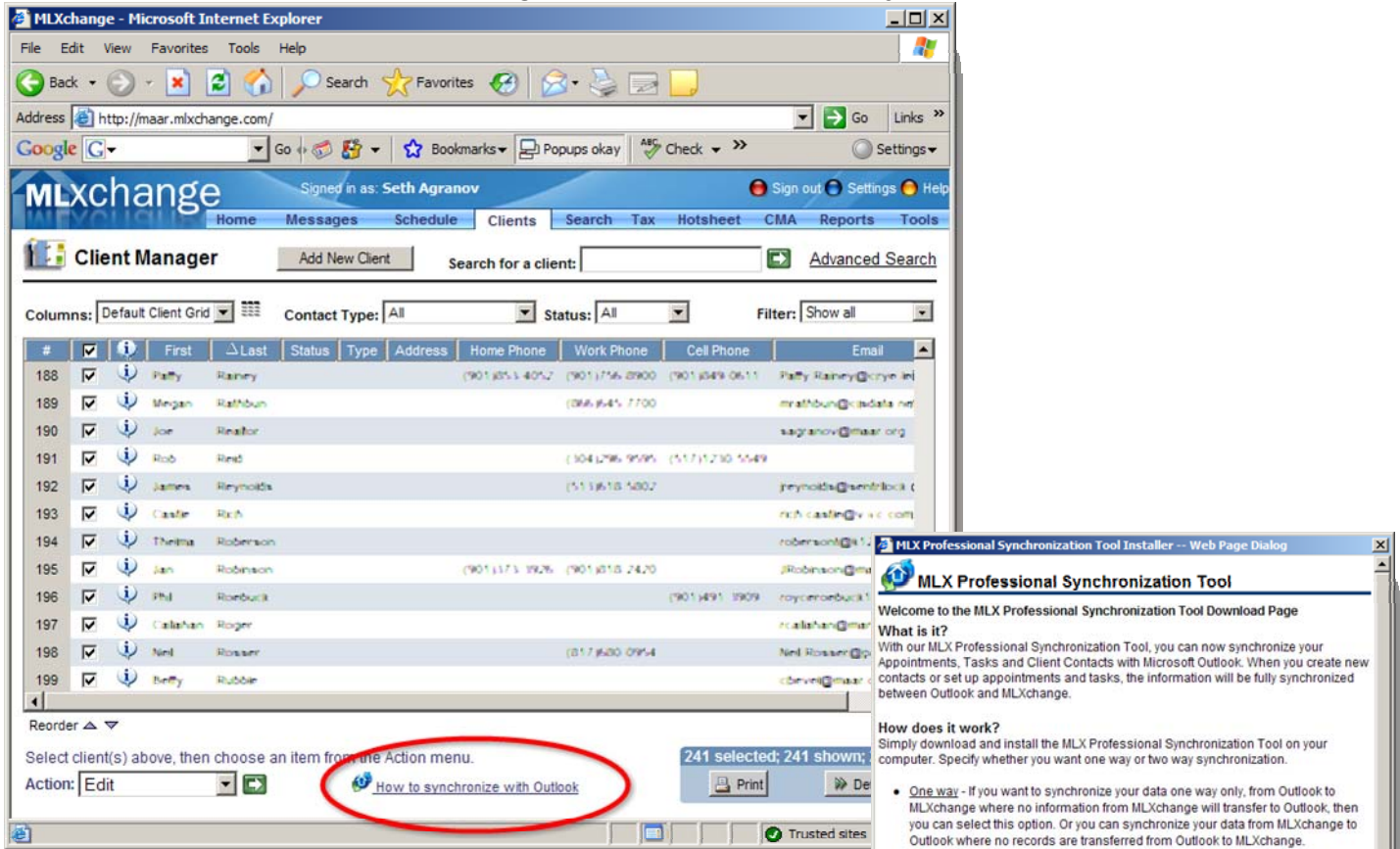


Outlook Synchronization with MLXchange

1. From the MLXchange home page, click Clients on the navigation bar.
2. At the bottom of the Client Manager screen, click "How to synchronize with Outlook".

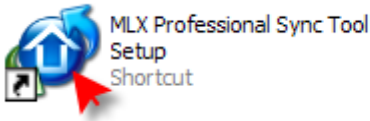


3. On the dialog box that appears Click "Download".
4. A dialog box will open prompting you to Run, Save or Cancel. Click

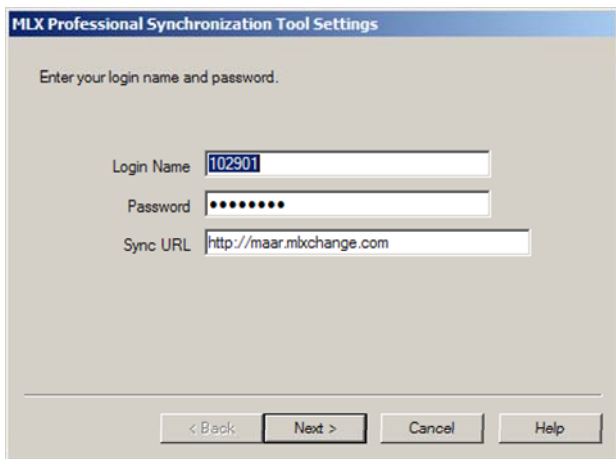


Run

5. Complete the installation process by clicking the Next buttons until the application is fully installed.
6. On your desktop, you will find 2 new icons. Double click the one labeled, MLX Professional Sync Tool Setup.

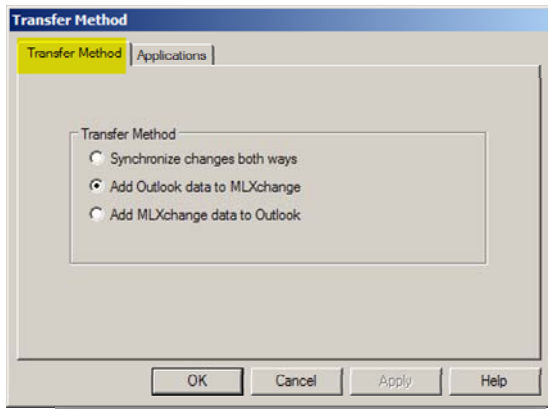
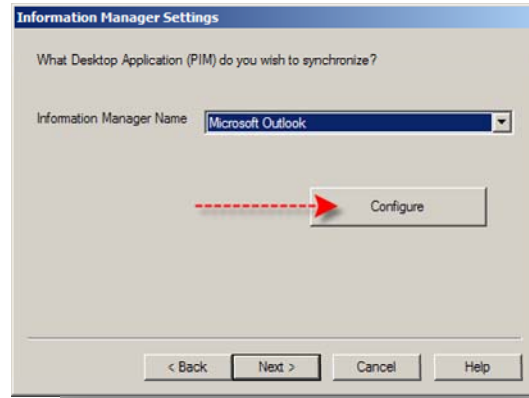


7. Click the settings button on the Window that opens.



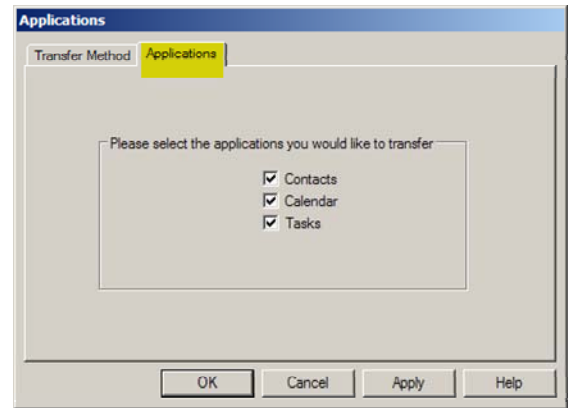
8. Enter your current MLXchange login information and the Synch URL of [http://\[your_site\].mlxchange.com](http://[your_site].mlxchange.com), then click the Next > button.

9. Click the Configure button.



10. On the Transfer Method tab, choose how your data will sync.

11. Click the Applications tab and choose which Outlook/MLXchange applications you want to synch. Then click OK.



12. On the next dialog click finish then exit .

13. From now on in order to synchronize your MLXchange and Outlook information just double click the following icon.

