

Outlook Folder Sharing Version 2.4.7

Frequently Asked Questions

What has changed in version 2.4.7?

We have corrected an issue with synching contacts that the last or first contact could be skipped indefinitely. We have removed the “Full Name” field from being set programmically during the add or update operation on contacts.

What has changed in version 2.4.6?

We have corrected an issue with synching recurring appointments exceptions. Exceptions are now detected and processed within each recurring appointment. We also changed our activation service to now communicate through a web service.

What has changed in version 2.4.5?

We have corrected an issue with synching recurring appointments having an invalid pattern type.

What has changed in version 2.4.4?

We have corrected an issue with synching recurring appointments having an invalid pattern end date under certain conditions.

What has changed in version 2.4.3?

We have corrected an issue with synching recurring appointments. We have corrected an issue with synching large numbers of contacts. Lastly we have added support to synchronize calendars and contacts with Google® Calendars and Contacts. This change allows people not running Microsoft® Exchange® Server the chance to share calendars and contacts.

What has changed in version 2.4.2?

We have modified the sensitivity setting so that only items marked as “Private” are skipped. Any other setting is processed as normal. This change was done to make OFS mimic the same functionality as GCS did previously.

Is this an upgrade from Global Calendar Sharing?

No. There is no direct upgrade from GCS to OFS. OFS is a totally new product built using new technology. You must completely uninstall GCS before you can use OFS. A upgrade price is available for current GCS users who want to upgrade to OFS.

Can I just install over my existing OFS version?

If you are upgrading from a previous full version just install the new full version and it will automatically upgrade your OFS version. Please note that after you install OFS and configure its settings, you need to close Microsoft® Outlook® and wait 20 seconds for Outlook to finish closing. Then you can open Outlook and start using OFS.

If you receive a error during installation and you previously had Outlook open. Restart your computer and then run the installation before you open Outlook again.

What is required to use OFS?

OFS works with Outlook 2007 and Microsoft Exchange Server or Google Calendar and Contacts. Microsoft .NET® Framework 2.0+ is required to install and use OFS.

What does OFS do?

OFS allows a user to synchronize up to 2 Calendars or Contacts Folders between Outlook and Exchange Server or Google Services. OFS supports synchronizing between calendars or contacts in Bidirectional or Unidirectional mode. Bidirectional mode allows appointments to flow from each calendar. Unidirectional mode allows appointments to flow either from the Local Folder to the Global Folder Only, or from the Global Folder to the Local Folder Only. OFS tracks items and folders by Entry Id.

What permissions are required for GCS to work with the public folder calendar?

For Exchange Bidirectional mode (Both) you need to have Edit All and Delete All permissions. Or you should have Owner or Editor permissions.

For Exchange Local -> Global mode you need to have Edit All and Delete All permissions. Or you should have Owner or Editor permissions.

For Exchange Global -> Local mode you need to have at least Author permissions.

How many days can I synchronize for calendar items?

Between 1 day to 365 days. The default is 30 days.

How often will OFS automatically synchronize?

You can set the range for automatic synchronization between 1 minute up to 65535 minutes. The default is 30 minutes.

Does OFS support volume Licensing?

Users can activate using a Customer Number and Password, supporting Volume Licensing.

Will OFS delete appointments for me automatically?

OFS will only delete a selected item using the SyncDelete button the OFS Toolbar. Using this button will delete the item from the current folder and its shared folder.

How long can I try OFS before I have to purchase?

Leave the Registration Code Blank to have OFS enter 14-day evaluation mode. You will have full functionality for 14 days.

How do I activate OFS?

After you have installed OFS, open Outlook. Click on Menu Tools -> Options. Click on the Calendar Sharing Tab. Enter your Customer Number and Password. Click the Activate Button. You should receive a successful activation message. Click Apply and then Ok.

How am I supposed to use OFS?

After you have installed OFS, open Outlook. Click on "OFS Options" button on the standard toolbar.

Step 1) Decide whether you want to use the toolbar. Click the checkbox to enable the toolbar, or clear the checkmark to disable the toolbar.

Step 2) Set the Refresh Rate in minutes. (30 minutes is the default)

- Step 3) Set up your shares by clicking the “Share Folders” button.
- Step 4) Choose the folder type to share. “Calendar or Contact”.
- Step 5) Set the update direction. (Both / Global -> Local Only / Local -> Global Only)
- Step 6) Set your Global Folder. (Click the Browse button to select either a Mailbox folder or Public folder)
- Step 7) Set your Local Folder. (Click the Browse button to select either a Mailbox folder or Personal folder)
- Step 8) Set the number of days to process for calendar shares. (30 days is the default)
- Step 9) Click Ok to save this share.
- Step 10) Click Exit to return to the OFS Options Window.
- Step 11) If you have not already activated the software, activate it now, or you can try OFS for 14 days without activating it.
- Step 12) Click Ok.
- Step 13) Close Outlook and wait 20 seconds. Then Open Outlook and proceed as normal.

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