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About the Author

Brad Miser has written extensively about technology, with his favorite topics being the amazing “i” gadgets, iPhone and iPod touch, that make it possible to take our lives with us while we are on the move. In addition to My iPhone, Fourth Edition, Brad has written many other books, including My iPod touch, 2nd Edition; Easy iLife ’09; Absolute Beginner’s Guide to iPod and iTunes, 3rd Edition; Special Edition Using Mac OS X Leopard; iPhoto ’09 Portable Genius; Teach Yourself Visually MacBook Air; and MacBook Pro Portable Genius. He has also been an author, development editor, or technical editor for more than 50 other titles.

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Brad would love to hear about your experiences with this book (the good, the bad, and the ugly). You can write to him at bradmiser@me.com.
Dedication

To those who have given the last full measure of devotion so that the rest of us can be free.

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In this chapter, you learn how to get information onto your iPhone and keep it in sync with computers and other devices. The topics include the following:

- Syncing with iTunes on a computer
- Syncing with MobileMe
- Syncing with Exchange

Configuring and Synchronizing Information on an iPhone

In later chapters, you learn how you can use your iPhone for email, contacts, calendars, and web browsing. All these tasks are easier and better when you sync information that you have on a computer with your iPhone. That’s because when synced, you don’t have to manually configure information on the iPhone. More important, you always have the same information available to you on your computers and your iPhone.

There are three ways you can sync an iPhone with your computer. You can sync with iTunes, MobileMe, or Exchange, and you can use one, two, or all three of these techniques simultaneously.
Syncing Information with iTunes

In Chapter 3, “Moving Audio, Video, Books, and Photos onto Your iPhone,” you learned how to move audio and video content from your iTunes Library onto your iPhone. Using a similar process, you can move email accounts, calendars, contacts, and bookmarks from your computer onto your iPhone. This information also gets synced each time you connect your iPhone to the computer, so any changes you make on the iPhone move back to the computer and vice versa.

The only downside to syncing with iTunes is that you have to physically connect the iPhone to a computer, but that isn’t a big deal. The primary benefit is that you don’t need any additional accounts to sync this information.

Go Wireless
Using MobileMe or an Exchange account are the better ways to sync information because you don’t have to connect your iPhone to a computer. Your syncs can happen automatically whenever you connect to the Internet.

As with some other tasks, the details to use iTunes to sync are slightly different on a Mac than they are on a Windows PC, so read the section that applies to the kind of computer you use.

Using iTunes to Sync Information on Macs
To set up information syncing on a Mac, perform the following steps.

1. Connect the iPhone to your Mac.
2. Select the iPhone on the Source list.
3. Click the Info tab.
4. To sync your Address Book contacts, check Sync Address Book Contacts; if you don’t want to sync this information (such as if you use MobileMe to sync), skip to step 11 instead.
5. To sync all your contact information, click All contacts and skip to step 8.
No Duplicates Please
You don’t need to set up the same information to sync in more than one way. For example, if you have a MobileMe account, use that to sync your email account, contacts, and calendars rather than iTunes because with MobileMe, your information is synced wirelessly. If you sync this information using MobileMe and iTunes, you might end up with duplicates. At the bottom of each section, you see the status of MobileMe syncing; if this says you are already syncing via MobileMe, think twice before also syncing via iTunes.

6. If you organize your contact information in groups and want to move only specific ones onto the iPhone, click Selected groups.

7. Check the check box next to each group you want to move to the iPhone. If you leave a group’s check box unchecked, the contacts it contains are ignored during the sync process.

8. If you want contacts you create on the iPhone to be stored in a specific Address Book group when you sync, check the Add contacts created outside of groups on this iPhone to check box and select the group on the pop-up menu. If you don’t want them placed into a specific group, leave the check box unchecked.

9. To sync with your contacts stored on Yahoo!, check Sync Yahoo! Address Book contacts, click Agree, and follow the onscreen prompts to log into your Yahoo! Address Book.

10. To sync with your contacts stored in your Google account, check Sync Google Address Book contacts, click Agree, and follow the onscreen prompts to log into your Google account.

Do You Use Entourage?
iCal for calendars, Mail for email, or Address Book for contact information are the only Mac applications that you can directly sync with the iPhone via the iTunes sync process. If you use Entourage, see the next tip.
11. Scroll down until you see the Calendars section.

12. Check Sync iCal Calendars to move your iCal calendars onto the touch; if you don’t want to sync calendar information (such as if you use MobileMe), skip to step 17.

13. If you want all the calendars you access in iCal to be synced on the iPhone, click the All calendars radio button and skip to step 16.

14. If you want only selected calendars to move onto the iPhone, click the Selected calendars radio button.

15. Check the check box next to each calendar that you want to sync on the iPhone.

16. If you want to prevent older events from syncing, check the Do not sync events older than check box and enter the number of days after which events should be excluded from the sync in the box.

Syncing Entourage
If you use Entourage, you can sync its information with your iPhone indirectly by syncing its information with Address Book and iCal, which in turn are synced with your iPhone via iTunes. Open Entourage’s Preferences and configure the Sync Services preferences to synchronize contacts with Address Book and events with iCal. Then, configure Address Book and iCal syncing in iTunes as described in these steps. To sync your Entourage email, simply manually configure your email account on the iPhone, as described in Chapter 7, “Emailing.”
17. Scroll down until you see the Mail Accounts section.

18. Check Sync Mail Accounts if you want to add email accounts configured in Mail to the iPhone; skip to step 20 if you don’t want any of your email accounts synced. (For example, configure MobileMe email or Exchange accounts directly on the iPhone).

19. Check the check box for each account you want to move onto the iPhone.

20. Check the Sync Safari bookmarks check box if you want to sync your Safari bookmarks so you can use them with the iPhone’s web browser; if you don’t want this, skip this step.

21. If you want any notes you create in Mail to be moved onto the iPhone and notes you create using the Notes app to be moved into Mail, check the Sync notes check box; if not, skip this step.

22. Scroll down to the Advanced section.

23. Check the check boxes next to any information that you want to be replaced on the iPhone with information from the computer. If you don’t check a check box, its information will be merged with that information on the iPhone instead.

24. Click Apply. A sync is performed, and the information you selected is moved onto the iPhone.

Each time you sync the iPhone (this happens automatically when you connect the iPhone to your Mac), any updated information included in the sync settings on the computer is moved to the iPhone, and updated information on the iPhone is moved onto the computer.
If you prefer Firefox as your web browser, you can’t sync your bookmarks via iTunes. That’s too bad and is quite annoying for those of us who use Firefox regularly. There’s currently just no simple way to move bookmarks to or from an iPhone from or to Firefox. (There are ways to do this, but they are clunky and require more room to explain than I have here.) Hopefully, Apple will remove this web browser discrimination in an update to its software soon.

Locating Synced Notes?
When you sync notes, they are stored in the Mail application under the Notes subsection of the Reminders section shown in the mailbox pane on the left side of the window. If you don’t see your notes, expand the Notes item and select On My Mac. You should see your notes in the List pane at the top of the Mail window. Select a note on the list to read it in the Reading pane at the bottom of the window.

Sync Versus Apply
Whenever you make changes to the sync settings for the iPhone, the Apply button replaces the Sync button and the Cancel button appears. When you click Apply, the new settings are saved and used for subsequent syncs, a sync is performed, and the button becomes Sync; click Cancel to keep the current sync settings. When the sync settings haven’t changed since the last sync, click Sync to perform a sync using the current settings.

Syncing with More Than One Source
If you configured the iPhone to sync with more than one source of contact information, perhaps Outlook on a Windows PC and Address Book on a Mac, when you sync, you’re prompted to replace or merge the information. If you select Replace Info, the existing information on whatever you are syncing with replaces all the contact information on the iPhone. If you choose Merge Info, the information you are syncing moves onto the iPhone and merges with the existing contact information.
Using iTunes to Sync Information on Windows PCs

You use iTunes to sync information on a Windows PC with an iPhone by performing the following steps.

1. Connect the iPhone to your computer.
2. Select the iPhone on the Source list.
3. Click the Info tab.
4. To sync your contacts, check Sync Contacts with and choose the source of contact information with which you want to sync on the drop-down list. The options are Outlook, Google Contacts, Windows Address Book, or Yahoo! Address Book. If you choose Yahoo! or Google, log into your account at the prompt. If you don't want to sync contact information stored on your computer (such as if you use MobileMe), skip to step 8.
5. To sync all contact information, click All contacts and skip to step 8.
6. If you organize your contact information in groups and want to move only specific ones onto the iPhone, click Selected groups.
7. Check the check box next to each group you want to move into the iPhone. If you leave a group's check box unchecked, it will be ignored during the sync process.
8. If you want contacts you create on the iPhone to be moved into a specific contact group when you sync, check the Add contacts created outside of groups on this iPhone to check box and select the group on the pop-up menu. If you don't want them placed into a specific group, leave the check box unchecked.
9. Scroll down until you see the Calendars section.
10. Check Sync Calendars with and choose the calendar application that contains the calendars you want to sync; if you don’t want to sync calendar information (such as if you use MobileMe), skip to step 15.

11. If you want all the calendars you access in the application you selected to be synced on the iPhone, click the All calendars radio button and skip to step 14.
12. If you want only selected calendars to move onto the iPhone, click the Selected calendars radio button.
13. Check the check box next to each calendar that you want to sync on the iPhone.
14. If you want to prevent older events from syncing, check the Do not sync events older than check box and enter the number of days after which events should not be included in the sync in the box.

15. Scroll down until you see the Mail Accounts section.
16. Check Sync Mail Accounts from if you want to configure email accounts configured on your computer on the iPhone; skip to step 19 if you don’t want them configured (such as if you use MobileMe or Exchange email accounts).
17. Select the email application containing the accounts you want to sync on the drop-down list.

18. Check the check box for each account you want to move onto iPhone.

19. Check the Sync bookmarks with check box if you want to move your bookmarks so you can use them with the iPhone’s web browser; if you don’t want this, skip to step 21.

20. Select Safari or Internet Explorer on the drop-down list to choose the browser containing the bookmarks you want to sync.

21. If you want any notes you create with the iPhone’s Notes app to be moved onto the computer and notes you create on the computer to be moved onto the iPhone, check the Sync notes with check box and select the application where the synced notes should be stored on the drop-down list; if you don’t want to move your notes onto the computer, skip this step.

*It’s Not All Good*

If you prefer Firefox as your web browser, you can’t sync your bookmarks via iTunes. That’s too bad and is quite annoying for those of us who use Firefox regularly. There’s currently just no simple way to move bookmarks to or from an iPhone from or to Firefox. (There are ways to do this, but they are clunky and require more room to explain than I have here.) Hopefully, Apple will remove this web browser discrimination in an update to its software soon.

*Synced Notes?*

In the current version of iTunes, Outlook is the only Windows application that supports notes syncing. When you sync notes, they are stored in the Notes area, which you can access by clicking the Notes icon.
22. Scroll down to the Advanced section.

23. Check the check boxes next to any information that you want to replace on the iPhone with information from the computer. If you don’t check a check box, that information will be merged with the information on the iPhone instead.

24. Click Apply. A sync is performed, and the information you selected is moved onto the iPhone.

   Each time you sync the iPhone (automatically when you connect the iPhone to your computer), any updated information included in the sync settings on the computer is moved to the iPhone, and updated information on the iPhone is moved onto the computer.

---

**Sync Versus Apply**

Whenever you make changes to the sync settings for the iPhone, the Apply button replaces the Sync button and the Cancel button appears. When you click Apply, the new settings are saved and used for subsequent syncs, a sync is performed, and the button becomes Sync; click Cancel to keep the current sync settings. When the sync settings haven’t changed since the last sync, click Sync to perform a sync using the current settings.
Syncing with More Than One Source
If you configured the iPhone to sync with more than one source of contact information, perhaps Outlook on a Windows PC and Address Book on a Mac, when you sync, you’re prompted to replace or merge the information. If you select Replace Info, the existing information in whatever you sync with replaces all the contact information on the iPhone. If you choose Merge Info, the information you sync moves onto the iPhone and merges with the existing contact information.

Syncing Information with MobileMe

One of the great things about a MobileMe account is that you can sync email, contacts, calendars, and bookmarks wirelessly. Whenever your iPhone can access the Internet, no matter where you are, the sync process can occur.

Of course, to sync information with MobileMe, you must have a MobileMe account. See Chapter 1, “Getting Started with Your iPhone,” for information about obtaining a MobileMe account.

If you have a MobileMe account, it is simple to access your MobileMe information on your iPhone by configuring your account there and configuring its sync options. Here’s how:

1. On the Home screen, tap Settings.
2. Tap Mail, Contacts, Calendars.
3. Tap Add Account.

4. Tap mobileme.

5. Enter your name.

6. Enter your MobileMe email address.

7. Enter your MobileMe account password.

8. Change the default description, which is your email address, if you want to. This description appears on various lists of accounts.

9. Tap Save. Your account information is verified. When that process is complete, you see the MobileMe screen that you use to choose which elements of your MobileMe account are going to be synchronized on the iPhone.
10. Tap OFF next to each kind of information you want to sync on the iPhone; its status becomes ON to show you that information will be synced. If you leave a type’s status set to OFF, that information is ignored. Tap ON to prevent information from being synced on the iPhone.

11. Tap OFF next to Find My iPhone to activate this feature, which enables you to access your touch remotely (when it is connected to the Internet); if you don’t want to turn this on, skip to step 13.

12. Tap Allow.

13. Tap Save. The account is synced to the iPhone. You return to the Mail, Contacts, Calendar screen where you see your MobileMe account on the Accounts list. The account is ready to use as is; however, you should also configure how and when information is synced.

To Merge or Not to Merge
If you previously synced information with a computer, such as calendar information, when you enable syncing for that information, you are prompted to Merge with MobileMe or Do not Merge. If you tap Merge with MobileMe, the information you previously synced combines with the information on MobileMe. If you choose Do not Merge, you are prompted to Keep on My iPhone or Delete. If you tap Keep on My iPhone, the information you previously synced is kept on the iPhone. If you tap Delete and then tap Delete again at the warning prompt, the information you previously synced is deleted from the iPhone. (The source with which you synced is not affected.)

15. To enable information to be synced with your iPhone whenever there are updates and the iPhone is connected to the Internet, ensure the Push status is ON (if it isn’t, tap OFF to turn it on); or to disable push to extend battery life, tap ON so the status becomes OFF. This setting impacts all your wirelessly synced accounts.

16. Tap the amount of time when you want an iPhone to sync information when Push is OFF or when an account doesn’t support Push; tap Manually if you want to sync manually only. This setting also impacts all your wirelessly synced accounts.

17. Scroll down the screen.

18. Tap Advanced. You see a list of all your active accounts. Next to each account, you see if it is configured to use Push, Fetch, or Manual. You also see the kinds of information included in the sync settings for each account, such as Mail, Contacts, Calendars, and so on.
19. Tap the account you want to configure.

20. Tap the option you want to use for syncing; the options can include Push, Fetch, or Manual. If you choose Push, syncing occurs when the iPhone is connected to the Internet and new information is on the iPhone or in the MobileMe cloud; this keeps information on the iPhone the most current but also causes the largest energy use and shortest working time until you need to recharge the iPhone. If you choose Fetch, information is automatically retrieved according to the time you selected in step 16; this enables automatic syncing but uses less battery power than Push. If you choose Manual, information is synced only when you manually start the process; while requiring you to take action to update your information, it does provide the longest battery life.

The MobileMe account is ready to use and its information syncs wirelessly according to your configuration settings.
Syncing Information with Exchange

If you have a Microsoft Exchange account, you can sync its email, contact, and calendar information on your iPhone; this works similarly to synchronizing with MobileMe. Configuring an Exchange account on an iPhone is explained in Chapter 7. After you set up an Exchange account on your iPhone, you can configure its sync options similarly to doing so for a MobileMe account, the details of which are provided in the previous section.

Duplicate MobileMe and Exchange Syncs
Make sure you enable calendar and contacts syncing from the same source only once or you end up with the same information on your iPhone multiple times, which can be confusing. For example, if you use Outlook on a PC and have an Exchange account, you don’t want to sync your calendar information both via MobileMe and Exchange because you’ll get the same calendar information twice. Disable Calendar syncing using the MobileMe control panel on your computer, and only the information you get via Exchange moves onto your iPhone.
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