

# CiraSync

# Personal Edition

## QuickStart Guide



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# About This Publication

This QuickStart Guide provides detailed instructions on how to get started with CiraSync Personal Edition.

# Getting Started—CiraSync Personal Edition

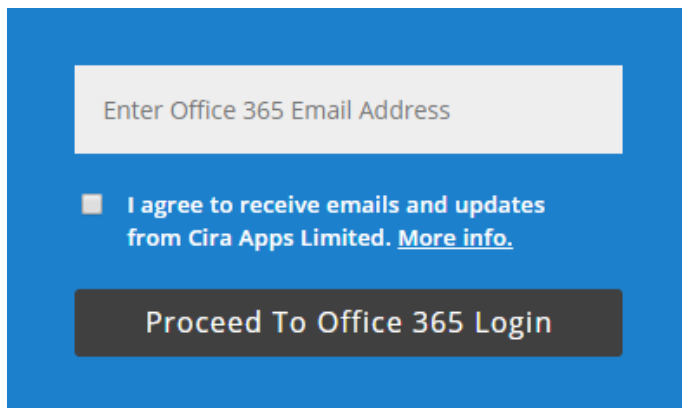
CiraSync Personal Edition (PE) is an always-free, limited-capability version of the CiraSync Enterprise Edition. The limitations are as follows:

- A single tunnel can be managed from the central dashboard for up to 5 users.
- Only a single contact, Public Folder, or calendar source can automatically sync once a week for a maximum of 1,000 items.

The instructions in this section cover how to sign up for CiraSync PE, manually sync contacts on the PE dashboard, and change the CiraSync PE sync configuration.

## Signing Up for CiraSync Personal Edition

1. Go to [www.cirasync.com/try-cirasync-now/](http://www.cirasync.com/try-cirasync-now/).
2. Enter your Office 365 email address in the blue dialog box on the right side of the page.
3. Check **I agree to receive emails and updates from Cira Apps Limited**.
4. Click **Proceed to Office 365 Login** to go to the Microsoft sign-in page. (See figure below.)



5. Enter your password and click **Sign in**.

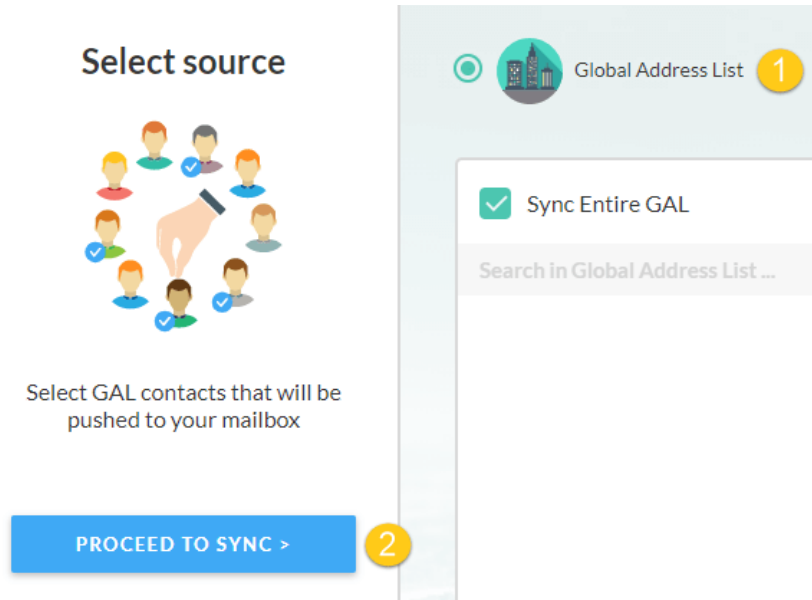
**NOTE:** CiraSync does not store or requests passwords. Any customer data is passed through the Microsoft Azure network—not the internet.

6. Click **Accept** when CiraSync asks for permission to access your Office 365 account.

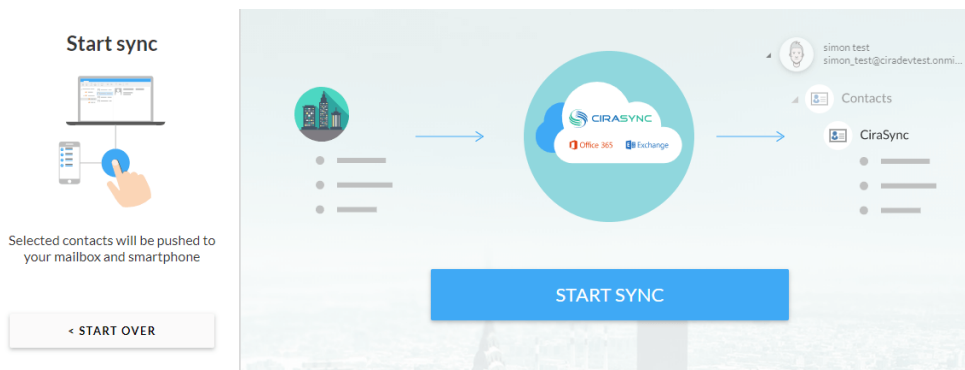
**NOTE: DO NOT** check the **Consent on behalf of your organization** box.

## Syncing Contacts with Personal Edition

1. Choose the source of the contact sync. In this example, choose **Global Address List**.
2. Click **PROCEED TO SYNC** on the left-hand side of the dashboard. (See figure below.)



You will be taken to the **Start Sync** page. (See figure below.)



3. Click **START SYNC**.

## Changing CiraSync Personal Edition Configuration

1. Log in to the CiraSync Personal Edition dashboard.
2. Click **EDIT** in the **Configuration** pane.
3. Select the sync source. In this example, the source will be **Public Folder Contacts**.
4. Click the drop-down button and select the desired Public Folder Contact List to use as the sync source.
5. Click **SAVE** on the left-hand side of the dashboard. You will be taken to the CiraSync Personal Edition dashboard.
6. Click **SYNC NOW** in the **Sync Status** pane to perform a manual sync.

# Support and Resources

For support and answers to commonly asked technical questions including licensing questions, check out the resources listed below:

- [CiraSync Support Homepage](#)—The Support Homepage provides technical articles and FAQs to troubleshoot any problems you may encounter on CiraSync or the capabilities of the CiraSync SaaS platform.
- [Licensing Support](#)—The Licensing Support Page provides answers to adding and removing licenses plus how to generate quotes.
- [Security FAQ](#) and [CiraSync Privacy Policy](#)—The Security FAQ pages and Data Privacy Policy addresses how Cira Apps Ltd. handles user data.
- [Contact Us](#)—You can always submit a support ticket by sending an email to [support@cirasync.com](mailto:support@cirasync.com). Our Customer Success Team (rated 5 stars on [G2 Crowd](#) and [Capterra](#)) is happy to help you with any issues you may have!

## About Cira Apps Ltd.

Cira Apps Ltd. is a SaaS company with solutions that enhance Office 365 productivity for iPhone and Android business users. CiraSync, the flagship product, is used by more than 100,000 users at 6,000 companies around the globe to automate the syncing of contacts and shared calendars to business smartphones. The company is headquartered in San Jose, California. Learn more at [www.cirasync.com](http://www.cirasync.com).

