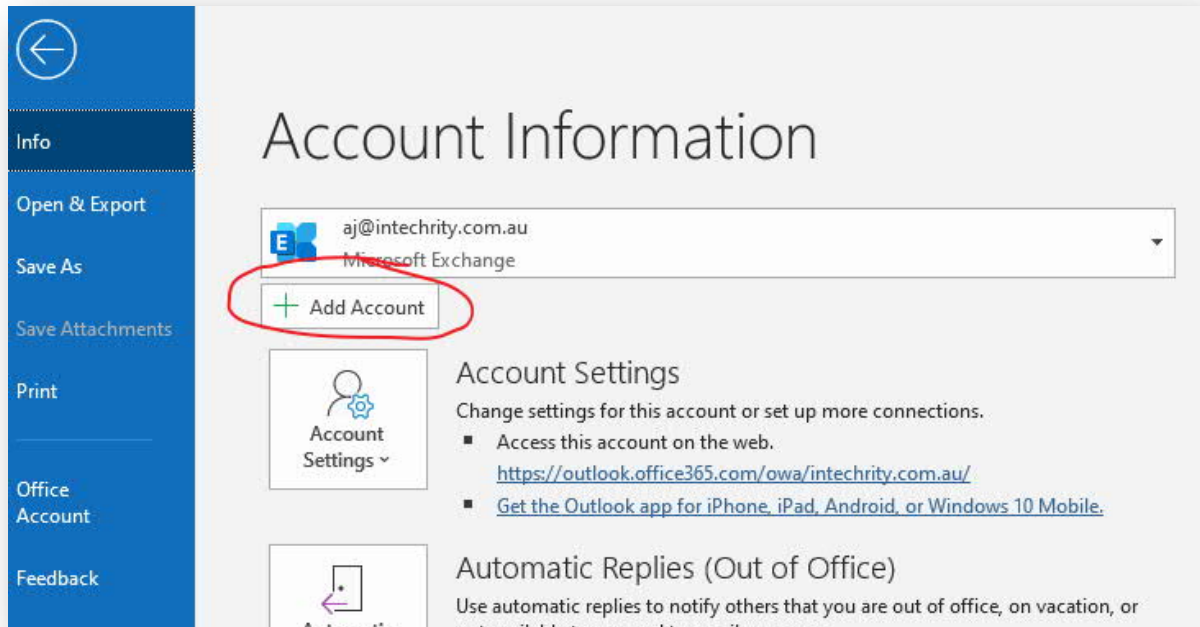


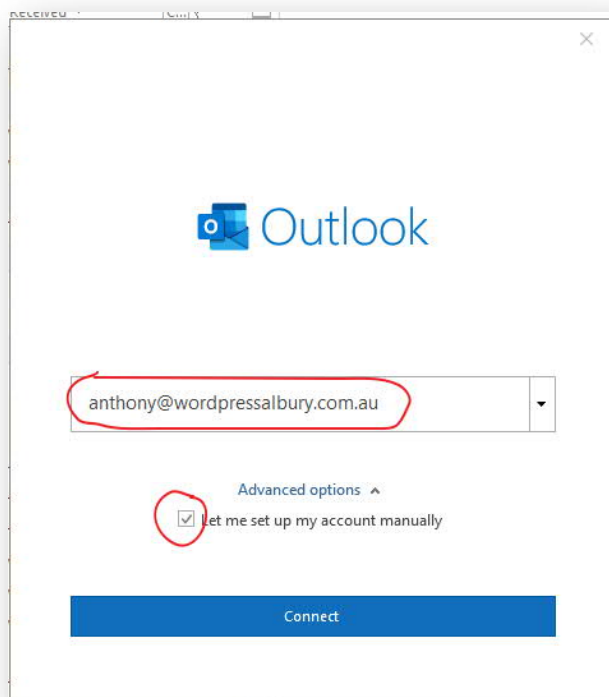
Connecting Email, Calendar and Contacts to Outlook

The following shows how to connect your email, calendar and contacts to Outlook. Please allow about 7-10 minutes to complete the process.

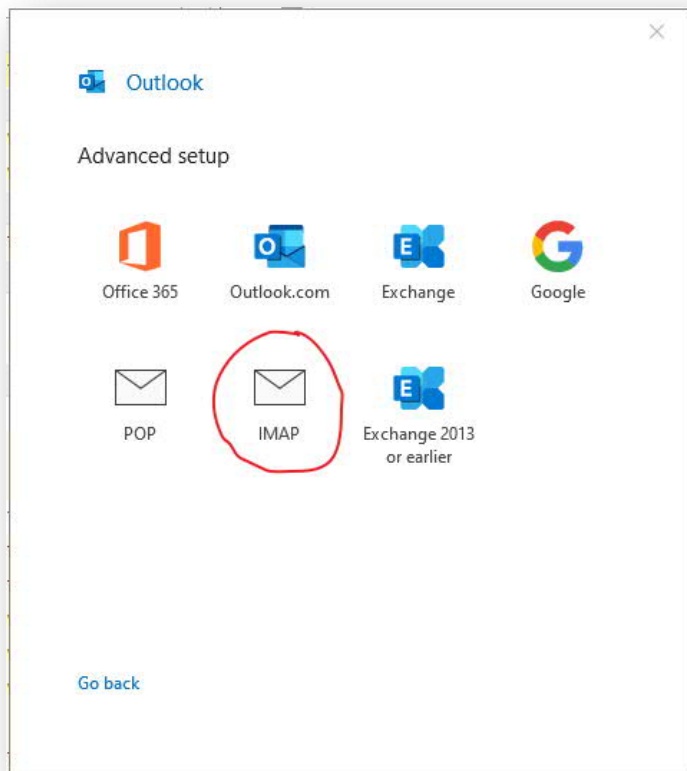
1. Open Outlook, then from the 'File' menu select 'Add Account'



2. Enter your new email address. Choose 'Advanced Options' and tick 'Let me set up my account manually'. Then click 'Connect'



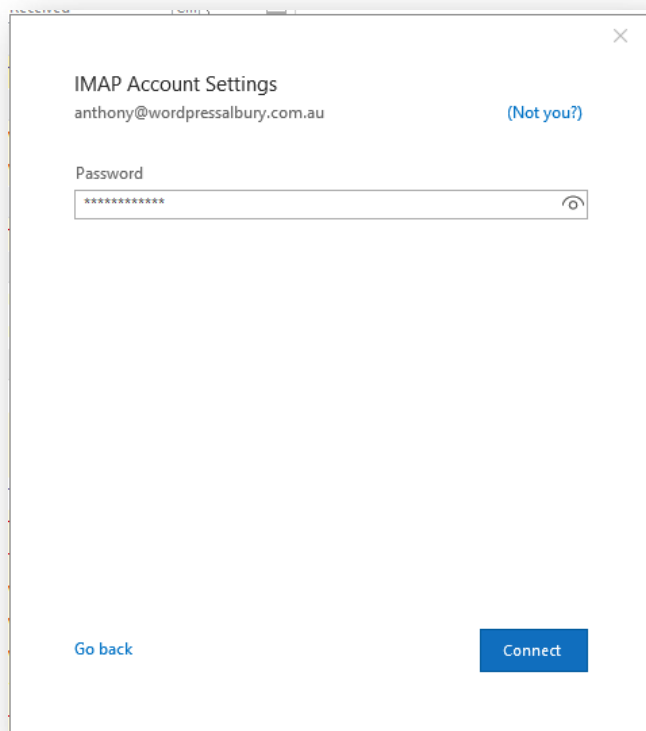
3. Select 'IMAP'



4. Carefully enter your 'Incoming mail' and 'Outgoing mail' server names, your 'Port' numbers and your 'Encryption' methods. Then click next.

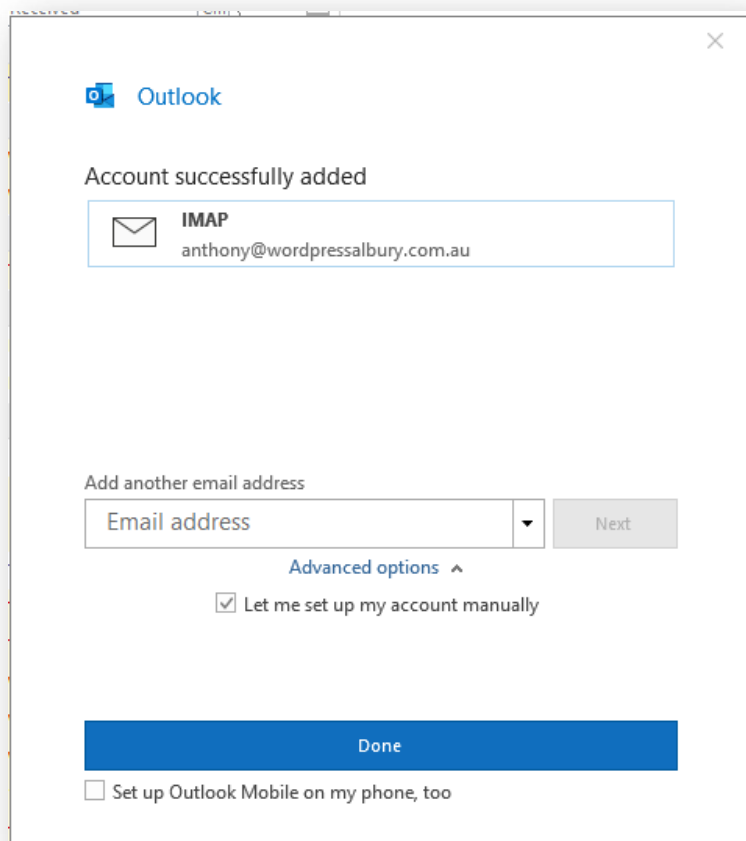
The image shows the 'IMAP Account Settings' window for the email address 'anthony@wordpressalbury.com.au'. It contains fields for 'Incoming mail' and 'Outgoing mail' server, port, and encryption method. The 'Incoming mail' section has a server field with 'mail.wordpressalbury.com.au', a port field with '993', and an encryption method dropdown set to 'SSL/TLS'. There is an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. The 'Outgoing mail' section has a server field with 'mail.wordpressalbury.com.au', a port field with '465', and an encryption method dropdown set to 'SSL/TLS'. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. At the bottom left is a 'Go back' link, and at the bottom right is a blue 'Next' button.

5. Enter your password, then click 'Connect'.



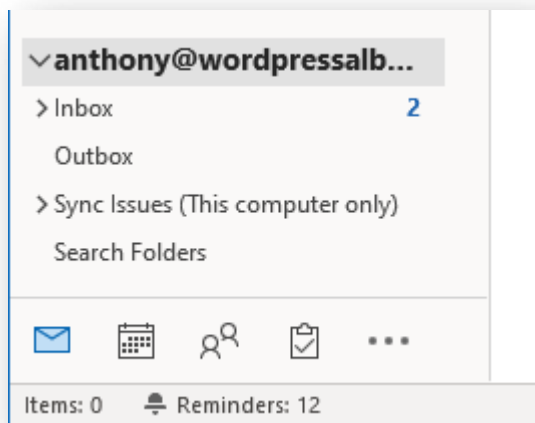
The screenshot shows a dialog box titled "IMAP Account Settings" with a close button (X) in the top right corner. Below the title, the email address "anthony@wordpressalbury.com.au" is displayed, followed by a link "(Not you?)". A "Password" label is positioned above a text input field containing ten asterisks. To the right of the input field is an eye icon for toggling password visibility. At the bottom left is a "Go back" link, and at the bottom right is a blue "Connect" button.

6. You should now see a success message, so click 'Done'.



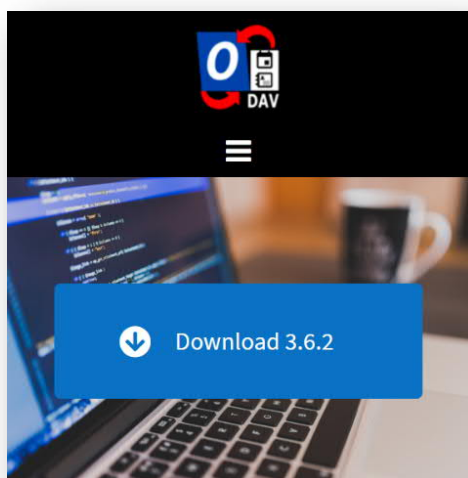
The screenshot shows an Outlook dialog box with the Outlook logo and the word "Outlook" in the top left. The main heading is "Account successfully added". Below this is a box containing an envelope icon, the label "IMAP", and the email address "anthony@wordpressalbury.com.au". Underneath is a section titled "Add another email address" with a text input field labeled "Email address" and a dropdown arrow. To the right of this field is a grey "Next" button. Below the input field is a link "Advanced options" with an upward arrow. A checkbox labeled "Let me set up my account manually" is checked. At the bottom is a large blue "Done" button. Below the "Done" button is another checkbox labeled "Set up Outlook Mobile on my phone, too".

7. You should now have your new email account in Outlook's left pane.



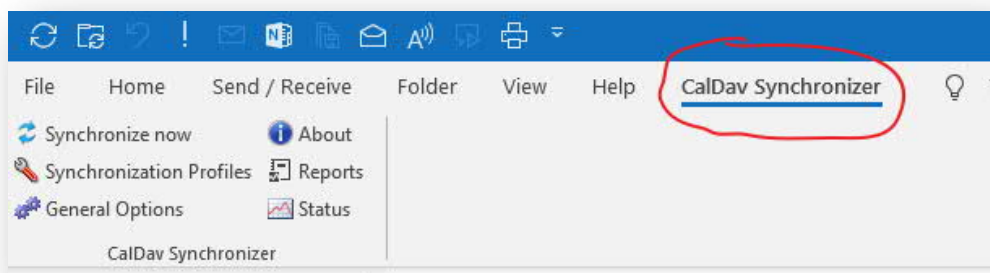
8. Close Outlook.

9. Install the Outlook CalDav Synchronizer

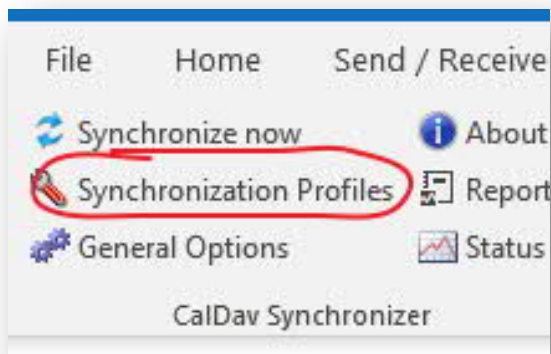


- Download the program .zip file from [here](#)
- Extract the two files inside
- Run 'setup.exe'

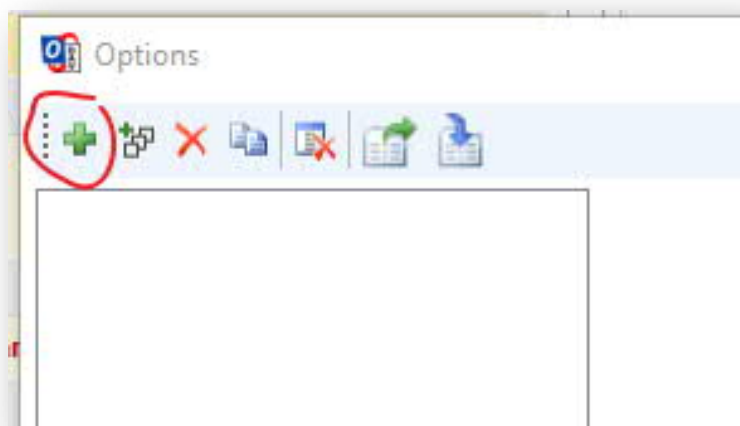
10. Open Outlook and check you see a new 'CalDav Synchronizer' menu in the ribbon.



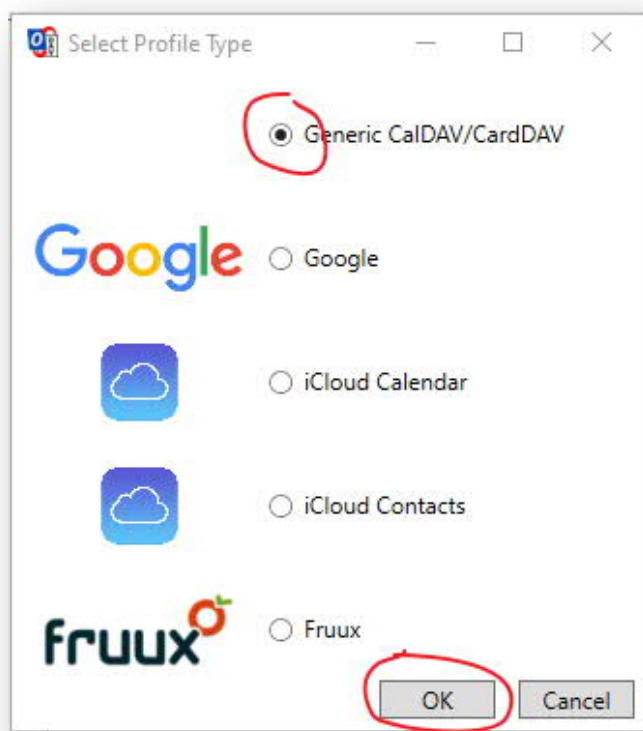
11. Click 'Synchronization Profiles' from this menu.



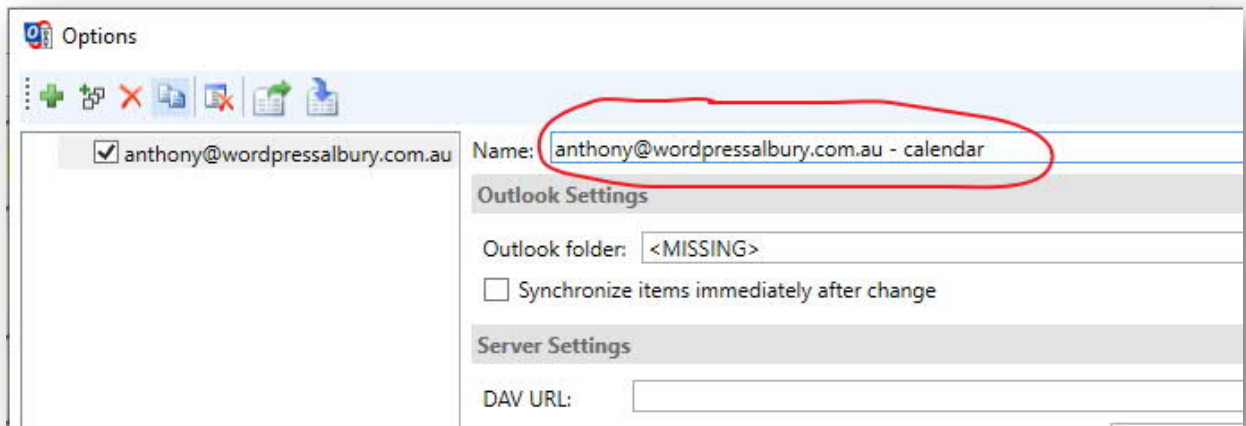
12. In the options pop-up, click the '+' to add a new profile



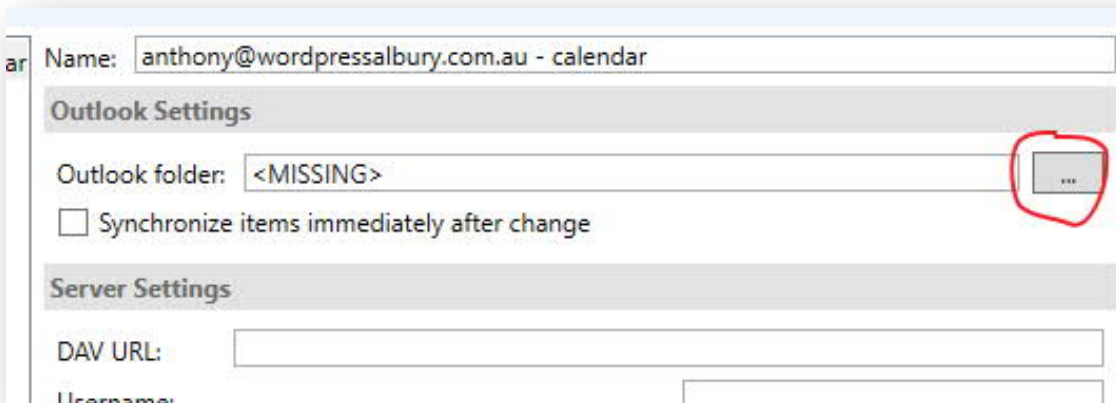
13. Click 'OK' to confirm the 'Generic CalDAV/ CardDAV' selection



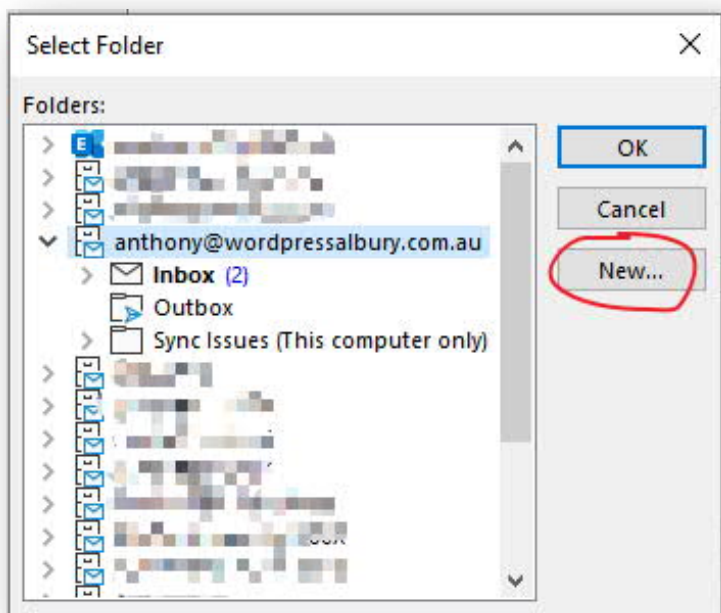
14. Enter a Name:' (hint: I use my email address followed by the word 'calendar')



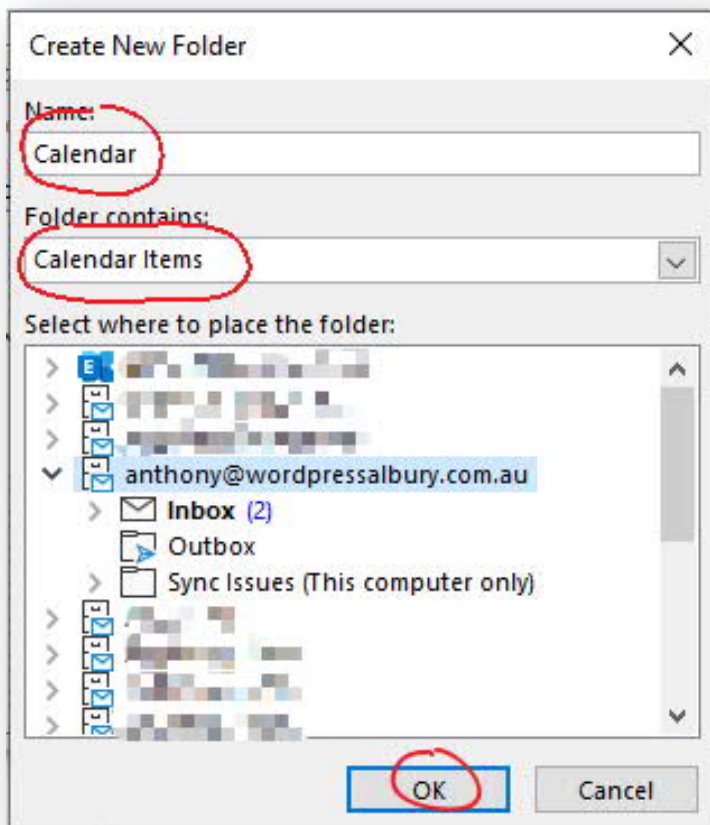
15. Now click the 'ellipsis' to the right of the 'Outlook folder' field.



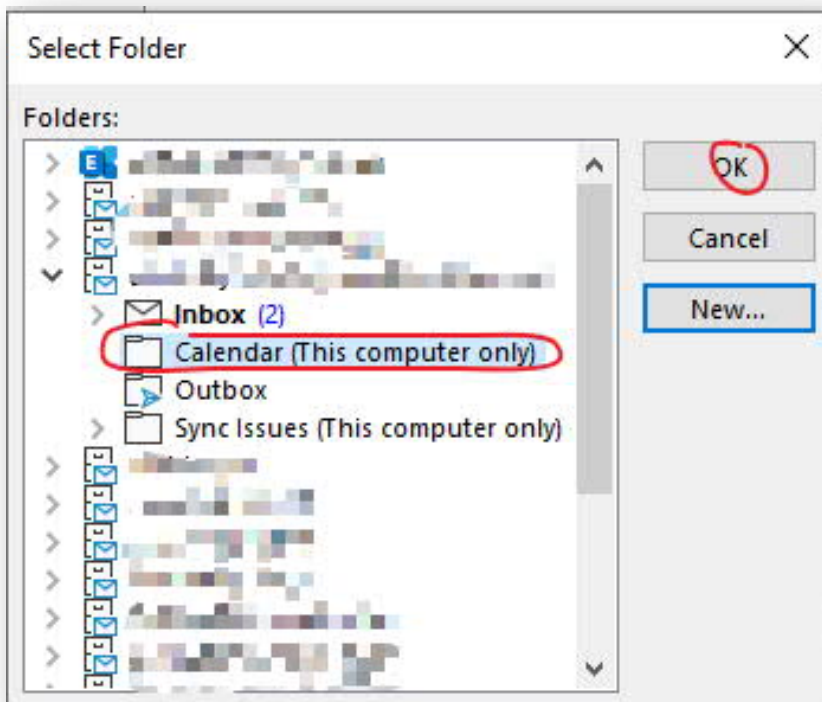
16. Find your email account and click to add a 'New' folder



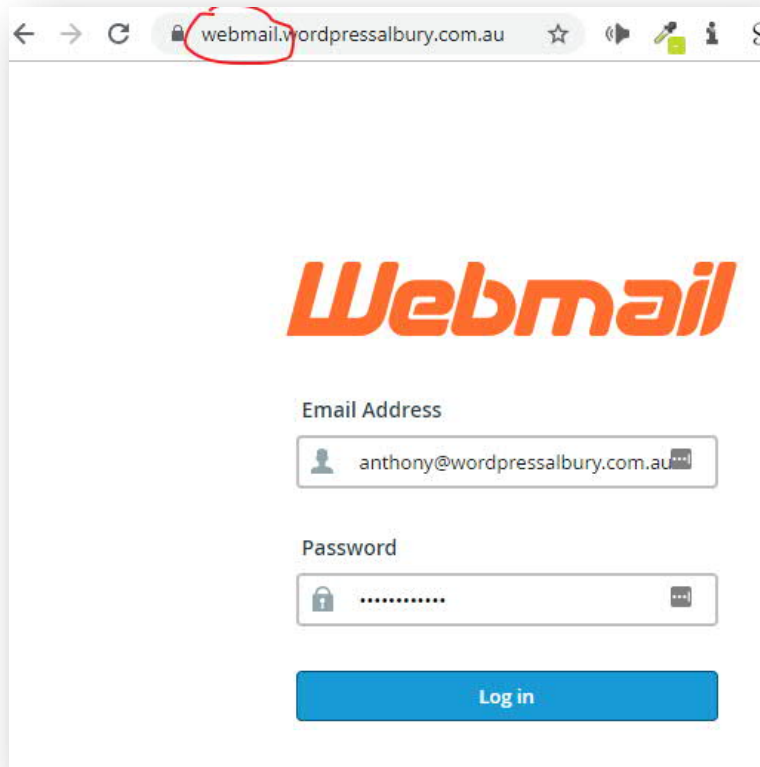
17. Give it a 'Name' (I simply use 'Calendar'). Specify, using the drop down, that the folder contains 'Calendar Items'. Then click 'OK'.



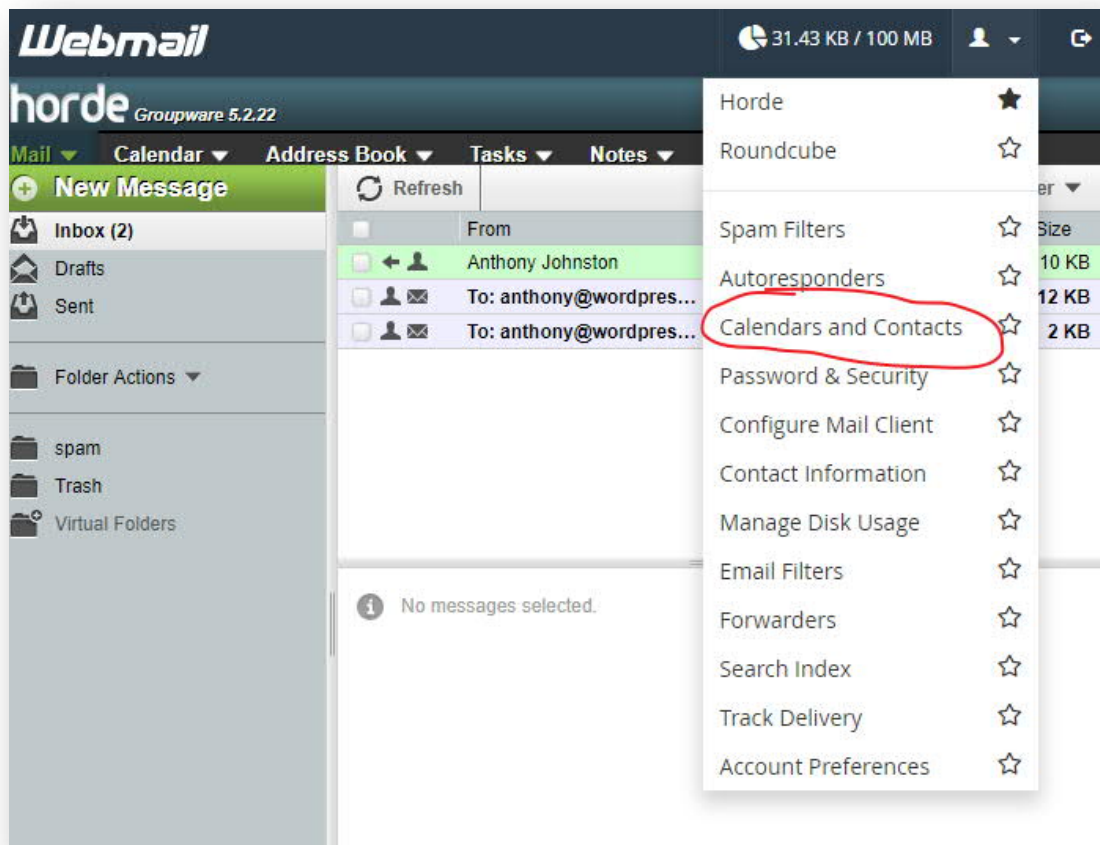
18. With your new folder selected click 'OK' once more.



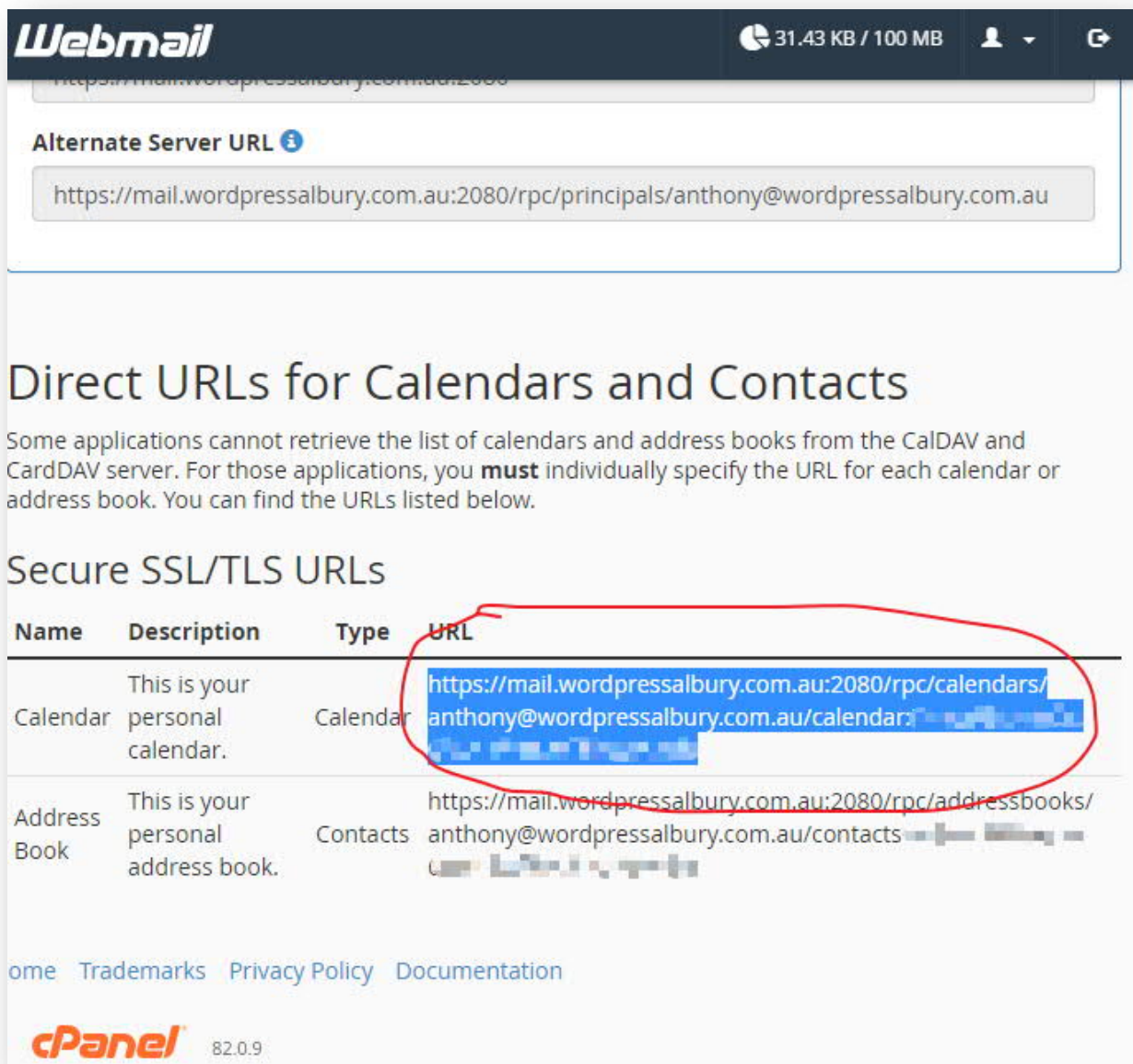
19. Now we need some settings from your webmail account. The log-in page is found using your domain name with 'webmail.' Tacked on the front like shown:



20. Click to choose your preferred mail client. I use 'Horde'. Then when inside, choose 'Calendars and Contacts' from your profile drop-down.



21. At the bottom of this page, find the direct (DAV) URL for your calendar. Select and copy it (use CTRL-C)



Webmail 31.43 KB / 100 MB

Alternate Server URL ⓘ

<https://mail.wordpressalbury.com.au:2080/rpc/principals/anthony@wordpressalbury.com.au>

Direct URLs for Calendars and Contacts

Some applications cannot retrieve the list of calendars and address books from the CalDAV and CardDAV server. For those applications, you **must** individually specify the URL for each calendar or address book. You can find the URLs listed below.

Secure SSL/TLS URLs

Name	Description	Type	URL
Calendar	This is your personal calendar.	Calendar	https://mail.wordpressalbury.com.au:2080/rpc/calendars/anthony@wordpressalbury.com.au/calendar/
Address Book	This is your personal address book.	Contacts	https://mail.wordpressalbury.com.au:2080/rpc/addressbooks/anthony@wordpressalbury.com.au/contacts/

[Home](#) [Trademarks](#) [Privacy Policy](#) [Documentation](#)

cPanel 82.0.9

22. Now paste this into the 'DAV URL' to the Options pop-up. Note: please also type a 'forward slash' (/) character onto the end of the DAV URL (I know, computers huh?!). Then complete the 'Username', 'Password' and 'Email address' fields. Lastly, click 'OK'

Name:

Outlook Settings

Outlook folder: ...

☐ Synchronize items immediately after change

Server Settings

DAV URL:

Username:

Password:

Email address:

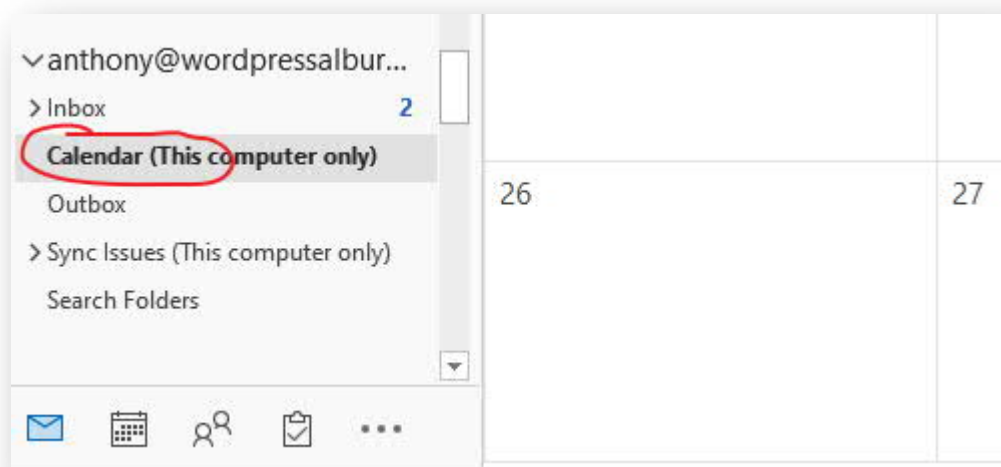
Sync Settings

Synchronization mode:

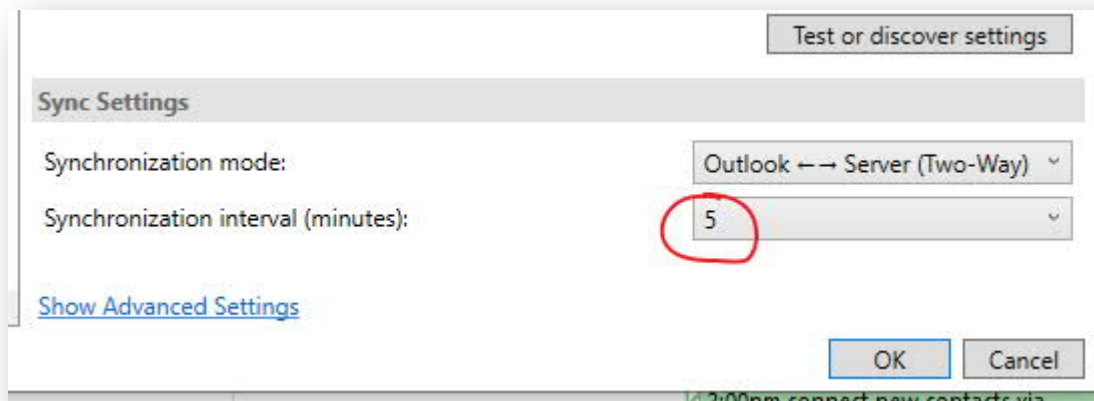
Synchronization interval (minutes):

[Show Advanced Settings](#)

23. Your calendar will now be available from the left pane. Note: If you prefer, right-click the calendar entry and select 'Rename' to delete Outlook's default '(This computer only)' text.

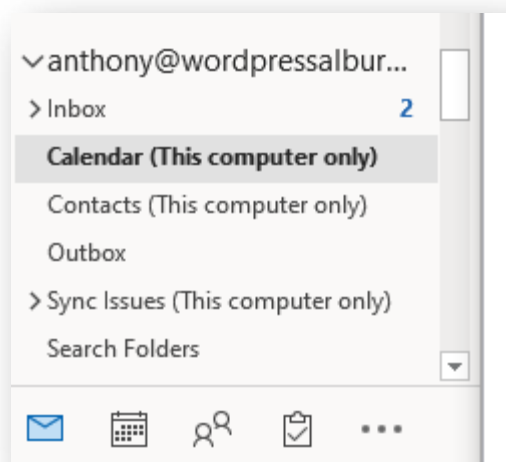


24. You can edit your new profile too, if necessary. One setting I like is to speed up the 'Synchronization interval' so my devices update any changes more frequently.



25. Now, you can add a second profile for your Contacts. Do this by repeating steps 12 through 24 above ... only this time,

- a. Name the profile with '- contacts' tacked on the end (Step 14)
- b. Create a folder called 'Contacts' which holds 'Contact Items' (Step 17)
- c. Copy and paste the Address Book's 'Contacts' DAV URL from your webmail's 'Calendars and Contacts' settings page (Step 21)



26. Hopefully, you're done! But if you have any questions, please call me on 0419 563 801.

Additional Notes:

1. Full documentation for Outlook CaldavSynchronizer is here: <https://caldavsynchronizer.org/help/documentation/>
2. iOS devices have built-in CalDav and CardDav capabilities which simplifies the process.
3. Android devices can also connect up via CalDav and CardDav via the DAVx5 app. See the following for all the details: <https://www.davx5.com/>