So one of the greatest strengths of Neat 5 is its ability to harness the power of your contact list.

It does this a number of ways, but one of the most useful – and cool – is syncing contacts with Outlook.

To sync your contacts, you first have to configure how you want the contacts to be synchronized.

It's easy to do. First: Choose Sync with Outlook Configuration from the Settings menu.

Make a selection under the Direction of Sync heading.

Choose "Neat < = = > MS Outlook" to sync both ways between Neat and Outlook.

Choose "Neat = > MS Outlook" to sync one way between Neat and Outlook.

Or choose "MS Outlook < = Neat" to sync one way from Outlook to Neat.

Under the Contacts to Sync heading, specify which contacts will be synchronized. And click Save.

Neat 5 will remember these settings, so if you always want to synchronize the same way, you won't have to configure the sync again.

Choose Sync with Outlook from the Tools menu. A progress bar displays where you are in the process. The greater the number of contacts to be synchronized, the longer the process.

If new contacts will be created in Neat because of the synchronization, a dialog box will prompt you to choose -- or to create -- a folder where the new contacts will be stored. Select the folder and then OK.

Here's a tip: In Outlook, you might be alerted that a program is trying to access your email addresses. Click the Allow Access checkbox and choose 10 minutes from the time dropdown list. Click Yes.

When the synchronization is finished, the Outlook Sync Completed dialog box opens. Click OK.

Another tip: Syncing does not delete contacts in either Neat 5 or Outlook. So if you delete a contact in Outlook after synchronizing, the contact will not be deleted the next time you sync.

At the same time: if you delete a contact in Neat 5 after syncing, the contact will not be deleted in Outlook the next time you run the sync.

So there it is – a quick and easy way to sync your latest contacts -- without the paper or the headache. For more help or information, please be sure to visit Support at our website: www.neat.com.