Setting up Calendar and Contacts Sync on Mac

Prerequisites

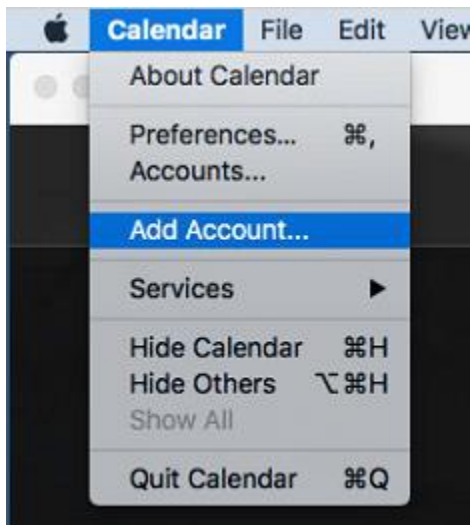You will need to have logged into HostAway's webmail at least once to activate your calendar and address book. Webmail can be accessed at: https://mail.hostaway.net.au/
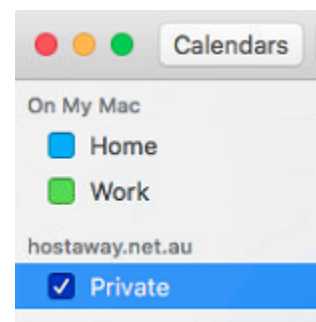
Calendar

First, open the built-in Calendar app for Mac, then select the **Calendar** in the top menu

Then select **Add Account…**, and then **Other CalDAV Account…**

Choose **Manual** under **Account Type** and enter the following, substituting your email address and password:
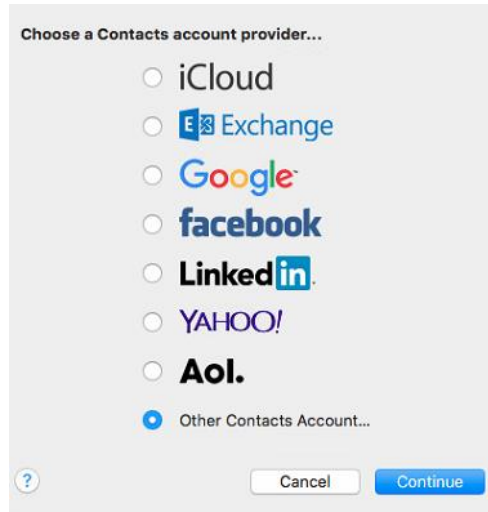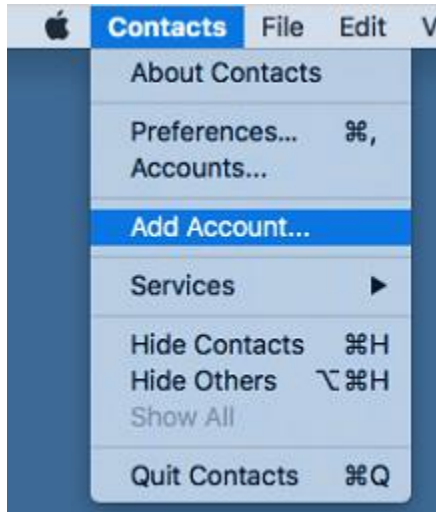

Hit **Sign In** and that's it! Your synced calendar will now appear in a separate section on the sidebar:

Contents

Open the built-in Contacts/Address book for Mac, then select **Contacts** in the top menu

Then select **Add Account…**, and then **Other Contacts Account…**

Choose **Manual** under **Account Type** and enter the following, substituting your email address and password:

Finish the set up by clicking **Sign In**. Your contacts will now sync with the address book on your webmail account.