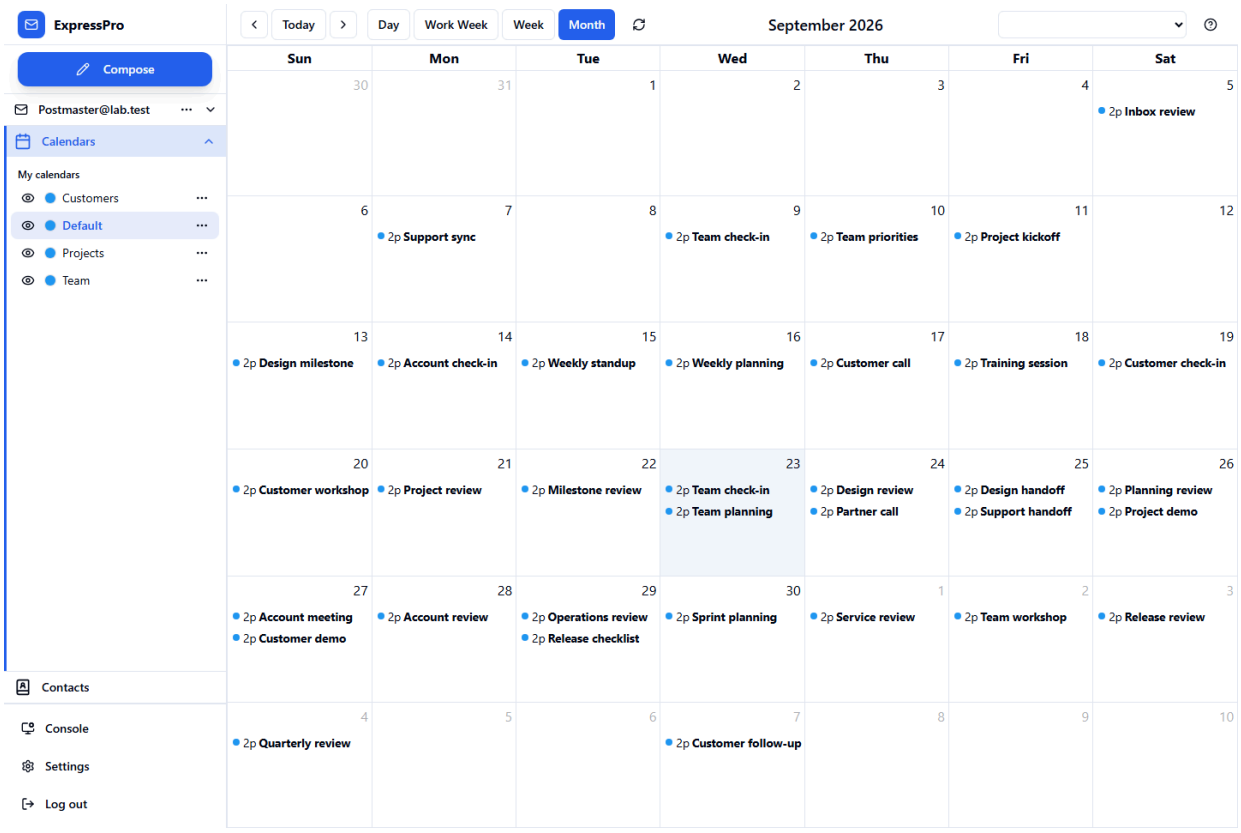
MailSite ExpressPro Calendaring Functionality

This document describes how to share MailSite calendars with other people from MailSite ExpressPro, the MailSite 11 webmail, and how to subscribe to calendars published by other services. Both use the iCalendar format (.ics), which most calendar apps and online calendar services understand.

PUBLISHING A MAILSITE CALENDAR

In MailSite ExpressPro you can publish a calendar for people who use a variety of calendar apps. Publishing gives them a read-only link. For colleagues on your MailSite server, share the calendar instead with Share… from the same menu.

Open Calendars. Open the More actions menu (…) next to the calendar you want to publish and choose Publish.

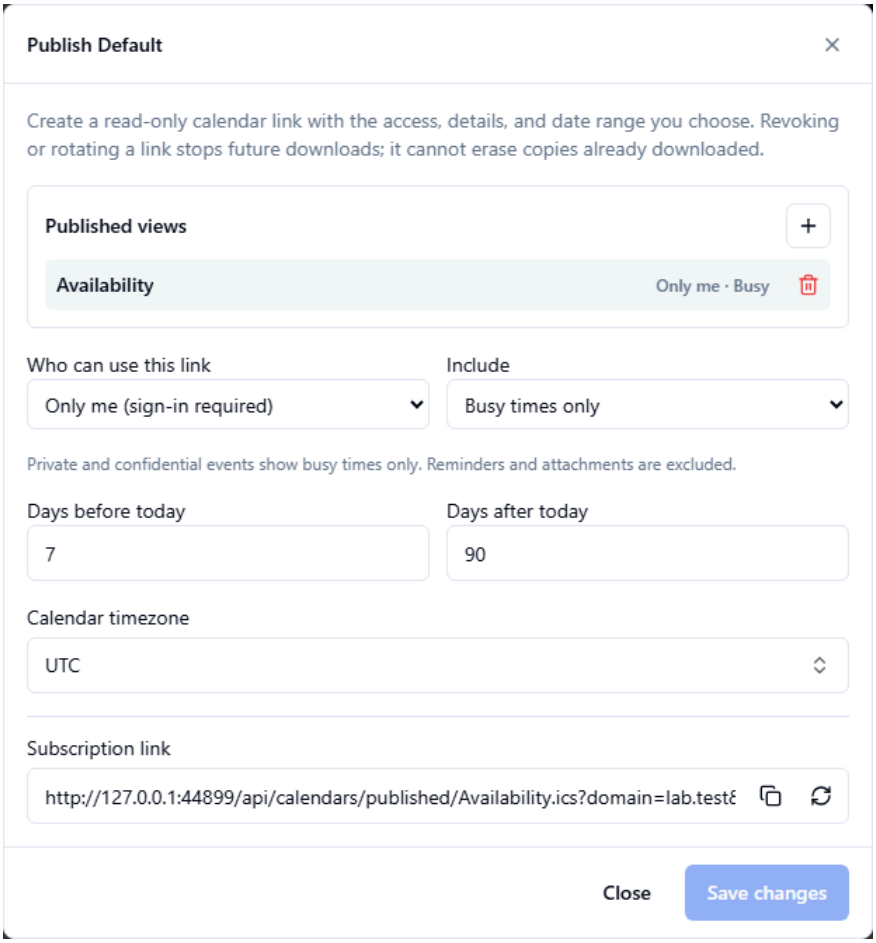


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Click + to create a new published view, enter a view name and choose:

- **Who can use this link:** Only me, My domain or Anyone with the link. Only me and My domain require sign-in.
- **Include:** busy times only, or event details.
- **Days before today** and **days after today.** The window moves forward with the current date.
- **Calendar timezone.**

Click Save changes.



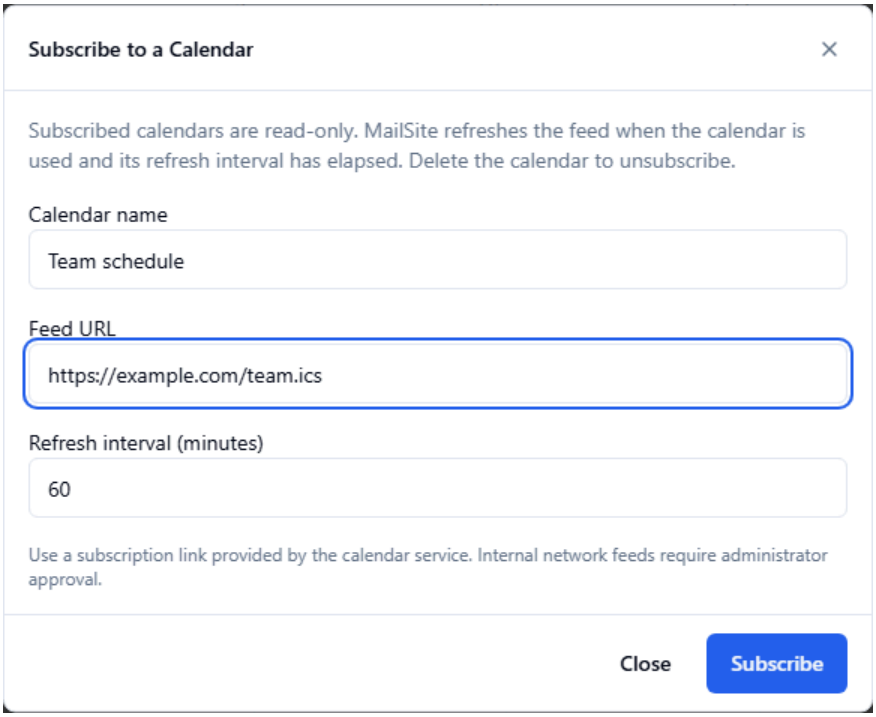
Copy the subscription link and send it to everyone you would like to share your calendar with. They add it to their calendar app as a subscription.

Private and confidential events show only as busy, even in a view with event details. Reminders and attachments are left out. A link that anyone can use works through a token in the link itself, so send it only to the people you intend. To replace the link, rotate it. To stop sharing, revoke the view with its delete button. Neither can erase copies another app has already downloaded.

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SUBSCRIBING TO A CALENDAR

In ExpressPro's calendar controls, choose Subscribe to calendar. Enter a calendar name, the feed URL from the calendar service and how often to refresh it, in minutes. Click Subscribe.



MailSite downloads and checks the feed, and the calendar appears beside your own. A subscribed calendar is read-only. Make changes at the service that publishes it, and MailSite picks them up at the next refresh. If a refresh fails, the last good copy stays visible. To unsubscribe, delete the calendar.

MailSite subscribes only to public feeds by default. To allow a feed from a server inside your own network, an administrator adds that server in the Console under Security Properties, IP Filter tab, Calendar Subscription Hosts.

> Published links and subscriptions from MailSite 10 are not carried over. After upgrading, publish your calendars again, send the new links and recreate your subscriptions.

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