How do I use the Calendar feature in my WebMail?

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The Calendar feature in WebMail allows you to schedule tasks and organise your time as needed. You also create multiple calendars. To do so: Click on the Calendar tab at the top of your WebMail Click on the + symbol on the bottom left of your Calendar Give your calendar a name and select a colour scheme for it You have now created an additional calendar To select the calendar you wish to use: Click the calendar in the lower left menu You can now add events for that calendar To create a new event in your calendar: Choose the date of the event in the month view Choose the start time for the event Click into the half hour block at the event time The event will be created To edit an event in the calendar: Double-click on the event Edit as needed Click 'Save' The event will be edited To delete an event in the calendar: Double-click on the event Click 'Delete' The event will be deleted You can also synchronise your Calendar across many devices, using CalDAV. To sync your Webmail calendar to your device: Open the Calendar feature on your device Select 'Subscribe to a Remote Calendar' or 'Accounts' Select 'CalDAV' as the type Enter in the Calendar URL for your Server Address: http://www.outitgoes.com:8008/calendars/email@your-domain.com/calendar Where email@your-domain.com is your email address Enter in your email address for the User Name, if needed Enter in your password for the Password, if needed Save your details The WebMail calendar will now sync with your Calendar

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