



E-LEARNING

Level 3



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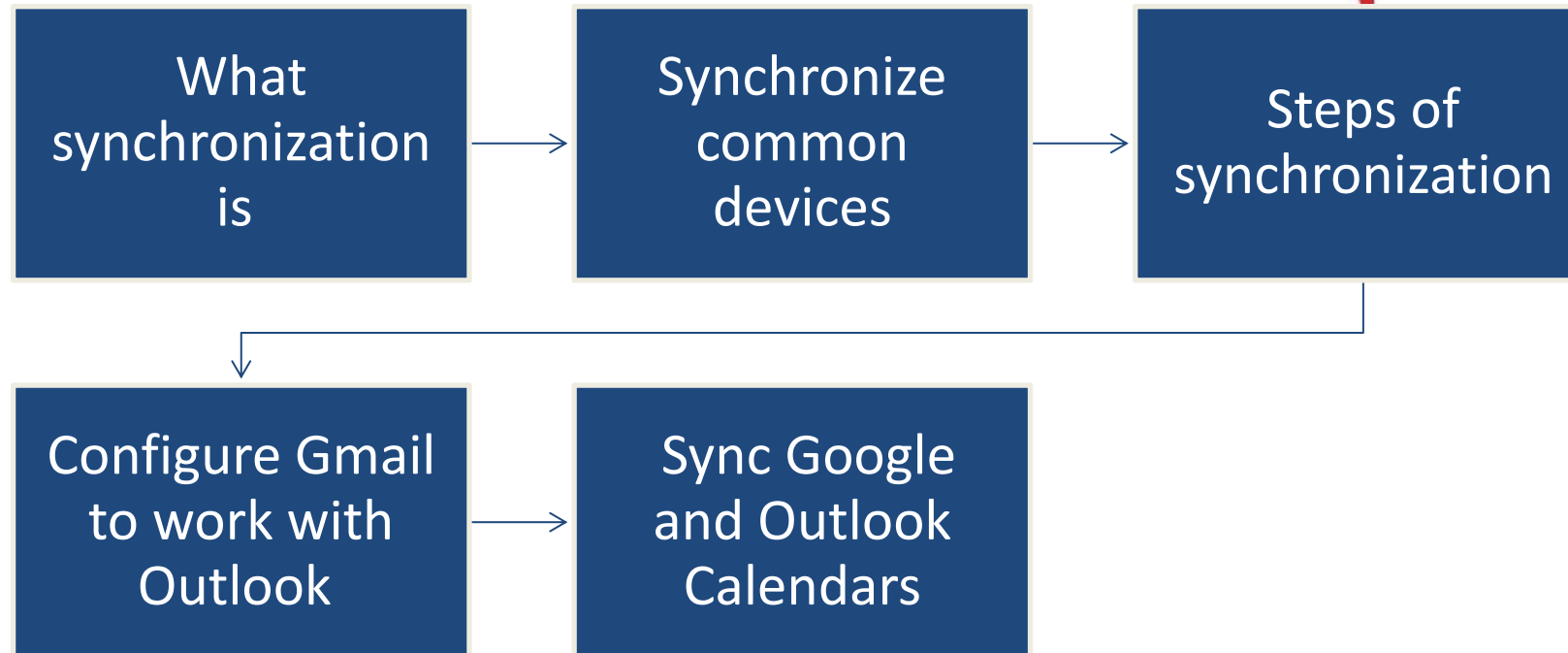
WA9: ICT SKILLS

3.17 Use electronic database skills to accomplish synchronisation between devices


LO3.55 Demonstrate ability to use synchronization between devices




Route Map



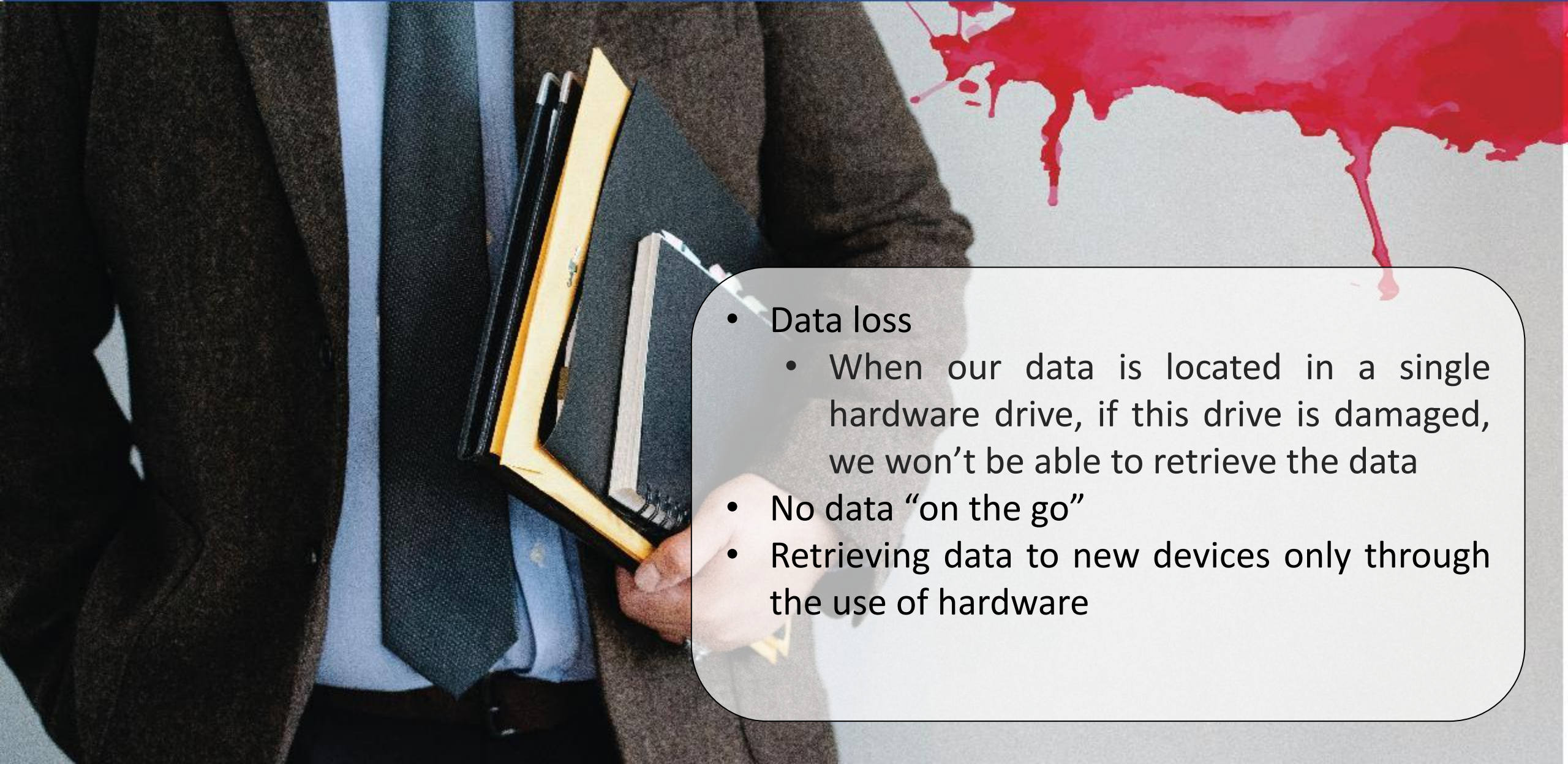
Overview

- 
- ✓ In this course, you'll learn how to synchronize common devices.
 - ✓ You'll find out how to synchronize Calendar, Contacts, Files, Folders, Pictures, Videos etc and solve the most frequent problems when synchronizing

What synchronization is

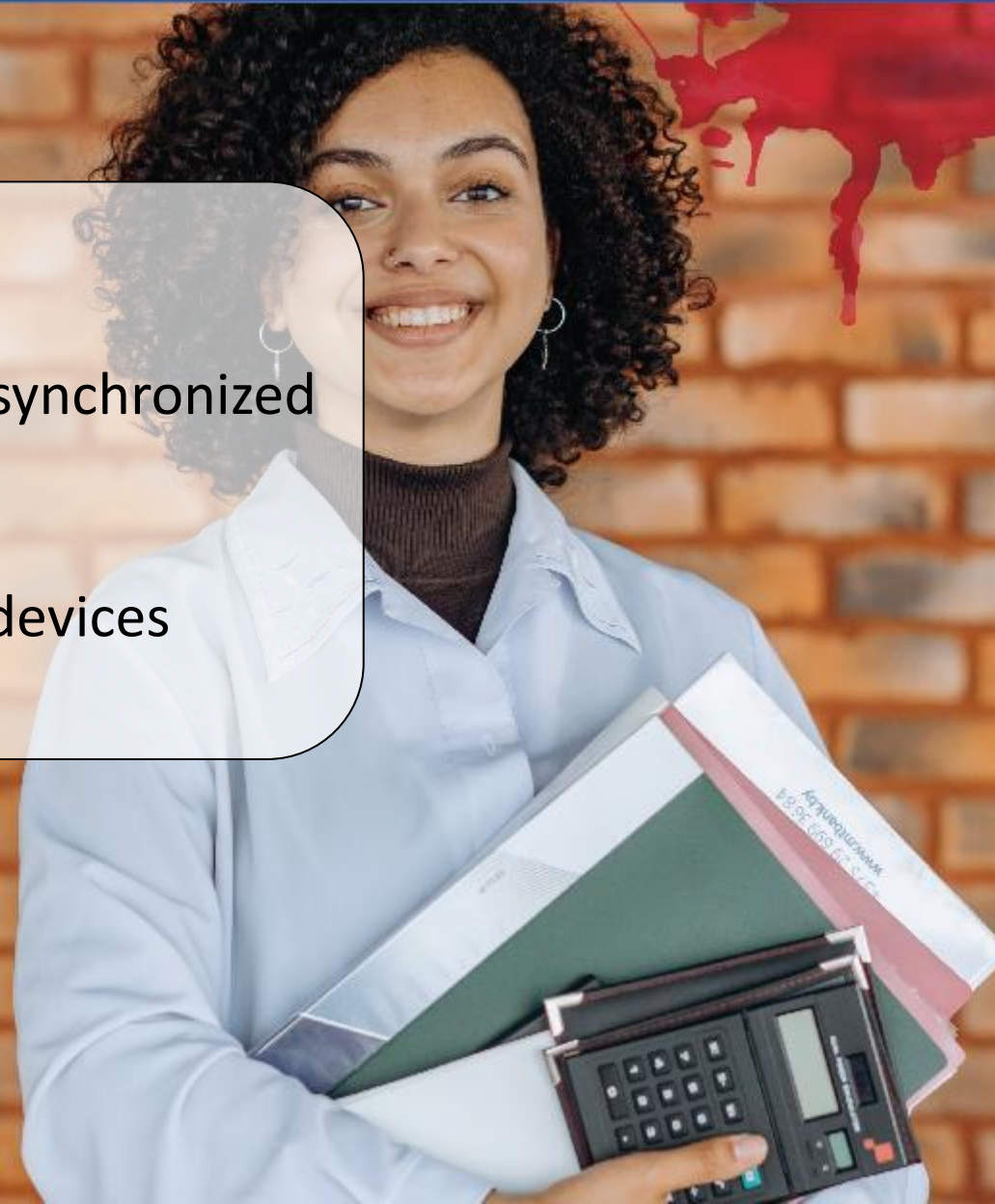
- 
- When you synchronize a device such as a smartphone or an ipad, you're synchronizing the data on the device with your computer.
 - **The same data exists in both places.**
 - The syncing process results in both the device and the computer being updated with the most up-to-date files.

Problems from lack of synchronization

- 
- Data loss
 - When our data is located in a single hardware drive, if this drive is damaged, we won't be able to retrieve the data
 - No data “on the go”
 - Retrieving data to new devices only through the use of hardware

The advantages of synchronization

- No more data loss
- Updated data in all synchronized devices
- Retrieving data to new devices



Synchronize common devices

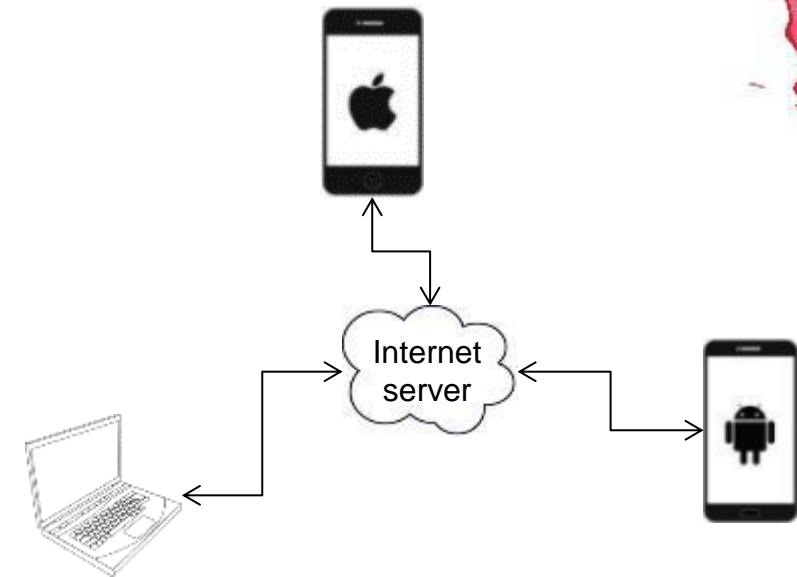
Devices that can synchronize

- Desktop PC
- Laptops
- Smartphones
- Tablets/ipads
- Social Media (LinkedIn, Twitter, Facebook)




Steps of synchronization

- **Create an account** to a Provider (Microsoft, Google, Apple etc.)
- Set this account to all devices for synchronizing
- Configure applications to have access to the Provider's internet server
- Synchronize data through Provider's internet server



Creating an account



Create your Google Account

First name
Minnie

Last name
Mouse

Username
RockTheDot28


@gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password

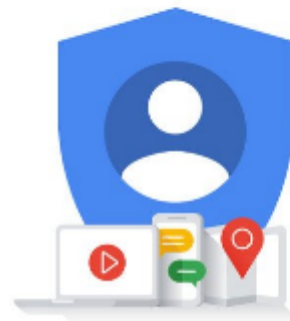
Confirm



Use 8 or more characters with a mix of letters, numbers & symbols

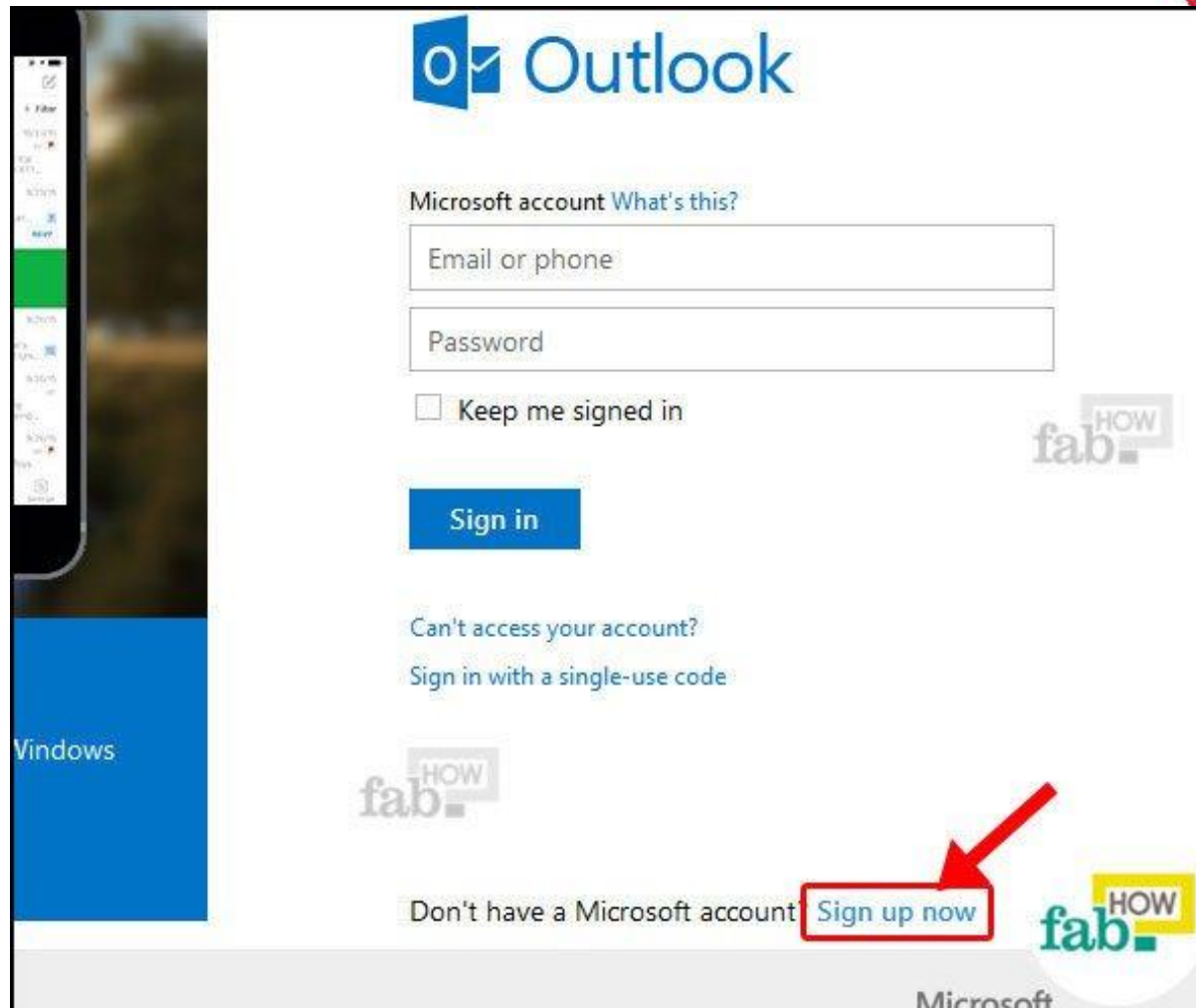
[Sign in instead](#)

Next



One account. All of Google
working for you.

Creating an account



The screenshot shows the Outlook sign-in interface. On the left, there is a vertical sidebar with a smartphone image and the word "Windows". The main content area features the Outlook logo at the top. Below it, the text "Microsoft account" is followed by a link "What's this?". There are two input fields: "Email or phone" and "Password". Below these fields is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. Further down, the text "Can't access your account?" is followed by a link "Sign in with a single-use code". At the bottom, the text "Don't have a Microsoft account" is followed by a link "Sign up now", which is highlighted with a red rectangular box and a red arrow pointing to it. The Microsoft logo is at the bottom center. There are also "fab HOW" watermarks on the right side of the page.

Outlook

Microsoft account [What's this?](#)

Email or phone

Password

☐ Keep me signed in

[Sign in](#)

Can't access your account?
[Sign in with a single-use code](#)

Don't have a Microsoft account [Sign up now](#)

Microsoft

Calendar, Contacts, Messages

- Microsoft Outlook (Android)
- Apple iTunes (Apple iPhone or iPad)



Files, Folders

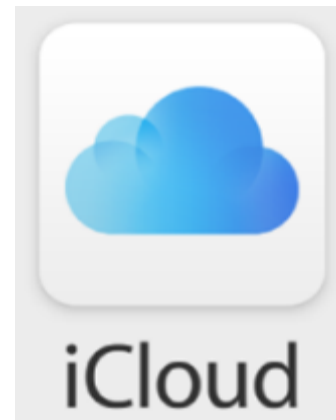
- Google Drive
- Microsoft OneDrive
- iCloud (Apple iPhone or iPad)



Google Drive

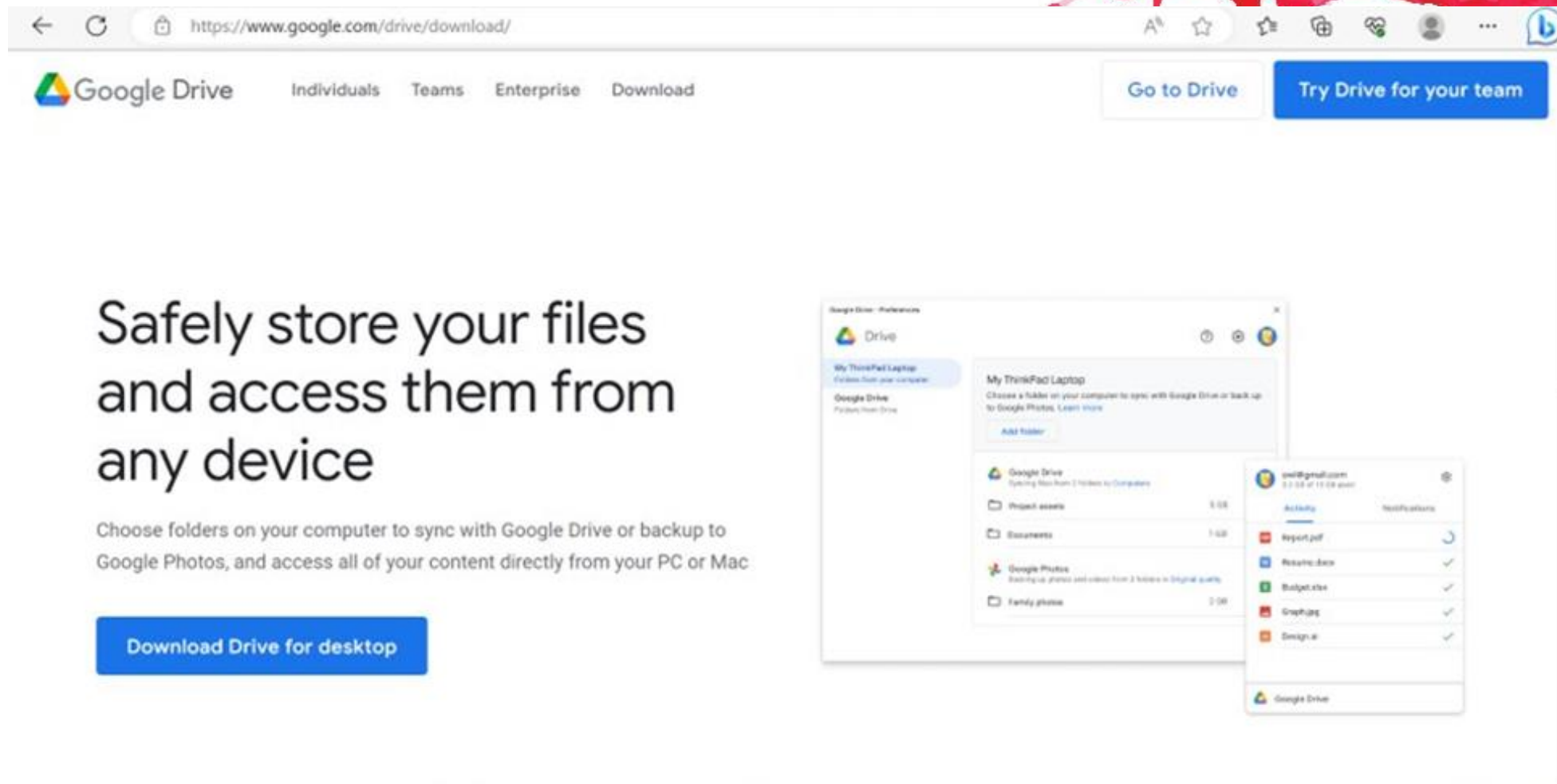


OneDrive



iCloud

Files, Folders



The image shows a screenshot of the Google Drive website and a desktop application window. The website header includes the Google Drive logo, navigation links for 'Individuals', 'Teams', 'Enterprise', and 'Download', and buttons for 'Go to Drive' and 'Try Drive for your team'. The main text on the website reads: 'Safely store your files and access them from any device'. Below this, it says: 'Choose folders on your computer to sync with Google Drive or backup to Google Photos, and access all of your content directly from your PC or Mac.' A blue button labeled 'Download Drive for desktop' is visible. The desktop application window, titled 'Google Drive - Applications', shows a sidebar with 'My ThinkPad Laptop' and 'Google Drive'. The main pane displays a list of folders: 'Project assets' (5 GB), 'Documents' (1 GB), 'Google Photos' (Back up your photos and videos from 2 folders in Original quality), and 'Family photos' (2 GB). A notification panel on the right shows a list of files: 'Report.pdf', 'Resume.docx', 'Budget.xlsx', 'Graph.jpg', and 'Design.ai', each with a checkmark indicating successful sync.

← ↻ 🔒 https://www.google.com/drive/download/ A ☆ ⚙️ 👤 ... b

Google Drive Individuals Teams Enterprise Download

Go to Drive Try Drive for your team

Safely store your files and access them from any device

Choose folders on your computer to sync with Google Drive or backup to Google Photos, and access all of your content directly from your PC or Mac

Download Drive for desktop

Google Drive - Applications

Drive

My ThinkPad Laptop
Choose a folder on your computer to sync with Google Drive or back up to Google Photos. Learn more

Add folder

Google Drive
Syncing files from 2 folders to Computers

| Folder | Size |
|--|------|
| Project assets | 5 GB |
| Documents | 1 GB |
| Google Photos Back up your photos and videos from 2 folders in Original quality | |
| Family photos | 2 GB |

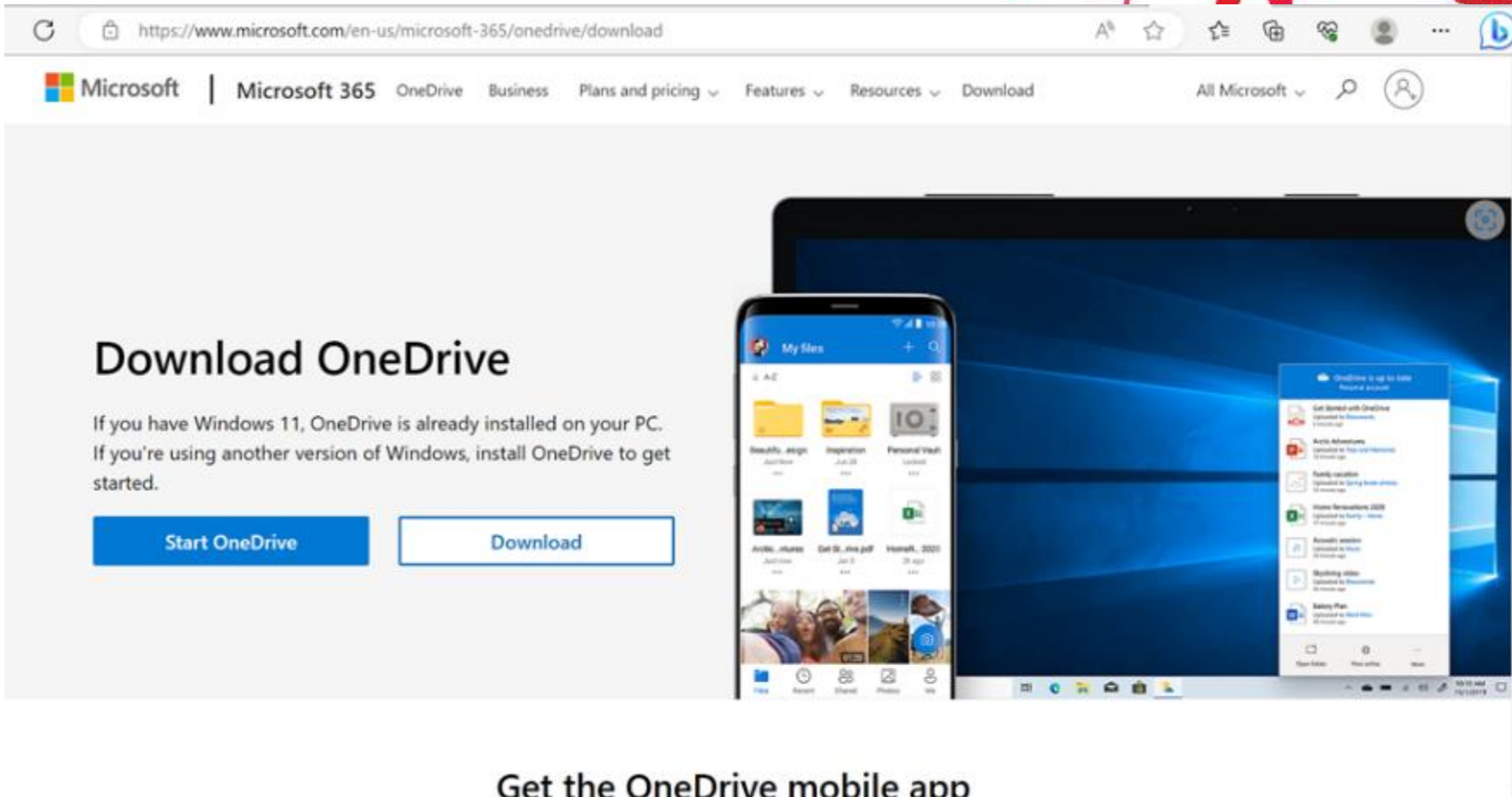
swill@will.com
2:25 PM of 11:00 AM

Activity Notifications

| File | Status |
|-------------|--------|
| Report.pdf | ✓ |
| Resume.docx | ✓ |
| Budget.xlsx | ✓ |
| Graph.jpg | ✓ |
| Design.ai | ✓ |

Google Drive

Files, Folders



<https://www.microsoft.com/en-us/microsoft-365/onedrive/download>

Microsoft | Microsoft 365 OneDrive Business Plans and pricing Features Resources Download All Microsoft

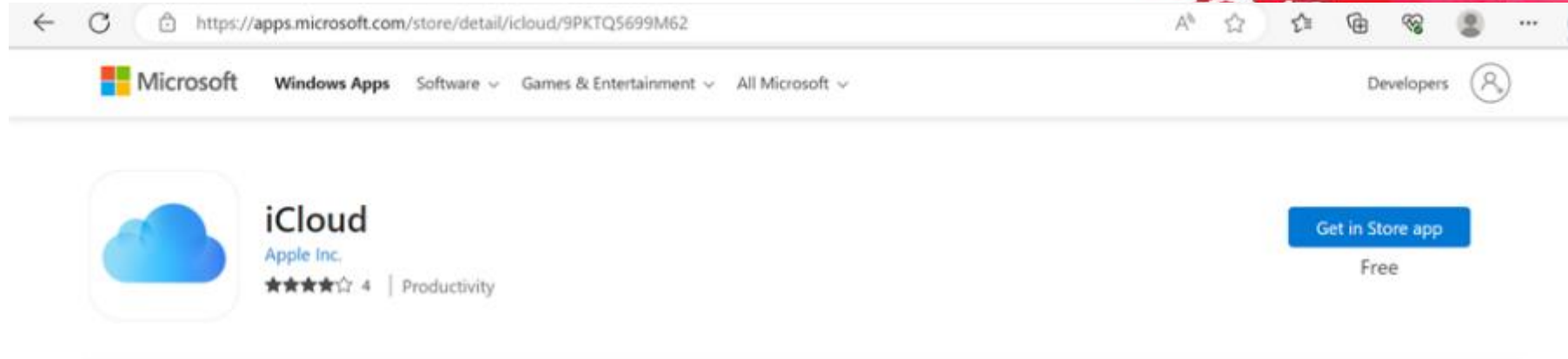
Download OneDrive

If you have Windows 11, OneDrive is already installed on your PC.
If you're using another version of Windows, install OneDrive to get started.

[Start OneDrive](#) [Download](#)

Get the OneDrive mobile app

Files, Folders



Details
[Available in 39 languages](#)

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2/1/2019
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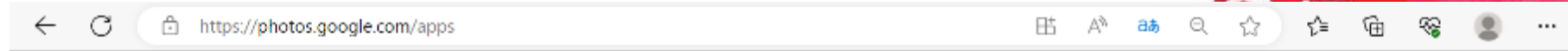
Developer and IT
[App badge](#)
[Endpoint Manager](#)

Photos, Videos

- Google Photos
- Microsoft Photos
- iCloud (Apple iPhone or iPod)



Photos, Videos



Google Photographs

Back up your memories

FOR COMPUTERS

Download Google Drive for desktop

Use Google Drive to automatically back up from your computer to Google Photos

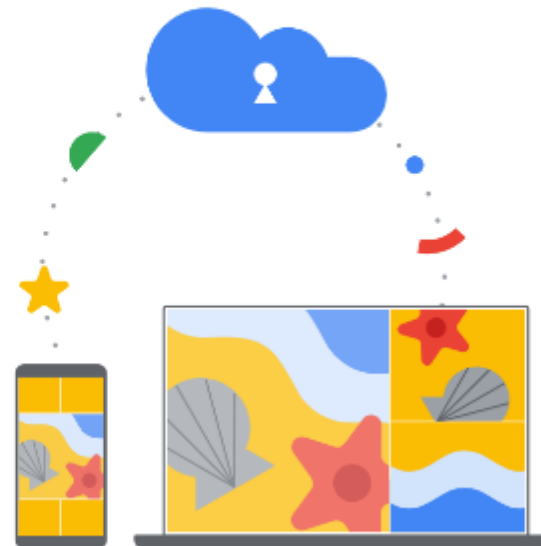
Download

Windows 10 +


FOR MOBILE DEVICES

Get the Google Photos mobile app

Back up and view your photos on Android and iOS devices.



Photos, Videos





Microsoft Photos

Microsoft Corporation

★★★★★ 240 | Photo & video

[Get in Store app](#)

Free



Description

Microsoft Photos is a rich media experience that empowers you to do more with your photos and videos. The newly redesigned and reengineered Photos app is intuitive, elegant, and seamlessly woven into the fabric of Windows 11. View, organize, and share photos from your PC, OneDrive, iCloud Photos and other devices all from one fast, beautiful gallery. Viewing your photos and videos has never been better in Microsoft Photos for Windows. Using our viewer, you will be drawn into an immersive viewing and editing experience.

Details

[Available in 65 languages](#)

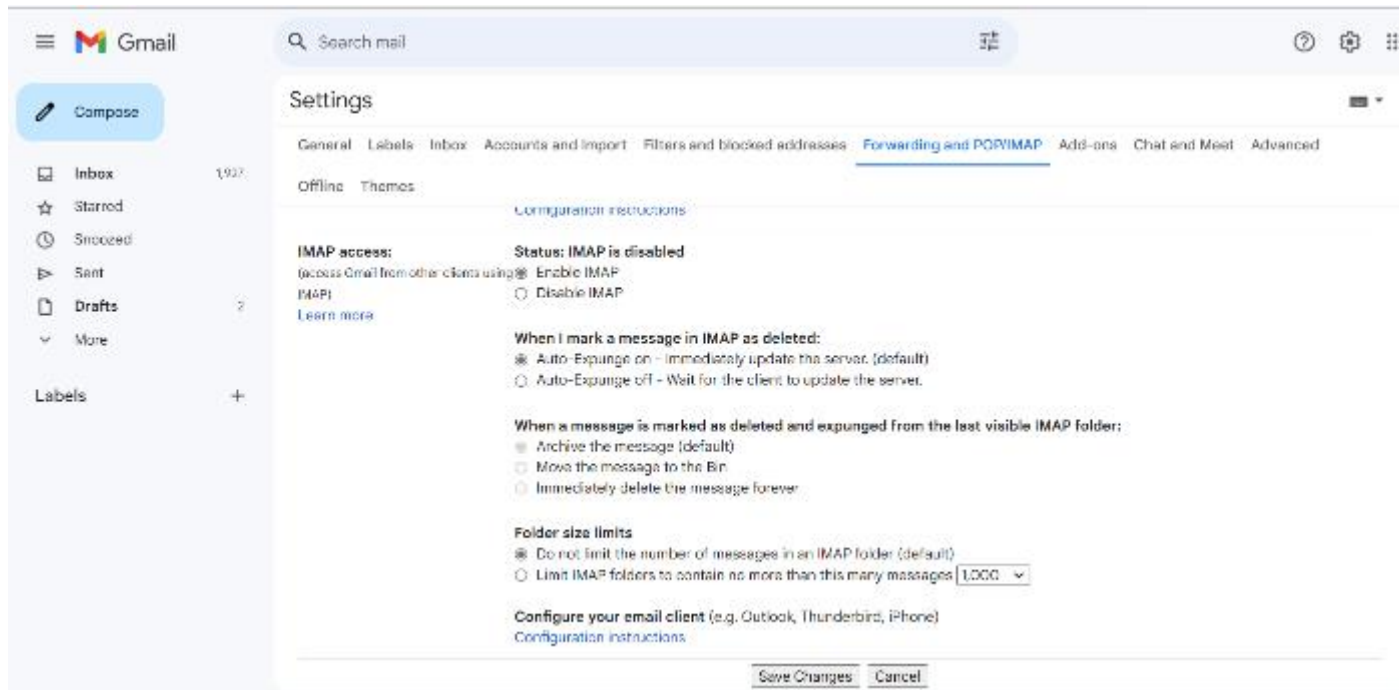
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Microsoft Corporation
10/10/2014
[Contact information](#)

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Developer and IT
[App badge](#)
[Endpoint Manager](#)

NR Not Rated

Configure Gmail to work with Outlook



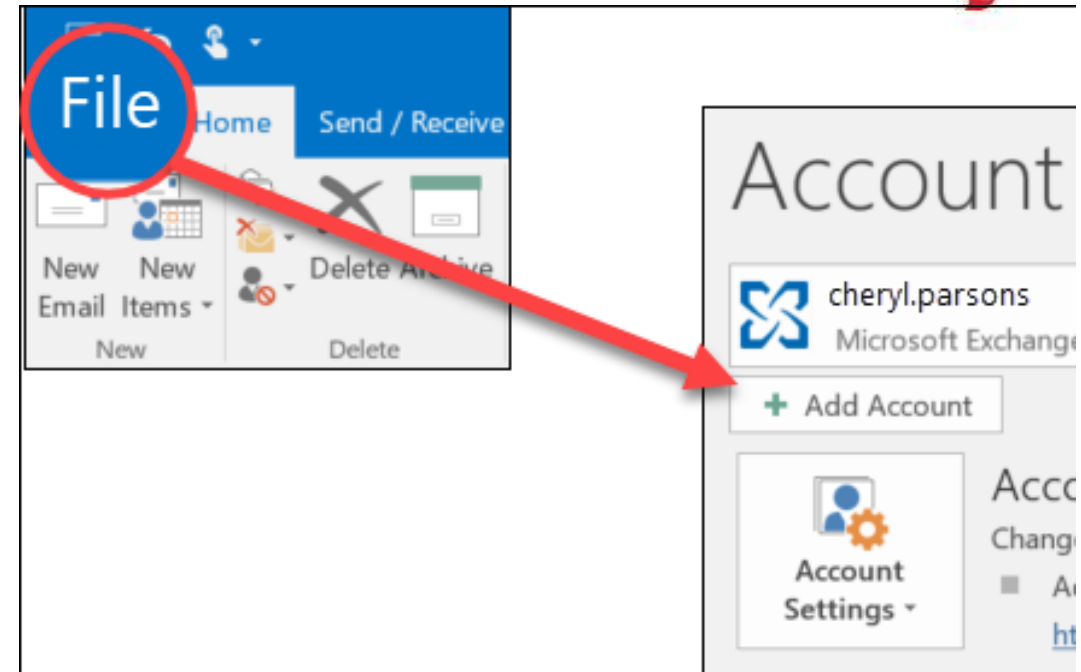
Configuring Gmail settings

- Log into your Gmail account
- Click the gear icon at the top right, then choose Settings
- Click [Forwarding and POP/IMAP](#) to bring up the POP and IMAP settings
- Click Enable IMAP
- Click Save Changes

Configure Outlook to work with Gmail

Configuring the Outlook Gmail settings

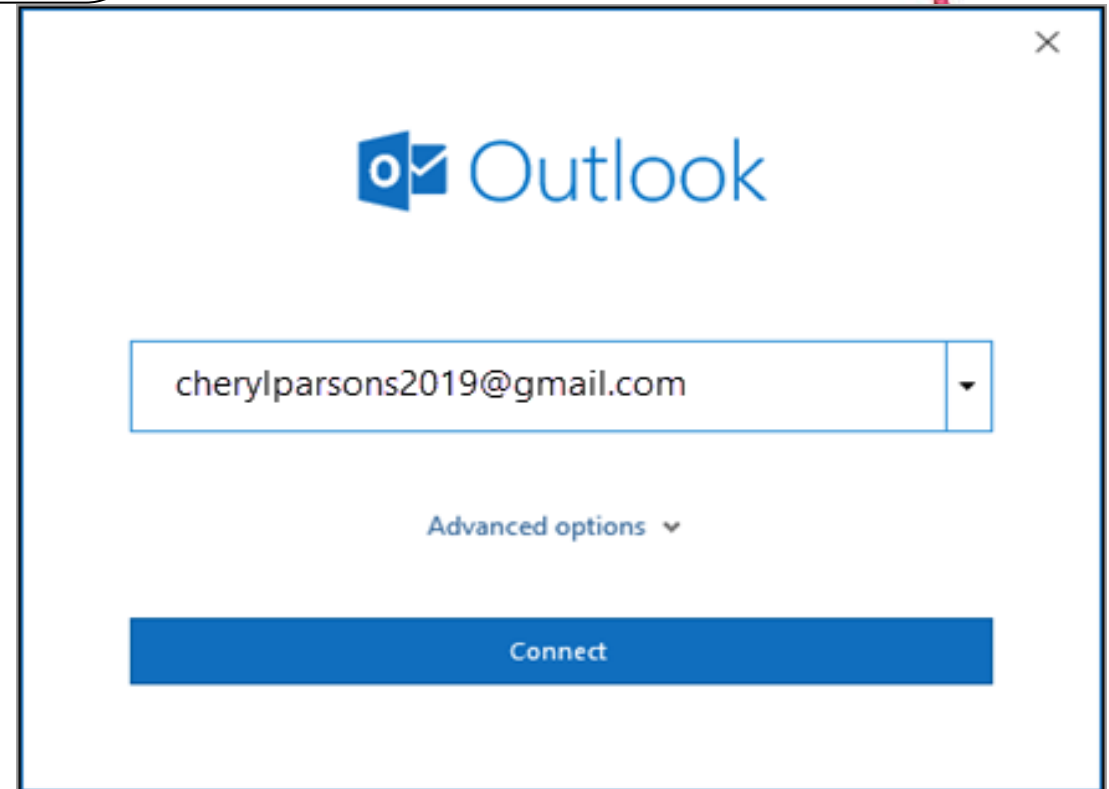
1. Start Outlook: From the main Outlook window, go to **File** -> **Add account**



Configure Outlook to work with Gmail

Configuring the Outlook Gmail settings

2. Enter your email address and click **Connect**.

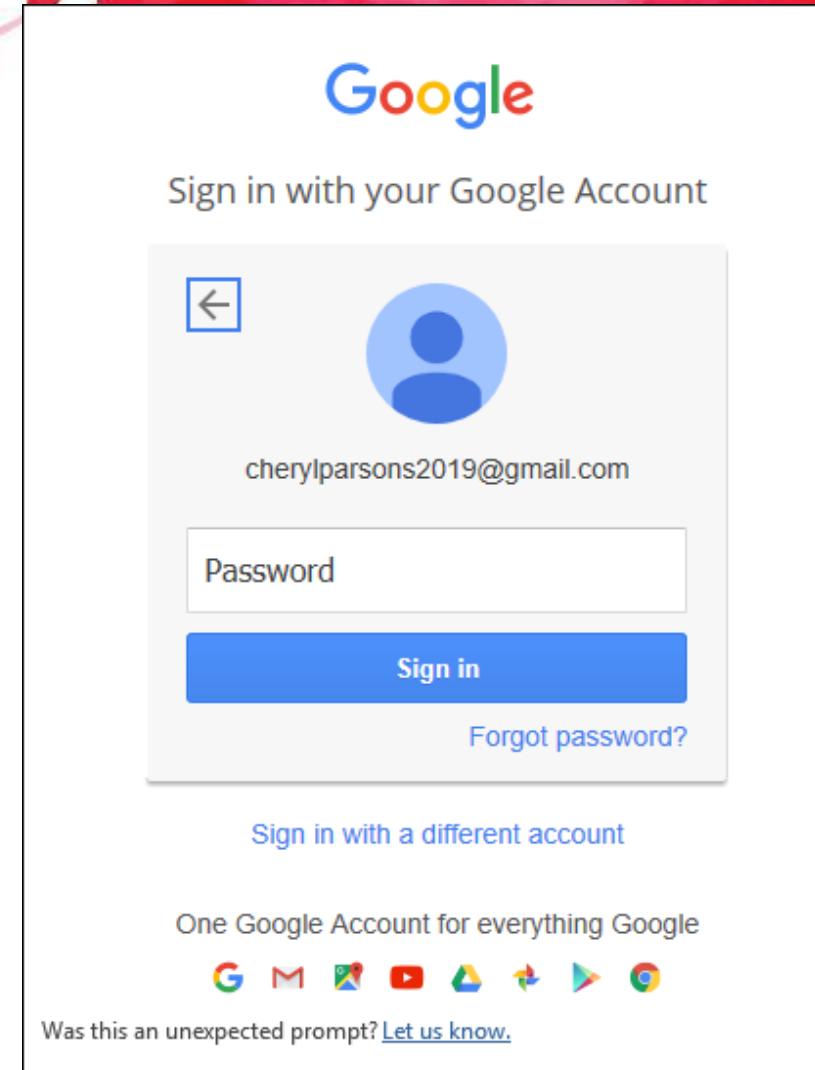


The screenshot shows the Outlook application window with the Gmail connection interface. The Outlook logo is at the top. Below it is a text input field containing the email address "cherylparsons2019@gmail.com". Underneath the input field is a link labeled "Advanced options" with a downward arrow. At the bottom is a large blue button labeled "Connect".

Configure Outlook to work with Gmail

Configuring the Outlook Gmail settings 3. Outlook will launch a Gmail window that asks for your password. Enter the password and select **Sign in**

NOTE: Once you connect your Gmail account to Outlook, you may receive a warning message in your Gmail inbox telling you that a new logon from Internet Explorer was detected. This is expected behavior.

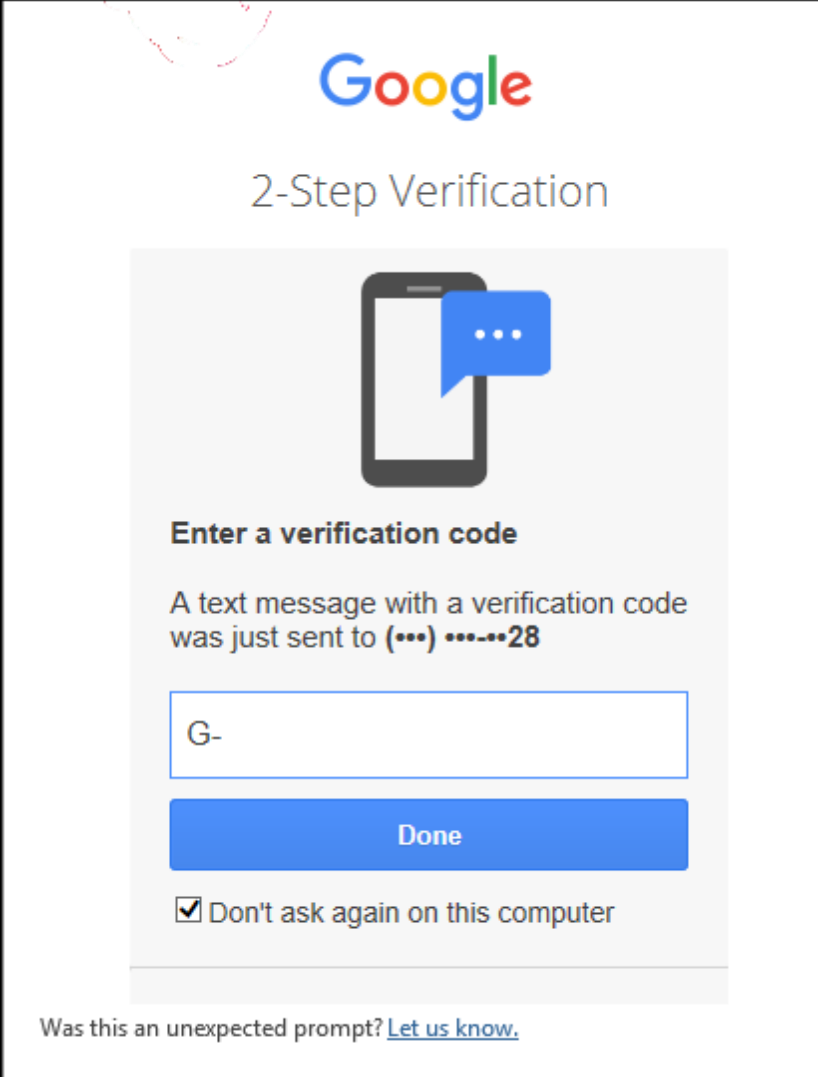


The screenshot shows the Google sign-in interface. At the top is the Google logo. Below it is the text "Sign in with your Google Account". A central card contains a back arrow icon, a blue circular profile picture placeholder, and the email address "cherylparsons2019@gmail.com". Below the email is a "Password" input field and a blue "Sign in" button. A link for "Forgot password?" is located below the button. At the bottom of the card is a link for "Sign in with a different account". Below the card, the text "One Google Account for everything Google" is displayed above a row of service icons (Gmail, Maps, YouTube, etc.). At the very bottom, there is a link that says "Was this an unexpected prompt? [Let us know.](#)".

Configure Outlook to work with Gmail

Configuring the Outlook Gmail settings

4. If you have previously enabled 2-factor authentication for Gmail, you'll be prompted to enter the code sent to your mobile device. If you haven't enabled 2-factor authentication, skip to step 6.

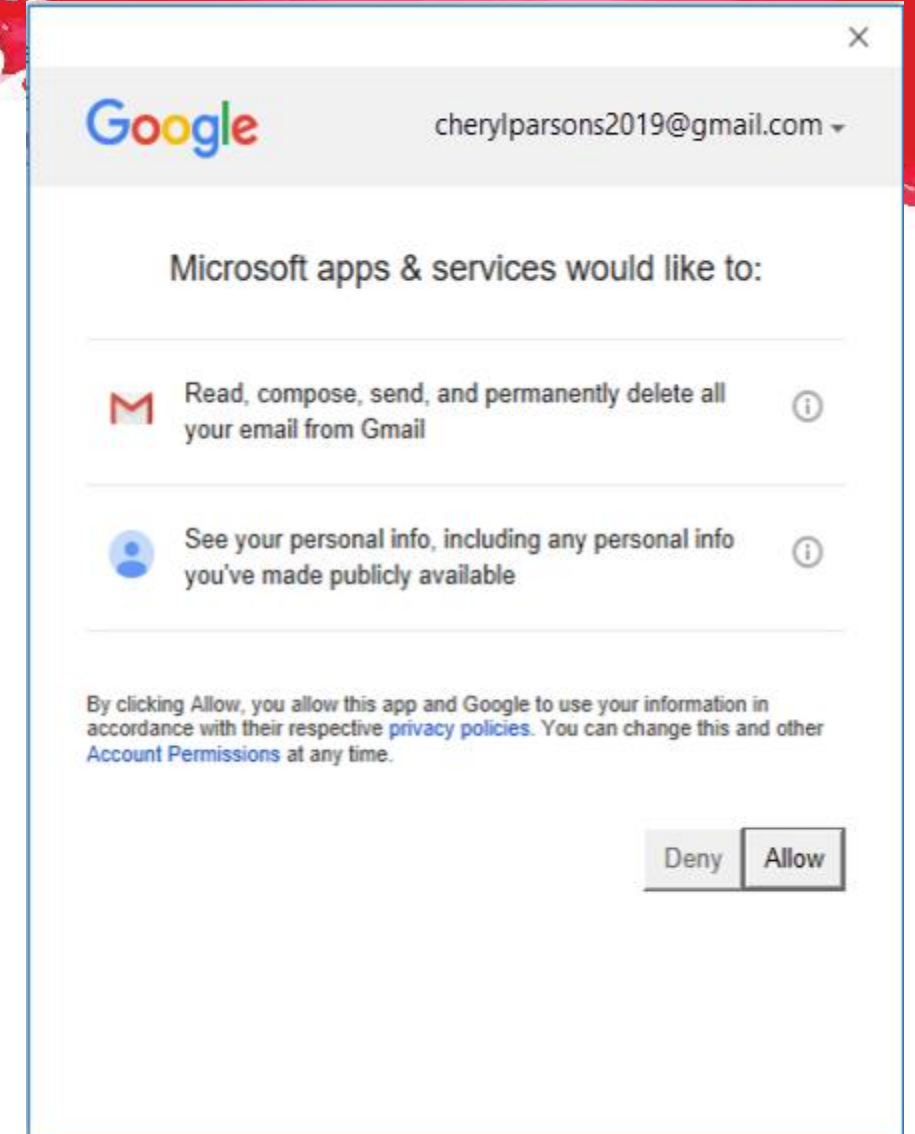


The screenshot shows the Google 2-Step Verification interface. At the top is the Google logo. Below it, the text "2-Step Verification" is displayed. In the center, there is an icon of a smartphone with a blue speech bubble containing three dots. Below the icon, the text "Enter a verification code" is shown. Underneath, a message states: "A text message with a verification code was just sent to (•••) •••••28". There is a text input field with "G-" inside. Below the input field is a blue button labeled "Done". At the bottom of the input area, there is a checked checkbox followed by the text "Don't ask again on this computer". At the very bottom of the screen, a small link asks: "Was this an unexpected prompt? [Let us know.](#)"

Configure Outlook to work with Gmail

Configuring the Outlook Gmail settings

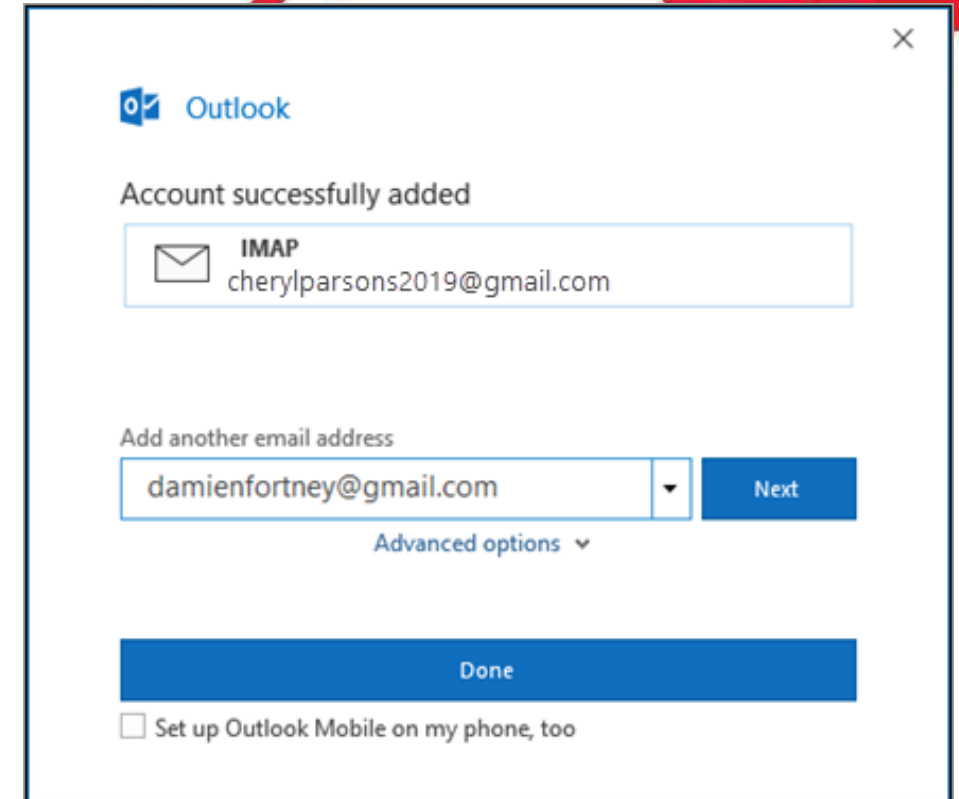
5. The Google account permissions window appears. Click **Allow**.



Configure Outlook to work with Gmail

Configuring the Outlook Gmail settings

6. Once Outlook finishes adding your Gmail account, you can add another email account or select **Done**.

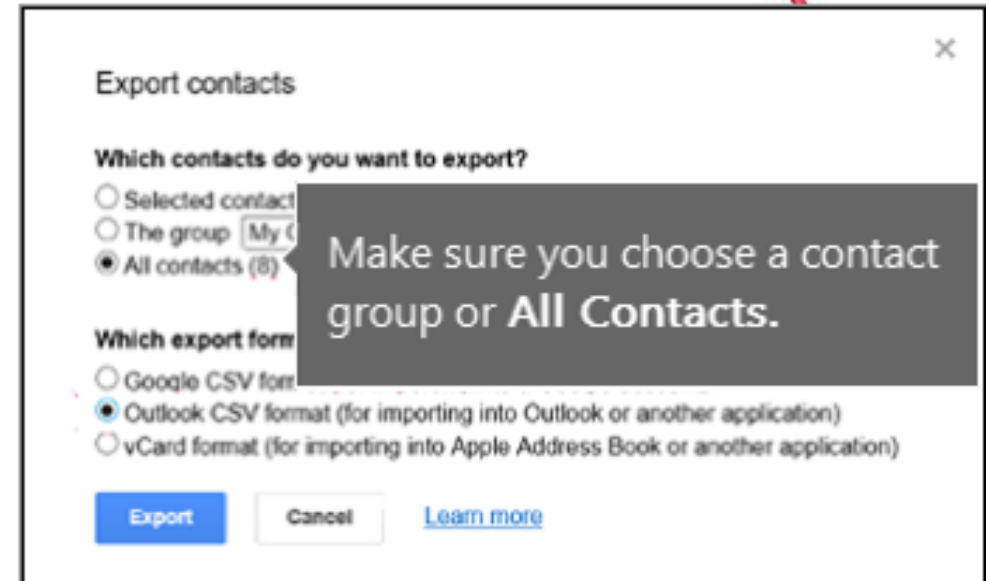


Configure Outlook to work with Gmail

Import contacts from Gmail

STEP 1: Export Gmail contacts

- Sign in to Gmail
- Choose **Gmail >Contacts**
- Select **More >Export**.
- Choose the contact group you want to export.
- Choose the export format **Outlook CSV (for importing into Outlook or another application)**.
- Choose **Export**.
- When prompted, choose **Save As**, and browse to a location to save the file.



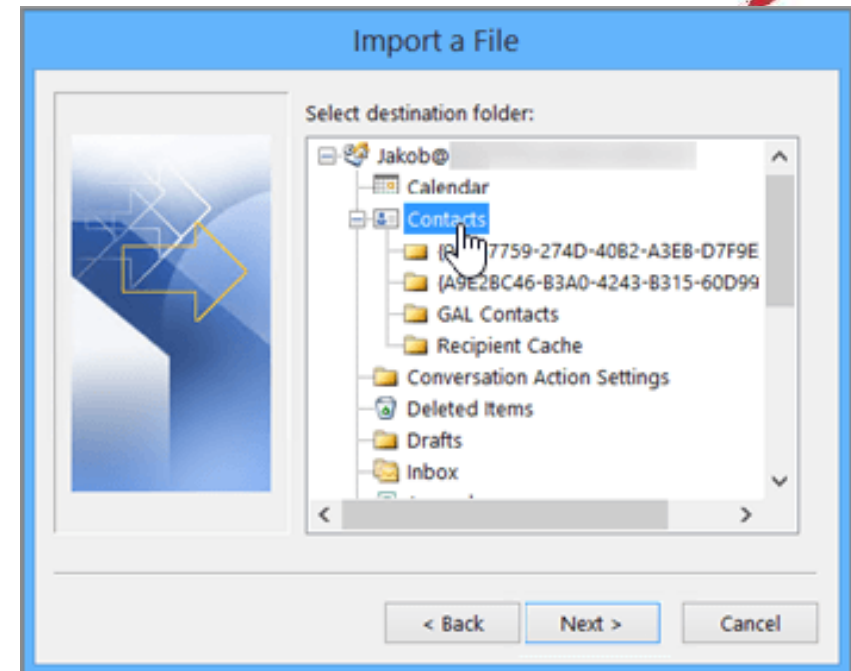
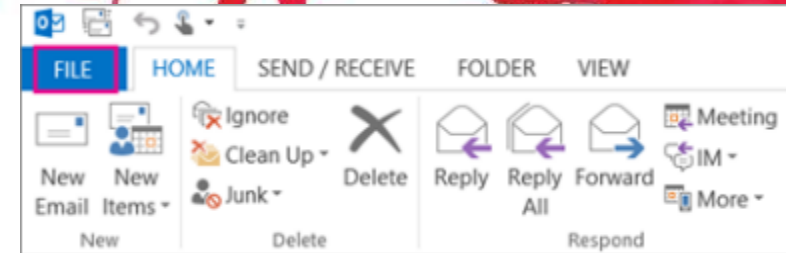
Configure Outlook to work with Gmail

Certification for
Administration
Personnel

Import contacts from Gmail

STEP 2: Import Gmail contacts to Outlook 2013 or 2016

- Choose **File > Open & Export > Import/Export**.
 - Choose **Import from another program or file > Next**.
 - Choose **Comma Separated Values > Next**.
 - In the **Import a File** box, browse to choose the .csv file you saved your Gmail contacts to.
 - Choose how you want Outlook to handle duplicate contacts > **Next**.
 - In the **Select a destination folder** box, scroll to the top if needed and select the **Contacts** folder > **Next**.
 - Choose **Finish**.
- Outlook imports your contacts to Outlook.

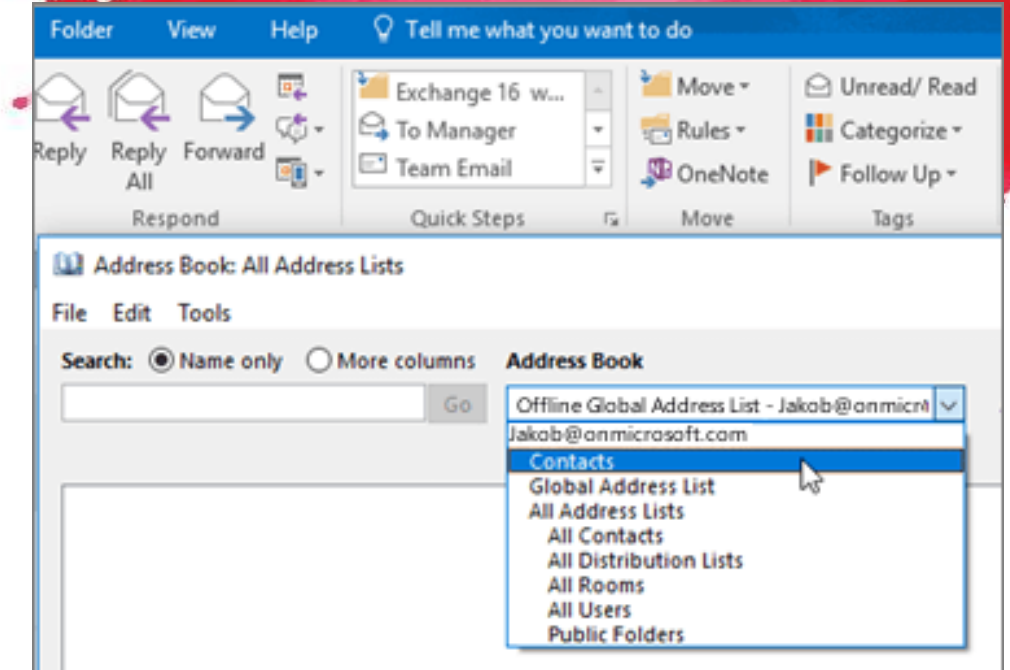
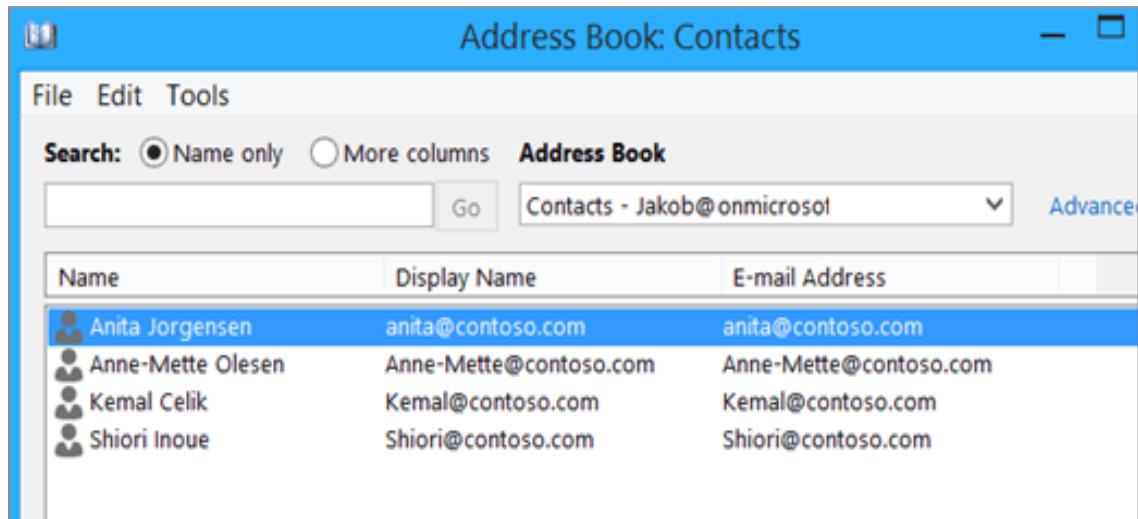


Configure Outlook to work with Gmail

Import contacts from Gmail

STEP 3: View your contacts in Outlook

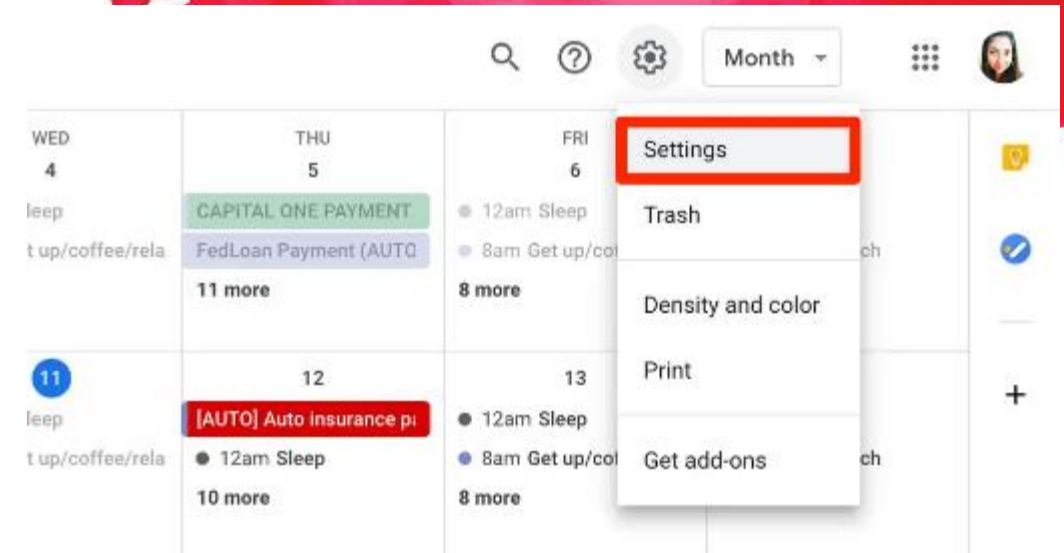
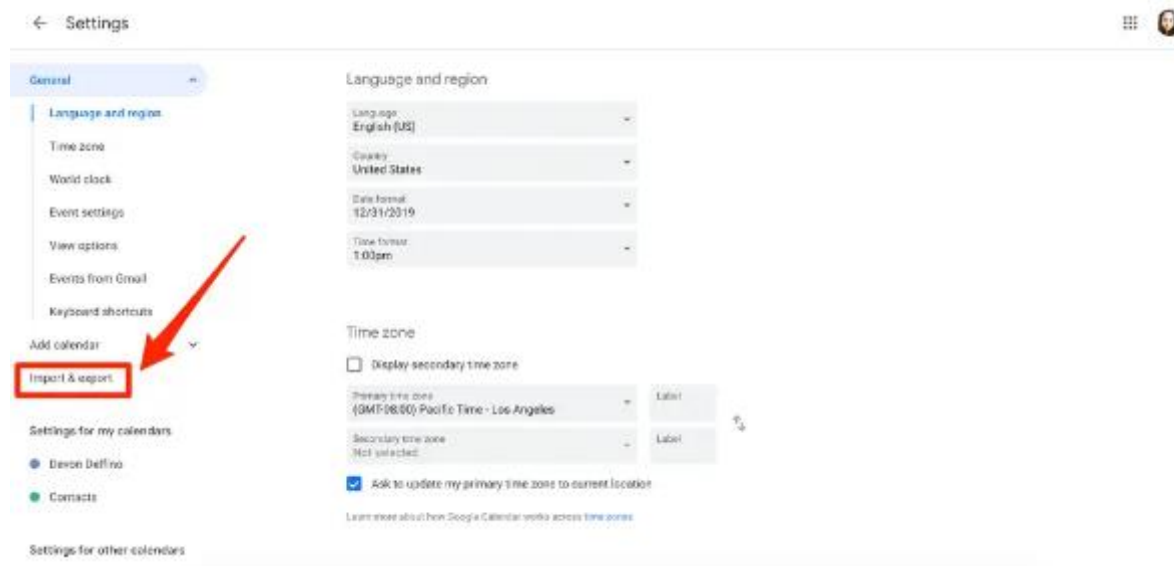
- In Outlook, select **Address Book**, choose the name of your mailbox, and choose **Contacts**.
- You'll see your list of contacts in the Address Book.



Sync Google and Outlook Calendars

Export all your Google calendars

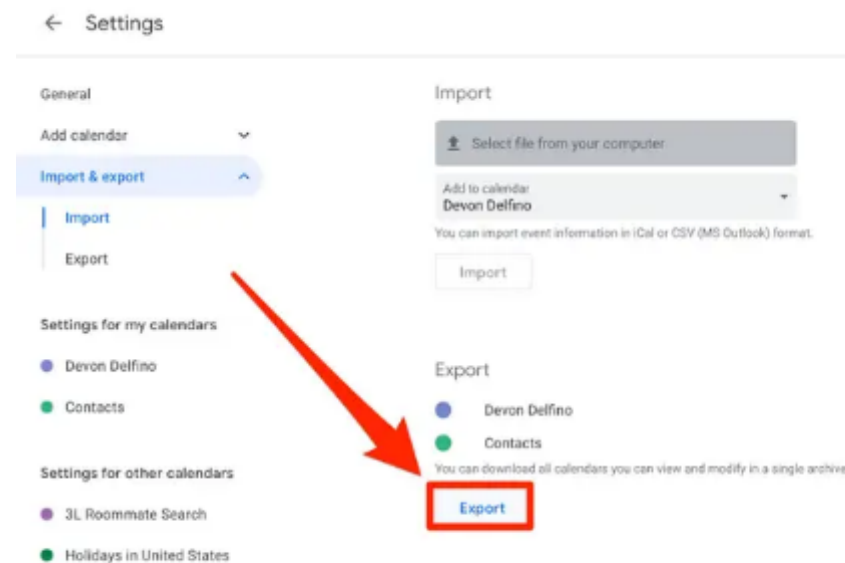
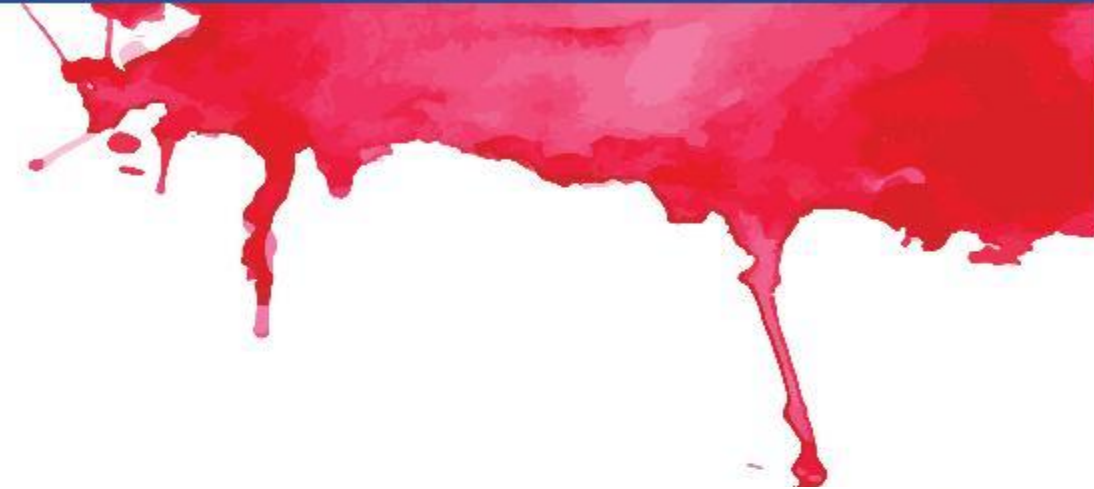
- Go to calendar.google.com while being connected to your gmail account.
- Click the gear icon, located toward the top-right side of the calendar, and select "Settings."
- Click "Import & export" in the left sidebar.



Sync Google and Outlook Calendars

Export all your Google calendars

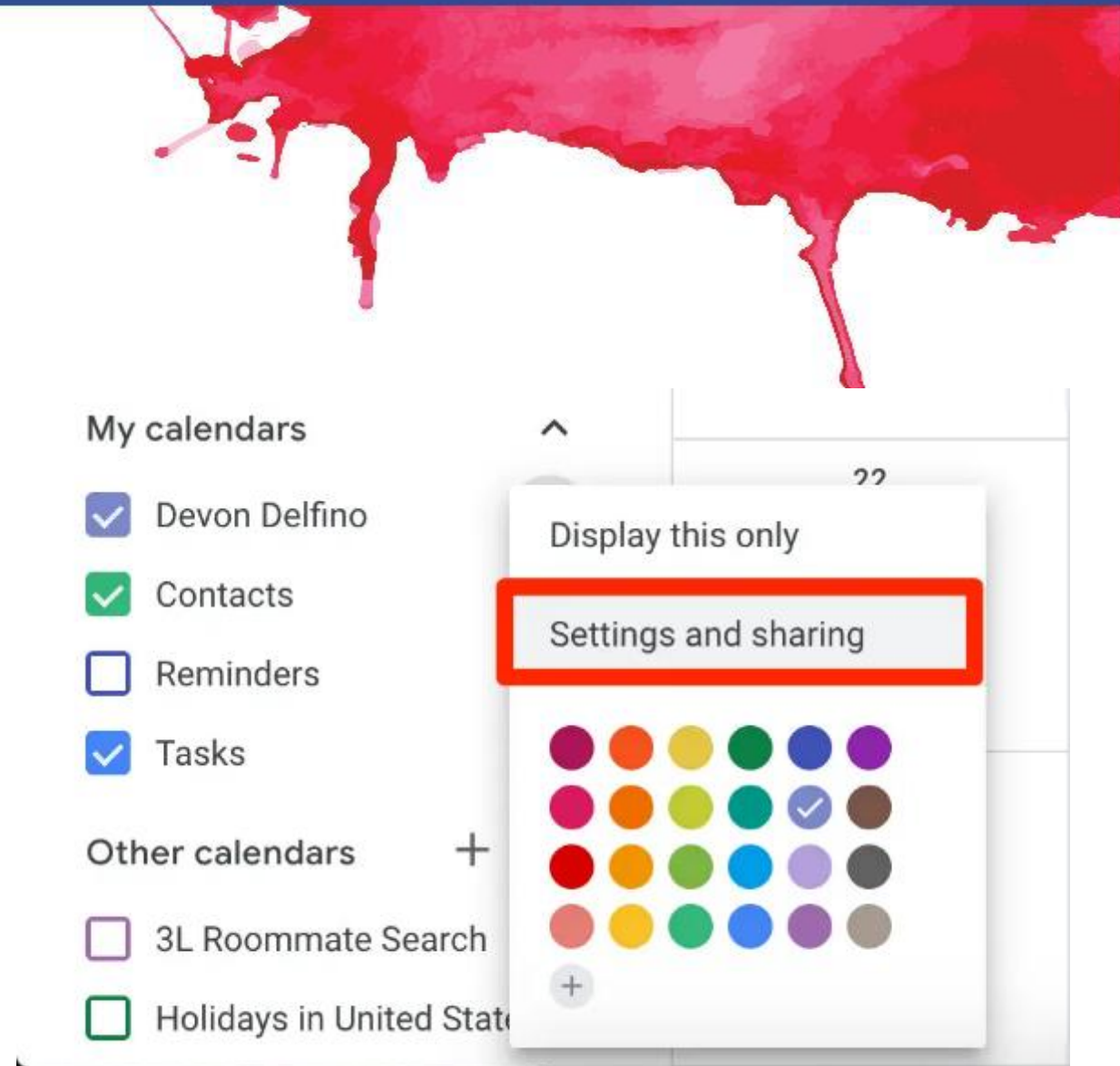
- Select "Export" under the export section.
- Your calendars will then download into a ZIP drive which you can open on your computer.



Sync Google and Outlook Calendars

Export a single Google calendar

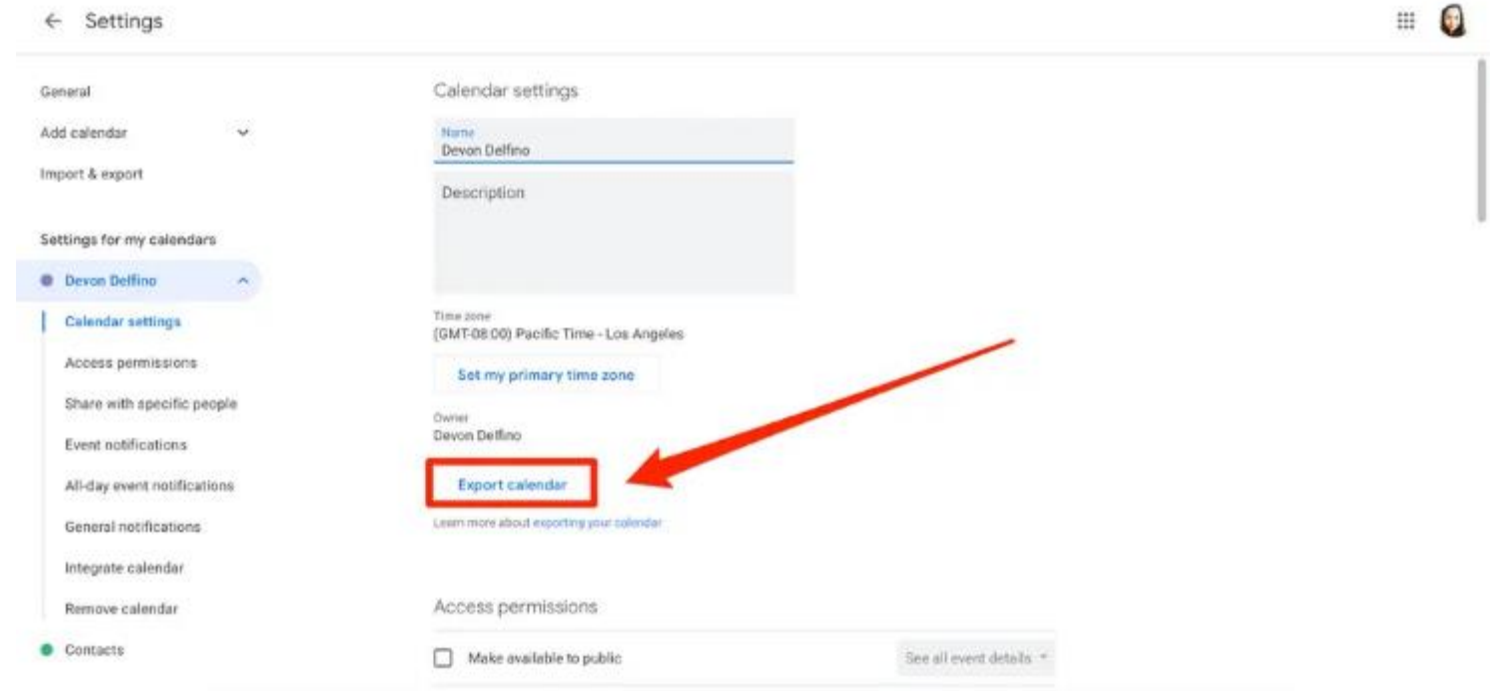
- Go to calendar.google.com while being connected to your gmail account
- Locate the desired calendar from the left sidebar.
- Click the three dots located next to the desired calendar, and select "Settings and sharing."



Sync Google and Outlook Calendars

Export a single Google calendar

- Click "Export calendar."
- The events for that calendar will then download onto an ICS file on your computer.



Methodological Tool I



Sync your devices

E-EUPA_LO_3.55_M_001

Revision Questions

Question 1

How could Documents between a Windows PC, an iPad and an Android mobile phone be synchronized?

Question 2

All Contacts are on gmail. How can they be transferred to an Android mobile?

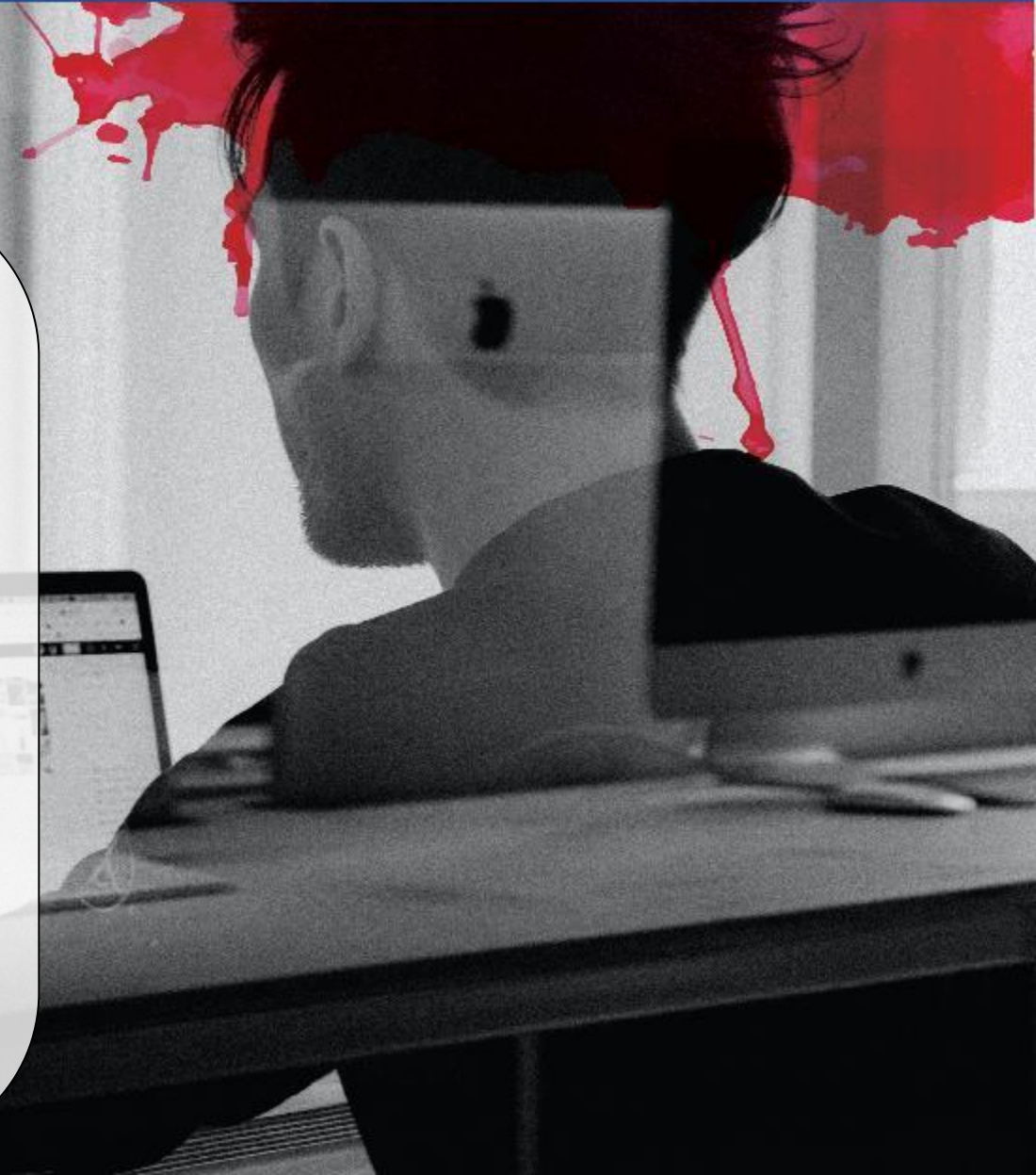
Module Key points

Synchronization between electronic devices

- Create an internet account
- Sync Contacts / E-Mail
- Sync Documents / Photos

Outlook Synchronization

- Configure Outlook
- Import/Export Contacts
- Import/Export Calendar





WELL DONE!

You have completed Unit 3.17



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