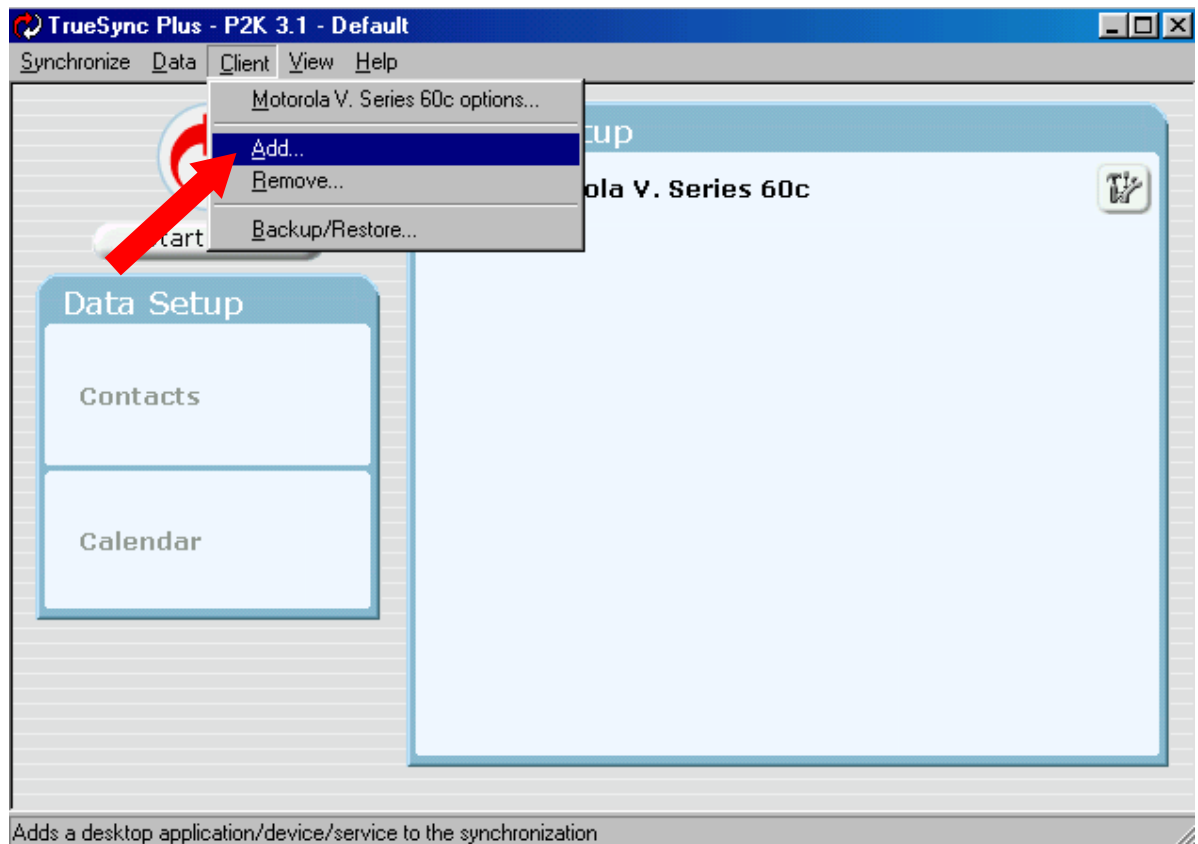


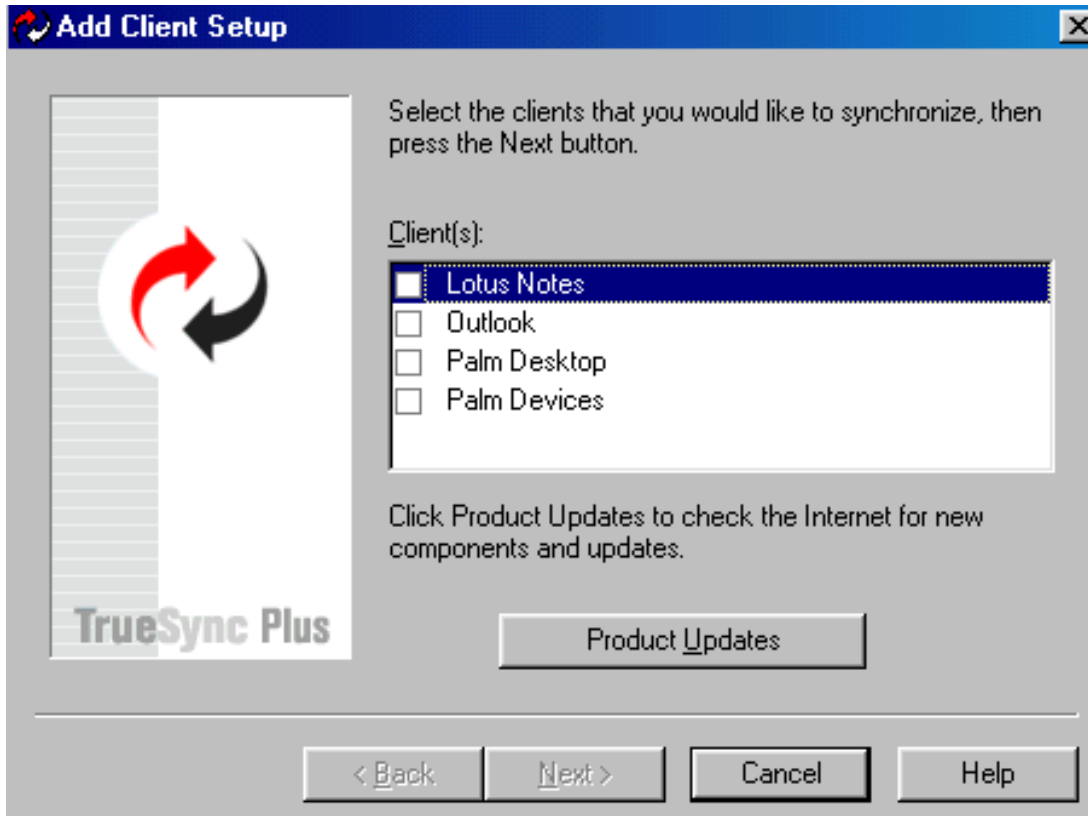
Setting Up Truesync 3.1 and Lotus Notes

Adding Lotus Notes to Truesync

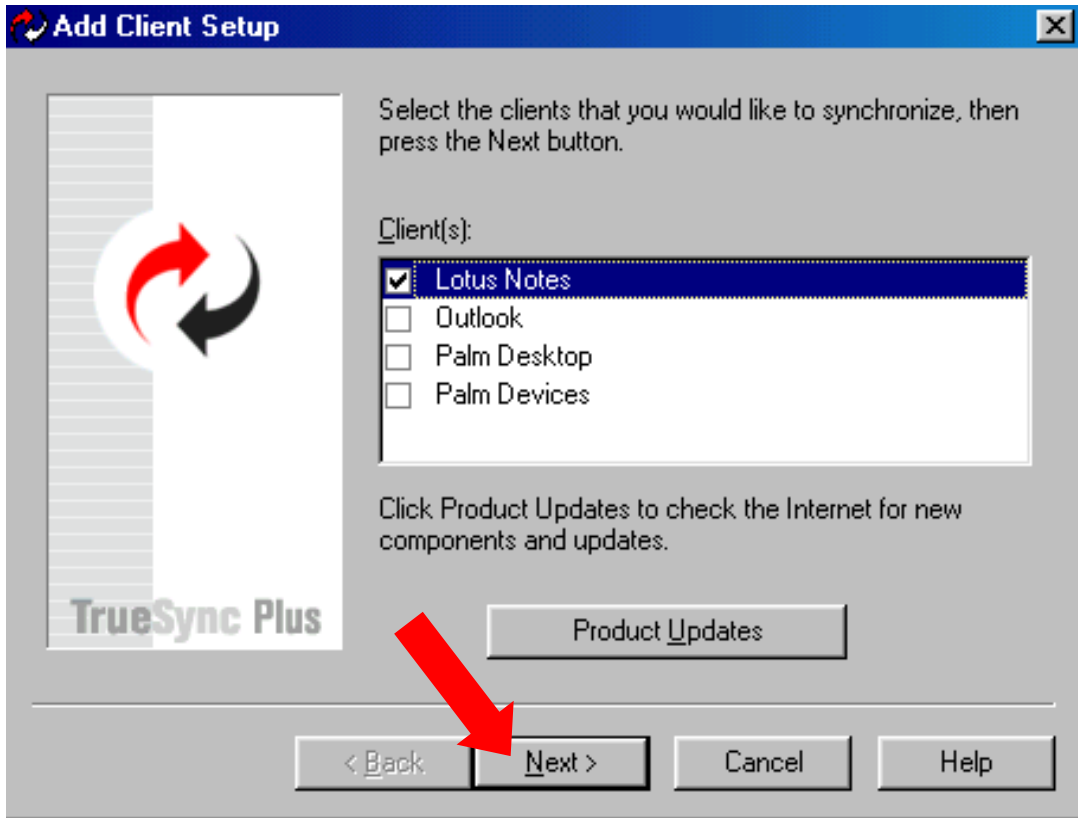
1. Once you have finished installing the Truesync 3.1 program, the ADD CLIENT window will appear as shown in Step 2. If Truesync is already installed and you need to add Outlook, start Truesync Plus. Once it is open, click CLIENT, then ADD, then APPLICATION.



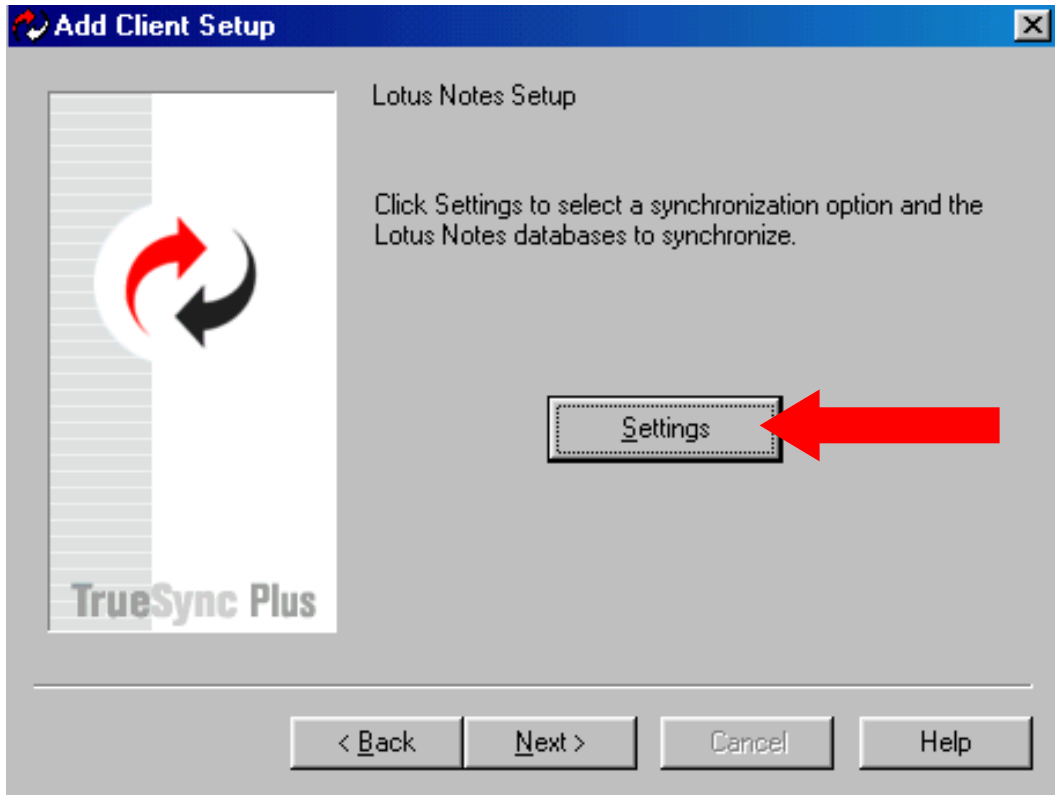
2. The ADD CLIENT window will appear as shown below. (Note: your list of clients may differ.)



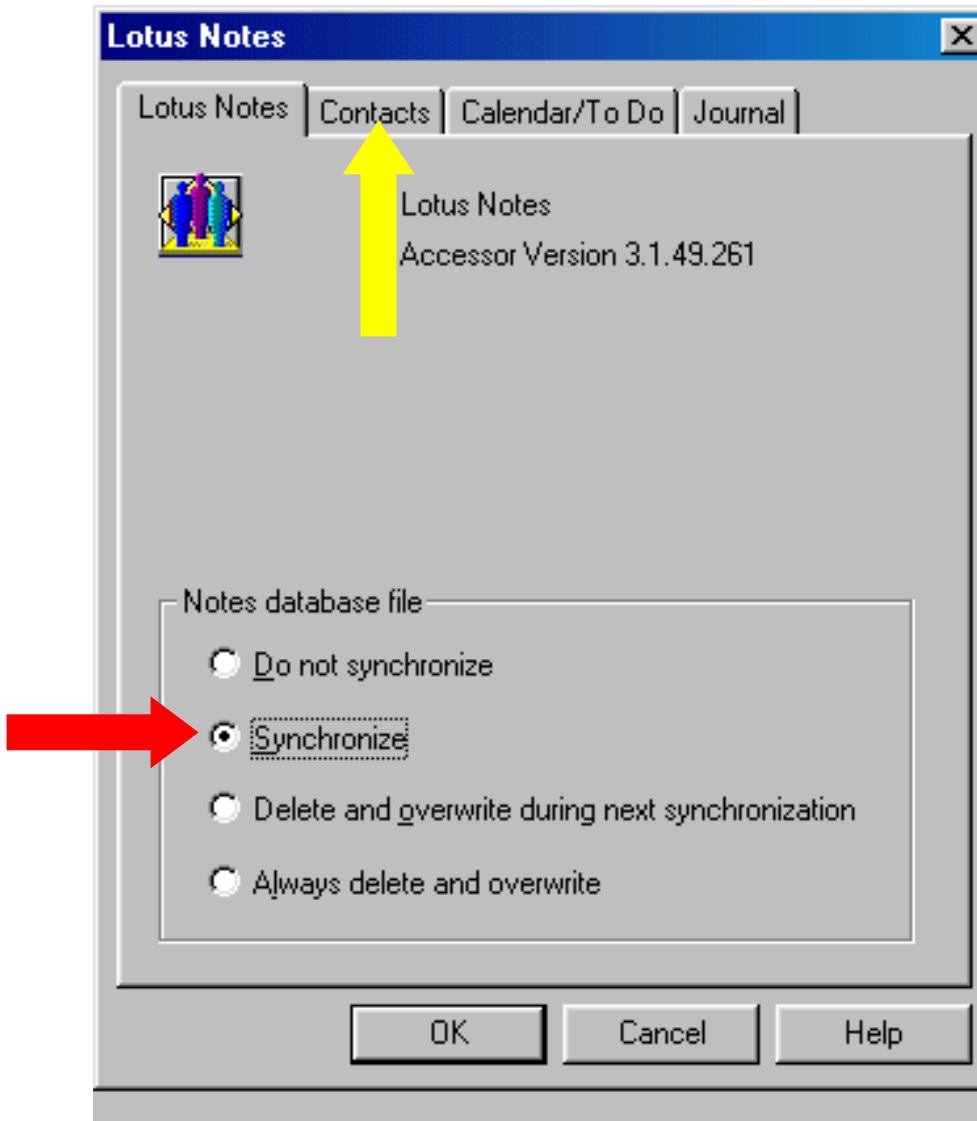
3. Click the box next to Lotus Notes. A check mark will appear in the box. Then, click the Next button (shown by the red arrow).



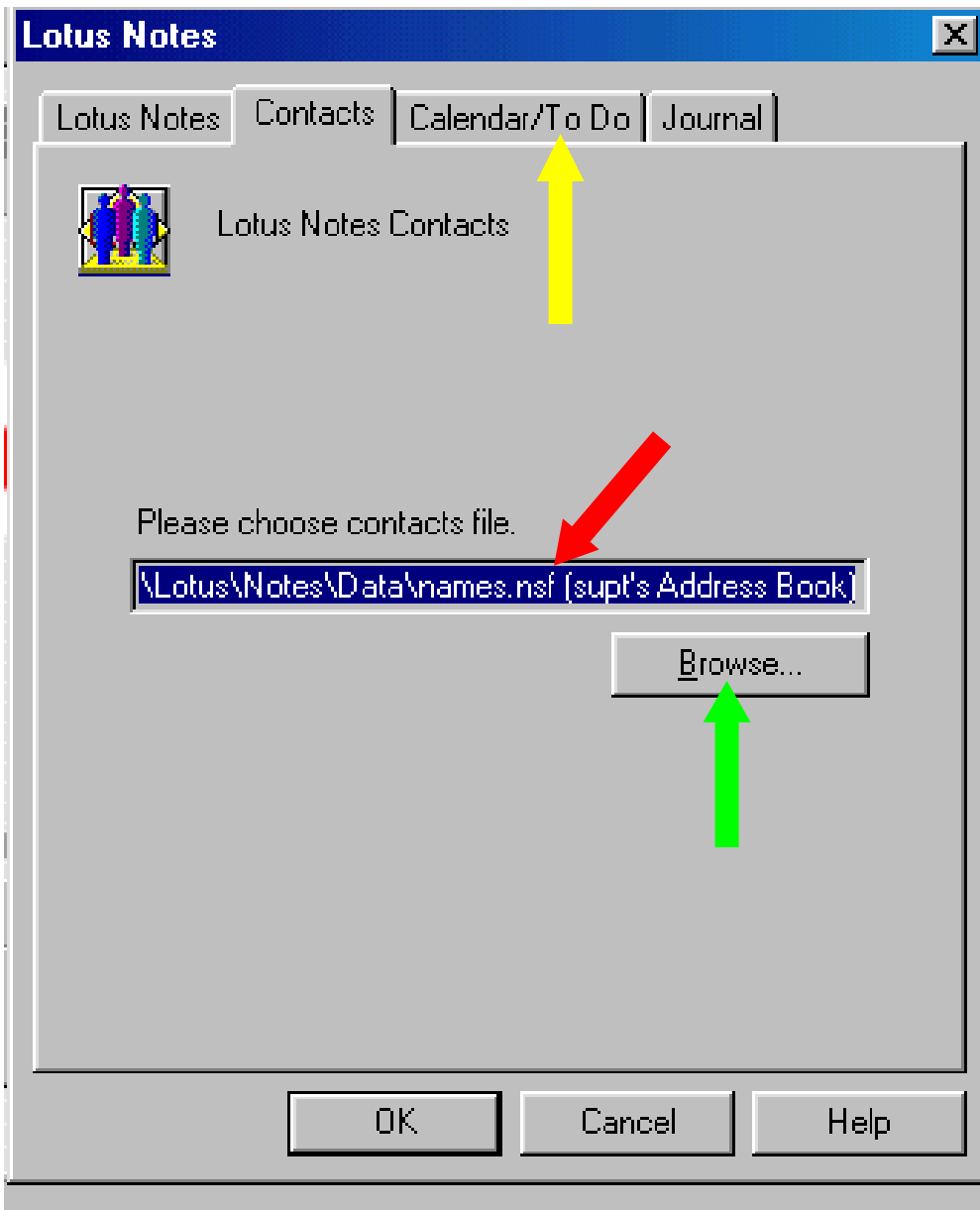
4. You will now need to choose your Lotus Notes databases. Click the Settings button (shown by the red arrow) to do this.



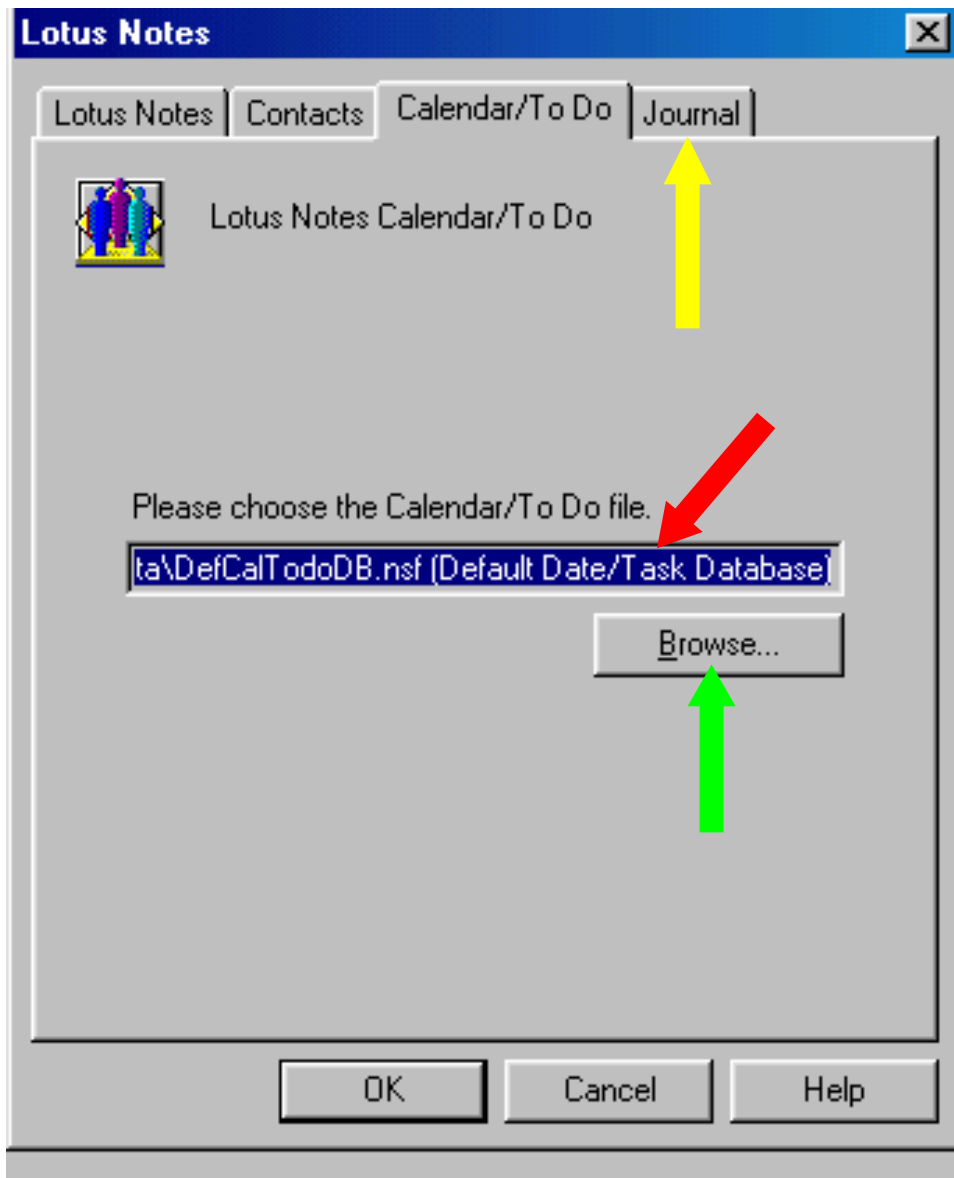
5. The Lotus Notes options window will appear. The first tab, Lotus Notes, will be selected by default. The default option will be set to Synchronize (shown by the red arrow). This is the recommended option. If you wish to have Lotus Notes overwritten by your other synchronization client, you may choose either the third or fourth option. (Note: If you choose the third or fourth option, your Lotus notes database will be ERASED and rewritten with the information in your other client.) Once you have chosen your desired option, click the Contacts tab (shown by the yellow arrow).



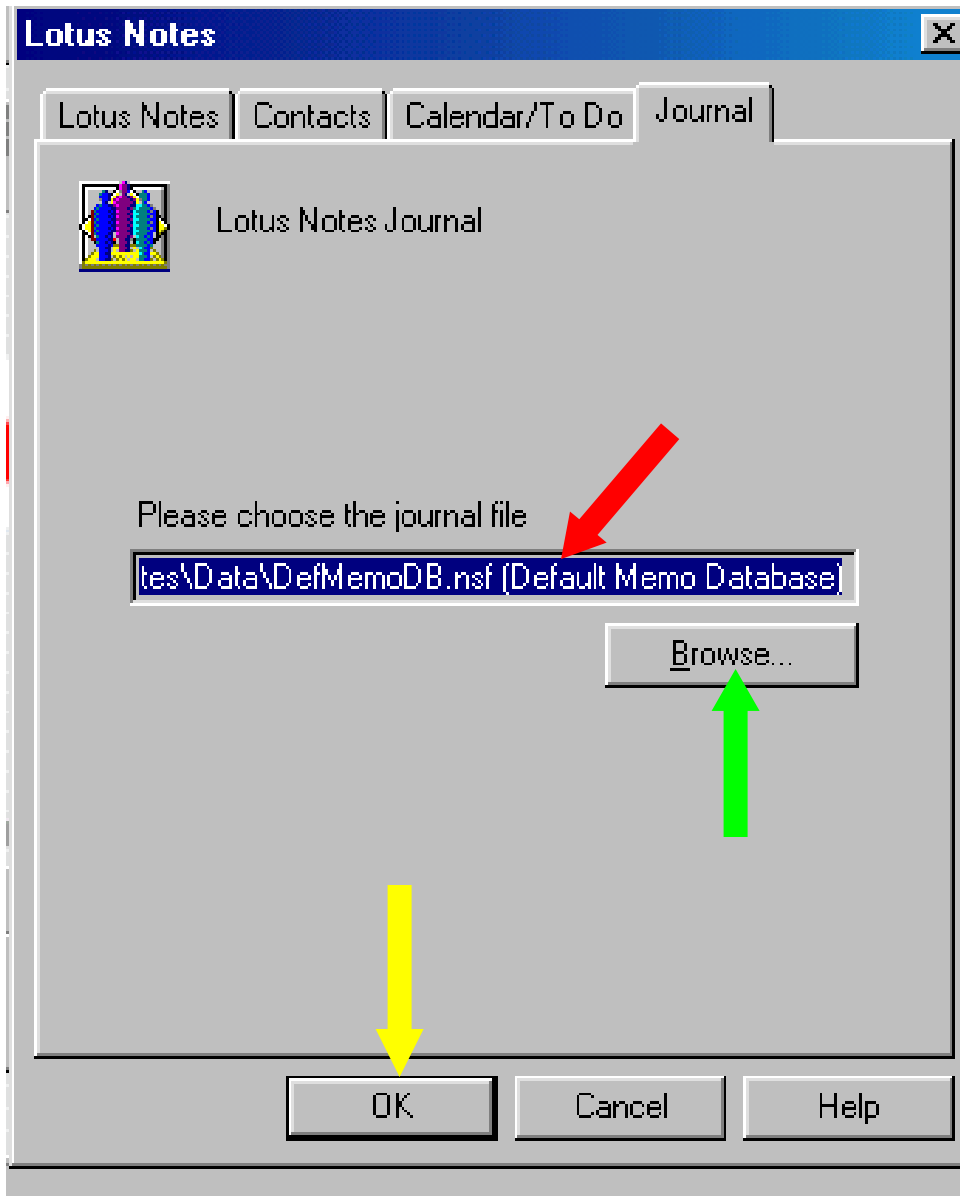
6. Once you have selected the Contacts tab, you will see the path to the contacts database Truesync is currently set to use (shown by the red arrow). If you wish to change this path or database, click the Browse button (shown by the green arrow), and chose the correct database. If you are not sure where your database is stored, you must consult your Notes Administrator and they will be able to tell you. Once you have chosen the correct database click the Calendar/To Do tab (shown by the yellow arrow).



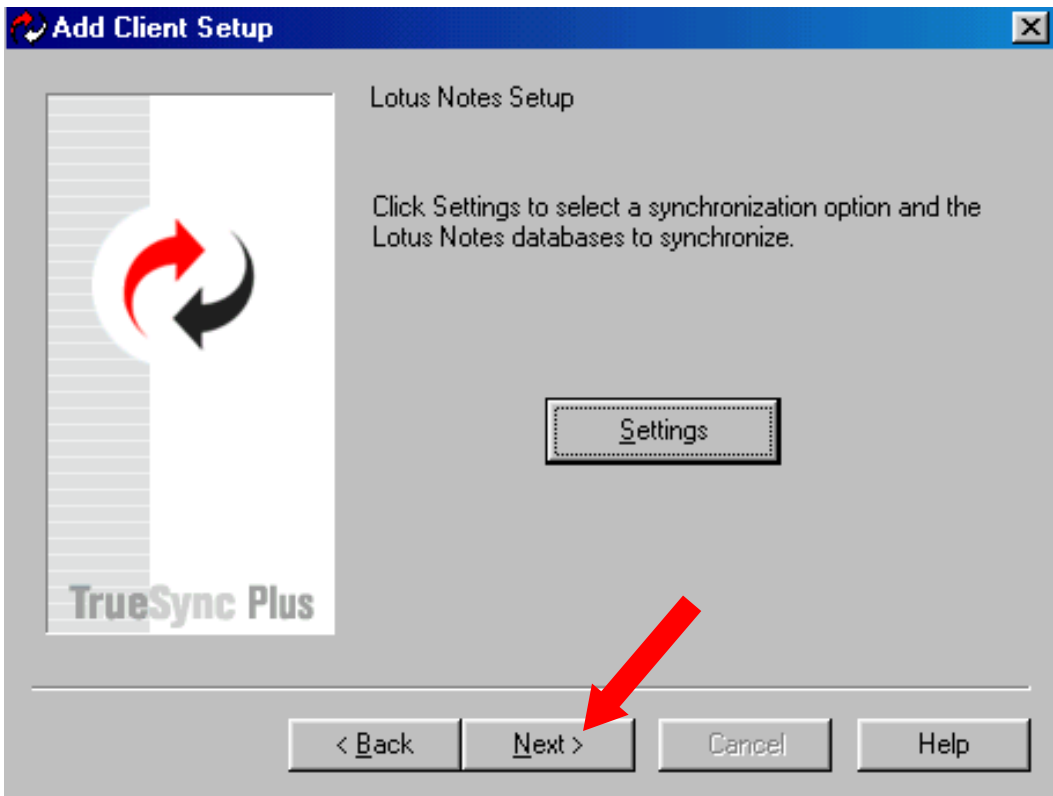
7. Once you have selected the Calendar/To Do tab, you will see the path to the database Truesync is currently set to use (shown by the red arrow). If you wish to change this path or database, click the Browse button (shown by the green arrow), and chose the correct database. If you are not sure where your database is stored, you must consult your Notes Administrator and they will be able to tell you. Once you have chosen the correct database click the Journal tab (shown by the yellow arrow).



8. Once you have selected the Journal tab, you will see the path to the database Truesync is currently set to use (shown by the red arrow). If you wish to change this path or database, click the Browse button (shown by the green arrow), and chose the correct database. If you are not sure where your database is stored, you must consult your Notes Administrator and they will be able to tell you. Once you have chosen the correct database click the Ok button (shown by the yellow arrow).



9. After you click the Ok button, you will be taken back to the Add Client Setup window. Click the Next button (shown by the red arrow) to continue the installation.



10. Lotus Notes has now been added to Truesync.

