If you need to convert your Outlook calendar to Sundial, you may try the following steps. **This is not an officially supported approach.** However, it has been tested by several ITSS staff.

**Step 1)** Install the Palm Desktop software.
   http://www.palmone.com/us/software/desktop/

**Step 2)** Synchronize your Palm.

**Step 3)** Obtain and install PocketMirror from Chapura, Inc. As of April 2005, the cost for PocketMirror was $29.95.
   http://www.chapura.com/pm_standard.php

**Step 4)** Open PocketMirror/Chapura Settings and click Settings. Make any changes as necessary.

**Step 5)** Synchronize your Palm. Confirm that the Palm Datebook has the same entries as the Outlook calendar.

**Step 6)** Install the Sundial Palm synchronization software (Palm Sync for Windows)
   http://calendar.stanford.edu/getting-started-step2.html

**Step 7)** Follow the setup instructions at:
   http://calendar.stanford.edu/sundial-palm-windows-instructions.html

**Step 8)** Synchronize your Palm. The data should now be synchronized to your Sundial calendar.