



## Calendar Synchronization

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WSOutlook shares the Outlook calendar with your WinSearch one. Assuming that SYSADM has turned on a user's ability to synchronize their Outlook calendar, when the user clicks the Synchronize button (🔄) in Outlook, WinSearch calendar activities are added to the primary Outlook calendar and Outlook appointments are added as WinSearch activities. Only the WinSearch activities that have the On Calendar check box selected are transferred from WinSearch. This is even true when the Daily Calendar and/or Monthly Calendar window shows dated items from the Daily Planner.

The activities that are synchronized are those that are 30 days before today and going forward indefinitely. Certain activities/appointments are not synchronized. These include recurring and private activities/appointments created in either WinSearch or Outlook. WinSearch automatic activities are also not synchronized and brought over to Outlook. Activities/Appointments that have been synchronized and then subsequently made private will continue to be synchronized.

Deleting the Outlook appointment leaves the activity in WinSearch but it will no longer appear in Outlook. If you have deleted an Outlook appointment that is in WinSearch and you want it to reappear in Outlook, find the activity in WinSearch's Daily or Monthly/Weekly Calendar window. Then, right-click the activity and choose the FORCE TRANSFER TO OUTLOOK ON NEXT SYNC | SELECTED APPOINTMENT command from the popup menu. This popup menu also has options for setting an entire day's appointments to transfer over to Outlook as well as those from the selected date forward. Remember that the only activities that transfer are the ones with the On Calendar check box selected. Also, any activities that are older than 30 days ago do not transfer even if you have set it to do so. These options for pushing WinSearch activities back into Outlook also works if you have changed your computer and your Outlook calendar is empty.

If someone else creates an Outlook appointment for you, the appointment shows up in your Outlook. Any contact that it was linked to will still have the name appearing in Outlook but will not actually be linked since that link is to the Outlook contact of your coworker's Outlook. If someone else creates a WinSearch activity for you that is synchronized to appear on your Outlook calendar, the activity will be added and any WinSearch person linked to the activity will likely be brought over as well (if allowed).

Because activities and alarms are transferred between the two programs, this means that if an alarm is set, the alarm will appear in both programs. In this case, either plan to work with your WinSearch or your Outlook alarms. Then periodically synchronize to take care of the alarms in the other program. Either that, or you will get synchronization errors that you will need to address. Often by setting your synchronization options to have one program or the other overwrite the conflicting activity.

If you create an Outlook appointment that is an all-day activity, it does not appear on WinSearch's calendar because no specific start and end time is provided. However, the activity is in WinSearch and can be found in the Daily Planner window. If you edit that appointment's activity in WinSearch, you must put in a start time. Once synchronized, you will see that the appointment in Outlook has the All Day check box cleared and the start and end date match what you entered in WinSearch. Thus, if you want to keep the appointment as an all-day one, modify

the Outlook activity rather than the WinSearch activity. The same issue occurs with Outlook appointments that span multiple days.

When an alarm is set in WinSearch, alarms get displayed twice, once in WinSearch and once in Outlook. When an alarm is set in Outlook, you only see the Outlook reminder window. Turning off the Set Alarm check box in the WinSearch activity and synchronizing will remove the Reminder check box in the corresponding Outlook appointment. Turning off the Reminder check box in the Outlook appointment and synchronizing does *not* remove the Set Alarm check box in the corresponding WinSearch activity.

Once an Outlook appointment is imported into WinSearch, it remains in WinSearch even if the On Calendar check box is cleared. Thus, you may have an Outlook appointment that is connected to a WinSearch activity but does not appear on WinSearch's calendar windows.



In Outlook, you can have a primary calendar as well as additional ones. Only the primary calendar has items transferred and synchronized.