

How to Synch PDA with GroupWise

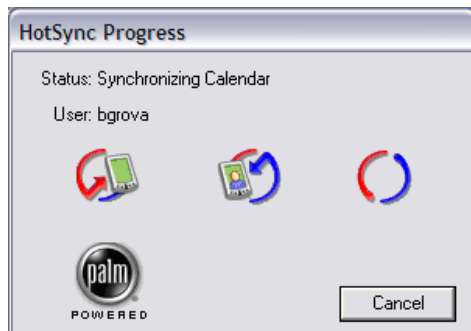
Step 1

- Double click the GroupWise PDA Connect icon
 - Should be on your desktop



The program will ask you to start your Hotsync software.

Do this by plugging in your PDA like normal to your computer and hit the sync button.



Step 2

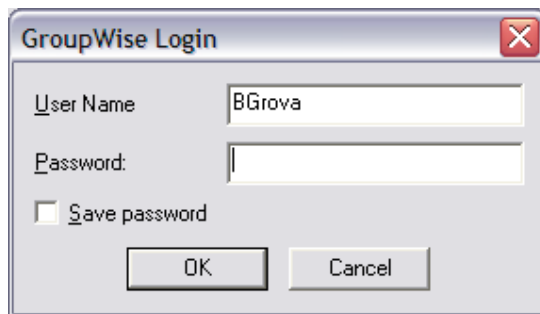
- Chose your items to sync
 - E-mail will take up a lot of room, so I do not recommend it
 - Calendar is a yes
 - Tasks is a personal choice (if you use them)
 - Notes is a personal choice (if you use them)



Step 3

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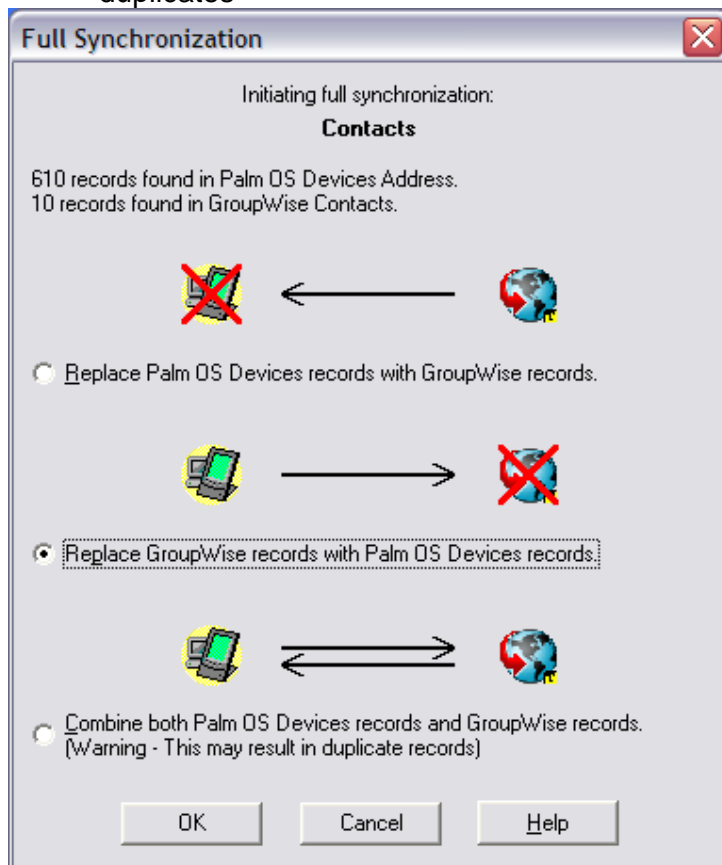
- This is where you put in **your** Novell user name and Novell password



Here you choose which direction to sync.

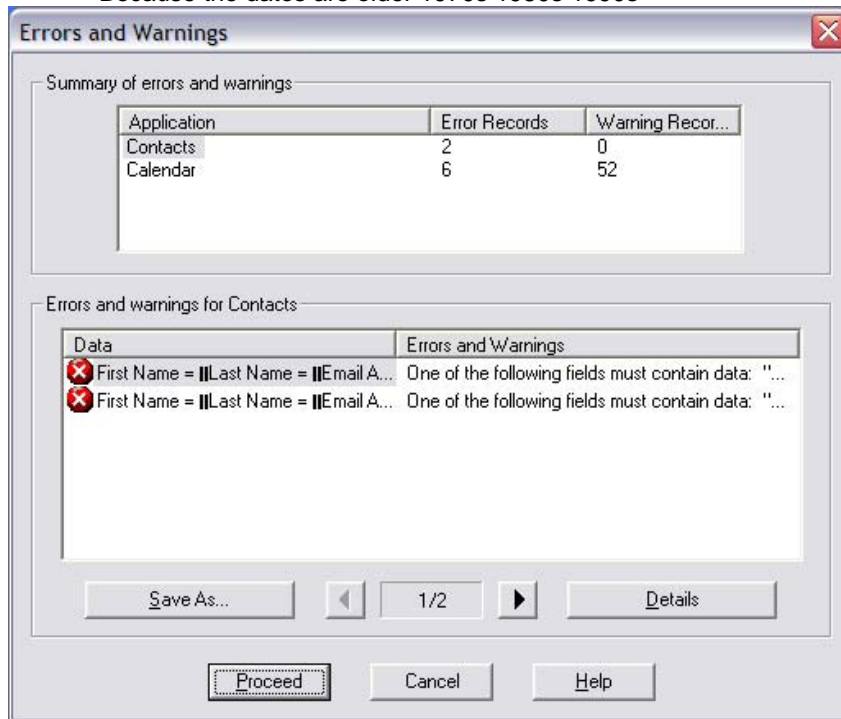
It is important to note, you will take all of your files from either your palm to your PC or your PC to your palm.

Even though this program offers the ability to “combine” it **will** create duplicates

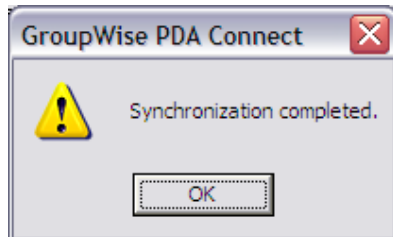


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Errors are common, especially if you have birthdays or anniversaries in your palm
Because the dates are older 1970s 1980s 1990s



When the process is complete you will be notified. Click OK



Note: that your Palm OS software, if you use Palm OS, will continue to sync after groupwise is finished. Let it finish sync'ing to your palm os software.