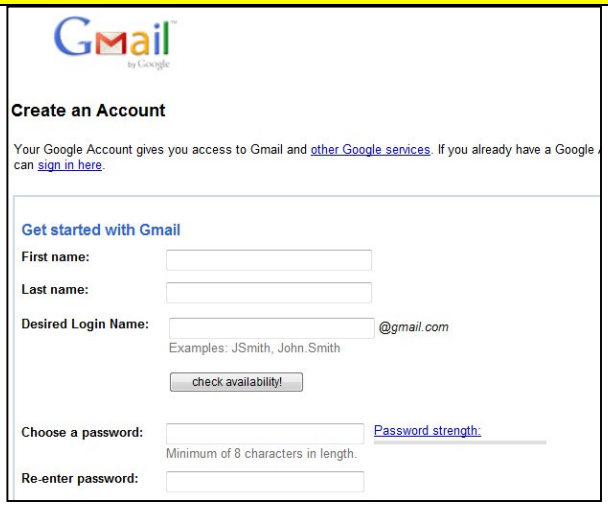
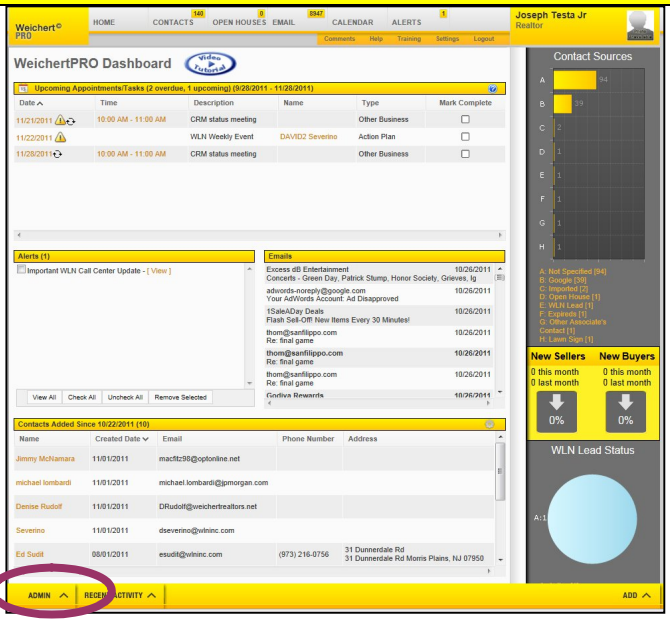
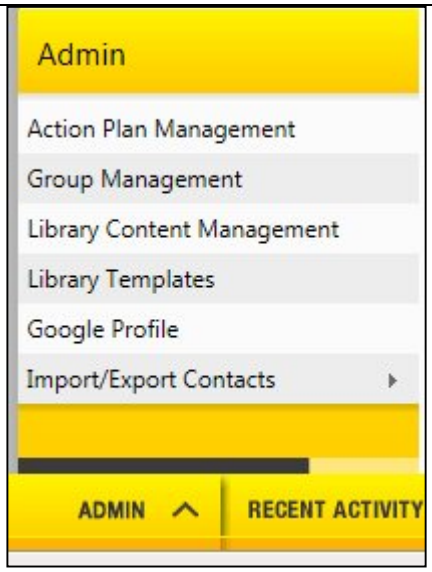
Sync With Your iPhone

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. All you need to do is: 1: Set up a Google GMail account. 2: Turn on Google Sync in WeichertPRO. 3: Set up your iPhone.

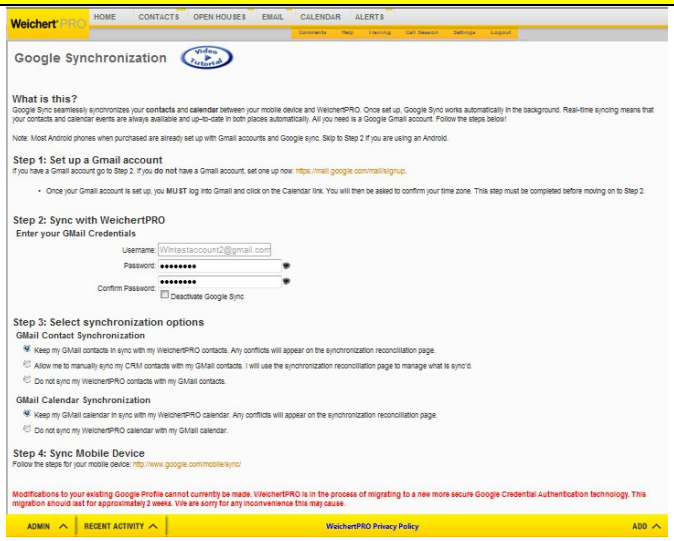
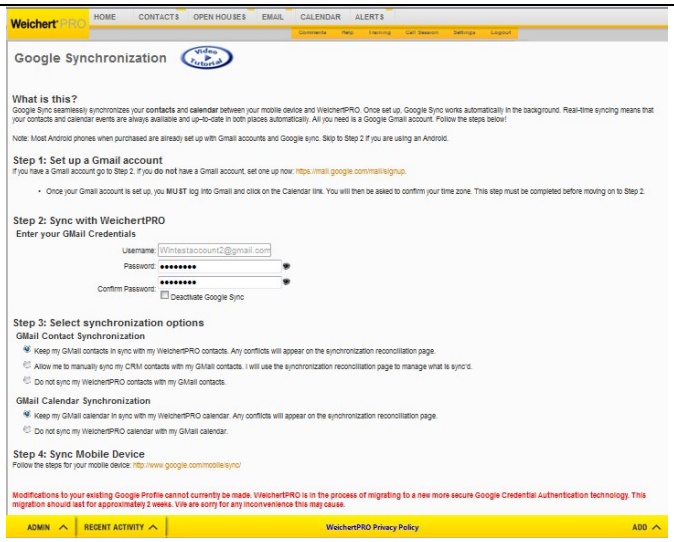
1: Set Up A Google Account

STEP	SCREEN
1. **Go to https://mail.google.com/mail/signup** 2. **Complete the "Google Account form"** 3. **Then click "I Accept. Create my account" button.**	

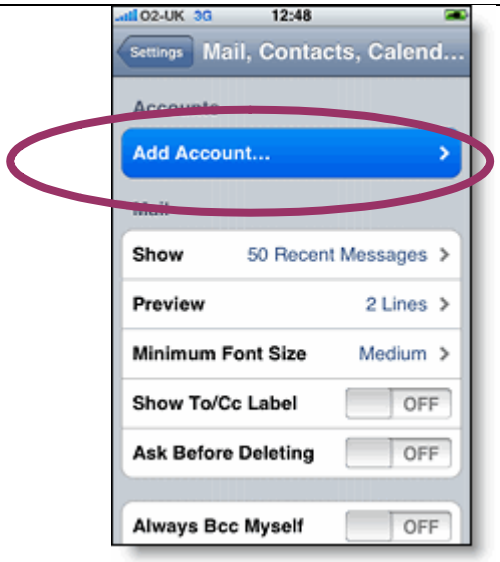
2: Turn on Google Sync in WeichertPRO

STEP	SCREEN
1. Click "Admin" from the bottom toolbar	
A new menu will open. **2. Select "Google Profile"**	

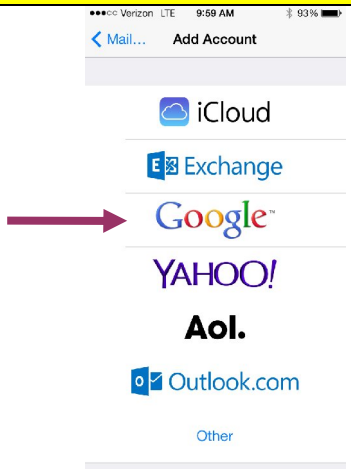
2: Turn on Google Sync in WeichertPRO, continued

STEP	SCREEN
From the Google Synchronization page, select your syncing options for Contacts and Calendar: **1. Set up a GMail account** **2. Sync with WeichertPRO. Enter your GMail Credentials**	
3. Select synchronization options (choose from GMail Contact Synchronization and GMail Calendar Synchronization **4. Sync Mobile Device**	

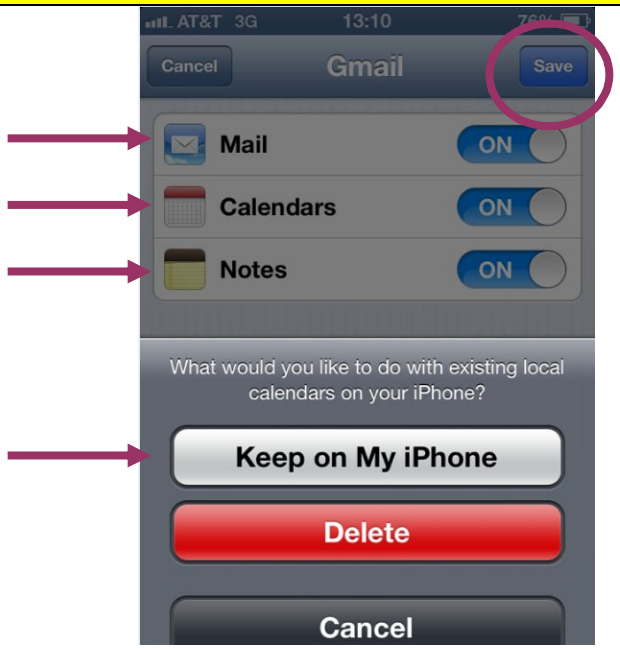
3: Set Up Your iPhone

STEP	SCREEN
1. **Open the Settings application on your device's home screen.** 2. **Open Mail, Contacts, Calendars.**	
3. **Press "Add Account".**	

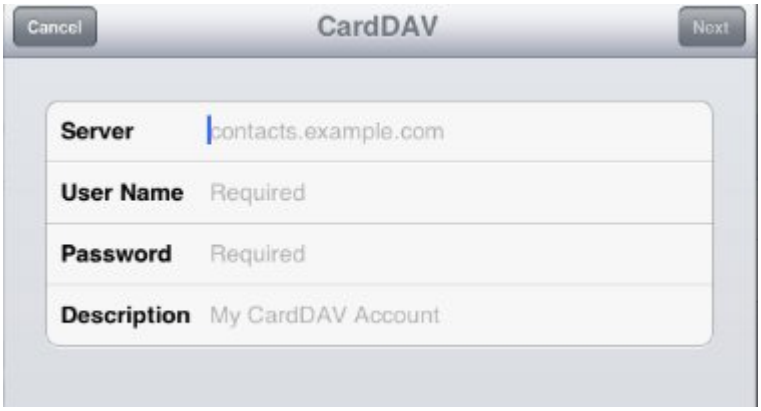
3: Set up Your iPhone, continued

STEP	SCREEN
4. Select "Google"	
5. Enter Account Info • In the Name field, use your name for this account. • In the Email field, enter your full Gmail Account email address. If you use an @googlemail.com address, you may see an "Unable to verify certificate" warning when you proceed to the next step. • In the Password field, enter your Gmail Account password. (If you are a 2-step verification user, please use an application-specific password instead.) 6. Then tap "Next" at the top of the screen.	

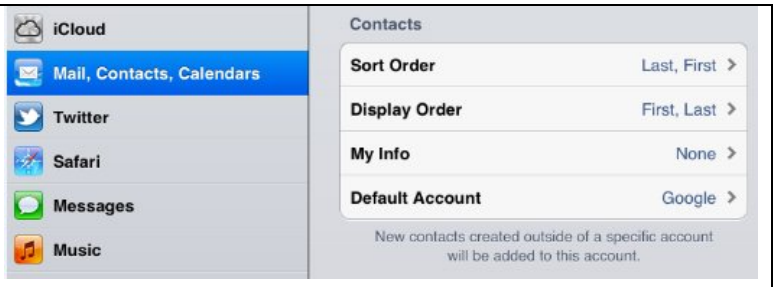
3: Set up Your iPhone, continued

STEP	SCREEN
7. Select the Gmail services (Mail, Calendars , Notes) you want to sync. **If you don't use or want to sync the GMail email you can simply slide the button to off ** • **Select keep on my Iphone** **To receive and respond to meeting requests on your device, both "Mail" and Calendar" need to be turned on, and New Invitations needs to be enabled in your Gmail Calendar settings:** • **To enable New Invitations, sign into your Gmail Calendar using the web browser on your phone or computer.** • **Go to Calendar Settings > Calendars > Click on the Notifications for the calendar you want to sync.** • **Under Email check New Invitations (and any of the other Invitation settings you want enabled), and click "Save".** ****Contacts will be added in the next step.** • **Click Save**	

3: Set up Your iPhone, continued

STEP	SCREEN
9. Add CardDav Account • **Server: Enter "google.com"** • **User Name: Enter your full Google Account (xxxx@gmail.com)** • **Password: Your Gmail Account password** • **Description: Enter a description of the account(e.g. PersonalContacts).** • **Select Next at the top of your screen. After clicking Next, it will take you to the account list window**	

Set your default Contacts and Calendars

1. Default contacts (Google) **1. Go to Settings** **2. Go to Mail, Contacts, Calenders** **3. Change default account to Google**	

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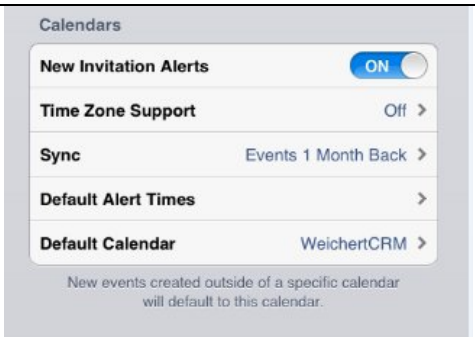
2. Default calendar (WeichertCRM) 1. **Go to Settings** 2. **Go to Mail, Contacts, Calenders** 3. **Change default Calendar to WeichertCRM**	

One time export of your existing iPhone contacts

Step 1 - Turning on iCloud backup	Screen Shot
Already logged into the iCloud then got to next step If not logged into iCloud: Tap the Settings icon on the Home screen, select iCloud, and then enter your Apple ID. Click use iCloud	
Click settings on your home screen, Click on iCloud	

Tap Storage & Backup and turn on iCloud Backup.	
Slide the Bar for backup to the on Position	

Step 2 - Exporting contacts from iCloud to vCard	Screen Shot
First things first, login to iCloud with your Apple account: https://www.icloud.com/	

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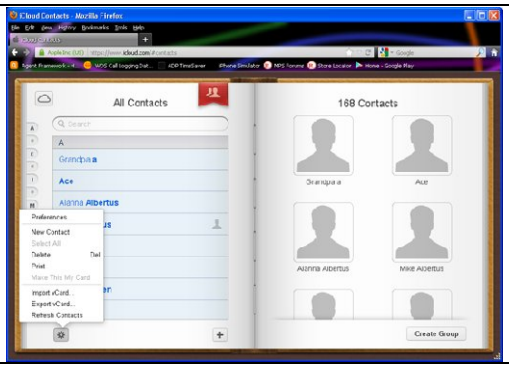
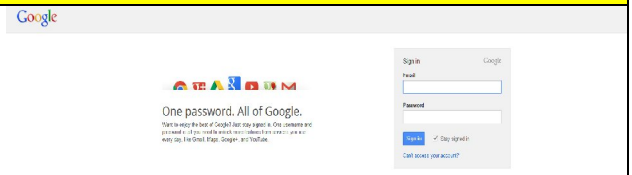
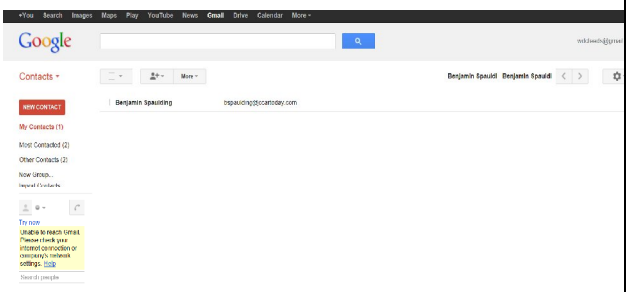
Select "Contacts"	
Click on the little gear at the bottom left	
Select "Select All"	
Click on the gear again and select "Export vCard"	
Give your file a name and save the file	file somewhere easy you can find it like your desktop.

Step 3 - Importing contacts from to vCard to Google	Screen Shot
Login to your Gmail: https://gmail.com	
Under the Google logo click on "Gmail" and select "Contacts"	

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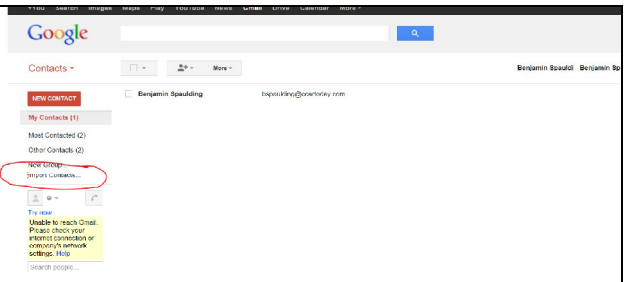
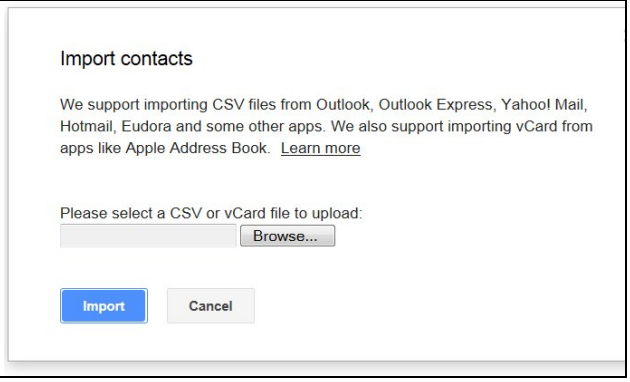
Select "Import Contacts" you may need to click more	
Select the vCard file you just downloaded from iCloud	

That's it!

Additional Features

- Create events and edit event details.
- Respond to meeting requests and update your attendee status.
- Change your **Alert Reminder Time**, e.g. "30 minutes before".
- See your list of pending invitations.
- When you're invited to an event, it shows up as a ghosted entry in your calendar. If you choose **Accept** or **Maybe**, it changes to solid, and if you **Decline**, the event is removed.
- A popup appears on your device when you're invited to a meeting. Pressing **View Event** allows you to see the event details and respond to the invitation.
- To turn off this popup, go to **Settings > Mail, Contacts, Calendar > New Invitations Alert** and turn off the popup.
- When viewing meeting invitations in your iOS Mail app, the calendar icon at the bottom lets you view the event and update your attendee status.
- The badge on the Calendar app icon on your home screen updates with the number of pending invitations.

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Additional Resources:

- **For Technical Questions: Call the Help Desk at 973 605 1619**
- **Or email at: WLNHELP@WLNINC.COM**
- For additional WeichertPRO training and video tutorials, visit: **WeichertPRO.com→ Training**