

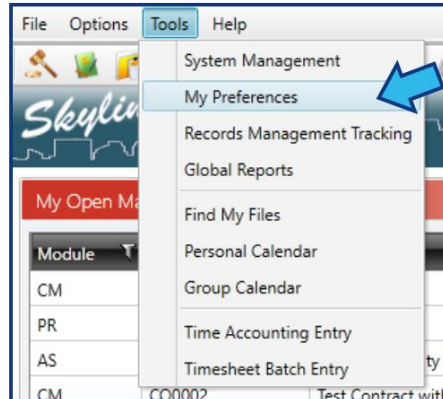
There are 12 steps to complete this task:

1. **Open My Preferences.**
2. **Select Configure Email Account.**
3. **Enter user's email and email password.**
4. **Press Save.**
5. **Press Close.**
6. **Open System Management.**
7. **Select type of staff.**
8. **Select user and press Edit.**
9. **Enter user's Email and Mail Box ID.**
10. **Press Save.**
11. **Press Close.**
12. **Press Close.**

## Standard Guide

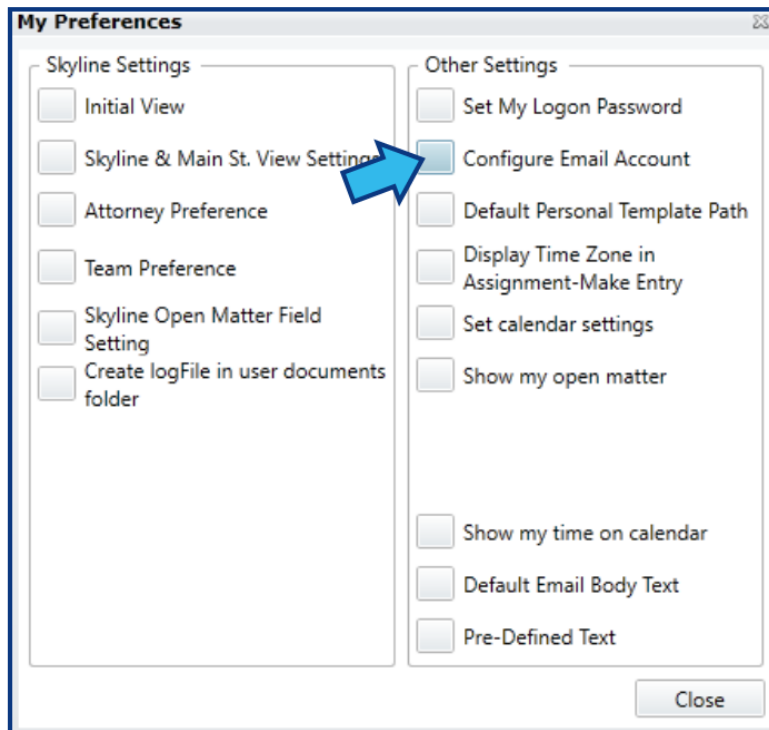
### Step 1. Open My Preferences.

To open **My Preferences**, select **Tools** on the **Menu Bar**, then select **My Preferences**. The **My Preferences** window will appear.



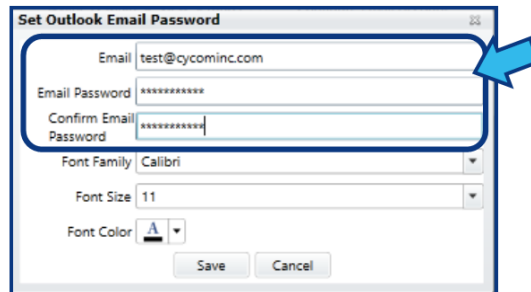
### Step 2. Select Configure Email Account.

Select the box beside **Configure Email Account** located on the right side under **Other Settings**.



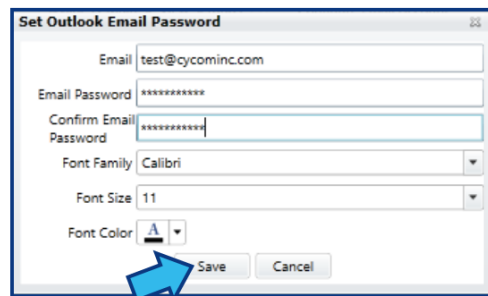
### Step 3. Enter user's email and email password.

In the **Set Outlook Email Password** window, enter the user's email address and email password. Enter the user's email password again to confirm.



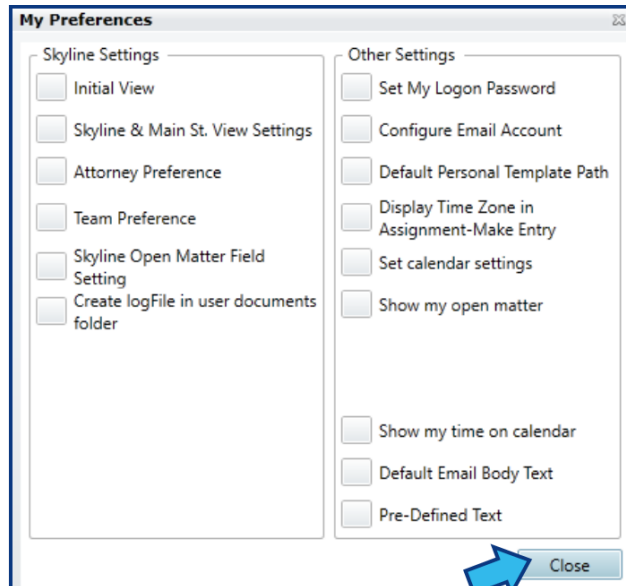
### Step 4. Press Save.

Press the **Save** button located at the bottom of the **Set Outlook Email Password** window.



### Step 5. Press Close.

Press the **Close** button located at the bottom of the **My Preferences** window.

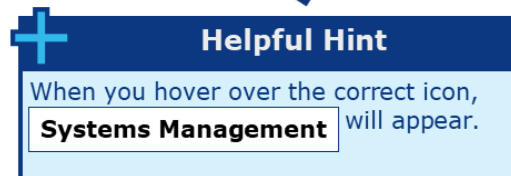


## Step 6. Open System Management.

There are two ways to open this module.

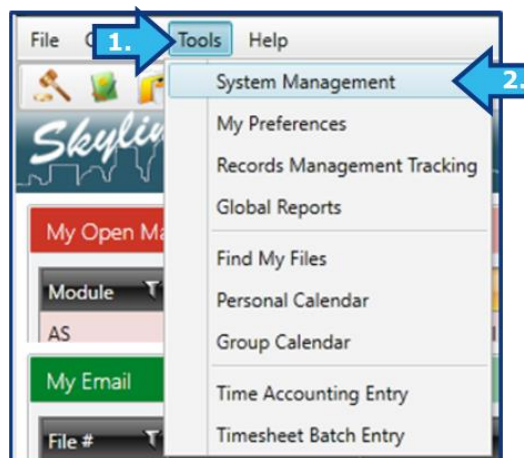
### 1-Step Option:

Press the **System Management** icon on the **Global Toolbar**.



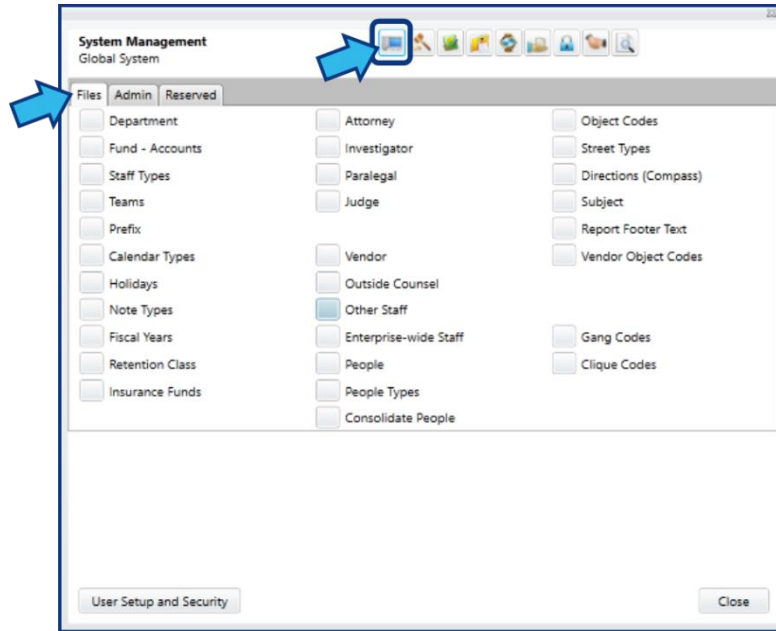
### 2-Step Option:

1. On the **Menu Bar**, press **Tools**.
2. Press **System Management**.

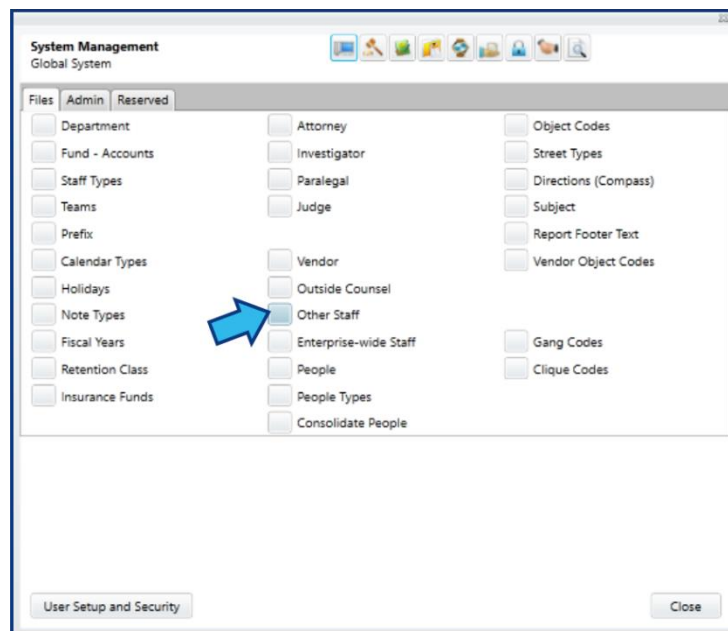


## Step 7. Select type of staff.

The **Files** tab of the **Global System** of **System Management** should open by default. If **Global System** is not displayed, select the **Global System** icon at the top. If the **Files** tab is not visible, select the **Files** tab.

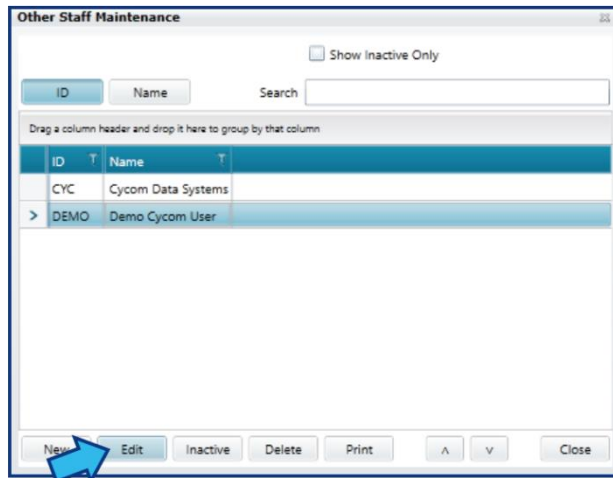


Select the box to the left of the staff type of the user. In this example, **Other Staff** is selected.



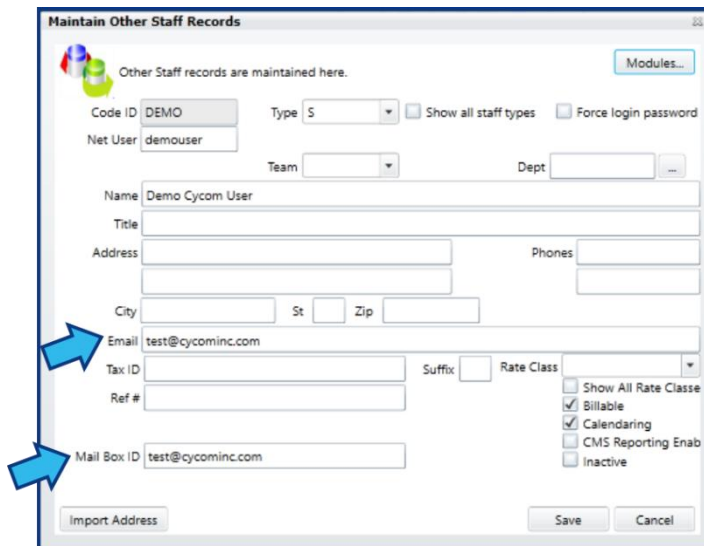
### Step 8. Select user and press Edit.

Find the user and left-click to highlight their name. Press the **Edit** button located at the bottom of the **Other Staff Maintenance** window.



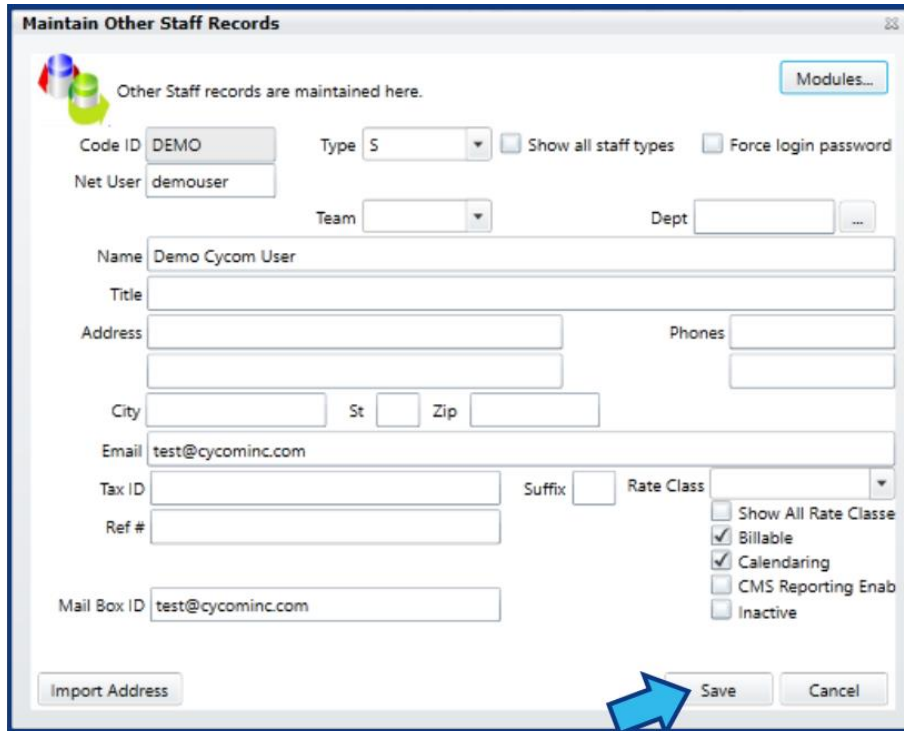
### Step 9. Enter user's Email and Mail Box ID.

Ensure the user's email address is entered correctly in the **Email** field and the **Mail Box ID** field.



### Step 10. Press Save.

Press the **Save** button located at the bottom-right of the window.



**Maintain Other Staff Records**

Other Staff records are maintained here. Modules...

Code ID: DEMO    Type: S     Show all staff types     Force login password

Net User: demouser    Team:    Dept: ...

Name: Demo Cycom User

Title: \_\_\_\_\_

Address: \_\_\_\_\_    Phones: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: test@cycominc.com

Tax ID: \_\_\_\_\_    Suffix: \_\_\_\_\_    Rate Class: \_\_\_\_\_

Ref #: \_\_\_\_\_

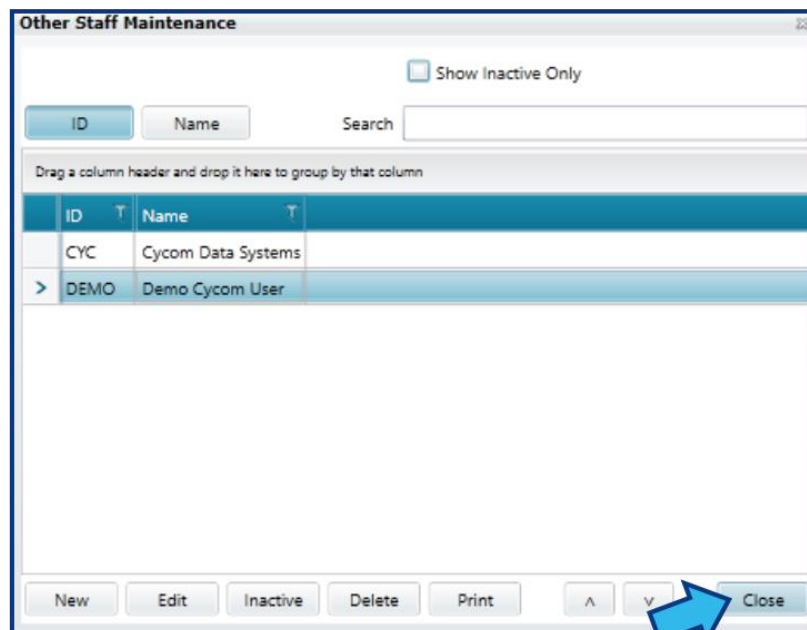
Mail Box ID: test@cycominc.com

Show All Rate Classe  
 Billable  
 Calendaring  
 CMS Reporting Enab  
 Inactive

Import Address    **Save**    Cancel

### Step 11. Press Close.

Press the **Close** button located at the bottom-right of the window.



**Other Staff Maintenance**

Show Inactive Only

ID    Name    Search: \_\_\_\_\_

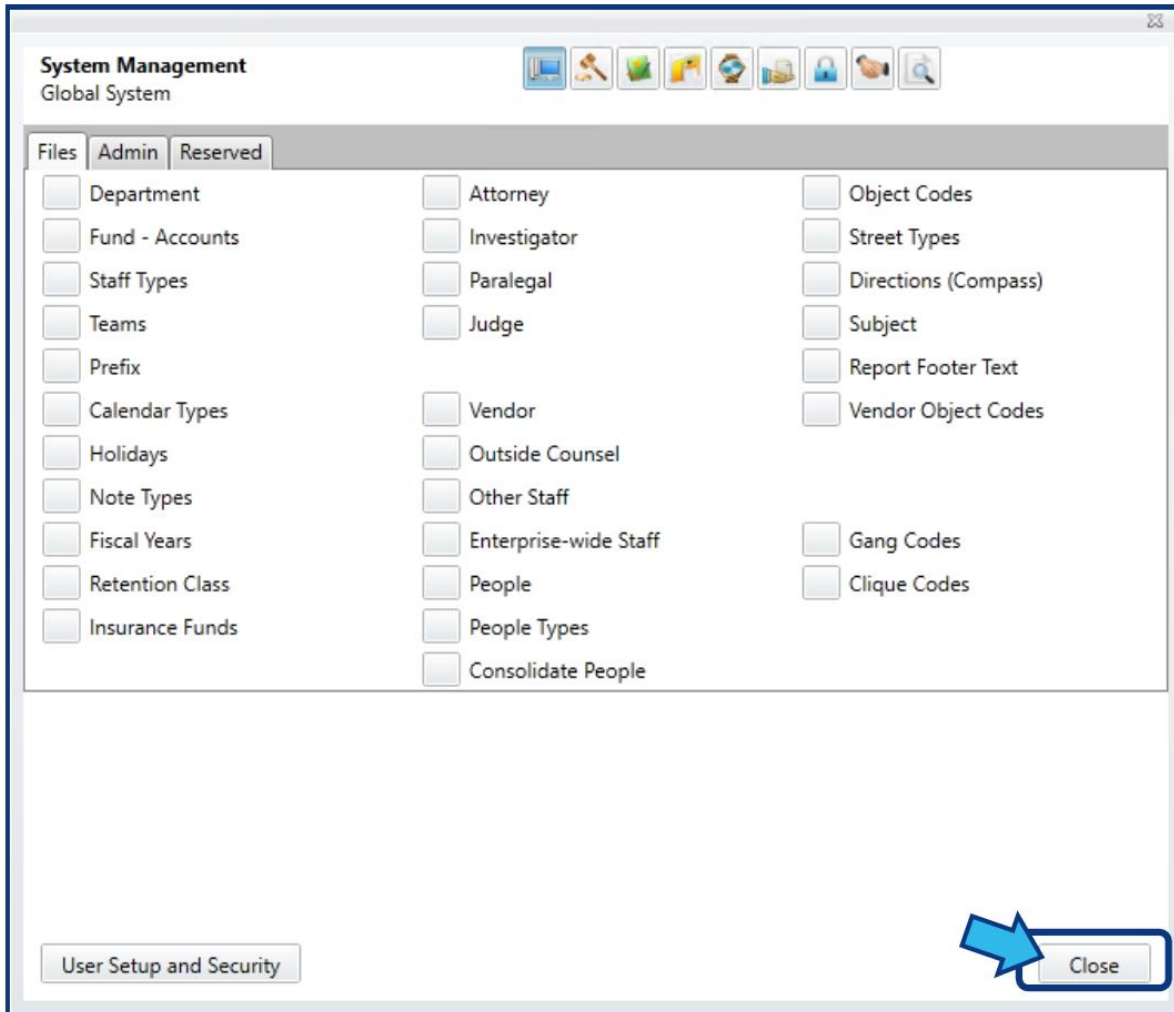
Drag a column header and drop it here to group by that column

ID	Name
CYC	Cycom Data Systems
> DEMO	Demo Cycom User

New    Edit    Inactive    Delete    Print    ^    v    **Close**

## Step 12. Press Close.

Press the **Close** button located at the bottom-right of the **System Management** window.



The user's calendaring from **CLW** to **Outlook** and from **Outlook** to **CLW** should now be synced.