

Choosing What to Synchronize

In the connector configuration, the main synchronization functions can be enabled or disabled independently.

Events / Calendar

Enable this option when appointments and events must remain aligned between vtenext and Exchange. Also test recurring events and, with Microsoft 365, online meetings if used.

Contacts

Enable Contact synchronization when contacts should also be available in Exchange. The field mapping determines which values are transferred, such as e-mail, phone and address.

Tasks

Enable this option when tasks must be synchronized with Microsoft / Exchange tasks. With Microsoft 365, the task folder corresponds to a Microsoft To Do list selected by the user.

Organizations

Organization synchronization transfers company data according to the configured mapping.

Specific user or “same as entity”

For Contacts and Organizations, synchronization can use either a **specific user** or **same as entity**, which follows the record assignee. Selecting a specific user sends all records to a predefined mailbox, which can then be used on the Exchange side for shared lists or shared access scenarios.

Contacts and inactive users

Enable deletion of Contacts for inactive users only if that behavior is explicitly required. In environments with shared Contacts, test it first with one user and a small number of records.

Practical rule

Do not enable a function simply because it is available. Synchronize only the modules that are actually required and review the corresponding mapping first.

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