

AKRUTO

# AkrutoSync User Guide

---

## Welcome

Thank you for choosing AkrutoSync. AkrutoSync can synchronize your Contacts, Calendar and Tasks between Outlook on your computer and your Windows Phone. AkrutoSync does not use the cloud; your data is stored only on your computer and on your phone.

## Table of Contents

Welcome .....	2
Prerequisites .....	3
Supported software versions .....	3
Network requirements .....	3
Configuring AkrutoSync to sync with your phone .....	4
Configuring AkrutoSync to sync over the Internet .....	4
Obtaining a DNS name from a third-party service.....	8
DNS: Option 1. Obtaining a DNS name from No-IP.com .....	9
DNS: Option 2. Obtaining a DNS name from DNSDynamic.....	13
DNS: Option 3. Obtaining a DNS name from Two-DNS.de .....	17
DNS: Other options for obtaining a DNS name.....	20
Completing AkrutoSync setup to sync over the Internet.....	20
Configuring AkrutoSync to sync over your home Wi-Fi network .....	26
Configuring your firewall .....	35
Starting a sync manually .....	35
Synchronizing automatically .....	36
Synchronizing Outlook Notes.....	36
Synchronizing new data from phone to computer.....	37
Synchronizing your phone with two or more computers.....	37

## Prerequisites

### Supported software versions

In order to use AkrutoSync, your computer needs to have Microsoft Windows and Microsoft Outlook installed. We support all versions of Windows, starting with Windows XP and all versions of Outlook, starting with Outlook XP. Both 32-bit and 64-bit version of Windows and Outlook are supported.

All phones and tablets using Android OS, iOS (iPhone, iPad, iPod touch) and Windows Phone OS are supported. Windows Mobile 6.5 and earlier is not supported.

### Network requirements

You can synchronize either over the Internet or over your home Wi-Fi network.

AkrutoSync uses your existing network to allow your phone and your computer to communicate.

AkrutoSync can function in most home networks. With most corporate networks, you will not be able to sync over the Internet, but may be able to sync over Wi-Fi. With Wi-Fi networks in hotels, coffee shops, and other public places, you may or may not be able to sync using AkrutoSync.

## Configuring AkrutoSync to sync with your phone

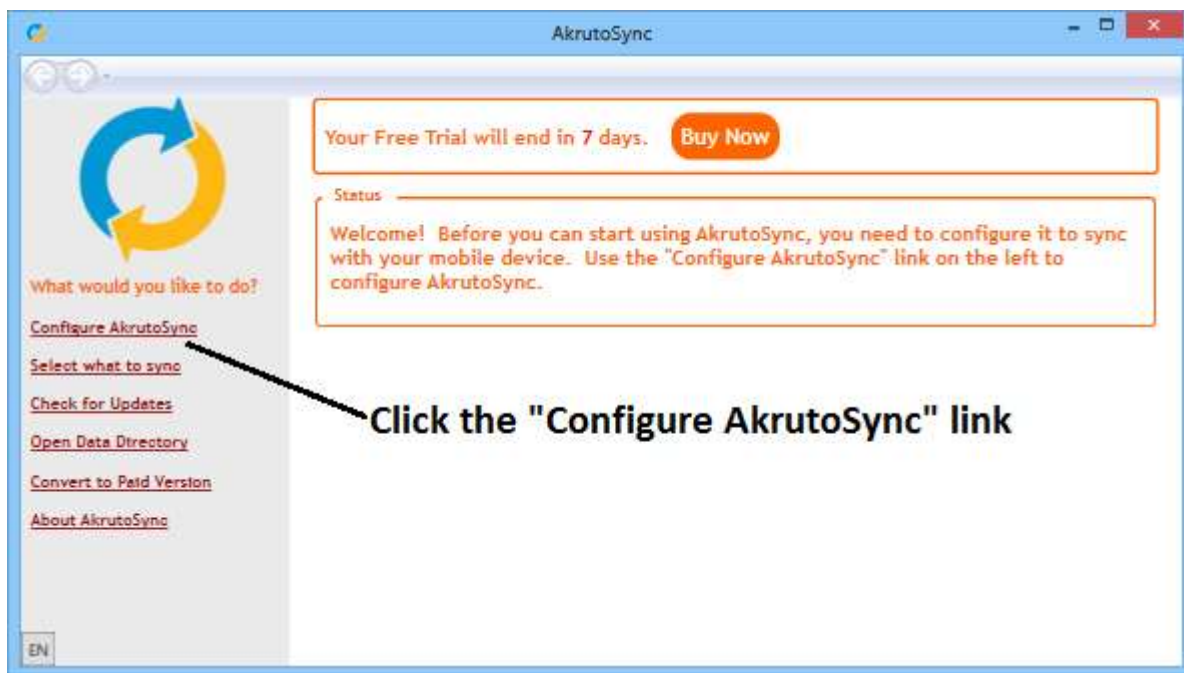
AkrutoSync needs to be configured to synchronize with your phone. AkrutoSync can be configured to sync over the Internet or over your home Wi-Fi network.

If AkrutoSync is configured to sync over the Internet, your phone can be located anywhere. Your phone can use your wireless data plan, or connect to a Wi-Fi network (either your home Wi-Fi network, or another network). You do not need to have a wireless router in order to use this option. If you choose this option, you will be able to keep the data on your phone always in sync with your computer.

If AkrutoSync is configured to sync over your home Wi-Fi network, your phone can sync only when it is located within the range of your wireless router and only when Wi-Fi on the phone is turned on. This option does not allow you to keep the data on your phone always in sync with your computer. To synchronize your phone with your computer, you will need to make sure that your phone is connected to your Wi-Fi network and initiate a sync manually. Keep in mind that many phones have a battery saving feature that turns off Wi-Fi on the phone whenever the phone screen is locked and the phone is not plugged in to charge. This may cause the phone not to sync automatically. There is usually a setting to turn this feature on or off.

## Configuring AkrutoSync to sync over the Internet

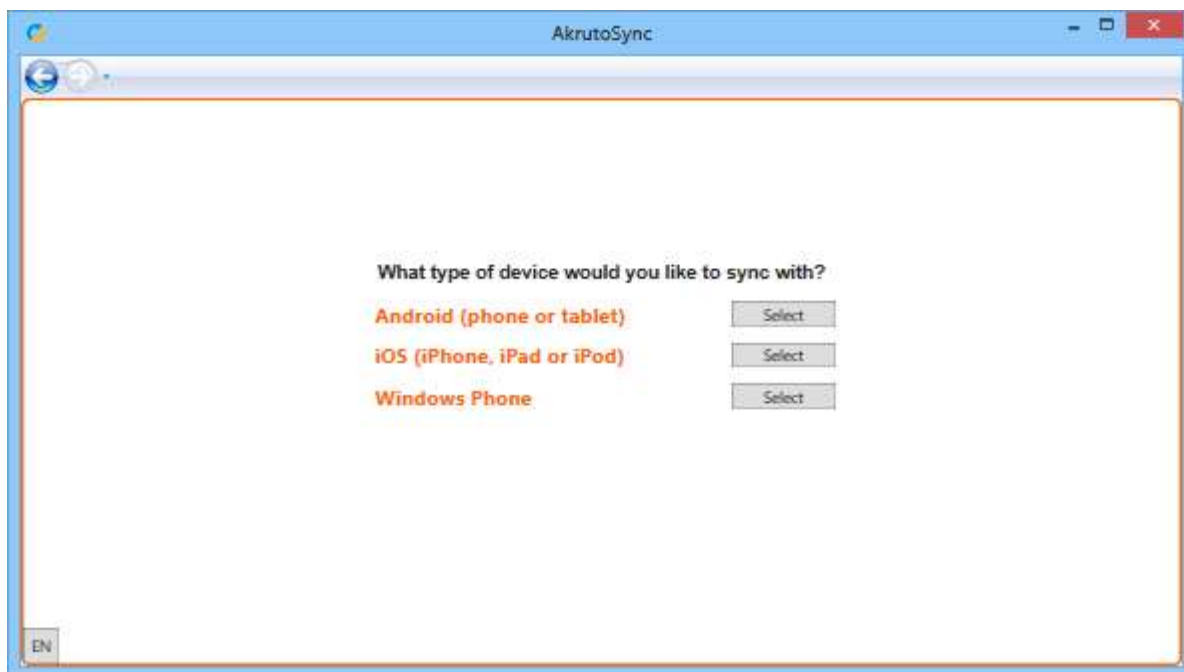
Start configuration wizard by clicking "Configure AkrutoSync" link as shown below.



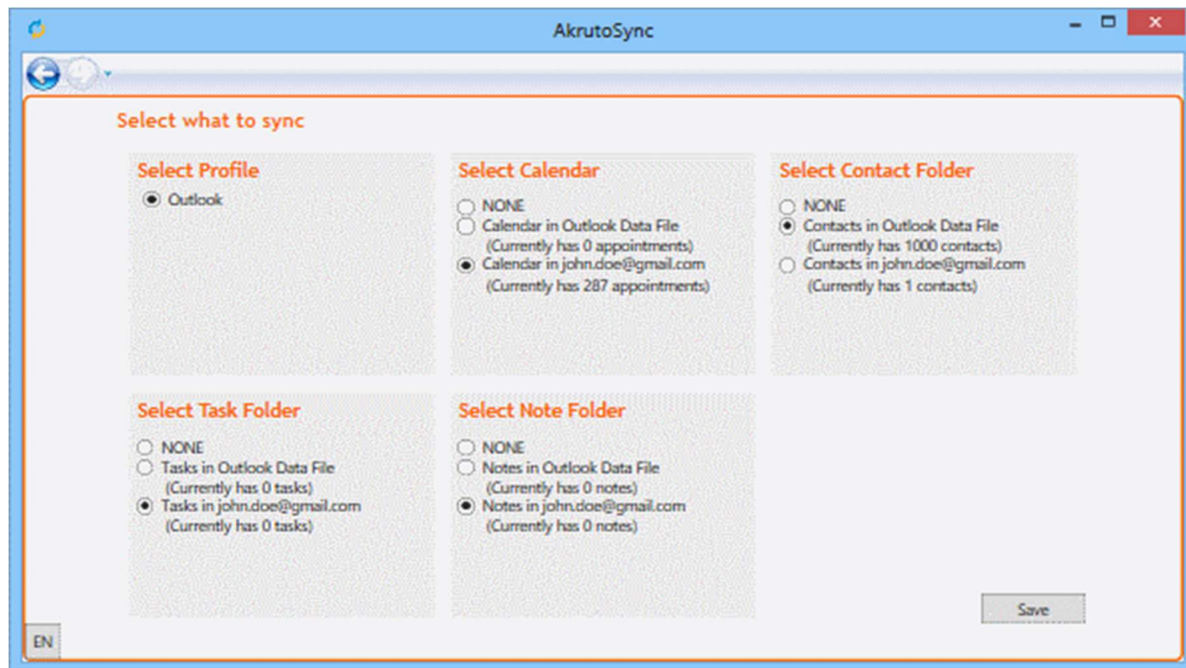
You will be presented with a choice to sync using the Internet or your home network. Select the option to sync over the Internet.



The next screen gives you a choice between Android, iOS and Windows Phone. This selection allows AkrutoSync to better guide you through subsequent configuration steps. This selection does not affect operation of AkrutoSync. In fact, it is possible to synchronize the same computer with Android, iOS and Windows Phone devices at the same time.



On the next screen, AkrutoSync will list all Outlook Contact, Calendar, Task and Note folders on your computer. Select the folders that you want to sync.



You can come back to this screen at any time and change your selection by clicking the “Select what to sync” link in the main screen of AkrutoSync.

Click “Save” to save your selection.

Depending on your computer’s network configuration, the following screen may or may not be displayed.



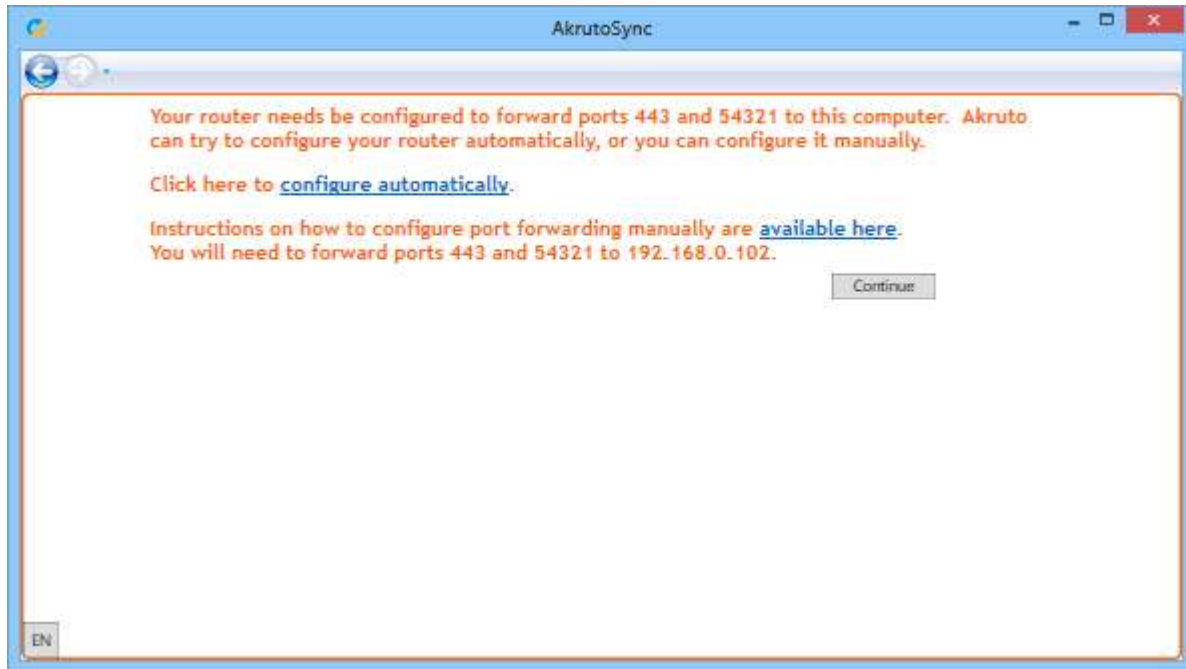
If the screen is displayed, click “Test”.



#### Technical Detail

If your computer has multiple network adapters (for example, a wired connection and a wireless one, or a VPN connection) we display this screen to determine which network adapter to use. In order to do this, we establish a test connection to a web site URL (any web site will work) and check the local IP address of the connection. Then we close the connection. No information is transmitted to or from the test web site. You can use any web site for this test, as long as you provide a valid URL.

AkrutoSync will display the following screen.



Click “Configure Automatically” to have AkrutoSync configure your router. Note that not all routers can be configured automatically.



#### Technical Detail

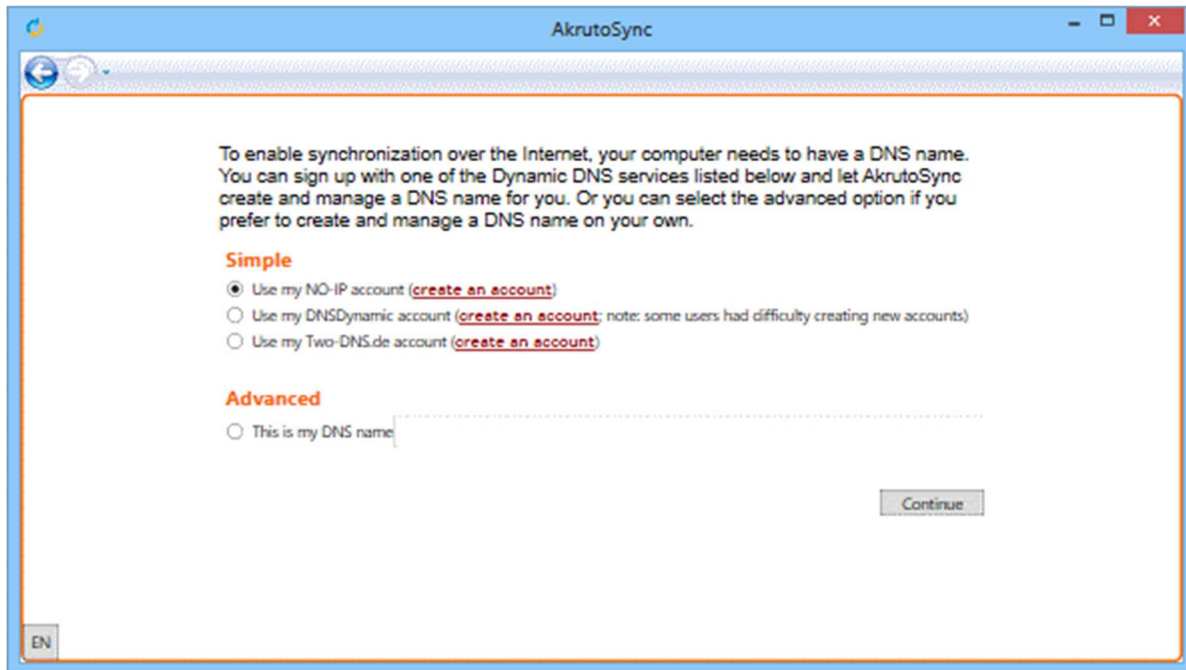
AkrutoSync uses UPnP to configure port forwarding. If your router supports UPnP and UPnP is enabled, AkrutoSync will create forwarding rules for ports 443 and 54321 to forward them to the computer AkrutoSync is running on. If successful, AkrutoSync will remember the fact that your router is configured via UPnP and will try to recreate forwarding rules every hour to ensure continued operation.

If AkrutoSync is able to configure your router automatically, it will display a success message. If AkrutoSync is not able to configure your router automatically, it will ask you to configure your router manually. A good resource that explains how to configure most routers is available at [http://portforward.com/english/routers/port\\_forwarding/](http://portforward.com/english/routers/port_forwarding/)

Once your router has been configured (either automatically or manually), click “Continue” to go to the next screen.

## Obtaining a DNS name from a third-party service

In order for your phone to connect to your computer, your computer needs to have a DNS name. There are many services you can use to obtain a DNS name for your computer (free or paid). AkrutoSync makes it simple to use three such services, **No-IP.com**, **DnsDynamic.com** and **Two-DNS.de**. We do not endorse these services and do not restrict you; you can set up a DNS name on your own if you prefer.



If you want to use one of the **Simple** options (**No-IP.com**, **DnsDynamic.com** or **Two-DNS.de**), you need to create an account on the corresponding website. AkrutoSync window has links to these websites. The following User Guide sections describe how to navigate the websites.

If you prefer to set up your DNS name yourself, select the **Advanced** option and enter the DNS name.



## DNS: Option 1. Obtaining a DNS name from No-IP.com

Click the “create an account” link in AkrutoSync window, next to the “Use my No-IP account” option (see the screenshot).



You will be taken to the No-IP.com signup page. Tick the checkbox “create my hostname later”. Enter your valid email address and create a user name and password. No-IP.com will send you an activation email at the address you enter, so it needs to be your real email address. **The password is not your email password.** It is a new password that you are creating for your No-IP.com account. Please write it down. You will need this password to enter in AkrutoSync, so that AkrutoSync can set up and maintain your DNS name for you. Click the “Free Signup” button to create an account with No-IP.com.

Create Your No-IP Account

Username Email

Password Confirm Password

Hostname .noip.me

☒ Create my hostname later

**Choose the Free option**

Thinking about upgrading?

Upgrade to No-IP Enhanced for More Hostnames and

	Enhanced
Domain Choices	80+
Hostnames	25+
No Ads	
No 30 Day Account Confirmation	✓
Phone Support	✓
	\$19.95 a year

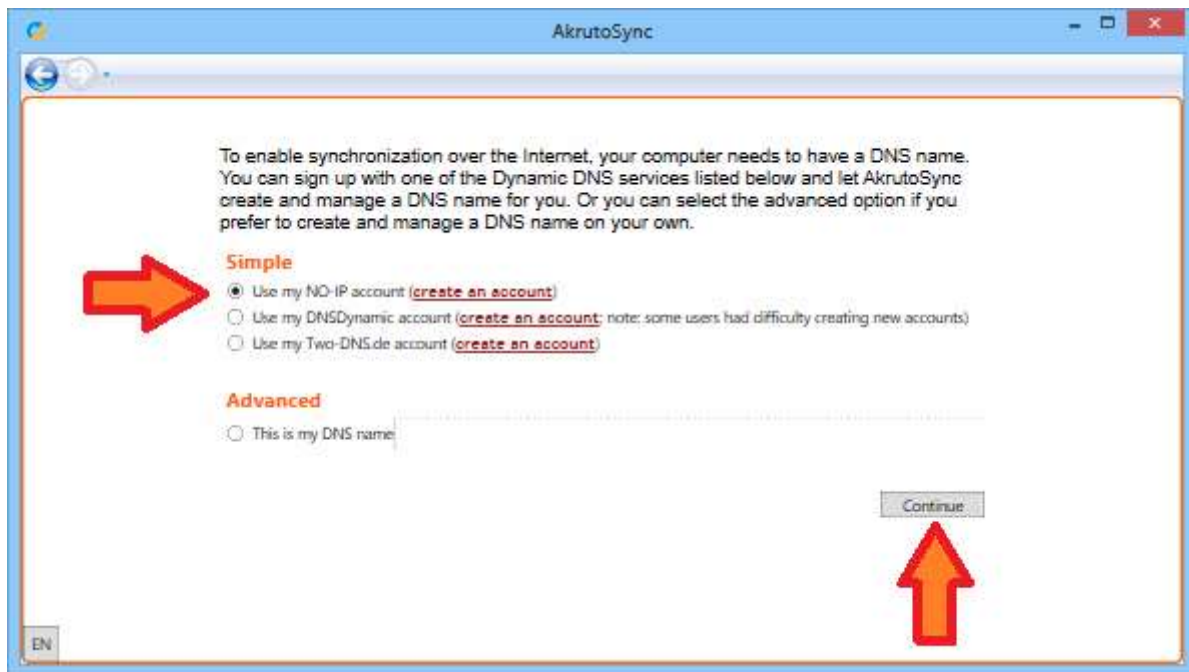
Get Enhanced Free Sign Up

☒ Send me newsletters & special offers

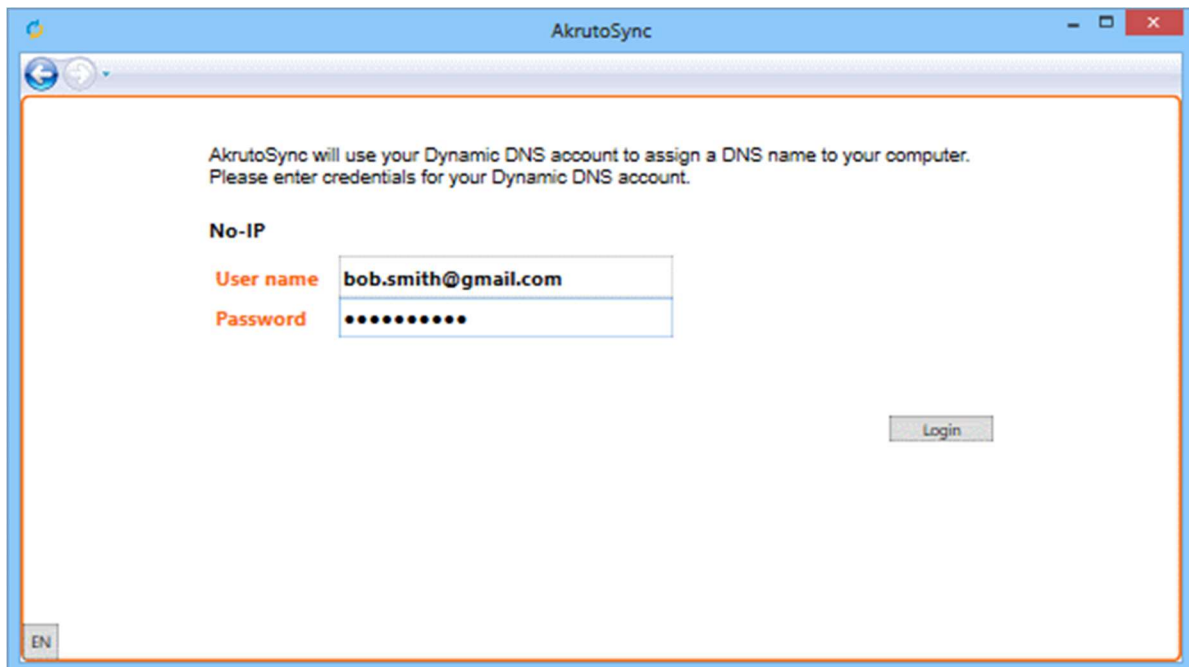
No-IP.com will send you an email with an activation link. Click that link to activate your No-IP.com account.

Once you complete the above, **you do not need to do anything else on the No-IP.com website**. You do not need to login to your newly created No-IP.com account. AkrutoSync will do this for you.

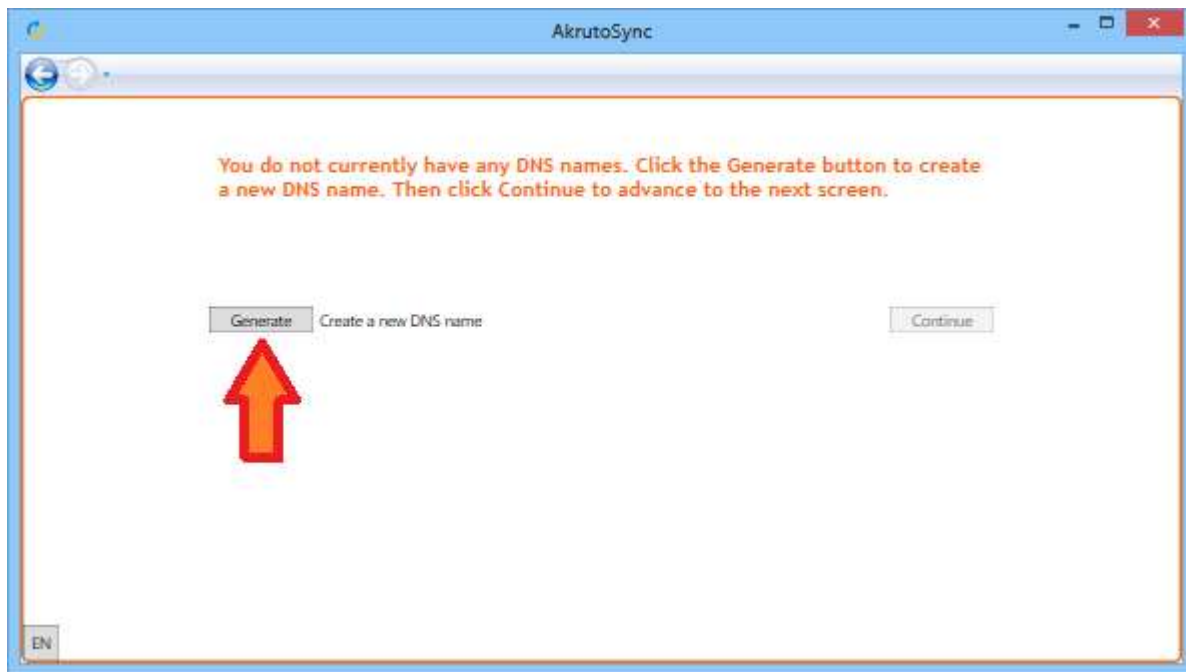
Go back to AkrutoSync configuration, select the "Use my No-IP account" option and click "Continue".



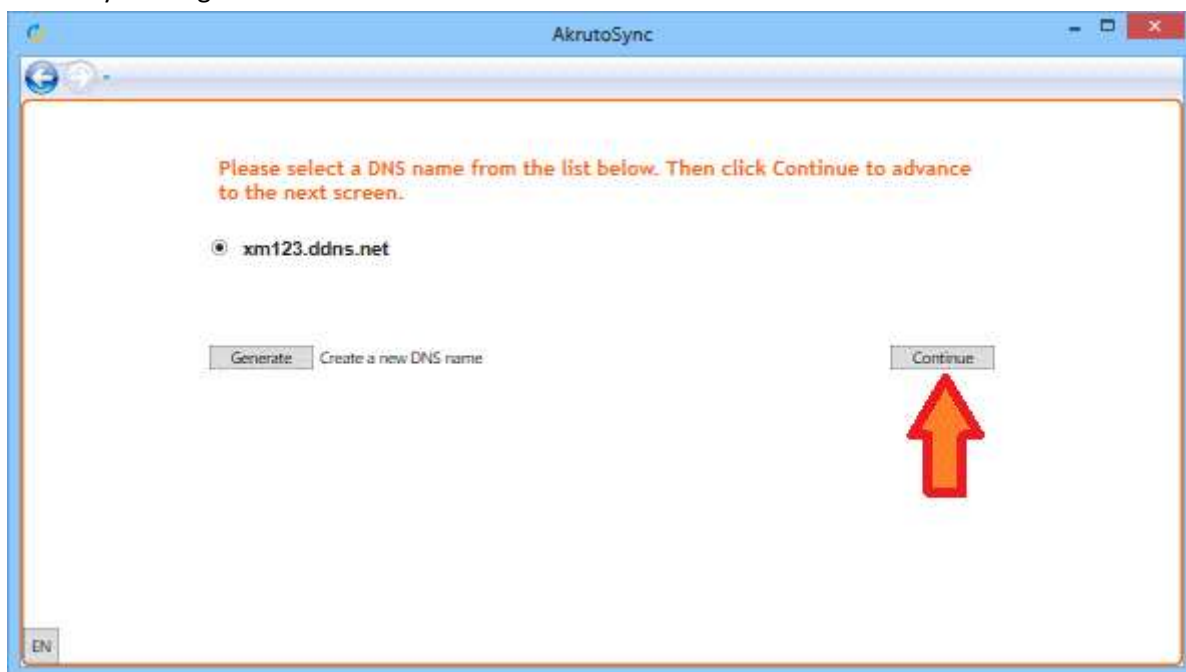
On the next screen, enter your No-IP account information into AkrutoSync and click Login, so that AkrutoSync can log in to your No-IP account.



AkrutoSync will log in to your No-IP account and offer you to generate a DNS name. Click the “Generate” button to generate a new DNS name.



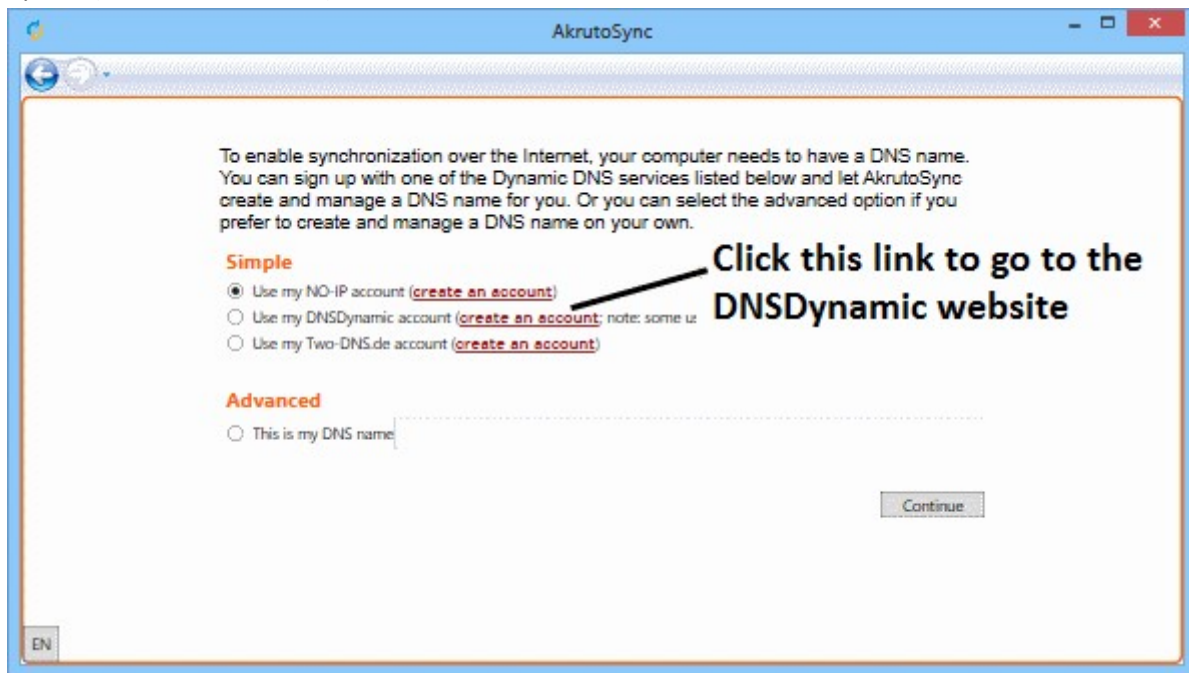
AkrutoSync will generate a DNS name. Click “Continue” as shown in the screenshot below.



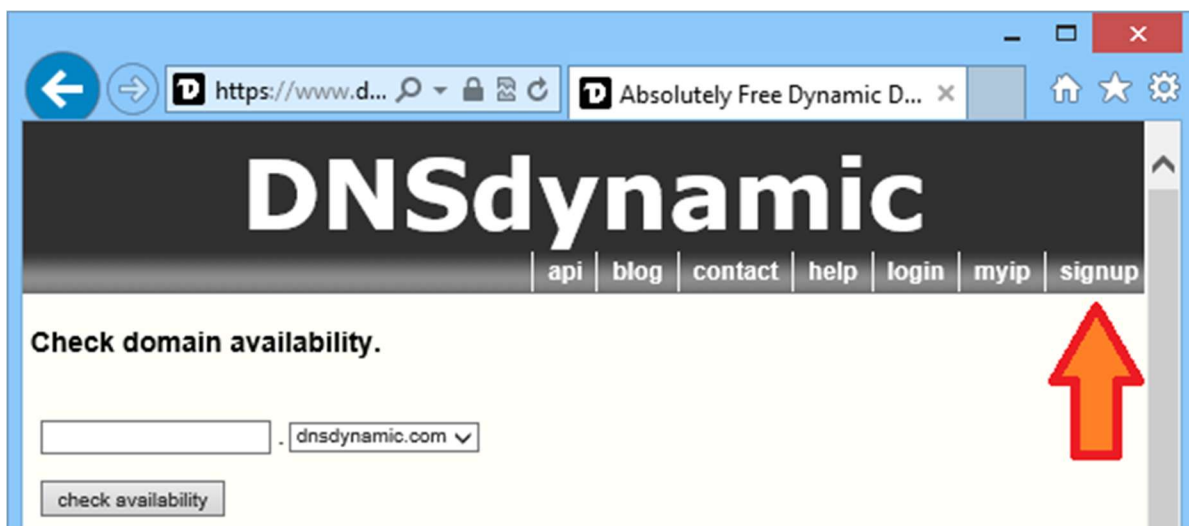
To finish setting up AkrutoSync, please continue with the User Guide section “Completing AkrutoSync setup to sync over the Internet”.

## DNS: Option 2. Obtaining a DNS name from DNSDynamic

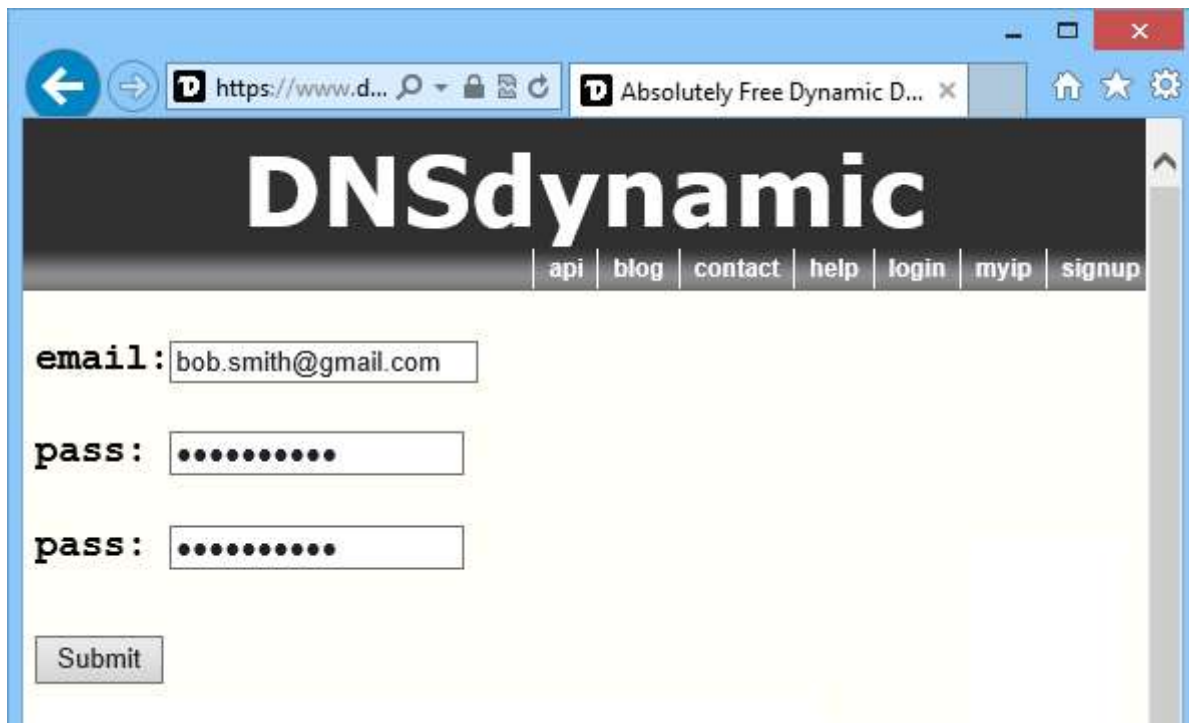
Click the “create an account” link in AkrutoSync window, next to the “Use my DNSDynamic account” option (see the screenshot).



You will be taken to the website of DNSDynamic. Click “sign up”.



Enter your email address and create a password. DNSDynamic will send you an activation email at the address you enter, so it needs to be your real email address. **The password is not your email password.** It is a new password that you are creating for your DNSDynamic account. Please write it down. You will need this password to enter in AkrutoSync, so that AkrutoSync can set up and maintain your DNS name for you.

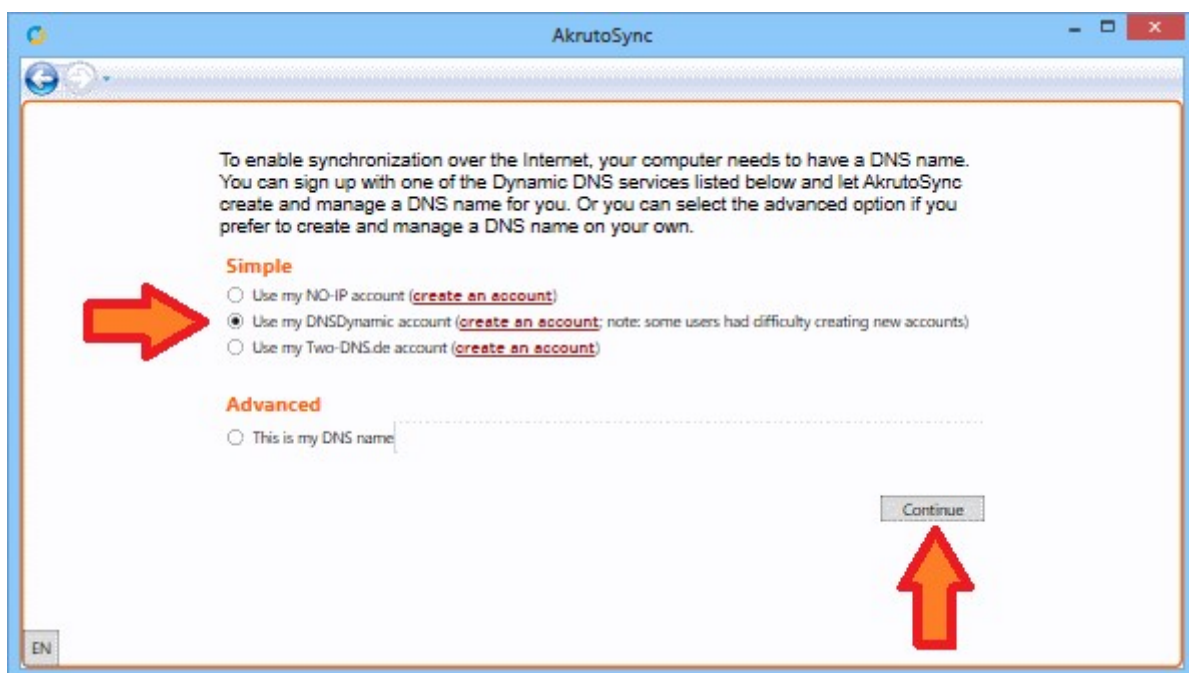


The screenshot shows a web browser window with the URL <https://www.dnsdynamic.org/>. The page has a dark header with the "DNSdynamic" logo and navigation links: [api](#), [blog](#), [contact](#), [help](#), [login](#), [myip](#), and [signup](#). The main content area contains a registration form with the following fields: "email:" with the value "bob.smith@gmail.com", "pass:" (password) with masked characters, and another "pass:" (confirm password) with masked characters. A "Submit" button is located at the bottom left of the form.

Click the "Submit" button. DNSDynamic will send you an email with an activation link. Click that link to activate your DNSDynamic account.

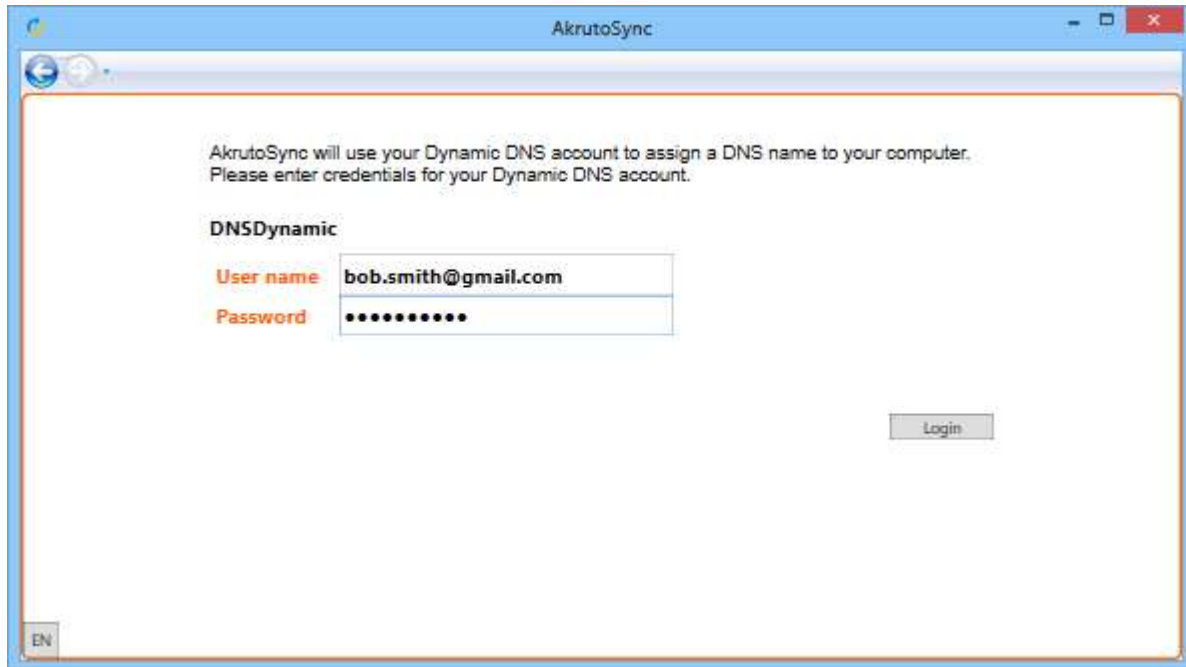
Once you complete the above, **you do not need to do anything else on the DNSDynamic website**. You do not need to login to your newly created DNSDynamic account. AkrutoSync will do this for you.

Go back to AkrutoSync configuration, select the "Use my DNSDynamic account" option and click "Continue".



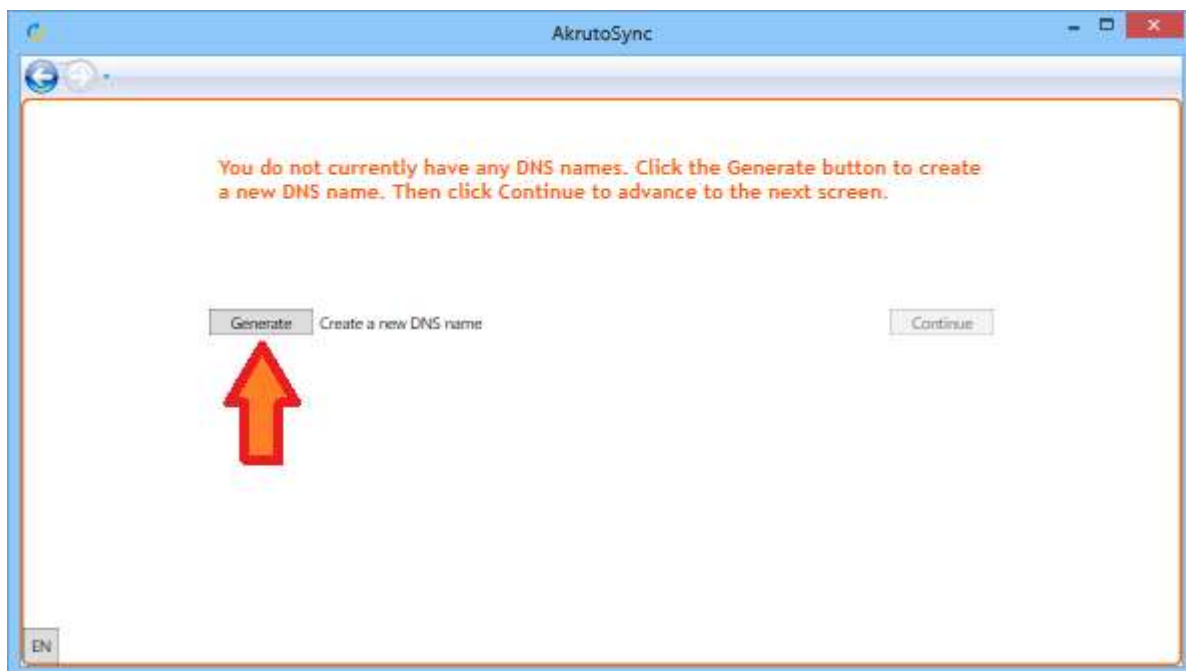
The screenshot shows the "AkrutoSync" configuration window. It contains a text block explaining that a DNS name is needed for internet synchronization and offers two paths: "Simple" (using a dynamic DNS service) or "Advanced" (using a custom DNS name). Under the "Simple" section, three radio button options are listed: "Use my NO-IP account (create an account)", "Use my DNSDynamic account (create an account; note: some users had difficulty creating new accounts)", and "Use my Two-DNS.de account (create an account)". A large red arrow points to the "Use my DNSDynamic account" option. Under the "Advanced" section, there is a radio button option "This is my DNS name:" followed by a text input field. A "Continue" button is located at the bottom right, with another large red arrow pointing to it. An "EN" button is visible in the bottom left corner.

On the next screen, enter your DNSDynamic account information into AkrutoSync and click Login, so that AkrutoSync can log in to your DNSDynamic account.



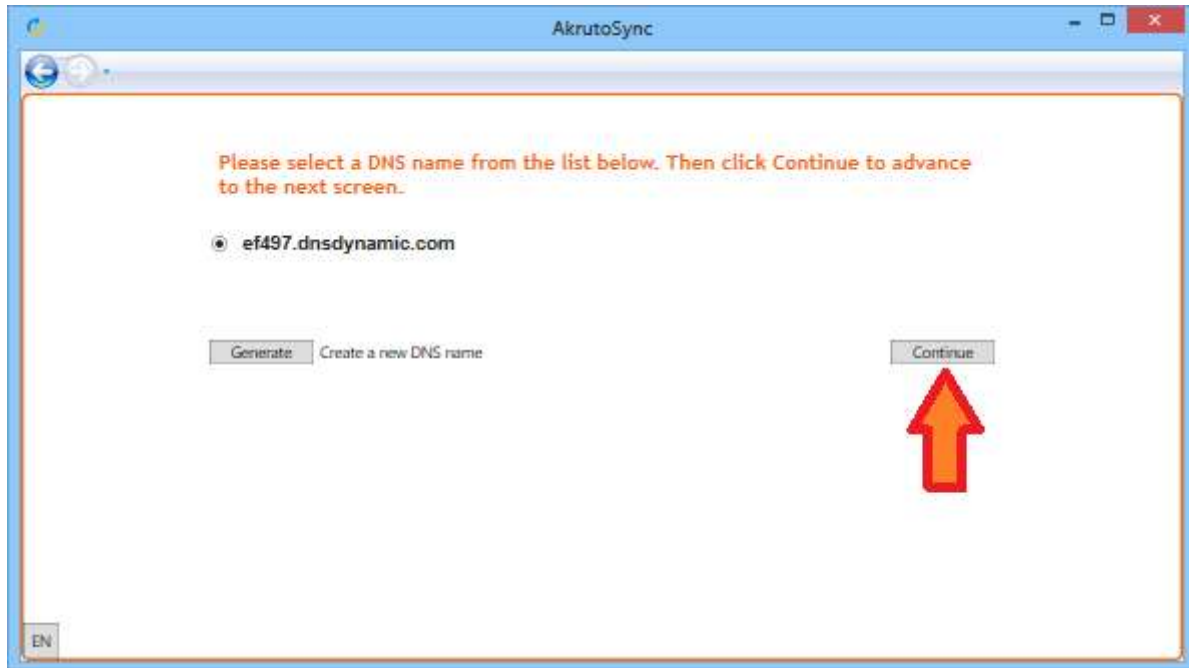
A screenshot of the AkrutoSync application window. The window has a blue title bar with the text "AkrutoSync" and standard Windows window controls. Inside the window, there is a message: "AkrutoSync will use your Dynamic DNS account to assign a DNS name to your computer. Please enter credentials for your Dynamic DNS account." Below this message, the text "DNSDynamic" is displayed. There are two input fields: "User name" with the text "bob.smith@gmail.com" and "Password" with a masked password represented by ten dots. A "Login" button is located to the right of the password field. In the bottom-left corner of the window, there is a small button labeled "EN".

AkrutoSync will log in to your DNSDynamic account and offer you to generate a DNS name. Click the "Generate" button to generate a new DNS name.



A screenshot of the AkrutoSync application window after a successful login. The window has a blue title bar with the text "AkrutoSync" and standard Windows window controls. Inside the window, there is a message in orange text: "You do not currently have any DNS names. Click the Generate button to create a new DNS name. Then click Continue to advance to the next screen." Below this message, there are two buttons: "Generate" and "Continue". To the right of the "Generate" button, the text "Create a new DNS name" is displayed. A large red arrow with a yellow outline points directly at the "Generate" button. In the bottom-left corner of the window, there is a small button labeled "EN".

AkrutoSync will generate a DNS name. Click “Continue” as shown in the screenshot below.



To finish setting up AkrutoSync, please continue with the User Guide section “Completing AkrutoSync setup to sync over the Internet”.

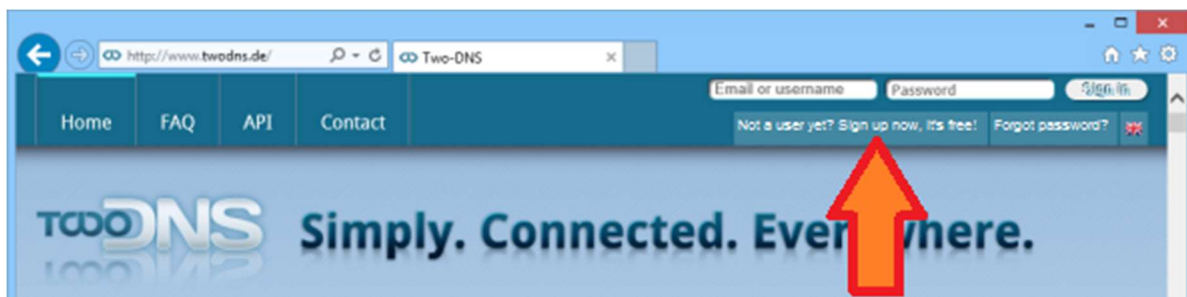


### DNS: Option 3. Obtaining a DNS name from Two-DNS.de

Click the “create an account” link in AkrutoSync window, next to the “Use my Two-DNS.de account” option (see the screenshot).



You will be taken to the website of Two-DNS. Click the “Sign up now, it’s free” link.



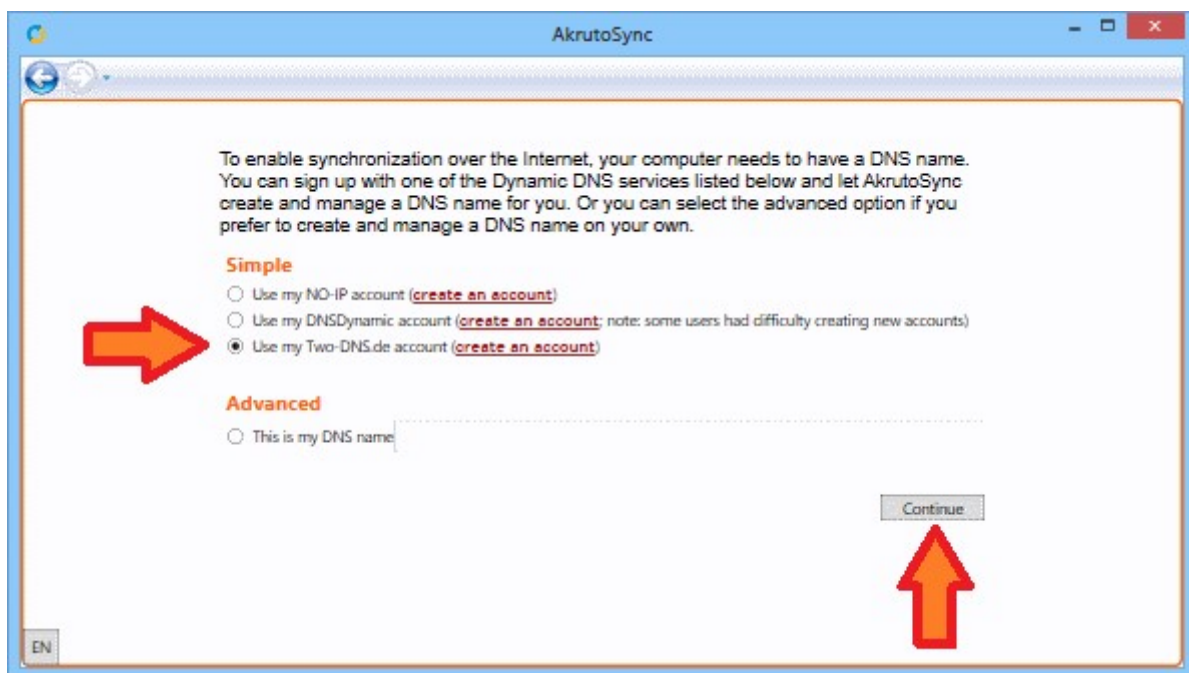
Enter your email address and create a password. Two-DNS will send you an activation email at the address you enter, so it needs to be your real email address. **The password is not your email password.** It is a new password that you are creating for your Two-DNS account. Please write it down. You will need this password to enter in AkrutoSync, so that AkrutoSync can set up and maintain your DNS name.



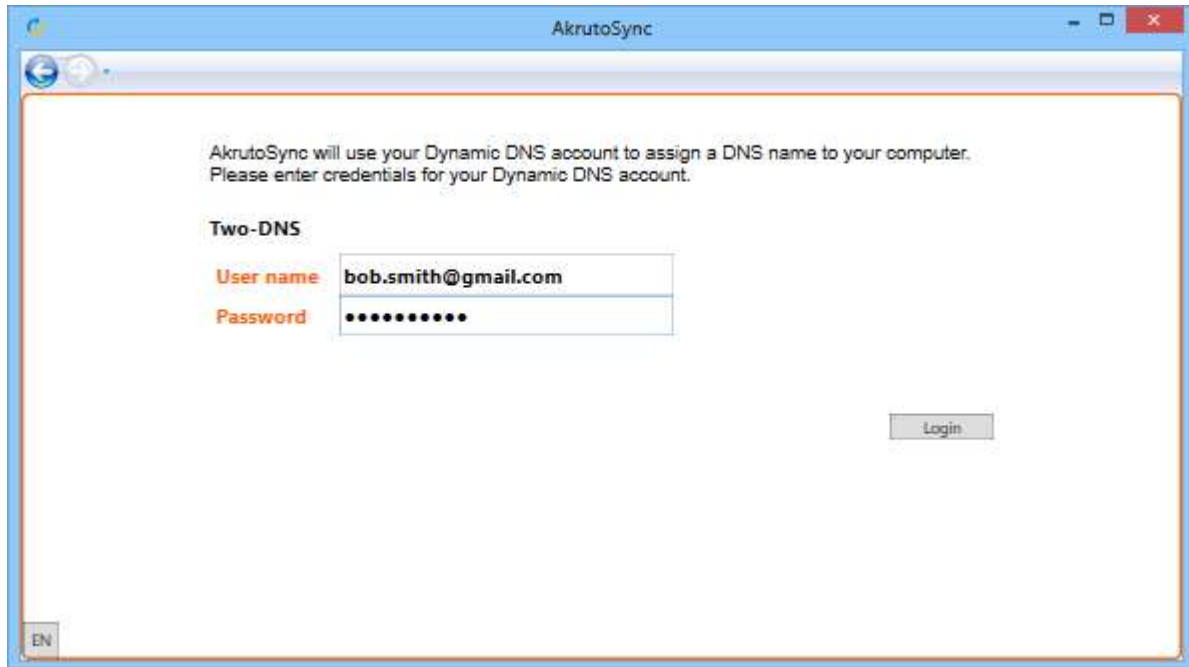
Check the checkbox to accept terms of service and click the “Sign up” button. Two-DNS will send you an email with an activation link. Click that link to activate your Two-DNS account.

Once you complete the above, **you do not need to do anything else on the Two-DNS website**. You do not need to login to your newly created Two-DNS account. AkrutoSync will do this for you.

Go back to AkrutoSync configuration, select the “Use my Two-DNS account” option and click “Continue”.

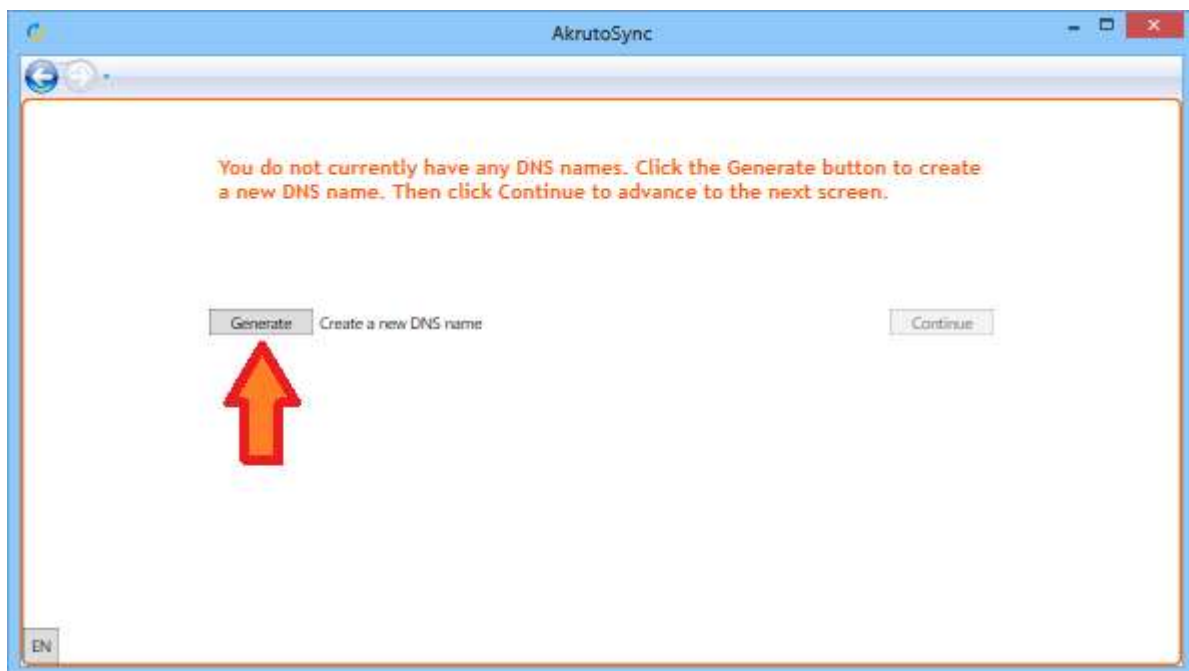


On the next screen, enter your Two-DNS account information into AkrutoSync and click Login, so that AkrutoSync can log in to your Two-DNS account.



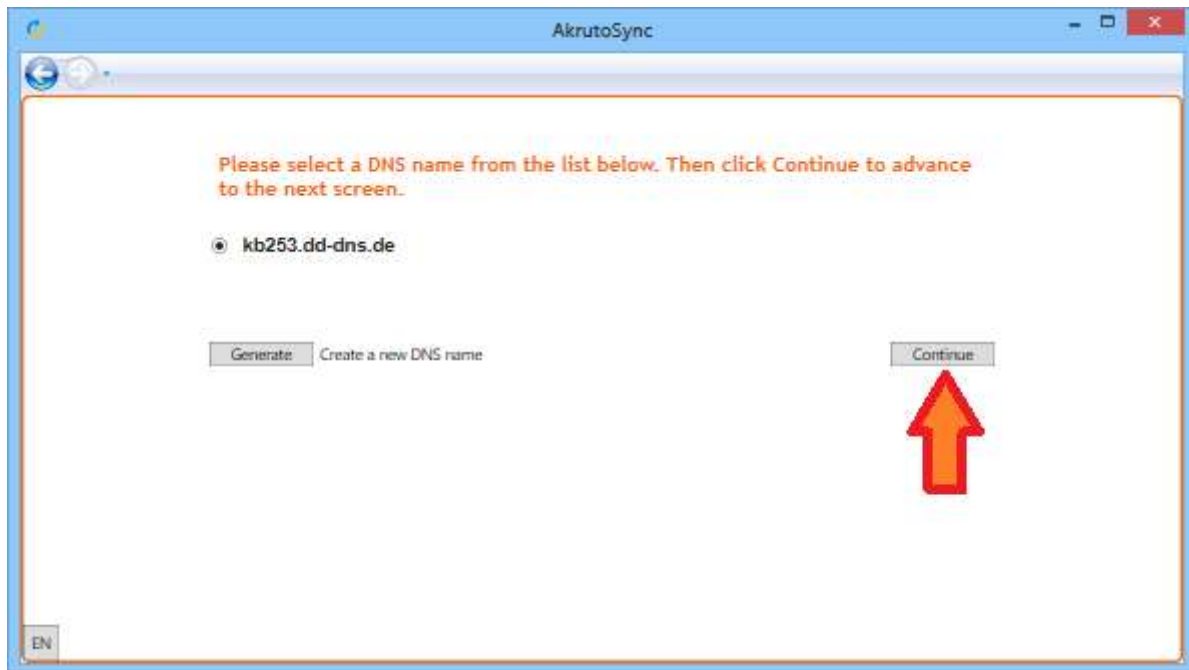
A screenshot of the AkrutoSync application window. The window has a blue title bar with the text "AkrutoSync" and standard window controls. Inside the window, there is a message: "AkrutoSync will use your Dynamic DNS account to assign a DNS name to your computer. Please enter credentials for your Dynamic DNS account." Below this, under the heading "Two-DNS", there are two input fields. The "User name" field contains the text "bob.smith@gmail.com". The "Password" field contains a series of black dots. To the right of these fields is a "Login" button. In the bottom-left corner of the window, there is a small "EN" button.

AkrutoSync will log in to your Two-DNS account and offer you to generate a DNS name. Click the "Generate" button to generate a new DNS name.



A screenshot of the AkrutoSync application window after a successful login. The window displays a message in orange text: "You do not currently have any DNS names. Click the Generate button to create a new DNS name. Then click Continue to advance to the next screen." Below this message, there are two buttons: "Generate" and "Continue". To the right of the "Generate" button is the text "Create a new DNS name". A large red arrow with a black outline points directly at the "Generate" button. In the bottom-left corner of the window, there is a small "EN" button.

AkrutoSync will generate a DNS name. Click “Continue” as shown in the screenshot below.



To finish setting up AkrutoSync, please continue with the User Guide section “Completing AkrutoSync setup to sync over the Internet”.

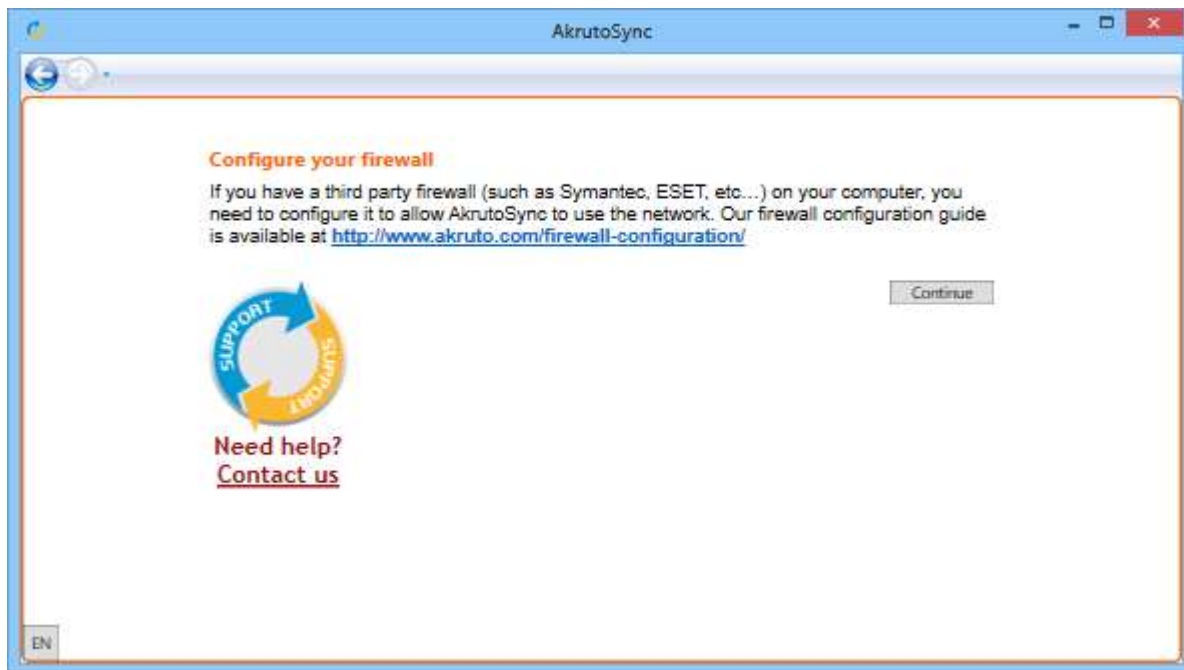
### **DNS: Other options for obtaining a DNS name**

There are many more choices for obtaining a DNS name. AkrutoSync will work with any DNS name that resolves to your computer’s IP address. However, with so many options available, we are not able to provide instructions for all of them.

### **Completing AkrutoSync setup to sync over the Internet**

Now, let’s continue with AkrutoSync configuration. Click “Continue” to go to the next screen.

If you have a third party firewall (such as Symantec, ESET, etc...) on your computer, you need to configure it to allow AkrutoSync to use the network. Our firewall configuration guide is available at <http://www.akruto.com/firewall-configuration/>. AkrutoSync configuration wizard tells you that you need to configure your firewall and provides a link to our firewall configuration instructions.



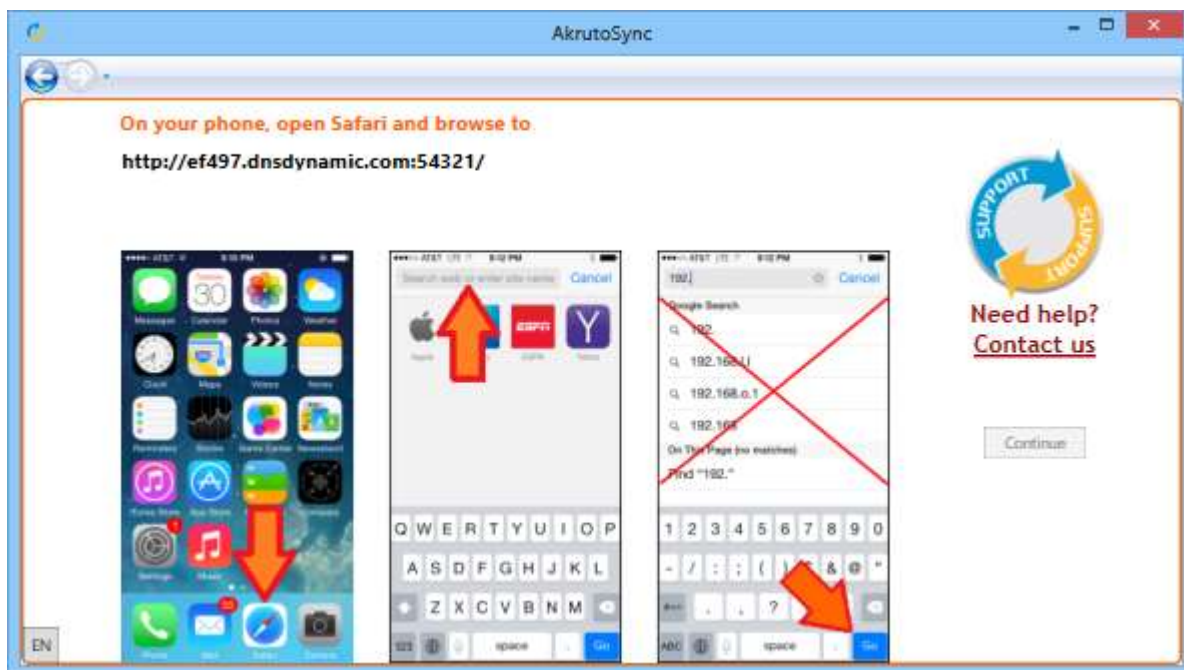
If you use the standard Windows Firewall (part of the Windows Operating System) you do not need to configure it manually, because it is configured as part of AkrutoSync installation.

Next, import an SSL certificate into your phone. Start the web browser **on your phone** and browse to the URL shown in AkrutoSync. As you type the URL into your web browser, the browser will suggest some web sites to you. It is important that you ignore the suggestions and type in the URL exactly as shown in AkrutoSync screen. The following two screenshots illustrate this step.

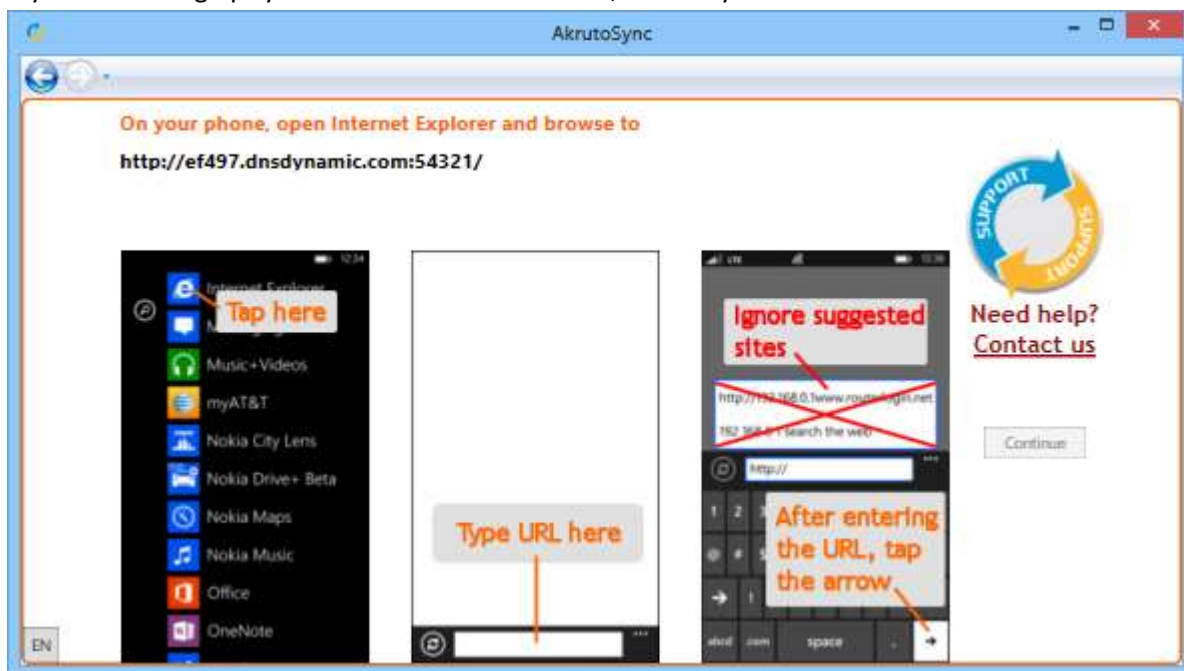
If you are setting up sync with an Android phone, AkrutoSync screen may look like shown below.



If you are setting up Outlook sync with iPhone, iPad, or iPod Touch, AkrutoSync screen looks like shown below.



If you are setting up sync with the Windows Phone, AkrutoSync screen looks like shown below.



The web browser on your phone should load a web page that explains that AkrutoSync uses SSL to secure communication between your phone and your computer. At the bottom of the web page you will see a link to import the SSL certificate to your phone. Click the link.

The phone will then prompt you to install the certificate. Install the certificate **on the phone**, as shown below

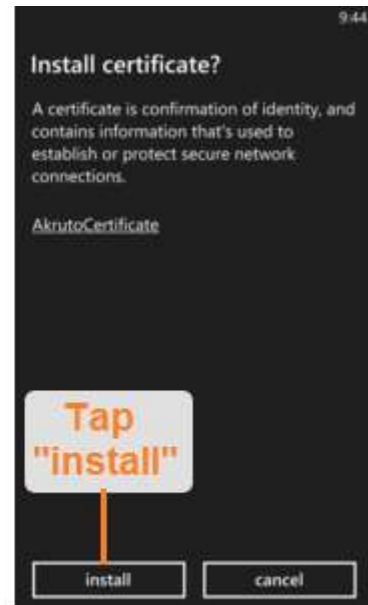




Android



iPhone

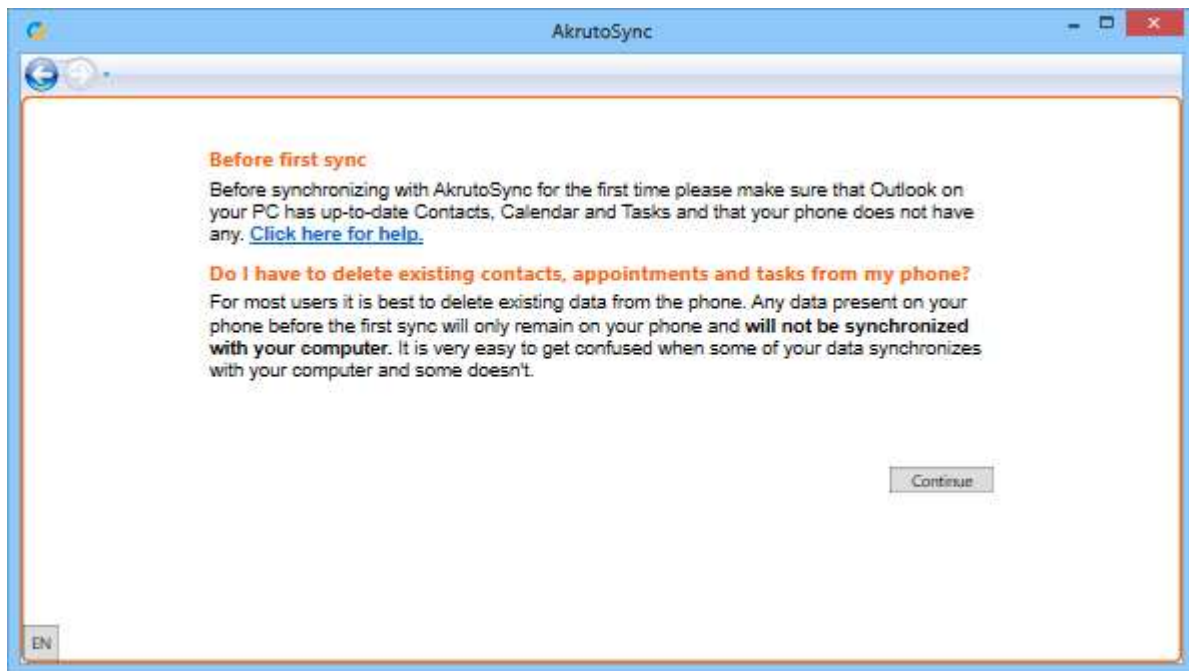


Windows Phone

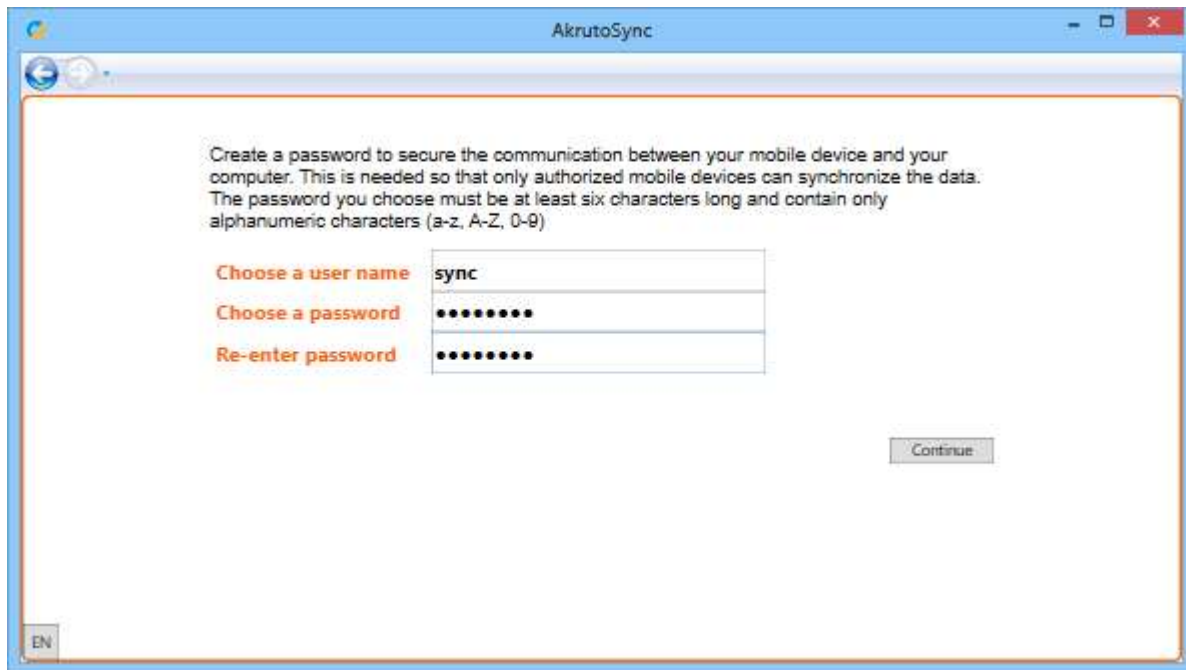
After installing the certificate, click “Continue” in AkruToSync.



**ATTENTION:** We recommend that before your first sync you make sure that your phone has no Contacts, Appointments, Tasks or Notes. This is not strictly necessary if you have good understanding of how your phone handles data from multiple accounts. Any data that existed on the phone before the first sync will remain on the phone and will not be synchronized to Outlook or participate in the two-way synchronization between Outlook and your phone. For this reason we recommend that most users make sure that all of their Contacts, Appointments, Tasks and Notes are in Outlook and none are on the phone before the first sync.



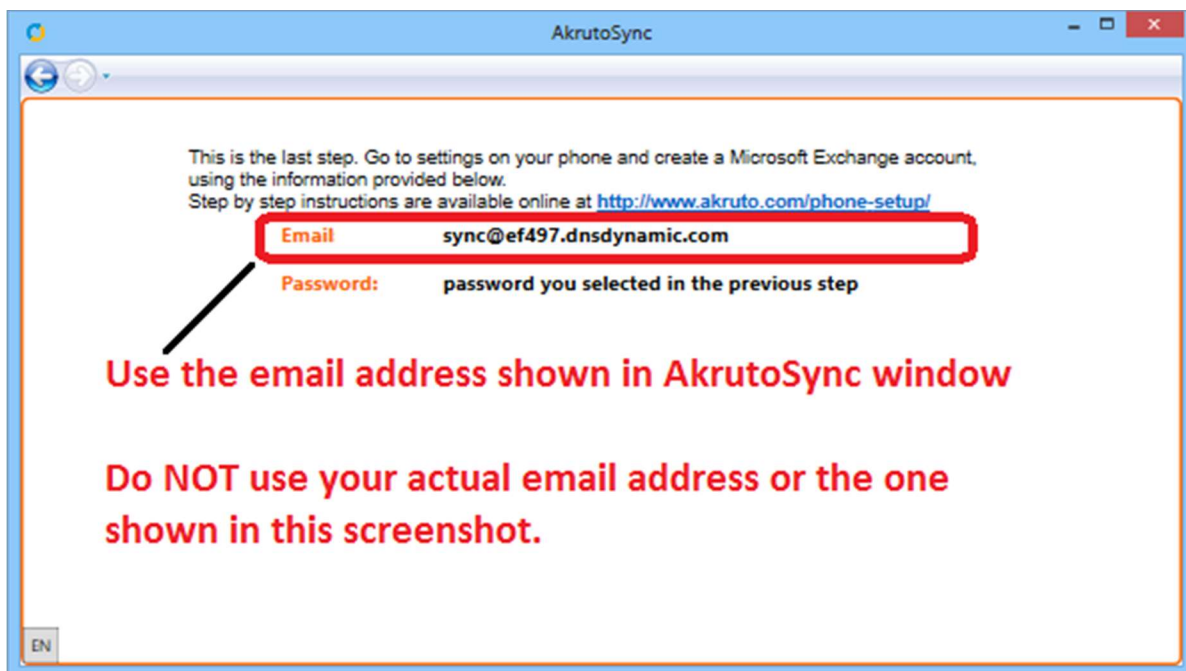
Next, AkrutoSync will ask you to choose credentials for your phone to connect to your computer. Note that at present, AkrutoSync does not check the user name; it only checks the password.



The screenshot shows the AkrutoSync application window. Inside, there is a text box with instructions: "Create a password to secure the communication between your mobile device and your computer. This is needed so that only authorized mobile devices can synchronize the data. The password you choose must be at least six characters long and contain only alphanumeric characters (a-z, A-Z, 0-9)". Below this, there are three input fields: "Choose a user name" with the text "sync", "Choose a password" with masked characters "\*\*\*\*\*", and "Re-enter password" with masked characters "\*\*\*\*\*". A "Continue" button is located at the bottom right of the form area. The window title bar says "AkrutoSync".

Decide what username and password you would like you use, enter them, and click “Continue”.

The last step is to add an Outlook or Exchange account to your phone using the email address shown in AkrutoSync screen.



The screenshot shows the AkrutoSync application window at the final step. The text reads: "This is the last step. Go to settings on your phone and create a Microsoft Exchange account, using the information provided below. Step by step instructions are available online at <http://www.akruto.com/phone-setup/>". Below this, there are two fields: "Email" with the value "sync@ef497.dnsdynamic.com" and "Password:" with the value "password you selected in the previous step". The "Email" field is highlighted with a red rectangle, and a black arrow points from the text "Use the email address shown in AkrutoSync window" to it. Below the fields, there is a red text warning: "Do NOT use your actual email address or the one shown in this screenshot." The window title bar says "AkrutoSync".

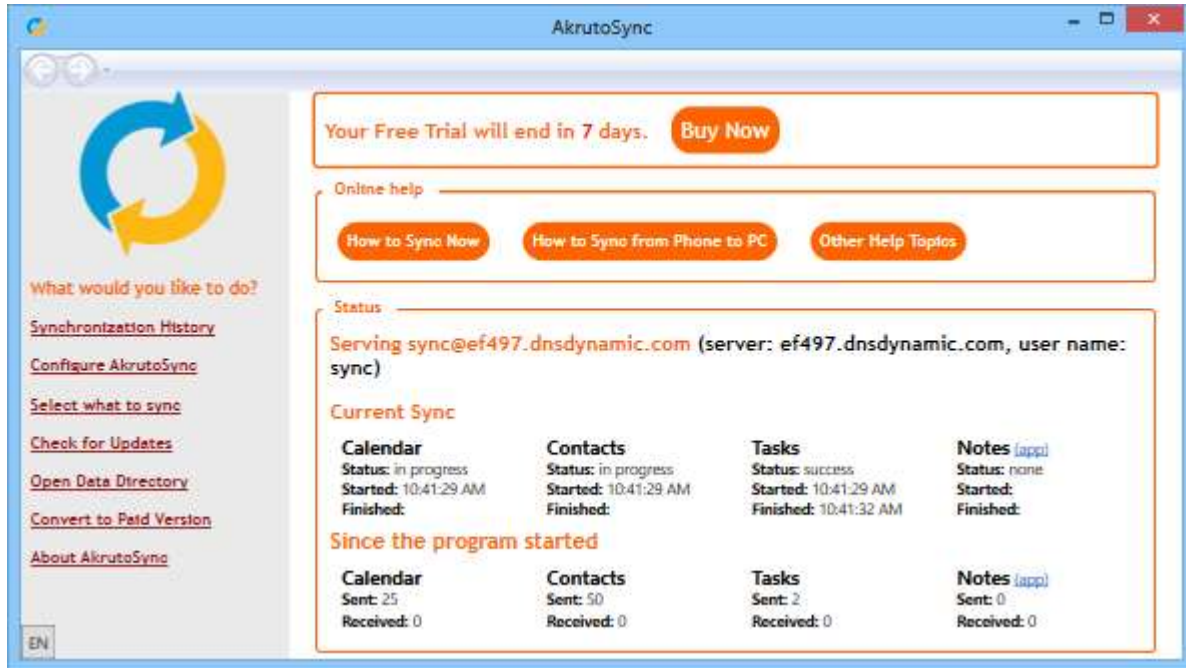
Instructions for adding an account vary from phone to phone. Instructions are available at <http://www.akruto.com/phone-setup/>





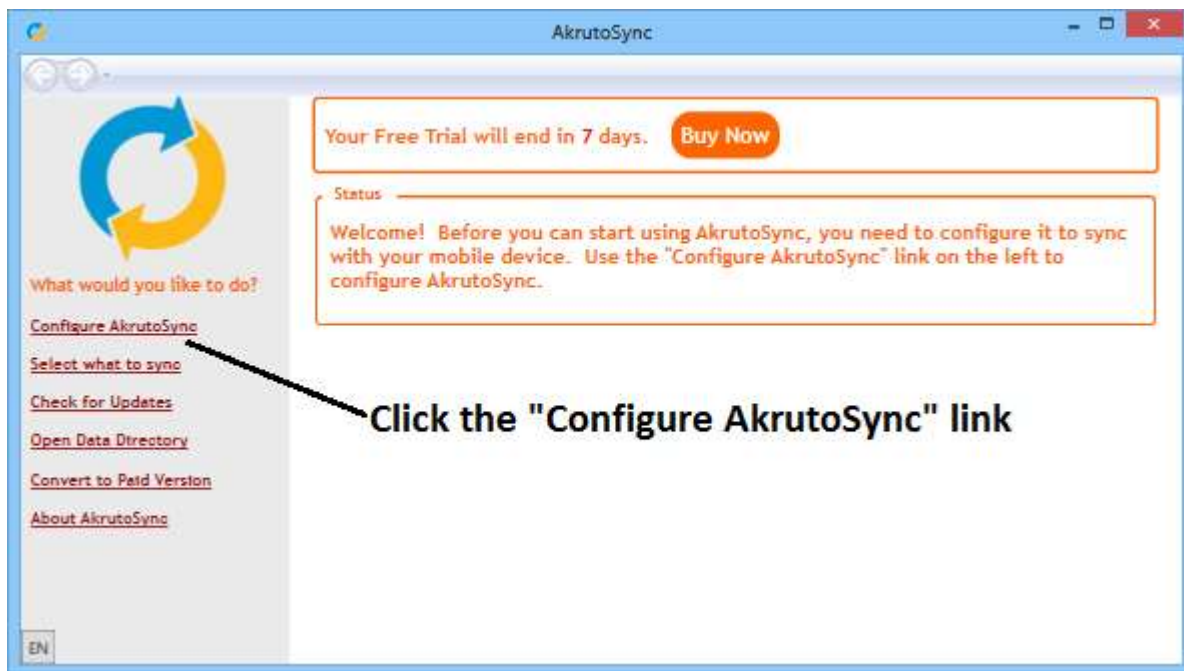
**ATTENTION:** When prompted for an email address, **use the email address shown in AkrutoSync screen**. Do not use your actual email address, or the address shown in our screenshots.

After a few seconds, your phone should start syncing and AkrutoSync should show sync progress.



## Configuring AkrutoSync to sync over your home Wi-Fi network

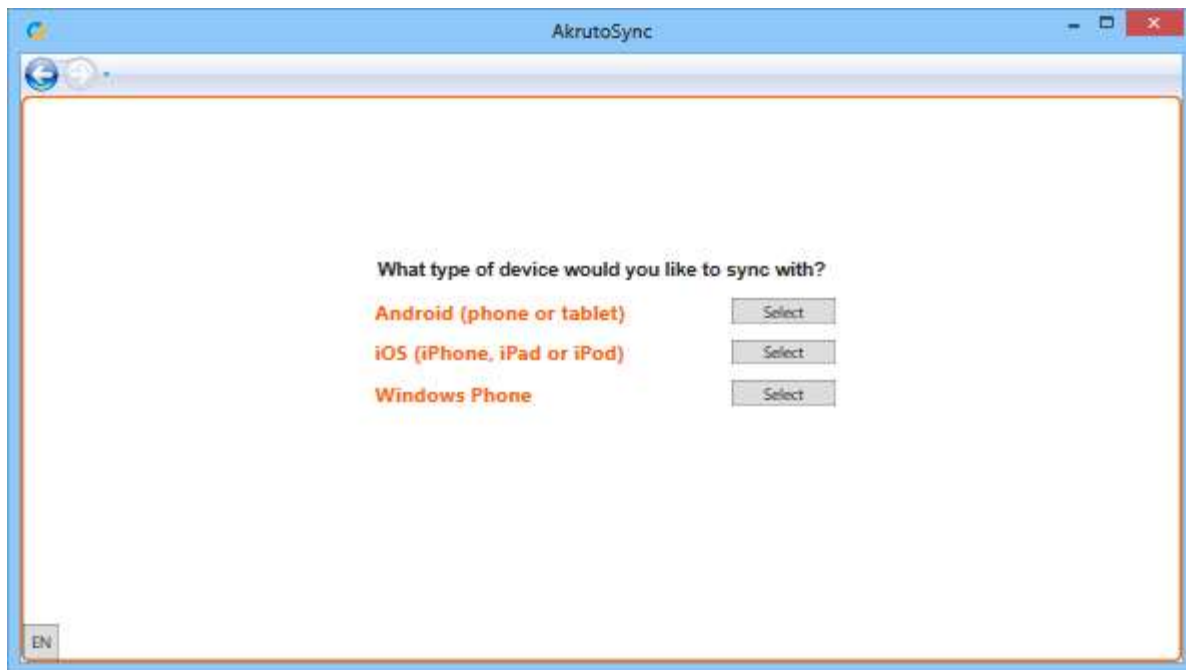
Start configuration wizard by clicking "Configure AkrutoSync" link as shown below.



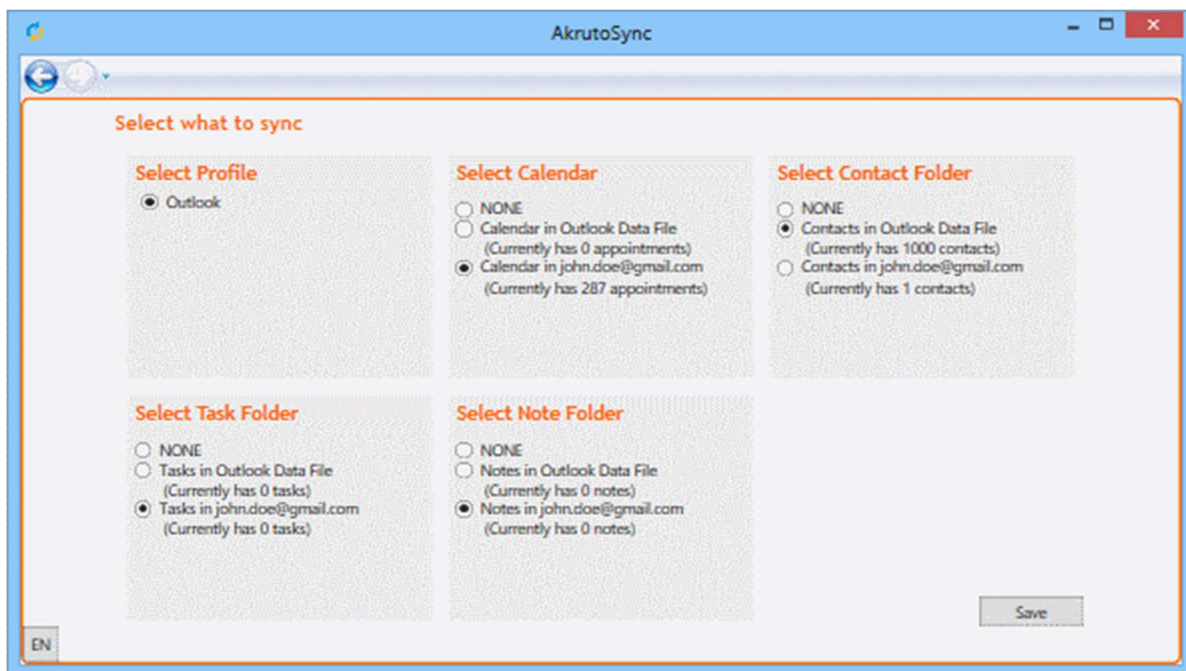
You will be presented with a choice to sync using the Internet or your home network. Select the option to sync over the over your home network.



The next screen gives you a choice between Android, iOS and Windows Phone. This selection allows AkrutoSync to better guide you through subsequent configuration steps. This selection does not affect operation of AkrutoSync. In fact, it is possible to synchronize the same computer with Android, iOS and Windows Phone devices at the same time.



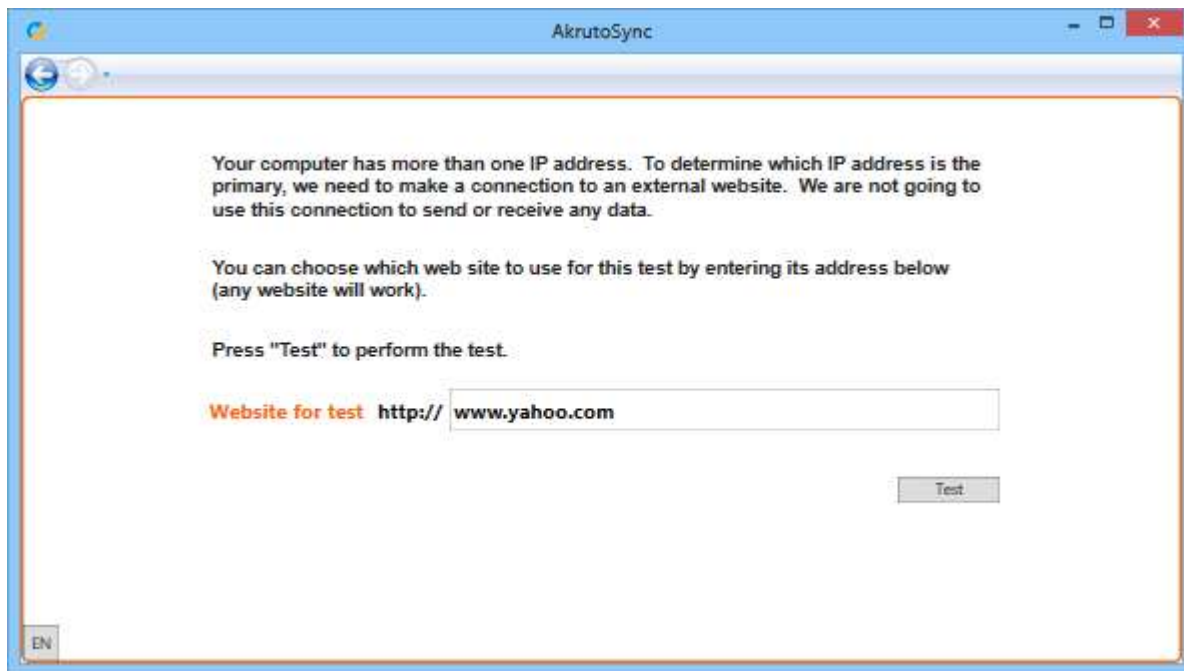
On the next screen, AkrutoSync will list all Outlook Contact, Calendar, Task and Note folders on your computer. Select the folders that you want to sync.



You can come back to this screen at any time and change your selection by clicking the "Select what to sync" link in the main screen of AkrutoSync.

Click “Save” to save your selection.

Depending on your computer’s network configuration, the following screen may or may not be displayed.



If the screen is displayed, click “Test”.



**Technical  
Detail**

If your computer has multiple network adapters (for example, a wired connection and a wireless one, or a VPN connection) we display this screen to determine which network adapter to use. In order to do this, we establish a test connection to a web site URL (any web site will work) and check the local IP address of the connection. Then we close the connection. No information is transmitted to or from the test web site. You can use any web site for this test, as long as you provide a valid URL.

Turn on Wi-Fi on your phone, as shown in the screenshot below.



Android



iPhone



Windows Phone

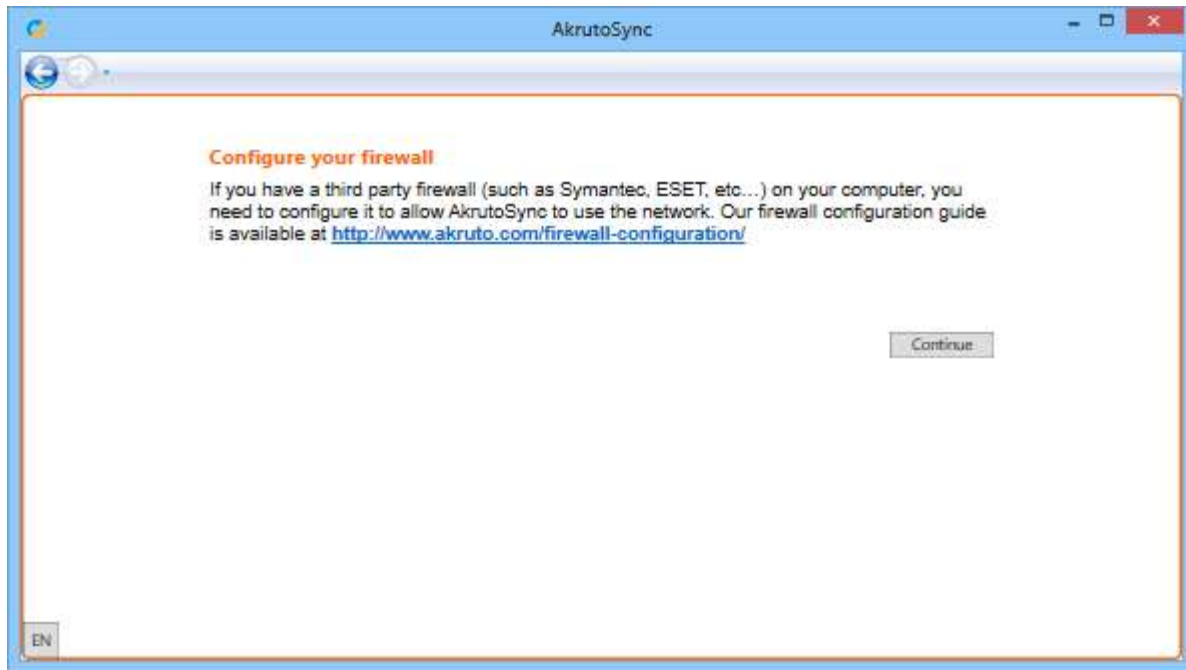


**ATTENTION:** It is not enough that Wi-Fi is on. You should see the word **connected**. As shown in the screenshots above. If you do not see the word **connected**, you will not be able to use Wi-Fi, even if Wi-Fi is on.

Make sure that the network you are connecting to (in red in the screenshot) is the network created by your router. There should be no wireless access point device, just the wireless router. Also make sure your phone is not connected to some other Wi-Fi network when you want to sync. If your computer is also connected to a Wi-Fi network, your phone and your computer must be connected to the same Wi-Fi network.

After making sure that Wi-Fi on your phone is on **and connected**, click “Continue” to go to the next screen.

If you have a third party firewall (such as Symantec, ESET, etc...) on your computer, you need to configure it to allow AkrutoSync to use the network. Our firewall configuration guide is available at <http://www.akruto.com/firewall-configuration/>. AkrutoSync configuration wizard tells you that you need to configure your firewall and provides a link to our firewall configuration instructions.

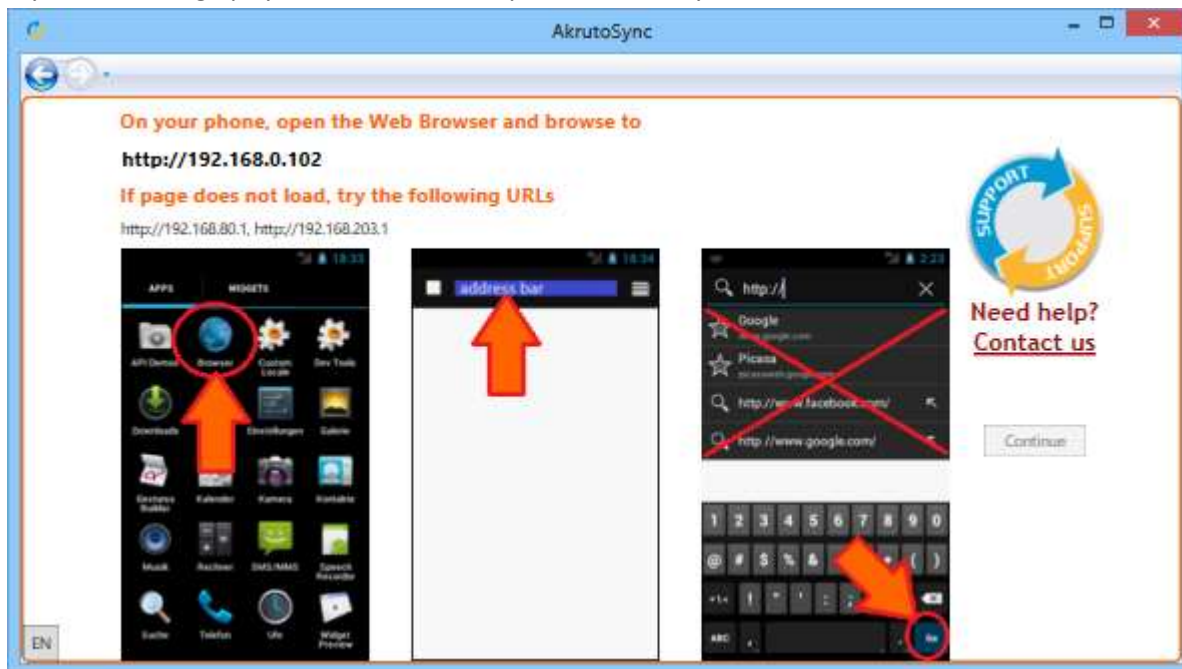


If you use the standard Windows Firewall (part of the Windows Operating System) you do not need to configure it manually, because it is configured as part of AkrutoSync installation.



Next, import an SSL certificate into your phone. Start the web browser **on your phone** and browse to the URL shown in AkrutoSync. As you type the URL into your web browser, the browser will suggest some web sites to you. It is important that you ignore the suggestions and type in the URL exactly as shown in AkrutoSync screen. The following two screenshots illustrate this step.

If you are setting up sync with an Android phone, AkrutoSync screen looks like shown below.



If you are setting up Outlook sync with iPhone, iPad, or iPod Touch, AkrutoSync screen looks like shown below.



If you are setting up sync with the Windows Phone, AkrutoSync screen looks like shown below.



The web browser on your phone should load a web page that explains that AkrutoSync uses SSL to secure communication between your phone and your computer. At the bottom of the web page you will see a link to import the SSL certificate to your phone. Click the link.

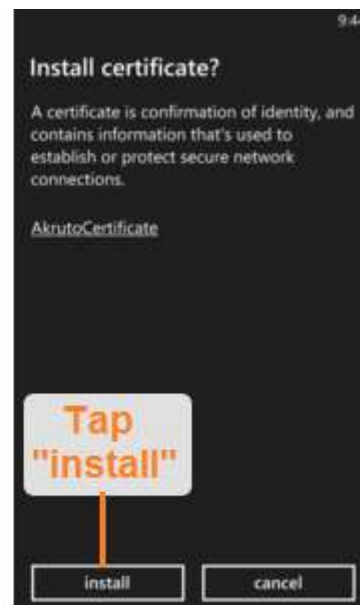
The phone will then prompt you to install the certificate. Install the certificate **on the phone**, as shown below



Android



iPhone



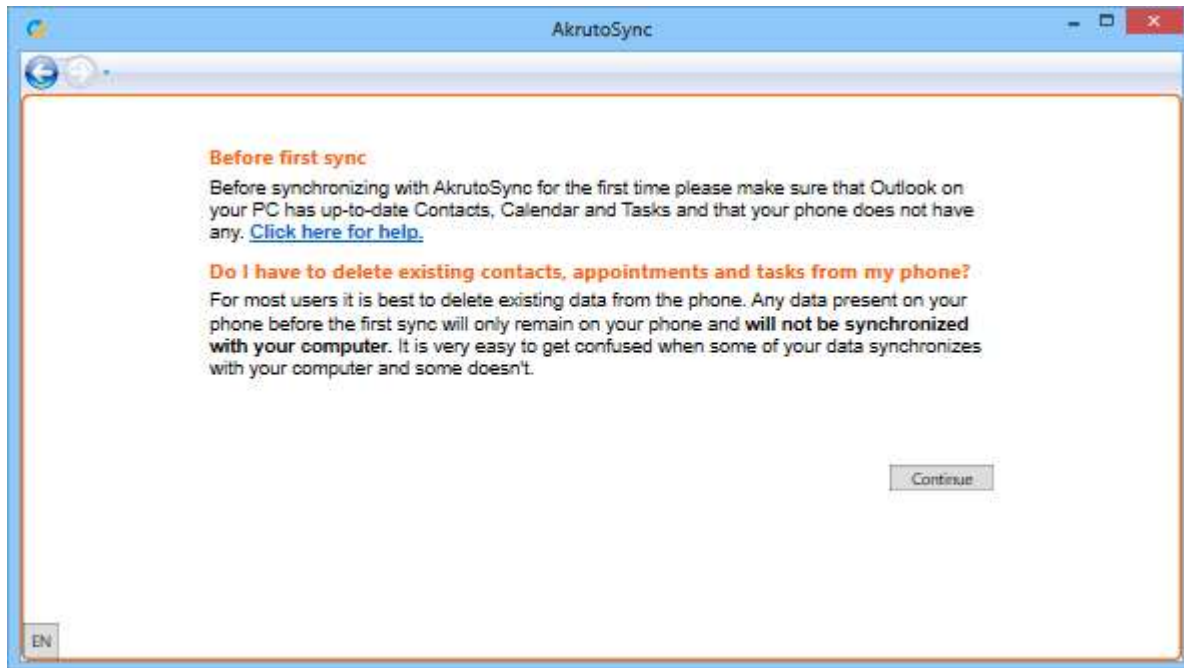
Windows Phone

After installing the certificate, click "Continue" in AkrutoSync.

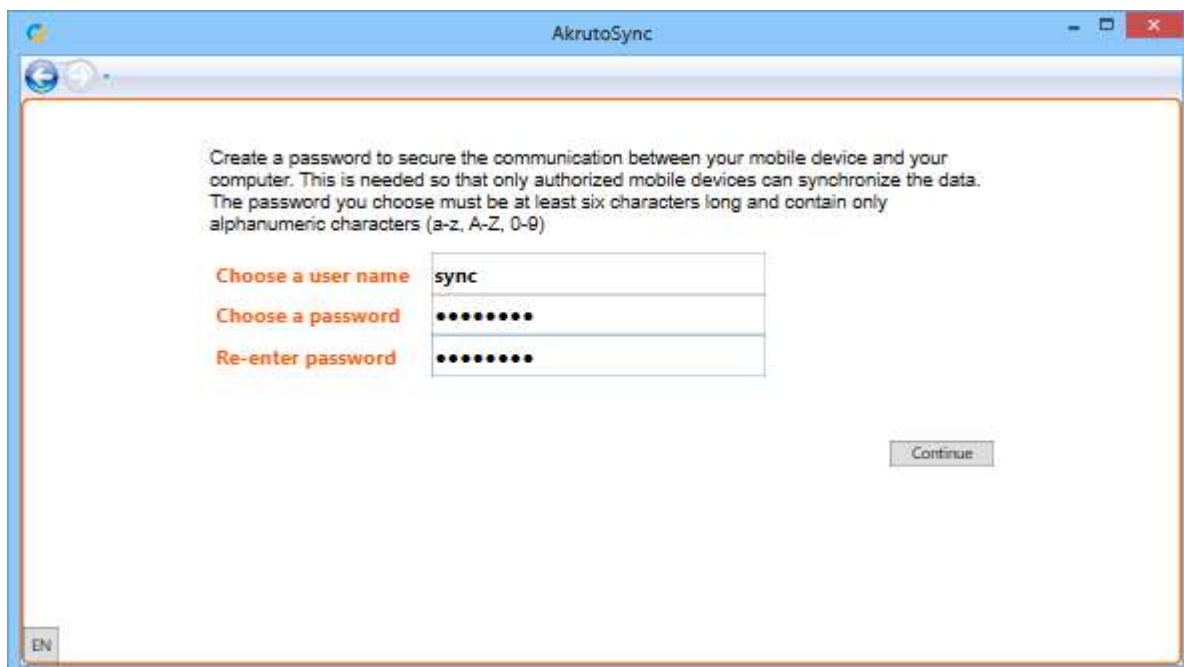




We recommend that before your first sync you make sure that your phone has no Contacts, Appointments, Tasks or Notes. This is not strictly necessary if you have good understanding of how your phone handles data from multiple accounts. Any data that existed on the phone before the first sync will remain on the phone and will not be synchronized to Outlook or participate in the two-way synchronization between Outlook and your phone. For this reason we recommend that most users make sure that all of their Contacts, Appointments, Tasks and Notes are in Outlook and none are on the phone before the first sync.

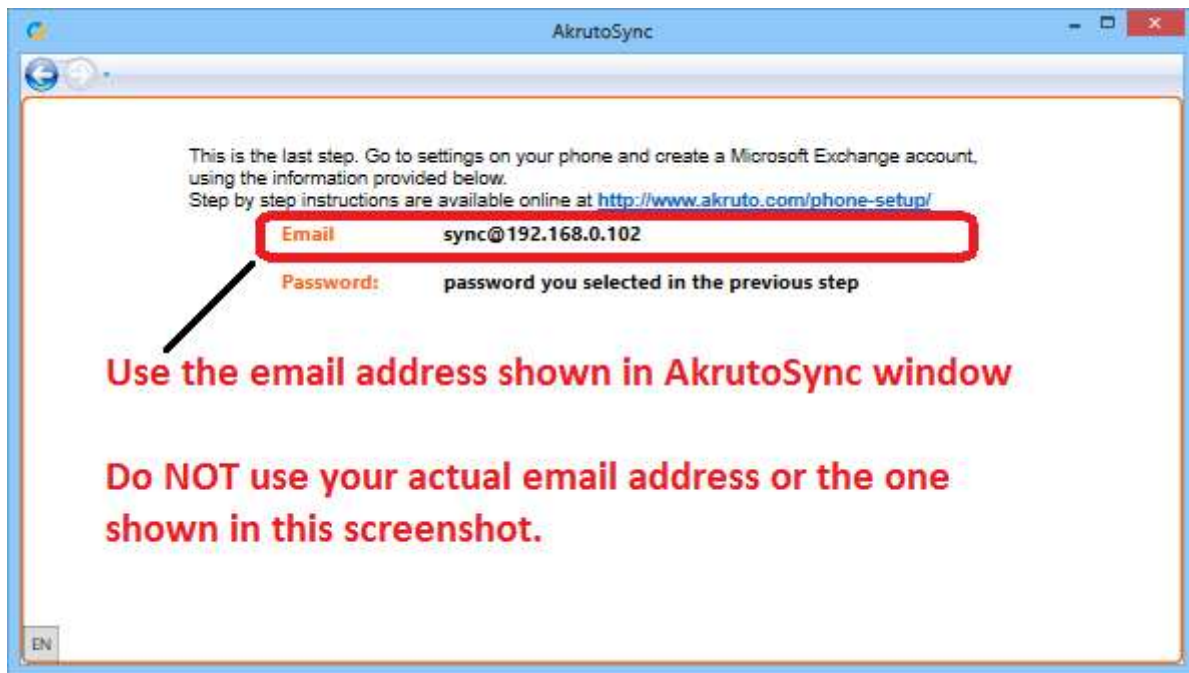


Next, AkrutoSync will ask you to choose credentials for your phone to connect to your computer. Note that at present, AkrutoSync does not check the user name; it only checks the password.



Decide what username and password you would like you use, enter them, and click “Continue”.

The last step is to add an Outlook or Exchange account to your phone using the email address shown in AkrutoSync screen.

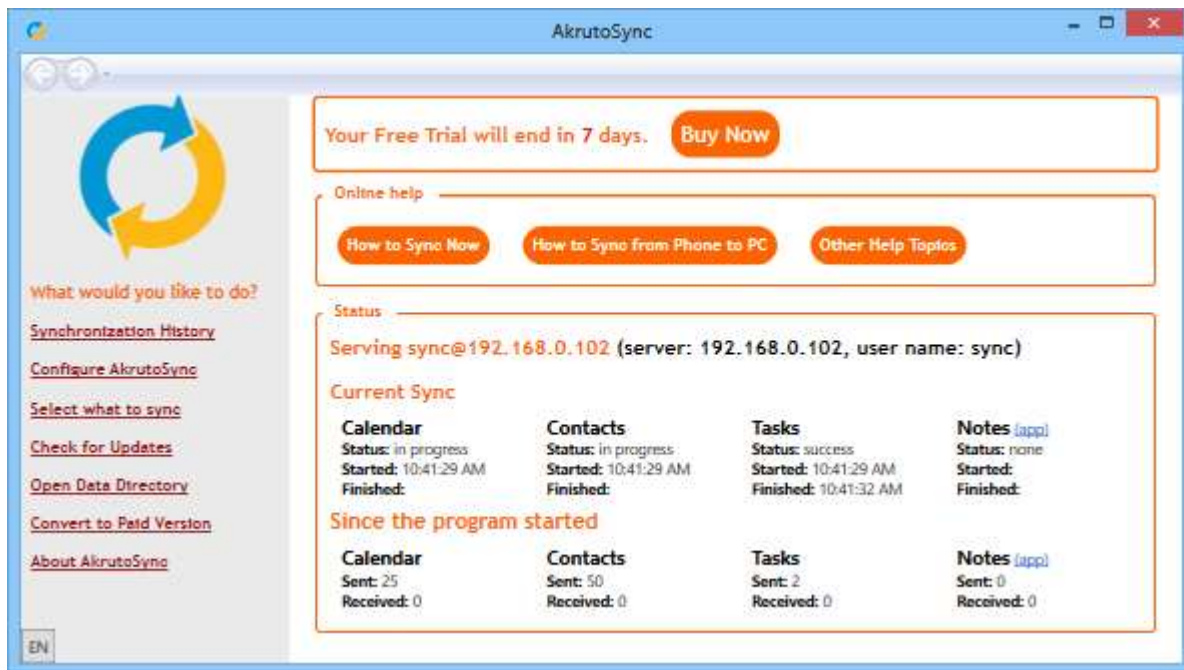


Instructions for adding an account vary from phone to phone. Instructions are available at <http://www.akruto.com/phone-setup/>



**ATTENTION:** When prompted for an email address, **use the email address shown in AkrutoSync screen**. Do not use your actual email address, or the address shown in our screenshots.

After a few seconds, your phone should start syncing and AkrutoSync should show sync progress.



## Configuring your firewall

If you use only Windows Firewall (the Microsoft firewall that comes pre-installed with Windows) you do not need to configure it manually. AkrutoSync installer configures Windows Firewall when you install AkrutoSync.

If you have non-Microsoft firewall software (such as Symantec, ESET, etc) installed on your computer, you will need to configure it to allow AkrutoSync to use TCP ports 443, 80, and 54321. Our firewall configuration guide is available at <http://www.akruto.com/firewall-configuration/>. If your firewall is not listed in our firewall configuration guide, please refer to documentation from your firewall vendor.

## Starting a sync manually

A sync can be started manually from the phone. If you are synchronizing over Wi-Fi, you may need to give the phone enough time to connect to your Wi-Fi network. The Windows Phone OS turns Wi-Fi off when the screen is locked and the phone is not plugged in to charge. When you unlock the screen, the phone turns on Wi-Fi and attempts to reconnect to your Wi-Fi network.



**ATTENTION:** Although the reconnect process is usually very quick it may take as long as 30 seconds or longer. To check whether the phone has connected to your Wi-Fi network, tap “settings”, then “Wi-Fi”.

If the phone is plugged in for charging, once it is connected to Wi-Fi, it will stay connected. If you are syncing over the Internet using your data plan, there is no reconnect delay; the data connection is always on (unless you turn it off manually).

To manually sync your Windows Phone, tap “settings”, then “email+accounts”. Tap and hold the account that was created for AkrutoSync. Tap “sync”. After a few seconds, in the AkrutoSync window on your computer you should see sync status indicating when sync begins and ends.

iPhone and other iOS devices do not usually require manual sync. However, you can force a sync to start by opening an app. Opening the Calendar app starts calendar sync. Opening the Contacts app causes contacts to be synced immediately, etc.

Android phones do not usually require manual sync. Once the phone is connected to the network it begins to sync on its own. If you want manual control, we recommend the Power Control widget. The Power Control widget provides a sync button which can be used to enable and disable synchronization. Note that the sync button affects synchronization with all your email accounts, not just with AkrutoSync.

## Synchronizing automatically

If you do nothing, your Windows Phone will try to initiate a sync on its own. After the initial configuration Windows Phone will use the so called “push mode” and will sync new data as soon as it becomes available. However, if the phone is unable to connect to AkrutoSync for some reason, the phone will turn the “push mode” off and try to sync approximately every 30 to 60 minutes. The most common reason the phone is unable to connect to AkrutoSync is that the phone turns off Wi-Fi when its screen is locked and the phone is not plugged in to charge. Even after it turns Wi-Fi off, the phone will still try to connect, but connection attempts will fail.

If you have chosen to sync over the Internet and leave AkrutoSync running, the phone will connect and sync (either in push mode or periodically) without any intervention on your part.

If you have chosen to sync over your home network, leave AkrutoSync running, and plug the phone in to charge overnight, the phone will connect and sync some time after you plug it in. This way it can sync nightly without any intervention on your part.

## Synchronizing Outlook Notes

Android and Windows Phone devices do not have built-in apps to synchronize Outlook Notes. If you want to synchronize Outlook Notes with an Android phone or tablet or with the Windows Phone, you need to install an app on your device. Please refer to our list of apps and setup instructions at <http://www.akruto.com/synchronize-outlook-apps/>.

For Android, there are several third-party apps that you can use to synchronize Outlook Notes. Please refer to the above list for instructions.

For the Windows Phone, you can use our own app – Basic Notes. The Basic Notes app has three configuration settings that need to be set for the app to synchronize notes with Outlook. These settings are server address, user name and password. The server address and the user name are displayed in the main screen of AkrutoSync. The password is the same password that you created when you configured AkrutoSync. Notes are synchronized only when the Basic Notes app is running. You can also use Viperal Tasks, which can synchronize not just Tasks, but also Notes. Please refer to the above list for instructions.

iOS devices have a built-in Notes app that syncs with AkrutoSync. No special setup is needed to sync Outlook Notes.

## Synchronizing new data from phone to computer

Any contacts, appointments, or tasks that were synchronized from your computer to your phone can be edited on your phone. You do not need to do anything to make sure that your changes are synchronized back to your computer.

However, if you create a new contact, appointment, or task on your phone and want it to be synchronized with your computer, you need to make sure that this contact, appointment, or task is associated with the right account on your phone. We will explain this using an example of adding a new appointment.

To add a new appointment, start the calendar app on your phone. Tap the plus sign at the bottom of your screen. The phone gives you an option to specify an account to associate with your new appointment. Select the account that your phone uses to synchronize with your computer. Edit and save your appointment.

## Synchronizing your phone with two or more computers

You can sync the same phone with multiple PCs. However, syncing your phone with two PCs will **not** result in identical data on these PC's. Instead, the phone will maintain two sets of data. One set synced with each PC. In each case, you can select whether or not to sync Contacts, Calendar and Tasks. So you can, for example, decide to sync contacts from one PC, tasks from the other PC, and calendar from both PCs. The two calendars will be shown on the phone in different colors.