



# Android Basics

**Written by**  
Andrew Z. Adkins III

**Presenters**  
Andrew Z. Adkins III  
Courtney Kennaday

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## Connecting Your Droid to Microsoft Outlook Using Google

by Andrew Z. Adkins III  
Legal Technology Institute

When the iPhone was first introduced, there was a plethora of media mania and how this phone was going to change everything; younger generations flocked to the Apple stores and soon thereafter, the AT&T stores to grab what some considered to be the greatest invention since sliced bread. The iPhone was great and the apps were plentiful, but the carrier (AT&T) had some major issues, mostly with their infrastructure not being able to handle the unanticipated number of users. It was often joked that the skinniest people were those who used an iPhone – they had to keep walking around to find a signal.

However, last year the Droid, as it is commonly called, was introduced in early November 2009. Since that time, several flavors of Droids have surfaced and are taking the industry by storm. It's not just the phone that's cool, but it's also the apps (applications) that make it super cool. There will probably never be as many apps for the Droid as there is for the iPhone, but it really doesn't matter. Depending on which Internet site and article you read, there are anywhere from 134,000 – 200,000 apps for the iPhone while the Droid has anywhere from 38,000 – 50,000. So, how many apps do you really need?

Android is an operating system, not a cell phone, originally developed by Android Inc. and acquired by Google in 2005. Since it's a Google system, you can bet it ties nicely with Google Apps. The main phone manufacturers that use the Droid operating system include Motorola, Samsung, and HTC. Most people pick up their Droid at either their phone store or from a sales outlet, such as Best Buy, Sam's Club, or Costco.

No matter where you get your Droid, besides using it for a cell phone, you'll also want to connect it to your *Microsoft Outlook* so you can sync your calendar and your contacts. There are several ways to do this, depending upon whether your firm uses *Microsoft Exchange* or not. This particular article provides a "how-to" for those Droid users who want to sync their Droid with their *Microsoft Outlook* and DO NOT use a *Microsoft Exchange Server*. Email is delivered to the Droid by standard means, whether it be iMap or POP and is typically dependent on the carrier you select (Verizon, Sprint, AT&T, etc.).

This article describes how to synchronize your *Microsoft Outlook* Calendar and Contacts with your Droid. While the Calendar sync will be automatic once you've done the initial setup, the Contacts are a different story. Without purchasing a third-party sync software application, you'll need to Export contacts from Outlook, then Import to Google contacts each time you make a change in Outlook Contacts (or as often as you wish). I usually do this once or twice a month, because it is rare when I'll enter a contact into my Droid contacts. However, that once or twice when I wanted to does get to be frustrating, but that's the price I pay (or, should I say, the "lack" of price I pay). Google Apps are free – my favorite price.

There are several third-party sync software applications, but they vary on complexity, reliability, and cost. One of the best sources for Android / Outlook sync is [www.syncdroid.net](http://www.syncdroid.net). Here you'll find a comparison chart of different products, what functions they synchronize, and the costs.

## Synchronizing your Outlook Calendar with Your Droid

Some people are afraid of doing this themselves, but it's not that difficult. Just follow a few steps and you'll connect your Droid to your Microsoft Calendar. You will, of course, need to have *Microsoft Outlook* installed on your computer (laptop or desktop) and you will need to have a Google gmail account. If you don't already have one – it's free and only takes a few minutes.

Here's the easy steps to setup the synchronization between your Outlook Calendar and your Droid.

- Download *Google Calendar Sync* to your computer
- Install & run the program
- Enter your Gmail account information
- Select "2-way" sync & set sync intervals (See Figure 1). If you select "1 way," then you WILL NOT be able to enter calendar information in both the Outlook and the Droid and have them sync automatically.
- Save
- The sync will begin almost immediately; the first time may take a few minutes, depending on how many calendar items you have
- When sync is complete - check that your calendar events are now in your Gmail account (top right, click Calendar)
- *On your Droid* - go to Settings
- Go to *Accounts & Sync Settings* (See Figure 2).
- Select your *Gmail account* (See Figure 3).
- Make sure the check box for 'Sync Calendar' is checked (See Figure 4).
- To update everything - Menu > Sync now (See Figure 5).

Outlook Calendar is now automatically synced to Google calendar. You're really only using Google calendar as an interface to the Droid. In these screen shots, the options have been set for 2-way synchronization every two hours. If you make a change to your calendar on your Droid, it is automatically synced to your Outlook Calendar on your desktop/laptop, and vice-versa.

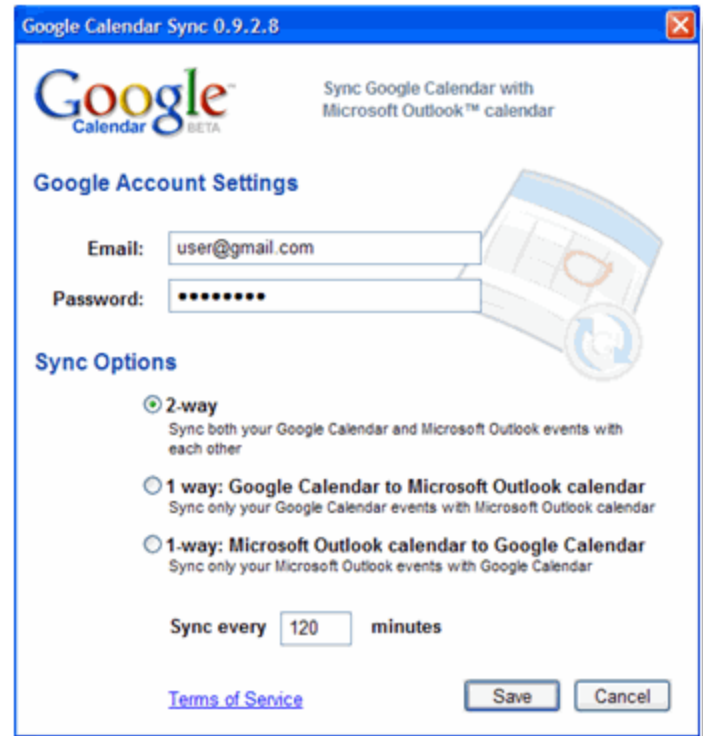


Figure 1 - Google Calendar Sync

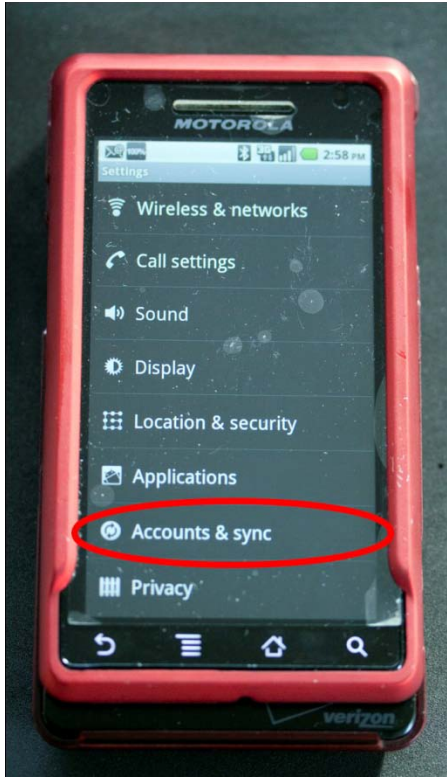


Figure 2

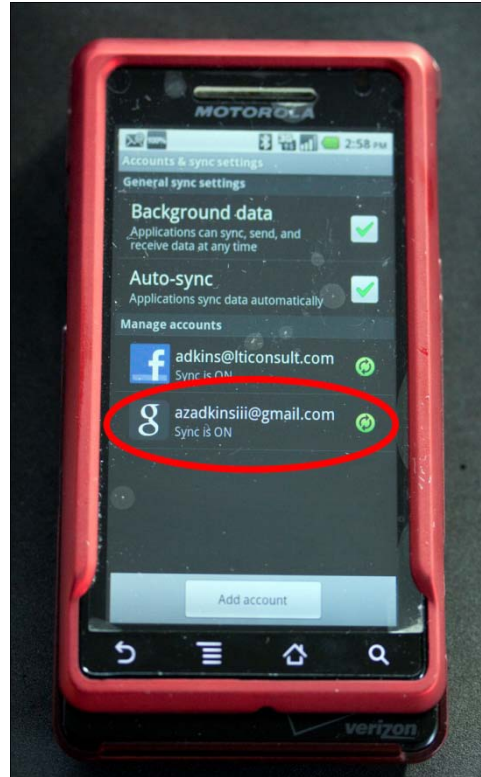


Figure 3

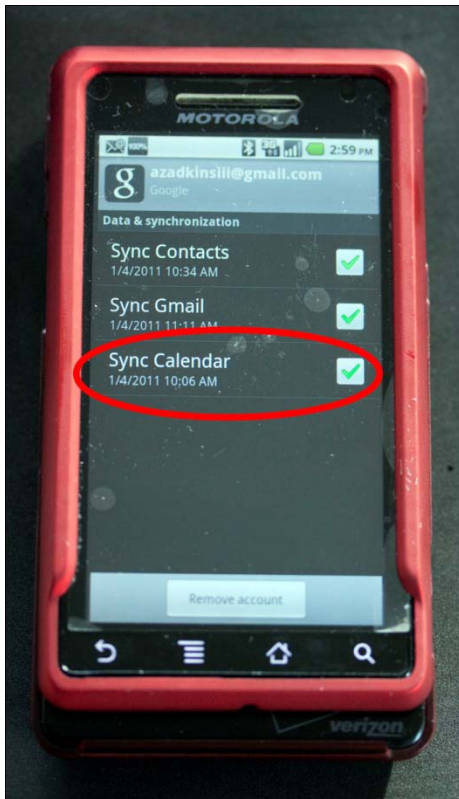


Figure 4

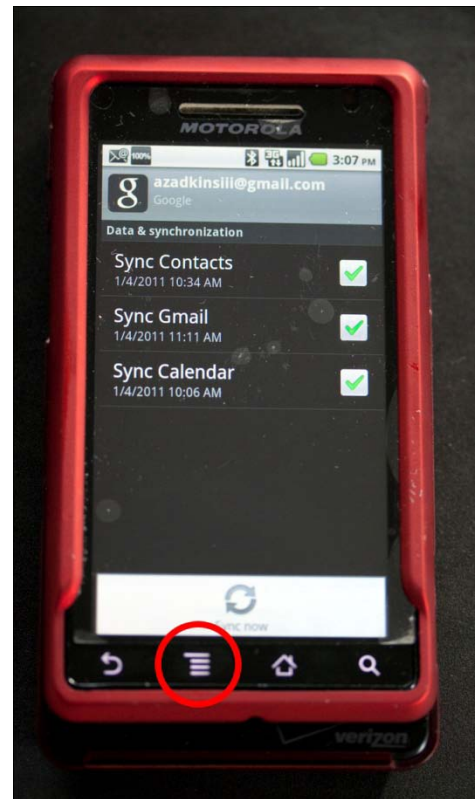


Figure 5

## Export Contacts from Outlook and Import to Droid (Android 2.0)

As I mentioned earlier, without a third-party application, Microsoft Outlook Contacts do not automatically sync to the Droid. You'll need to export them from Outlook, then import them into Google contacts. Once that's done, they will automatically sync to your Droid. Here's what you'll need:

- Microsoft Outlook
- Droid
- Google Gmail account

I'm sure there are a lot of you that have your contacts already in *MS Outlook 2007* and need to get them to your new Droid. I use Outlook contacts on my laptop as my main source. If I get a new contact, which is usually by email, it's much easier to cut & paste the information into *Outlook* than it is to retype it into both Outlook and the Droid. Here's an easy way to do it, via Google Apps:

### Step 1

- Open *Microsoft Outlook* and click on your contacts
- Go to *File > Import and Export > Select Export to a file* – Click Next
- Select *Comma Separated Values (Windows)* – Click Next
- Select *Contacts* – Click Next
- Save the file in a known location (I use "Desktop") – Click Next
- Click *Finish*

### Step 2

- Log Into your Gmail account
- Click *Contacts* in the left menu
- Click *Import* in the top right
- Choose file and select the .csv file you just saved ("Desktop" or another location)
- Click *Import*
- Your contacts will be imported into your Gmail account

### Step 3

- On your Droid make sure you have connected your Gmail account
- Go to *contacts > Menu > Accounts*
- Select your *Gmail account > Menu > Sync Now*
- Your new contacts will be imported - Any duplicates should be merged.

**Andrew Z. Adkins III** is the president of the **Legal Technology Institute**, an independent legal technology consulting firm. Mr. Adkins has been consulting for 20+ years with the legal profession. He was the Chair of the ABA TECHSHOW 2000 and 2001 and the Co-chair of the LegalTech Conferences 2000-2007. He has authored several books, including "**The Lawyer's Guide to Practice Management System Software**," published in April 2009 by the ABA Law Practice Management Section. He can be reached at (352) 538-5346 or [adkins@lticonsult.com](mailto:adkins@lticonsult.com).