Outlook Calendars with MailSite 11

This document describes how Classic Outlook for Windows works with MailSite 11 calendars. The data is stored on the MailSite server, so calendars stay synchronized everywhere: in Outlook, in MailSite ExpressPro webmail and on your phone.

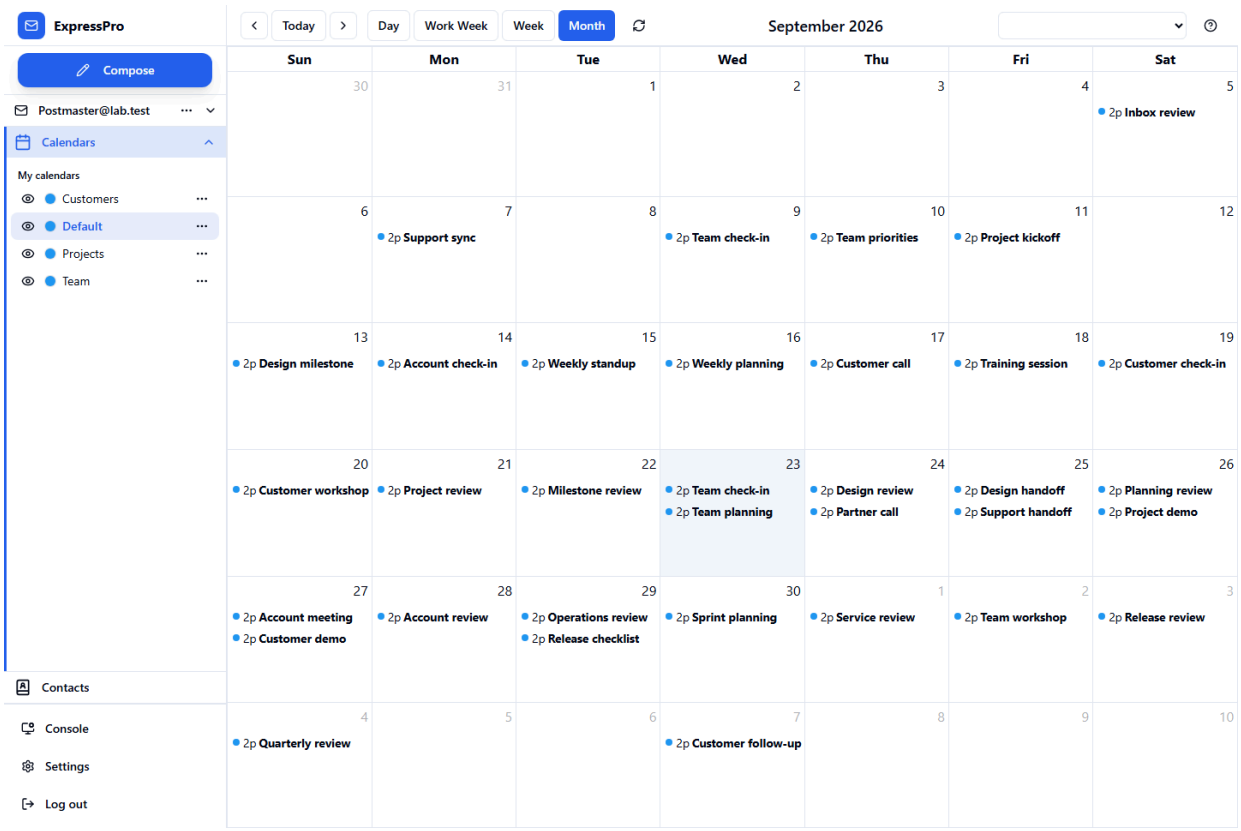
CALENDARS

MailSite 11 has no "Link to Outlook" button. Outlook connects to MailSite the way it connects to Exchange, over MAPI over HTTP (Messaging Application Programming Interface over HTTPS). Your calendars arrive with your mail in one account, with no connector to install.

Add the account in Outlook with your full email address (user@example.com) and password. Outlook finds the server through Autodiscover and sets up the account by itself. Two things must be in place first:

- MAPI access is turned on for your mailbox.
- The server's license includes MAPI.

Every calendar you keep in ExpressPro appears in Outlook's Calendar view, and every change shows in both. In Outlook you can send meeting invitations and answer them, create recurring meetings, create new calendars and see when colleagues are free or busy in the Scheduling Assistant.



IMPORTING LOCAL OUTLOOK EVENTS TO THE MAILSITE CALENDAR

If you have calendar data in another Outlook calendar, for example in an old data file or an account you used before MailSite, open the two calendars side by side in Outlook.

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Drag and drop the events from the local calendar to your MailSite calendar to copy them. They are saved on the server and appear in ExpressPro and on your phone too.

> Test the Outlook versions your users rely on before you roll out, and read the release notes for known Outlook issues.

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