

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.

🧯 iCal File E	Edit Calendar View Window Help	💻 🔹 Mon 3:51 PM 🝳
$\Theta \Theta \Theta$	iCal	
Calendars Home Work	2007 Monday, October 1	Untitled 🗖 🛱
Vitiled	5 AM	Description
	6 AM Add events	
	7 AM Adding new events	
	8 AM This calendar contains new events. Please select a destination calendar:	
	9 AM Calendar Cancel OK	
	, 10 AM	
	11 AM	
	Noon	
October 2007	1 PM	
S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13	2 PM	
14 15 16 17 18 19 20 21 22 23 24 25 26 27	3 PM	
28 29 30 31	4 PM	
+	▲ Day Week Month Q+ Events & To Dos	
	👯 🚱 🗩 🞑 🕗 🎇 🎇 🏹 🏈 💆 🦉 🖉	subversion-1-1.4.3- 3.dmg

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'.

🔝 Windows Calendar - user's Calendar		
File Edit View Share Help		
New Appointm Publish	oday 🔚 View 👻 🔚 Subscribe 🚔 Print 📧 🕢	Search P 🗸
Date Stop Publishing Send Publish E-mail	27 September 2007	Details
Septer Subscribe		user's Calendar
Mo Tu We 27 28 29 Send via E-mail		Color:
3 4 5 10 11 12 Sync		Sharing Information
17 18 19 24 25 26 Sync All		Published: Click here to publish
1 2 3 4 5 6 7		
Calendars 10		
V user's Calendar		
12		
12		
13		
Tasks 14		
15	E	
16		
17		
18		
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	-	

Paste in the link. Press 'Next'.

	—
Subscribe to a Calendar	
Subscribe to a Calendar	
Calendar to subscribe to:	7
For example: http://servername/calendar.ics	
For locations of other calendars, visit the <u>Windows Calendar website</u> .	
	Next Cancel





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'.

Google	4		Search Public Calendars	Search My Calendar	S Show Search Options			
Calendar O BETA								
Create Event								Month Next 4 Days Agenda
Quick Add		Mon 24/9	Tue 25/9	Wed 26/9	Thu 27/9	Fri 28/9	Sat 29/9	Sun 30/9
 September 2007 								
M T W T F S 27 28 29 30 31 1	2							<u>^</u>
3 4 5 6 7 8		m						
10 11 12 13 14 15	16							
17 18 19 20 21 22 24 25 26 27 28 29		m						
1 2 3 4 5 6		-						
8 9 10 11 12 13								
	11a	m						
▼ Add	•							
My Calendars Creat	te a new ca	alendar						
Calendar Add a	a public ca	lendar						
Other Calendars Add a	a friend's ca	alendar						
Manage Add I	by URL							
Impo	rt Calendar							
	3р	m						
	4p	m						
	5p	m						
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	7p							······································
							1	

Paste in the link. Press 'Add'.

Google [®]	Search Public Calendars Search My Calendars Show Search Options
Create Event	Add Other Calendar
Quick Add	Search Public Calendars Browse Calendars Friends' Calendars Add by URL Import Calendar
September 2007 > M T W T F S S 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 32 24 25 26 27 28 29 30 1 2 3 4 5 6 7	Public Calendar Address: Add If you know the address to a calendar (in ICal format), you can type the address here. Do you want to allow other users to find this public calendar via Google Calendar search?
8 9 10 11 12 13 14	Back to Calendar OK
Add V My Calendar Calendar Other Calendars Manace calendars	
http://www.google.com/calendar/re	inder/bl=1

