

## Oberlin College CIT

### Notes on synchronizing address books for multiple computers with OS X

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One way to insure you always have access to your address books is to use **ObieMail**. Point your web browser to <http://mail.oberlin.edu> and log in with your email username and password.

If you use Mac OS X Mail from multiple machines, there are several ways to synchronize your address books. One is to use your PDA, cell phone or iPod and the iSync application to keep address books on multiple computers synchronized. See <http://www.apple.com/isync/> for information on how to use iSync, and <http://www.apple.com/isync/devices.html> for a list of compatible devices.

You can also use a **.Mac account** to synchronize changes over the internet. See <http://www.mac.com> for information.

A final option is to copy the **Address Book** data file from one machine to another.

1. Open Address Book on the computer you want to copy from.
2. From the File menu, select Back up Address Book. This creates a back up file of all your entries that you can save anywhere on your computer.
3. Transfer this file to the Mac that you want to synch up (by email or copying to USB drive).
4. On the second Mac, open Address Book, and from the File menu, select Revert to Address Book Backup.
5. Select the file you made on your other machine as the backup to use, and the two will be in synch.

**NOTE:** These methods will copy all addresses and groups, and cannot be used to share a single address group among users.