

## Switching from Palm Desktop Synchronization to Microsoft Outlook Synchronization

**NOTE:** Before starting this process perform a HotSync operation.

These instructions are for the following devices only

Treo 700P

Treo 650

Palm TX, Z22

Zire 31, 71, 72

Tungsten T3, T5, E2

LifeDrive

1. Switching the conduits from Palm desktop to Microsoft Outlook requires that you reinstall Palm desktop. To do this you will need to download the Palm conduits 4.1.4E installer from the following location: <http://www.palm.com/us/support/downloads/windesk414e.html>
2. Once the file is downloaded, go ahead and start the installation. Select English for the main language -> click next -> Accept the agreement terms -> Leave "Download latest setting from the Internet" checked -> click next for the install location -> Palm desktop will now start installing -> after the installation is complete click "Finish" -> Click, "Next" to synchronize your device -> Select your existing username from the dropdown menu and click "Next" -> Click "next" to continue -> The next screen will ask whether you want to "Synchronize your device with Palm Desktop software" or "Synchronize your device with both Microsoft Outlook and Palm Desktop". Select "Synchronize your device with both Microsoft Outlook and Palm Desktop" and click "Next" ->



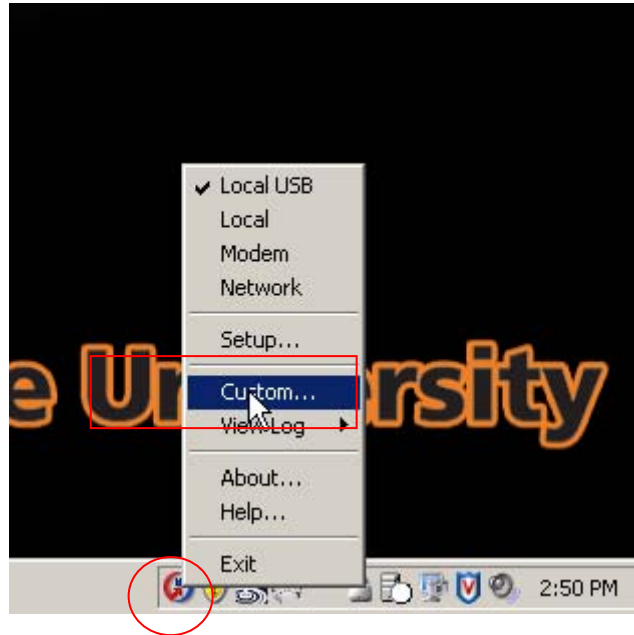
Select "Yes", copy all previous information and software applications and then click "Next" HotSync manager will then restart and ask you to synchronize your device. Go ahead and HotSync your device.

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3. Next download and install the Outlook 2007 Conduits update from the following website:

<http://www.palm.com/us/support/downloads/outlook2007/outlook2007update.html>

4. After the conduit update has finished installing, you can now change your conduit settings to sync with Outlook. You can do this by right clicking on the HotSync manager in the bottom right hand corner of your computer and then clicking on “Custom”.



5. The “Custom” box will now popup as shown below. The conduits associated with Microsoft Outlook will have the conduit name and then (Outlook) after the name of the Conduit. You can change the action of any of these conduits by double-clicking on them and change the action to either “Synchronize the files”, “Desktop Overwrites handheld”, “Handheld Overwrites Desktop”, or “Do nothing”.

