

Synchronize your Outlook Contacts with Webmail using the Add to Outlook Feature

Smart Mail supports the two-way sync of Smart Mail Contacts, Calendar and Tasks with Outlook 2007 - 2013. Although the steps below show you how to sync your Smart Mail Contacts with Outlook, the procedure is similar for synchronizing Calendars and Tasks.

Follow these steps to sync your Outlook Contacts with the Smart Mail Web interface:

1. From your computer that has Microsoft Outlook installed, log in to Smart Mail Webmail interface www.smart-mail.net.
2. Click on **Contacts** (third icon in the left bar).
3. Click **Actions** and then **Add to Outlook** in the actions toolbar.
4. This will open a new window that contains details about the connection you are about to make with Outlook. You may keep the default description and display names or type your own in the appropriate fields. Click **OK**.
5. This will open the Launch Application window. Click **OK** to launch Outlook.
6. To allow SmarterMail to connect with Outlook, click **Yes**.
7. In Outlook you will now have a new Contacts group under Other Contacts in the left pane, **SmarterMail – My Contacts** if you kept the default, or whatever you named it.
8. Click on your primary Contacts List under My Contacts and select all your Contacts (Ctrl + A), or any subset you wish.
9. Copy and Paste them into the new **SmarterMail – My Contacts** list under Other Contacts
10. When you go to Webmail you will now see your Outlook Contacts.

Smart Mail and Outlook **SmarterMail – My Contacts** are now synchronized and any changes you make to the Contacts will be updated in real time.

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