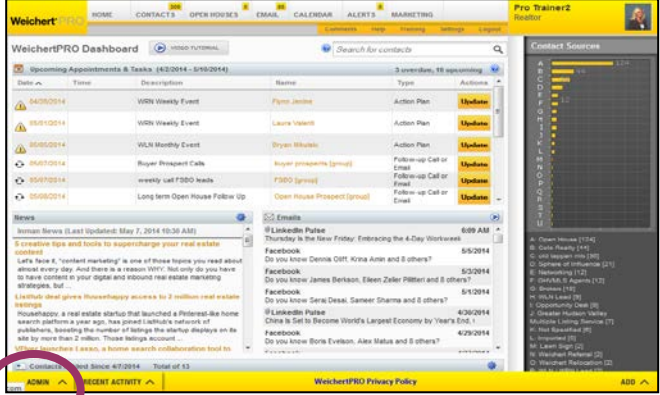
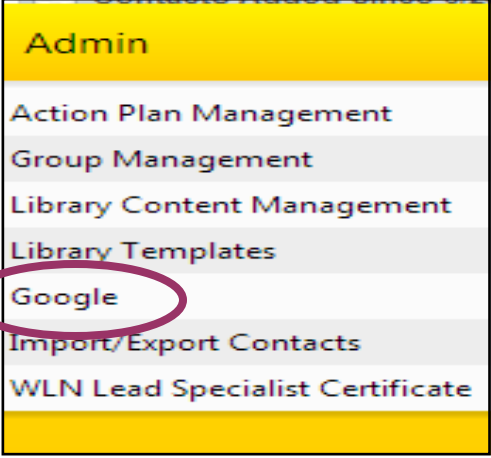


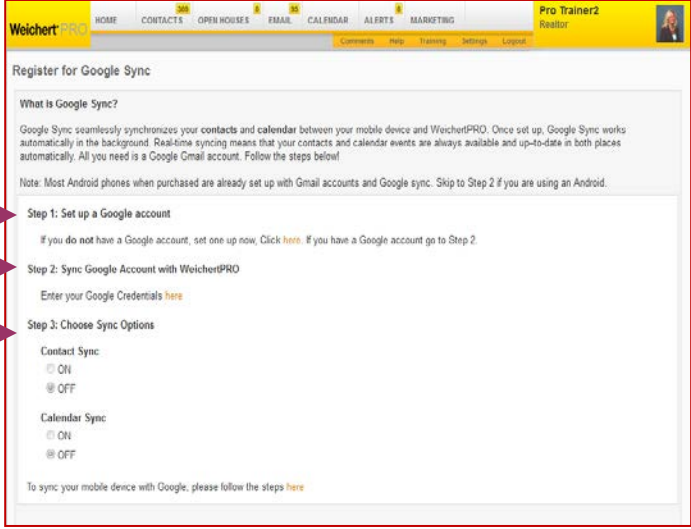
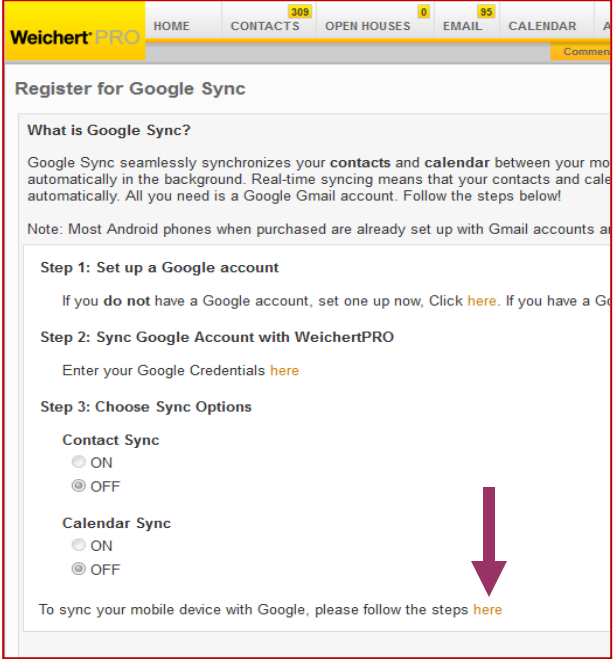
# WeichertPRO Job Aid – Sync Your Mobile Device

Google Sync seamlessly synchronizes your **contacts** and **calendar** between your mobile device and WeichertPRO. Once set up, Google Sync works automatically in the background. Real-time syncing means that your contacts and calendar events are always available and up-to-date in both places automatically.

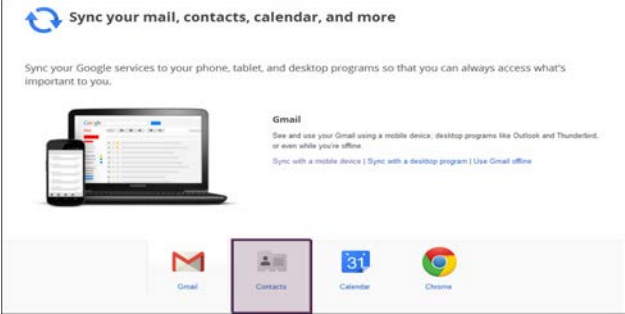
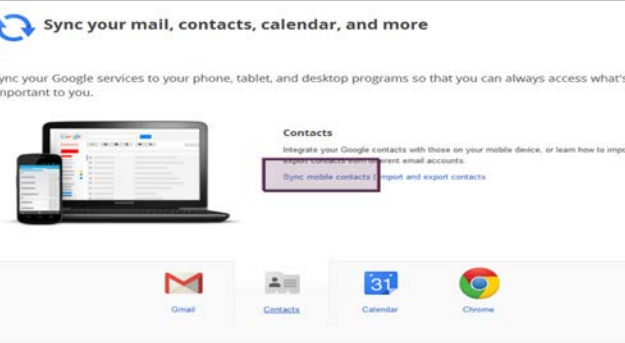
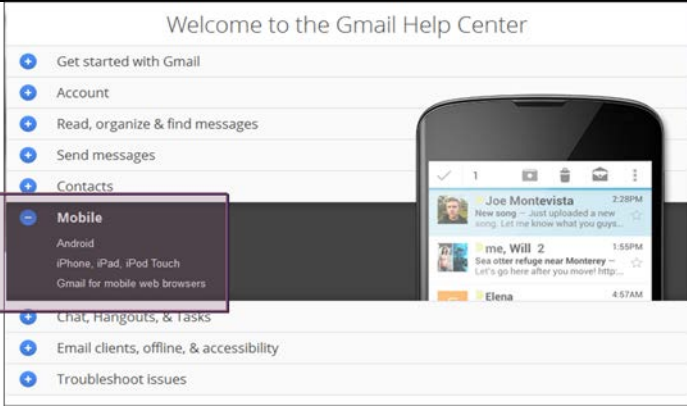
## Sync Your Mobile Device

STEP	SCREEN
<p>1. Click 'Admin'</p>	 <p>The screenshot shows the WeichertPRO Dashboard interface. At the bottom left, the 'ADMIN' button is circled in red. The dashboard includes sections for 'Upcoming Appointments &amp; Tasks', 'News', and 'Emails'.</p>
<p>A new menu will open.</p> <p>3. Select "Google"</p>	 <p>The screenshot shows a dropdown menu titled 'Admin'. The menu items are: Action Plan Management, Group Management, Library Content Management, Library Templates, Google (circled in red), Import/Export Contacts, and WLN Lead Specialist Certificate.</p>

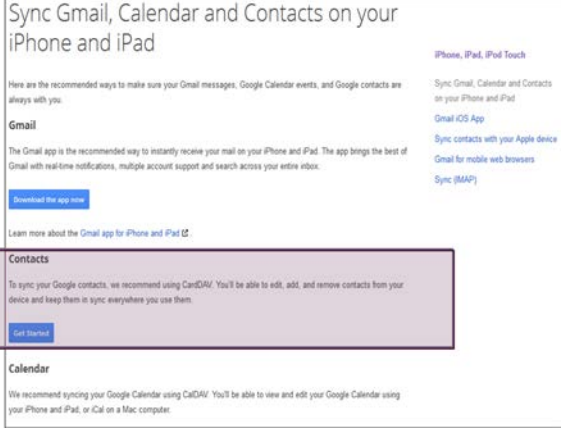
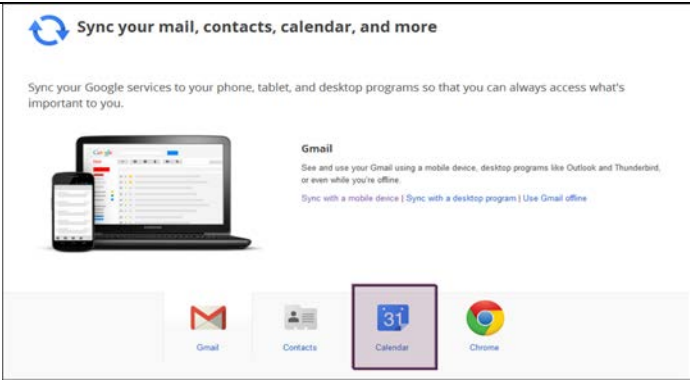
# WeichertPRO Job Aid – Sync Your Mobile Device

STEP	SCREEN
<p><b>4. Follow the three steps:</b></p> <p><b>Step 1 – Set up a Google acct</b>  <b>Step 2 – Sync with PRO</b>  <b>Step 3 – Select Sync Options</b></p>	
<p><b>5. Click 'Here' to continuing syncing your device</b></p>	

# WeichertPRO Job Aid – Sync Your Mobile Device

STEP	SCREEN
<p>You will be redirected to the Google Sync page in google. You will need to follow the steps to sync contacts and calendar separately. In this example we are starting with contacts.</p> <p>6. Click 'Contacts'.</p>	 <p>The screenshot shows the Google Sync page with the heading "Sync your mail, contacts, calendar, and more". Below the heading is a sub-heading "Sync your Google services to your phone, tablet, and desktop programs so that you can always access what's important to you." There are four main service icons: Gmail, Contacts, Calendar, and Chrome. The "Contacts" icon is highlighted with a purple rectangular box.</p>
<p>7. Click 'Sync Mobile Device'</p>	 <p>The screenshot shows the Google Sync page with the heading "Sync your mail, contacts, calendar, and more". Below the heading is a sub-heading "Sync your Google services to your phone, tablet, and desktop programs so that you can always access what's important to you." There are four main service icons: Gmail, Contacts, Calendar, and Chrome. The "Contacts" icon is highlighted with a purple rectangular box. Below the "Contacts" icon, there is a section titled "Contacts" with the text "Integrate your Google contacts with those on your mobile device, or learn how to import and export contacts." Underneath this text, the link "Sync mobile contacts" is highlighted with a purple rectangular box.</p>
<p>8. The section title 'Mobile' will already be expanded. Select your device.</p>	 <p>The screenshot shows the Gmail Help Center page with the heading "Welcome to the Gmail Help Center". There is a list of topics on the left side, including "Get started with Gmail", "Account", "Read, organize &amp; find messages", "Send messages", "Contacts", "Mobile", "Chat, Hangouts, &amp; Tasks", "Email clients, offline, &amp; accessibility", and "Troubleshoot issues". The "Mobile" section is expanded, showing sub-options: "Android", "iPhone, iPad, iPod Touch", and "Gmail for mobile web browsers". The "Mobile" section title is highlighted with a purple rectangular box.</p>

# WeichertPRO Job Aid – Sync Your Mobile Device

<p>9. In this example we have selected iPhone. Go to the section titled, 'contacts' click 'get started' . Follow the steps from here.</p> <p>Because each phone is different, we couldn't possibly cover all of them in this training. Follow the instructions for your phone</p>	
<p>10. Once completed, go back to the main Google sync page.</p> <p>11. This time click 'Calendar' to follow the steps for syncing your calendar with PRO.</p>	

## Additional Resources:

- For Technical Questions: Call the Help Desk at 973-605-1619
- Or email at: [WLNHELP@WLNINC.COM](mailto:WLNHELP@WLNINC.COM)
- For additional WeichertPRO training and our a library of video tutorials visit: [WeichertPRO.com](http://WeichertPRO.com) → Training