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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Table of Contents

Foreword 0

Part I Introduction 6

1 Installing SynchPST on Computer A ... 6
2 Search pst file on Computer B ... 11
3 Share Folder Of Outlook Data File in Windows XP ... 12
4 Share Folder Of Outlook Data File in Windows Vista ... 16
5 Share Folder Of Outlook Data File in Windows 7 ... 22
6 Start SynchPST and select Source and Target ... 26
7 Select Folders ... 30

Index 33

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1 Introduction

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

Computer A
(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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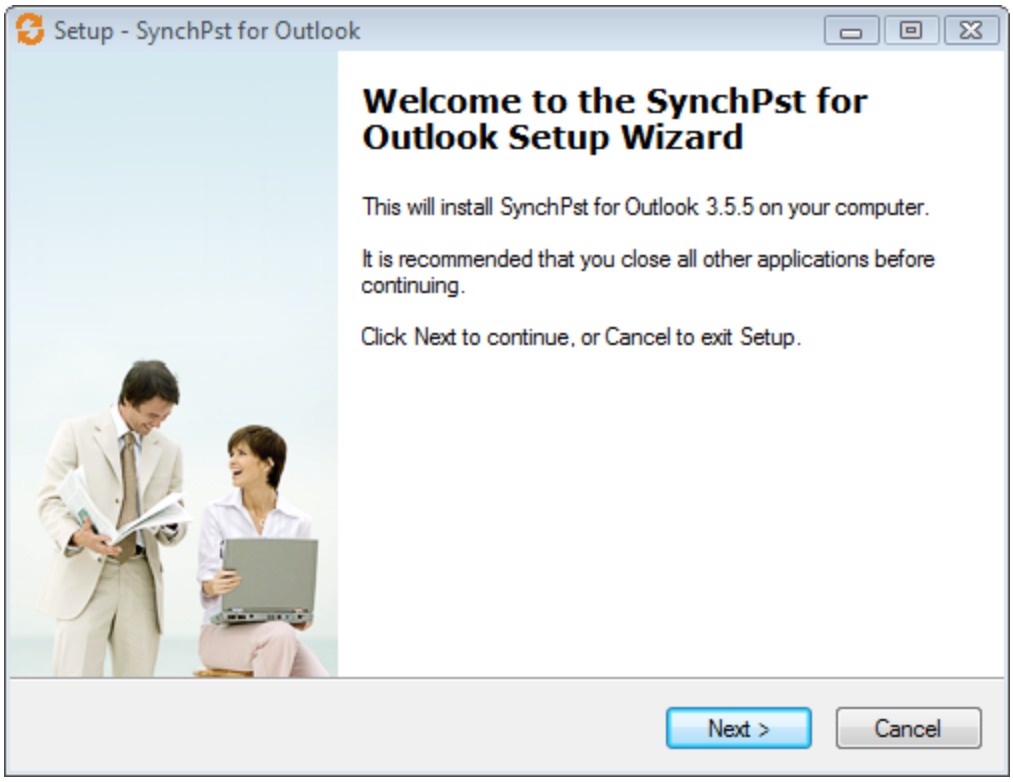
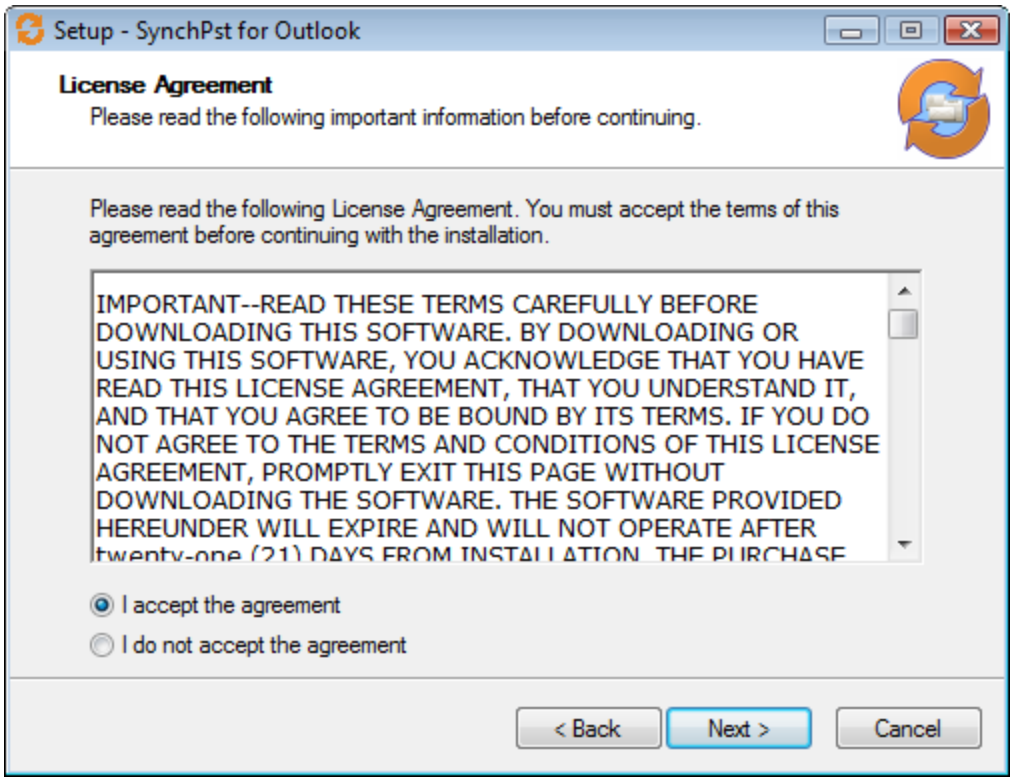


Click on 'Next'.



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

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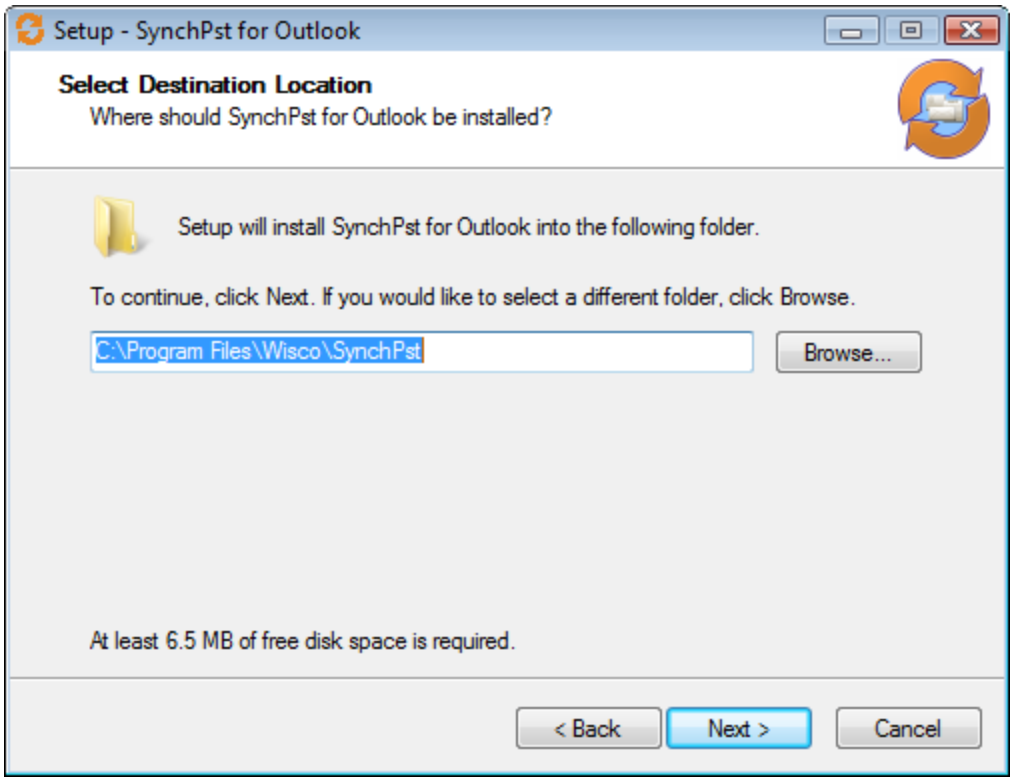
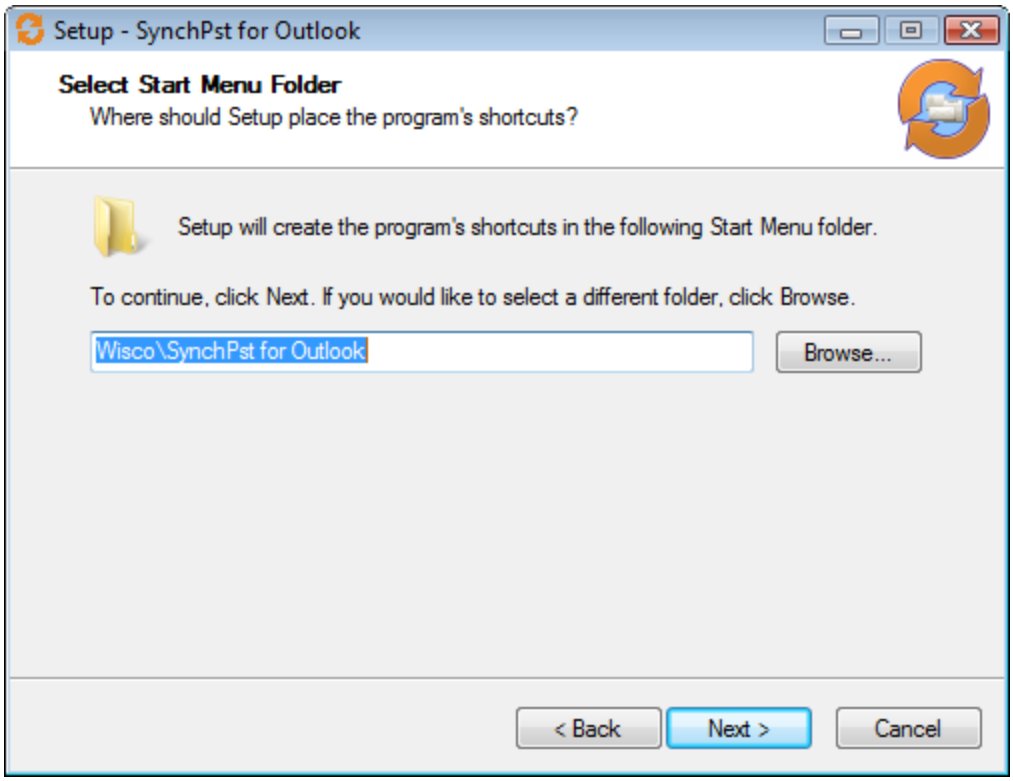


If you want this destination location then click on 'Next'.



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

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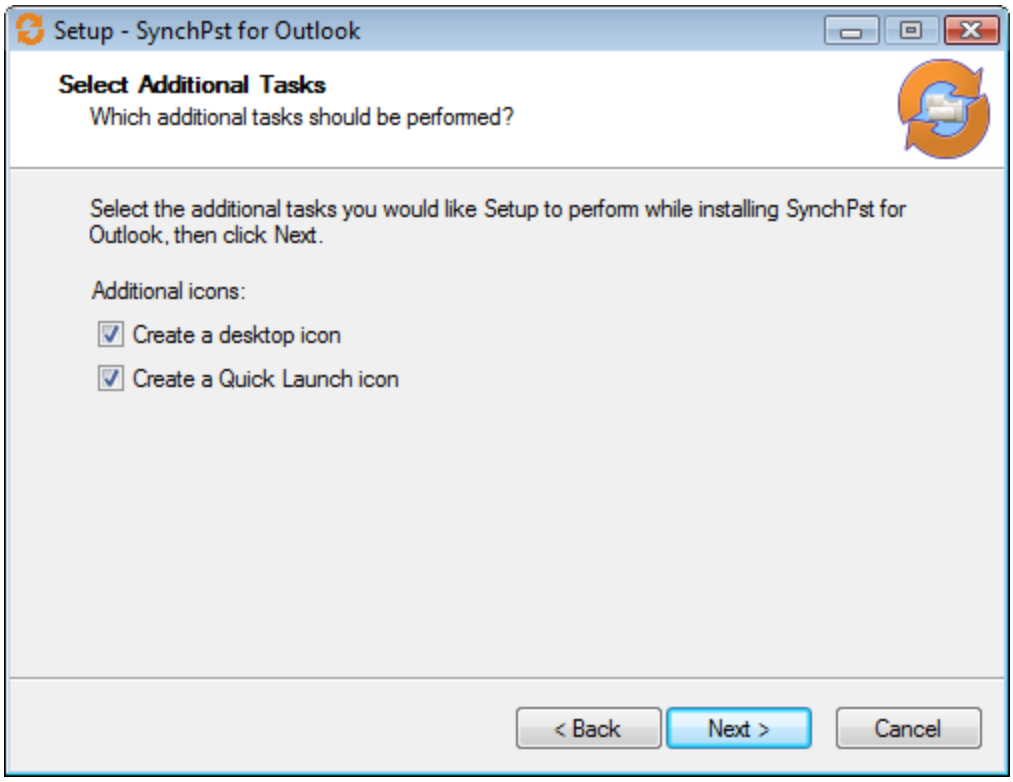
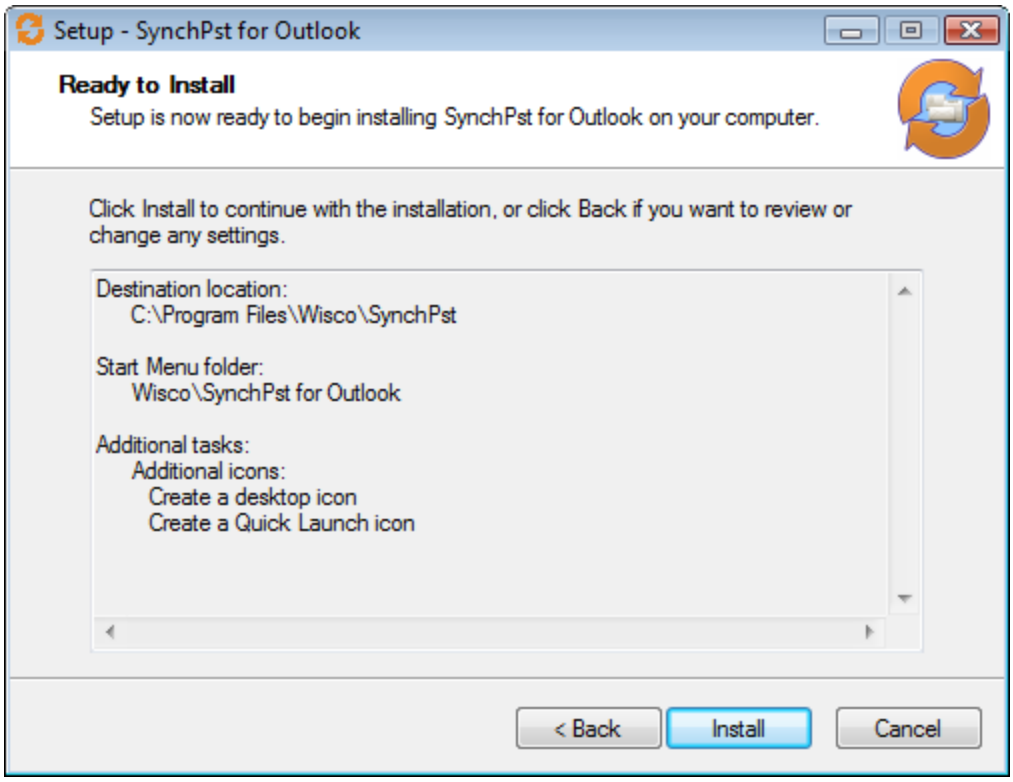


If you want to create shortcuts on your desktop then click on 'Next'.



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

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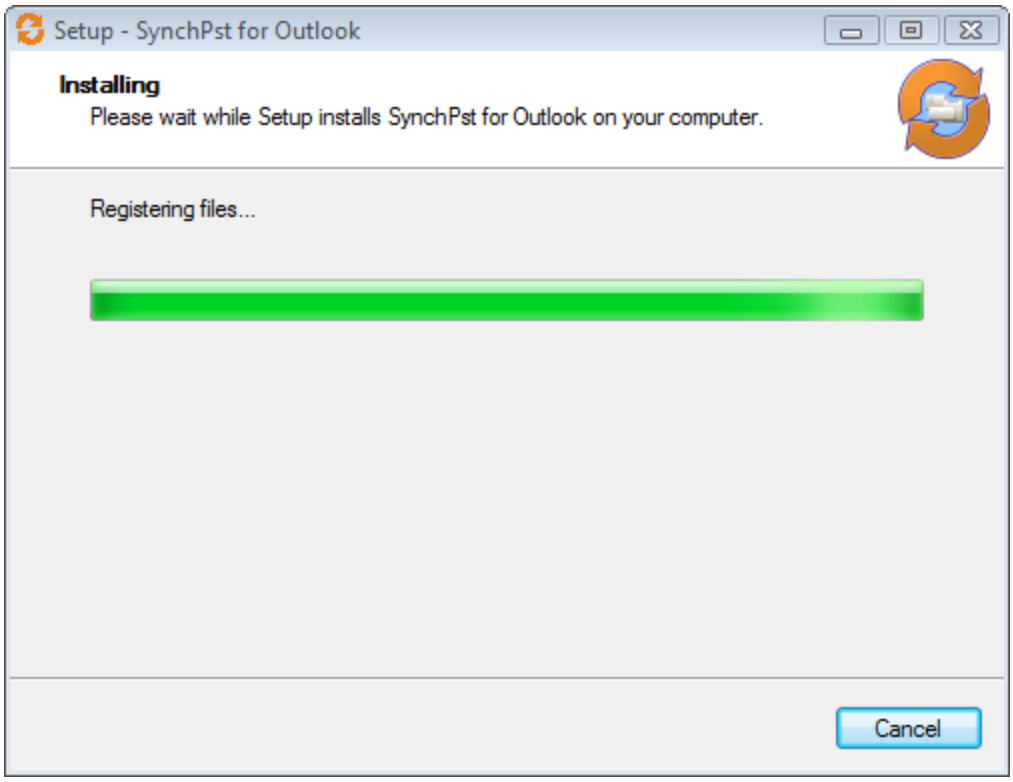
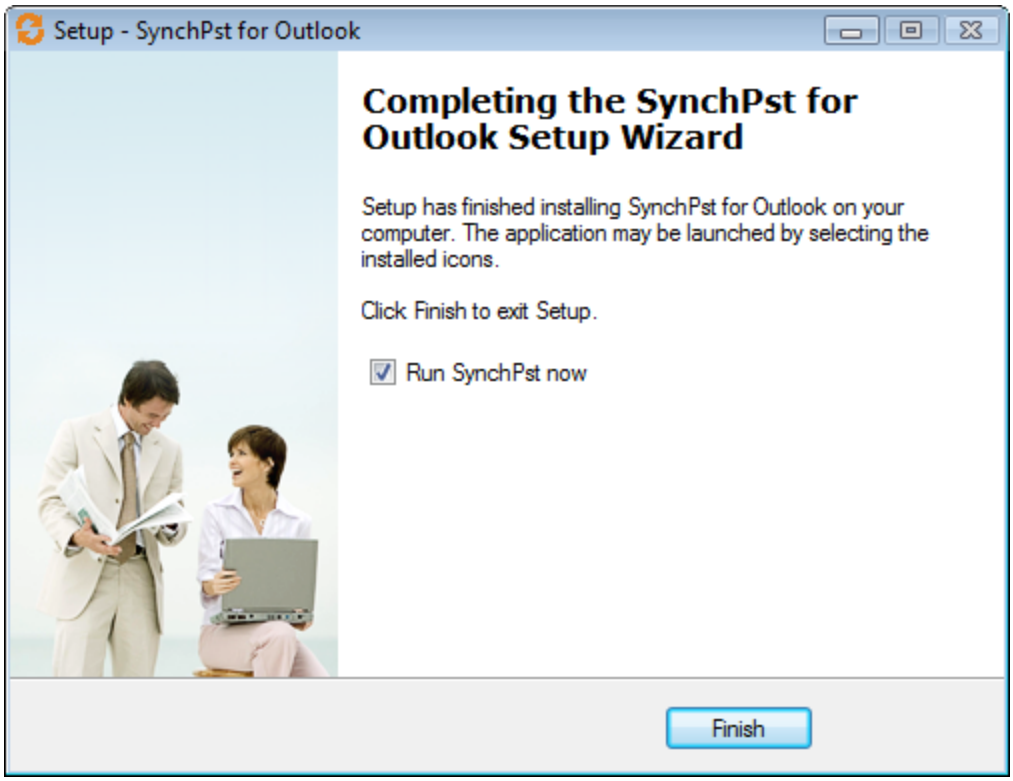


Now is SynchPST for Outlook being installed. Just wait.



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

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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.

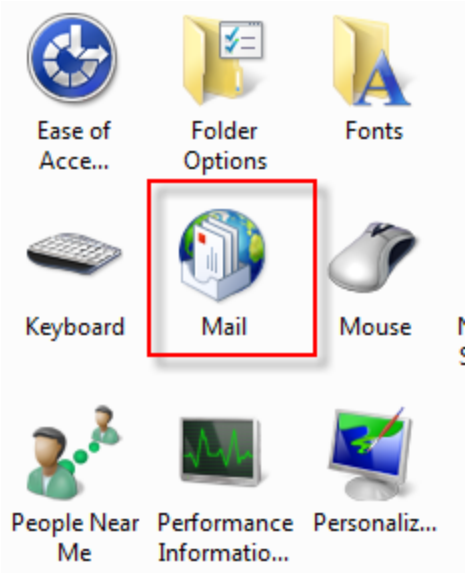
Before you share the folder of the pst file you need to know where this pst file is located.

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'.

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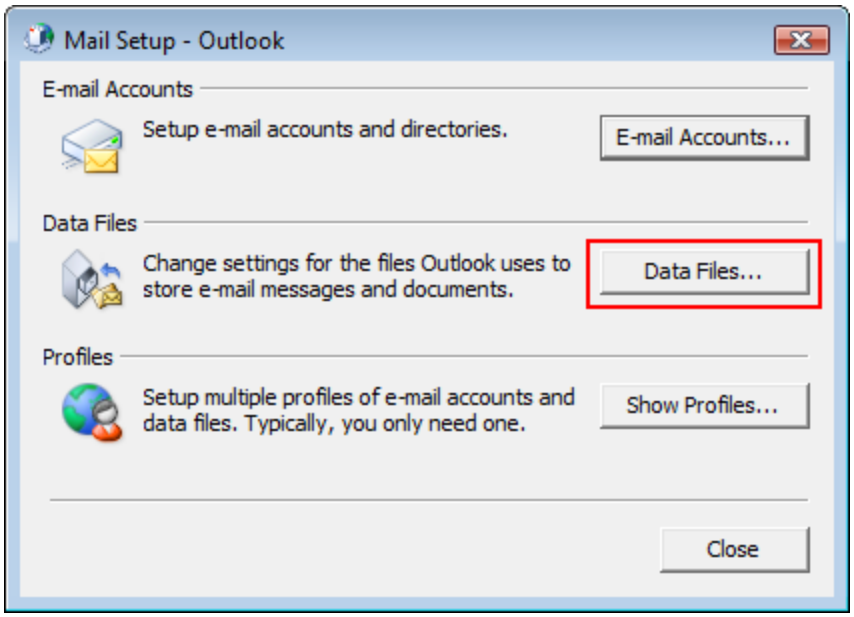
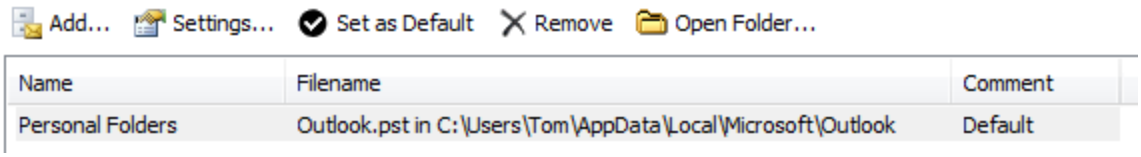


3. Here you see the complete path of your pst file:



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'.

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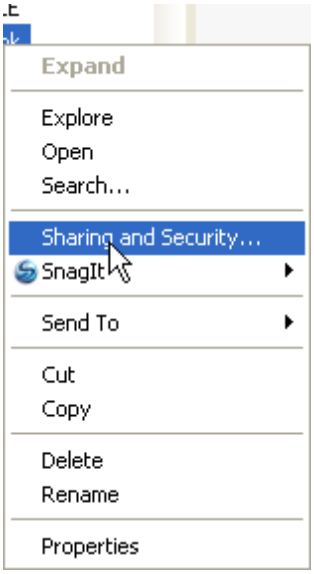
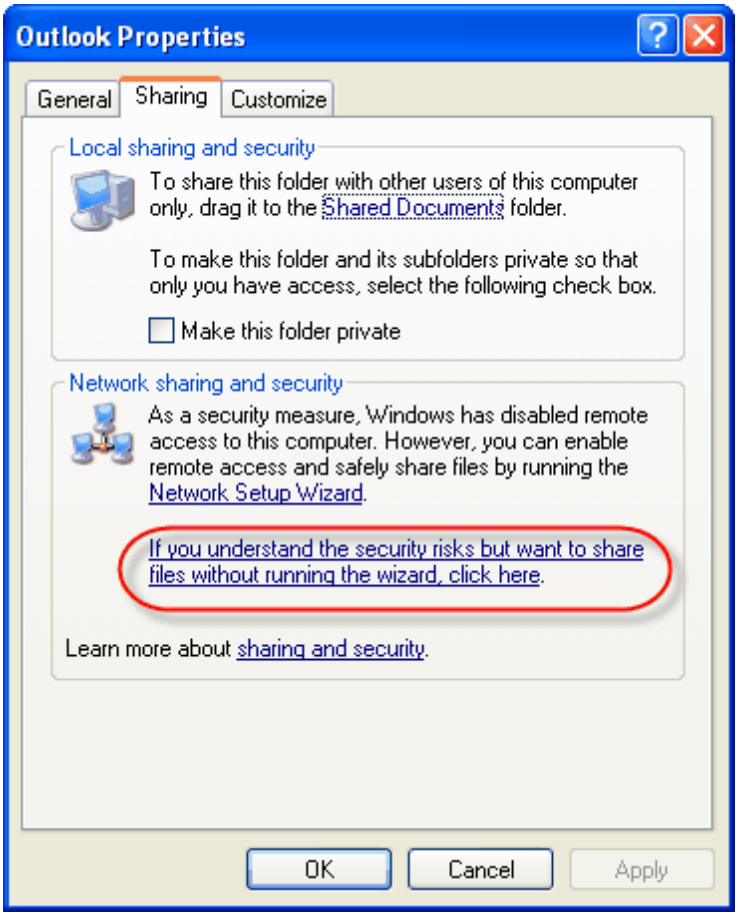


4. The window 'Properties opens and the tab 'Sharing' is visible. If this is the first time you want to share a folder then you need to click on the warning 'If you understand the security risks but want to share files without running the wizard, click here.'



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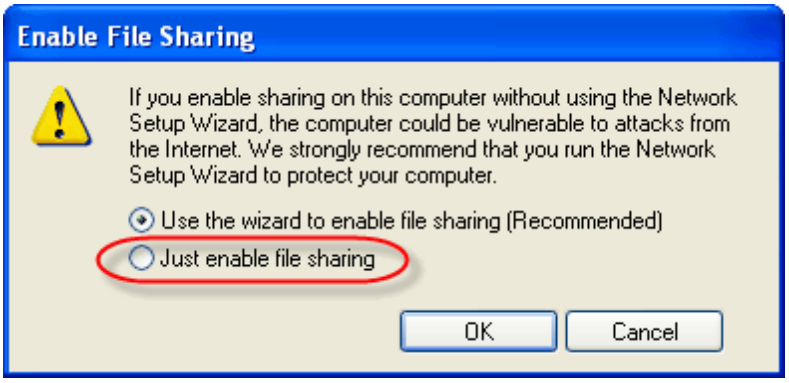
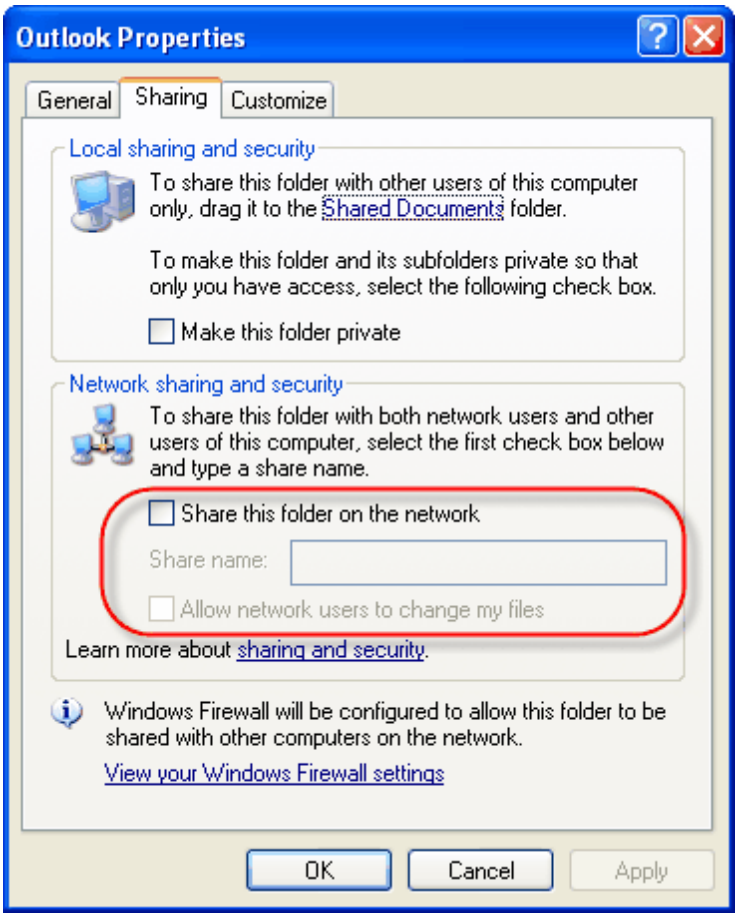
5. After clicking on this warning you need to confirm this action. Select 'Just enable file sharing' and click on OK.



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'.



7. You successfully shared your folder on the network:

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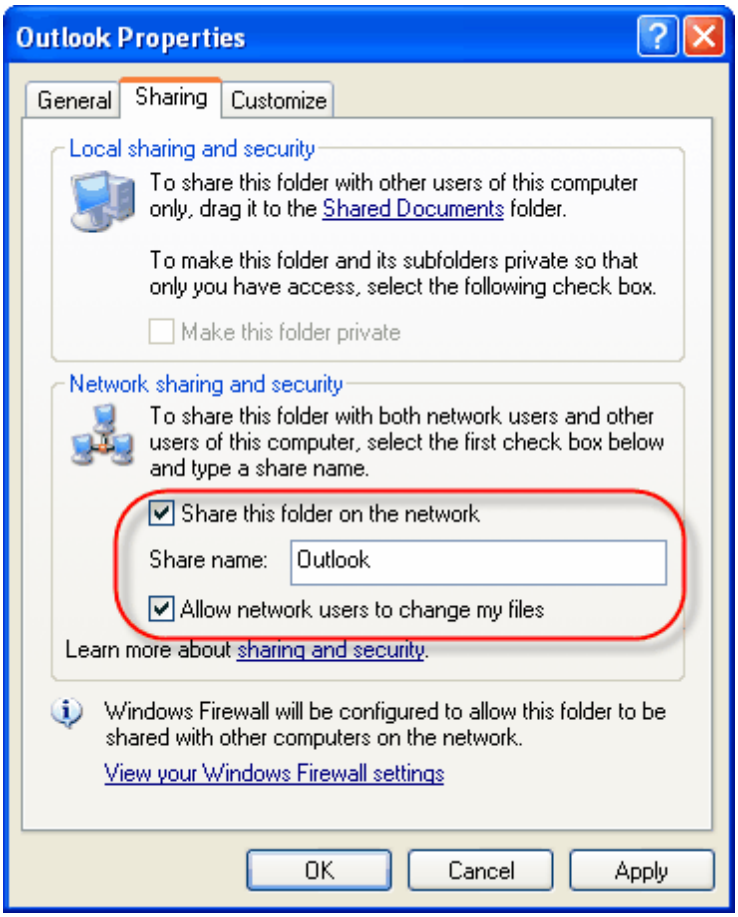
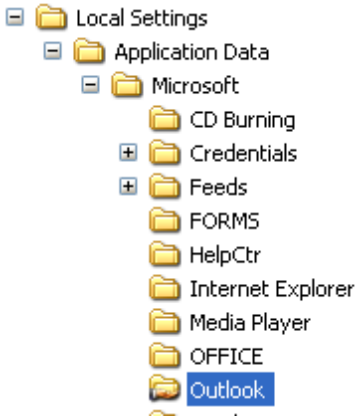


8. Click on 'OK' to close this window.
You see in your Explorer that this folder is now shared:



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

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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
2. First of all ckeck if you see hidden files and folders.
   Click on 'Organize' > 'Folder and Search Options'.

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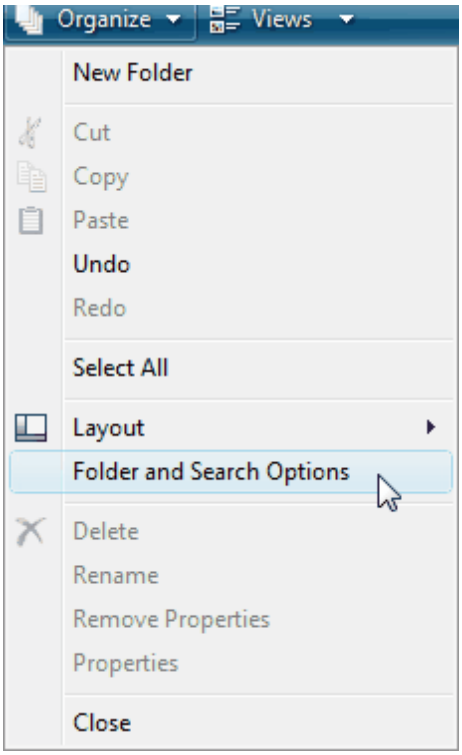

3. Click on the tab 'View' and then search the entry 'Hidden files and folders'. Choose the option 'Show hidden files and folders'.

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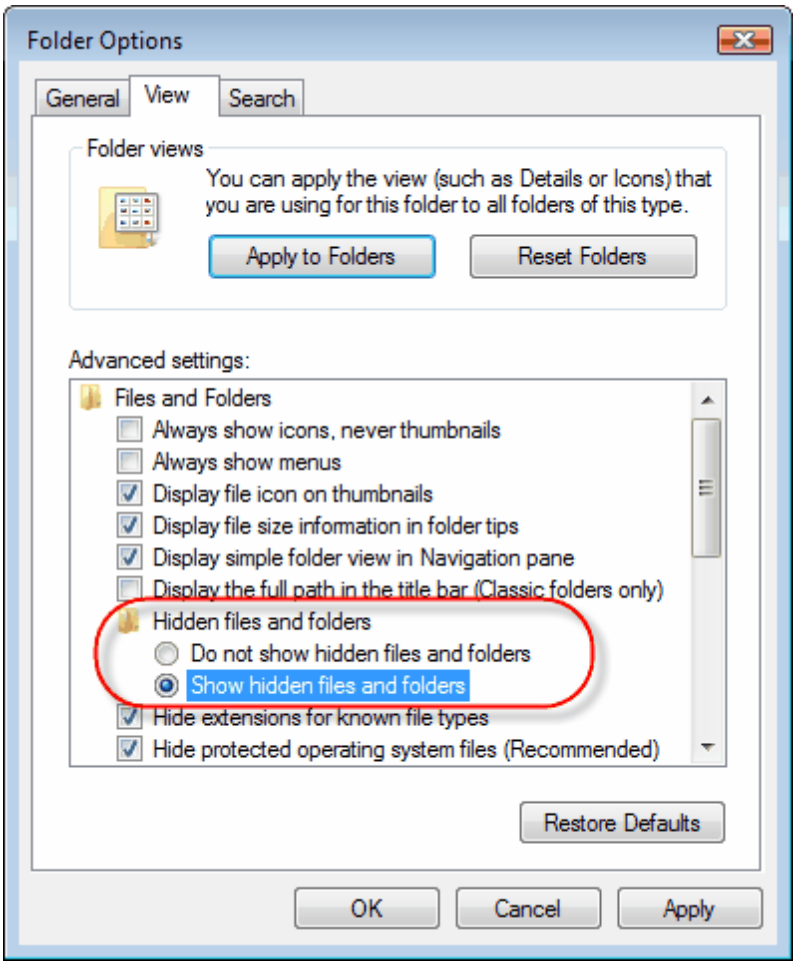
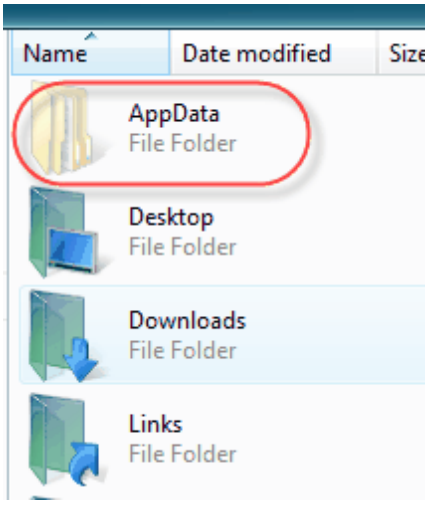


4. Click on OK.
   In your Windows explorer click on your user name and you will see the new folder 'AppData':



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

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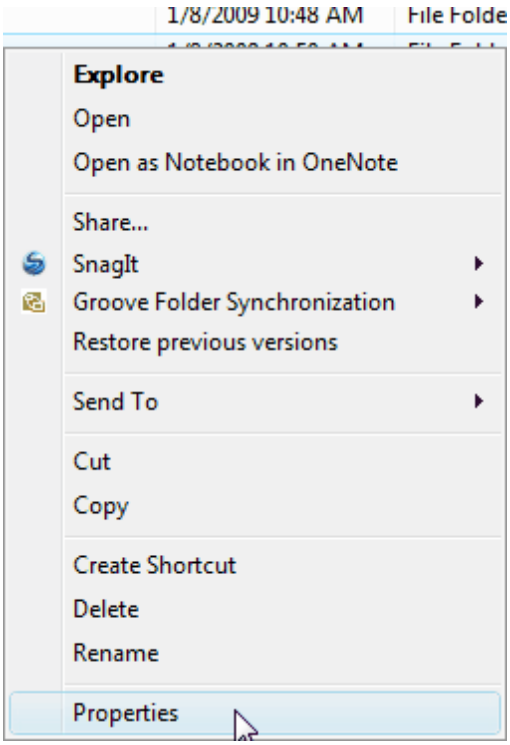

6. Click on the tab 'Sharing' and then on the button 'Advanced Sharing':

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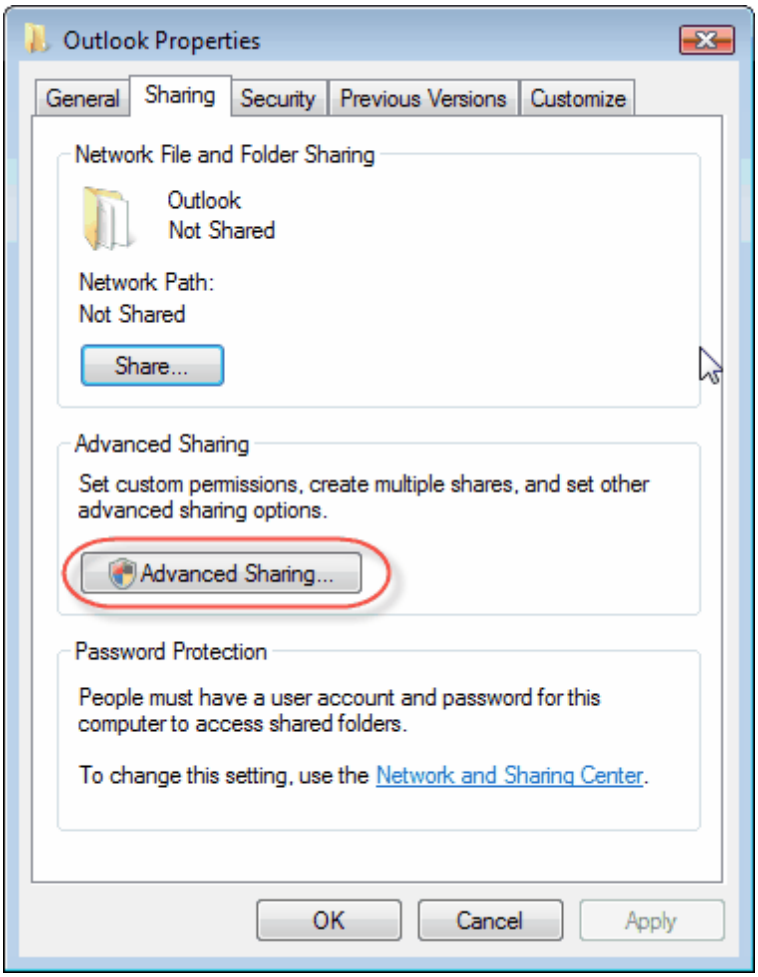
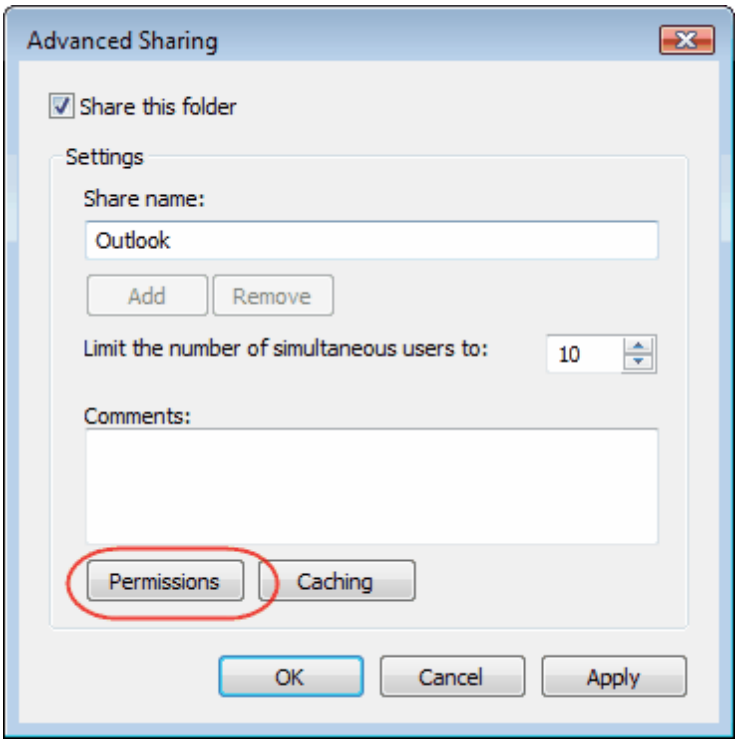


7. A new dialogue opens.
   Check the option 'Share this folder' and click on the button 'Permissions':



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.)

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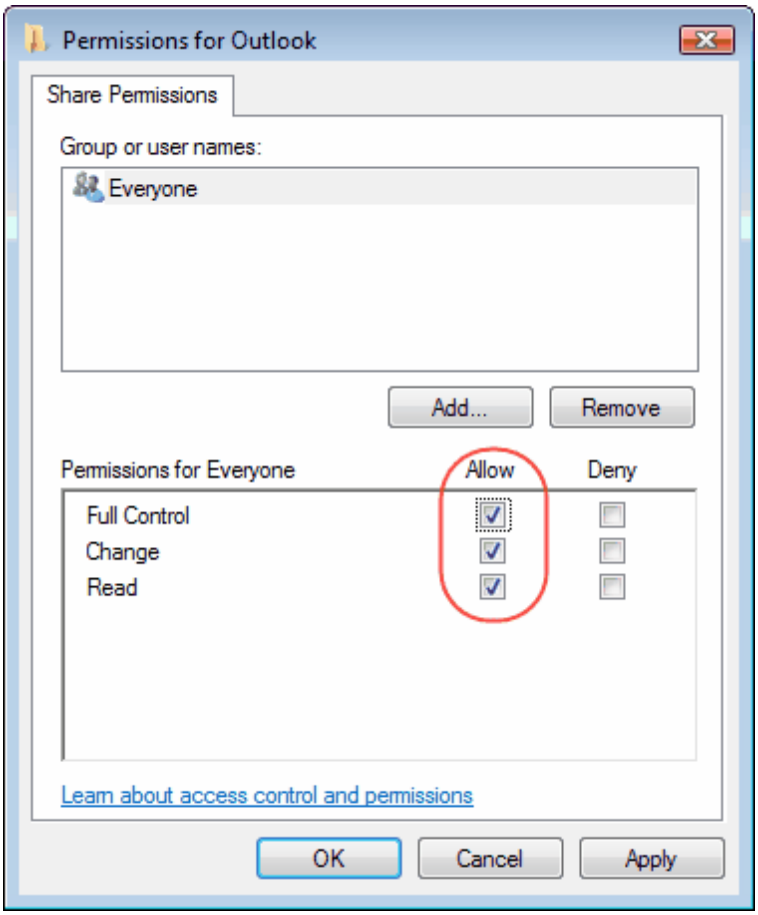

9. Click on OK three times to close all open forms.
   Now your folder is shared and is accessible from other computers.

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.

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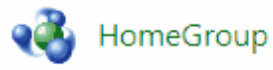
How do you share this folder so SynchPST can access this folder from the other computer?

First option: Use the built in 'Homegroups'

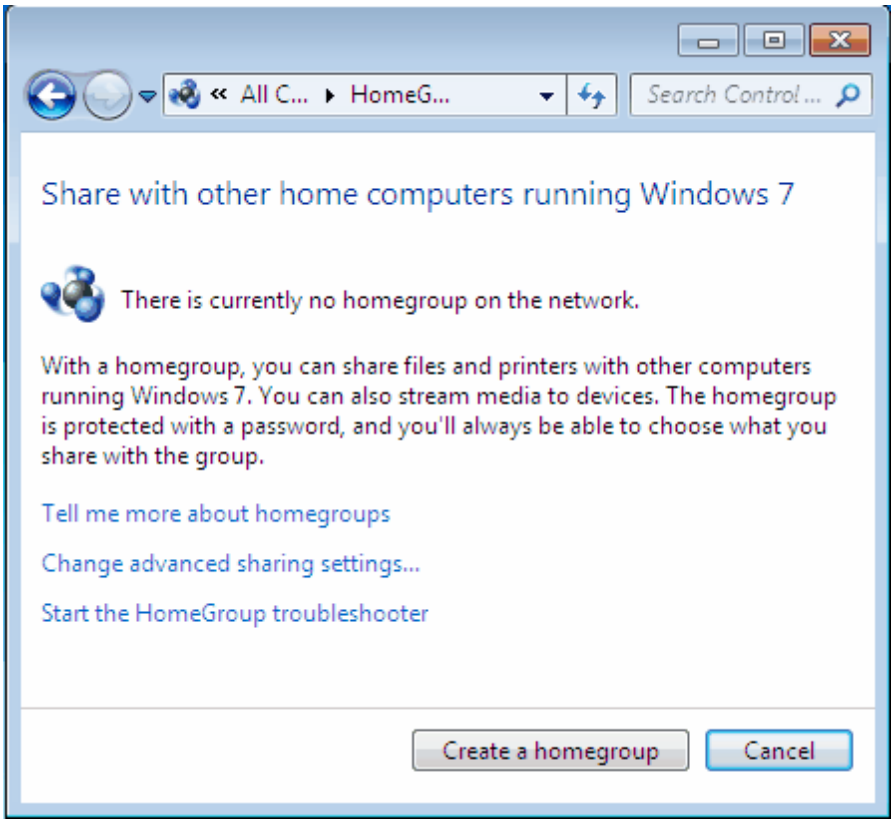
1. Setting up Homegroups for File Sharing

   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.



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

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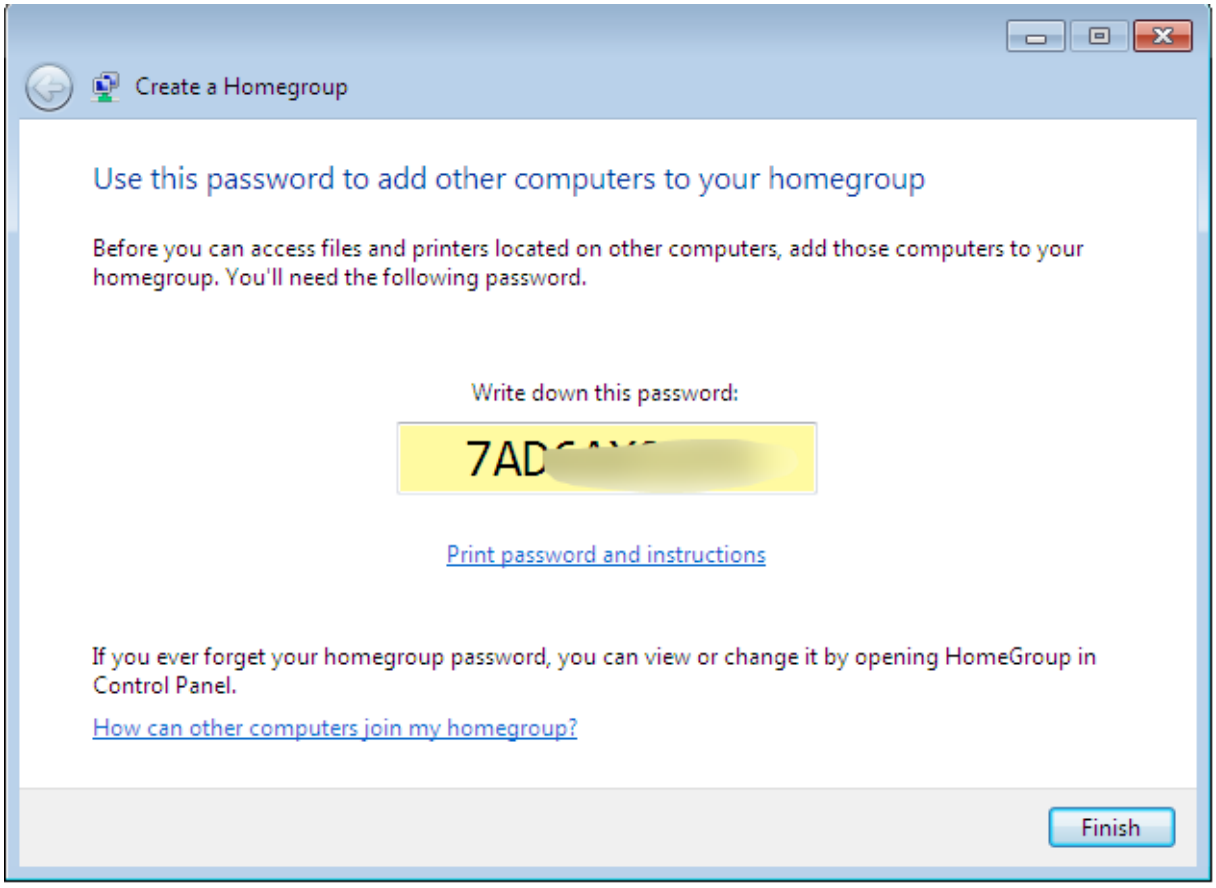
will show up asking what you would like to share on your home network. The options range from pictures, movies, music, documents, etc. Only check those items that you feel comfortable sharing, as everyone else in your household may have access to your bank account details.

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.

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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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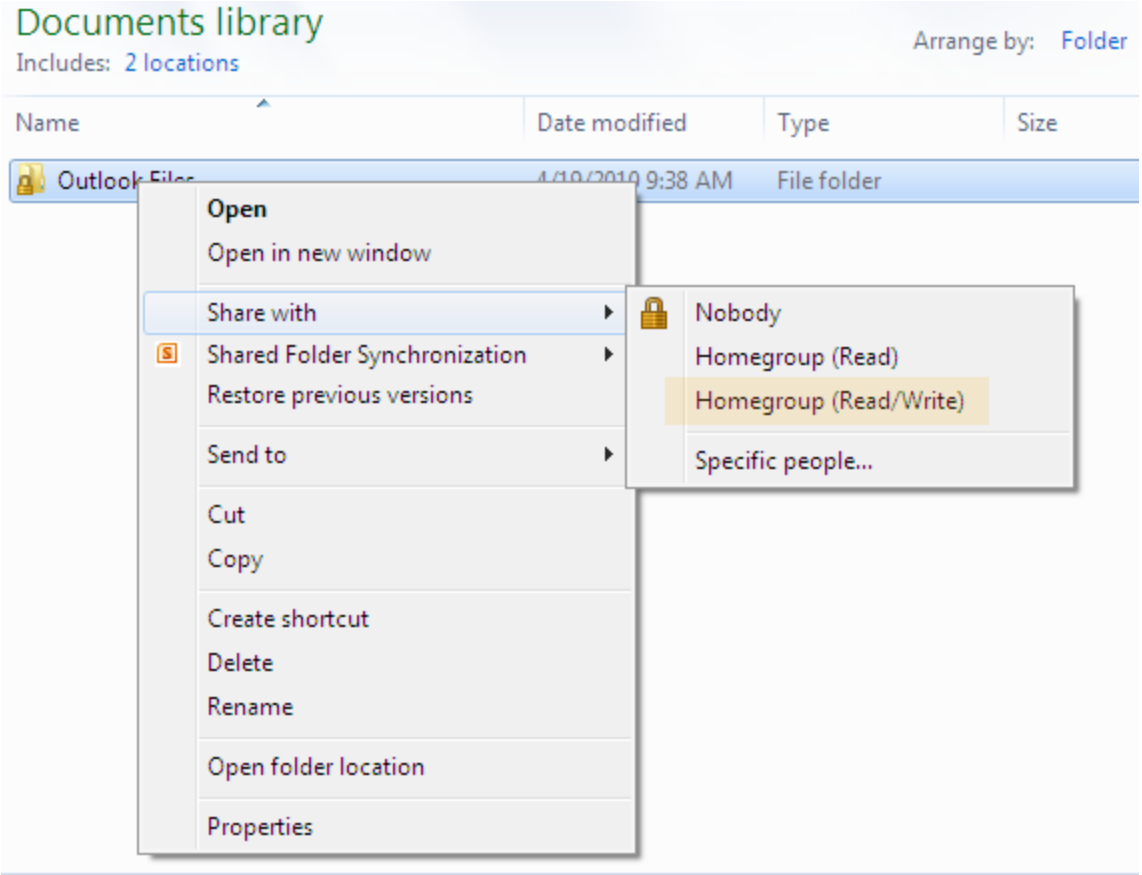

Be careful not to forget what you place in this folder, as everyone will now have access to the file.

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:

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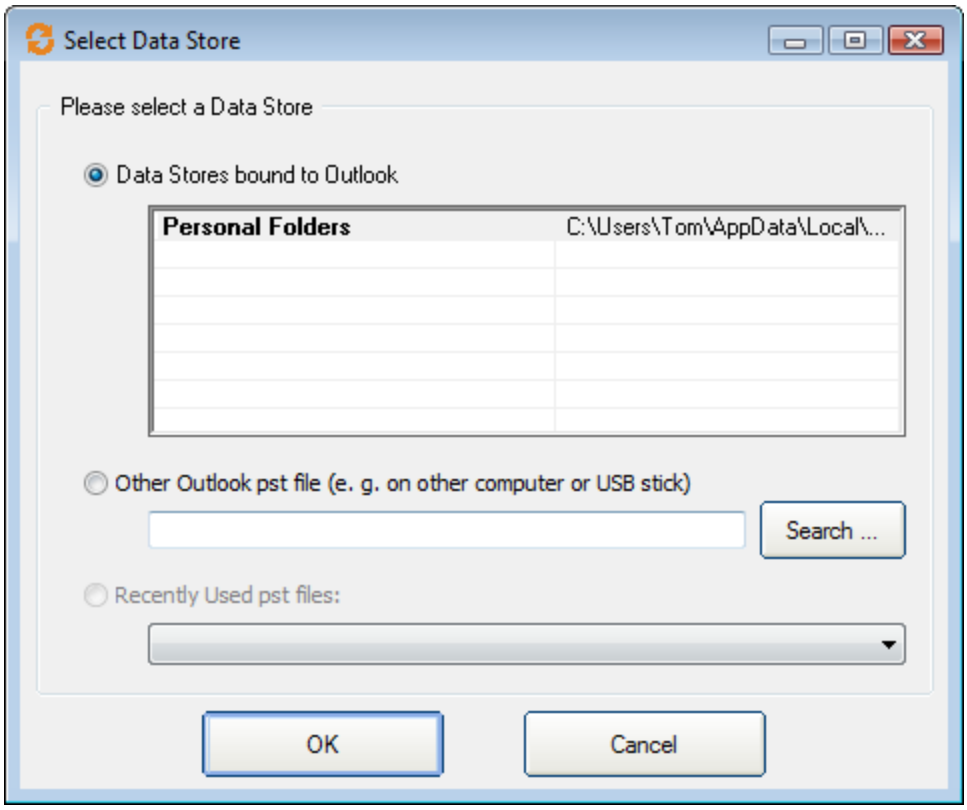

You see in a list all your Outlook data stores which are bound to your Outlook.

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

Then click on the right 'Search' button.

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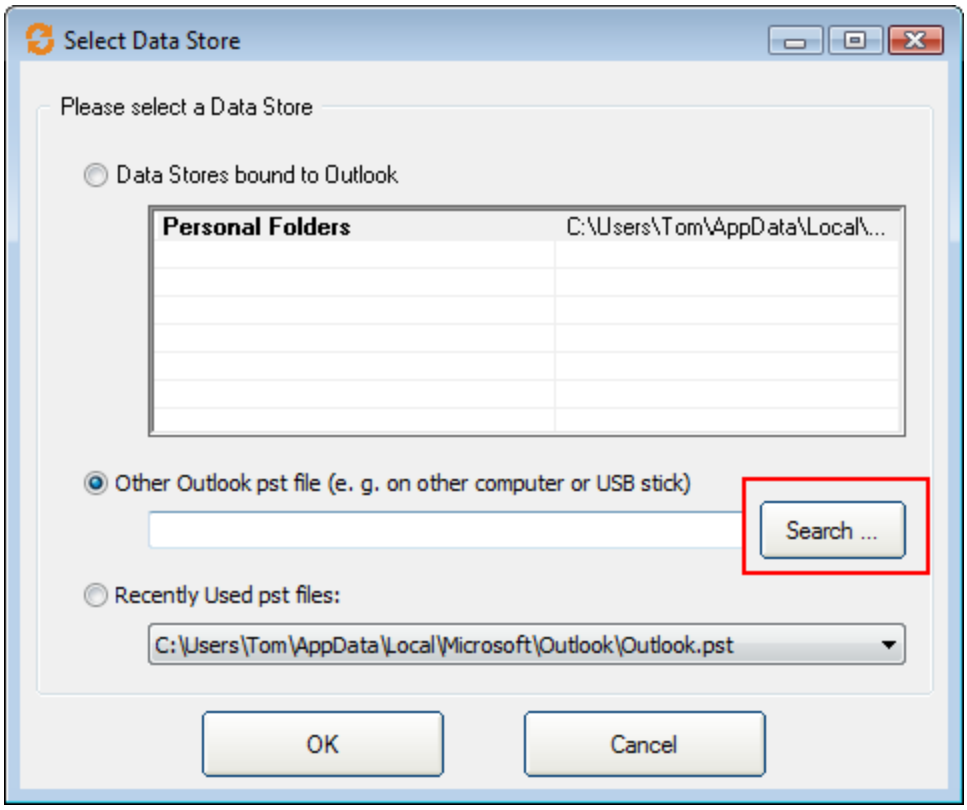

This time you click again on the button 'Search' to search the pst file on the other computer.

A 'File open' dialogue will open.

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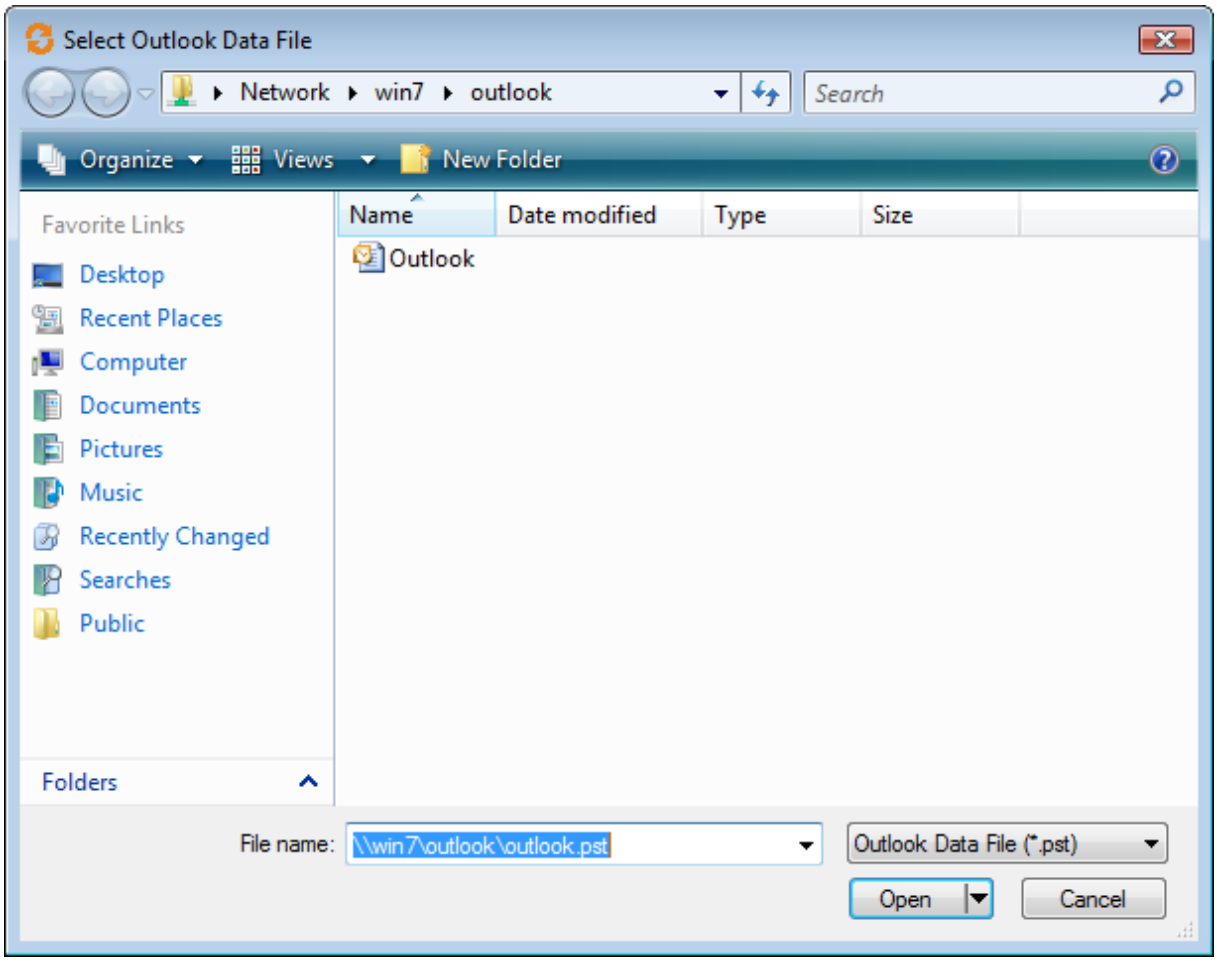

You can enter the path to the remote share directly.

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:

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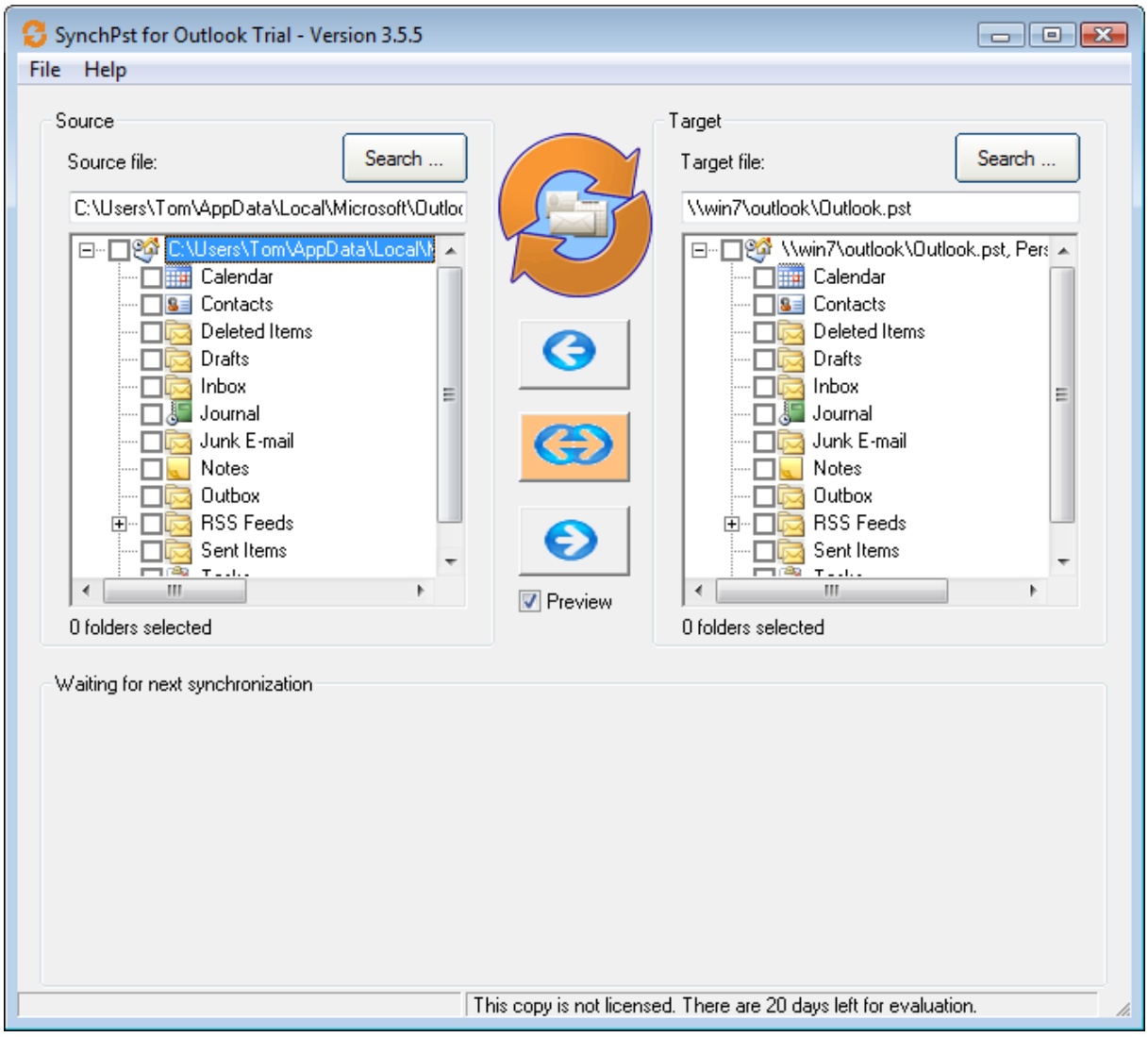

In the next step you choose the folders you want to synchronize.

1.7 Select Folders

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

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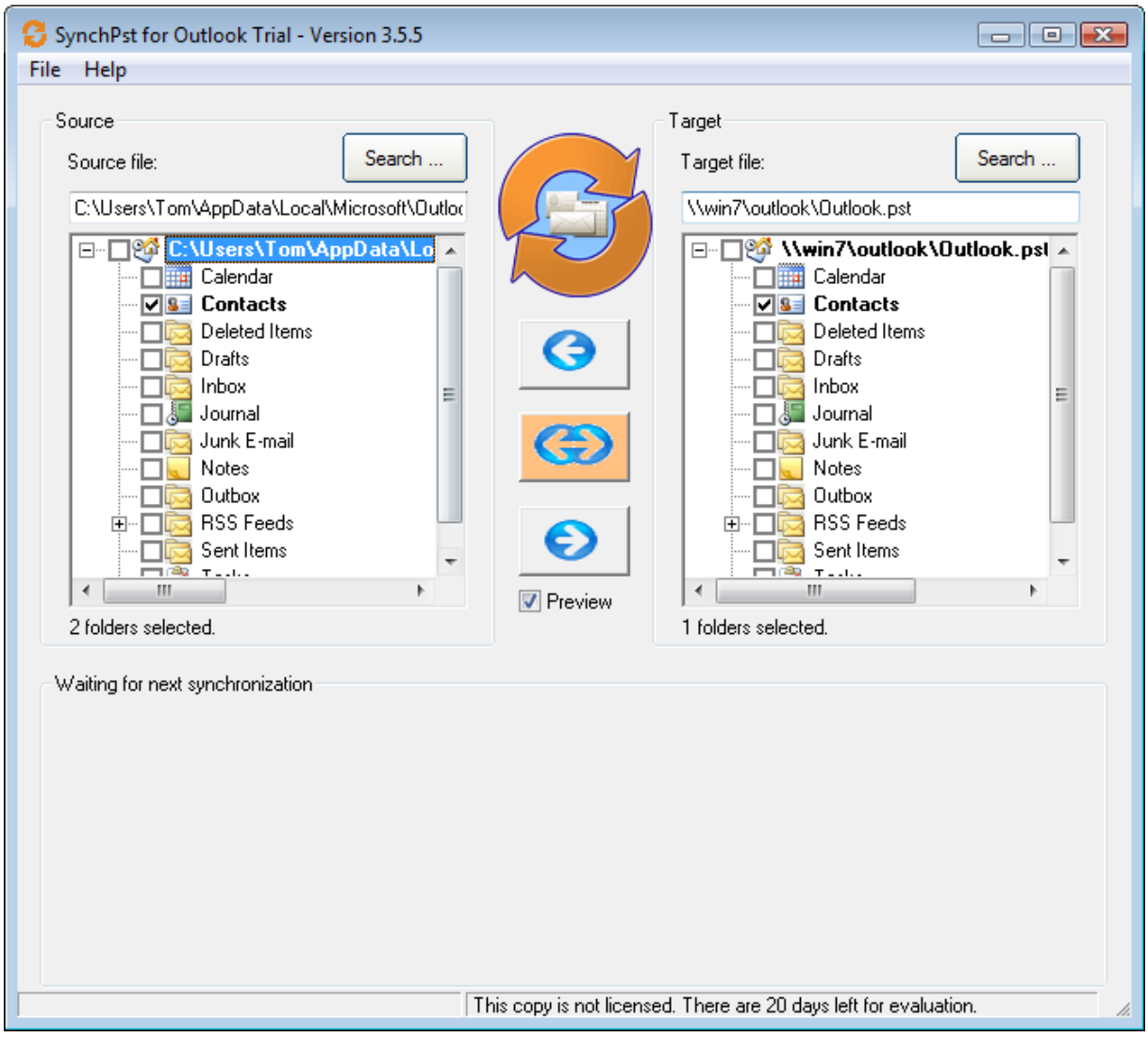

Click on the button in the middle of the form after you chosen the folders for the synchronization.

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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Index

- S -

Share folder 12, 16, 22

- W -

Windows 7 22
Windows Vista 16
Windows XP 12

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Back Cover