



CONFIGURING ICAL IN ENTERGROUP

In this tutorial you will learn how to configure Sunbird, an iCalendar compliant application, to synchronize with your EnterGroup calendar and tasks folders.



What is iCal?

iCalendar is an Internet standard for creating and sharing electronic calendaring, scheduling, and task information across different computers. iCalendar provides the communication necessary to communicate with different programs by standardizing and synchronizing calendar files, providing a powerful combination of features.

There are a growing number of software companies that are beginning to use the iCal standard. Some of the programs that are using the iCal standard are:

- Apple's iCal
- Mozilla Sunbird
- Microsoft Outlook

For this tutorial, we will provide you with a step by step process on how to configure Mozilla Sunbird to synchronize with your EnterGroup iCal folder sets.



Downloading Sunbird

As mentioned above, Mozilla Sunbird is a calendar application based on iCal format and it supports Windows, Linux and MAC OS X. You can download it for free at:

http://www.mozilla.org/projects/calendar/sunbird_download.html



Getting started with iCal

SETTING UP YOUR ICAL FOLDER SETS

1. Using the **Navigation Bar**, Click on **Calendar**



2. Once you have clicked on **Calendar** you will see the **EnterGroup Settings** bar to the left of the screen, click on **iCAL Remote Calendar**.



This will display the **iCAL Folders** in the main window area.

iCal Folders BETA

iCal Folder Sets allows you to select a calendar and task folder to be accessible from any iCalendar compliant application, such as Sunbird or Apple's iCal. After setting up your folders below, you will be able to remotely view and publish to these folders using your iCal URL.

Please note that iCal Folders is still in the *BETA Release Stage*, and although vigorous testing has been performed using various iCal applications, bug free operation cannot be guaranteed. We recommend you create separate calendar and tasks folders for iCal purposes. We welcome all feedback, enjoy!

Your iCal Folder Sets

3. Click on the **New** button to create a new folder set.

Your iCal Folder Set Settings

Folder Set Nickname:

Calendar Folder:

Tasks Folder:

4. Enter a nickname for the iCal folder set, and select the calendar and tasks folder you want to include in this iCal Folder Set.



EnterGroup allows you to create multiple calendar and tasks folders. Simply click on Folder Management in the Settings Bar to create additional folders.

5. Click on **Save Settings** when you are done. This will bring you to the main iCal Folders page, displaying your newly created folder set along with its URL.

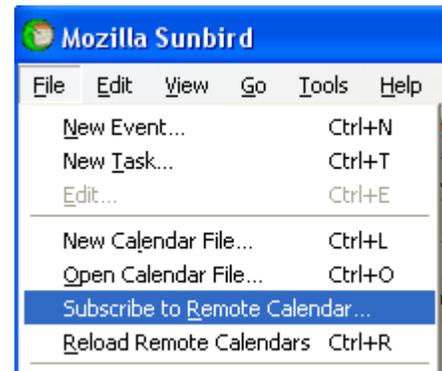
Configuring Mozilla Sunbird

1. Open Mozilla Sunbird



2. On the **File** menu, **select**
Subscribe to Remote Calendar

as show in the figure on your right.



This will open up a new dialog box

3. Type in a **name** for your calendar, followed by selecting a color of that calendar. For the **Remote Server URL**, use the URL generated by EnterGroup when you created your iCal folders set. You can access the URL by visiting your iCal Folders menu as show previously in this tutorial.
4. Finally select the checkbox to automatically publish your reservations to the server. Click on **OK** to save your settings.

Mozilla Sunbird will download your EnterGroup calendar and tasks folders and display it in the colored you've configured. (Refer to the next section for more details.)



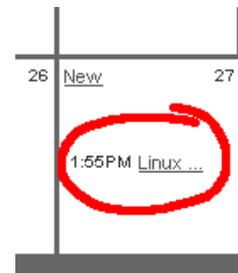
Using Mozilla Sunbird

Any changes you make to your EnterGroup calendar or tasks via the Webmail interface will be reflected to your subscribed iCal folder in Sunbird. Similarly any changes done through Sunbird will be reflected to your online calendar on the EnterGroup servers.

After any changes, go to **File** and click on **Reload Remote Calendars** to refresh your calendar view. You can use the shortcut **CTRL + R** as well. Your EnterGroup calendar items will show up in the color you've configured during setup.

ADDING A NEW EVENT

1. To add a new event, simply click on the **New Event** button from the toolbar or you can use the shortcut **CTRL + N**. This will open up a screen
2. Fill in the title, and other fields. For **Calendar File**, click on the drop down to select your EnterGroup iCal folder sets. If nothing is selected, Sunbird will save that event to the local calendar instead.
3. Click on **Ok** to save. This entry will be automatically uploaded to your EnterGroup Calendar.



ADDING A NEW TASKS

1. To add a new event, simply click on the **New Task** button from the toolbar or you can use the shortcut **CTRL + T**. This will open up a screen
2. Fill in the title, and other fields. For **Calendar File**, click on the drop down to select your EnterGroup iCal folder sets. If nothing is selected, Sunbird will save that event to the local calendar instead.
3. Click on **Ok** to save. This entry will be automatically uploaded to your EnterGroup Tasks.