

Setting up Entourage Sync for Palm devices via USB

- 1) Install Office Service Pack 1 (if not already installed).
- 2) Install PalmOne software for your device (if not already installed).
- 3) Launch Entourage 2008 and select "Preferences" from the "Entourage" menu.
- 4) Select "Sync Services" and check the box next to "Synchronize events and tasks with iCal and .Mac".
- 5) Select your BGSU Exchange calendar from the drop down box, and click "OK".
- 6) On your hard drive, navigate to the Applications directory and then into the Utilities subdirectory. Launch the iSync application. (On some Macs, this will be located in the Applications directory, but not in the Utilities subdirectory).
- 7) In iSync, select "Enable Palm OS Syncing..." from the "Devices" menu.
- 8) Click "Continue" and then "OK".
- 9) On your hard drive, navigate to the Applications directory and then into the Utilities subdirectory. Launch the iCal application. (On some Macs, this will be located in the Applications directory, but not in the Utilities subdirectory).
- 10) Verify that one of the entries in the leftmost iCal list is Entourage then quit iCal.
- 11) On your hard drive, navigate to the Applications directory and then into the Palm subdirectory. Launch the HotSync Manager application.
- 12) Select "Conduit Settings" from the "HotSync" menu.
- 13) Double-click the "iSync Conduit" from the listbox, and put a checkmark next to "Enable iSync for this device". Click OK.
- 14) Launch iSync and click on "Sync Devices" to transfer your events.
- 15) Verify on your Palm device that your events have successfully transferred.