Introduction

Welcome to the Migo® User's Guide

Who should read this Document?

If you've recently purchased Migo and you want to learn about all the available features and get the best use out of the software, this is the guide for you.

This document starts with the same information found in the Migo Quick Start Guide. But in this User's Guide, you will learn about every feature of Migo. Along the way, we'll point out some tips and caution you about some potential problems and how to avoid them.

Additional Resources

Aside from this document, you can get additional information from the following sources:

- Migo Quick Start Guide: included with purchase
- Online support, including FAQ's, at http://www.migosoftware.com/support

The following entries appear now and then:

Note: Notes expand upon the concepts described in the main text with additional, detailed information.

! Caution: Cautions advise you of any potential problems stemming from a particular action.

!!! Warning! Warnings advise you of any serious potential problems stemming from a particular action.

Terminology

The following terms are ones you should understand before reading through this document. A complete Glossary is also provided at the end of the book (see Chapter 7).

Main Computer: This is the PC whose data you want to carry with you as you travel; Migo will capture this PC's data into a unique Profile that it stores on a portable storage device. You can have more than one Main Computer; for example, you might have a home PC, an office PC, and a laptop. Migo can create a separate Profile for each one,

and carry all of them on your Migo-enabled device.

Profile: A Profile is the collection of data from a Main Computer that Migo stores on a portable storage device. Each Profile contains data from only one specific Main Computer; if a user has multiple Main Computers, he or she can create a separate Profile for each of them, identified by their desktop wallpaper and a nickname the user provides. When Migo is used on a Guest PC, a window pops up that allows users to choose which Profile, and therefore which PC, they want to access. Only one Profile can be accessed at a time; if users are working on data within one Profile and they wish to access data from a different one, they must first log out of the Profile they are using.

Guest Computer: Migo is designed to let you work on a variety of PCs. Guest computers are ones you might use in a library, cyber café, school computer lab, hotel business center or spare computer in an office. Because these are computers you don't own, or use infrequently and/or temporarily, you probably want to keep all your information on your Migo-enabled device, rather than copying your files onto the computer. Because of this, you typically use Migo's Login Mode to access your main computer's profile on your Migo-enabled device.

Personalize: The process of temporarily transforming a guest computer's "look and feel" --- including wallpaper, desktop files, Microsoft Outlook®, Outlook Express, Exchange, Windows Mail and Mozilla Thunderbird® contents, along with Internet settings, bookmarks or favorites for Microsoft Internet Explorer® and Mozilla Firefox® --- to match those from your main computer. Migo automatically personalizes your environment each time you log into a guest computer, making it appear as your own.

What Can Migo Do for You?

Migo provides you with the freedom and flexibility to bring your critical data and computer settings with you wherever you go, without the hassles of carrying a laptop, external CD-ROM drives, CDs, floppies and other storage devices.

Access Your Email from Microsoft Outlook, Outlook Express, Exchange, Windows Mail and Mozilla Thunderbird from Any Computer

If you're an Outlook, Exchange or Thunderbird user, you'll love how Migo lets you access your email from any other guest computer that has Outlook or Thunderbird installed; if you're a user of Outlook Express or Windows Mail, almost any computer with a Microsoft Windows® operating system - including Windows XP and Windows Vista™ - will do. When you take your Migo-enabled device to another computer, you can access your stored email and you can send and receive new emails. As opposed to Web-based email systems, all your email is stored on your Migo-enabled device, so you can work on your correspondence when you're not connected to the Internet. When you return to your main computer, all your email changes – new email, replies, etc. – are automatically synchronized with your Main Computer's copy of Outlook, Outlook Express, Windows Mail or Thunderbird.

Use Hardware Running Different Versions of Microsoft Windows, Microsoft Outlook and Other Email Applications

Migo seamlessly works between different versions of Microsoft Windows - including Windows XP and Windows Vista - as well as different versions of Thunderbird and Outlook, including Outlook 2000, Outlook 2002, Outlook 2003 and Outlook 2007.

Use Your Internet Explorer or Firefox Settings on Any Computer

Have you ever borrowed someone's computer to access the Internet? Maybe you needed to check your bank account online, or check the shipping status of an order you placed. But what if you've forgotten the URL or your user ID?

Migo gives you unprecedented ease of use and security by letting you bring along the following Internet settings from your main computer:

- **Internet Explorer Favorites or Firefox Bookmarks:** Migo automatically copies all of your Favorites or Bookmarks. Once you connect your Migo-enabled device to another computer and launch Migo, all your own Favorites appear when you use Internet Explorer, or your Bookmarks if you use Firefox. And any additions you make to them will be stored on your PC's Migo Profile, and automatically add themselves to your home computer when you sync with that PC again.

- **Cookies:** Migo will also copy all your browser cookies and use them when you're logged into the guest computer (except for Internet Explorer 7, which does not allow cookies or history to be included in a Migo Profile.) Web sites store passwords and user information in your cookies in an encrypted format, so you can have the convenience of automatically accessing your accounts. In fact, browsing with your Migo is more secure than using a guest computer by itself. If you were to use another computer to access your bank account without logging on with your Migo, you would likely leave a cookie behind on that computer that contains your password. By contrast, if you were to use that same computer, but use one of your Migo computer Profiles instead, you would take advantage of Migo's built-in security, and no cookie or other personally-identifiable data would be left behind on the guest computer.

- **History:** Migo automatically captures your recent browser activity, so you can easily return to URLs that you visited yesterday, last week, etc. And, just as it does with cookies, Migo leaves no trace of your browser history behind on the guest machine. **Note:** Restrictions in Internet Explorer 7 do not allow cookies or browsing history from that application to be included in a Migo Profile.

- **Home Page:** Chances are that your home page isn't the same as the guest computer's home page setting. Migo even records your own home page, so

when you click the Home button, you're taken to your old familiar home page, no matter what machine you're using.

So go ahead, surf the Web as if you were at home, wherever you happen to be. Migo will keep all your important browser settings handy, so you and only you will know where you've been on the Internet. And when you leave that guest computer, Migo makes sure none of that activity remains behind.

Work with Your Desktop Files

We all have our own particular way of setting up our desktop. Wouldn't it be nice to travel to any other computer and somehow, magically, have all your files that sit on your desktop appear on the computer you're using?

Migo software does this and more. Not only can you have all your desktop files, but you can even have your own familiar desktop image move with you, by simply plugging in your Migo-enabled device and using Migo to log into your familiar desktop.

Take Your Files without Lugging Your Laptop

Isn't this supposed to be the mobile age? So why do you have to take your laptop, power adapter, external drive, mouse, etc., whenever you travel? And when you fly, how much of a hassle is it to have airport security examine your computer and peripherals? Migo solves that problem by letting you carry just a small USB device with all of your critical email and data.

With Migo, you have the storage capacity to hold multiple GBs of data. So load up all your files. Need to bring along large, high-resolution images? A large database? You may already be doing this with an assortment of floppies, Zip drives, CDs, and USB storage devices. With Migo, you will be able to take it all with you on one device, from flash drives and external hard drives, to smartphones and Apple iPods®.

But storage space is only the beginning of the story: with all those other storage solutions, how can you figure out which files are the most recent ones? How much do you enjoy checking file modification dates? You can rest assured that the files stored on your Migo-enabled device are the most recent and up-to-date versions. How so? Migo software synchronizes every file you choose. Just plug your Migo into your computer, and Migo will check to ensure that every file you selected is the most recent version—on both your main computer and on your Migo-enabled device.

Maintain Privacy by Leaving no Data

Migo not only gives you portability, but assures the privacy of your data. With Migo's "leave no trace" functionality, you can work on sensitive files and access password-protected Web pages without leaving any trace on a guest computer. This privacy protection works in three popular areas:

- **Web Sites:** As previously described, Migo lets you bring along select Internet Explorer and Firefox settings, so you can use your Favorites or Bookmarks to jump to regularly accessed sites. Automatically log into your online bank account, and navigate to other sites. When you're done and log out of Migo, all records of your use –cookies, history, etc.—are purged from the guest computer: there won't be details left behind as to which sites you visited, or what passwords you used.
- **Microsoft Word**®, **Excel**®, **and PowerPoint**®: When you use Migo to bring along important Word, Excel, and PowerPoint files, you can make edits; create additional files, etc. on any guest computer that has Microsoft Office®, installed. But have you noticed the convenient "recent files" capability they have? Under each application's File menu is a list of the most recently accessed documents. Migo temporarily replaces the guest computer's list with your own most recent documents, and it also removes any file entries from that list when you log out and brings the guest computer back to its original state.
- **Recent Documents:** Migo even makes sure to remove records of the files you've used—regardless of the application—from the guest computer's memory. The names of the files you worked on would normally be found in Start->Documents, but Migo deletes their names from the list when you log out. So don't worry whoever uses the guest computer next will not know what you were working on.

In summary, Migo gives you the power and convenience of working with your Outlook, Outlook Express, Exchange, Windows Mail or Thunderbird email, browser settings, calendar events, desktop files, and other items on virtually any other PC. Work the way you want to, taking all your critical information with you wherever you go, on your choice of portable storage devices. Migo maintains your privacy at all times and leaves no trace behind.

Chapter 2 - Getting Up and Running with Migo

What's in this Chapter?

This chapter gives you detailed instructions to help you get up and running with Migo in just a few minutes. Getting started with Migo is so simple, it's almost second nature.

Summary of Steps

Working with Migo can be divided into these main steps:

1. Connect your portable storage device to your main computer.
2. Make security choices using MigoSecure.
3. Use Migo software to capture your computer's data and settings.
4. When you want to use your files and settings on another computer, take your Migo-enabled portable storage device to that guest computer and plug it in.
5. Log into your main computer's profile on your Migo-enabled device
6. When you're finished with your work, return your Migo to your main computer and let Migo synchronize and update your files.

The rest of this chapter describes each of these main steps in detail. For additional help, visit Migo Software's Knowledge Library at http://www.migosoftware.com/support.

Launching Migo for the First Time

1. Connect your Migo-enabled device to your computer's USB port.
2. Double-click the "My Computer" icon on the desktop or in "Start."
3. Double-click the Migo removable drive icon.
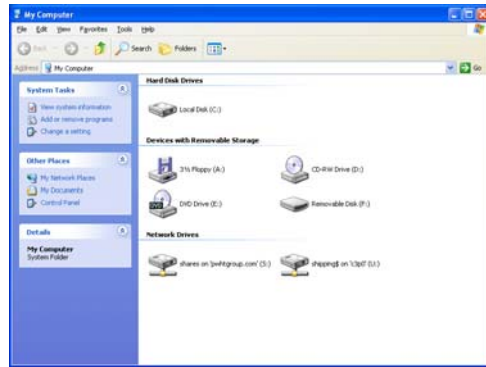4. Double-click the MigoSetup.exe icon to start running Migo (similar to **Figure 1**).

Figure 1. Double-click on the MigoSetup.exe icon on the Migo drive to start working with Migo.

 5. The installer will unpack itself as shown in **Figure 2** below. When it's ready, follow the installation wizard to install Migo software on your portable storage device. (No software will be installed on your computer.)
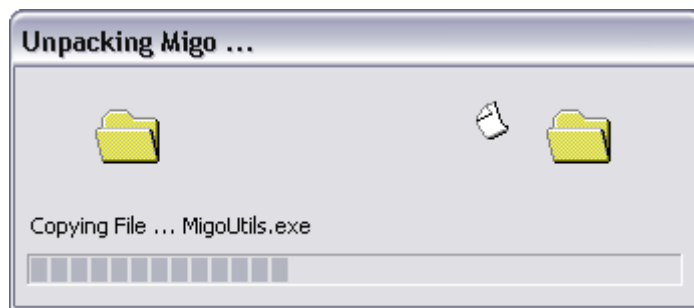

Figure 2. Migo will unpack itself and then provide a wizard to step you through installation.

6. The End User License Agreement appears. Carefully review the agreement, and then click **Accept** to continue (see **Figure 3**).
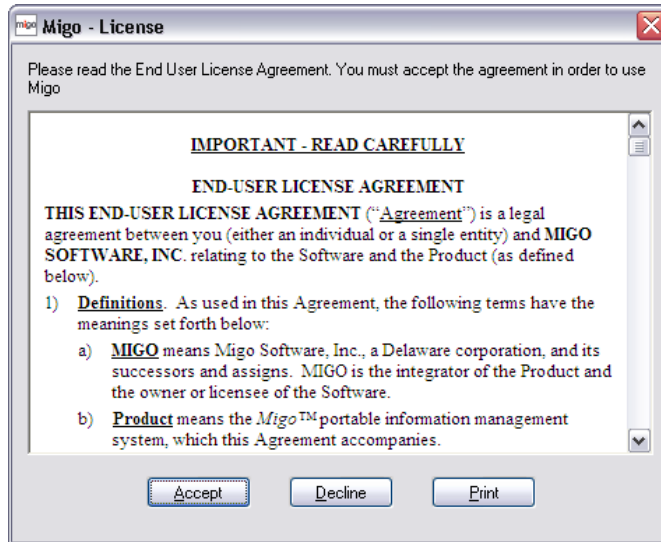
Figure 3. Carefully review and accept the license agreement before continuing.

7. The Software Activation screen appears (see **Figure 4**). If you have purchased Migo and received an activation license code for your software, please enter it and click **Activate Now**. If you are still within your 30-day trial period and would like to continue using Migo on a limited trial basis, click **Activate Later**. If you would like to purchase Migo and activate your software now, click **Buy Now**; a screen will appear to walk you through the quick and easy process of obtaining a license key.

Figure 4. Activate your Migo software here.

8. You now need to provide a nickname for your main computer. It can be anything: "main", "work", "school", "home," etc. Just choose something that helps you readily identify this machine (see **Figure 5**).

Figure 5. Name your computer's Profile.

TIP!! If you set different wallpaper for each computer you use, you'll be able to visually identify the computer because Migo shows a small thumbnail of each system's wallpaper. See **Figure 15** on page 19 for details.

You've now completed the initial configuration as a first-time user. In the next sections, you will decide whether you wish to encrypt your Migo data, and you will create, manage and utilize a Profile of your main computer on your Migo-enabled portable storage device.

Protecting Your Data - Using MigoSecure™

Figure 5a. MigoSecure Setup Screen

Migo provides security for your computer Profiles and the valuable data within them with the MigoSecure utility. MigoSecure keeps the data you carry on your Migo-enabled portable storage device in a storage area protected by AES 128-bit encryption; only the Migo user with the proper password can access it.

If you do not want to protect your data with a password by creating an encrypted zone for your Migo data at this time, click **Create Later** at the bottom of the security setup screen as shown in **Figure 5a**. Migo will then automatically launch without MigoSecure. Skip

ahead to the section titled "Migo Profile Creation and Data Synchronization" for what to do next.

Creating Your MigoSecure Encrypted Zone

If you DO want to use MigoSecure to protect the Migo data on your portable storage drive, follow these steps to set it up:

1. Create a password - Under "password" enter a 6- to 64-character password you create with a combination of numbers and letters. Enter it again under "confirm password". (In the diagram above, the password selection area is highlighted in yellow.) Under "hint", type something that will help you remember your password.

2. Choose the size of your MigoSecure Encrypted Zone - click and hold on the red slider to drag it and choose any size between 20MB and the remaining space on your drive. The space used by your other files (and therefore not available for your MigoSecure Zone) is represented by the dark gray area to the left of the top slider.

 3. Click on "Create MigoSecure Zone" to begin. Note: this step can take several minutes per gigabyte at average USB2.0 speeds, depending on the size of your encrypted zone and the speed of the portable drive you are using.

 4. Once the process is complete, Migo will launch automatically.
Follow the instructions on the screen. For further assistance read the following section, or consult the Migo Quick Start Guide.

Migo Profile Creation and Data Synchronization

The Welcome Screen

Figure 6. The Welcome screen begins the Profile Wizard.

After you have named your Profile, Migo will show you the "Welcome!" screen as shown in **Figure 6** above - click **Start** to begin the simple process of creating a Migo Profile for your computer with the Profile Wizard.

Note: Returning users will instead see the "Welcome Back!" screen that will give them three button choices: **Synchronize Now**, **Profile Wizard,** or **Classic Migo**. **Classic Migo** is for experienced users, and is covered in a later section. **Synchronize Now** is for returning users who don't want to change their Profile settings, and only want to update it with new work they've done.
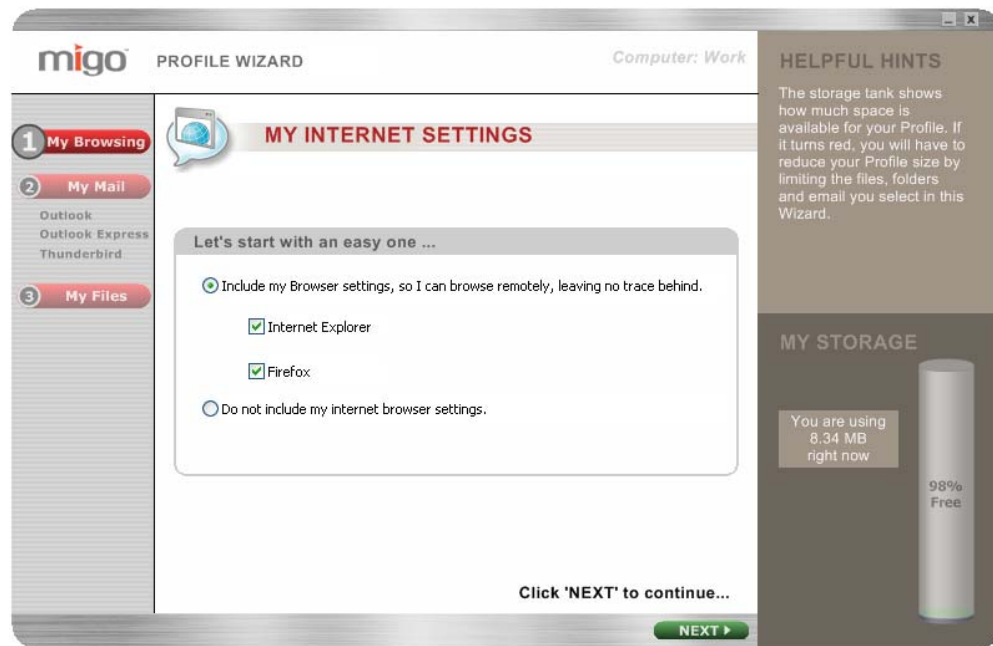
The Profile Wizard

Figure 7. The Profile Wizard has four information zones.

The Profile Wizard has four information zones as shown in **Figure 7**:

- The navigation buttons on the left of each page tell you where you are in the Wizard. While they are clickable, and therefore can be used to travel to each of the listed pages, their real value is in showing you where you are in the short Wizard process.

- The center text section contains the radio buttons, checkboxes and pull-down menu selections that you will select to tell Migo how to build your Profile of a computer. Next to each choice you make in this section is a counter that will show you how much storage space your choice will take compared to the last time you synchronized that file or folder.

- A Helpful Hints section is included in the upper right of each page.

- The MY STORAGE graphic in the lower right of each page will show you how the choices you make in setting up your Profile will affect the free space on your portable device. It will indicate how much space is already taken up by data, and how much further space will be occupied by the data you will add when Migo synchronizes your Profile. Each choice you make in the Profile Wizard to add or delete data from your Profile will change the amount of storage available on your device, and this storage

tank graphic is an excellent tool for you to use in gauging how many files and folders you want to add to your Profile. If the tank ever turns red, that's your cue to go back and change some of your selections so the Profile will fit on your drive. If you ever try to synchronize a Profile that is too large for your device, a screen will appear that says "Your device is full (but it's easy to fix)"; all you have to do in this case is simply go back and tell the Wizard to choose fewer items.

There are three main sections in the Wizard:

- **My Internet Settings –** Shown in **Figure 7**. Choose which Internet browser you use, Internet Explorer or Firefox; you can select both if you wish. Use this page to tell Migo whether you want to add your browser history, cookies, and other settings to the Profile of your computer, so you can browse with all your tools even on another computer. All your browser data will stay with you, not on the Guest Computer. **Note:** Restrictions in Internet Explorer 7 do not allow cookies or browsing history from that application to be included in a Migo Profile.

- **My Mail** – You choose which email client or clients you use; you can select none or all of the following: Outlook/Exchange, Outlook Express, Windows Mail or Thunderbird as shown in **Figure 8**:
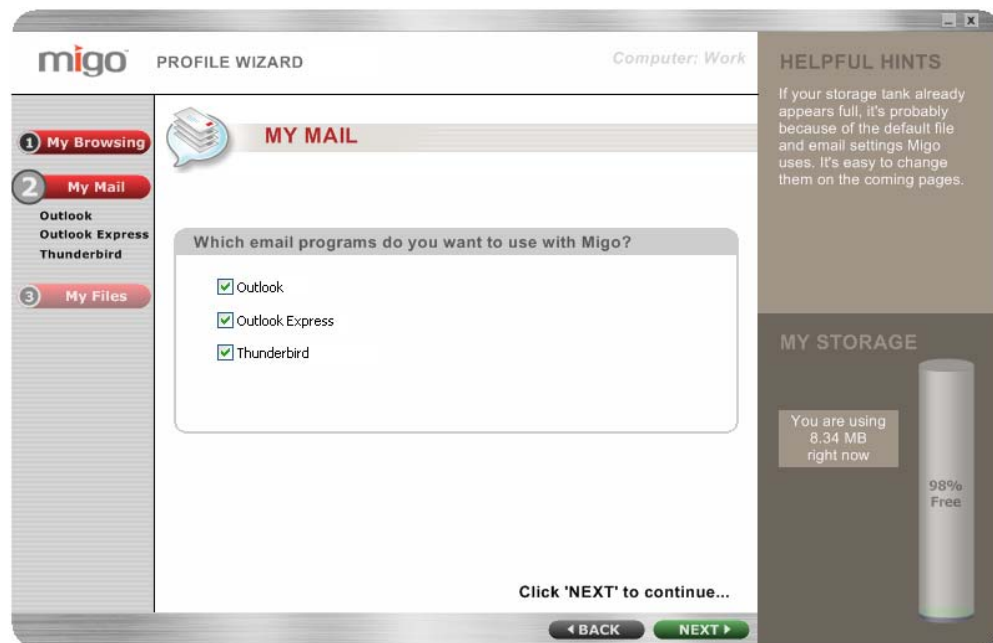

*Figure 8***.** Choosing your email applications.

When you click next, a page will appear to let you set your email handling options for each of the email applications you have selected. We'll use Outlook as an example in **Figure 9**:
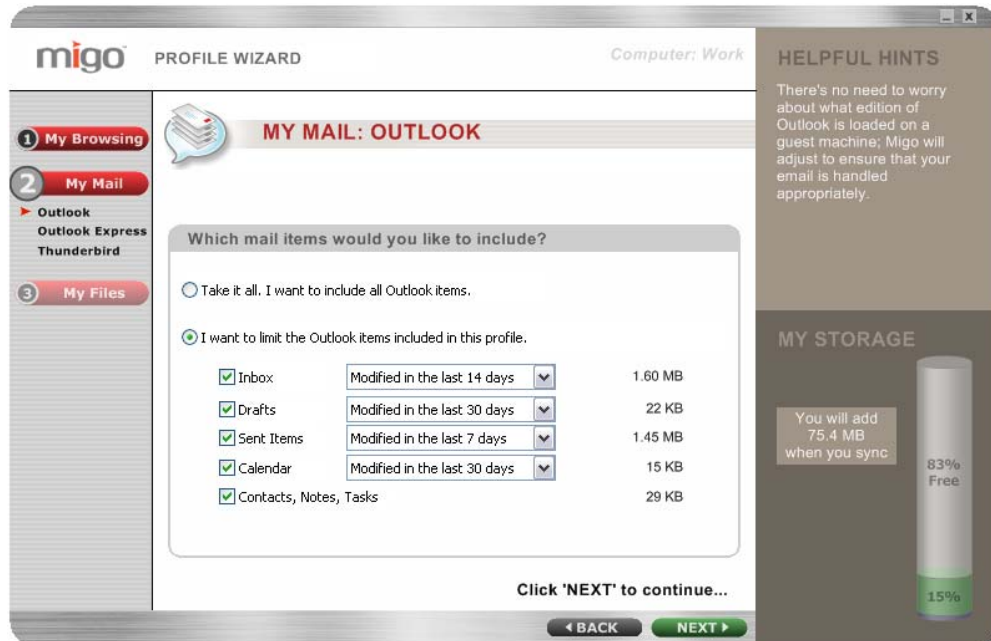
Figure 9. Selecting your email choices.

You have two basic choices:

- o *Take it all* - Includes all email and data in that application. For users of Outlook or Thunderbird, that includes all calendar entries, notes, tasks, contacts, etc.

- o *I want to limit...* - this section allows you to limit the items your Profile will include. You can limit the type of item included, or limit them by when they were last updated or changed.

Note: Some users have more than one email profile in their Outlook, Outlook Express, Windows Mail or Thunderbird applications on their PCs. When Migo creates a Migo Profile of a user's PC, it will only take one email profile for each of those applications. Migo will prompt you to identify which email profile in Outlook, Outlook Express, Windows Mail and/or Thunderbird you want to take along. If you later decide to change the email profile you want to use, you will have to delete the entire Migo Profile of your PC on your portable device, and create a new one using the steps in this guide.

- **My Files** – This last page is where you tell Migo what files and folders you want to take with you, in addition to email and Internet browser files:
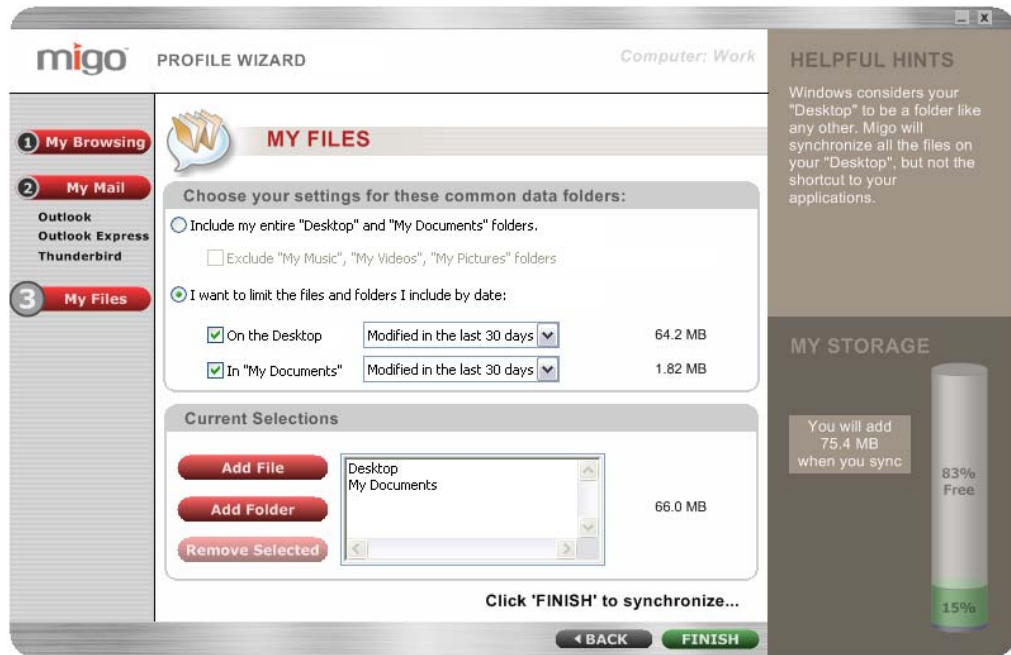
Figure 10. The "My Files" window in the Profile Wizard

These are the choices you can make, as shown above in **Figure 10**:

o   Include my entire "Desktop" and "My Documents" folders -
    Everything in these two main user data folders will be added to
    your the Profile of the computer, including all sub-folders. Most
    everyone keeps all of their important data somewhere within these
    two folders.

o   Exclude "My Music", "My Videos", "My Pictures" folders - Media
    files (including MP3 files, Apple iTunes music, video files,
    photographs etc.) are typically large files, and many people have
    such large collections of them that including them in a computer's
    Profile will often overflow the portable storage device available.
    Unless you have a very large portable storage device, you may
    want to exclude these folders specifically. However, for those
    Migo users who are using large portable drives, including these
    folders is an excellent and simple way to back up those valuable
    files! Those users should include their entire "My Documents"
    folder, and specifically not exclude these media folders.

o   I want to limit the files and folders I include by date - Another way
    to cut down on the size of a large Profile is to tell Migo to limit the
    files and folders you take by how old they are.

o Current Selections - This section shows you what folders and files are included in your Profile, and gives you buttons you can use to add additional files or folders, or delete those you no longer want. If you keep data you wish to include in your Profile that does not reside either on your "Desktop" or "My Documents" folders or in their sub-folders, this is where you can add them.

That's all there is to it! When you click **Finish** on this last page of the Wizard, Migo will synchronize your Profile with the selections you have chosen by copying data onto your portable storage device. It may take a few minutes to calculate the size of the space on your portable drive you will need; once it finishes it will begin copying the data you have chosen. When it has finished, you will be able to take your Migo to another computer, and work on that data as if you were using your own PC.

Adding Another Main Computer Profile to Your Migo-Enabled Device

If you have multiple PCs and you want to carry data along from more than one of them, Migo can create a separate and distinct Profile for each of them. The process is similar to the one described earlier in "Launching Migo for the First Time":

1. Connect your Migo-enabled device to your computer's USB port.
2. Double-click the "My Computer" icon on the desktop or in "Start."
3. Double-click on the Migo removable drive icon.
4. Start Migo using one of the following two methods:

   a). If you are not using MigoSecure to protect your data with a password, double-click the Migo icon, sometimes labeled "Migo.exe", as shown in **Figure 11**.

   Figure 11. The Migo icon

   b). If you are using MigoSecure, double-click the "MigoSecure" icon, sometimes labeled "MigoSecure.exe" as shown in **Figure 11a**. Enter the password you created, and click **OK**.

   Figure 11a. The Migo.exe icon

5. As shown in **Figure 12**, whenever your Migo-enabled device is connected to a computer it does not recognize, Migo will give you the choice of two actions:

a. **Synchronize Mode** - create a Profile of the new Main Computer so you can carry data from it for use on other PCs.

b. **Login** Mode - use the new computer only as a Guest Computer to access an existing Profile on your Migo-enabled device.

Figure 12. To use a computer as a guest, choose **Login Mode**.

To tell Migo to add a Profile of the new main computer, select **Synchronize Mode**

6. Select a Nickname for the new/different computer (see **Figure 13**).

Figure 13. Select a Nickname for your computer.

Now Migo is ready to create a new Profile, and will show you the familiar "Welcome" screen that signals the first step of the Migo Profile Wizard. Follow the steps as you did in the previous section titled "The Profile Wizard" to add your new computer Profile to your Migo-enabled device.

Take Your Migo-enabled device to Another Computer and Plug It In

- When you're ready to use your files and settings on another machine, connect your Migo-enabled device to a guest computer's USB port.

- Open the "My Computer" icon.

- Double-click on the Migo removable device icon.

- To launch Migo, double-click the MigoSecure icon if you are using MigoSecure, or the Migo icon if you are not.

Log into Your Main Computer's Profile on Your Migo-Enabled Device

If you have created Profiles for multiple Main Computers on your Migo-enabled device, you will see the Computer Use dialog screen as shown earlier in **Figure 12**, letting you choose between **Login Mode** and Synchronize **Mode**.

- Choose **Login Mode** to use the PC as a Guest PC and access one of your computers' Profiles.

- Once Migo is activated on the computer, the Migo tab will appear at the top of the screen as shown in **Figure 14**.

Tip: If for any reason you don't want this tab to appear on your desktop, right-mouse click on Migo in the system tray and **deselect the Show Login Pull** down option.

Figure 14. The Migo tab appears at the top center of your screen when Migo is running.

- Click the Migo tab. As shown in **Figure 15**, the tab drops down to display the choice of computers to use. Each computer is identified by its nickname and a snapshot of its desktop image. Choose the computer you'd like to use by clicking on the corresponding desktop image or nickname.

Tip: As this screen shot illustrates with two desktops available for use, you can use your Migo to synchronize with many different computers. Each different computer's desktop will appear as a separate icon in the Migo tab.
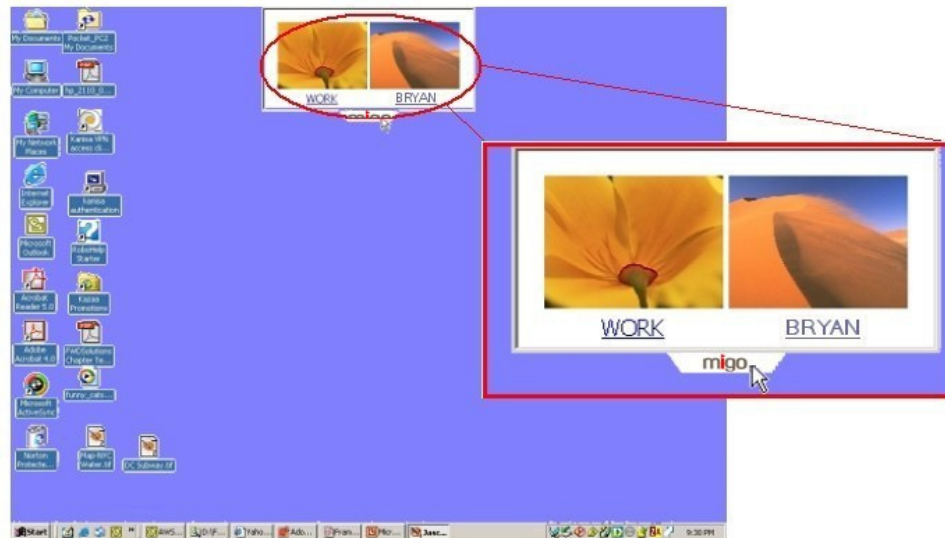

Figure 15. When you click on the Migo tab, you can select which computer's data you want to access on your Migo-enabled device.

Migo then takes a few moments to personalize your environment by applying your selected computer's desktop, wallpaper, files, Favorites, email, etc. (see **Figure 16**).

Figure 16. Logging in brings up your other computer's wallpaper, desktop icons, Outlook email, and everything else you saved on your Migo.

You're now free to work just like you were at your own computer. Send and receive emails, create new contacts or other Outlook items. Edit documents in the *My Documents* folder; surf the Internet using your own browser settings.

- When you're done working and you're ready to leave the guest computer, log out from Migo in one of **three ways**:

    1. Click the Migo tab, then click **Yes** at the logout confirmation screen, or

    2. Click the Migo button on the taskbar to bring up the logout confirmation screen. Click **Yes** at the logout confirmation screen, or

    3. Click on the Migo icon in the system tray, and then click **Yes** at the logout confirmation screen.

- *IMPORTANT: Users of MigoSecure must log out of MigoSecure!*

    1. Locate the "MigoSecure" folder. It may be open on the computer desktop, or you may have to click on it in the taskbar at the bottom of the screen. You can also locate it in "My Computer".

    2. Double-Click the "Logout-MigoSecure Exit" icon.

- The guest computer is restored to its original state, and all your work is stored on your Migo-enabled device.

- You can remove the Migo-enabled device from the guest computer and take it with you to another computer.

Tip: Remember all the work you do is stored on your Migo-enabled device, ready to be automatically synchronized the next time you return to your main computer.

Warning!!! If your computer is running Windows 2000, you must use the Unplug or Eject Hardware utility to stop the Migo before removing it from the computer. See **Chapter 4, "Windows 2000 Instructions**" for the simple steps you need to accomplish this. Failure to follow this procedure could damage your Migo-enabled device, the computer, or both.

Warning!!! Only files created in the **My Documents folder** or your desktop will be transported back to your Migo-enabled device. **Files created on the C: drive, in the network folders or other places will not be moved to your Migo-enabled device when you log out**.

Returning Your Migo-Enabled Device to Your Main Computer

Now that you have used your Migo to work on your files on a Guest Computer, you are ready to return to your Main Computer and have Migo automatically synchronize the work you've done on the road with the data on your PC.

Begin by connecting your Migo-enabled device to your Main Computer's USB port.
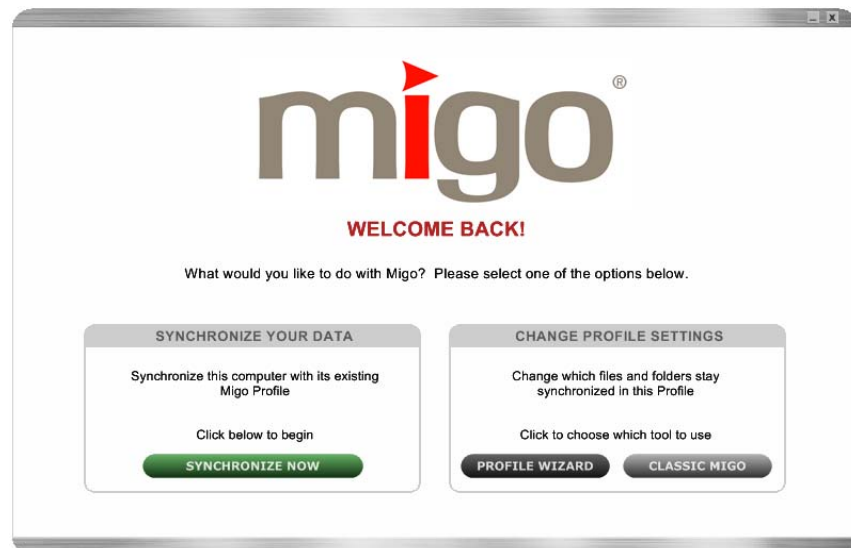
The Welcome Back Screen

Figure 17. The Welcome Back screen gives users the choice to **Synchronize** Now, or make changes to their Main Computer's Profile with either the **Profile Wizard** or the **Classic Migo** tool.

When you take a Migo Profile back to the computer where it was created, you will be shown the "Welcome Back" screen as seen in **Figure 17**, giving you the choice to **Synchronize Now,** or to make changes to the Profile for that computer using either the **Profile Wizard** or the **Classic Migo** tool. If you don't want to make any changes to the types of data on your Migo Profile, simply click **Synchronize Now** to update the computer with the work you've done on other computers.

If you'd like to make a change to the type or amount of data on that computer's Migo Profile, you can use the Profile Wizard again, following the steps outlined previously. Or you can use the Classic Migo tool.

The Classic Migo Tool

The Classic Migo tool is a familiar interface to some early users of Migo, who may prefer its look to that of the Wizard. The Classic Migo tool gives users a little more flexibility in specifying which files and folders they would like the computer's Profile to contain. The main window for the Classic Migo tool is shown in **Figure 18**.

Caution! – If you make create or make changes to a Profile using the Classic Migo tool, you should always use the Classic Migo tool to make further changes to that Profile. The Classic tool is more detailed than the Wizard, so changes made to a computer's Profile using it can only be reliably managed by the Classic tool.

Tip! Migo's space calculator starts running every time you make a change to your file options, Outlook items, etc. **You don't have to wait for it to finish; go ahead and click Start Synchronize whenever you're ready.**
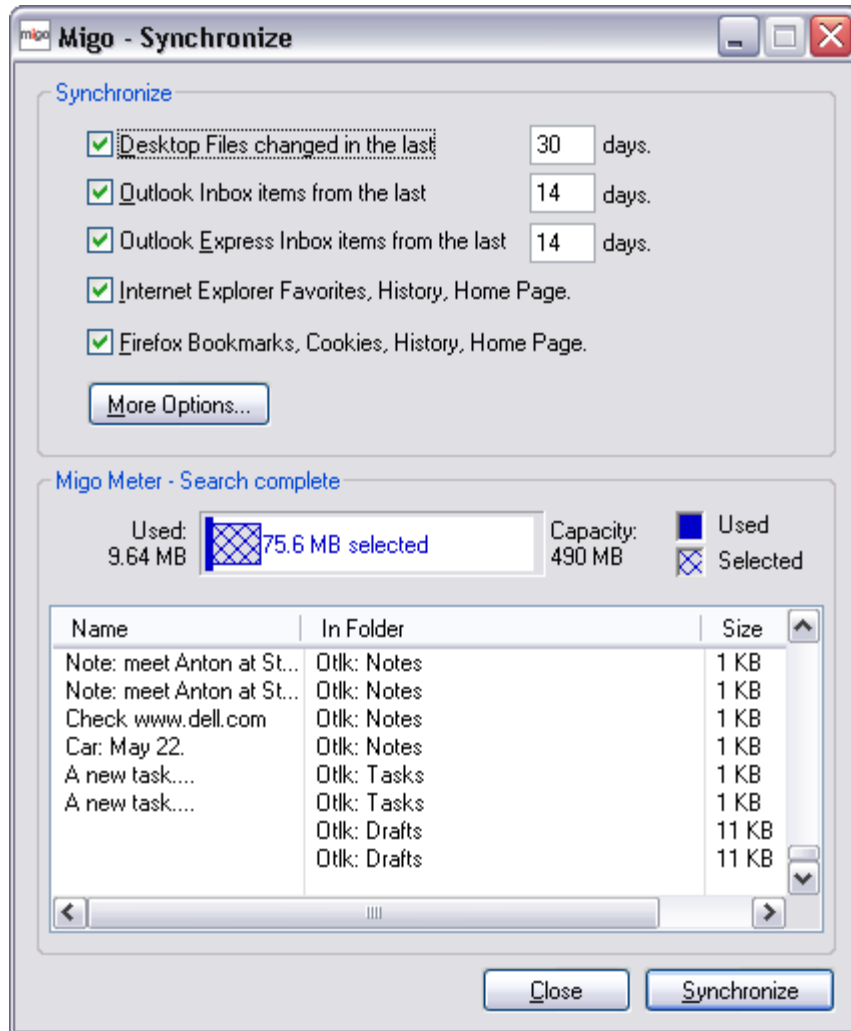
Figure 18. The Classic Migo tool's main window. Click **Start Synchronize** at any time; synchronization will start when the Migo Meter is finished with its calculations.

Follow the steps below to have Migo synchronize your computer files:

- The first checkbox in the Synchronize area is selected by default to synchronize your Migo with your desktop files; deselect this checkbox only if you **do not** want these files to be synchronized.

Note: If the desktop files you want to copy are older than 30 days, you'll need to adjust Migo's default settings. See "**Setting File Options**" on page 31 for details.

- Migo will automatically detect which email and Internet browser programs you have installed. Checkboxes for each are selected by default to synchronize to your PC's Profile; deselect any checkbox only if you **do not** want files from these applications to be synchronized.

Tip! Along with these checkboxes' days' fields, there are additional options you can use to further control what type of information you want to synchronize. See **Chapter 3 "Synchronization Options"** for details.

- Migo's **Migo Meter** (found in the middle of the Synchronization window) scans your computer in the background to determine which files need to be synchronized. Click **Start Synchronize** at any time, synchronization will start as soon as the Migo Meter is finished with its calculations.

 Note: If you want to change your settings, you can interrupt the Migo Meter at any time. Synchronization must wait until the Migo Meter completes its space and file synchronization calculations.

- After the Migo Meter calculations are finished, copying begins. A dialog box appears similar to that in **Figure 19**, showing you each file as it is synchronized to your Migo-enabled device.

Figure 19. This dialog box shows the synchronization progress.

- When synchronization has finished, you will see a confirmation dialog. All the files, email, browser settings, desktop, etc., that you selected to be synchronized have been loaded onto your Migo-enabled device (see **Figure 20**).

Figure 20. Your synchronization is complete when you see this dialog box.

You can now remove the Migo-enabled device from your computer and take it with you to another computer.

Warning!!! If your computer is running Windows 2000, you must use the Unplug or Eject Hardware utility to stop the Migo-enabled device before removing it from your computer. See **Chapter 4, "Windows 2000 Instructions**" for the simple steps you need to take to accomplish this. Failure to follow the procedure could damage your Migo-enabled device, your computer, or both.

IMPORTANT: Users of MigoSecure must log out of MigoSecure! Locate the "MigoSecure" folder. It may be open on the computer desktop, or you may have to click on it in the taskbar at the bottom of the screen. You can also locate it in "My Computer." Double-Click the "Logout - MigoSecure Exit" icon to exit.

Chapter 3 - Synchronization Options

What's in this Chapter?

This chapter describes all the different options you can choose to set exactly how Migo will synchronize with your computer.

Why Synchronize?

Synchronize Your Email Items

Migo also copies your email account settings for POP/SMTP, allowing you to send and receive email as if you were using your own computer.

Note: Some users have more than one email profile in their Outlook, Outlook Express, Windows Mail or Thunderbird applications on their PCs. When Migo creates a Profile of a user's PC, it will only take one email profile for each of those applications. Migo will prompt you to identify which email profile in Outlook, Outlook Express, Windows Mail and/or Thunderbird you want to take along. If you later decide to change the email profile you want to use in any of these applications, you will have to delete the entire Migo Profile of your PC on your portable device, and create a new one using the steps in this guide.

Synchronize Your Files

You may wonder why you would use the Migo intelligent synchronization software instead of just copying files onto your device. Your Migo-enabled device has a lot of storage space on it, so why not just use it like a portable hard drive?

In fact, you can do just that. For files that never change – MP3 music files, applications and other executables, etc., you can easily drag copies onto your Migo-enabled device and never update them.

But most things you work on do change. Documents, email, calendar appointments, presentations, schoolwork, creative writing, correspondence… you modify these files as you work on them.

Migo's intelligent synchronization will ensure both your Migo and your main computer always have the most up-to-date changes. With this, you do not have to keep track of what was changed and what device was in the latest version. That's synchronization!

To sum it up, you want Migo to automatically synchronize your files when:

- The files change

- You don't want to compare file dates to figure out which is the most current version

- You want Migo to track changes, and

- You want Migo to make sure all your stuff is there.

Advanced Use of the Classic Migo Tool's Synchronize Window

As shown in **Figure 21**, the Synchronize window is the Classic Migo tool's main window. It is divided into the following areas:

- **Synchronize:** which is where you control the synchronization process

- **Migo Meter:** which lets you review how much storage space is used, how much is selected for synchronizing updated files, and how much is available

- **Synchronize List**: where you can review the list of files that have been selected for synchronization, as well as all of the changes detected by Migo since the last synchronization.
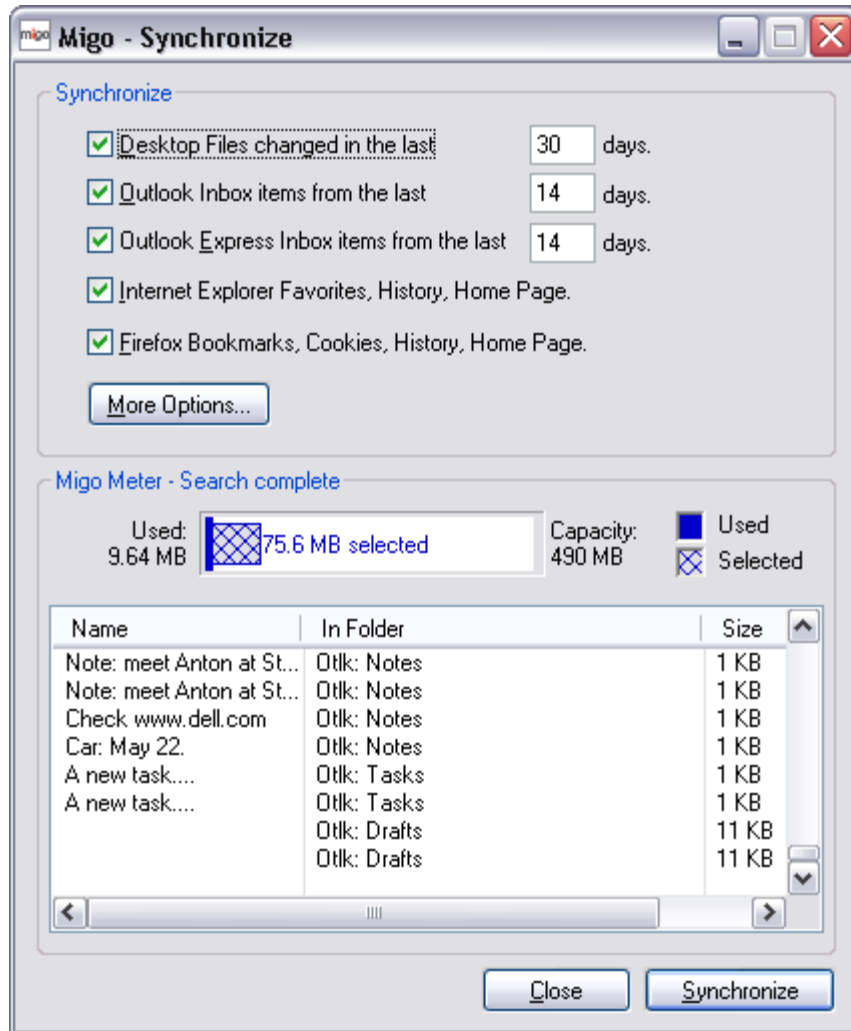
Figure 21. Classic Migo's main Synchronize window.

The "Desktop Files changed in the last 30 days" and the "Outlook Inbox items from the last 30 days" refers to the age of the files and email you want to carry with you; a line is included for each of the email applications you include in your Migo Profile. The default is 30 days, but this can be changed based on your preference. In this example, email files and folders older than the above days (30) would not be synchronized.

Synchronize Area

The Synchronize area is where you specify which files, folders and settings you want to synchronize:

- **Desktop Files changed in the last __ days:** Select this checkbox if you want Migo to synchronize the files sitting on your desktop. The files chosen for synchronization are those whose modification dates that fall within the number of days you set in the day's field.

- **Outlook, Outlook Express, Windows Mail and Thunderbird Email Inbox Items from the last __ days:** Select these checkboxes if you want Migo to synchronize items from those inboxes, up to the number of days you set in the day's field.

- **Internet Explorer or Firefox Favorites, Cookies, History, Home Page:** Select this checkbox if you want Migo to copy each of these browsers favorites, bookmarks, cookies, history, and home page settings for use on a guest computer. **Note:** Restrictions in Internet Explorer 7 do not allow cookies or browsing history from that application to be included in a Migo Profile.

- **More Options**: Click this button to open the Synchronize Options window.

Migo Meter Area

The Migo Meter area displays storage space information and lists the files and email items that have been selected for synchronization. Depending on the number of files that need to be synchronized (e.g., thousands of files and emails added). Migo Meter may take a while to complete its space calculations.

- The Migo Meter itself displays storage information both graphically and numerically:

  a. Used: Indicates the amount of data currently stored on your Migo-enabled device.

  b. **Selected:** Indicates the amount of storage space that is required to synchronize the list of currently selected files.

  c. **Capacity:** Indicates your Migo-enabled device's total capacity.

Synchronize List

The Synchronize list is a list of files selected for synchronization. Each row provides the name, folder, and size of each item to be synchronized, along with the other optional information.

+: Indicates files that will be copied from your Migo-enabled device to your computer.

x: Indicates files that will be removed from your Migo-enabled device.

**: Indicates a file that has been updated on both your Migo-enabled device and on your computer. In this situation where both the Migo's file and the computer's

file have been changed, Migo will create two versions of the file so that all changes are preserved. Migo adds "(1)" to the name of one of the files so that the two files can be distinguished from each other, like **resume.doc** and **resume (1).doc**.

->: Indicates that an email item has been moved from one folder to another   on your Migo-enabled device.

<-: Indicates that an email item has been moved from one folder to another on the main computer.

Files without a symbol mean that they will be copied to your Migo-enabled device. They may have been synchronized previously and updated on the main computer.

Setting General Options

How to Set General Options

To change Migo's general options, follow these steps:

- In the main Synchronize window, click on the **More Options** button.

- The Options window appears, Click the **General** tab.

- Compare your window to the image shown in **Figure 22,** illustrated next. Review the list of options described below, and set your choices accordingly.
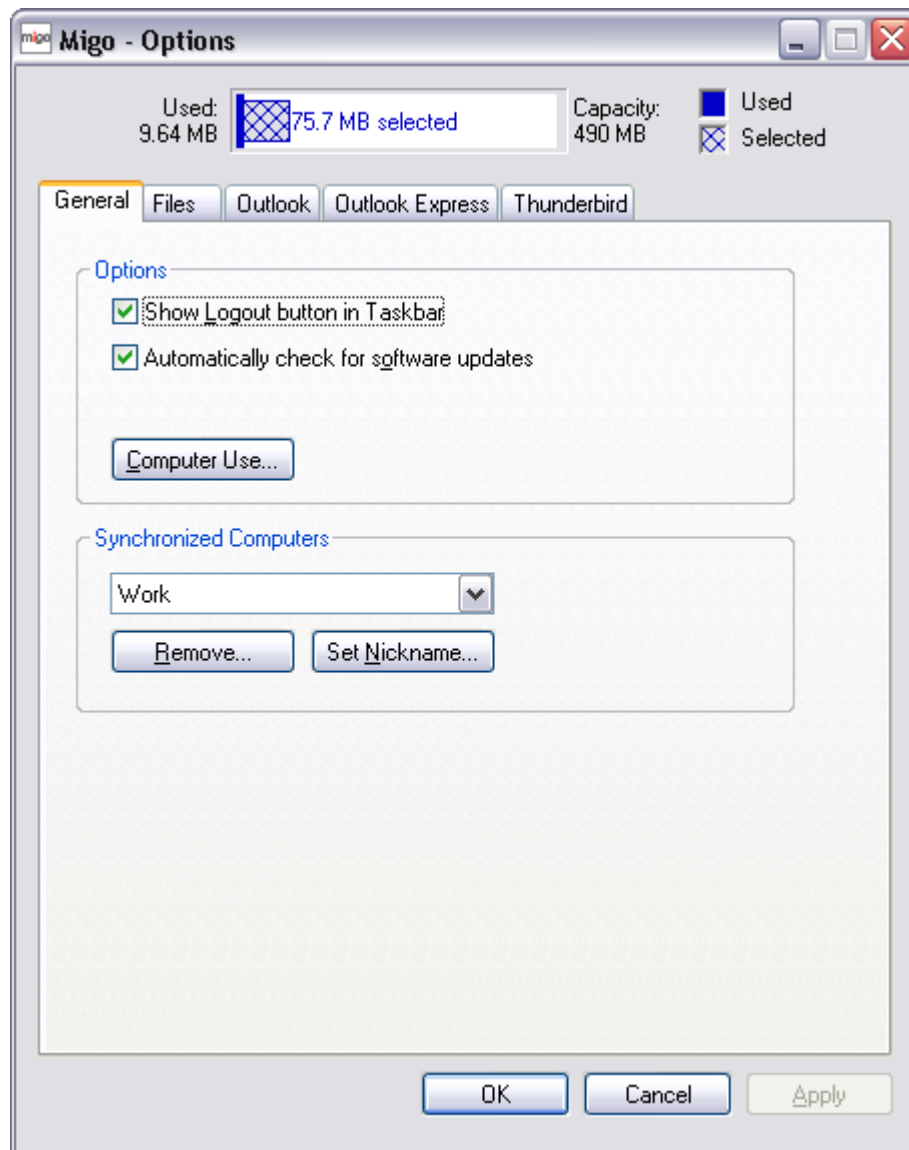
Figure 22. Classic Migo tool's Options window, General tab.

Migo Meter

As in the main Synchronize window, the Migo Meter appears at the top of this dialog to inform you of your Migo's selected, used, and available space.

Options Area

- **Show Logout button in Taskbar:** Select this option to keep a Logout button in the computer's taskbar when you are logged into Migo.

- **Automatically check for software updates:** We strongly recommend you keep this option selected. When selected, Migo will check to see if an updated

version of the software is available. An Internet connection is required to check for and download software updates. When new updates become available, you will be prompted to download an update. Updates install seamlessly and help to ensure that you have the latest version of the software.

Note: We recommend that you keep this option selected if you normally have an Internet connection. You can also check for software updates at any time by selecting the Check for Migo Update on the Migo menu.

- **Computer Use:** Click this button to open the **Computer Use** dialog, where you can set the computer's use mode (either Login Mode or Synchronize Mode).

Synchronized Computer Area

The drop-down list lets you select the computer profile to be configured by the Remove and Set Nickname buttons (described below).

- **Remove:** Click this button to delete the computer profile that is selected in the Synchronized Computers drop-down list. Removing a computer can be a very effective space-saving technique. If you are running out of space and you are confident that you have no changes to any items since your last synchronization, you can free up space by deleting the computer. Once you've finished your work and freed up additional space, you can always synchronize to re-load the files and Outlook items back onto your Migo-enabled device.

Warning!!! When a computer profile is removed, all of your data associated with that profile is also removed from your Migo-enabled device, including any changed files. Before removing a computer profile, verify that your Migo has been synchronized to the main computer so that no data is lost.

- **Set Nickname:** Click this button to open the **Set Computer Nickname** dialog, which changes the nickname for the computer profile selected in the Synchronized Computers drop-down list.

Setting File Options

How to Set File Options

To change Migo's file options, follow these steps:

- In the main Synchronize window, click the **More Options** button.

- The Options window appears. Click the **Files** tab.

- Compare your window to the image shown in **Figure 23**. Review the list of options described below, and set your choice accordingly.
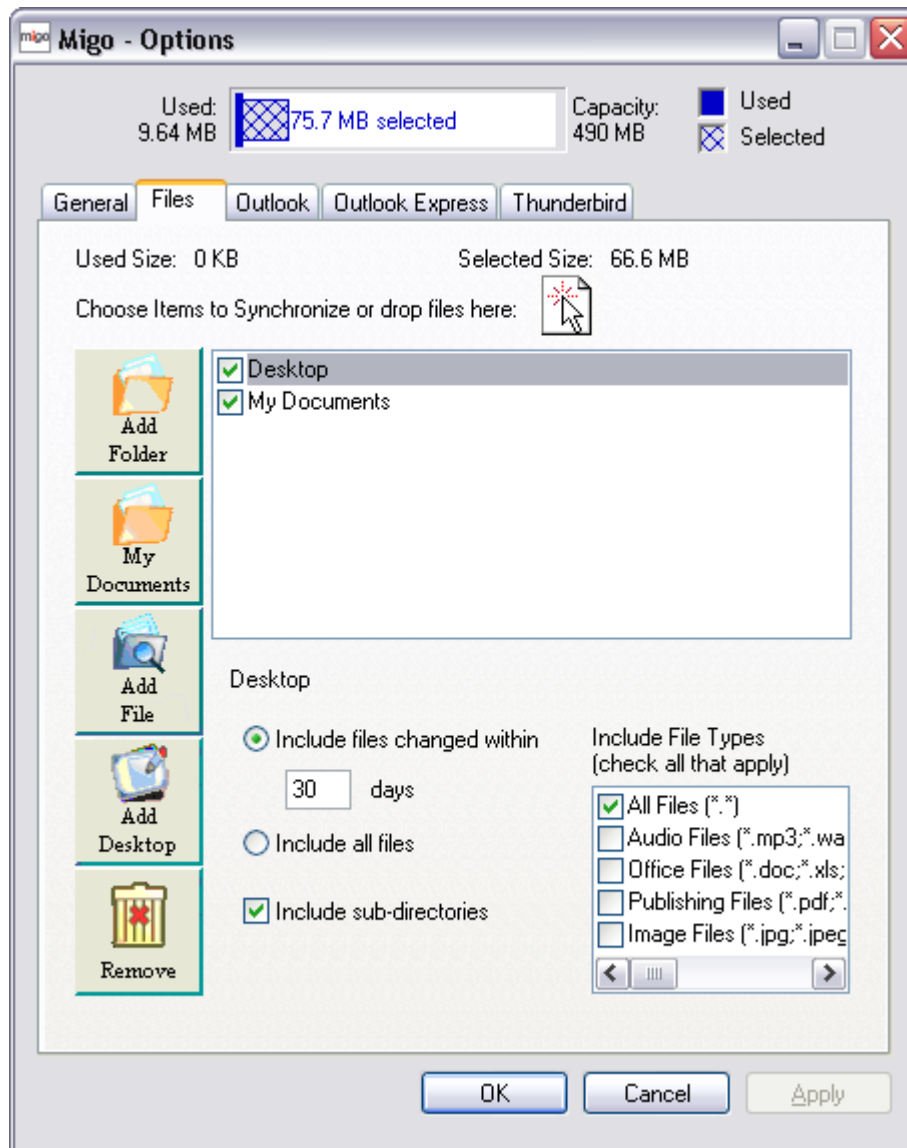

Figure 23. The Options window's Files tab.

Migo Meter

As in the main Synchronize window, the Migo Meter appears at the top of this dialog to inform you of the Migo-enabled device's selected, used, and available space.

File Selection Area

- **Choose Items to Synchronize:** This file icon is a "hot spot" where you can drag-and-drop files and folders from your computer to the list of items to be synchronized to your Migo-enabled device.

- **Add Folder:** Click this button to add a folder to the list of items to be synchronized to your Migo**. See the "Selected Folder Area"** section below for options to configure this folder.

- **Add File:** Click this button to add a specific file to the list of items to be synchronized to your Migo, or drag the file to the hot spot file icon.

- **Add Desktop:** Click this button to add the desktop directory of the computer to the Synchronization list.

Note: If you want all of your desktop icons to be synchronized, select Include All Files checkbox. But be aware that this will copy from your user's folder (i.e. smith), but not from the "All Users" folder.

- **Remove:** Click this button to remove the highlighted item from the Synchronization list.

- **Synchronization list:** This area displays the files and folders that have been selected to be synchronized:

   a. Select the checkbox of each item to indicate that the item is to be synchronized.

   b. Deselect an item to specifically exclude it from synchronization (such as a sub-folder within a folder that you don't want synchronized).

   c. Highlight an item in the Synchronization list to configure the item's synchronization details in the Selected Folder area (described below).

Selected Folder Area

To configure any of the following options, select an item from the Synchronization list. The options below apply only to the selected folder, so that each folder in the list has its own synchronization criteria:

- **Include files changed within __days:** Select this radio button to only include files in the selected folder that have been modified within the specified number of days.

- **Include all files:** Select this radio button to include all files in the selected folder.

- **Include sub-directories:** Select this checkbox to include all of the sub-folders of the selected folder. If this checkbox is not selected, only files at the folder's main level will be synchronized.

- **Include File Types:** Select any combination of these checkboxes to specify what types of files you want to be synchronized.

  a. Select the All Files checkbox to synchronize all the different file types (which is the default setting); or

  b. If you want to synchronize only a specific type of file, select the appropriate set of file type checkboxes.

Setting Email Options

Working with your Email Account Settings

Depending on the email application you are using, you have a variety of email account settings and options you can choose. Some of the more common ones and how they are treated with Migo are listed below. This guide uses Microsoft Outlook as an example, but these general steps apply for other email applications as well

- **Authenticated Accounts:** Migo fully supports email accounts whose SMTP servers require authentication.

- **Auto-completion of Email Addresses**

- **Signatures:** The automatic signing of your name, etc., to the bottom of each new email is NOT supported by this version of Migo.

- **Using Cached Exchange Mode:** Migo supports using cached Exchange mode in Outlook.

- **SSL Authentication:** Currently Migo doesn't support email accounts that use SSL authentication.

- **Leave Messages on Server:** Migo supports this feature with Outlook. **Note:** if you are using Outlook and you use an account that leaves messages on the email server, you will receive duplicates of email downloaded after returning your Migo to your main computer.

How to Set Email Options

To change Migo's email options, follow these steps:

- In the main Synchronize window, click the **More Options** button.

- The Options window appears, Click the tab corresponding to the email application you need: in this example, we've chosen the **Outlook** tab.

- Compare your window to the image shown in **Figure 24**. Review the list of options described below, and set your choices accordingly.
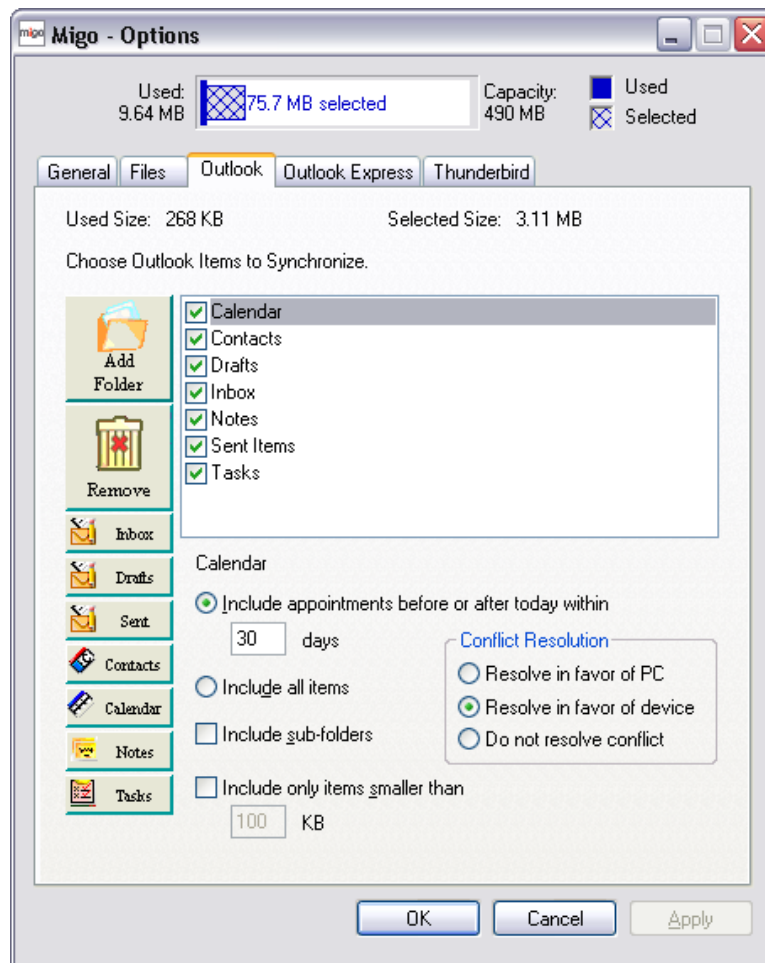

Figure 24. The Options window's Outlook tab.

Migo Meter

As in the main Synchronize window, the Migo Meter appears at the top of this dialog to inform you of the selected, used, and available space on your Migo-enabled device.

Outlook Items Area

- **Add Folder:** Click this button to add an Outlook folder to the list of items to be synchronized to Migo.

- **Remove:** Click this button to remove the highlighted Outlook item from the Synchronization list.

- **Outlook Buttons:** Click any combination of the following buttons to add their respective information to the list of items to be synchronized:

  a. **Inbox:** Click this button to add your Inbox emails to the Synchronize list.

  b. **Drafts:** Click this button to add unsent emails that are in the Drafts folder to the Synchronize list.

  c. **Sent:** Click this button to add copies of sent emails that are stored in Outlook's Sent folder to the Synchronize list.

  d. **Contacts:** Click this button to add your contacts to the Synchronize list.

  e. **Calendar:** Click this button to add your appointments to the Synchronize list.

  f. **Notes:** Click this button to add your notes to the Synchronize list.

  g. **Tasks:** Click this button to add your tasks to the Synchronize list.

  h. **Synchronization list:** This area displays the different Outlook items that have been selected to be synchronized.

- Select the checkbox of each folder to indicate that the item is to be synchronized.

- Deselect an item to specifically exclude it from synchronization (such as a sub-folder within a folder that you don't want synchronized).

- Highlight an Outlook folder in the Synchronization list to configure the folder's synchronization details in the Selected Folder area (described below).

Outlook Items Options Area

To configure the following options, select an Outlook folder from the synchronization list. The filtering options below apply only to the selected folder, so that each folder in

the list has its own synchronization criteria.

- **Include messages received within __ days:** Select this radio button to synchronize the messages (or appointments, tasks, etc.) in the selected folder that was received (or sent, created, modified, etc.) within the specified number of days. When working with calendar appointments, the within__days field is used to select old appointments for the same number of days into the future.

- **Include all items:** Select this radio button to include all the items in the selected folder.

- **Include sub-folders:** Select this checkbox to use the same criteria to synchronize all sub-folders contained by the selected Outlook folder.

- **Include items with attachments only if smaller than __KB:** Select this checkbox if you want to limit the messages you synchronize to those with attachments that are smaller than the specified size.

Finalizing Synchronization Options

After you've made changes to any of the synchronization options, click OK to save your settings and close the Options dialog. You will be returned to the main Synchronize window.

As before, the Migo Meter will automatically re-calculate space usage and update the Synchronize window with the items currently selected for synchronization. Click **Start Synchronize** at any time when you're ready to have Migo synchronize with your new settings (see **Figure 25**).
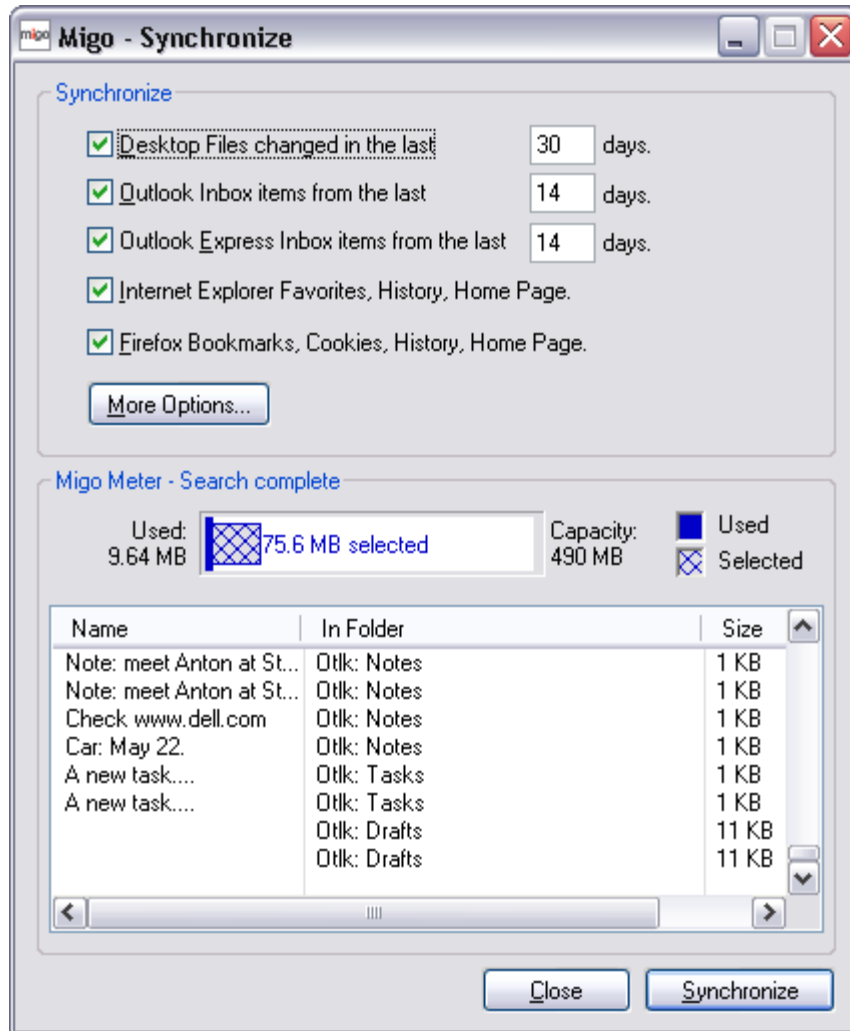
Figure 25. After making any adjustments to the synchronization options, click Start Synchronize to have Migo update your new settings.

Chapter 4 - Windows 2000 Instructions

What's in this Chapter?

If your computer system is running Microsoft Windows 2000, this chapter provides some additional instructions you will need to follow to ensure your computer system works properly with your Migo-enabled device.

Instructions for Windows 2000

Removing Your Migo-enabled device from Your Guest Computer

If your computer is running any version of Microsoft Windows 2000, you will need to use **Microsoft's Unplug or Eject Hardware** utility before removing the Migo-enabled device from any computer.

Warning!!! You must follow these steps before you remove your Migo-enabled device from a computer running Windows 2000. Failure to comply with these instructions may damage your Migo-enabled device, your computer, or both.

Follow the instructions listed below each time you want to remove Migo from any computer running Windows 2000:

- Locate the **Unplug or Eject Hardware** utility icon in the system tray in the lower-right corner of your computer screen (see **Figure 26**).

Figure 26. The **Unplug or Eject Hardware** utility.

- Click on the **Unplug or Eject Hardware icon** as shown in **Figure 27**. Then select the Migo-enabled device (which will be referenced as a USB mass storage device) from the pop-up menu.

Figure 27. Click the Unplug or Eject Hardware icon, then select the Migo-enabled device (it will be referenced as a USB mass storage device) from the pop-up menu.

- You will know that the computer is ready for you to remove your Migo-enabled device when the dialog box shown in **Figure 28** appears.
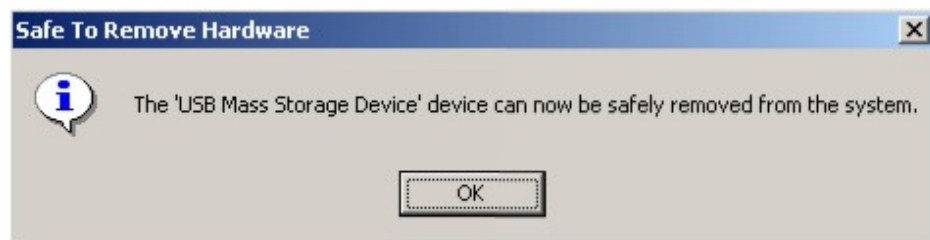

Figure 28. When this dialog appears, you can safely remove your Migo-enabled device from your computer.

That's it! You can now safely remove your Migo-enabled device from your computer.

Chapter 5 - System Specifications

Main or Guest Computer Specifications

Supported Operating Systems:

Microsoft Windows Vista

Microsoft Windows XP

Microsoft Windows Server 2003™

Microsoft Windows 2000

Supported Outlook Versions:

Microsoft Outlook 2007, 2003, 2002, 2000

Supported Outlook Express Versions:

Microsoft Outlook Express 5.0 and above

Supported Windows Mail Versions:

All

Supported Thunderbird Versions:

Mozilla Thunderbird 1.5 and above

Supported Internet Explorer Versions:

Microsoft Internet Explorer 5.0 and above

Supported Firefox Versions:

Mozilla Firefox 1.5 and above

Glossary

Guest Computer: Migo is designed to let you work on a variety of computers. Guest computers are ones you might use in a library, cyber café, school computer lab, etc. Because these are computers you use infrequently or temporarily, you probably want to keep all your information on your Migo-enabled device, rather than copying your files onto the computer. Because of this, you typically use Migo's Login Mode to access your main computer's profile on your Migo-enabled device.

Migo Meter: Displayed in Migo's main Synchronize dialog, it automatically calculates and displays storage space information and lists the files and Outlook items that have been selected for synchronization. Depending on the number of files that need to be synchronized (e.g., thousands of files and emails added), the Migo Meter may take a while to complete its space calculations. However, you never have to wait for it to finish; you can tell Migo to synchronize at any time and it will then start synchronizing the moment the Migo Meter has finished its calculations.

Login/Log in: To log in to a guest computer means to temporarily personalize it to appear as your main computer. See Personalize.

Login Mode: One of two modes available when logging in to Migo, Login Mode is used when you want to work on your files directly from your Migo-enabled device without copying the files to the hard drive of the guest computer. In this mode, the guest computer will be personalized with your profile although all your files stay on your Migo-enabled device. Nothing is copied to the computer. See also Synchronize Mode.

Personalize: The process of temporarily changing a guest computer's "look and feel" – its wallpaper, desktop files, email content, and browser settings – to match those on your main computer. Migo automatically personalizes your environment each time you log in to a guest computer, making it appear as your own.

Migo-enabled device: A portable USB device with Migo installed that you use to store your computer(s) Migo Profiles. When you connect a Migo-enabled device to a Guest Computer, you can temporarily turn that Guest Computer into one of your own PCs, so you can safely access and work with your own data, email, browser settings and more.

Migo software: Migo is the name of the intelligent synchronization software that is included on your device.

Pulldown Tab: When logged in to Migo, the guest computer will display a little Migo

tab at the very top-center of your computer screen. Clicking on this pulldown tab expands the tab to display the nickname and wallpaper of each synchronized computer. You can then select the appropriate computer whose data you want to access from your Migo-enabled device.

Synchronization: The process of updating copies of the same files that reside on both your Migo-enabled device and on your main computer so that the most recent version is maintained on both systems. Migo automatically scans your system to determine which Outlook items and files need to be synchronized.

Synchronize Mode: One of two modes available when logging into Migo, Synchronize Mode is used when it is your main computer or you use a computer frequently, and you want to regularly synchronize data, email, and other files from this computer also. In this mode, Migo manages synchronization of all specified files, folders, and Outlook® items so that both your Migo-enabled device and the main computer always have the latest version of each item. See also *Login Mode*.