



# CONFIGURING CARDDAV

ON MAC

USER MANUAL

## CREDITS

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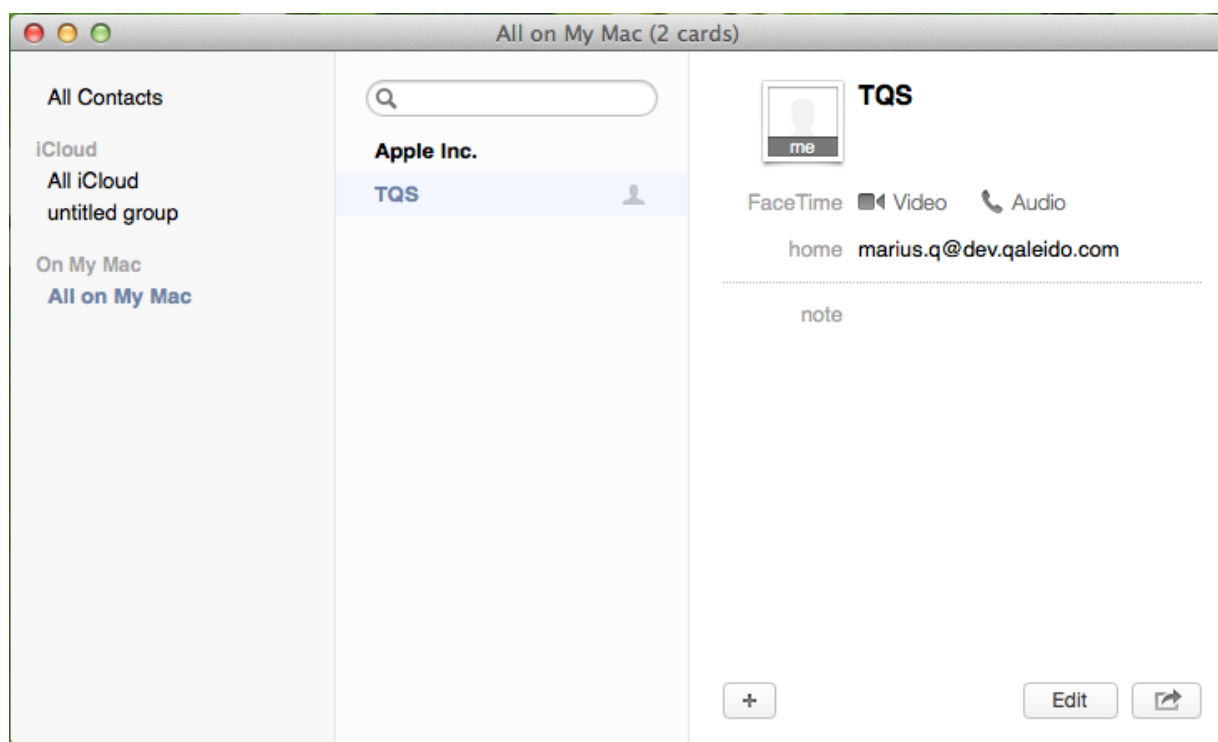
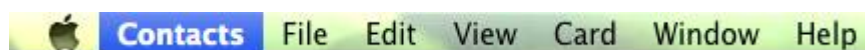
# CONFIGURE THE CARDDAV ACCOUNT

First you have to configure your CardDAV account on Mac:

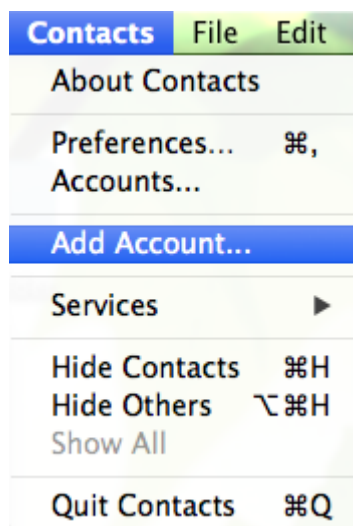
Press the Contacts icon in toolbar.



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



Open the Contacts submenu and choose the Add Account option:



Check the Other contacts account radio button, then press Continue:



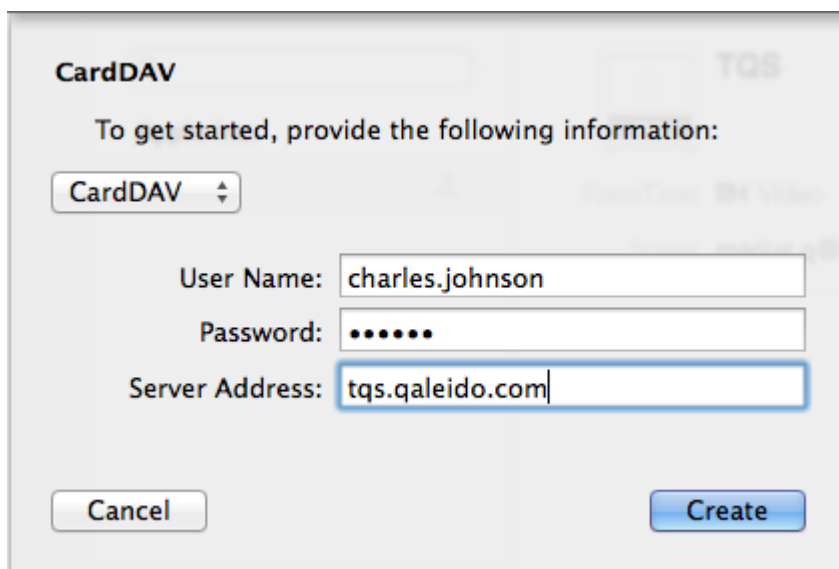
In the CardDAV pop-up fill up the fields as it follows:

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.



**CardDAV**

To get started, provide the following information:

CardDAV ▾

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, a CardDAV synchronization will be automatically started and your contacts groups (the Contacts group and the distribution lists) from Qaleido will be displayed on Mac also.

# CONTACTS SYNCHRONIZATION

In order to synchronize your contacts groups, simply start the Contacts application which will automatically initiate the CardDAV synchronization process.

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

