

MailCore Pro Set-Up for Mac OSX

Accessing Your Calendars using CalDAV Using iCal

These instructions created in version 10.7 (Lion).

Select the 'iCal' icon and go to the file menu. Select 'iCal' - 'Preferences' The screen below will appear.



Select '+' (marked within the red circle). This will take you to the "Add an Account" screen:



MailCore Pro Set-Up - Mac OSX

Select 'CalDAV' from the 'Account Type' menu.

Enter in your email address in the 'User Name' field.

Enter your Password in the 'Password:' field.

Enter the server URL in the 'Server Address:' field (Please check your welcome letter for the appropriate URL).

Click 'Create' - the new account will be added to the list off accounts:







Any entries will be show also be visible in the list of Calendars:

Using Thunderbird and Lightning.

The Lightning CalDAV Add-ons is available in the 'Add-ons' section of ThunderBird.

Go to 'Tools' - 'Add-ons Manager' and type 'Lightning' in the search box - select and install accordingly.

Click on 'Restart' in order to apply the changes.

Adding A Calendar.

Go to 'File' - '	New' - '	'Calendar'
------------------	----------	------------

The East view Go	Message	Events	and Tasks	10015	wind
New Open Attachments	► ► ₩W	Mes Eve Tas	sage nt k		光N 光I 米D
Save As	•	Fold	ler ed Search		
Get New Messages for Get Next 500 News M Send Unsent Message Subscribe	or ► Messages es	Get Exis Cha	a New Mail iting Mail A it Account er Accounts	Account ccount	t
Delete Folder Rename Folder Compact Folders Empty Deleted		Cald Add Cha	endar Iress Book (It Contact D April 2013	Contact	
Offline	•	r 14	Monday Ap	r 15	Tuesday
Page Setup Print	жP				

Create a new calendar	
Your calendar can be store server in order to access it co-workers.	d on your computer or be stored on a remotely or share it with your friends or
On My Computer	
 On the Network 	

Press 'Continue' and you should see this:

Create a I	new calendar
Provide inf	fo about what is needed to access your remote calendar
Format:	OiCalendar (ICS)
	• CalDAV
	OSun Java System Calendar Server (WCAP)
Location:	(Ahttp://cal.mailcorepro.net/calendars/fred@blo
	Offline Support
Cancel	Go Back Continue

Format: Select CalDAV.

Location: http://cal.mailcorepro.net/calendars/fred@bloggs.com/Work (where Work in this case is the Calendar name).

	Create a new calendar	
	Your calendar has been created.	
Press Continue, then 'Done' on the next screen		
	Cancel	Go Back Done

The Calendar will now be visible in the list of Calendars:

April	2013 4 0 +	All Events	: cont	ain (Q					
u Mo Tu	We Th Fr Sa	Title	Start		End		Category		
1 1 2	3 4 5 6	Fred Test!	April 16	, 2013 All Day	April 16, 2013 A	II Day			
7 8 9 4 15 16 1 22 23 8 29 30	10 11 12 13 17 18 19 20 24 25 26 27 1 2 3 4	Test Event	April 20	0, 2013 12:45 AM	April 20, 2013 4	15 AM			
5 6 7	8 9 10 11	◀ Today ►	7 April - 4 May 201	13		CWs: 15-18	Day Week	Multiweek	Month
Calendar		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday
Work		7 Apr	8	9	10	1		12	
		22	15	16 Fred Test!	17	21	8	19	AM Test Eve
		28	29	30 Apr	1 May	;	2	3	4

Accessing your Address Book using CardDAV.

Using OSX build-in AddressBook.

Start 'Address Book' then from the file menu select - 'Address Book' - 'Preferences'





Select the '+' icon. The 'Add Account' window will appear (below):

		-
	Add Account	
	You'll be guided through the necessary steps to set up an Address Book server account.	
	To get started, fill out the following information:	
	Account type: CardDAV \$	
	User name: fred@bloggs.com	
	Password: •••••	
	Server address: http://cal.mailcorepro.net	
-		-12
?	Cancel Go Back Create	

Account type: Select CardDAV

Username: Your full email address (fred@bloggs.com in this example)

Password: Your password.

Server address: http://cal.mailcorepro.net (in this example).

Click 'Create'. The Address Book will now appear in the list of 'Accounts' and any entry will be visible in the Address Book (as shown below).



Using ThunderBird and the SOGO extension.

This will require the SOGO CardDAV connector. It is not in the ThunderBird Add-On section but can be obtained from the following link:

http://www.sogo.nu/english/downloads/frontends.html

Download 'SOGo Connector Thunderbird extension' for the appropriate version of Thunderbird.

* You will need to download the file (don't double-click on the link as, if using Firefox, it will try to install itself as it's an .xpi extension).

After the file has been downloaded enter the 'Add-ons Manager' in ThunderBird - it can be found under 'Tools' - 'Add-ins Manger'.

On that page/tab select the 'Gear' icon marked red below. Select 'Install Add-on From File..'. In the next menu locate the file and click 'OK'.



This window will appear: Click 'Install Now' the installation will finish.

1	Install add-ons only from authors you trust. Malicious software can damage your computer or violate your privacy.
∕ou ha∙	ve asked to install the following item:
ł.	Inverse SOGo Connector (Author not verified) file:///Users/mikael/Downloads/sogo-connector-17.0.4.xpi
	Cancel Install Now

Once the connector is added you will be asked to restart ThunderBird.



Adding Entries

In ThunderBird - select 'Address Book':

000		Local Folders		
Local Folders	E Calendar ×		-	
🛃 Get Mail 🔻 🖋 Write 💌	Cha 🚨 Address Book 🔊 Tag 🔻 🔍	Quick Filter	Search <%K>	≡
Local Folders	Thunderbird Mail - Local Fold	ders		
 Outbox fred@bloggs.com 	Accounts			

When the 'Address Book' window appears select the options 'New' - 'Remote Address Book'

ow Help
Address Book Contact #N
Mailing List
LDAP Directory
Message 🗘 第M
Remote Address Book
dress

Name:	Contacts
URL:	http://cal.mailcorepro.net/addressbooks/fred@bloggs.ci
Read	Only
	Cancel
	Cancel

Name: Give the Address Book an name, we use 'Contacts' in our example.

URL: The server address and principal.

The format is http or https://servername/addressbooks/user@domain/ addressbookname (where address book name is the actual MCP address book name).

http://cal.mailcorepro.net/addressbooks/fred@bloggs.com/contacts is used in this example.

After you filled in the fields - type OK.

You will be asked for username (your full email address) and password.

That's it the Address Book will appear:

-						_
Personaless Book	Name	A Email	Organisation	Work Phone	Chat Name	
Contacts	Fred Blogs	fred@bloggs.com	Bloggs!			
Work						
Collecteddresses						

Additional Address books:

The steps outline in previous section need to be repeated for each Address Book from MCP added to the client.

Please note that any subsequent 'addressbookname' appears to be case sensitive after the initial address book is added.

So for instance 'Contacts2' in MCP would have become:

http://cal.mailcorepro.net/addressbooks/fred@bloggs.com/Contacts2 in the URL field.

Accessing your Files and Notes (using WebDAV).

Using Finder:

OSX supports WebDAV access out of the box.

From the file menu select 'Go' - 'Connect to Server...' - the following screen will appear:

● ○ ○ Connect to Server	
Server Address:	
http://dav.mailcorepro.net	+ 0*
Favorite Servers:	
? Remove	Browse Connect

Type in the URL in the 'Server Address:' field. In this examplewe've used **http:// dav.mailcorepro.net** and press "Connect" you will be asked for username (your full email address) and password.

The client may "think" for a brief moment and you might see the following banner:



Now that's done you will see the remote share as a 'Networked Device':

Name	Date Modified	Size Kind
dav.mailcorepro.net	Today 2:07 PM	Zero bytes Volume
Metwork		Neighborhood
► 📃 OSX	Apr 17, 2013 11:15 AM	88.43 GB Volume

Click on it will allow you to browse the remote file structure:

📇 d	av.mailcorepro.net		
	▼ ∵ Q		
Name	 Date Modified 	Size	Kind
File Stores	Today 2:02 PM		Folder
🔻 🚞 Files	Today 2:04 PM		Folder
enigma2.c	Today 2:04 PM	7 KB	C Source
Image:	Today 2:08 PM		Folder

General

As always, the support team are available to help where required - please contact them - preferably using email as this automatically creates a Support Ticket.

email: support@verygoodemail.com

Phone: +44 (0)1442 927470

Standard support hours 09:00 to 17:30 Monday – Friday.

