

Instructions for Calendar sync



Integrated calendar module



**Various appointment
types incl. filter option**



**CalDAV sync with iOS,
Outlook and more.**



Calendar synchronization

Using the calendar module you have the possibility to synchronize your appointments with an external calendar. The standardized network protocol CalDAV is used for synchronization. In the following you will find as examples three instructions for synchronizing your calendar module with Outlook, with an Android calendar and the iOS calendar.

Note: The integration of CalDAV links works slightly differently in each calendar. If you do not use one of the calendars described here, you will find comparable instructions for most of the calendars, you can find similar instructions on the Internet.

For the external programs listed in the following instructions, we can unfortunately not always ensure that the functionality has not changed. If you find an incorrect function, please send us an e-mail:

✉ pm-sc@stashcat.com

Following synchronization options are available:

Private calendar

Two-way synchronization is possible with the private calendar. Therefore, appointments can be edited both in the calendar module and in the external calendar you are using. Please note that some calendar programs offer very extensive setting options for the creation of appointments. If you define a specific appointment sequence that is not supported by the calendar module, this can lead to errors during synchronization.

Public calendar

Public appointments can be synchronized from the calendar module to external calendars. Editing public appointments into external calendars is not possible. Most calendars or CalDAV synchronization tools we tested detect this restriction and prevent editing in the external calendars automatically.

Channel Calendar

Channel appointments can be synchronized from the Calendar module to external calendars. Editing channel appointments in external calendars is not possible. Most calendars or CalDAV synchronization tools we tested recognize this restriction and automatically prevent editing in the external calendars.



Calendar module synchronization with Outlook calendar

To integrate CalDAV links into your Outlook calendar, you need an additional software. In this example we use the free add-in „Outlook CalDav Synchronizer“ for this purpose.

1. Download the „Outlook CalDav Synchronizer“.
2. Install the „Outlook CalDav Synchronizer“ and start Outlook again. In Outlook you should now see the CalDav Synchronizer tab in the ribbon.
3. Click on CalDav Synchronizer and then on „Synchronization Profiles“.
4. Click on the green plus symbol and then on the item „Generic CalDav/CardDav“.
5. Give the sync profile a name. For example, „Colleagues“ if you want to sync the „Colleagues“ channel from the Calendar module.
6. Select the Outlook folder under „Outlook Folder“ to which you want to synchronize the appointments from the Calendar module.

Note: Be sure to create a new subfolder. If you select an existing folder, the appointments already stored there will be overwritten! It is recommended to assign a unique name, so that you know later in which Outlook folder the appointments are displayed.

7. Now switch to your desktop or web application of the calendar module. By clicking on the link icon behind one of your listed calendars, you can copy the specific Cal-DAV link.
8. Copy the link and paste it into the „DAV URL“ field in „Outlook CalDav Synchronizer“.
9. In the „Username“ field, enter the email address you use to log in to the calendar module.
10. In the „Password“ field enter the password you use to log in to the Calendar module.
11. Then click on the „Test or discover settings“ button.
12. If you receive a message that the test was successful, click the „OK“ button. The calendar will now be synchronized with your Outlook calendar.
13. Repeat this procedure for each calendar you want to synchronize from the Calendar module with your Outlook calendar.

Note: Instead of the specific CalDAV addresses for the individual calendars of your calendar module, you can also use the link <https://dav.stashcat.com/cal/>.

The „Outlook CalDav Synchronizer“ will then list all calendars from the calendar module. However, only one calendar from the calendar module can be synchronized per created synchronization profile (step 5).

Calendar module synchronization with Android calendar

To integrate CalDAV links into your Android calendar, you need additional software. In this example we use the free app „One Calendar“ for this purpose.

1. Download the „One Calendar“ app from the Google Play Store and install it.
2. Open the app.
3. Either you can select the „Account type“ CalDav when you open the app for the first time or you can go to „Accounts“, „Add account“ in the menu and select CalDav as „Account type“.
4. In the „User name“ field, enter the email address you use to log in to stashcat.
5. In the „Password“ field, enter the password you use to log into the calendar module or stashcat.
6. In the „Server“ field, enter the following address: <https://dav.stashcat.com/cal>
7. Tap on „Connect“.
8. Now use the checkboxes to select the individual calendars of the account that are to be synchronized with your Android device. After confirmation, the selected calendars are synchronized with your Android calendar.

Calendar module synchronization with iOS calendar

1. Go to the Settings › Mail › Accounts › Add Account.
2. Tap on the „Other“ option and then select the „Add CalDAV Account“ option.
3. Now switch to your desktop or web application of the calendar module. Under the „Calendar“ item, click on the „Calendar Sync“ button.
4. Note or copy the iOS/macOS CalDAV address here and enter it into the „Server“ field under iOS.
5. In the „Username“ field, enter the email address that you use to log in to the calendar module.
6. In the „Password“ field, enter the password you use to log in to the calendar module.
7. In the Description field, you can specify a name for the synchronization. Then tap on „Done“.
8. Switch to your iOS calendar and tap on „Calendar“. All your own calendars from the calendar module will now be listed here. You can specify which of the calendars should be displayed in your iOS calendar.

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