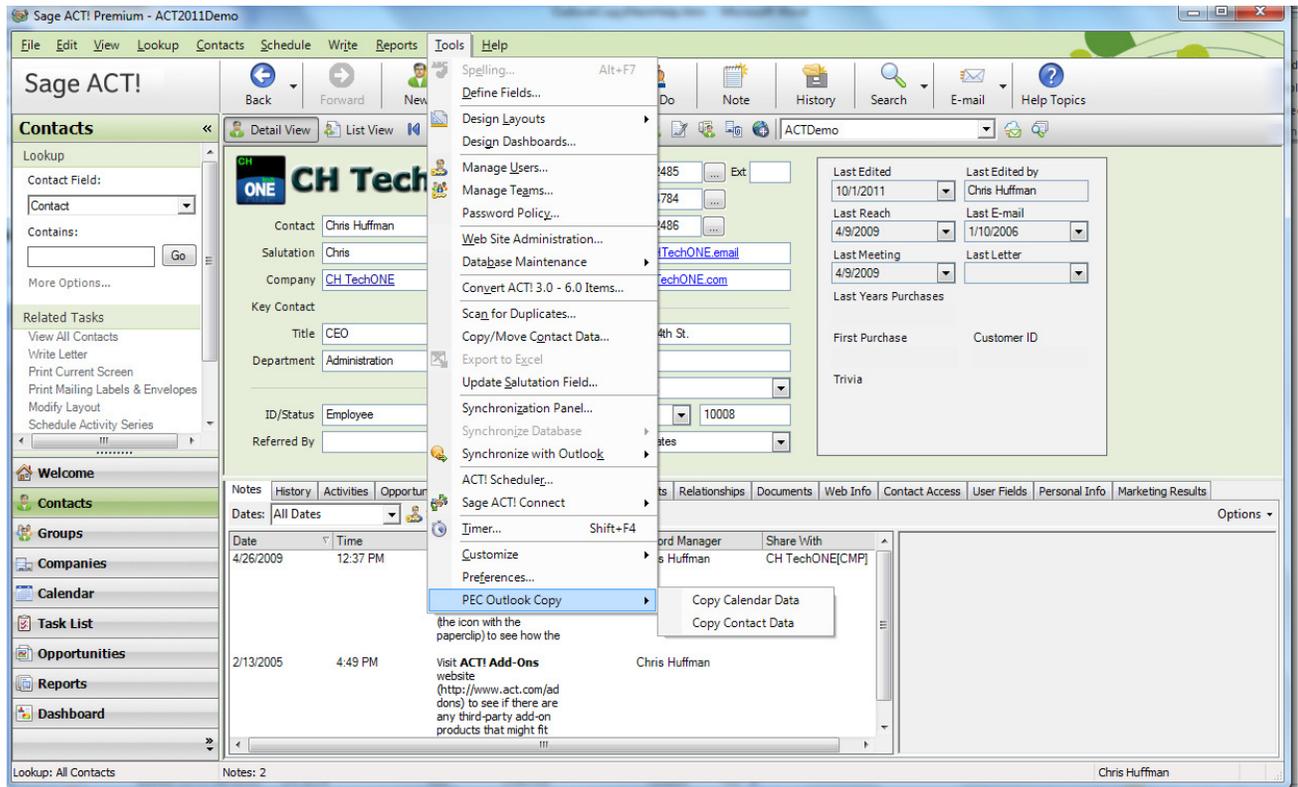


## Outlook Copy Help

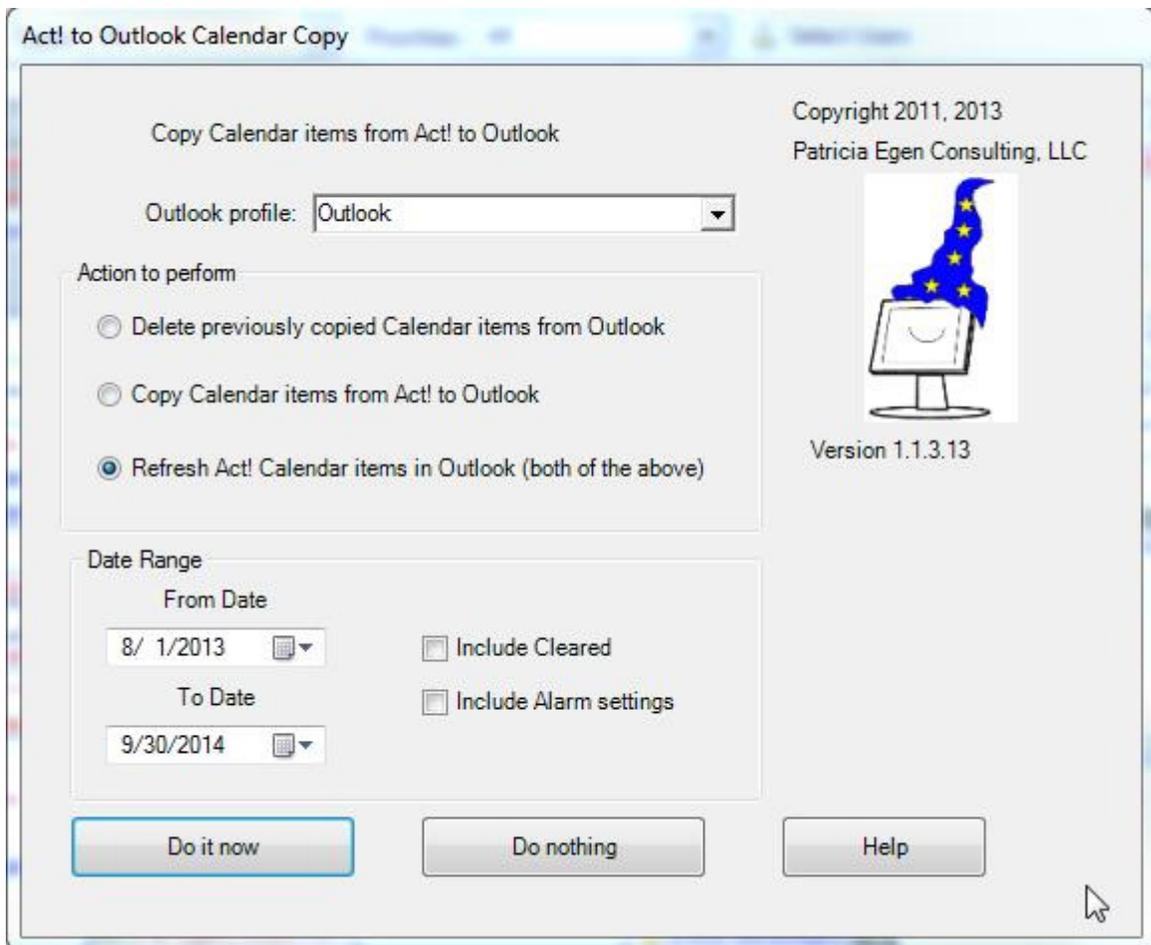
This tool is a one-way copy of Calendar (Activity) or Contact data from ACT! 2009 and higher to Microsoft Outlook 2003, 2007, or 2010.

### Usage:

1. Open ACT!. Log on as the user whose calendar and contacts you want to copy to Microsoft Outlook.
2. Click on Tools and then PEC Outlook Copy then either Copy Calendar Data or Copy Contact Data.

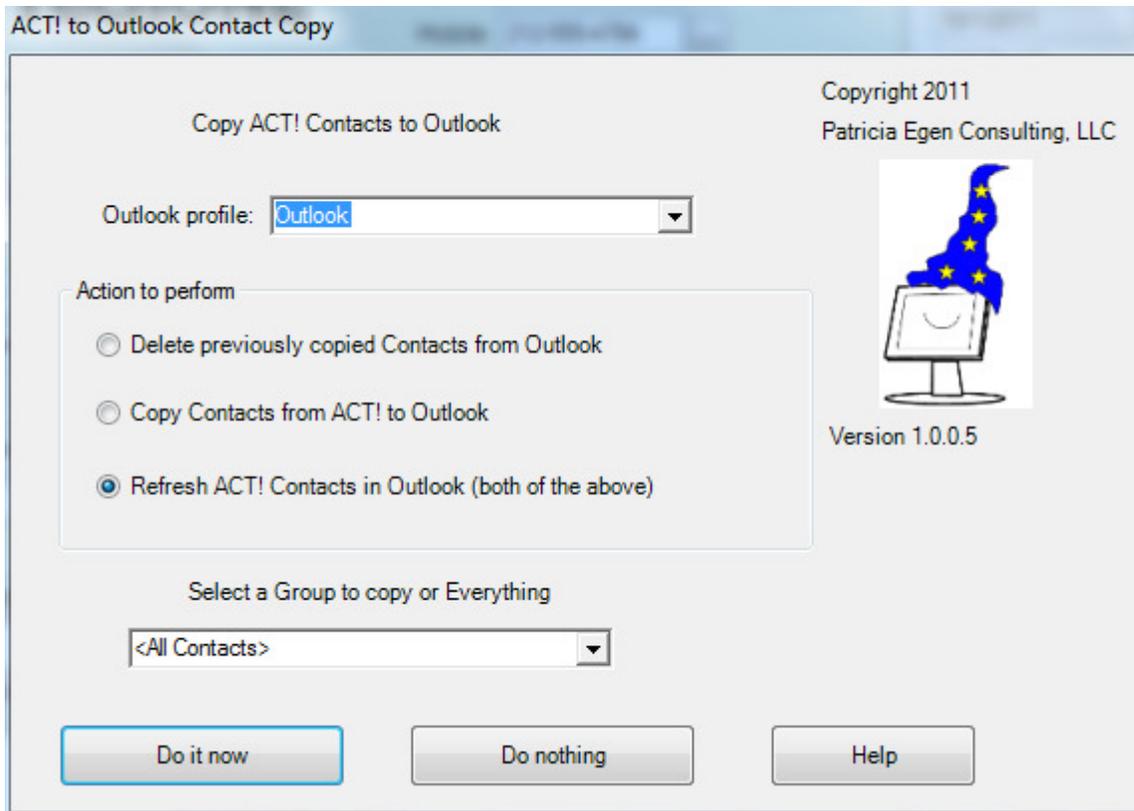


Selecting Copy Calendar Data gets this dialog box to confirm your action and to specify processing options.



The default action is to refresh the calendar data in your current default Outlook profile by deleting the calendar records copied over the last time and then copying over what is now in ACT! into Outlook. You can select a different Outlook profile from the dropdown at the top of the panel. You can select to just to delete previously copied data or just to copy from ACT! to Outlook by changing the selection under Action to perform. You can change the date range, choose to copy cleared activities or not, and choose to copy alarm settings by using the selectors at the bottom of the screen.

Selecting Copy Contact Data gets this dialog box to confirm your action and to specify processing options.



The default action is to refresh the contact data in your current default Outlook profile by deleting the contact records copied over the last time and then copying over what is now in ACT! into Outlook. You can select a different Outlook profile from the dropdown at the top of the panel. You can select to just to delete previously copied data or just to copy from ACT! to Outlook by changing the selection under Action to perform. By default all ACT! contacts that you have access to will be copied. You can select any Group in ACT! as the source by selecting the Group in the dropdown at the bottom of the panel.

When you are ready to perform the indicated function click Do it now. To cancel, click Do nothing.

In no case will data in Outlook be copied back to ACT!.

You will now see a progress box. If you change your mind during the process, click Cancel. However, any adding or removing of data from Outlook will not be undone.

A final box will show you the results of the operation.

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