CREDITS

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GENERAL SPECIFICATIONS

This software provides synchronization between Outlook and the Qaleido server the following features being available:

- Calendar synchronization from Outlook to Qaleido
- Calendar synchronization from Qaleido to Outlook
- Task synchronization from Outlook to Qaleido
- Task synchronization from Qaleido to Outlook
- Contacts synchronization from Outlook to Qaleido
- Contacts synchronization from Qaleido to Outlook
- English, french support
- Standalone application. No need to modify MS Outlook
- Unlimited address books and calendar matching
- Runs on background
- Transfer & and error logs window
- MSI installler support

System requirements

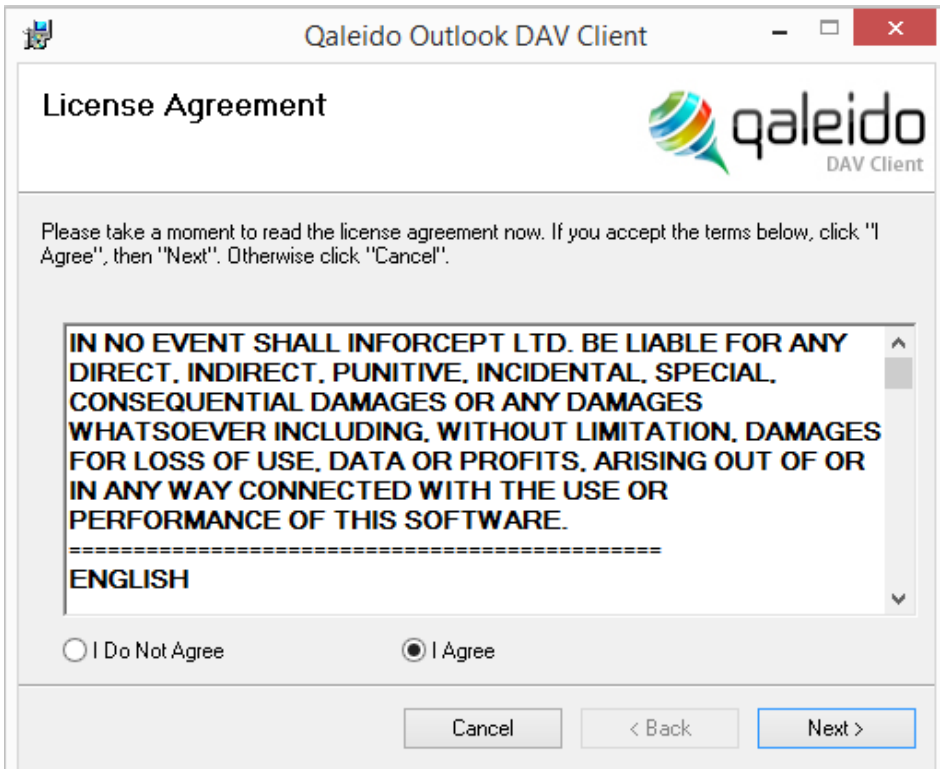
- .NET Framework 4.0
- Microsoft Office Outlook 2000-2013
- Remote CalDAV & CardDAV server

Operating System Compatibility

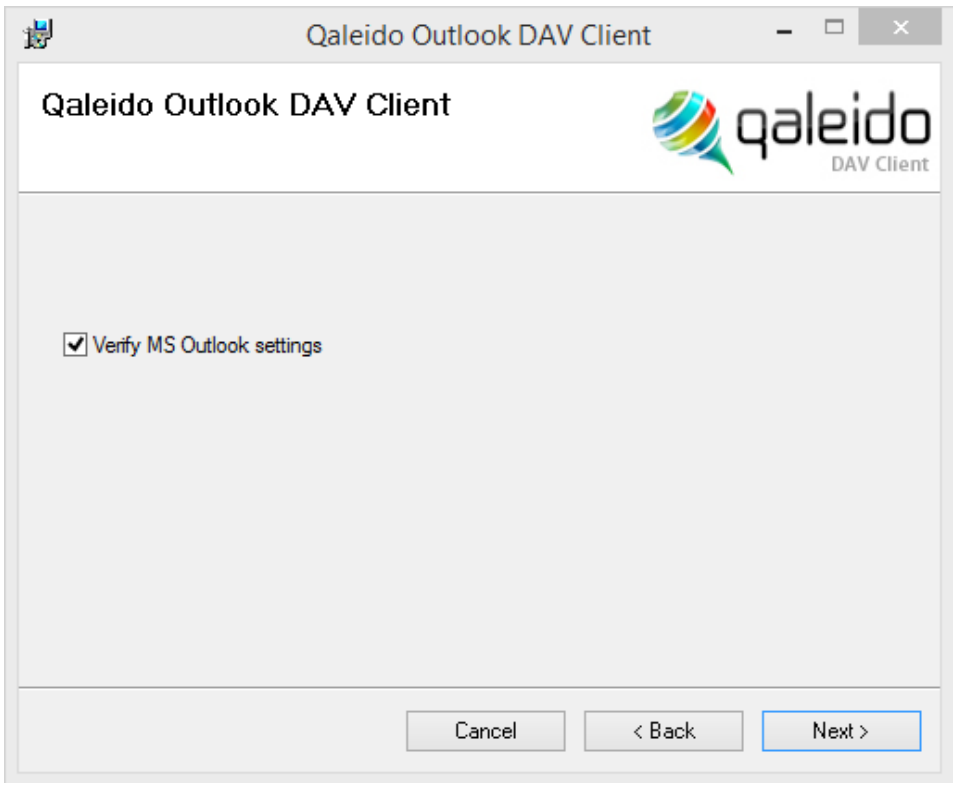
- Windows XP (Any CPU)
- Windows Vista (Any CPU)
- Windows 7 (Any CPU)
- Windows 8 (Any CPU)

QALEIDO OUTLOOK DAV CLIENT INSTALL

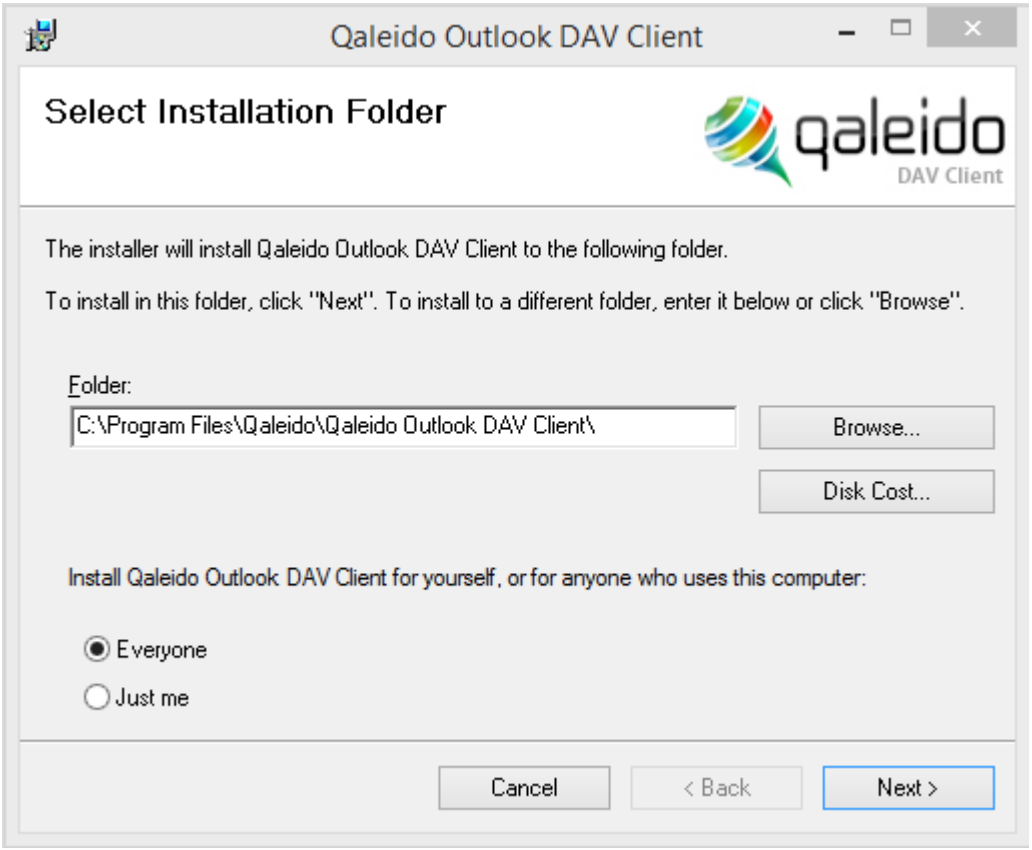
In the License Agreement screen read the agreements and check the I Agree radio button then press the Next button.



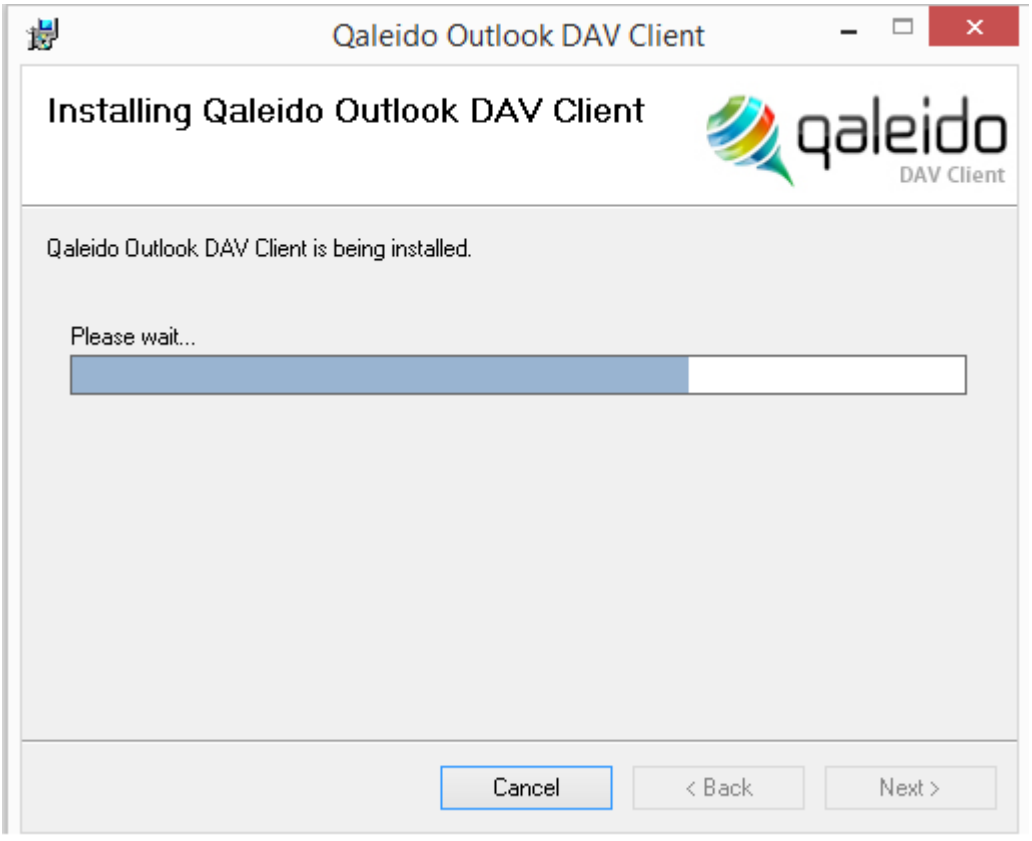
In the following screen let the Verify MS Outlook settings option checked and press the Next button:



Choose a folder on your computer where the client to be installed and press the Next button.

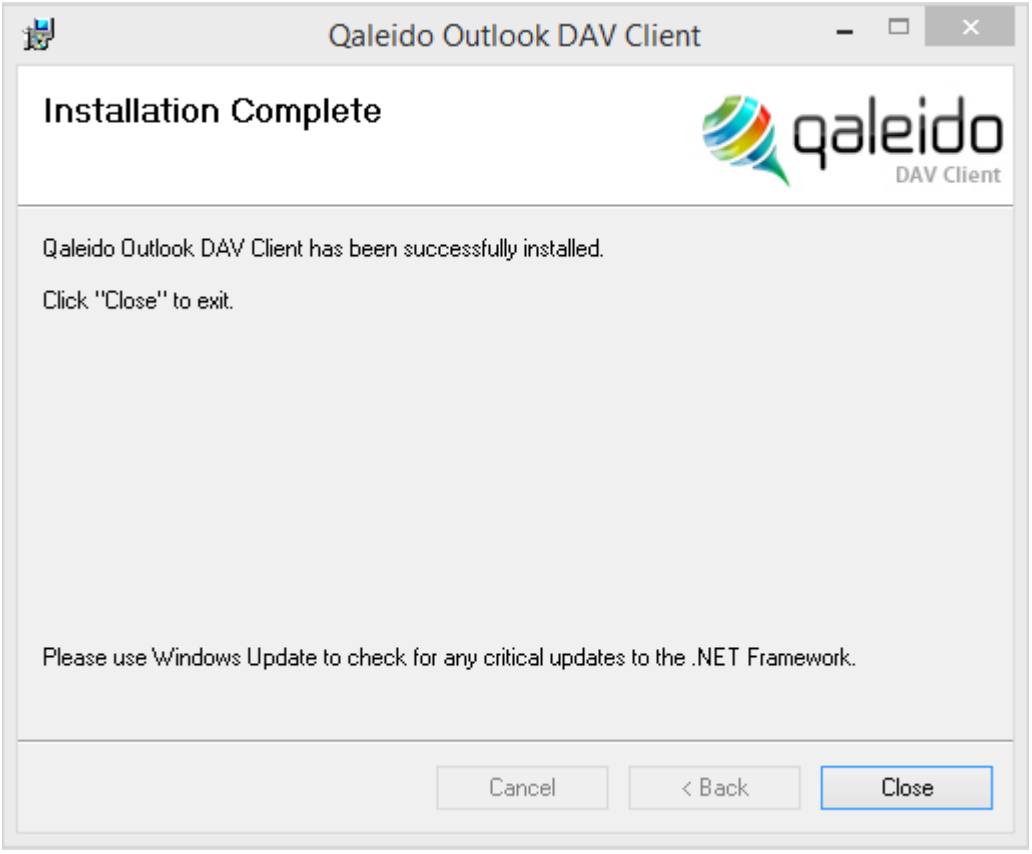


In the Confirm installation screen press the Next button in order to start the installation.

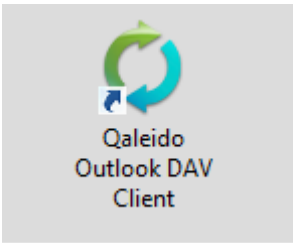


In case the client has been successfully installed the Installation Complete will be displayed.

Press the Close button there in order the installer window to be closed.



After the installer window is closed an icon will be created on your desktop.

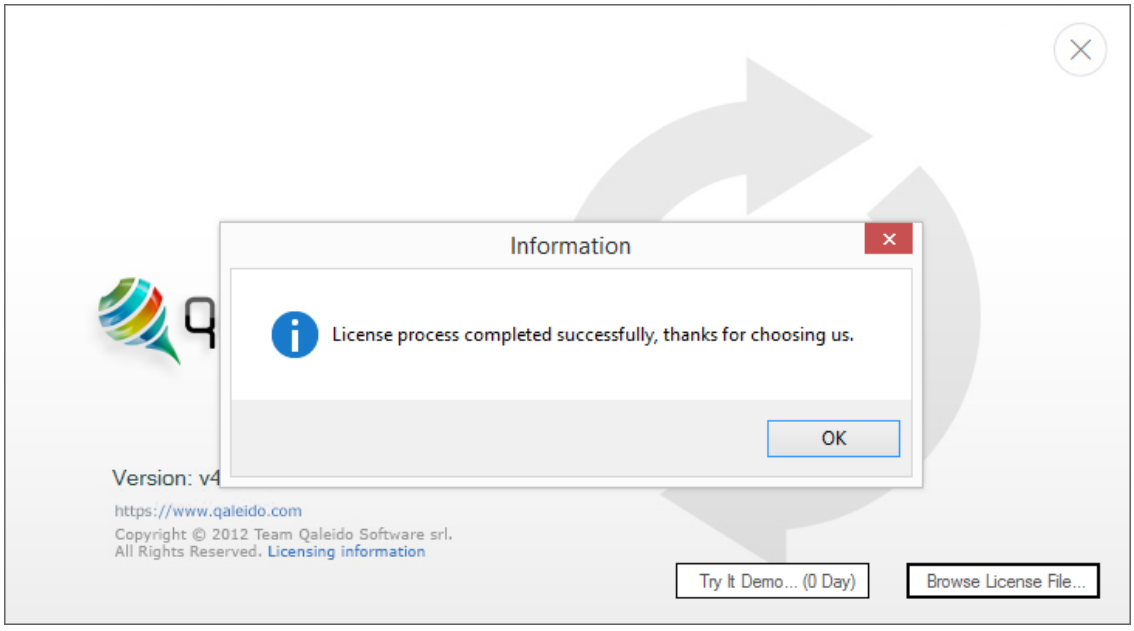


LICENSE AGREEMENT

Open the Qaleido Outlook DAV application.

In the first displayed screen you have to register your license by pressing the Browse License File button:

In case your license is valid a message about the successfully registration will be displayed:



After successfully license registration the client will start.

CONFIGURE THE QALEIDO OUTLOOK DAV ACCOUNT

Basic configuration

In the main screen press Configuration at the top of the screen.

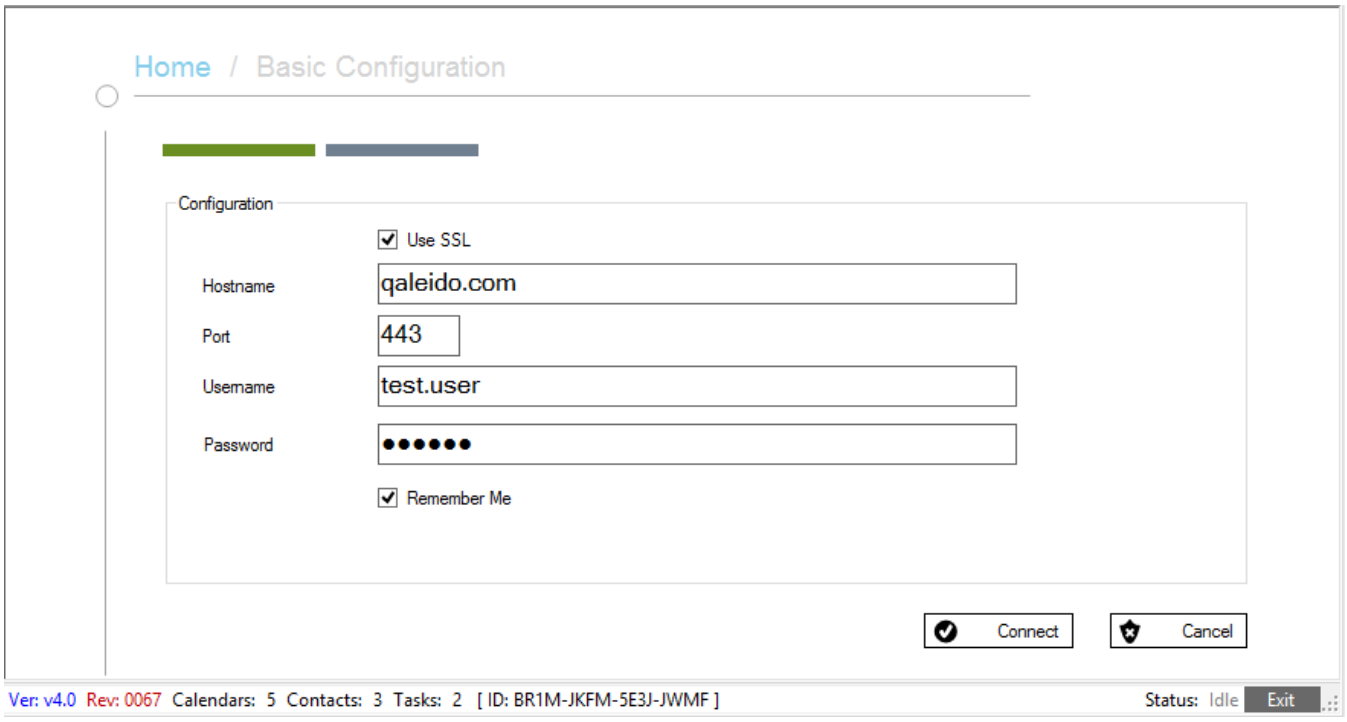
In the Configuration menu press the Basic Configuration button.

Fill up the Basic Configuration form as it follows:

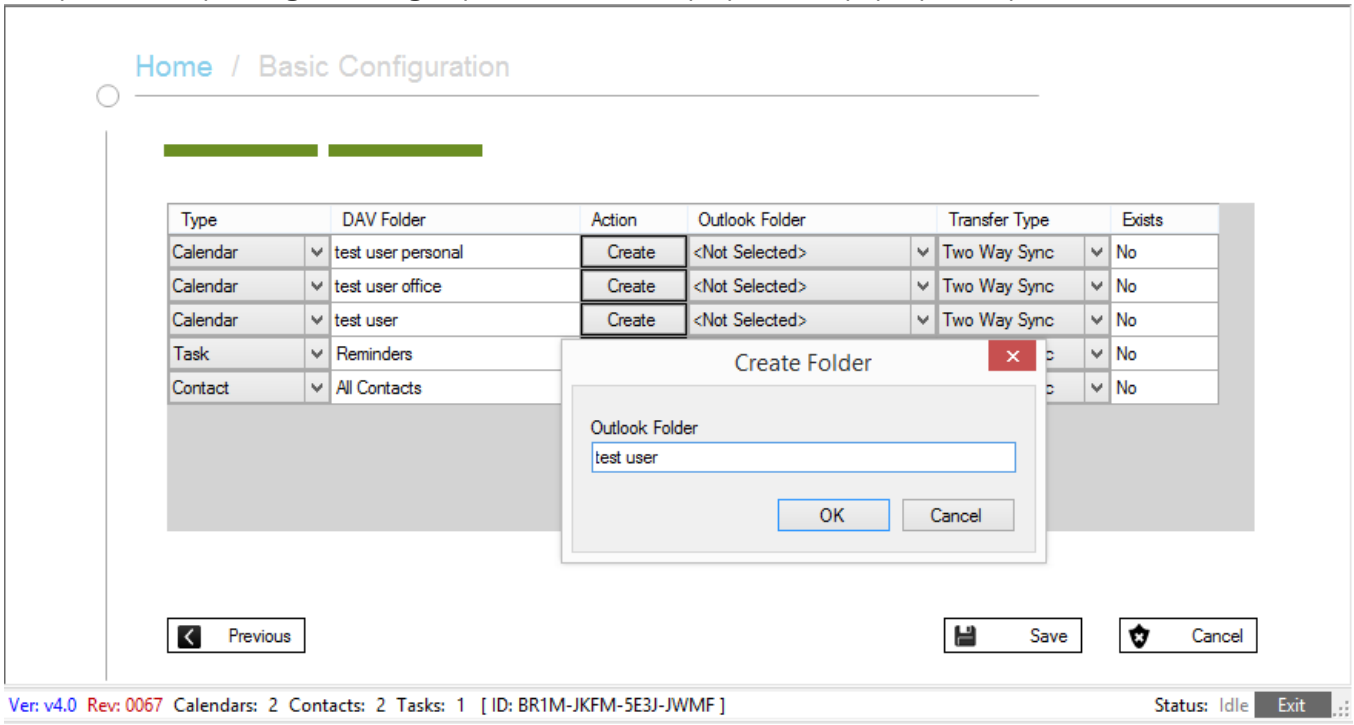
- Use SSL checkbox: checked
- As result the Port field will be automatically completed (443)
- Hostname: your Qaleido server's name (you can see it in your Qaleido URL; e.g. for https://qaleido.com/index.php the sever name is qaleido.com)
- Username: the Qaleido username (the username to login in Qaleido)
- Password: the Qaleido password (the password to login in Qaleido)

Note: You can check the Remember Me checkbox in order your credentials to be remembered.

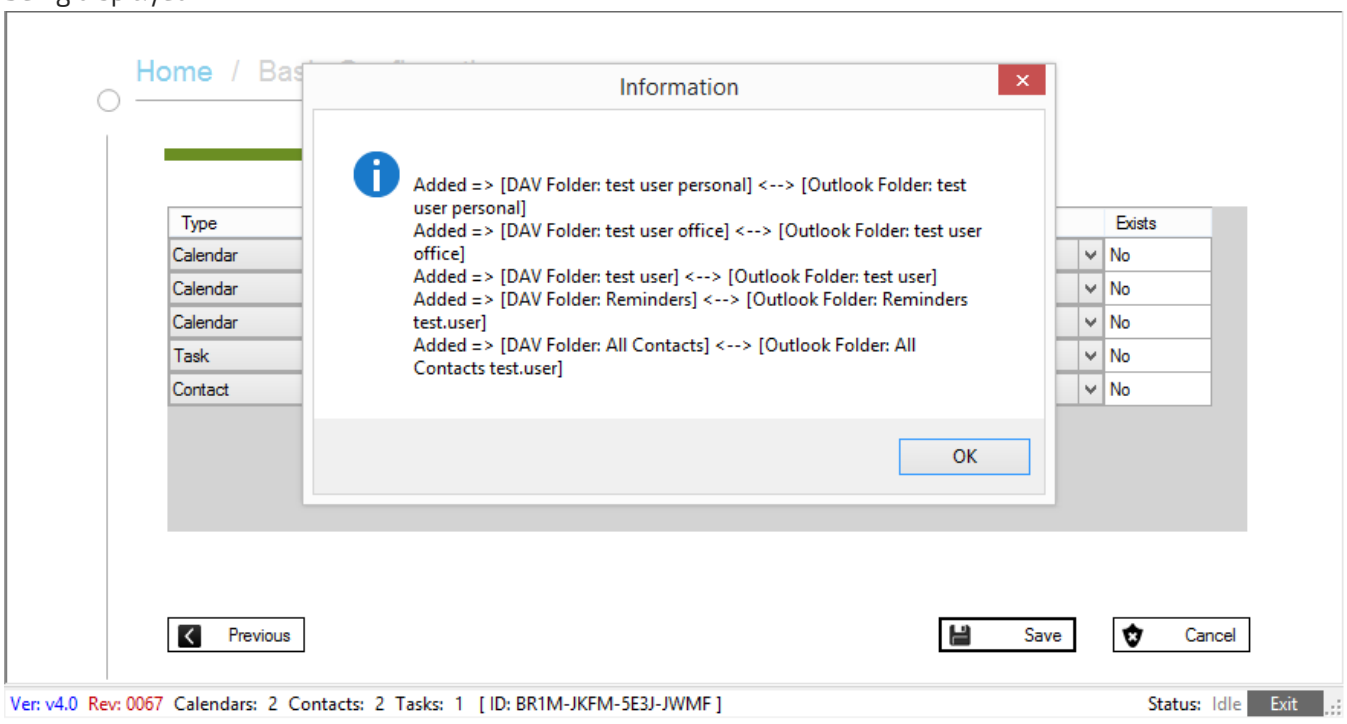
Press the Connect button in order to connect to the Qaleido server.



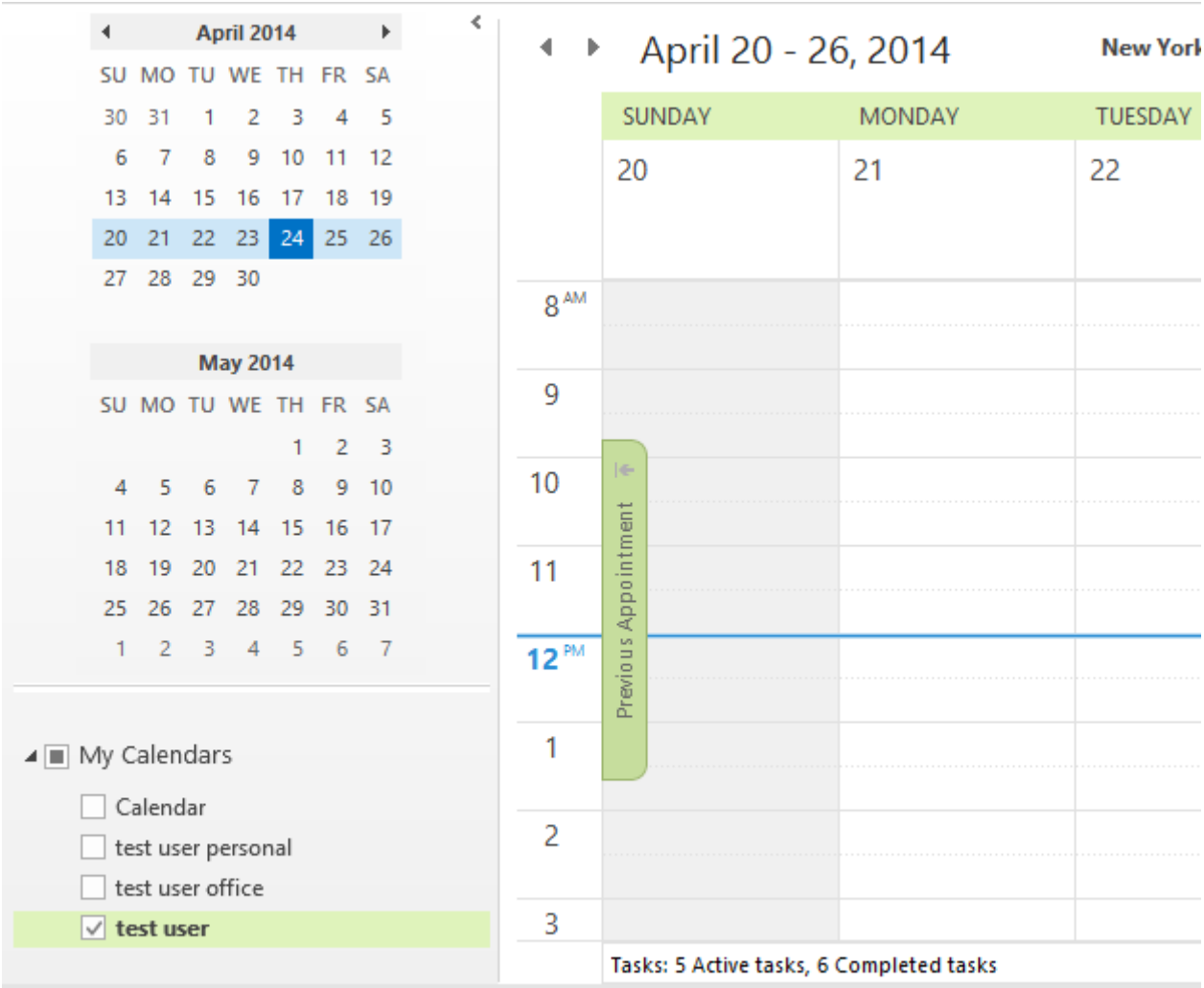
After successfully connected your events/contacts/tasks groups created in Qaleido will be displayed.
In order to synchronize these groups with Outlook they should be matched with similar groups in Oulook.
In order to do this press the Create button for each group.
Fill up the corresponding Outlook group's name in the displayed small pop-up, then press the Ok button.

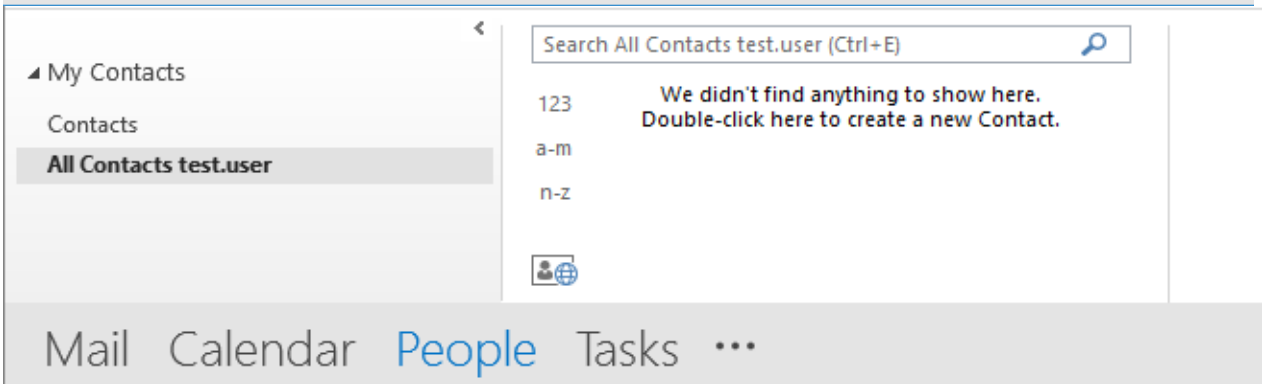


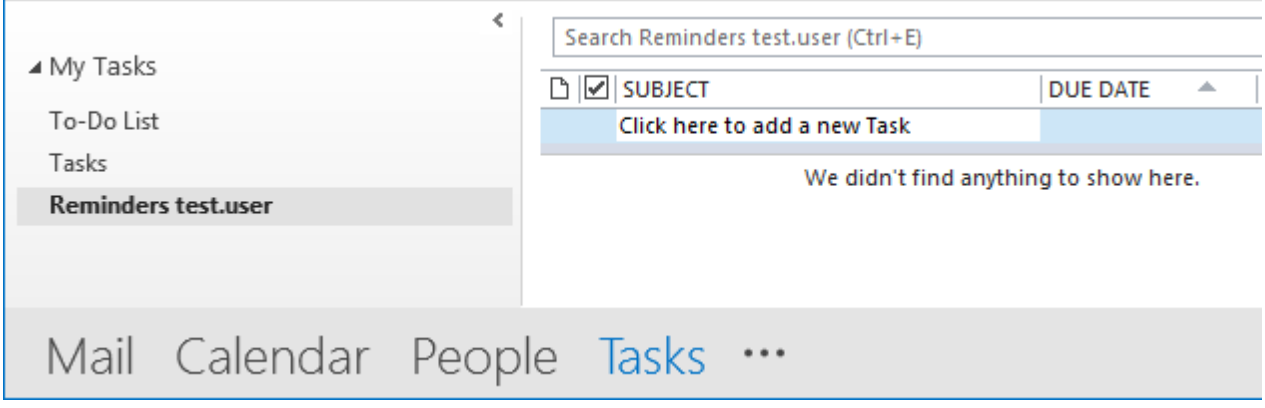
Press the Save button. The groups will be matched between Qaleido and Oulook, a small Informations pop-up being displayed.



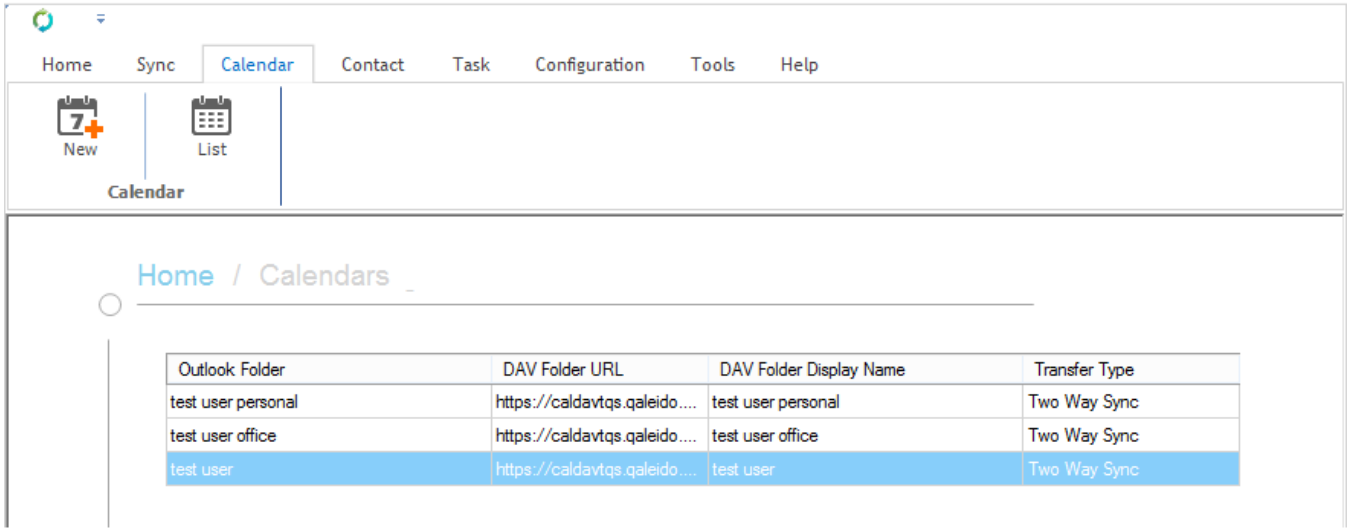
In Outlook you can access these groups by opening the Calendar/ People/ Tasks sections.







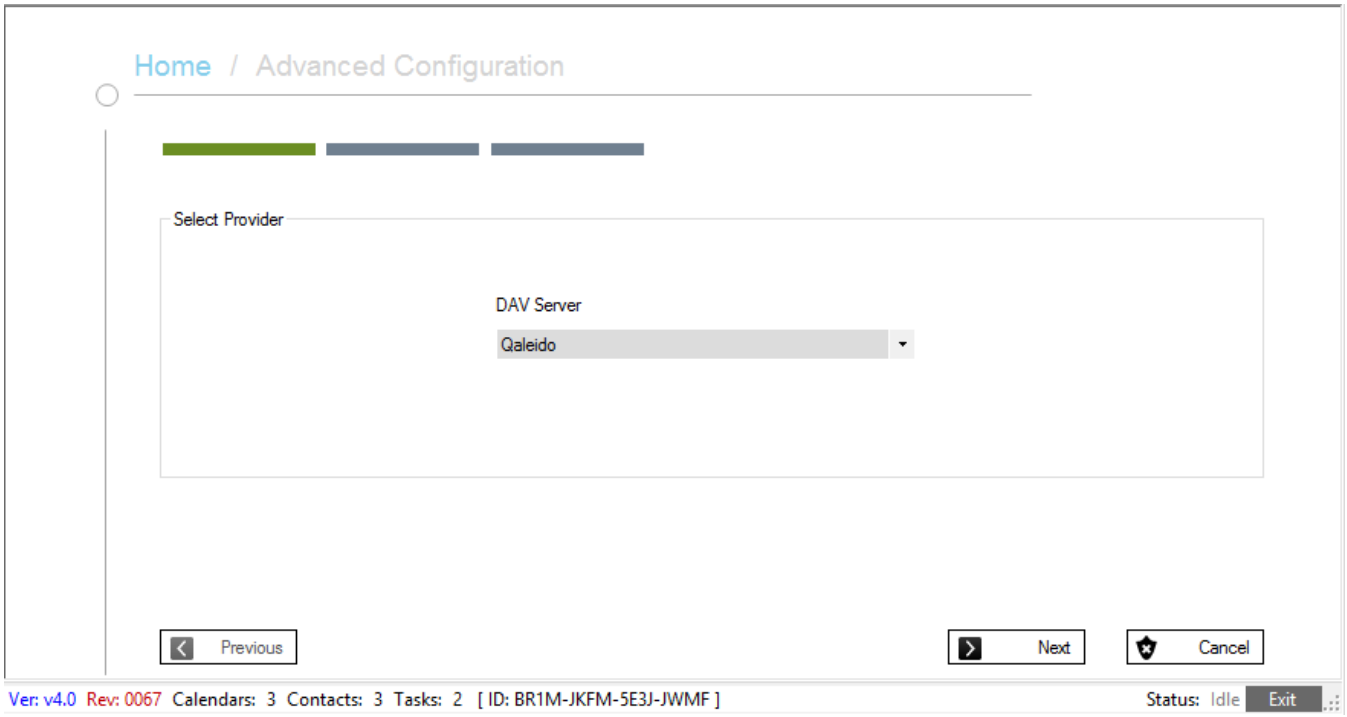
Also in the Qaleido Outlook DAV client window a Calendar/ Contacts/ Tasks list will be created for every events/contacts/tasks group. These lists can be accessed from the main menu by pressing the Calendar/List, Contacts/List or Tasks/List in the main screen of the client.



Advanced configuration

In case you have to provide explicitly the CalDAV/ CardDAV URLs you should choose the Advanced configuration option.

In the Configuration menu press the Advanced button. Let Qaleido to be the selected DAV Server and press the Next button at the bottom side of the screen.

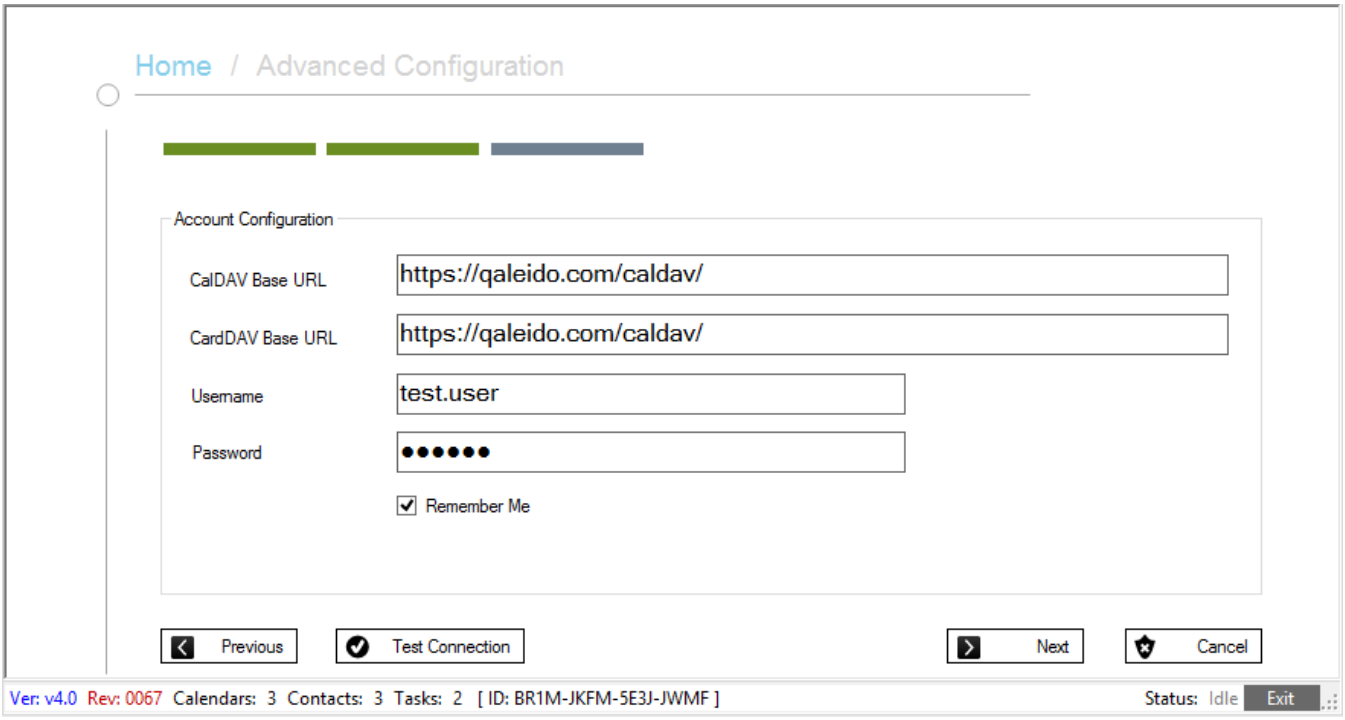


In the next screen you can configure your DAV account by providing explicitly the URL for the Qaleido CalDAV/CardDAV servers. Fill up the Configuration/Advanced form as it follows:

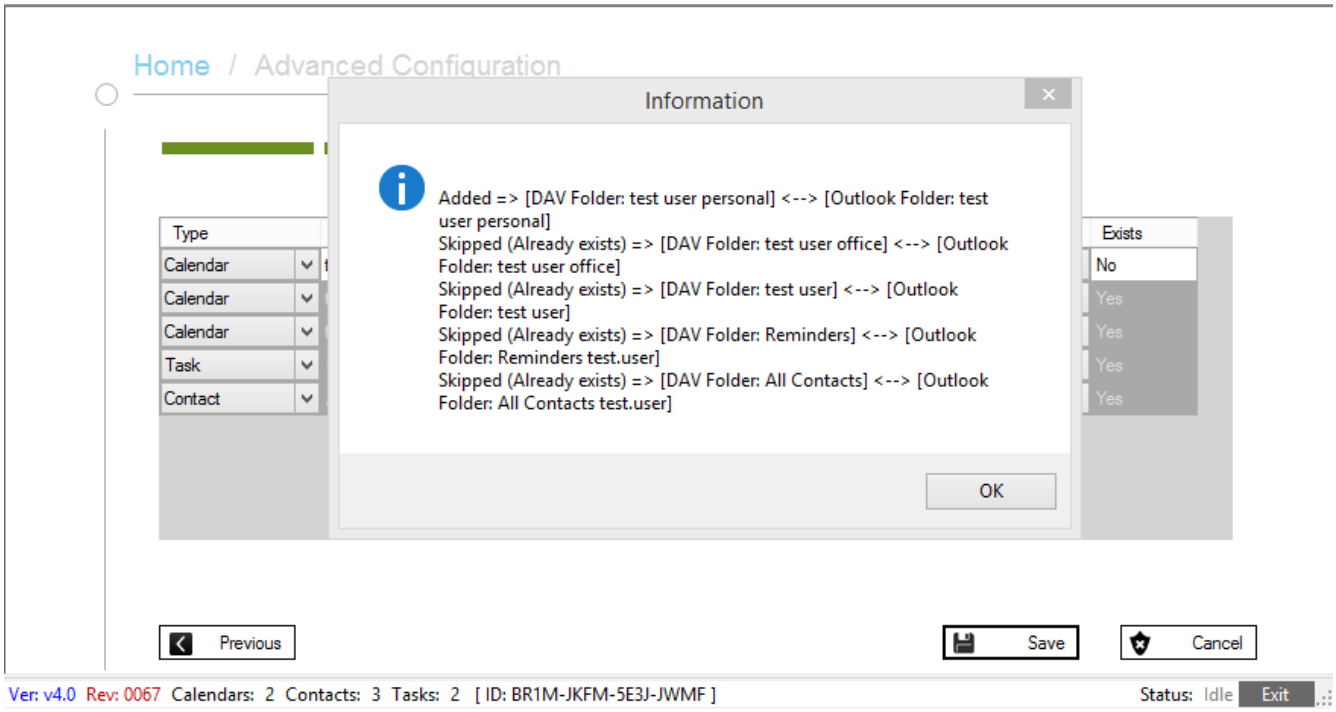
- CalDAV Base URL: https://<Qaleido server name>/caldav/
- CardDAV Base URL: https://<Qaleido server name>/caldav/
- Username: the Qaleido username (the username to login in Qaleido)
- Password: the Qaleido password (the password to login in Qaleido)

In order to verify the correctness of the inserted credentials press the Test Connection button.
In case of successfully connect click on the Next button, your events/contacts/tasks groups created in Qaleido being displayed in the next screen.

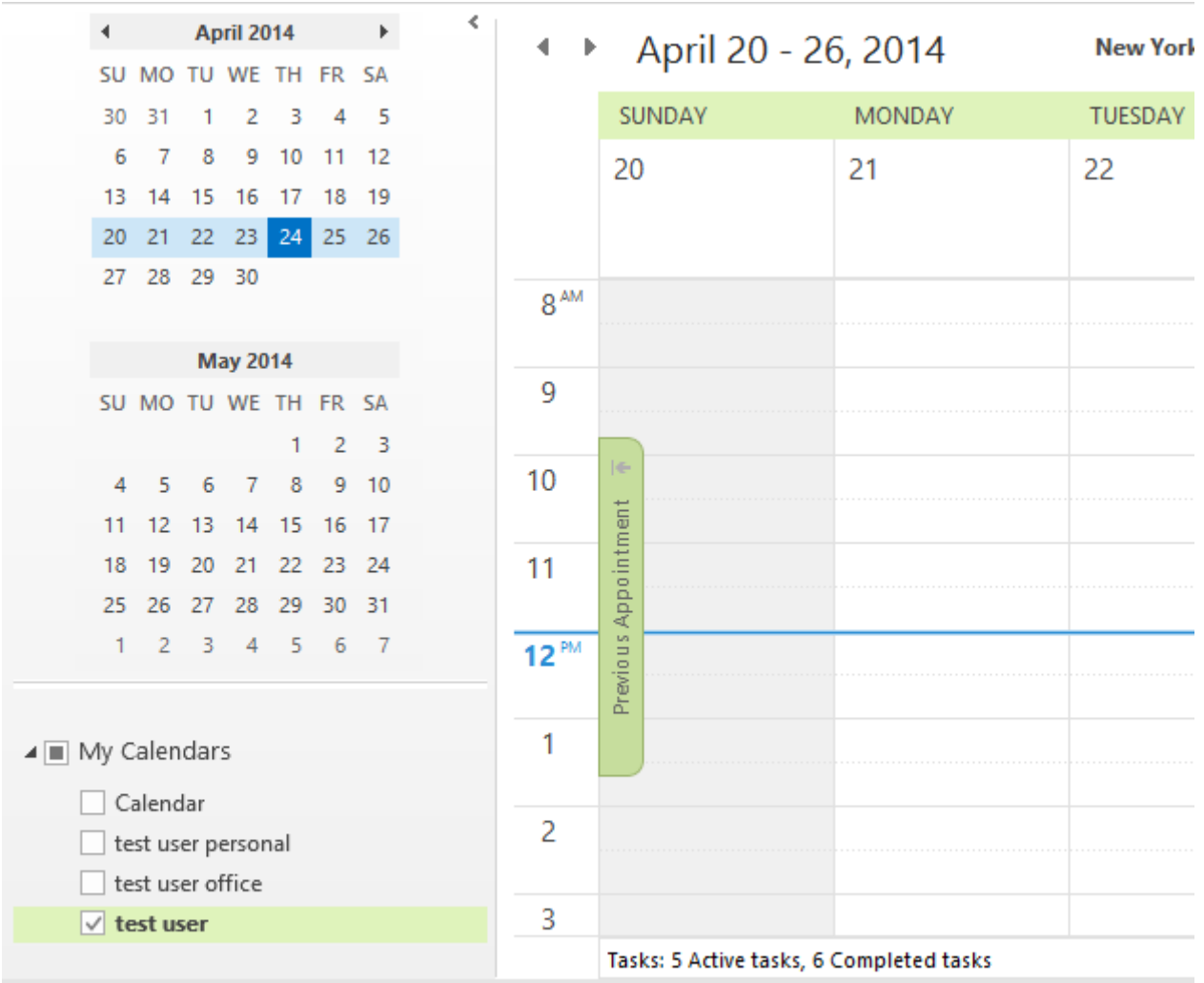
Note: You can also check the Remember Me checkbox in order your credentials to be remembered.

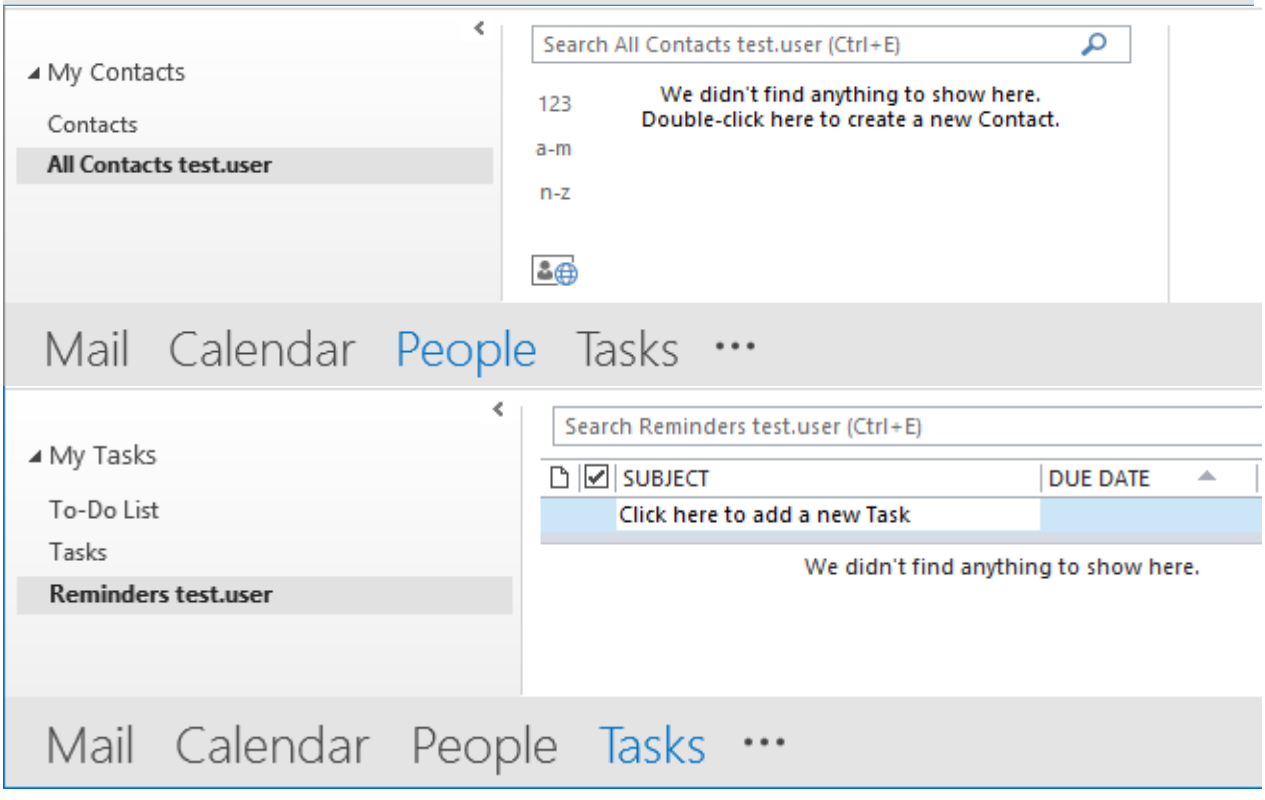


In order to synchronize the events/contacts/tasks groups with Outlook they should be matched with similar groups created in Outlook.
In order to do this, like in the Basic Configuration screen, press the Create button for each group.
Fill up the corresponding Outlook group's name in the displayed small pop-up, then press the Ok button.
Press the Save button. The groups will be matched between Qaleido and Oulook, a small Informations pop-up being displayed.

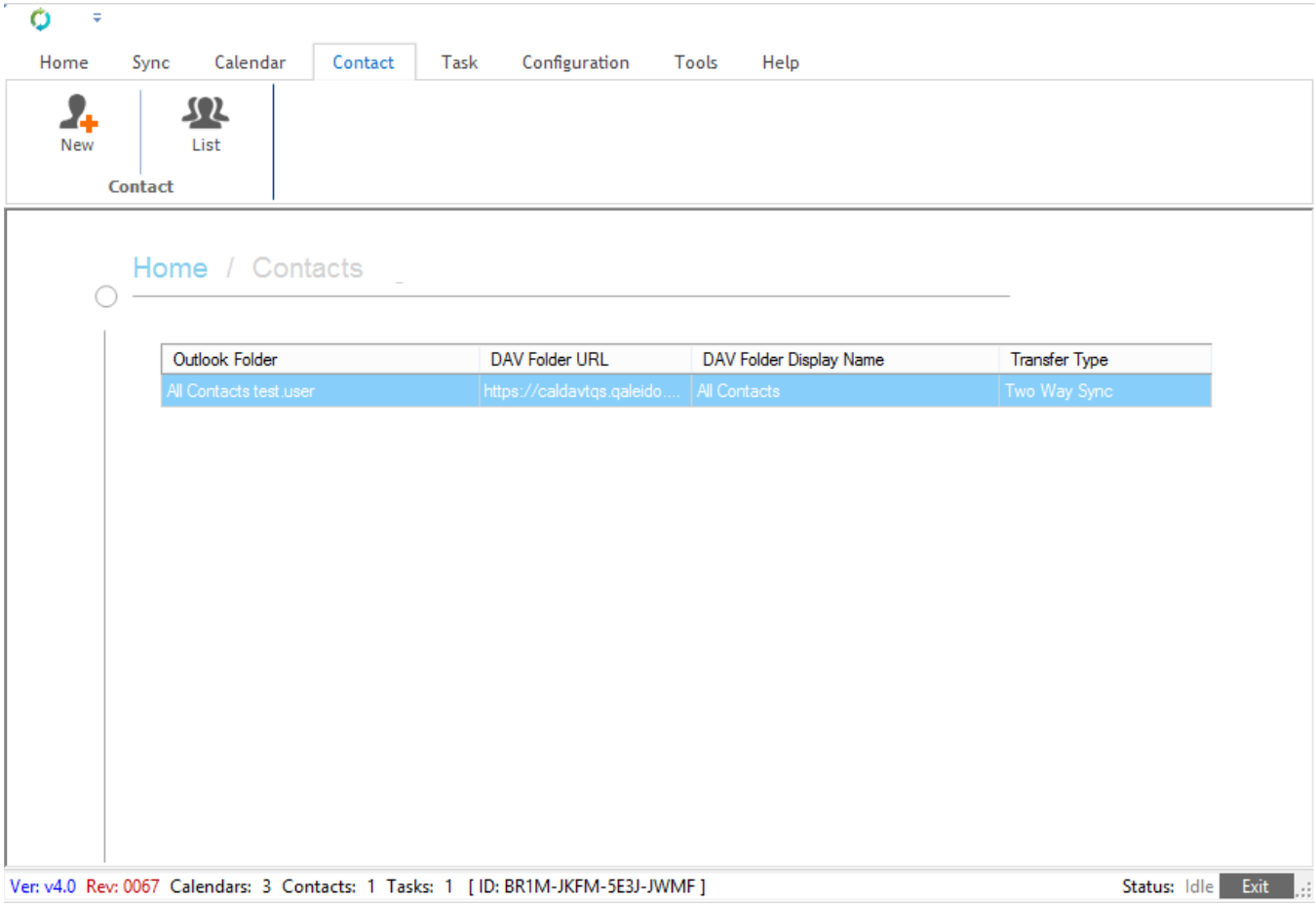


In Outlook you can access these groups by opening the Calendar/ People/ Tasks sections.





In the Qaleido Outlook DAV client window a Calendar/Contacts/Tasks list will be created for every events/contacts/tasks group. These lists can be accessed from the main menu by pressing the Calendar/List, Contacts/List or Tasks/List in the main screen of the client.

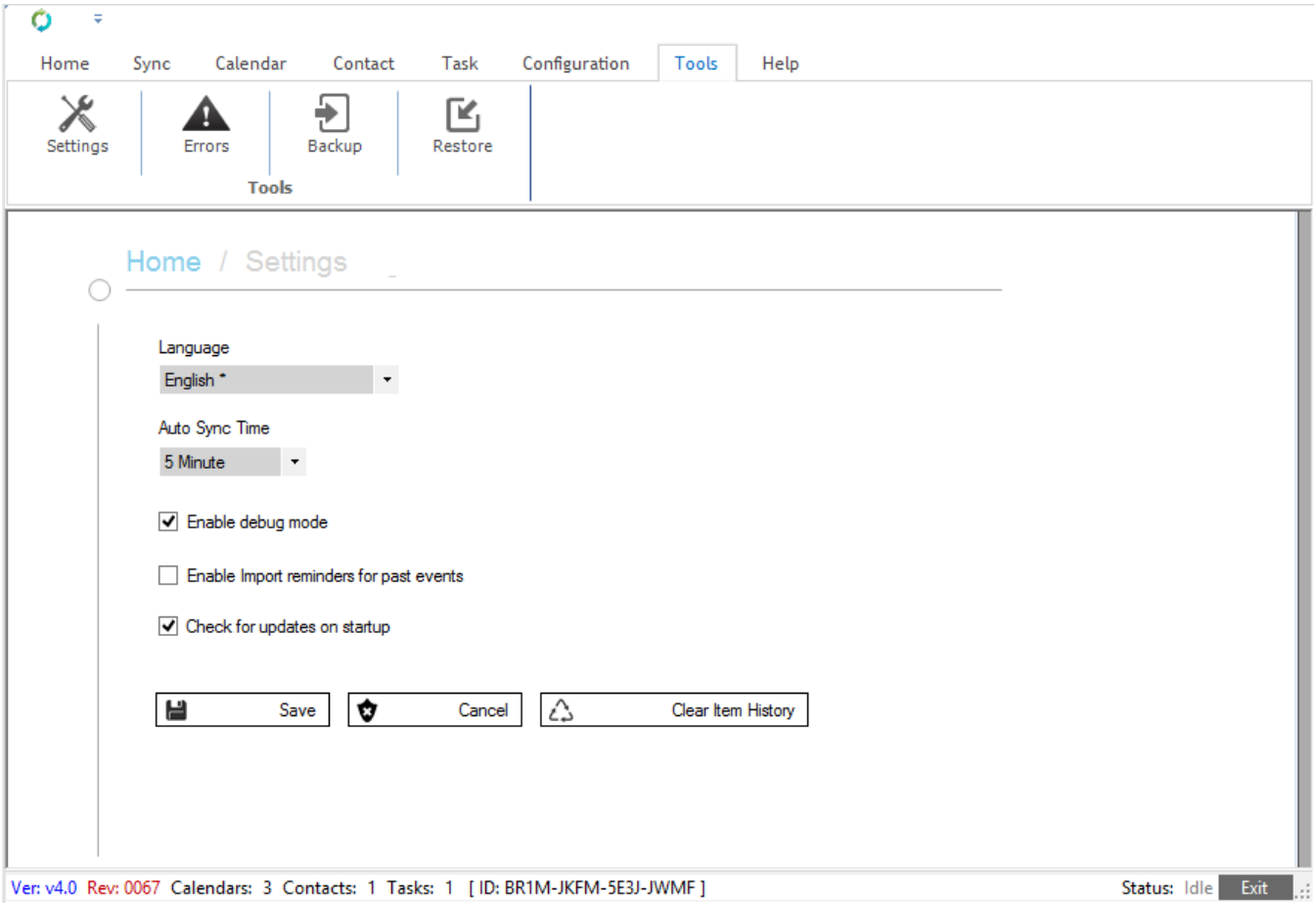


CALENDAR, CONTACTS, TASKS SYNCHRONIZATION

The Qaleido Outlook DAV client allows you to synchronize calendars (summary, start/end date and time, location, description, attendees for simple or recurring events), contacts (name, surname, nickname, company, home/work address, home/ work telephone, emails, webpages, photos) and tasks (title, start/due date, status, priority, complete percent, reminder date/time).

Automatic synchronization

In order to set automatic synchronization for the events/ contacts/ tasks, in the Qaleido Outlook DAV main screen press the Tools button and then press the Settings button in the displayed submenu.



Expand the Auto Sync Time selectbox and select a time option.

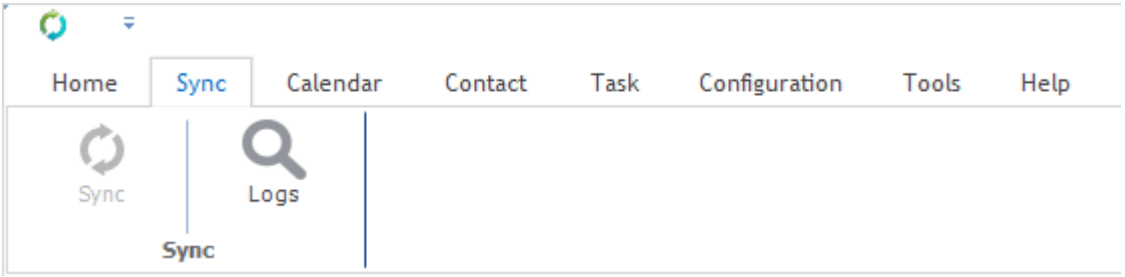
Note: In order this settings to be taken into account you should exit the Qaleido Outlook DAV application (press the bottom side Exit button) and open it again.

According to this selection a synchronization process will automatically start between Outlook and Qaleido server.tomatically start Auto

While the synchronization process is performed the sync status will be displayed in the bottom bar of the screen.

Manual synchronization

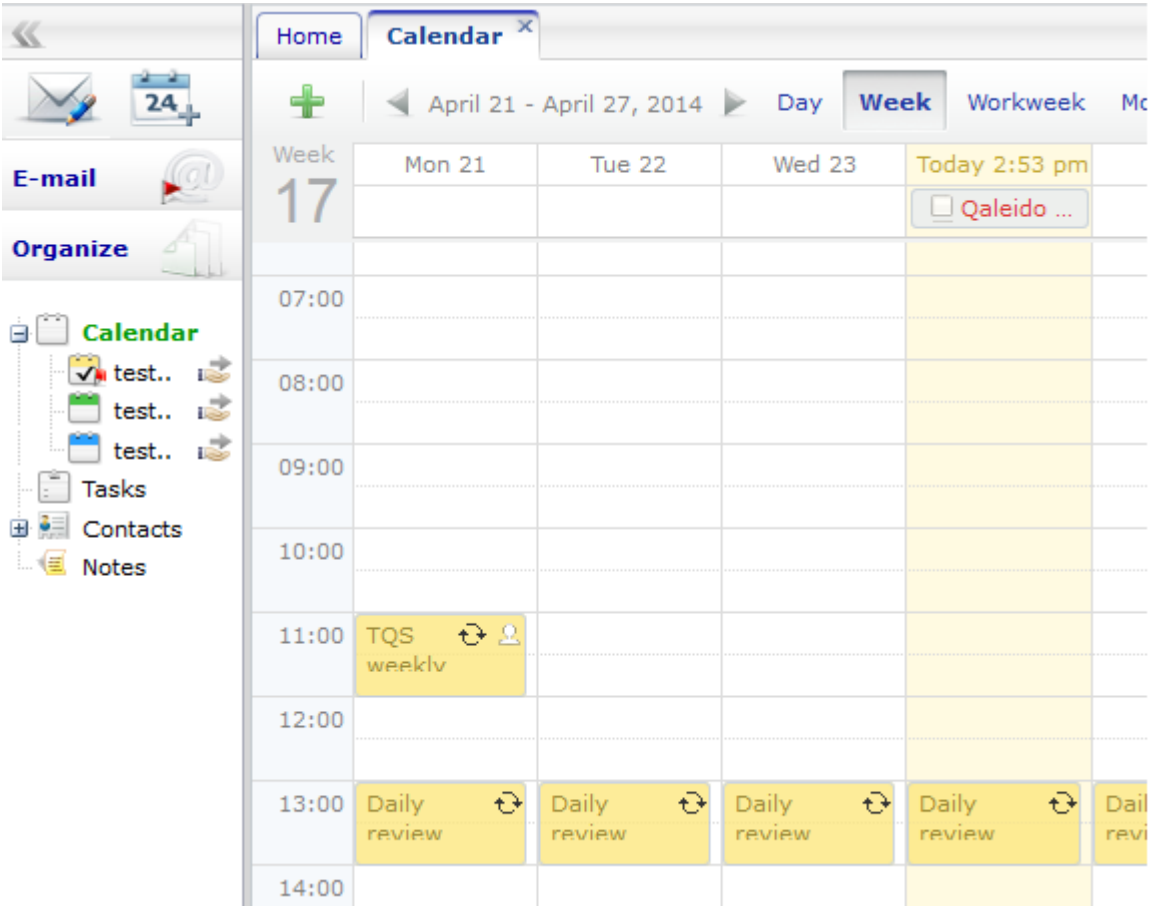
In order to manually start the synchronization for the events/ contacts/ tasks, in the Qaleido Outlook DAV main screen press the Sync button and then press the same named button in the submenu.

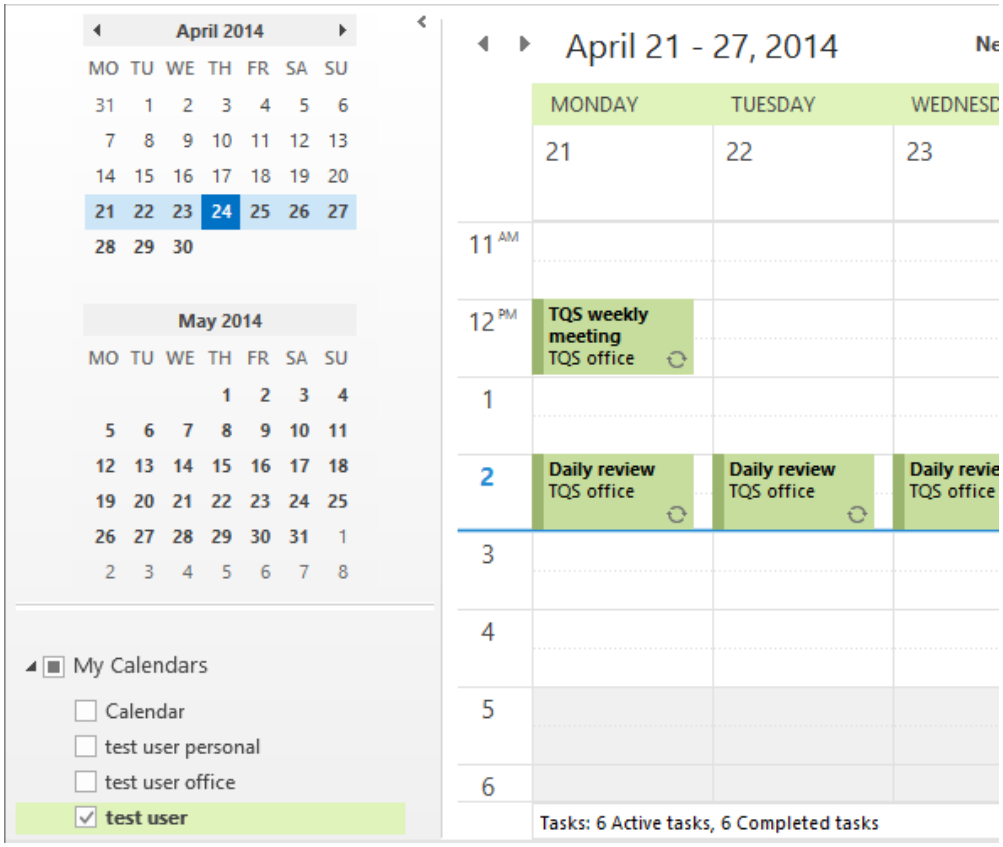


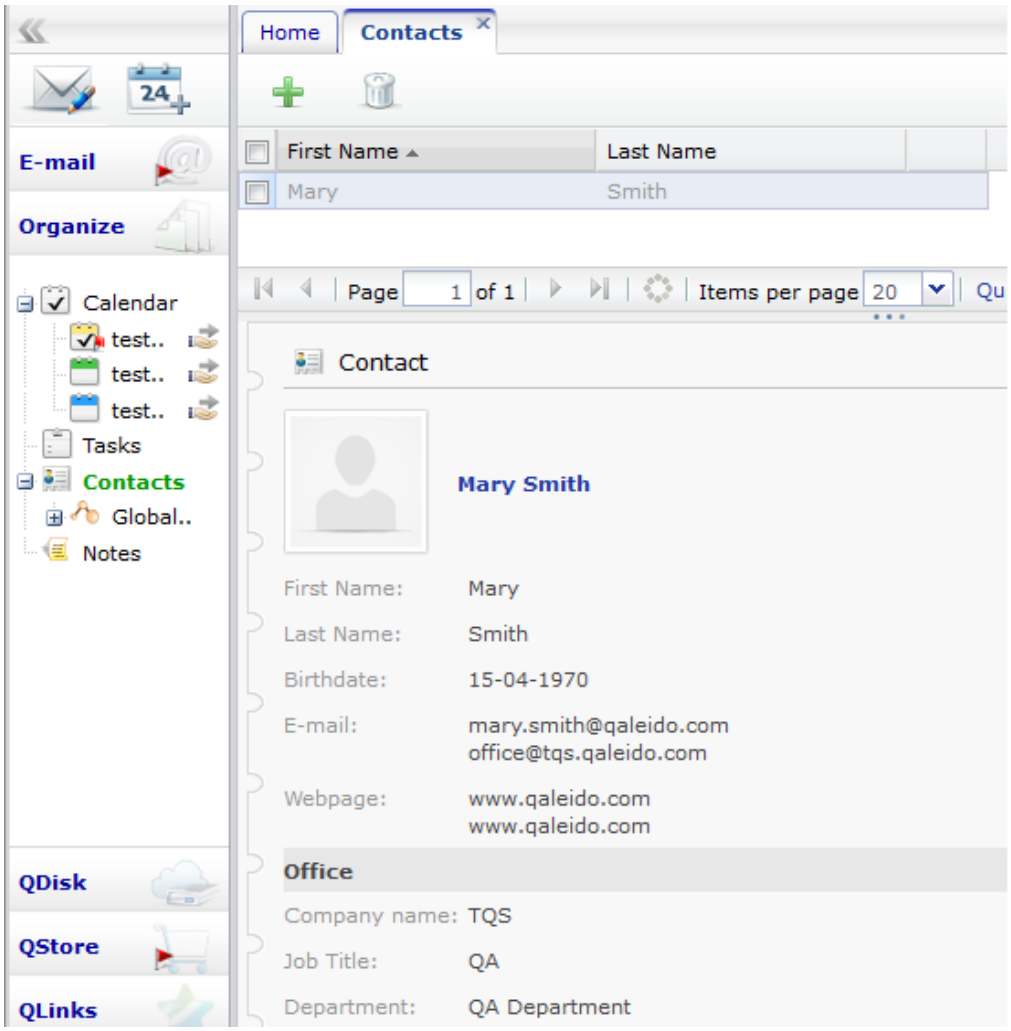
The synchronization process will start. While is performing the status will be displayed in the bottom bar of the screen.

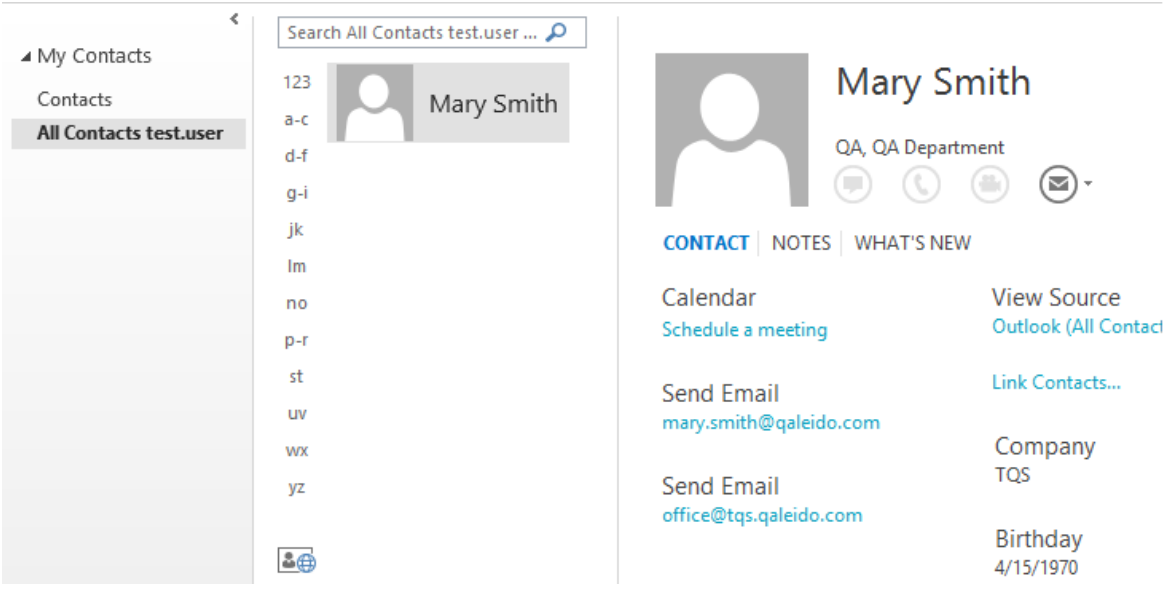
Note:

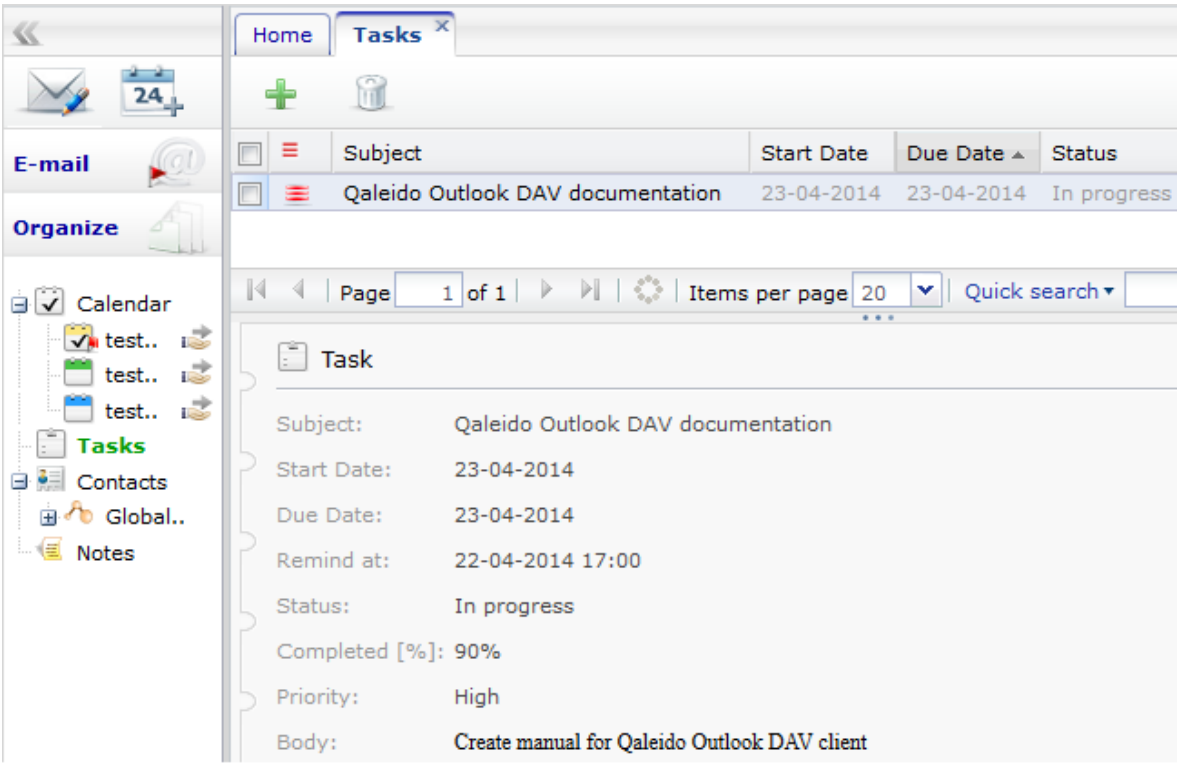
Note: One synchronization session involves all the data, the existing contacts, events, tasks from Qaleido and Outlook being processed during the same synchronization process.

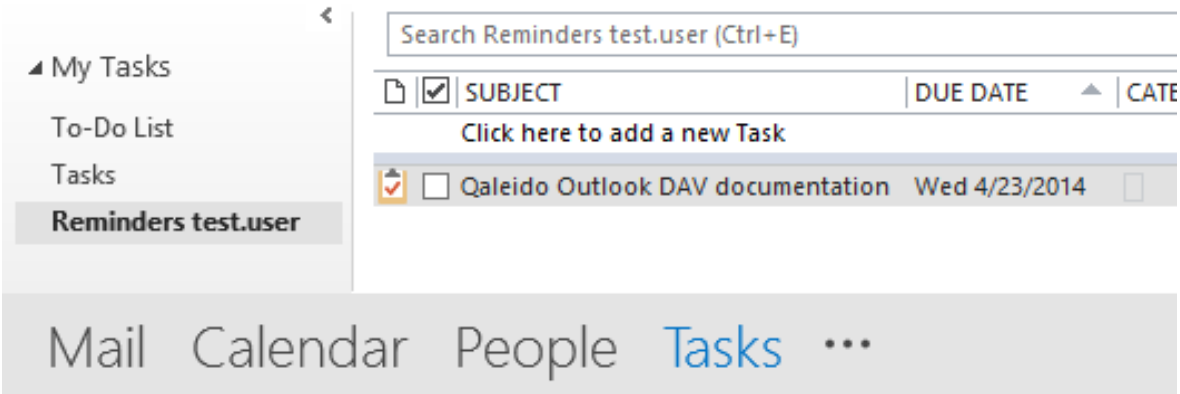



April 2014
MO TU WE TH FR SA SU
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30
May 2014
MO TU WE TH FR SA SU
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8
My Calendars
Calendar
test user personal
test user office
test user
April 21 - 27, 2014
MONDAY
TUESDAY
21
22
23
11 AM
12 PM
TQS weekly meeting
TQS office
1
2
Daily review
TQS office
3
4
5
6
Tasks: 6 Active tasks, 6 Completed tasks


Home
Contacts
E-mail
Organize
Calendar
test..
test..
test..
Tasks
Contacts
Global..
Notes
QDisk
QStore
QLinks
First Name
Last Name
Mary
Smith
Page 1 of 1
Items per page 20
Contact
Mary Smith
First Name: Mary
Last Name: Smith
Birthdate: 15-04-1970
E-mail: mary.smith@qaleido.com
office@tqs.qaleido.com
Webpage: www.qaleido.com
www.qaleido.com
Office
Company name: TQS
Job Title: QA
Department: QA Department


My Contacts
Contacts
All Contacts test.user
Search All Contacts test.user ...
123
a-c
d-f
g-i
jk
lm
no
p-r
st
uv
wx
yz
Mary Smith
Mary Smith
QA, QA Department
CONTACT
NOTES
WHAT'S NEW
Calendar
Schedule a meeting
Send Email
mary.smith@qaleido.com
Send Email
office@tqs.qaleido.com
View Source
Outlook (All Contact
Link Contacts...
Company
TQS
Birthday
4/15/1970


Home
Tasks
E-mail
Organize
Calendar
test..
test..
test..
Tasks
Contacts
Global..
Notes
Subject
Start Date
Due Date
Status
Qaleido Outlook DAV documentation
23-04-2014
23-04-2014
In progress
Page 1 of 1
Items per page 20
Quick search
Task
Subject: Qaleido Outlook DAV documentation
Start Date: 23-04-2014
Due Date: 23-04-2014
Remind at: 22-04-2014 17:00
Status: In progress
Completed [%]: 90%
Priority: High
Body: Create manual for Qaleido Outlook DAV client


My Tasks
To-Do List
Tasks
Reminders test.user
Search Reminders test.user (Ctrl+E)
SUBJECT
DUE DATE
Click here to add a new Task
Qaleido Outlook DAV documentation
Wed 4/23/2014
Mail
Calendar
People
Tasks

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