

# SuperOffice Outlook Sync

In today's mobile world to stay in sync with the rest of your organization is crucial. The ability to plan and react on the spot has never been more important. With SuperOffice Outlook Sync you are able to synchronize your SuperOffice diary and SuperOffice contacts with Microsoft Outlook and in this way for instance share appointments with other employees in your organization not using SuperOffice CRM.

## Truly mobile

When you or other employees in your organization are out travelling or just not in touch with your PC, the need to access customer contact information or appointments in your diary is exactly the same as when you are in the office. SuperOffice Outlook Sync offers the capability to have this access on a PDA, a SmartPhone or a regular mobile phone. The only requirement is that your device supports synchronization with Microsoft Outlook.

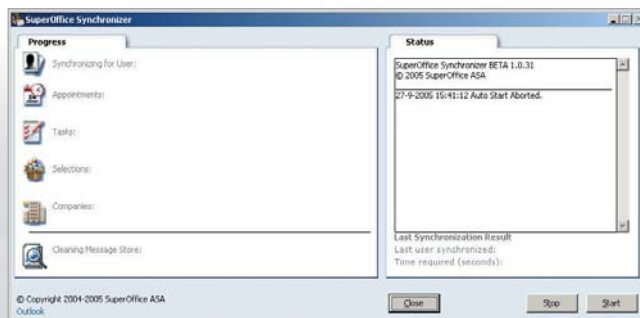
On your device, you will have your appointment and contacts; you can look up information, add information or change existing information. All appointments and to-do changes will be updated when your device connects with your PC. For contacts, SuperOffice CRM is the leading system, meaning that contact information changes should be done directly in SuperOffice CRM. The reason for handling contacts in this way is that security settings applied in SuperOffice CRM are impossible to implement on a SmartPhone or PDA.

SuperOffice Outlook Sync is intended for client use, meaning that the software is installed locally on each computer. This allows flexibility to offer these capabilities to certain targeted users. If your company is more interested in a server-based solution, SuperOffice Synchronizer should be considered as an alternative.

- Personally synchronize your SuperOffice CRM and Microsoft Outlook
- Synchronize your PDA or SmartPhone
- Exchange appointments, contacts and to-do's between SuperOffice CRM and Microsoft
- Outlook/PDA and SmartPhone

## System requirements

See separate documentation.



When successfully logging into the system, the SuperOffice Outlook Sync main screen will appear.



# SuperOffice®

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