

## OUTLOOK → PALM → SUNDIAL

If you need to convert your *Outlook* calendar to *Sundial*, you may try the following steps. ***This is not an officially supported approach.*** However, it has been tested by several ITSS staff.

Step 1) Install the *Palm Desktop* software.

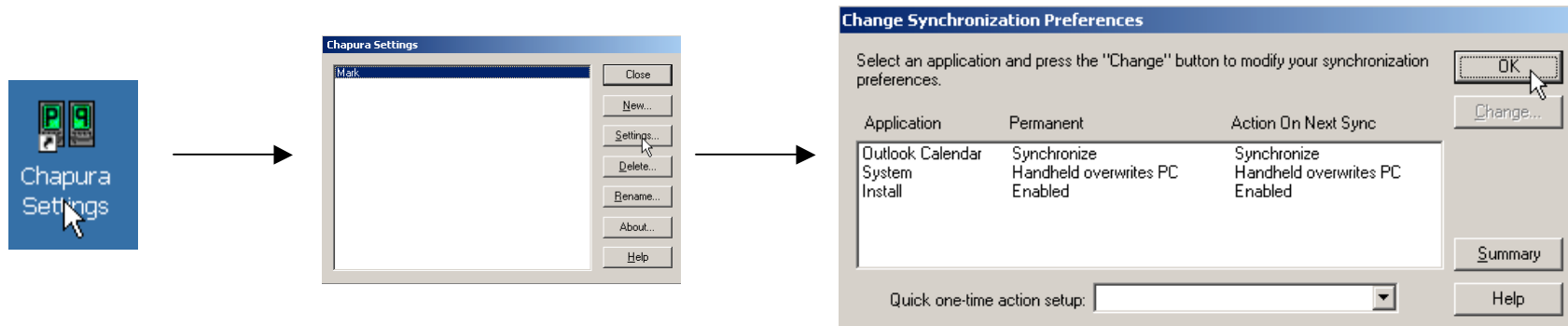
<http://www.palmone.com/us/software/desktop/>

Step 2) Synchronize your Palm.

Step 3) Obtain and install *PocketMirror* from Chapura, Inc. As of April 2005, the cost for *PocketMirror* was \$29.95.

[http://www.chapura.com/pm\\_standard.php](http://www.chapura.com/pm_standard.php)

Step 4) Open *PocketMirror/Chapura Settings* and click *Settings*. Make any changes as necessary.



Step 5) Synchronize your Palm. Confirm that the Palm *Datebook* has the same entries as the *Outlook* calendar.

Step 6) Install the *Sundial* Palm synchronization software (*Palm Sync for Windows*)

<http://calendar.stanford.edu/getting-started-step2.html>

Step 7) Follow the setup instructions at:

<http://calendar.stanford.edu/sundial-palm-windows-instructions.html>

Step 8) Synchronize your Palm. The data should now be synchronized to your Sundial calendar.