Student users can synchronize calendar and contact applications with data using the Funambol synchronization application. The feature works with any Funambol supported device. - Outlook, Windows Mobile, PalmOS, and Blackberry.

### PatriotJobs data that can be synched

<table>
<thead>
<tr>
<th>To Calendar</th>
<th>To Address Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Career Services Events</td>
<td></td>
</tr>
<tr>
<td>All Career Services Events</td>
<td>Patriot Career Mentors (ProNet)</td>
</tr>
<tr>
<td>Career Advising/Counseling Appointments</td>
<td></td>
</tr>
</tbody>
</table>

### Setting your PatriotJobs account to be synched

1. Log into PatriotJobs
2. Students go to their “Profile” | “Privacy Settings”
3. Set the following fields to "on" to allow for synchronization of that type of data element.
4. Sync Events in Calendar
   - Sync On-Campus Interviews
   - Sync Workshops
   - Sync Information Sessions
   - Sync Career Fair RSVP
   - Sync Counseling Appointments (for Career Advising Appointments)
   - Sync ProNet Mentors (for Favorites in Patriot Career Mentors Network)
   - Remove Archived/Deleted Items from Synced Calendar
   - Remove Inactive/Archived Mentors from Synced Address Book
Setting Up the Application/Device for Synchronization

When setting up the Synchronization tool, follow these basic guidelines:

1. If you have a device/software application, but not the Funambol application, go to http://www.funambol.com to download the appropriate plugin(s) for the device/application(s).
2. Create a dedicated folder for PatriotJobs data updates (e.g., create PatriotJobs-contacts folder for the synchronization).
   a. If you don’t do this, content that is not sourced from PatriotJobs would be impacted by the synchronization (e.g., your personal calendar items won’t be deleted as you do synchronization with the PatriotJobs calendar).
3. When you enable the synchronization, ensure the sync direction is one-way – from server to device/application.
4. Location: https://uttyler-csm.symplicity.com/students/sync/index.php
5. Use data format “vcard” for contacts and “vcalendar” for events.
6. Remote names are “card” for contacts and “calendar” for events.

This is a sample description of how to configure Funambol to synchronize CSM Calendar items with Outlook.

1. Download Funambol for outlook
2. Open the Funambol application and click on Options
3. On the Account Tab set up the following:
   a. Location: https://uttyler-csm.symplicity.com/students/sync/index.php
   b. Username: your username used in PatriotJobs
   c. Password: your password used in PatriotJobs
   d. Click OK
4. Then on the Sync Tab ensure the following is setup:
   a. Check Calendar
   b. Click Details next to Calendar
   c. Sync Direction - One Way: Server->Outlook
   d. Calendar Folder - Click Change -> in the opened window, click on Calendar, and then create a new folder "PatriotJobs calendar" for PatriotJobs sync; otherwise, it will erase all your current calendar data in Outlook
   e. Remote name – calendar
   f. Data Format – vCalendar
   g. Click OK
Synchronization

- Note, as you start to do “synchronizations”, the volume of data being “synchronized” will be larger than normal.
- Data is transferred in “packets” of data (e.g., approximately 100 contacts / records can be synchronized at a time), so it maybe necessary to request synchronization several times before the entire data set is “saved” to the device / application.
- Upon completion of the synchronization (Sync ended), and if fully in synch, the volume of updates sent to the device/application will be nominal.
- Note the date stamp of the last synchronization is also presented on the screen.