

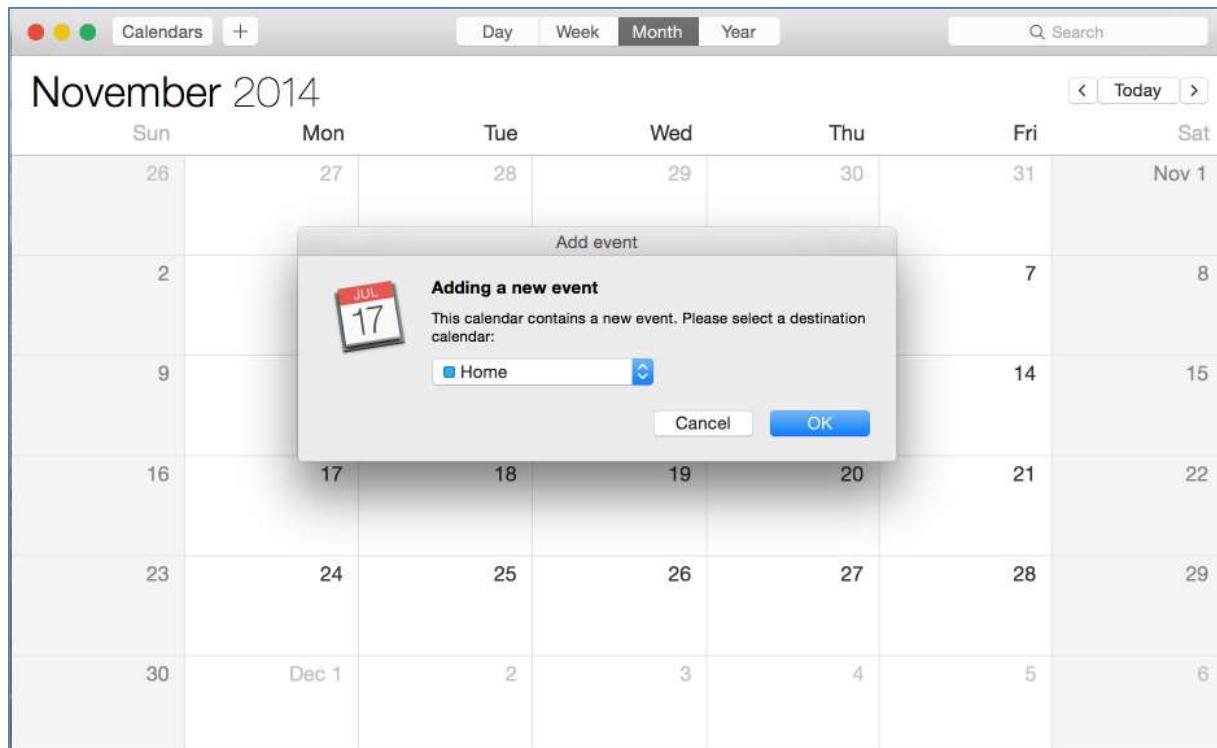


## Sharing Calendars with Other Clients

This document describes how to share MailSite ExpressPro calendars with Apple Mac iCal, Google Calendar and Windows Vista Calendar.

### APPLE MAC iCAL

Open the invitation message from ExpressPro and click the link. Mac iCal will open automatically. Choose which existing calendar to use or select New Calendar to add the shared event to.

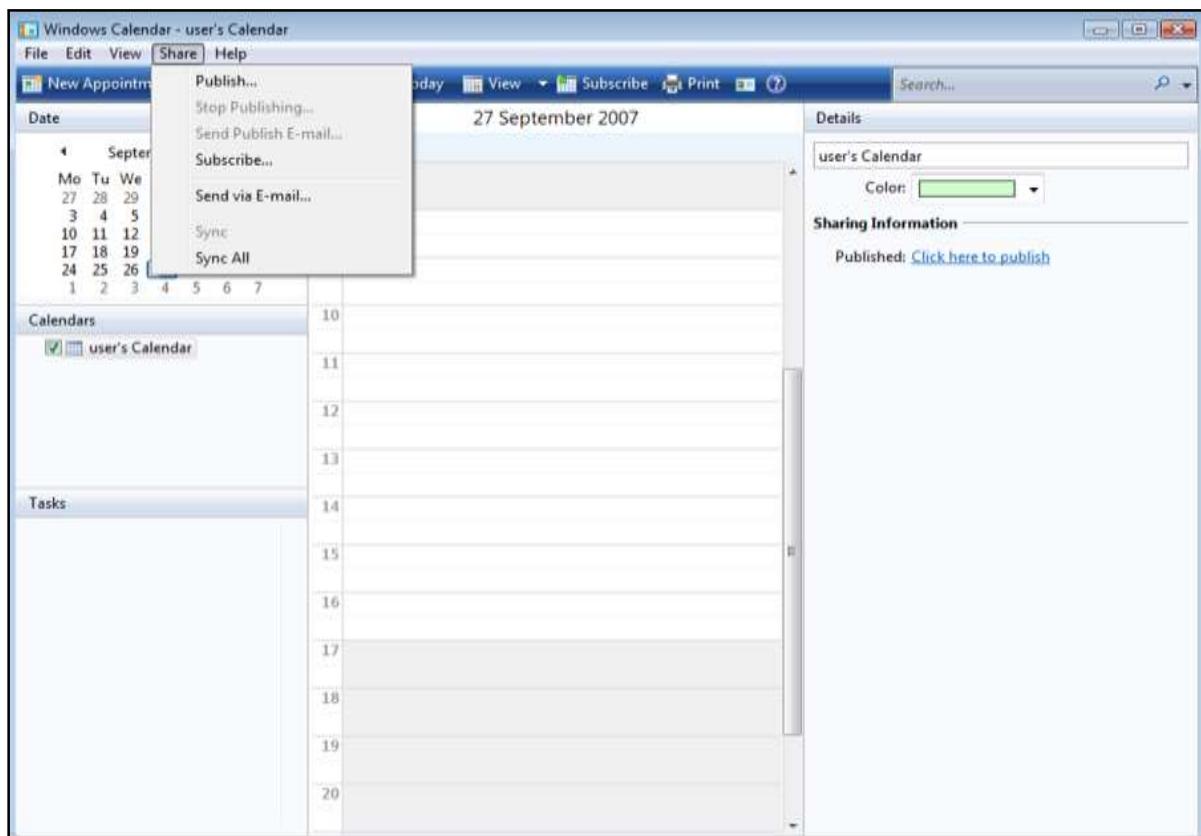


The new events then can be seen in the calendar of your choice or exist in the New Calendar that you created.

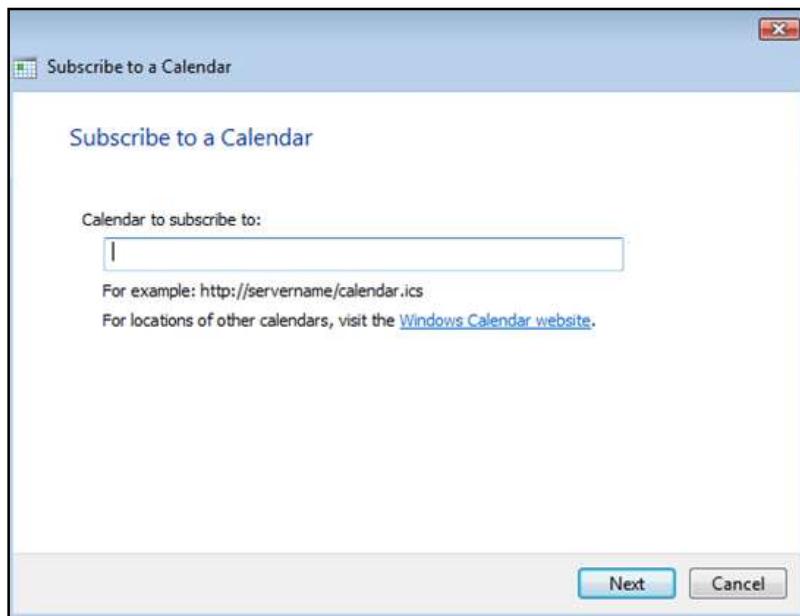
### WINDOWS VISTA CALENDAR

Open the invitation message from MailSite ExpressPro and copy the link. Open Windows Vista Calendar then go 'Share' > 'Subscribe'.



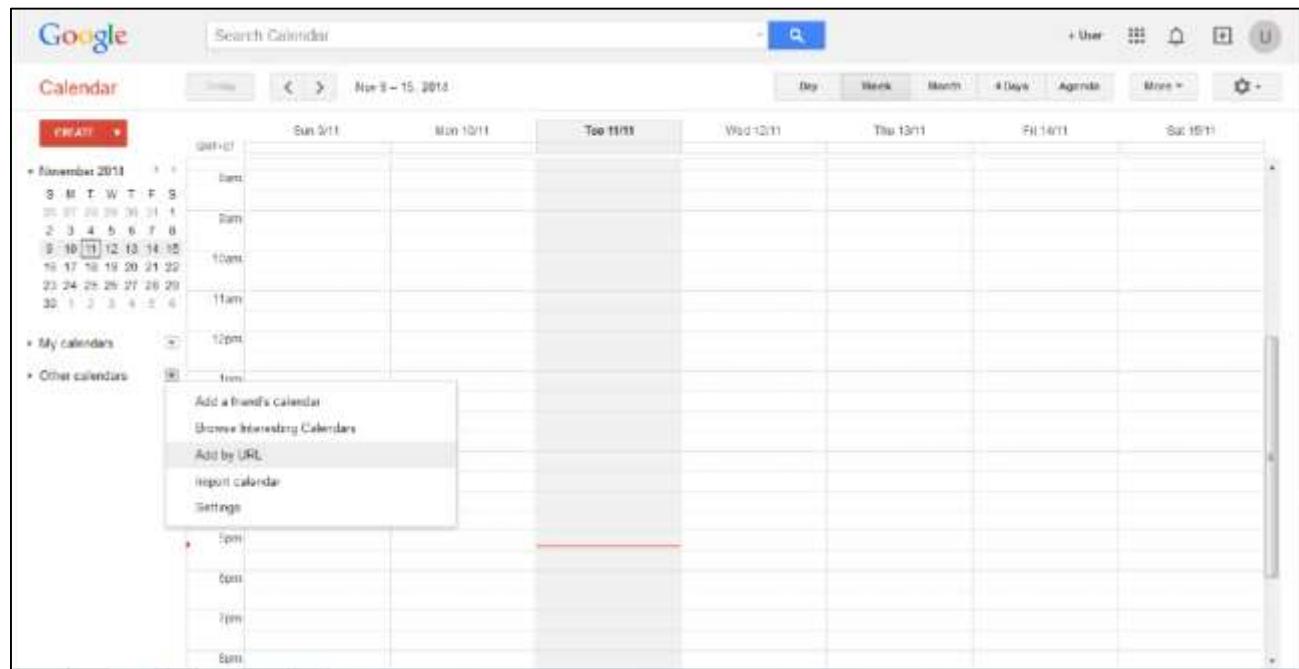


Paste in the link. Press 'Next'.



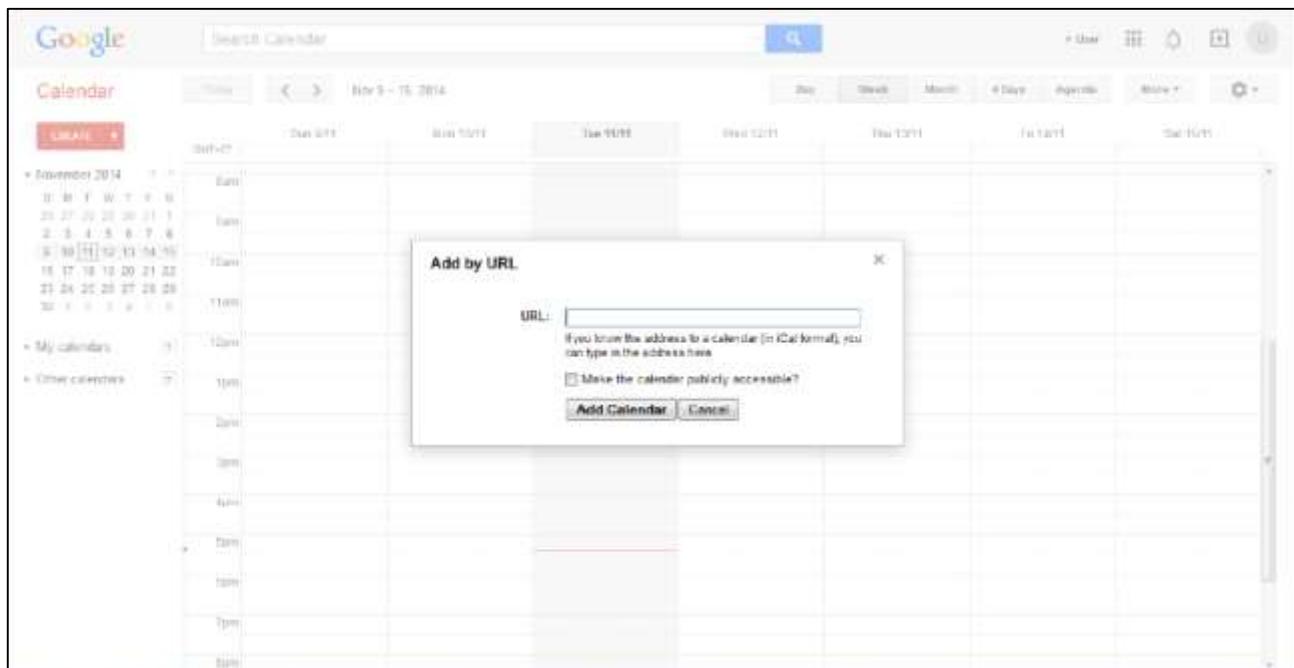
#### GOOGLE CALENDAR

Open the invitation message from MailSite ExpressPro and copy the link. Login to your Google Account and go to Calendars. Choose 'Add by URL'.



The screenshot shows the Google Calendar interface. On the left, there's a sidebar with a 'CALENDAR' section containing 'My calendar' and 'Other calendars'. A context menu is open over the 'Other calendars' section, with 'Add by URL' being the selected option. The main calendar view shows a weekly grid from Sunday, November 9, to Saturday, November 15, 2014.

Paste in the link. Press 'Add Calendar'.



The screenshot shows the Google Calendar interface with the 'Add by URL' dialog box open in the center. The dialog has fields for 'URL:' and 'Make the calendar publicly accessible?' (with an unchecked checkbox). Below the dialog are 'Add Calendar' and 'Cancel' buttons. The background shows the same weekly calendar grid as the previous screenshot.