

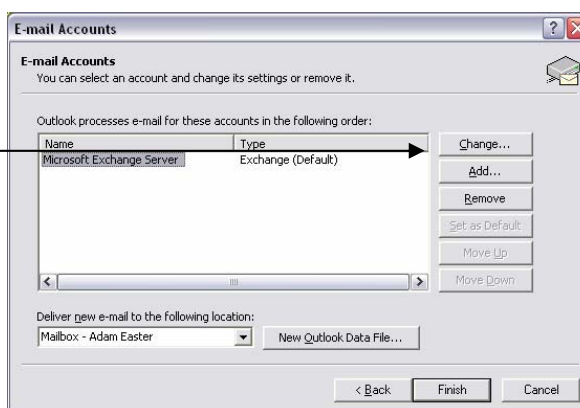
Synchronizing Outlook XP

Open Outlook select “Tools” from the menu and then click “E-Mail Accounts...”

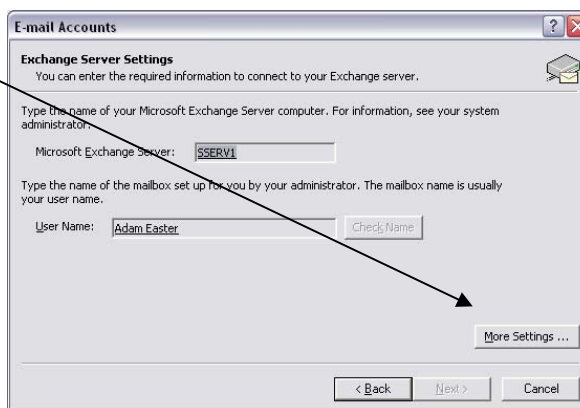


Leave the default settings and click “Next”

Click on “Change”

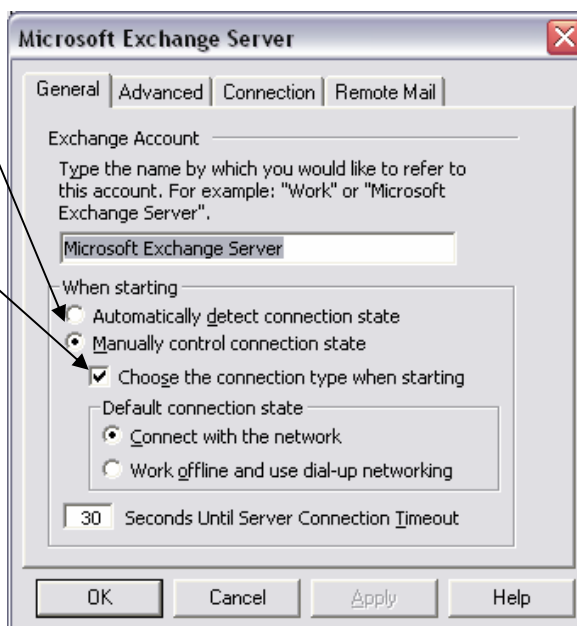


Then select “More Settings”

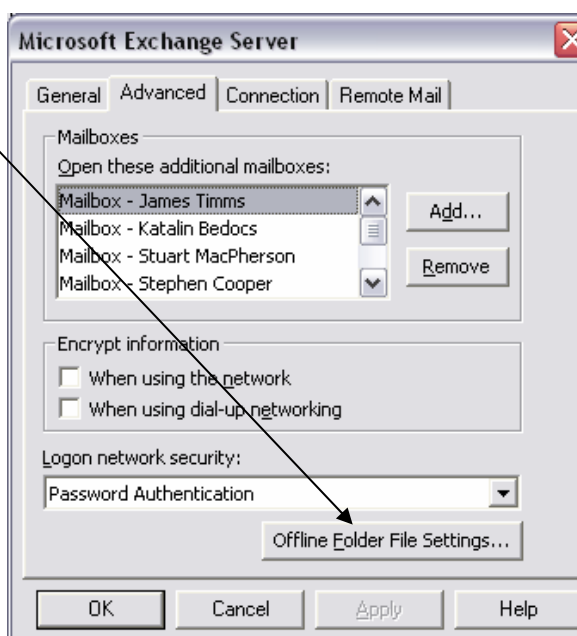


First select the “Manually control Connections State” option. Then Check the box “Choose the Connection Type when Starting”

Then click the “Advanced” tab



Click the “Offline Folder File Settings...” button.

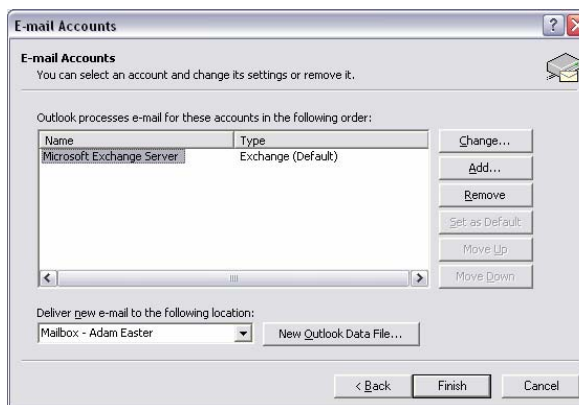


Select the location save the “outlook.ost” file. Then click “OK”

It will ask if you want to create outlook.ost. Say “Yes”.

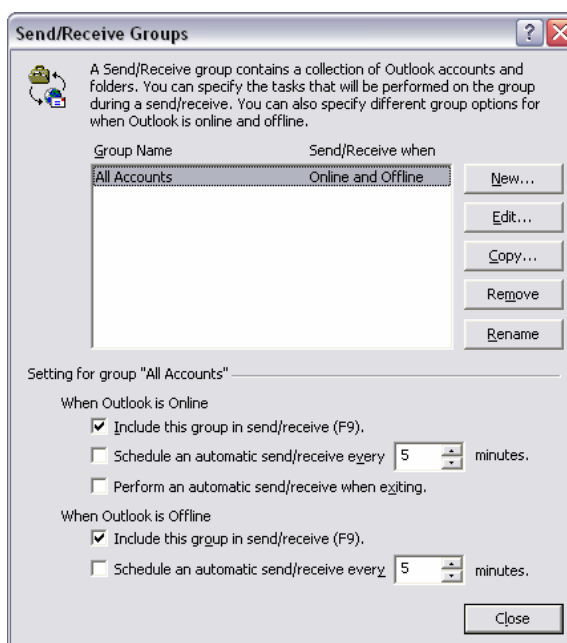


Click “OK” again and then click “Next”
Then in the final box click “Finish”



Now from the “Tools” menu select “Send\Receive Settings”. Then “Define Send\Receive Groups”. The following box will then appear.

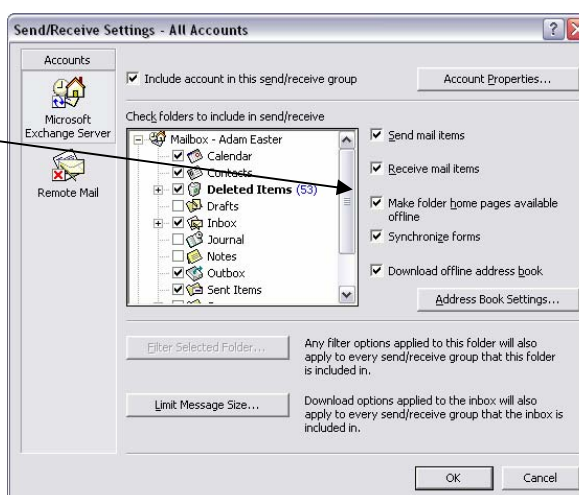
Click on “edit”



Now ensure all of the check boxes on the right hand side are selected.

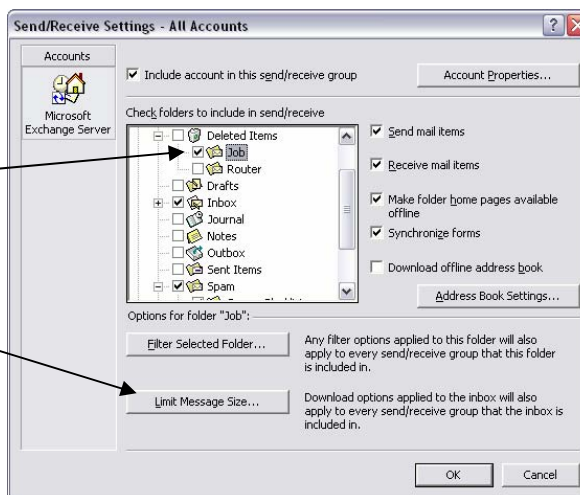
Also check any other folders which you want to be synchronized.

Click “OK” then “Close”

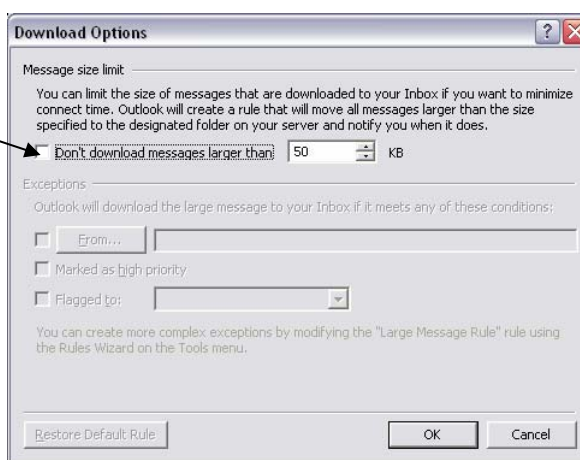


When selecting folders to synchronize; remember to select sub-folders individually as they are not picked up by default.

Then click on “Limit Message Size”



Here you will need to deselect the “Don’t download messages larger than....” Check box



Now select “Tools” > “Send\Receive” > “Send and Receive All”.
Alternatively press “F9”
When this is done the following box will appear.

When this is done your files will be synchronized.

