

---

# **Synchronizing Appointments and Contacts with CalDAV and CardDAV**

## **User Guide**

---

# **Synchronizing Appointments and Contacts with CalDAV and Card- DAV: User Guide**

Publication date Thursday, 21. January 2021 Version 7.10.5

Copyright © OX Software GmbH. This document is the intellectual property of OX Software GmbH.

The document may be copied in whole or in part, provided that each copy contains this copyright notice. The information contained in this book was compiled with the utmost care. Nevertheless, erroneous statements cannot be excluded altogether. OX Software GmbH, the authors and the translators are not liable for possible errors and their consequences. The names of software and hardware used in this book may be registered trademarks; they are used without warranty of free usability. OX Software GmbH generally follows the spelling conventions of the manufacturers. The reproduction of brand names, trade names, logos, etc. in this book (even without special markings) does not justify the assumption that such names can be considered free (for the purposes of trademark and brand name regulations).

---

# Table of Contents

<b>1 About this Documentation .....</b>	<b>5</b>
<b>2 Synchronizing Appointments with CalDAV .....</b>	<b>7</b>
2.1 Mac OS X iCal / Calendar .....	8
2.2 iOS Calendar on the iPhone, iPod or iPad .....	9
2.3 Mozilla Thunderbird with Lightning Add-On .....	10
2.3.1 Debugging Thunderbird .....	10
2.4 Known Limitations of the CalDAV Interface .....	11
<b>3 Synchronizing Contacts with CardDAV .....</b>	<b>13</b>
3.1 Mac OS X Address Book / Contacts .....	14
3.2 iOS Contacts .....	15
3.3 Known Limitations of the CardDAV Interface .....	16

---

---

# 1 About this Documentation

The following information will help you make better use of the documentation.

- [Who is the target group for this documentation?](#)
- [Which contents are included in the documentation?](#)
- [Further Help](#)

## **Who is the target group for this documentation?**

This documentation is addressed to users who want to access appointments and contacts on the groupware server with Mac OS X, iOS mobile devices or Mozilla Thunderbird. To do so, the CalDAV and CardDAV interfaces in Mac OS X, iOS or Mozilla Thunderbird have to be correctly configured.

## **Which contents are included in the documentation?**

This documentation includes the following information:

- In *[Synchronizing Appointments with CalDAV](#)* you will learn how to configure the CalDAV interface for the usage with the groupware.
- In *[Synchronizing Contacts with CardDAV](#)* you will learn how to configure the CalDAV interface for the usage with the groupware.

This documentation describes working with a typical groupware installation and configuration. The installed version and the configuration of your groupware might differ from what is described here.

## **Further Help**

A comprehensive groupware documentation can be found in the groupware user guide.



---

## 2 Synchronizing Appointments with CalDAV

Learn how to configure frequently used calendar applications as clients for usage with the groupware:

- [Mac OS X iCal / Calendar](#)
- [iOS Calendar on the iPhone, iPod or iPad](#)
- [Mozilla Thunderbird with Lightning Add-On](#)

Note: In order to use this function, CalDAV has to be available on the groupware server. If you are unsure, contact your administrator or hoster.

## 2.1 Mac OS X iCal / Calendar

### How to configure the Mac OS X iCal / Calendar application:

1. In the iCal / Calendar application click on **Preferences** in the menu. Click the **Accounts** icon.
2. In the *Accounts* window click the + icon on the bottom left side.
3. In the *Add account* window enter the required data:
  - Account type **CalDAV**
  - Your user name and password for the groupware server.
  - The groupware server's address. Use the following format: **dav.servername/**  
Whereas **servername** is a server name like **myserver.net**.
4. Click on **Create**. Click on **Next**.

Result: The account will be set up.



## 2.2 iOS Calendar on the iPhone, iPod or iPad

### How to configure the iOS Calendar application:

1. Select *Settings*. Select **Mail, Contacts, Calendar**.
2. Select **Add Account**. Select **Other**. Select **Add CalDAV Account**.
3. Enter the required data on the *CalDAV* page:
  - The groupware server's address. Use the following format: **dav.servername**  
Whereas **servername** is a server name like **myserver.net**.
  - Your user name and password for the groupware server.
  - A description
4. Click on **Next**.

Result: The account will be set up.

## 2.3 Mozilla Thunderbird with Lightning Add-On


### How to configure CalDAV in Thunderbird Lightning:

Prior to starting the configuration, make sure the following conditions are met:

Thunderbird has network access.

The groupware server is available.

The current Lightning add-on is installed in Thunderbird. This add-on contains an application for appointments and tasks.

1. Click on a calendar folder in groupware's folder view. Click the **Folder-specific actions** icon  next to the folder name. Click on **Properties**. Note the **CalDAV URL** entry or copy it to the clipboard.
2. In the Thunderbird menu bar click on **Appointments and Tasks > Calendar**.
3. In the menu bar click on **File > New > Calendar**. The *Create new calendar* window opens.
4. Select **In the network**. Click on **Next**.
5. Select the format **CalDAV**. As **Location** use the value requested in step 2. To access appointments without Internet connection, enable **Cache**. Click on **Next**.
6. In **Name**, enter a name for the calendar folder. You can select a color for the calendar. Set whether appointment reminders should be displayed. Select an E-Mail address. Click on **Next**.
7. If you are asked for credentials, use the username and the password that you are using for the groupware.

Result: After a short while the calendar folder will be synchronized.

Note: Thunderbird can only synchronize single calendar folders. To synchronize multiple calendar folders you separately have to set up synchronization for each single calendar folder. To do so repeat the steps for each calendar folder.

### 2.3.1 Debugging Thunderbird

In order to find errors you can view the contents of the Mozilla Thunderbird error console.

#### How to open the Thunderbird error console:

In the menu click on **Tools > Error Console**.

#### How to increase the log level of the Lightning add-on:

1. In the menu click on **Tools > Options > Advanced > General**.
2. Click on **Config Editor**.
3. Set the following values to *true* by double-clicking the entries:

`calendar.debug.log`

`calendar.debug.log.verbose`

## 2.4 Known Limitations of the CalDAV Interface

There are the following limitations for the groupware server's CalDAV interface.

### Reminder limitations

The following appointment reminders are not supported. If you set one of those reminders on your client, the server removes this reminder from the appointment or the recurrence.

- reminders after the appointment start
- multiple reminders for an appointment
- reminders that are not of the type 'DISPLAY'

### Limitations for properties

The following properties are not supported.

- the property "URL" for iCal resources
- file attachments (property "ATTACH")

### Limitations for private appointments

The following properties are not supported.

- Appointments marked as "private" are exported by the server with the property "CLASS" set to "PRIVATE".
- The server does not differentiate between the properties "CONFIDENTIAL" and "PRIVATE". They are both imported as "PRIVATE".
- **Warning:** The server does not support private appointments with multiple participants. If you mark an appointment with multiple participants as **Private appointment** on your client, the server removes the participants without informing you.

### Limitations for tasks

There are the following limitations for tasks.

- Only simple tasks without participants or recurrences are supported.
- Only the following properties are supported: "DTSTART", "DUE", "CATEGORIES", "SUMMARY", "PRIORITY", "DESCRIPTION", "VALARM", "STATUS", "PERCENT-COMPLETE", "COMPLETED".

---

---

## 3 Synchronizing Contacts with CardDAV

Learn how to configure frequently used address book applications as clients for usage with the groupware:

- [Mac OS X Address Book / Contacts](#)
- [iOS Contacts](#)

Note: In order to use this function, CardDAV has to be available on the groupware server. If you are unsure, contact your administrator or hoster.

## 3.1 Mac OS X Address Book / Contacts

### How to configure the Mac OS X Address book / Contacts application:

1. In the Address Book / Contacts application click on **Preferences** in the menu. Click the **Accounts** icon.
2. In the *Accounts* window click the + icon on the bottom left side.
3. In the *Add account* window enter the required data:
  - Account type **CardDAV**
  - Your username for the groupware server.
  - Your password for the groupware server.
  - The groupware server's address. Use the following format: **dav.servername/**  
Whereas **servername** is a server name like **myserver.net**.
4. Click on **Create**. Click on **Next**.

Result: The account will be set up.

## 3.2 iOS Contacts

### How to configure the iOS Contacts:

1. Select **Settings**. Select **Mail, Contacts, Calendar**.
2. Select **Add Account**. Select **Other**. Select **Add CardDAV Account**.
3. On the *CardDAV* page enter the required data:
  - The groupware server's address. Use the following format: **dav.servername**  
Whereas **servername** is a server name like **myserver.net**.
  - Your username and password for the groupware server.
  - A description
4. Click on **Next**.

Result: The account will be set up.

### 3.3 Known Limitations of the CardDAV Interface

There's the following limitation for the groupware server's CalDAV interface:

- File attachments (property "ATTACH") are not supported.