



# CONFIGURING THE CALDAV

ON MAC

USER MANUAL

## CREDITS

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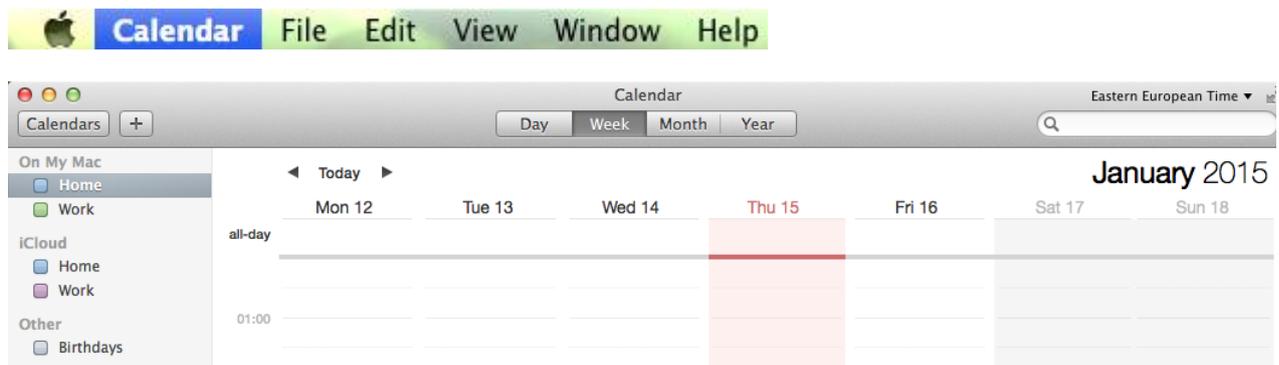
# CONFIGURE THE CALDAV ACCOUNT

First you have to configure your CalDAV account on Mac:

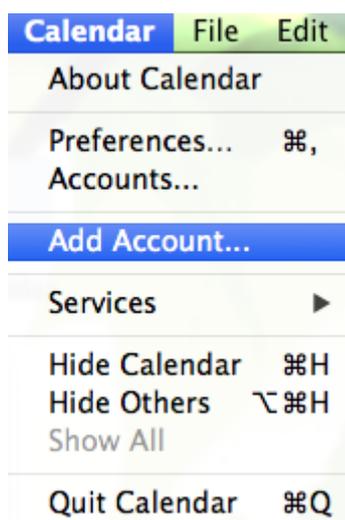
Press the Calendar icon in toolbar.



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



Open the Calendar submenu and choose the Add Account option:



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:

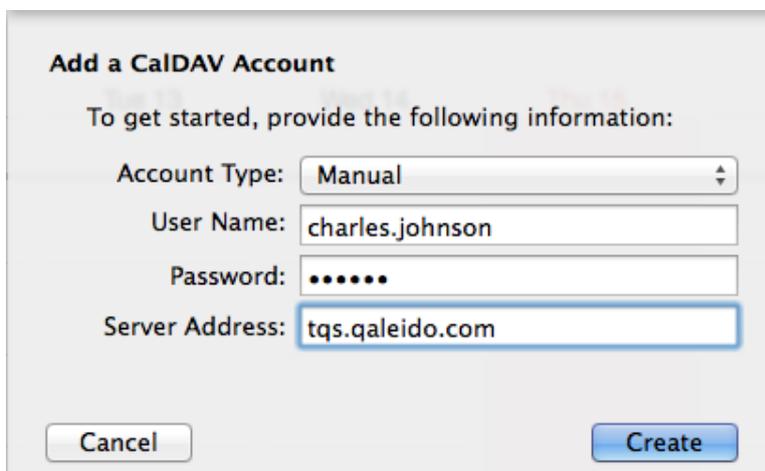
Account Type: set on Manual

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.



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.



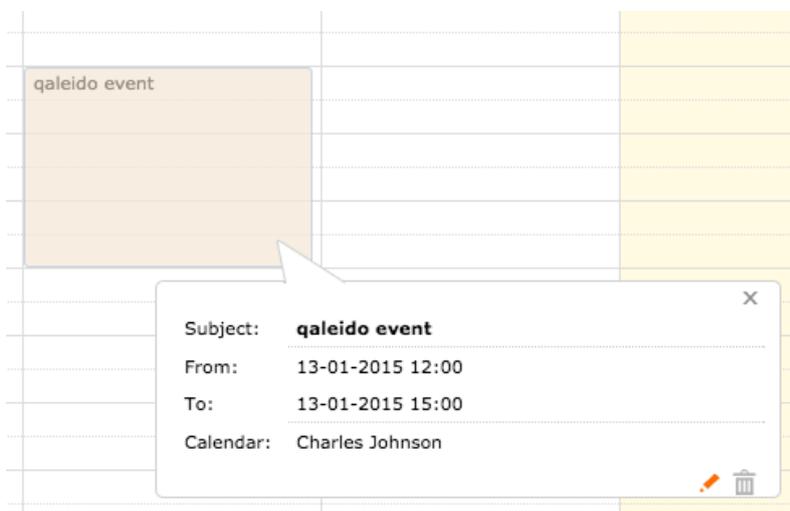
# EVENTS SYNCHRONIZATION

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.

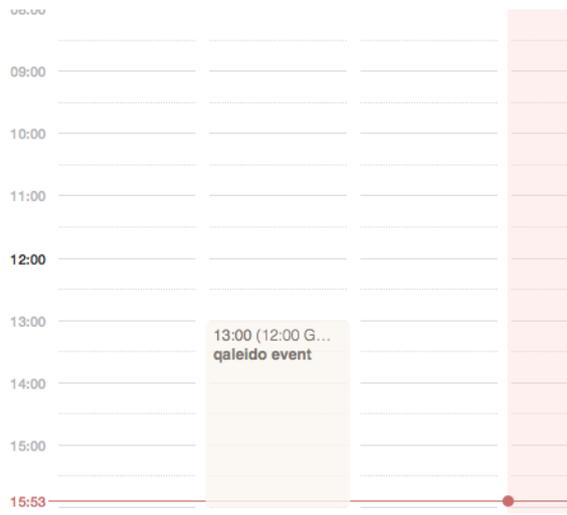


tqs.qaleido.com

- Charles Johnson
- Office calendar

Other

- Birthdays

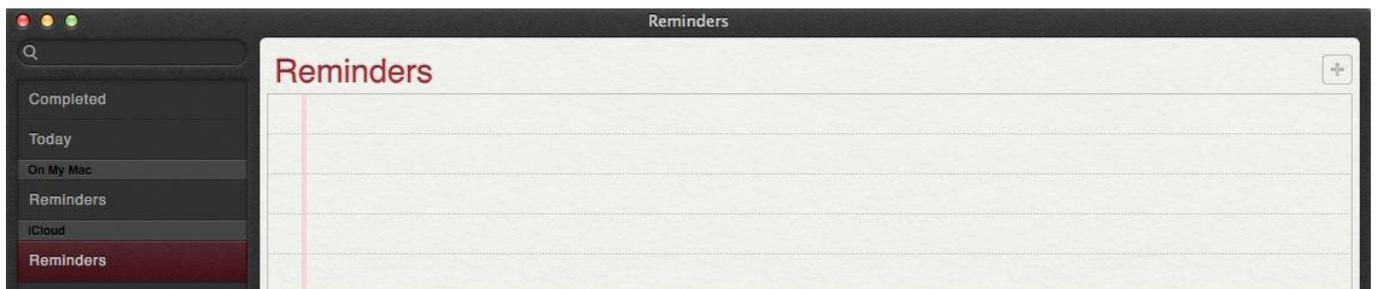


# TASKS SYNCHRONIZATION

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



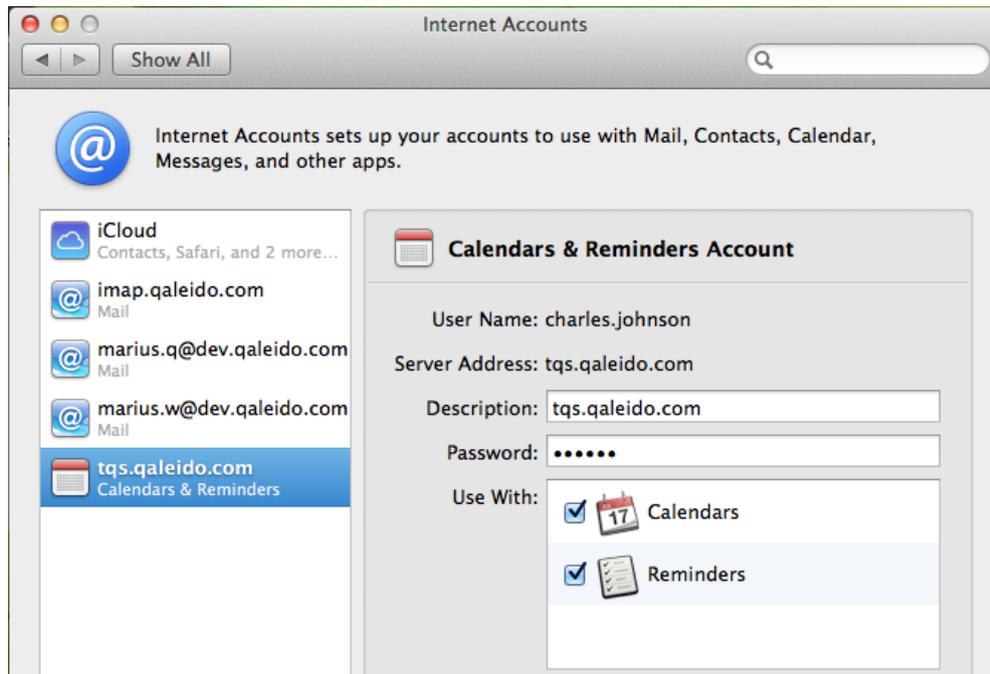
The Reminders window will be displayed and the related menu will be displayed at the top of desktop:



Open the Reminders submenu and choose the Accounts option:



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:



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.

