Installing synced calendars/contacts in Outlook

Supporting: Outlook versions 2016, 2013, 2010 and 2007.

Before we begin, make sure you know your email address and its password. You can test your password by logging into HostAway Webmail at: https://mail.hostaway.net.au
*Note: If you have never logged into webmail before, this is a requirement to set up your calendar for syncing*

Make sure Outlook is closed before performing these steps.

You will need to download a program called *Outlook CalDav Synchroniser*. This program can be downloaded from the following link:
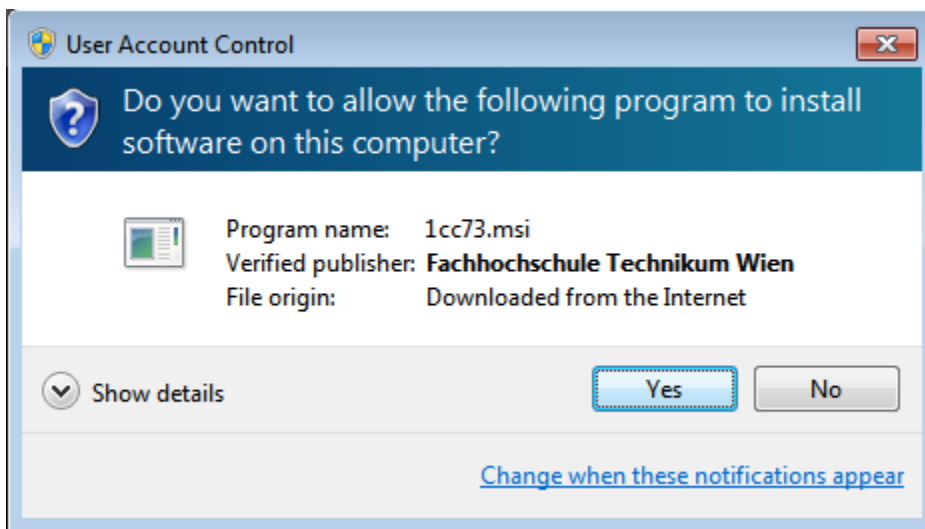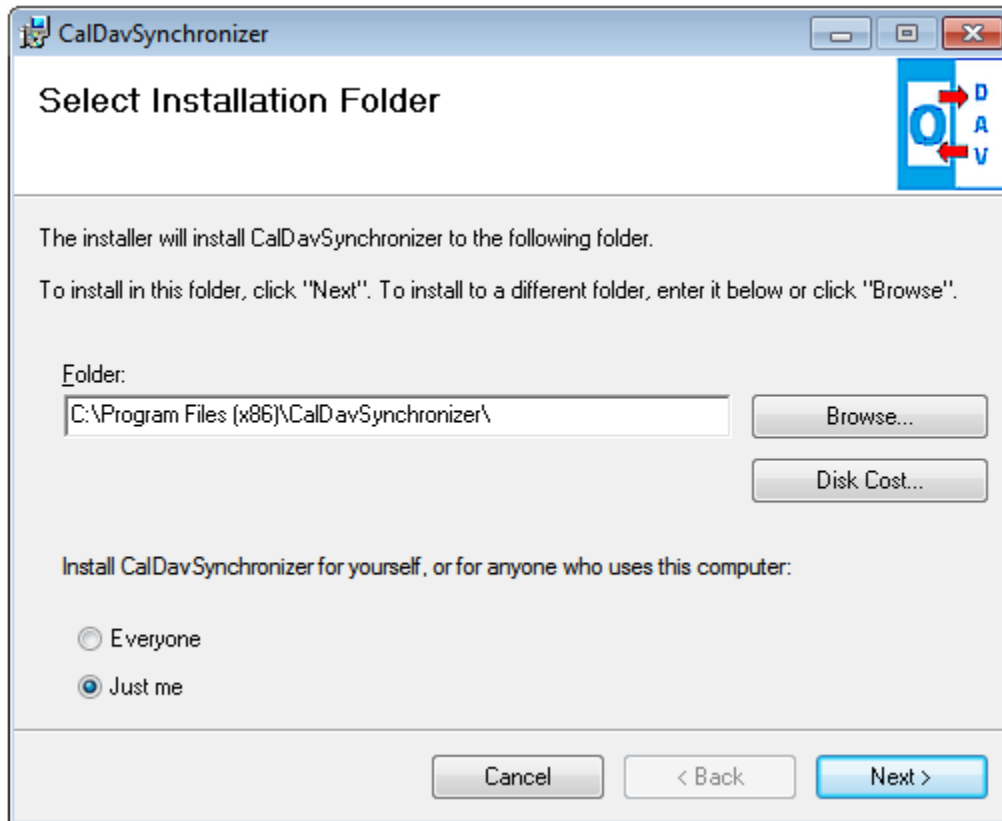
https://sourceforge.net/projects/outlookcaldavsynchronizer/

Install the application into Outlook. Inside the ZIP file, run the "CalDavSynchroniser.Setup.msi" file:
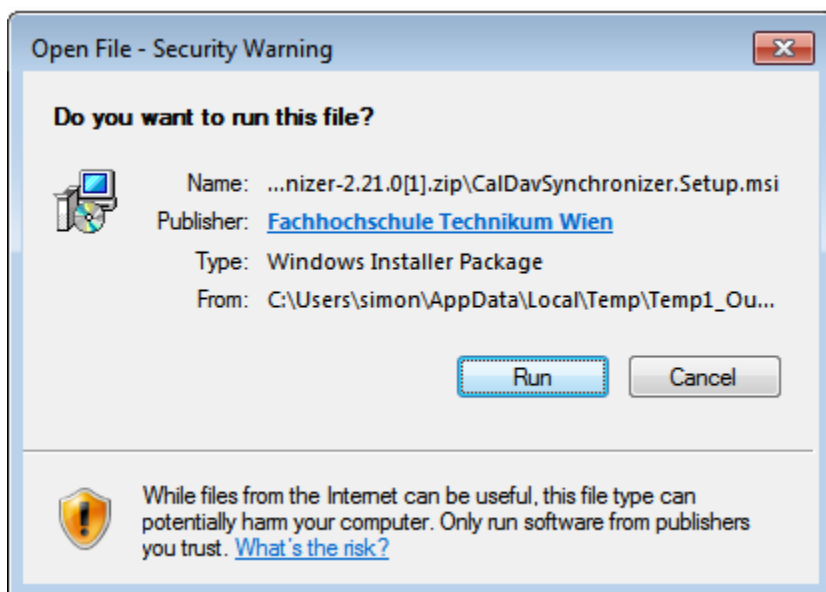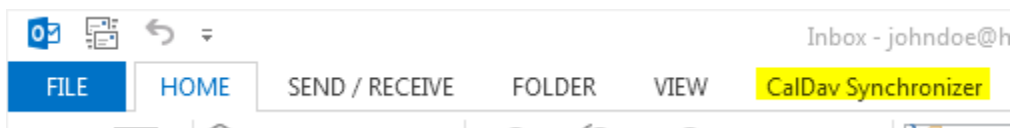

You may also need to download the .NET Framework. Hit yes if prompted, and install the Framework from Microsoft's website.
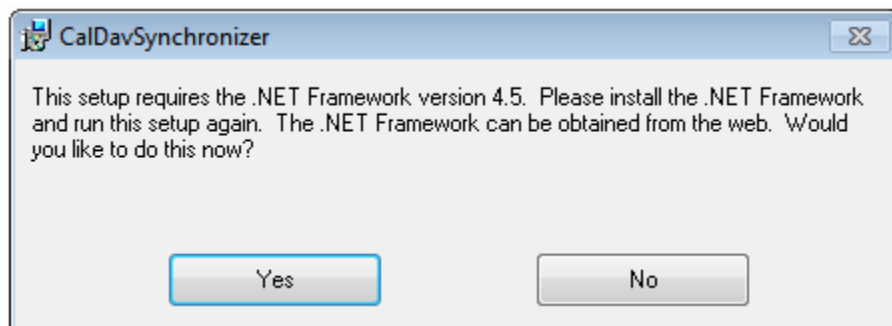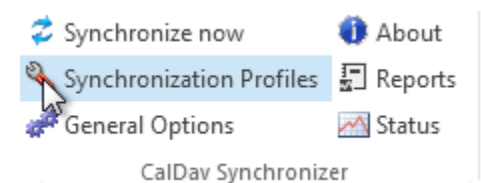

Hit **Next** on the setup screen, and then **Yes** if User Account Control prompts you

Once done, Open Outlook. You will now see a new tab:

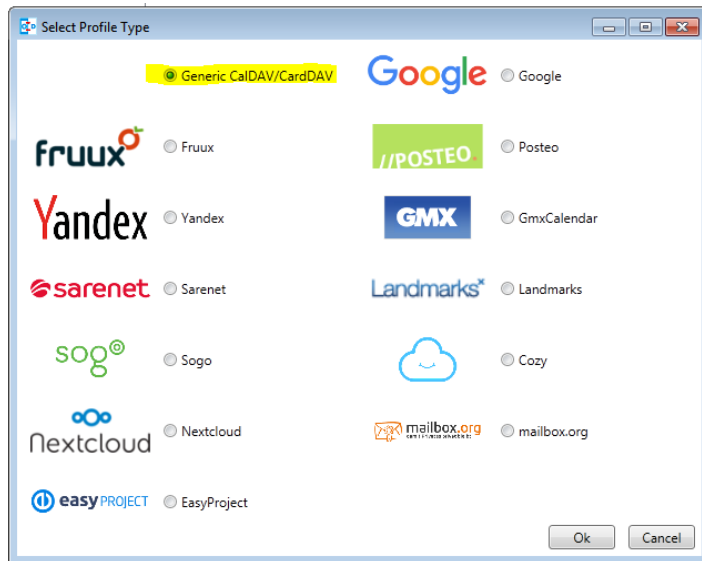Under this tab, click on **Synchronization Profiles**

Calendars

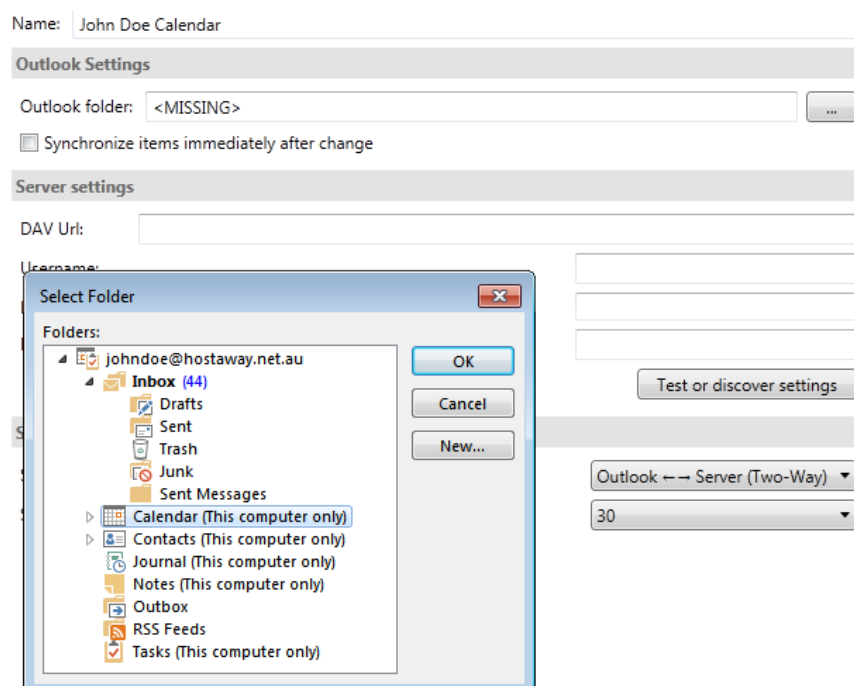Click on the + icon to add a new profile.

Select **Generic CalDAV/CardDAV** and hit **Ok**

Give this profile a name, for example "John Doe Calendar"

Click on the "**…**" icon next to Outlook folder: <MISSING> and choose the Calendar folder you want to sync then hit **OK**.

The DAV Url should be set to (make sure this matches exactly):

http://mail.hostaway.net.au:8008

The Username is your email address. Fill in the rest of the server settings and then click on **Test or discover settings**
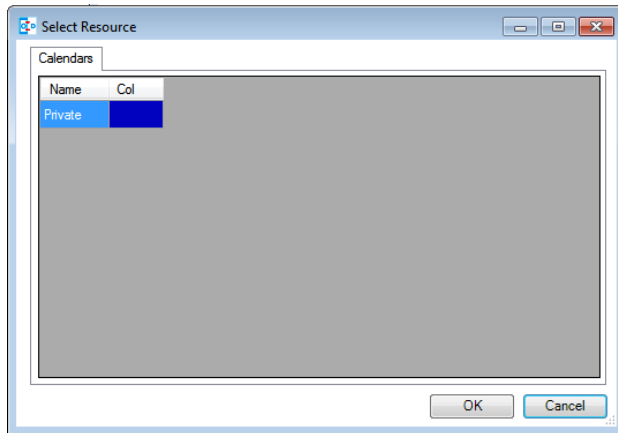

If the connection is successful, you will see the following window. If you only have one calendar here, hit **OK**. If you have multiple calendars, you can double check this in the webmail before proceeding.

The Dav URL will automatically update to the selected calendar.

You can also choose how often you would like your calendar to sync with the server under Sync settings. We do not recommend making this lower than 5 minutes.

Contacts

The steps to sync contacts are largely the same.

Create a new profile with a different name and instead select the Contacts folder under Outlook folder.
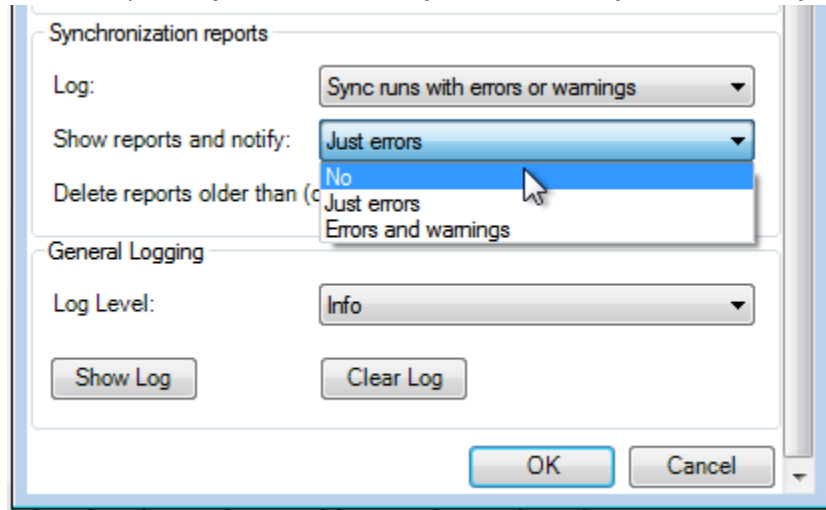

After filling out the server settings as in the screenshot (same as above), click on **Test or discover settings** and then **OK**.

Turning off error reporting

Sometimes you will run into sync errors due to certain types of events/contacts (the sync is currently incompatible with distribution lists and contact photos). The calendars and contacts will still sync, however you may receive pop up warnings on occasion. You can turn these messages off by going into **General Options**
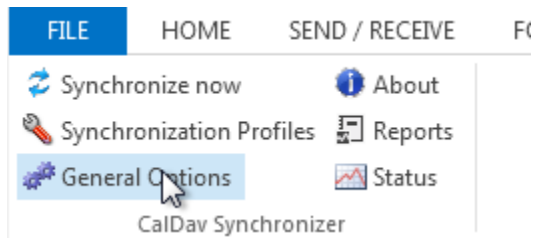
Find the option **Synchronization reports** > **Show reports and notify**

Set this to **No** and hit **OK**