# D Microsoft Windows CE Services

Microsoft Windows CE Services with ActiveSync enables you to *synchronize* the information on your desktop computer with the information on your device. Synchronization is the process of comparing the data on your device with your desktop computer and updating both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your mobile device with your choice of Microsoft Outlook (Inbox synchronization with Outlook Express is not currently supported), Microsoft Schedule+, or Microsoft Exchange on your desktop computer.
- Synchronize Word and Excel documents, Access and other ODBC databases and tables, and InkWriter documents between your device and desktop computer. Your files are automatically converted to the correct format.

With Windows CE Services, you can also:

- Back up and restore your device data.
- Add and remove programs on your device.
- Copy (rather than synchronize) files between your device and your desktop computer.

## Installing Windows CE Services and Setting up a Partnership

1. If you want to upgrade to Microsoft Outlook 98, install it first.
2. Locate the serial cable that came with your device. Use this cable to connect your device to your desktop computer.
3. Insert the Desktop Software for Microsoft Windows CE compact disc into your CD-ROM drive.
4. The Windows CE Services Setup Wizard starts automatically. If it doesn't, type *d*:**setup**, where *d* is your CD-ROM drive.
5. Follow the directions on your screen.

Once installation is complete, a wizard will instruct you to connect your device and desktop computer and guide you through setting up a partnership and performing your first synchronization. Some items, such as messages, are not synchronized by default. To change the type of items that get synchronized after you've completed the wizard, select your device icon in the Mobile Devices folder and then click **ActiveSync Options** on the **Tools** menu.

If you are synchronizing with a computer running Windows 95, you can also use an IR connection to synchronize. For more information, see Windows CE Services Help.

> **Note:** Regularly back up your device data on your desktop computer using Windows CE Services in case information on your device is ever corrupted or lost. Connect your device and then click **Backup/Restore** on the **Tools** menu in the Mobile Devices folder on your desktop computer. Your first back up may take some time, depending on how much information you have on your device. Subsequent backups will be faster if you select **Incremental**.

## Synchronizing Files and File Conversion

One way to move documents to your device is to simply connect your device and desktop computer, open your device icon in the Mobile Devices folder, and drag the files. Copies of the files will be placed on your device, and files will be automatically converted to a format that the device can read. However, if you have documents that you update frequently on both your device and desktop computer, you may want to synchronize the copy on your desktop computer with the one on your device so that you always have an up-to-date copy on both computers. To do so, store the files you want to synchronize in the Synchronized Files folder on the device and desktop computer. During synchronization, files are updated in both locations.

> **Note:** On the device, the Synchronized Files folder is in the My Documents folder. On the desktop computer, the Synchronized Files folder is called *device* Synchronized Files, where *device* is the name of your device. If you are using Windows 95, the folder is located in the My Documents folder (c:\My Documents*device* Synchronized Files). If you are using Windows NT, the folder is located in the Personal folder (c:\Winnt\Profiles*your username*\Personal*device* Synchronized Files).

When you transfer a file from your desktop computer to your device, the file is converted to a format that the device can read. During file conversion, some of the file's attributes may be changed or removed, and the file extension is changed. For example, when you transfer a Microsoft Word file to your device, some of the file's formatting may be removed or changed, and the file extension is changed to .pwd (Pocket Word). When this file is transferred back to the desktop computer, the file extension is converted back to .doc, but any changed or removed formatting will still be lost. Therefore, if you are using the Synchronized Files folder to transfer files and you want to preserve all formatting in the original document, keep a copy of the original file in another folder. See Windows CE Services Help for specific information on how file attributes are affected during conversion.

> ***Note:*** If you have password protection on an Excel or Word file on your device, you must first turn off the password protection before the file is synchronized with the desktop computer. To do so, open the file, select **File**, select **Password**, and clear the **Password** field.

## Remote Synchronization

You can synchronize with your desktop computer while away from the office by connecting to your network or directly to your computer via a modem attached to your computer. To synchronize remotely, the following conditions must be met:

- You must first establish a partnership between your device and desktop computer while at your desktop computer.

- The desktop computer must be turned on and you must be logged in. Schedule+, Exchange, or Outlook must be running with your user profile.
- In the lower-right corner of the Mobile Devices window, the connection status must show **Waiting for mobile device to connect**.
- In the **ActiveSync Options** dialog box in Windows CE Services, synchronization must be enabled. (Or you can select **Automatically synchronize if data is out-of-date**.)
- If you are communicating through a modem connected to the desktop computer, the modem must be turned on. Also, the **Auto Connect** should be set to **At all times** in Windows CE Services. Otherwise, a Mobile Devices window must be open.
- If you are communicating with the desktop computer through a dial-up or network connection, you must be logged on to the network on the desktop computer. Before you leave, select **Enable a network connection** in the **Windows CE Services Properties** dialog box.

If your computer must be turned off while you are away from your office, you cannot synchronize remotely. However, you can dial in directly to your network to receive your e-mail. For more information, see “Connecting to Your Network.”

If the above conditions are met, you can synchronize with your desktop computer while away from the office in one of three ways:

- Create a dial-up connection using a RAS account. Before you can create this dial-up connection, your network administrator will need to set up a RAS account for you. Once connected to the network, your device will find your desktop computer and initiate synchronization. If this is the method you want to use, see "To create a dial-up connection to a network." Once the connection has been created and you are connected, select **Start**, **Programs**, **Communications**, and then **ActiveSync** on the device. In the **ActiveSync** dialog box, select the dial-up connection you created as the method to connect and the name of the computer you want to connect to.

- Use an Ethernet card to connect to the network. Once connected to the network, your device will find your desktop computer and initiate synchronization. If this is the method you want to use, see "To create a network (Ethernet) connection." Once the connection has been created and you are connected, select **Start**, **Programs**, **Communications**, and then **ActiveSync** on the device. In the **ActiveSync** dialog box, select **Network Connection** as the method to connect and the name of the computer you want to connect to.

- Create a dial-up connection to a modem connected directly to your computer. The modem must be set up to answer incoming calls. If this is the method you want to use, see "To create a dial-up connection to a modem attached to your desktop computer." Once the connection has been created and you are connected, select **Start**, **Programs**, **Communications**, and then **ActiveSync** on the device. In the **ActiveSync** dialog box, select the dial-up connection you created as the method to connect and the name of the computer from the **Connect to** list.

### To create a dial-up connection to a modem attached to your desktop computer:

> ***Note:*** If you are a Windows 95 user, you will need to install the Dial-Up Networking Upgrade 1.2 and create a user account if User Level Access is enabled in Dial-Up Networking. If you are a Windows 98 user, you will need to add a second dial-up adapter. For more information, see Windows CE Services Help.

1. Follow the modem manufacturer's directions to install a modem on your desktop computer.
2. Note the telephone number for your desktop computer modem.
3. On your desktop computer, open the Mobile Device folder. Click **File** and then **Communications**.
4. Under **Device Connections via Serial Port**, click your modem in the **Ports** list.
5. Click Enable mobile device connection.
6. Click Enabled in both Device Connections via Serial Port and Device Connections via Network.
7. Follow the steps in “To create a dial-up connection to an ISP” to create the connection. Substitute the phone number you noted in step 2 for the ISP dial-in number.

## Getting Help on Windows CE Services

For additional setup, usage, and troubleshooting information, see online Help on the desktop computer by choosing **Windows CE Services Help Topics** on the **Help** menu in the Mobile Devices folder.