

Your world speaks teamspace!

Manual for the synchronization

Step 1:

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

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

Step 2:

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 :	cal (Outlook and Blackberry: scal)
Remote name for contacts :	card (Outlook and Blackberry: scard)

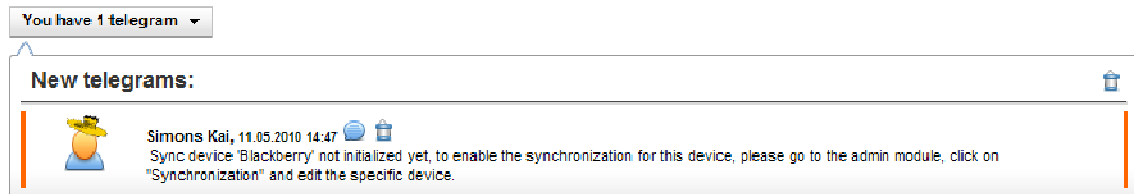
Then, please initiate the synchronization. While doing the first synchronization you will get an error message or rather the information that the synchronization failed.

This is because you did not yet make the required adjustments for the synchronization in your teamspace team. Please follow the instructions in step 3 to finalize the synchronization successfully.

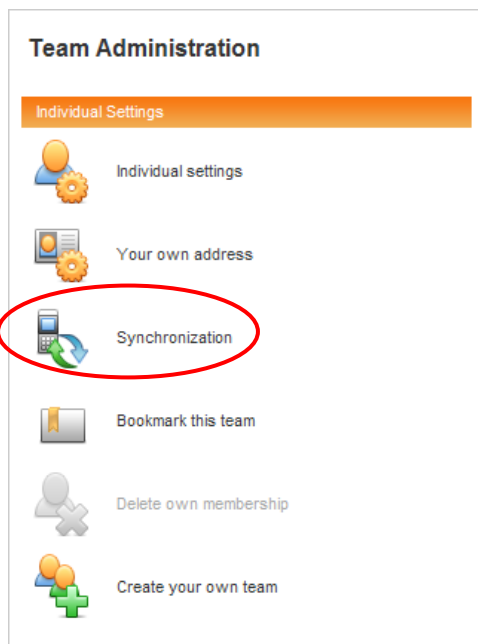
Step 3:

Now please initiate the necessary adjustments on teamspace site and please log in your team.


After the first try for synchronization, there will appear the following e-telegram in your teamspace team:




To activate the synchronization for that device please go the administration, click on the option "synchronization" and edit the concerning device.



By clicking on it you will get an overview of all your devices which you already set up for synchronization. If the installation settings on teamspace site are not completely finalized you will get the advice "not initialized". Please click now on the button on the right side to edit the settings of the corresponding device.

Synchronization 


Device name	Device status	Last synchronisation	Synchronizations	Actions
Blackberry	Not initialized		0	

Now you have the possibility to set up the concerning options for the synchronization for your calendar and your contacts.

Area „General“

First you will see the tab „**General**“. Here you can edit the name of your devices and you get further information about your synchronization, i.e. the number of synchronizations already done.

Here you also have the option to deactivate the synchronization completely or rather to activate it again. The button “Active” or rather “Inactive” shows the current status.

Synchronization: Blackberry 

General | Calendar | Contacts

General settings

Device name

Synchronizations 0


Last synchronization

Creation date 06.05.2010 13:58

Active

Area "Calendar"


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 ⓘ

Show team members ▼

[All team members]




Brot, Max

Eppert, Ingo

Meier, Sabine

Schmidt, Katja

Spiegler, Kati

Name	
 Kai, Simons	

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.

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

Area "Contacts"

Synchronization: Blackberry




General

Calendar

Contacts

Synchronization settings



→

←


→

←

→

←

Categories

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

Deleting allowed

teamspace import: access rights

Private This entry is private

Teamleader

Members

Guests

⚠ All settings are valid for newly created contacts via synchronization.

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 4:

Now you have installed the synchronization successfully. Please synchronize finally your device to transfer the data according to the chosen settings.

Please note...

...that teamspace offers the following synchronization options at the moment:

MS Outlook®	Calendar & Contacts
Blackberry®	Calendar & Contacts
Windows® Mobile PDA	Calendar & Contacts
Mozilla Thunderbird®	Calendar & Contacts
SyncML-enabled mobile devices	Calendar & Contacts
Mac OS X® ₁	Contacts
iPhone® ₁	Contacts
Google® Mail	Contacts
Yahoo!®	Contacts

₁ Calendar synchronization available from June 2010

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

Your teamspace team

5 POINT AG

Saalbastr. 27
64283 Darmstadt, Germany

Tel: +49 (0) 6151 130 97 19
Email: support@teamspace.com
Web: www.teamspace.com