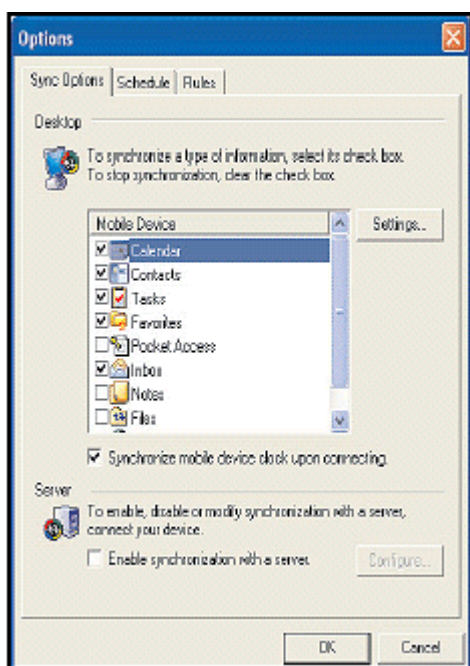


## How Do I Synchronize My E-mail, Contacts, or Calendar?

Only data that you have chosen to synchronize in ActiveSync is synchronized. To change your synchronization settings, do the following:

1. On your personal computer, click **Start, Programs, then Microsoft ActiveSync.**
2. In ActiveSync, click **Tools, then Options.**
3. Under the Sync Options tab, check the options you want to synchronize and uncheck the options you do not want to synchronize.

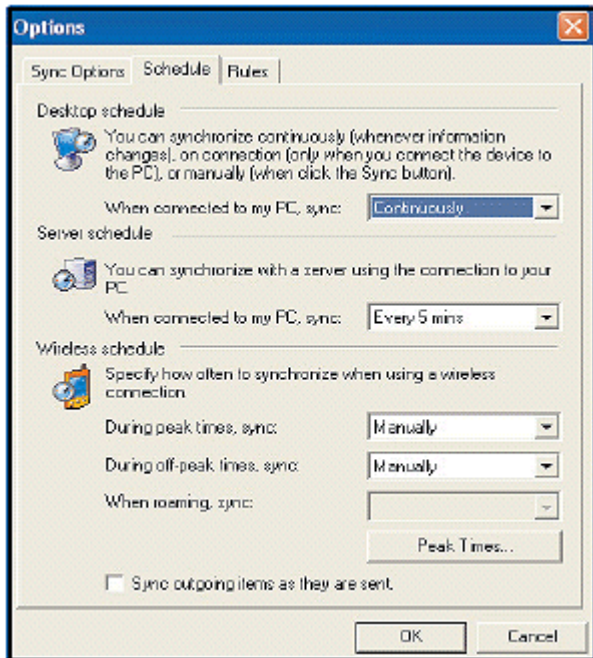
**Figure 1: Sync Options tab**



**NOTE:** It is recommended that you check the **Synchronize mobile device clock upon connecting** checkbox so that your Pocket PC and your personal computer always agree on the date and time. If this box is not checked, files can accidentally be overwritten during the synchronization process due to differences in the dates and times on the files.

4. Under the Schedule tab, choose whether you want to synchronize **Continuously, On connection, or Manually.** If necessary, you can also select options for scheduling synchronization with a server or using a wireless connection.

**Figure 2: Schedule tab**



5. Click **OK** to save any changes, then click **File**, and **Close** to close ActiveSync.