Synchronizing Your PC

A Guide to --

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Conference Description
& Registration Links go to

apcug2.org/category/virtual-tech-conference

Introduction

❑ There are numerous ways to sync desktops, laptops, tablets and phones.

❑ Having multiple devices creates a need to sync our data across platforms and operating systems

❑ From the complex to relatively simple solutions:

- We can share a folder over a network
- Use a Network-attached storage (NAS)
- Set-up a local file sync program using software

Introduction

❑ Setting up a local area network can be tricky for the uninitiated.

❑ The simplest solution is the one that avoids the LAN altogether and sync over the Internet.

❑ Services like Dropbox, Apple's iCloud, Microsoft's OneDrive, and Google Drive keep folders in sync even if the devices are on different continents.

❑ Cloud services allow data sync over multiple devices and platforms:
- Windows
- iOS
- Android

Cloud Storage

❑ Using the cloud as your central storage allows all devices to access and share the same data making it accessible from any device.

❑ It is by far the easiest way to access your or share your data files across devices.

❑ The downside it requires an internet connection. There are off-line solutions that solves this problem.

Setting up Cloud Storage

❑ The Cloud refers to places on the Internet where you can save your photos, videos, music and other document types.

❑ Store every photo and video you take, making them accessible from all your devices.

❑ You can easily access your information by signing in to your account from your phone, tablet, or computer.

❑ Your data is available at any time from any location.

Setting up Cloud Storage

❑ The key to accessing a cloud server is to use a common User ID and Password on all devices.

❑ Make sure the password is strong; use a Passphrase.

❑ Download the app (Dropbox, OneDrive, Google Drive, iCloud or other) to all your devices.

Setting up Cloud Storage

❑ Create an account.

❑ Set up folders i.e. documents, photos, videos and music.

❑ Save your data to those appropriate folders in the same manner as you would save data to a physical drive.

❑ Internet access is required to access your data.

❑ However, you can save your data where it is also available off-line should you not have access to the Internet.

❑ Or alternatively, use a private Wi-Fi Hotspot

Accessing Files Off-Line

❑ Online storage and syncing services such as Google Drive, iCloud, Dropbox, and OneDrive offer a convenient way to make sure you can access your files from any computer or mobile device.

❑ However, you might not be able to view those files on your tablet or smartphone when you don't have an internet connection--unless you enable offline access beforehand, when you still have a data connection.

❑ Most cloud services offer a means to download your files to your device.

Alternative Solutions

SYNCHRONIZING YOUR PC

Synchronizing Accounts

Sync your mail, contacts, calendar, and more

Sync your Google and Microsoft services to your phone, tablet, and desktop programs so that you can always access what's important to you.

Creating a Microsoft Account

❑ If you use an email address and password to sign in to a Microsoft service such as Hotmail, Outlook, Messenger, or Xbox Live, you already have a Microsoft account.

❑ You can use it to sign in to any Microsoft service.

❑ If you don't have a Microsoft account, you can easily create one by visiting the Create an account (https://signup.live.com/) page and following the instructions.

❑ You can use *any* email address you already use regularly, or Microsoft will help you create a new *@outlook.com* email address.

Creating a Google Account

❑ Like the Microsoft account, if you have an email address and password to sign into Gmail you already have a Google account.

❑ You can use it to sign in to any Google service.

❑ If you don't have a account, you can easily create one by setting up a Gmail account.

❑ Your Gmail account will give you more options when you use Google maps, Access to Google Drive and the other Google services.

File and Printer Sharing

❑ File and printer sharing is the ability for a computer running Windows to share a folder or attached printer with other computers on a network.

❑ File sharing allows you to make files and folders in a shared folder accessible to others on the network to view, copy, or modify.

File and Printer Sharing

❑ Sharing password protected files or folders with Windows 10 will be secured by the login details of the computer they're stored on.

❑ Anyone who wants to open a shared file or folder will need to know the password of the sharing computer.

❑ It's possible to let anyone access the files you share by 'editing permissions.'

File and Printer Sharing

❑ If you are the only person who uses your network, and you just want to be able to access your files and folders on different devices, you can change the setting to turn off password protected sharing.

❑ This means that anyone connected to your network can open any files or folders you've shared.

❑ This is recommended if you are the only person using the network.

File and Printer Sharing

1) Go to Control Panel > Network and Sharing Center > Change advanced sharing settings.

2) Click All Networks > Password-protected sharing.

3) Click the option that says Turn off password-protected sharing, click Save Changes.

❑ Printer sharing allows you to make an attached printer available to other computer users on the network.

❑ If you are connected to a **public** network location (ex: café or library), then you may wish to turn off file and printer sharing until you are connected to a **private** network location (ex: home or work).

Share a File or Folder

❑ Maybe you just want to share just a file or folder.

❑ Here's how to share files or folders with other users on your network.

Created by Photoroyalty - Freepik.com

Share a File or Folder

1) Find the file or folder you want to share (Windows key + E is a shortcut to your files).

2) By default, they will have 'read-only access', they will be able to read and copy the information, but not edit or delete it. You can change this by clicking Permissions.

3) Edit the type of access of the file you wish to share.

HomeGroup removed from Windows 10 (Version 1803)

❏ HomeGroup has been removed from Windows 10 (Version 1803). However, even though it has been removed, you can still share printers and files by using features that are built into Windows 10.

❏ After you update your PC to Windows 10 (Version 1803):

- ❏ HomeGroup won't appear in File Explorer.
- ❏ HomeGroup won't appear in Control Panel, which means that you can't create, join or leave a homegroup.
- ❏ You won't be able to share new files and printers using HomeGroup.
- ❏ Any folder, printer, files previously shared will continue to be share.
- ❏ You can open them in File Explorer by typing: \\homePC\SharedFolderName
- ❏ You can still get to any shared printers through the Print dialog box.

Sync Email Across Devices

❑ If you use webmail like Gmail or Hotmail, there's really no syncing needed to keep your email coordinated across multiple computers

❑ Open up your web browser on any computer and everything is just as you left it.

❑ Use IMAP If your email account can use the IMAP protocol, this is the easiest way to have your email synced; IMAP syncs even your sent email with the email server.

Sync Email Across Devices

❑Those of you who prefer—or are required to use—a desktop program like Microsoft Outlook or Thunderbird. You will have to work a little harder to get your emails, contacts, calendar events, and tasks synchronized across multiple devices. Here is a tip:

❑Move your Outlook PST files or Thunderbird profile to Dropbox so that all of your settings are automatically synced between your computers. Another reason to go the Dropbox route is to sync your settings and other items, such as tasks, in your Outlook or Thunderbird program across all your computers.

Sync Email Across Devices

❑There are a few caveats to this approach:

❑ You'll need to close out of the Outlook program on the first computer before opening the PST file on the second one. This is very important! Dropbox is pretty good at creating duplicate, "conflicted" copies of the PST files if necessary, but constant syncing attempts of an open PST file can lead to corruption. So close out of Outlook and let Dropbox do its syncing before you open Outlook on the next computer.

❑ Keep in mind that if your Outlook file is very big, you could run out of space in your Dropbox account. You may want to upgrade your account or carefully monitor your email boxes.
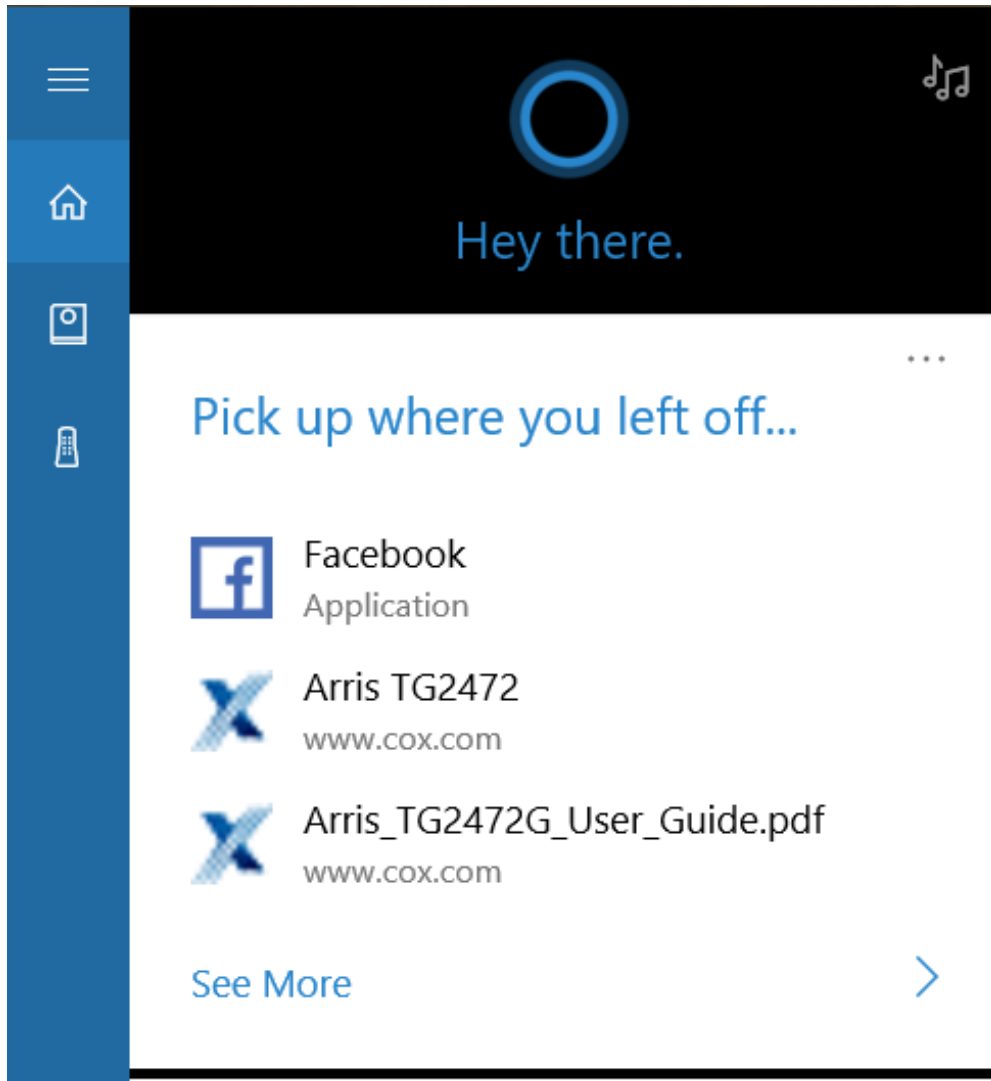
Sync Email Across Devices

❑If you're using the cross-platform Thunderbird email client, you could move your profile to an external drive (like a USB thumb drive), but that requires carrying around that USB stick and bringing it to each computer you need to access.

❑ The better option is to move your profile to a new shared location—either a shared network folder or your Dropbox folder.

❑The Lifehacker website has all the details how to do this: **http://tinyurl.com/y9mv2dfj**

Syncing Photos across Devices

❑ Most everyone these days are using their Smartphone to take photos.

❑ The issue is getting the photos from your phone to your other devices.

❑ Syncing your devices with Dropbox and Google Photos solved the problem.

❑ In Dropbox and Google Photos, go to settings and turn on Camera Uploads

Syncing Music across Devices

❑ Syncing your favorite music to devices that you play anywhere has never been easier using the apps available for free and paid online services such as Spotify, Pandora, Amazon Music or Apple Music.

❑ Create your playlist on one devices and it instantly becomes available across whatever devices you are using.

❑ These services will allow you to import or download your favorite music to and from you PC to any device.

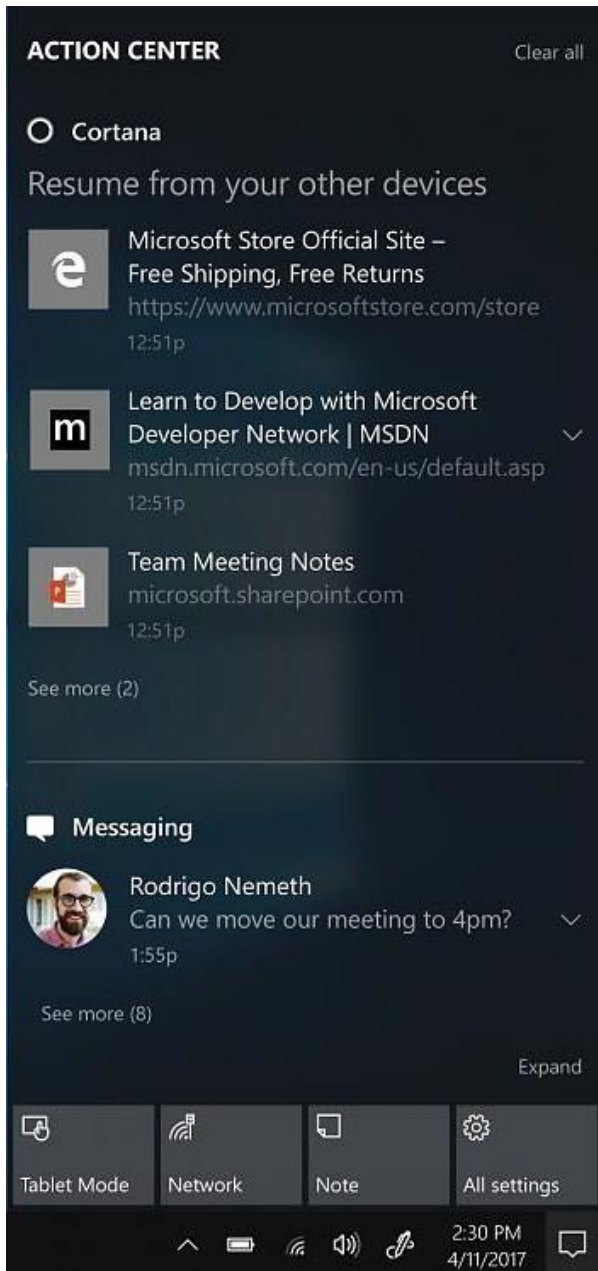❑ Spotify is unique in that it will allow you to play music on any device that has Spotify Connect installed.

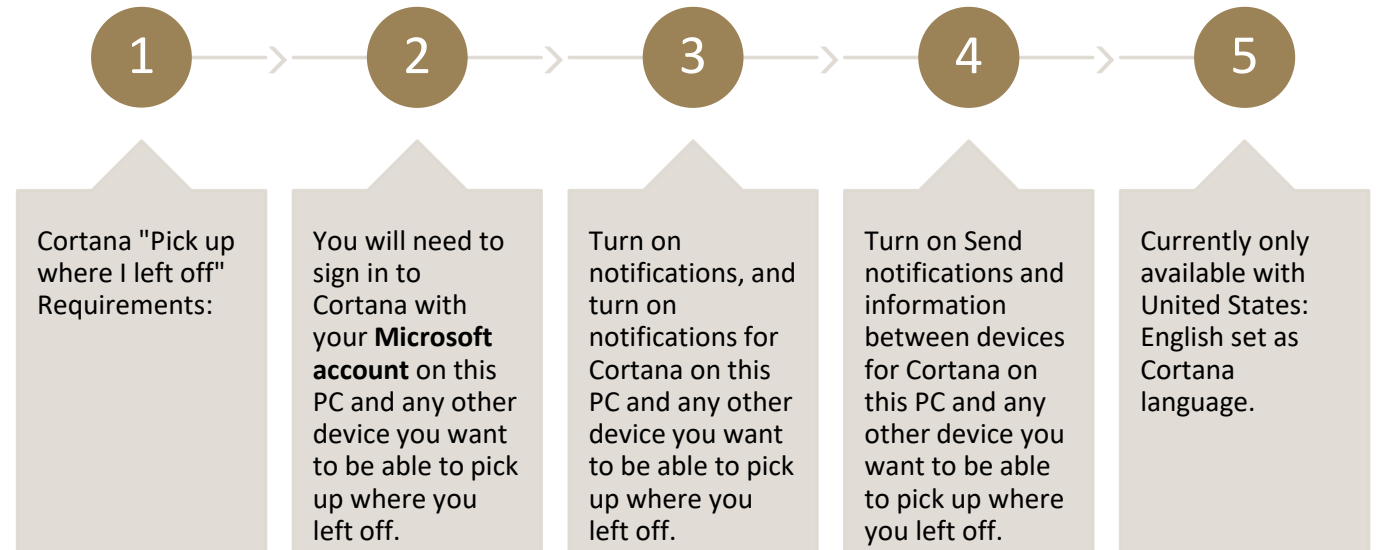# Cortana Pick-up Where You Left Off

If you are running Windows 10 *(Version 1709 or later),* Cortana comes with a "Pick up where I left off" feature. When enabled, it allows some of the apps you were running during the previous session to be restored automatically.

This features works best with Microsoft Products.

Continuation pages show up in the Action Center

Pick Up Where You Left Off Requirements

1	2	3	4	5
Cortana "Pick up where I left off" Requirements:	You will need to sign in to Cortana with your **Microsoft account** on this PC and any other device you want to be able to pick up where you left off.	Turn on notifications, and turn on notifications for Cortana on this PC and any other device you want to be able to pick up where you left off.	Turn on Send notifications and information between devices for Cortana on this PC and any other device you want to be able to pick up where you left off.	Currently only available with United States: English set as Cortana language.

Syncing Your Calendar

Most User's use Google Calendar.

Getting your Google Calendar synced and configured on your Windows login is both simple and highly customizable.

With the arrival of Windows 10, there is a revamped Calendar app.

You can link your Google account information in the Windows 10 Calendar app.

Syncing Your Calendar

❑ Link you Google Account in Windows Mail with "Add account".

❑ Choose the "Google" option, following the prompts you can configure or customize your Calendar to your liking.

❑ Lastly, if you want to after how often your Calendar communicates with Google's servers for new appointments or notification update you have that option.

❑ Keep in mind, once you add your Google account to the Calendar. Windows will automatically sync your attached email. This behavior can be turned on or off.

Sync Your iDevice

SYNCHRONIZING YOUR PC

Sync Files from Computer to iPad/iPhone

❑ Apple's iPad and iPhone are very versatile devices

❑ The versatility they feature comes from their ability to open and play a number of different files.

❑ You can get these files on your device in many different ways

❑ The easiest method is to use the free mobile apps Word, Excel and PowerPoint available from Microsoft or Google Docs in the App Store.

❑ A single User ID and Password will allow you access to your data from anywhere on any device.

Remote Desktop

SYNCHRONIZING YOUR PC

Remote Desktop Connection

Remote Desktop included in Windows 10 is not a syncing App.

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It is really a simple and easily applied app that allows you to use your Windows PC or your Windows, Android, or iOS device to connect to another PC.

Remote Desktop Connection

❑ First, set up the remote PC to allow remote connections.

1) On the remote PC, open **Settings** (Gear-shaped icon) and select **System** > **About**. <u>**Note the PC name.**</u> You'll need this later. Then, under **Related settings**, select **System info**.

2) In the left pane of the **System** window, select **Advanced system settings**.

Remote Desktop Connection

3) On the **Remote** tab of the **System Properties** dialog box, under **Remote Desktop**, select **Allow remote connections to this computer**, and then select **OK**.

4) Next, in **Settings** icon, select **System** > **Power & sleep** and check to make sure **Sleep** is set to **Never**.

Remote Desktop Connection

5) Do one of the following:

❑ **On your local Windows 10 PC:** In the search box on the taskbar, type **Remote Desktop Connection**, and then select **Remote Desktop Connection**. In Remote Desktop Connection, type the full name of the remote PC, and select **Connect**.

❑ O**n your Windows, Android, or iOS device:** Open the Remote Desktop app (available for free from the Windows Store, Google Play, or the Mac App Store), and add your remote PC. Select the remote PC, and then wait for the connection to complete.

Summary

Setting up a local area network can be tricky for the uninitiated.

The simplest solution is the one that avoids the LAN altogether and syncs over the Internet.

Sync relies on an active Internet connection. Look for an off-line solution. It also requires the use of the same User ID and Password.

Services like Dropbox, Apple's iCloud, Google Drive, and Microsoft's OneDrive keep folders in sync even if the PCs are on different continents.

Sync your photos using online services such as Dropbox, iCloud or Google Photos

Sync your music using free or paid services such as Spotify and Pandora.

Summary

❑ Some alternate solutions:
- Share individual files and folders with File Sharing.
- iTunes syncs files and folders to PC.
- 3rd party software available in the Play store to simply copying files.
- Sync Your email using webmail: gmail, Hotmail.
- Using IMAP simplifies syncing email to multiple devices.
- Syncing Google Calendar with the Windows Mail app.
- Windows Remote Desktop built in Windows 10 connects with any device.

Questions

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