

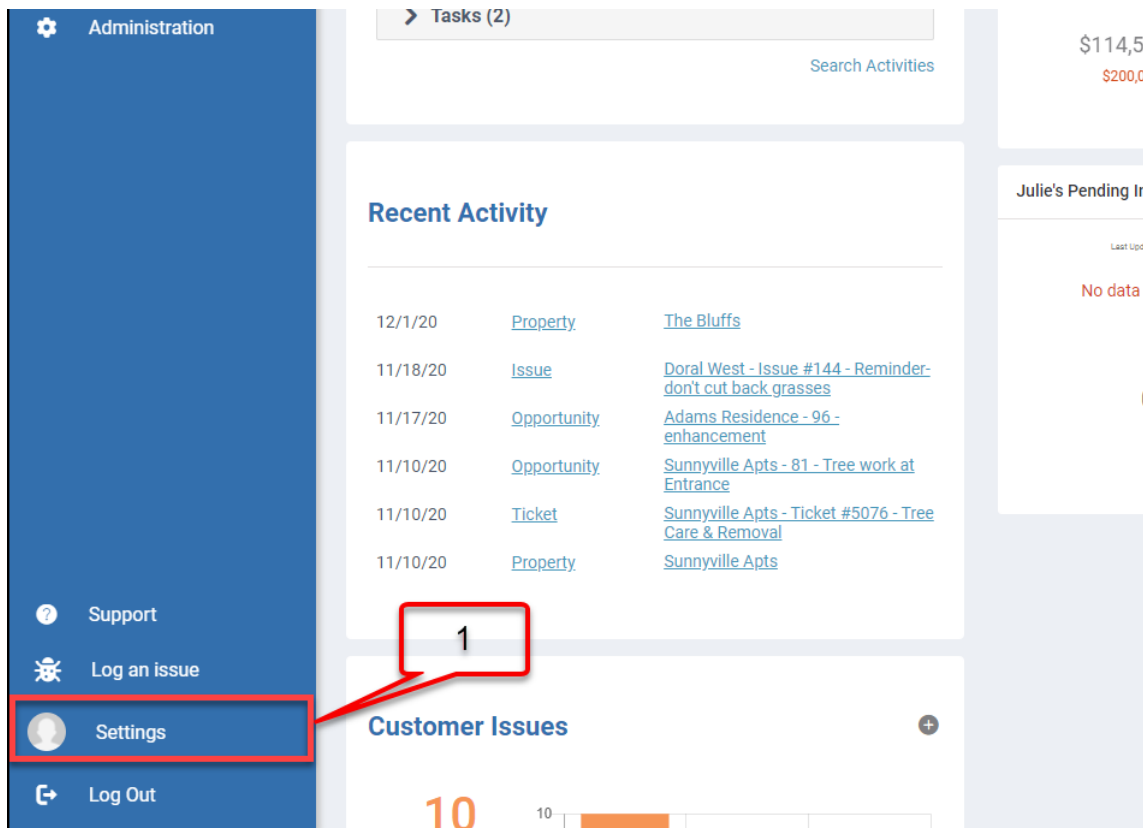
Syncing an Employee's Email and Calendar

Purpose: Emails that are sent from Aspire will go out through the user's Gmail or Outlook 365 account and will show up in their sent folder. It is also possible to pull selected emails from your Outlook or Gmail and have them load back into Aspire. In addition, calendar appointments created either in Aspire or in Gmail or Outlook will sync in either direction. Reoccurring appointments must be scheduled in Outlook or Gmail, but if synced, will appear in Aspire

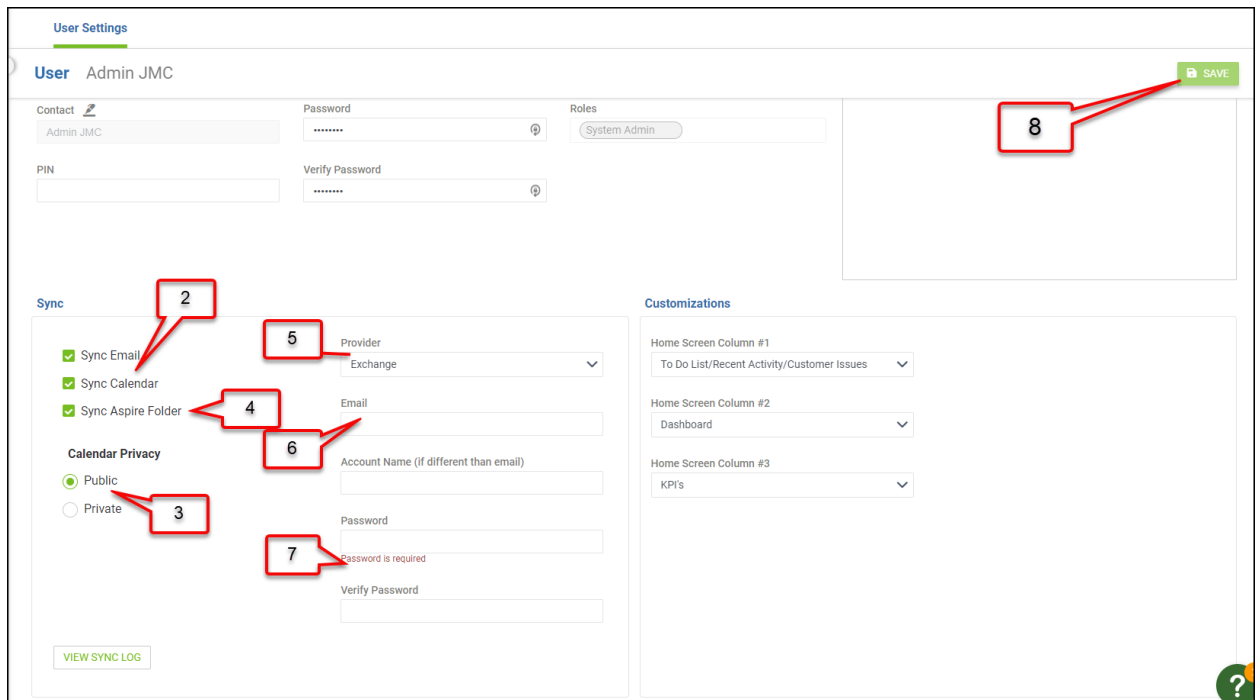
Prerequisites:

1. None

To Sync your email account with Aspire, follow these steps:



1. Select the user photo in the bottom left corner. Then select user settings by clicking the user photo again.



2. Checkmark the “Sync Email” and “Sync Calendar” options.
3. Decide Calendar Privacy.

Note: Everyone in the company can see a public calendar in Aspire.

Note: A calendar can be private and shared with anyone whose name is in the Shared With box. Marking a calendar private will only show appointments to others in the company as a block of time and will not show the specifics of the appointment such as the subject, location, or notes. Anyone who the appointment is shared with will be able to see the details of each calendar appointment.

4. If desired, check the Sync Aspire Folder. This creates two special folders in Outlook or Gmail called “Aspire” and “Processed.” Any emails moved or copied into the “Aspire” folder will be copied into Aspire and then moved into the “Processed” folder.
Note: The Contact needs to have an email address for the sync to work.
Note: Sync happens once an hour.
5. Pick the company’s email provider.
Note: If syncing with Google, only the email text box will appear, and Google will have a validation process that must be completed.
6. Enter in the work email address.
7. Enter in the work email’s password in the Password and Verify Password.
8. Press Save.