CONFIGURING THE CALDAV

ON MAC

USER MANUAL

CREDITS

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CONFIGURE THE CALDAV ACCOUNT

First you have to configure your CalDAV account on Mac:

Press the Calendar icon in toolbar.



The Calendar window will be displayed and the related menu will be displayed at the top of desktop:

📹 Calendar File Edit View Window Help

Calendars +		Day	Calendar Day Week Month Year			Eastern European Tim		
On My Mac Home Work		◀ Today ► Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Jai Sat 17	1 uary 2015 Sun 18
iCloud Home Work	all-day							
Other Birthdays	01:00							

Open the Calendar submenu and choose the Add Account option:

Calendar	File Ec	lit					
About Calendar							
Preferences 策, Accounts							
Add Account							
Services		►					
Hide Cale Hide Othe Show All	ndar ¥ ers ∖⊂¥	SH SH					
0.00							

Select the account type as a CalDAV type by checking the Add CalDAV Account radio button, then press Continue:



In the Add a CALDAV Account pop-up fill up the fields as it follows:

Account Type: set on Manual

User Name: the Qaleido user name

Password: the Qaleido password

Server Address: the server name

Note: You can see your account's exact settings in Qaleido, in the Settings/SyncMobile screen.

Add a CalDAV Acco	unt ovide the following information:
Account Type:	Manual ‡
User Name:	charles.johnson
Password:	•••••
Server Address:	tqs.qaleido.com
Cancel	Create

Press the Create button in the above screen. If the settings are correct, the account will be created and a CalDAV synchronization will be automatically started.

The account's calendars (including the Shared to me calendars), will appear as groups in the Calendar application. The calendars can be selected/ unselected in order their events to appear/ to not appear in the main calendar on the device.

tqs.qaleido.com ♂ Charles Johnson ♂ Office calendar	09:00		
Other Birthdays	10:00		
	11.00		

EVENTS SYNCHRONIZATION

In order to manually initiate a CalDAV synchronization for the calendar groups, choose View in the Calendar menu, then press Refresh Calendars in the displayed submenu.



Also a synchronization will automatically start for all the active calendar groups (the checked ones) every time the Calendar application will be started.

At the end of the synchronization, the last changes made on Mac and also in Qaleido will be visible on both sides, Mac and Qaleido.

qaleido event			
	1		
		and all discussions	
	Subject:	qaleido event	
	Subject: From:	13-01-2015 12:00	
	Subject: From: To:	13-01-2015 12:00 13-01-2015 15:00	
	Subject: From: To: Calendar:	416100 event 13-01-2015 12:00 13-01-2015 15:00 Charles Johnson	



TASKS SYNCHRONIZATION

In order to synchronize tasks, open the Reminders application by pressing the Reminders icon in the toolbar:



The Reminders window will be displayed and the related menu will be displayed at the top of desktop:

🛒 Reminde	rs File	Edit	View	Window	Help	
				Remin	ders	
Q	Remino	ders				+
Completed						
Today						
On My Mac						
Reminders						
iCloud						
Reminders						

Open the Reminders submenu and choose the Accounts option:

Reminders	File Edit							
About Remi	About Reminders							
Accounts								
Default List	•							
Add Accour	nt							
Services	•							
Hide Remin	ders %H							
Hide Others	s ∵≋H							
Show All								
Quit Remine	ders #Q							

Select your account in the list displayed on the left side of the Internet Accounts window. The account's details will be displayed on the right side in the same window. In the Use With field check the Reminders checkbox:

00	Internet Acco	ounts			
Show All		Q			
iCloud	s up your accounts to apps.	o use with Mail, Contacts, Calendar,			
imap.qaleido.com Mail	User Name:	charles.iohnson			
@ marius.q@dev.qaleido.com Mail	Server Address: tqs.qaleido.com				
marius.w@dev.qaleido.com	Description:	tqs.qaleido.com			
tqs.qaleido.com	Password:	•••••			
Calendars & Reminders	Use With:	☑ 📩 Calendars			
		Reminders			

Every time the Reminders application is started on Mac, a tasks synchronization will be automatically initiated for your account.

At the end of the synchronization, the last changes made on Mac and also in Qaleido will be visible on both, Mac and Qaleido.

Hon	ne	Calendar 🖾	Tasks			
+		<u> </u>				
=		Subject	Start Date	Due Date 🔺	Task	
		qaleido task	15-01-2015	15-01-2015		
					Subject:	qaleido task
					Start Date:	15-01-2015
					Due Date:	15-01-2015
					Remind at:	15-01-2015 17:15
					Status:	In progress
					Completed [%]:	10%
					Priority:	High
					Body:	test

			Reminders
٩	Re	minders	
Completed		III galeido task	
Today		Today test	
On My Mac			
Reminders			
ICloud			
Reminders			
tqs.qaleido.com			
Reminders			

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