



Synchronizing Your Important Information



Keeping your personal schedule and contact information in sync doesn't need to be a chore. When you synchronize your contacts, calendars, bookmarks and other important information with .Mac, you ensure that you always have access to the most up-to-date version of your information available on your Macs, and from any Internet-connected computer, Mac or Windows PC.

And if you have more than one Mac it's easy to keep your Macs in sync as well. This way, once you've set up all your computers to sync, any changes you make to your contacts, calendars and more will be consistent across your Macs.

Contents

Introduction

Syncing Basics

Keeping Multiple Macs in Sync

Accessing Your Address Book from Other Computers

Accessing Your Bookmarks from Another Computer



Syncing Basics



Just because you are away from home or work, you don't need to be without your personal information. When you sync to .Mac you can access your Address Book contacts, iCal calendars and Safari bookmarks from any computer, Mac or PC, that is connected to the Internet.

Syncing coordinates your personal information using your Mac and Apple's servers, and tracks the changes you've entered on your synced Macs.

Syncing Basics

Set up .Mac sync.

- 1 Open System Preferences, and then click the .Mac icon.
- 2 Enter your .Mac member name and password, or verify that it is correctly entered.
- 3 Click the Sync button and then Select the Synchronize with .Mac option.
- 4 Choose the items you would like to sync.
- 5 Select how often you want to Sync.
- 6 When you are ready to initiate a sync session, click the Sync Now button.

Syncing Basics

Quickly sync from the menu bar

You don't have to open an application every time you want to sync—you can sync right from the menu bar. In Mac OS X "Tiger" System Preferences, select .Mac under Internet & Network, choose the Sync tab, then check "Show status in menu bar." A sync icon appears in the menu bar that you can use to start syncing and check the time of your last synchronization to .Mac.

Syncing your devices

If you want to sync devices like a phone or PDA to your Mac, you will need to use iSync. iSync is synchronizing software included with OS X, which works with many cell phones and PDAs.

Keeping Multiple Macs in Sync



If you have more than one Mac, you can use .Mac Sync to access and maintain the same address book, calendars, bookmarks, passwords and Mail preferences — like Smart Mailboxes — on all your computers. When you make changes on one Mac, they're available on all the other computers after you sync.

Using .Mac to sync securely transfers a copy of your Address Book contacts, iCal calendars, Safari bookmarks, Keychain, and Mail preferences to the .Mac servers so that you can access your information from any Mac you register with .Mac. If you make changes to this information on one Mac, the other computers will reflect those changes the next time they sync.

Keeping Multiple Macs in Sync

Sync Multiple Macs

- 1 Open System Preferences, and then click the .Mac icon.
- 2 Enter your .Mac member name and password, or verify that it is correctly entered.
- 3 Click the Sync button and then Select the Synchronize with .Mac option.
- 4 Choose the items you would like to sync.
- 5 Select how often you want to Sync.
- 6 When you are ready to initiate a sync session click the Sync Now button.
- 7 Repeat this process on any other Macs you want to sync with.

Keeping Multiple Macs in Sync

Resolve multiple conflicts at the same time

If you've changed the same piece of information on multiple computers but the changes are not identical, a window appears when you sync that lets you choose which information to use. If there is more than one conflict, you can choose to resolve all of them from the same source by selecting the "Resolve from the same source" option at the bottom of the window.

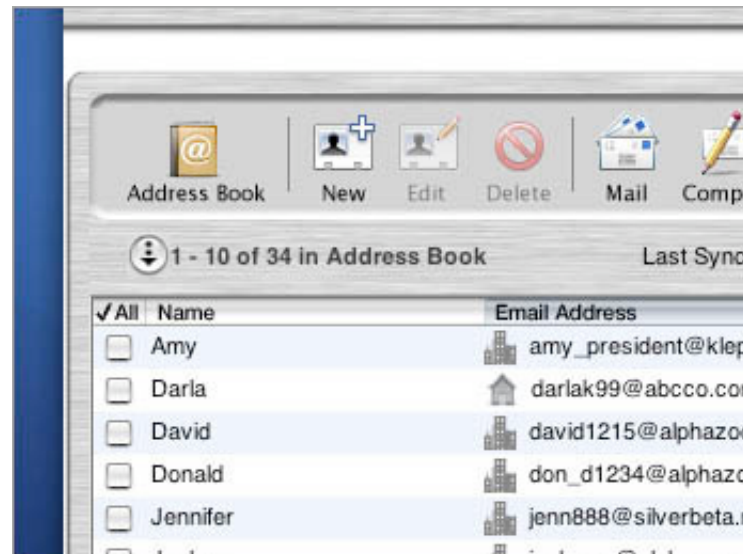
Quickly set up a new computer with your information

.Mac syncing is an easy way to set up a new Mac. When you sync your new Mac for the first time you will be prompted to choose which data to use for the first sync. Choose the "Erase data on computer and then sync" option. All of your data stored in your .Mac account will be automatically added to your new Mac.

Choose how often to sync

Synchronization is a great way to keep your information up-to-date, but you still need to remember to do it. You can set your Mac to sync with your .Mac account manually or at a regular interval. Go to Tiger's .Mac system preferences, select the sync tab, and choose the sync frequency.

Accessing Your Address Book from Other Computers



You can access your Address Book and bookmarks from any computer that's connected to the Internet, or even a PC. If you use a Mac at home and a PC at work, for example, you can still maintain one address book.

.Mac securely stores your contact information on Apple's servers. You can use a web browser on any computer to securely access your information.

Accessing Your Address Book from Other Computers

Use the .Mac website to access your address book by following these steps:

- 1 Make sure that you have already synced your Mac to your .Mac account.
- 2 Open your web browser and go to the .Mac site at www.mac.com.
- 3 At the .Mac site, click the Address Book icon.
- 4 If you're not prompted, click the Preferences icon, select the Turn on .Mac Address Book Synchronization option, and then click Save.
- 5 If prompted, log in to your .Mac account.
- 6 After a moment you'll notice your contacts appears in your browser window.

Accessing Your Address Book from Other Computers

Add contacts to your address book from any computer

With .Mac synchronization turned on, you can modify contacts on another computer and your Mac will be updated automatically the next time you sync it. For instance, while you're using .Mac web mail on a friend's PC, you can add a contact from an email to your address book. The next time you sync your Mac, the contact from your .Mac address book will sync to your Mac OS X Address Book.

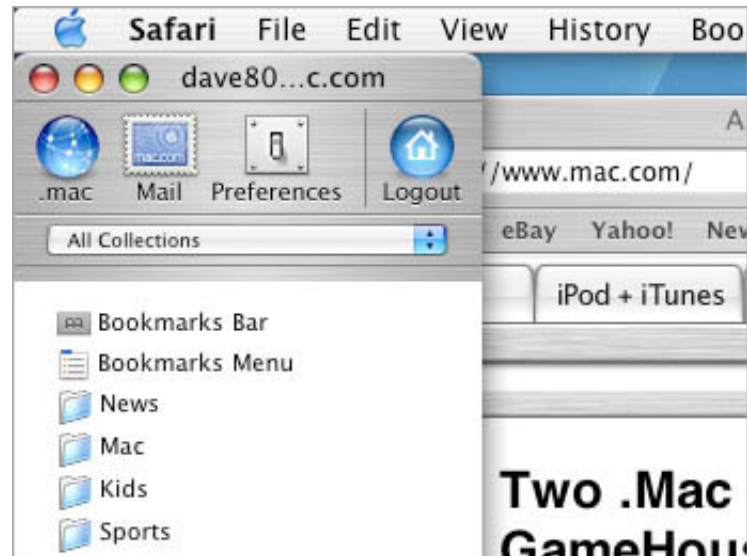
Create an email message from your .Mac address book

You can quickly address an email message you create at the .Mac site. Simply click the checkbox to the left of a name in your address book, and then click the Compose icon. A new message is automatically created with the email address already entered.

Create a menu with your most frequently used addresses

Click the checkbox to the right of an entry in your address book to place that address in your Quick List. When you use your .Mac email account to create a new message, you'll be able to quickly access your frequently used email addresses without having to go to your address book.

Accessing Your Bookmarks from Another Computer



With .Mac bookmarks, you can quickly locate your favorite websites on any computer. For example, you can begin researching a new car at home and then continue your research at work on your PC.

When you sync your Mac with your .Mac account, a copy of your Safari bookmarks are automatically stored on the .Mac servers. You can access them from any computer, make changes, and even add new bookmarks, all by accessing the .Mac site.

Accessing Your Bookmarks from Another Computer

Access your Safari bookmarks from the .Mac site by following these steps:

- 1 Make sure that you've already synced your Mac with your .Mac account.
- 2 Open your web browser and go to the .Mac site at www.mac.com.
- 3 At the .Mac site, click the Bookmarks icon.
- 4 Click the Preferences icon at the top of the bookmarks window, select the Turn on .Mac Bookmarks Synchronization option, and then click Save.
- 5 To open a website, simply click the website's icon in the Bookmarks window. A new window will open, displaying the web site you selected.
- 6 If necessary, use the pop-up menu at the top of the window or click a folder to open a category.
- 7 When you're done with the Bookmarks window, click the Log Out button to close the window.

Accessing Your Bookmarks from Another Computer

Add bookmarks while online

You can add new bookmarks at the .Mac site. Click the new bookmark button at the bottom of the window and type a name for the bookmark. Copy and paste the URL from the page you want to add and then click the Add button. Choose a location for the bookmark from the pop-up menu and click Add.

Open web pages in the window of your choice

Clicking a .Mac bookmark normally opens a new browser window. If you want the web page to open in the same window, just drag the bookmark icon to the window in which you want it to open. Or you can select the “Always open pages in the same browser window” option in Bookmarks Preferences.

Access your bookmarks without logging in

Most .Mac services protect your information by requiring you to enter a password. With .Mac bookmarks, you have the option of turning off password protection. This way, you don't have to enter your password to access your bookmarks

Accessing Your Bookmarks from Another Computer
