

If you own a Palm or Pocket PC handheld device that you currently sync with a cable or cradle to Outlook please read this before upgrading to Office 2007. Your current syncing software needs to be upgraded after you upgrade Office.

For Palm based devices please click on this link

[Download palmoutlook2007conduits.zip](#) (7.2 MB WinZip compressed file) and then follow these instructions:

Click on Agree

Click on Open

Click on Extract all files on the left hand side of the window that opens.

The extraction wizard window will open, click on next

On the Select a Destination Window click on Next

On the Extraction Complete window make sure that show extracted files is checked then click on Finish.

A new screen will open with a Setup icon in it. Double-click this icon and then follow the wizard for installation. Accept all defaults (i.e. you will probably just have to click on Next through the wizard and then Install).

If you get stuck on any part of this installation process please call the HelpDesk (ext. 4357) and a Service Ticket will be issued.

For a Pocket PC based device please click on this link

https://www.microsoft.com/windowsmobile/downloads/eula_activesync45_1033.msp?ProductID=76 and then follow these instructions:

1. Scroll down on the window that opens and click on the button for Accept and Download.
2. On the next window select Run.
3. On the next window select Run again.
4. On the Active Sync 4.5 window that opens click on Next,
5. Click on the radio button next to Accept then click on Next.
6. In the customer information window you can put your name in there if you want or you can leave the default information then click on next.
7. On the Destination folder window just click on Next.
8. On the Ready to install the Program click on Install. A green bar will show the installation progress.
9. When the process is complete click on the finish button.

Also note that if you view documents on your Pocket PC you will not be able to view your files from Word, Excel, or Powerpoint on your device without saving them in the backwards compatible format. The default file format for Word 2007 is .docx (xml format). The default format is not supported by Pocket PCs. So to change the format, click on the Windows logo at the top left and then click on the Word Options button. Then click on the Save option. Then click on the Save files in this format to select Word 97-2003 Document (*.doc). At this point you will then drop them into your syncing folder so they will be on your device.