# **CalDAV Synchronizer Setup**

#### Enhanced mailbox only

Enhanced mailboxes allow you to sync calendars (CalDAV) and contacts (CardDAV) across multiple devices with applications that support the CardDAV/CalDAV protocols.

In Outlook you can sync via CalDAV / CardDAV by installing the caldavsynchronizer - an Open Source plugin that you can install on your computer and use with your Outlook. This plugin supports Outlook 2007 to Outlook 2016 and is Free and Open-Source Software (FOSS), licensed under AGPL 3 and developed by <u>Alexander Nimmervoll</u> and <u>Gerhard Zehetbauer</u>. You can find the project on <u>Github</u> and <u>So</u> <u>urceForge</u>.

This is a step-by-step guide to installing and setting up the caldavsynchronizer plugin.

## 1. Download the caldavsynchronizer

You can download the caldavsynchronizer plugin from the project's website: https://caldavsynchronizer. org/.

### 2. Install the caldavsynchronizer

Extract the downloaded .zip file and start the installation. Once the installation is complete, you will see a new ribbon called "CalDav Synchronizer" in your Outlook.

🕼 CalDavSynchronizer —	× CalDavSynchronizer	
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The initialize will guide you through the steps required to initial CaLDe-Synchronizer on your comparts. The addre works to funder 2007 - 2015, but Outlook 2010 or lighter is recommended Outlook 2020 or you sports installing addre for the outent sec. so don't choose Everyone and initial with the adeust option "Justime".	To install in this folder, click "Next". To install to a different folder, enter it b	elow or click "Browse".
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DavSynchronizer – – ×		
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vSynchronizer has been successfully installed.		
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a use Windows Update to check for any critical updates to the .NET Framework.	Clean Up - X	eting Tickets
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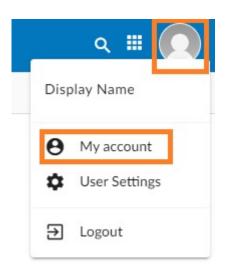
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## 3. Get your CaIDAV / CardDAV URLs

First, you need to obtain your CalDAV / CardDAV URLs. CalDAV is for Calendar synchronization, and CardDAV is for Contacts.

- Go to the Webmail
- Log in using your full e-mail address and your current e-mail password
- Click on the User icon from the top right to activate the menu. Then click on My account



 In the Synchronization tab, find the CalDAV / CardDAV URL. You will need to copy and use these URLs with the caldavsynchronizer.

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Θ	Account	General			Â		
*	Profile	Allow delete via sync	<ul> <li>Allow delete via synchronization</li> </ul>				
	Look & feel	By default devices are not allowed to delete items. This was added due to a bug in Android 12 that deleted contacts after an update.					
	Groups	contacts often an openitor					
$\simeq$	E-mail	CalDAV URL:	https://mydomaincom.w.emailarray.com/caldav				
	Calendar		Use this link to sync your Calendar with other devices				
~	Tasks	CardDAV URL:	https://mydomaincom.w.emailarray.com/carddav Use this link to sync your Addressbook with other devices				
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8	Address book	E-mail Account:	John Doe	•			

## 4. Set up the caldavsynchronizer

- Open **Outlook** on your computer.
- Go to the CalDav Synchronizer ribbon. Click on the Synchronization Profiles option.

FILE	HOME	SEND / RECEIVE	FOLDER	VIEW	CalDav Synchronizer
Synchro	onize now	🕕 About			
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	CalDav Syn	chronizer			

• Click on the Add button (plus sign) to set up a new Calendar or Addressbook to sync. Select the profile type Generic CalDAV/CardDAV.

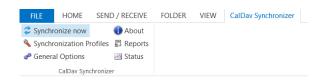
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	O iCloud Contacts	fruux <sup>o</sup>	O Fruux	I/POSTEO.	O Posteo	
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					OK Cancel	

- A new profile window will show. Fill in the following details:
  - Name: give a name to this profile. For example, Calendar personal, or Calendar work.
  - Outlook folder: create a new folder in the Calendar Items or Contact Items category. You can also choose an existing Calendar or Contact folder.
  - Server Settings: these are your CalDAV / CardDAV details:
    - DAV URL: if you're adding a Calendar, use the CalDAV URL obtained from the Webmail at step 3. This URL should be in the form of https://mydomaincom.w.emailarray.com/caldav - be sure to replace mydomain--com with your own domain name. If you're adding a Contact list, use the CardDAV URL.
    - Username: your full email address
    - Password: your email password
    - Email address: your full email address
    - Click on the Test or discover settings button. If you have multiple Calendars (or Contact lists) you can choose which one of them to sync with this Profile.
  - Sync Settings: choose how and how often to synchronize the Profile. We recommend the Outlook Server (Two-Way) synchronization mode.
  - After you finish the setup, you can choose to synchronize items immediately after change by ticking the option in the Outlook Settings. Please note you can only activate this option after you have finished the above setup and clicked on the Test or discover settings.
  - ° Click on the OK button to finish setup and save changes.

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Image: Second	Name: <new profile=""></new>							
	Outlook Settings							
	Outlook folder: Calendar (This computer only)							
	Synchronize items immediately after change							
	Server Settings							
	DAV URL: https://mydomaincom.w.emailarray.com/caldav							
	Username:	johndoe@myc	lomain.c	om				
	Password:	*******						
	Email address:	johndoe@myc	lomain.c	om				
		Test	or disco	wer set	tings			
	Sync Settings							
	Synchronization mode:	Outlook	Server	(Two-W	lay) ~			
	Synchronization interval (minutes):	30			~			
	Show Advanced Settings							
		1	OK		Cancel			

## 5. Synchronize your new Profile

If the synchronization didn't start automatically, you could manually sync by going to the CalDAV Synchronization ribbon in Outlook and clicking the **Synchronize now** option.



(1) You can now set up a new Calendar or Contact list by adding a new Profile (step 4).