

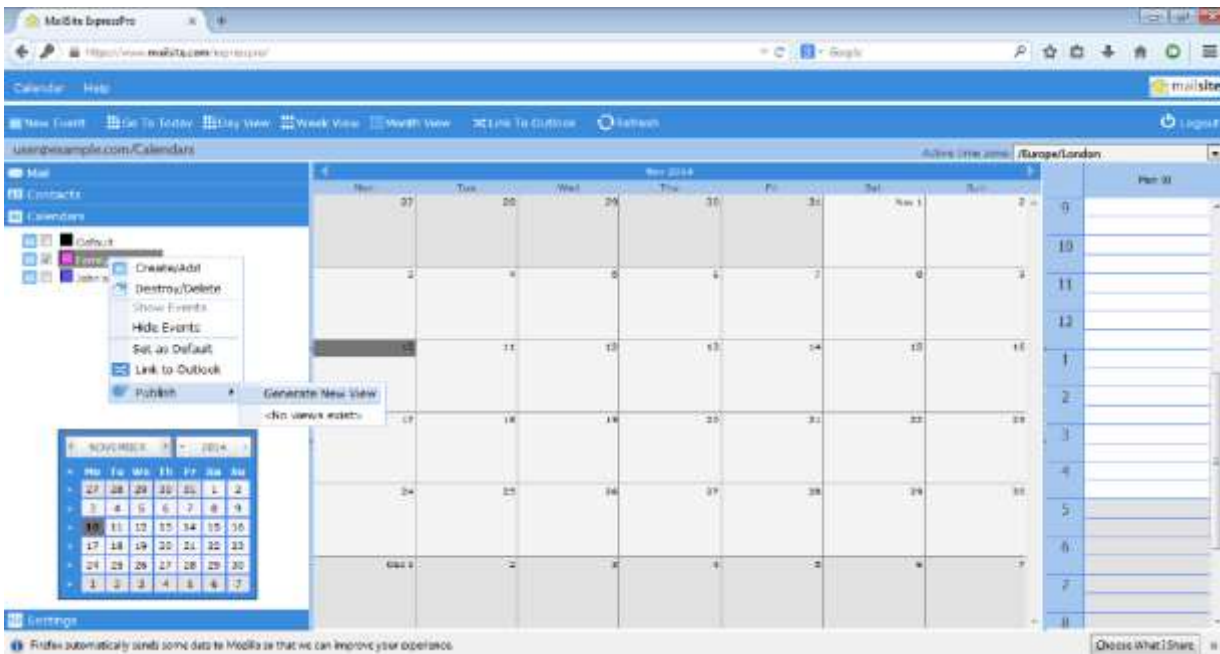
# MailSite ExpressPro Calendaring Functionality

This document describes both how to share MailSite Calendars with other users from within MailSite ExpressPro, and how to subscribe to remote calendars from MailSite ExpressPro or from other Systems.

## PUBLISHING A MAILSITE CALENDAR

In MailSite ExpressPro you can choose to share a calendar with others who might use a variety of calendar clients.

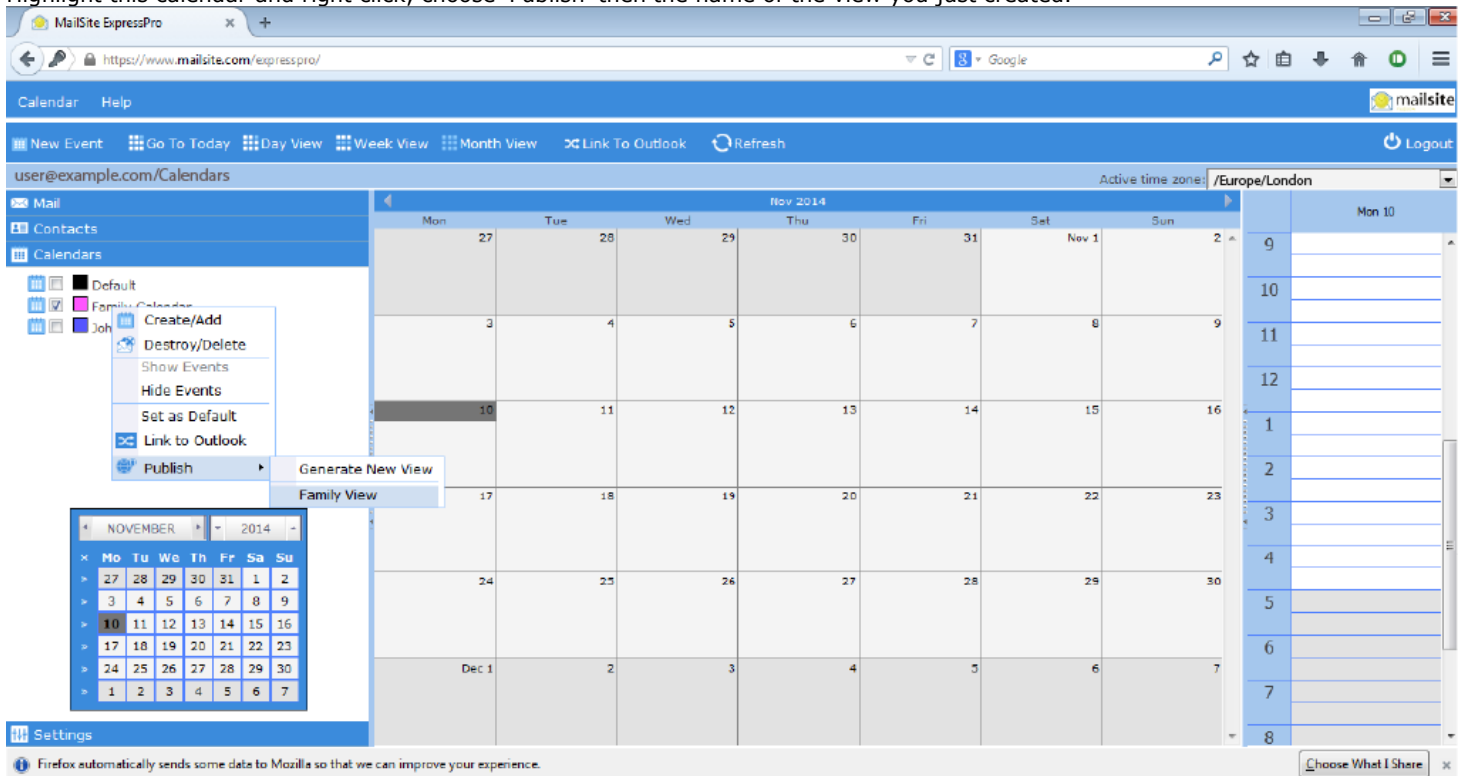
Create a new calendar of the "Personal" type. Highlight this calendar and right click, choose 'Publish' then 'Generate New View'.



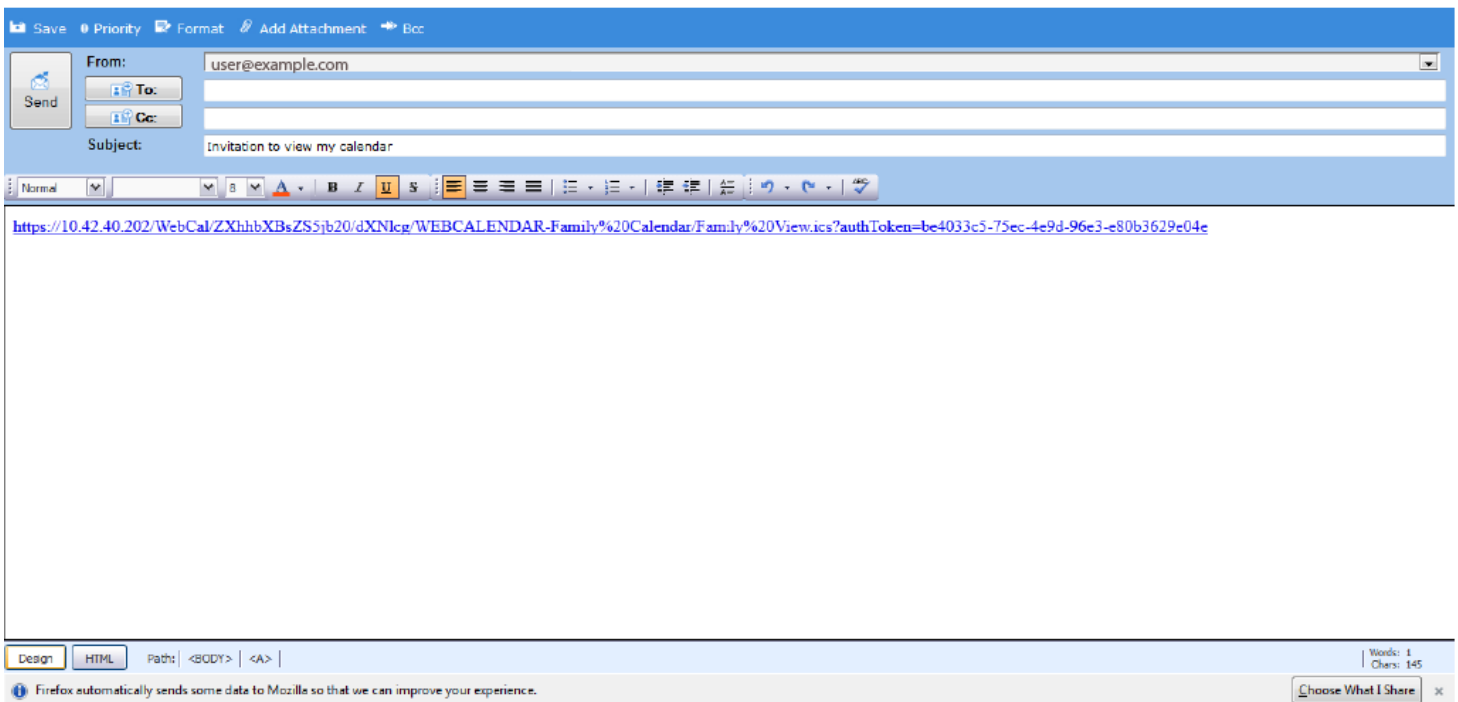
Enter a new view name and click 'Apply'.



Highlight this calendar and right click, choose 'Publish' then the name of the view you just created.



Send this email containing a link to everyone you would like to share your calendar.



## SUBSCRIBING TO A CALENDAR

Create a new calendar of the 'Subscription' type. Double click on this calendar to bring up its properties and expand 'Subscription Settings'. Enter the URL and press "Apply":

