

TeamAgenda synchronization on Mac

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1. Requirements.

- Mac OS X 10.6 (or newer)
- TeamAgenda Server 5.1.0 with a valid support license
- TeamAgenda 5.1.0 (for Pro-user)
- WebAgenda 5.1.0

2. Synchronized data

TeamAgenda synchronizes with iCal the following data:

- Address book.
- Calendar and To-dos.

3. Synchronization notes

- It's recommended to do a backup of your Mac OS X Address Book and iCal before using this TA-Sync (see details below in the section Backup of iCal and Address Book)
- Do not Create/Modify/Delete calendar on iCal. Create/Modify Category on TeamAgenda instead and do sync.
- Commitments/ToDo/Contacts that are deleted from TeamAgenda will still be in iCal/Address Book. Delete them from iCal/Address Book instead.
- Do not do recursive events in iCal. Create them on TeamAgenda instead and do sync.
- Group and Resource are not synchronizing in Address Book.

4. Backup of iCal and Address Book

- iCal: Select the calendar that you want to export. Start iCal, go to File and select export. Choose the file name and folder and select Export. You have to do these steps for all calendars.
- Address Book: Start Address Book, go to File and select export. Select Address Book Archive. Choose the file name and folder and select Save.

5. Address Book synchronization details

- A group will be created in your Address Book. The name of the group is "Lastname Firstname (TA)". The group contains all your TeamAgenda contacts.

6. Calendar and To-dos synchronization details

- Category in TeamAgenda will appear in iCal as a calendar with exact name as the original name of a category in TeamAgenda.
- Changes made in iCal will go to TeamAgenda immediately.
- Changes made in TeamAgenda will go to iCal no later than 5 minutes or after pressing button "Sync" in TA-Sync.

7. Usage

- In order to perform the synchronization of your TeamAgenda data with iCal and iPhone/iPad/iPod or other mobile device, at first, you need to make sure that your environment is properly configured:
 - TeamAgenda Server is up and running;
 - WebAgenda is up and running;
 - You are able to access your agenda through WebAgenda interface in the browser on a desktop computer;
 - You've made a backup of iCal and Address Book data.
- Open TA-Sync.
- Open the Preferences as seen on Figure 1.

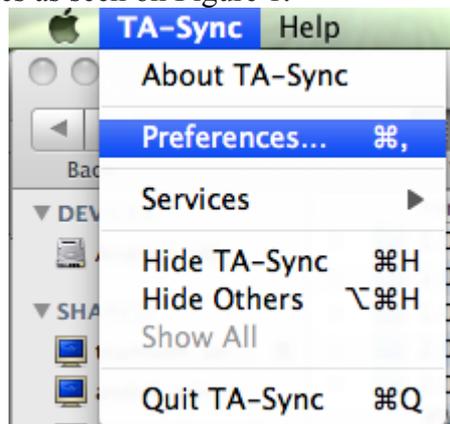


Figure 1 – TA-Sync, menu Preferences.

- In order to start synchronization enter the following parameters (see Figure 2):
 - Username – exactly the same user name as for accessing via the web. For a username, all spaces must be replace by %20. The username “Lastname Firstname” become “Lastname%20Firstname”.
 - Password – exactly the same user password as for accessing via the web.
 - Server IP Address - exactly the same address as for accessing via the web, including “/calendar”. For example, 192.168.1.2/calendar.

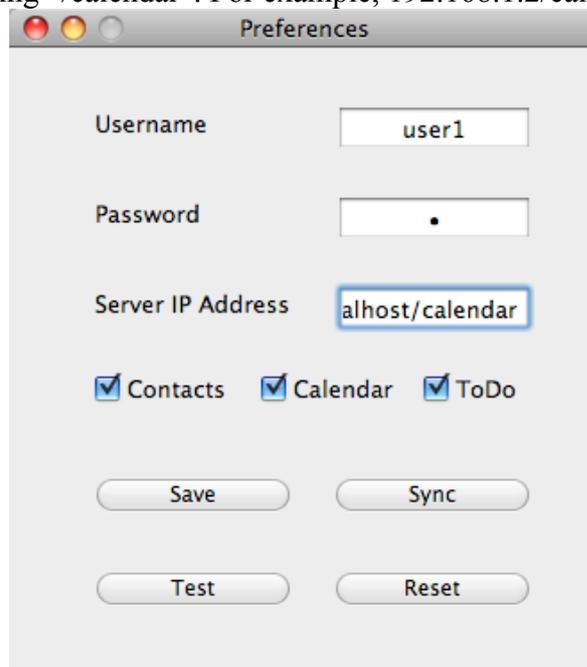


Figure 2 - Main synchronization window.

- Press the “Test” button to validate your connection.
- If the test is successful, save your configuration by pressing the button “Save”.

- In order to start synchronization, press the button “Sync”.
- Confirm the synchronization start and choose the priority as seen on Figure 3

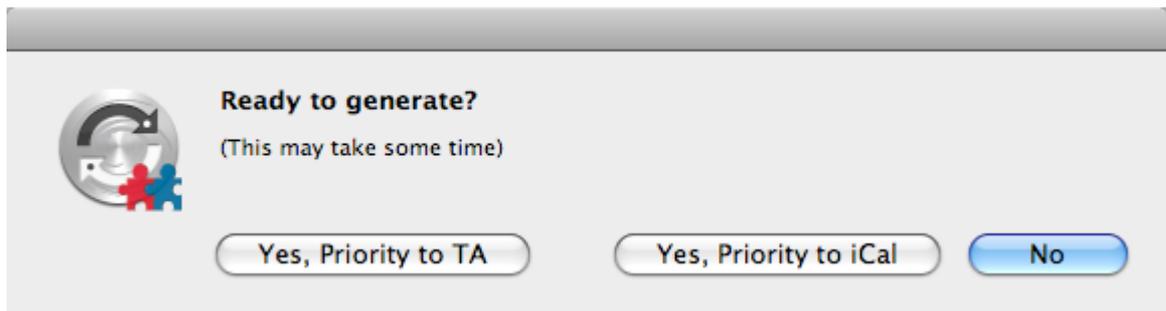


Figure 3 - Synchronization confirmation

- Synchronization procedure will start and may take some time to complete.
- When synchronization procedure is done, user will see the message as displayed on Figure 4. Press “Ok” to close the message.

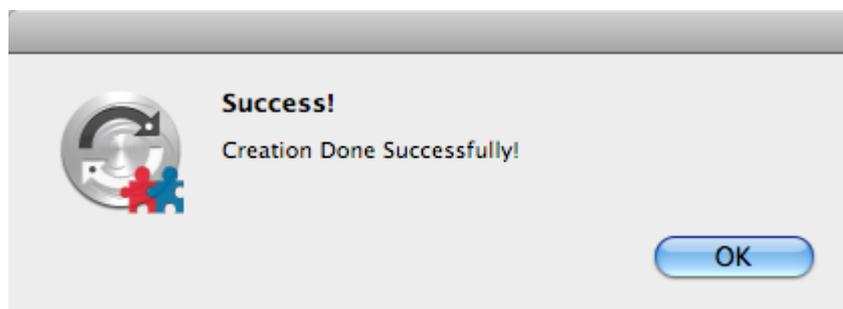


Figure 4 - Synchronization succeeded

- You can use the reset button to erase your configuration parameters and go back to default values.
- Now you can synchronize your mobile device with iCal.