

Outlook 2016 on desktop

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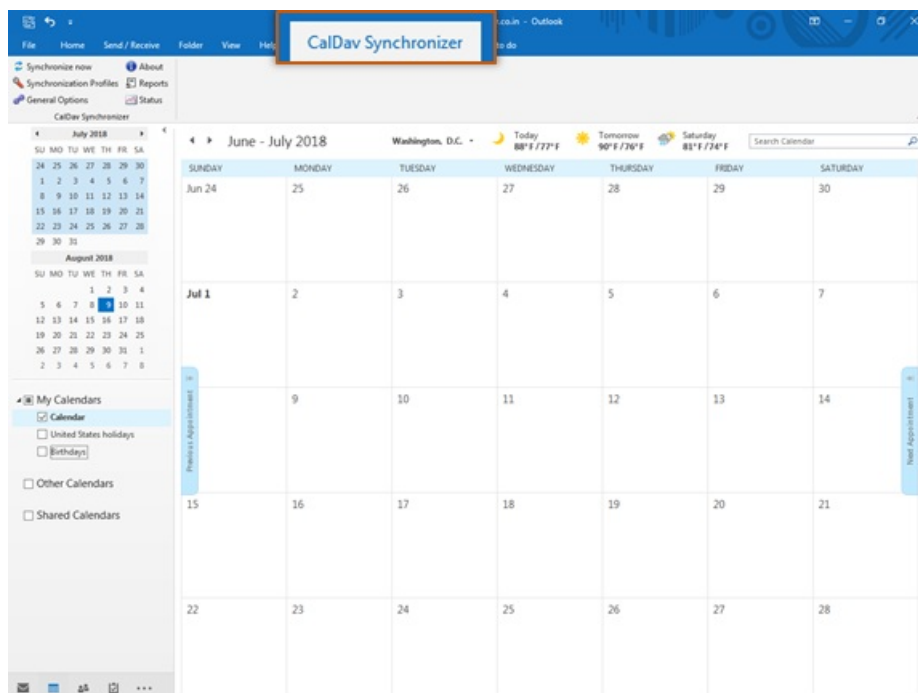
Configure your calendar in Outlook 2016

Steps to configure your calendar in Outlook 2016

- Step 1 - Download and install extension
- Step 2 - Open Webmail and copy the CalDAV URL
- Step 3 - Configure your calendar
- Step 4 - Manage events in your calendar

Step 1: Download and install extension

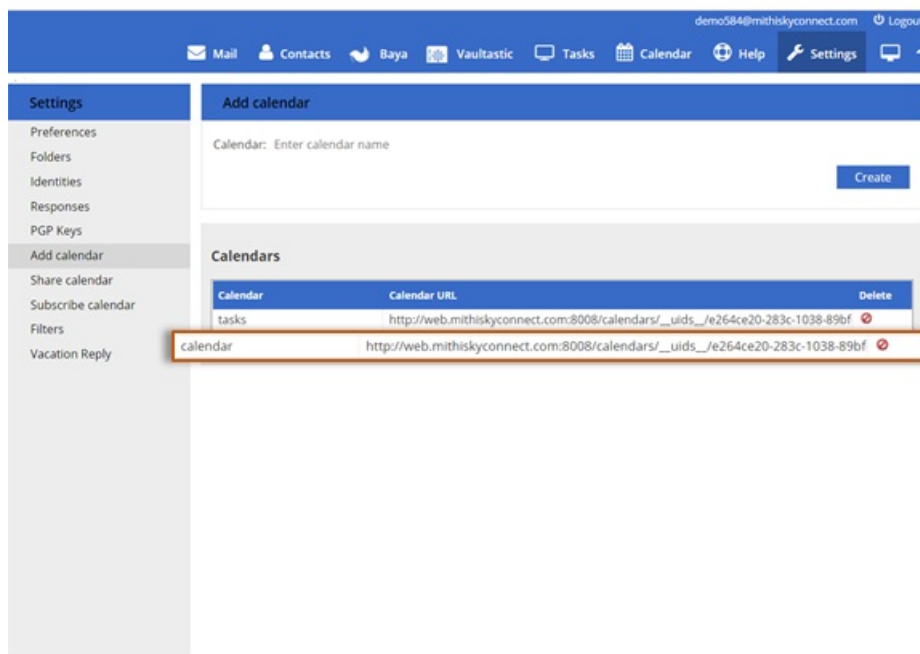
To sync your calendar in Outlook you need to download and install the extension [Outlook CalDav Synchronizer](https://sourceforge.net/projects/outlookcaldavsynchronizer/) (<https://sourceforge.net/projects/outlookcaldavsynchronizer/>). After you have installed it on your computer, you need to **restart Outlook**. The extension will then be visible in Outlook as a tab in the blue ribbon at the top.



Outlook and the [CalDav Synchronizer](https://sourceforge.net/projects/outlookcaldavsynchronizer/) extension are

third party products. This means that Mithi has no control over any changes or updates, that may cause it to stop functioning.

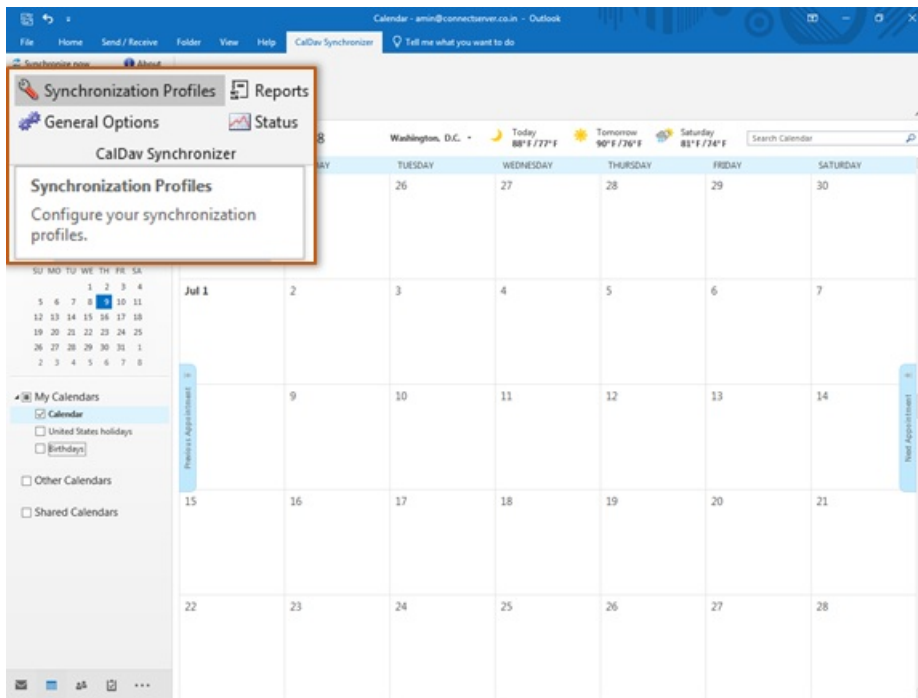
Step 2: Open Webmail and copy the CalDAV URL



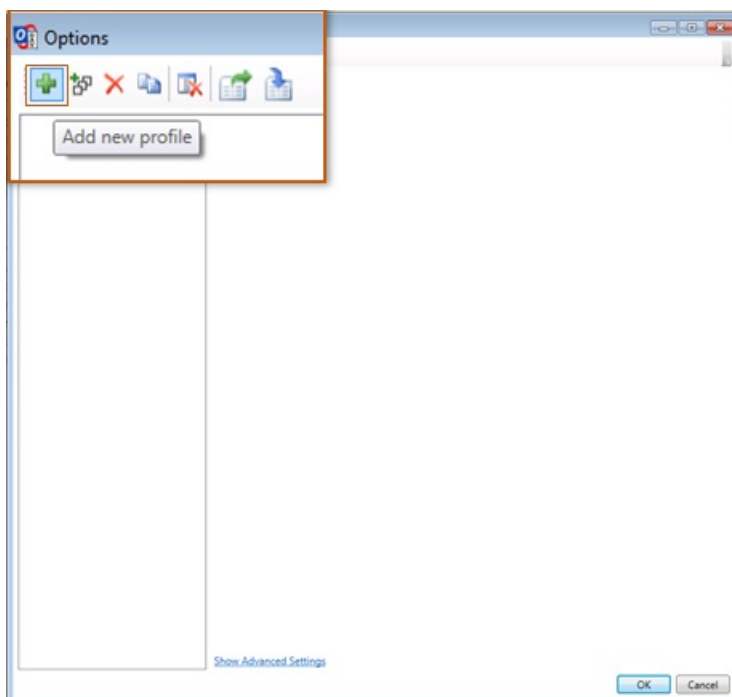
1. Log in to your webmail account (<https://docs.mithi.com/home/calendar-application-in-baya#log-in-to%C2%A0baya>) and navigate to the **Settings > Add Calendar** section.
2. Copy the **URL** of the calendar account you want to configure in Outlook 2016.

Step 3: Configure your calendar

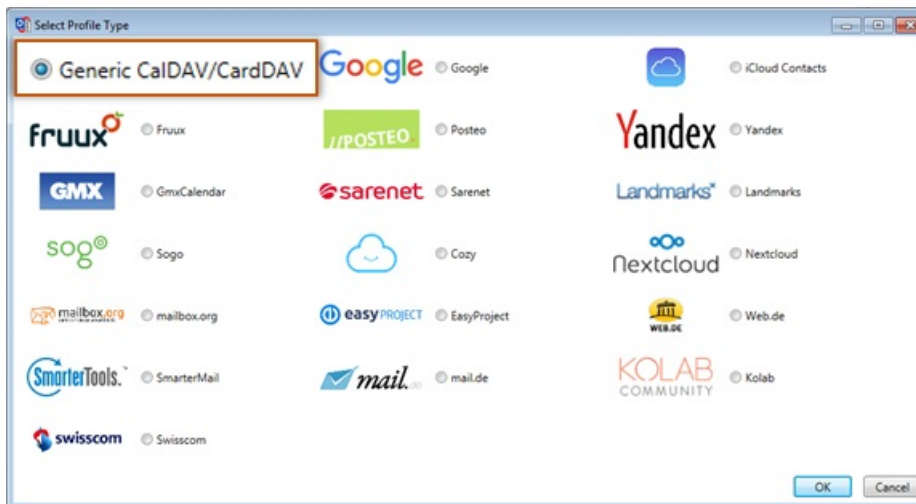
1. Open Outlook and click the tab **CalDav Synchronizer**, at the top of your screen.
2. Click **Synchronization Profiles** to start setting up your calendar.



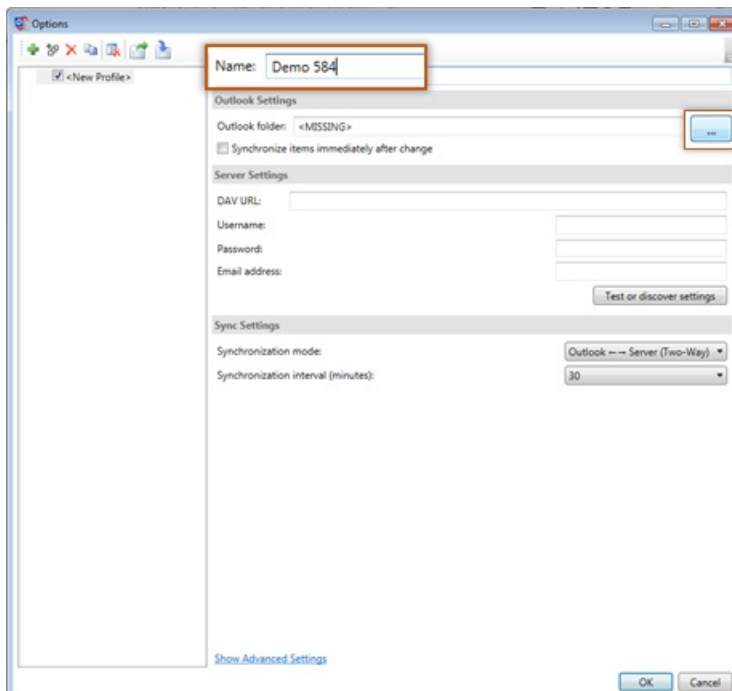
3. Create a profile for your Webmail calendar.
 - Click the green + icon in the top left corner.



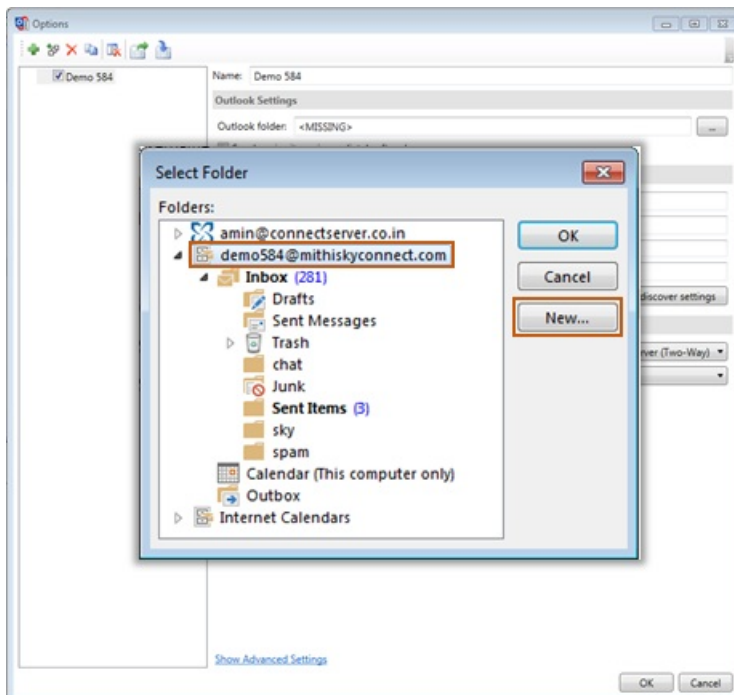
- Select **Generic CalDAV/CardDav** as a profile type.
- Click **Ok**.



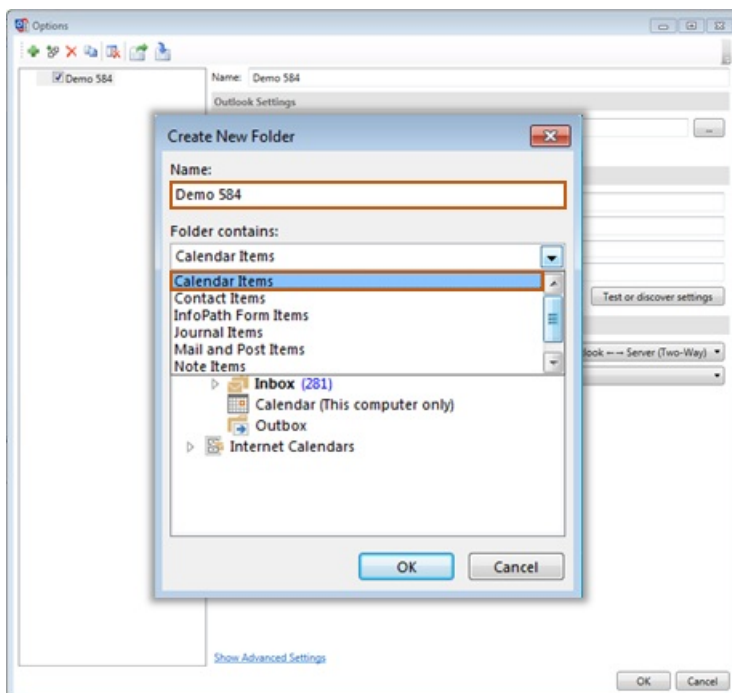
4. Give a **Name** to the profile.
5. Create **CalDAV folder** in Outlook
 - Click the ... option next to the input field for Outlook folder.



- Create a **New** calendar folder under your Outlook Data File.

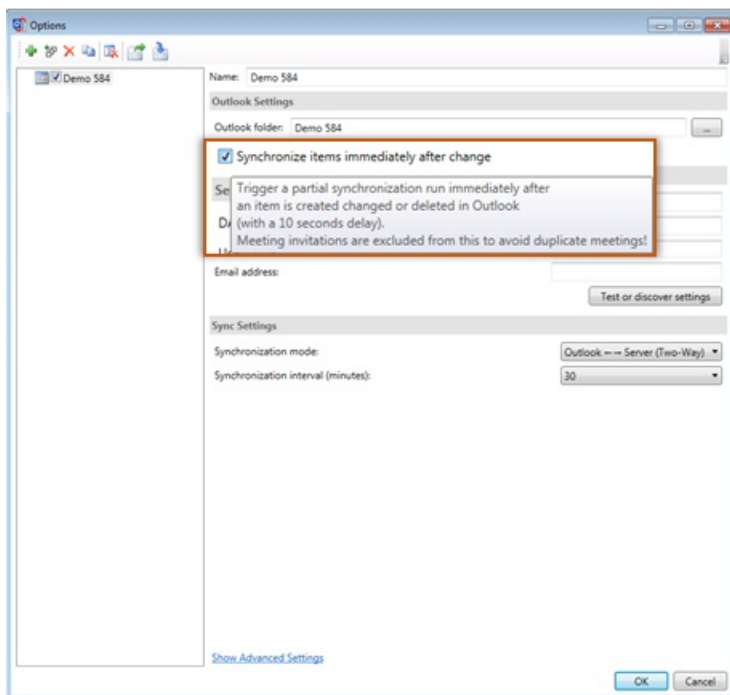


- Give a **Name** to the folder.
- From the **Folder contains** list, choose the **Calendar Items** option.
- Click **Ok** to save.

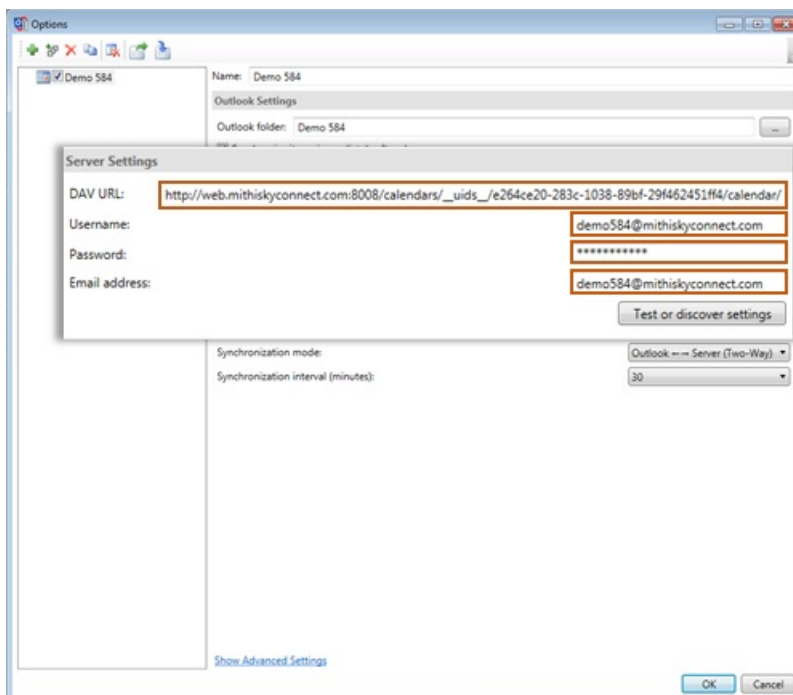


- Click **Ok** to proceed.

6. Select the option **Synchronize items immediately after change** option.



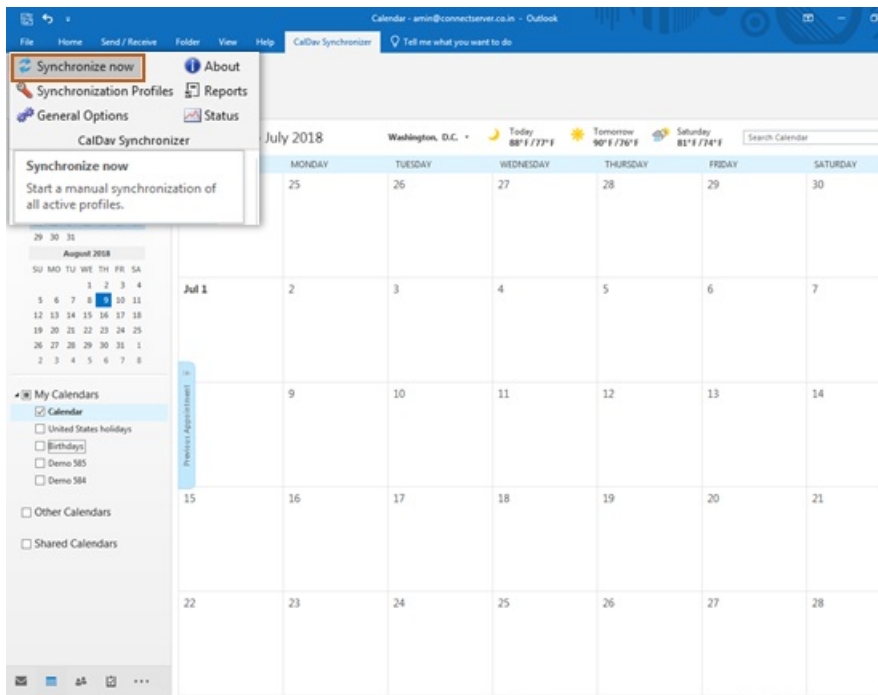
7. Enter your server settings



- **DAV url:** the URL you copied from Webmail earlier.
- **Username:** the email address where you created the calendar.
- **Password:** The password you use to log in to Webmail.
- Click **Ok** to save your settings.

8. Restart Outlook.

9. Click the **Synchronize Now** button to sync calendar events from the server.



Step 4: Manage events in your calendar

1. You can create, view and manage events in your calendar using Outlook 2016.

