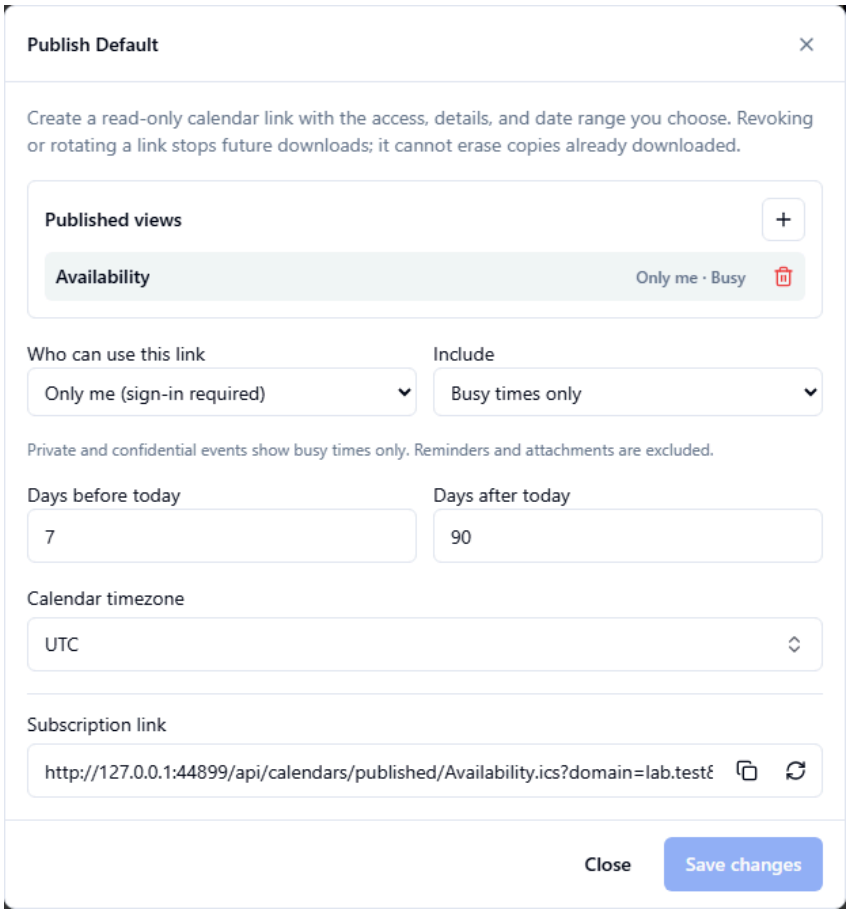
Sharing Calendars with Other Clients

This document describes how to share MailSite ExpressPro calendars with Apple Calendar, Classic Outlook for Windows and Google Calendar. People who use these apps subscribe to a read-only link to your calendar, in the iCalendar format (.ics).

GETTING THE LINK

In MailSite ExpressPro, open Calendars. Open the More actions menu (…) next to the calendar you want to share and choose Publish. Create a view, choose who can use the link, whether to show busy times only or event details, and which days to include. For people outside your organization, choose Anyone with the link. Save, then copy the subscription link and send it to the people who need it.



Private and confidential events show only as busy. Reminders and attachments are left out. The link is read-only: the people you send it to see your events but can't change them.

APPLE CALENDAR

Copy the link from your message. In Calendar on a Mac, choose File, New Calendar Subscription. Paste in the link and click Subscribe. Choose a name and how often to refresh, and the events appear in a new calendar.

People with a mailbox on your MailSite server don't need a link. They can add their MailSite account to Calendar on a Mac as an Exchange account and see their own and shared calendars directly.

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CLASSIC OUTLOOK FOR WINDOWS

Copy the link from your message. In Outlook, go to the Calendar, choose Add Calendar, then From Internet. Paste in the link and click OK.

People with a mailbox on your MailSite server don’t need a link either. Their Outlook connects to MailSite over MAPI over HTTP and shows calendars shared with them by itself.

GOOGLE CALENDAR

Copy the link from your message. Sign in to your Google account and open Google Calendar. Next to Other calendars, click + and choose From URL.

Paste in the link. Click Add calendar.

> To stop sharing, revoke the view in ExpressPro. To give a new group of people access, rotate the link so the old one stops working. Neither can erase copies that another app has already downloaded.

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