To edit the synchronization settings for calendar entries please change to the following tab **“Calendar”**. In the area **“synchronization settings”** you can choose the following different options of the synchronization:





Synchronization: Blackberry

General | Calendar | Contacts


Synchronization settings







Categories

Leave the categories empty to synchronize all appointments.
If only certain appointments should be synchronized please enter here the concerning categories separated by semi-colon.
Push  to choose already existing categories.



Period Start previous days
End following days

Only my appointments

Deleting allowed


teamspace import: participants

Participants

Name	
 Kai, Simons	

- Brot, Max
- Eppert, Ingo
- Meier, Sabine
- Schmidt, Katja
- Spiegler, Kati

Choose members or groups that should be automatically assigned as participants to newly created appointments via synchronization.

 **All settings are valid for newly created appointments via synchronization.**


teamspace import: access rights

Private This entry is private

Teamleader

Members

Guests

 **All settings are valid for newly created appointments via synchronization.**

In the area „**Categories**“ you can insert or choose certain categories to synchronize only appointments with exactly these categories. All other appointments will not be considered for the synchronization. With the loupe to the right already existing categories can be chosen.

To synchronize all appointments please leave it empty. Leave it also empty if your device does not support the use of categories.

With the **time period** you determine how many days before and how many days after the synchronization date your appointments will be synchronized between teamspace and the device.

With the option „**Only my appointments**“ you can define that only appointments in which you are participating will be synchronized.

„**Deleting allowed**“ offers the option that via the synchronization appointments can be deleted in teamspace.

The settings for „**teamspace import**“ are only valid for appointments that are newly created via the synchronization in teamspace.

„**teamspace import: Participants**“: here you can select members or groups that are default participants in all appointments newly created via the synchronization.

„**teamspace Import: Access rights**“: here you have the option to determine default access rights for newly created appointments via the synchronization.

Area "Calendar"

To edit the synchronization settings for contacts please change to the following tab "Contacts". In the area "synchronization settings" you can choose the following different options of the synchronization:

In the area „**Categories**“ you can insert or choose certain categories to synchronize only contacts with exactly these categories. All other contacts will not be considered for the synchronization. With the loupe to the right already existing categories can be chosen.

To synchronize all contacts please leave it empty. Leave it also empty if your device does not support the use of categories.

„**Deleting allowed**“ offers the option that via the synchronization contacts can be deleted in teamspace.

„**teamspace Import: Access rights**“: here you have the option to determine default access rights for newly created contacts via the synchronization.

Finally, please click „**Submit**“ to confirm the chosen settings.

Step 2:

Please download the corresponding software for your device on our website under the following link: www.teamspace.com/synchronization.html

Step 3:

Please install the corresponding plug-in and enter the following data for the synchronization with teamspace:

URL:	www.teamspace.com/sync
Username:	combination of teamspace team ID with which you would like to synchronize and your teamspace username (i.e. 123456-tom)
Password:	your teamspace password
Remote name for calendar:	event
Remote name for contacts:	card

Step 4:

Now you have entered all necessary settings. Once you start the synchronization, your device will be automatically linked to the device created in teamspace. Your appointments and contacts will be transferred according to your configuration.

Your synchronized data are saved on our high performance servers as usual. All servers are located in a high-security data center in Frankfurt (Germany) that is certified according to ISO 9001:2000.

We wish you fun and great success for your daily work with teamspace!

Your teamspace team

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