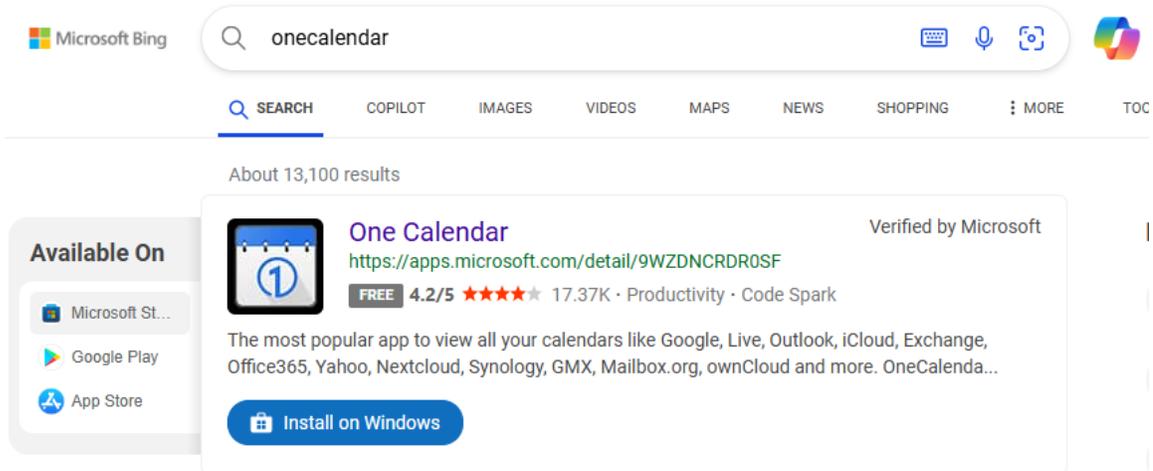
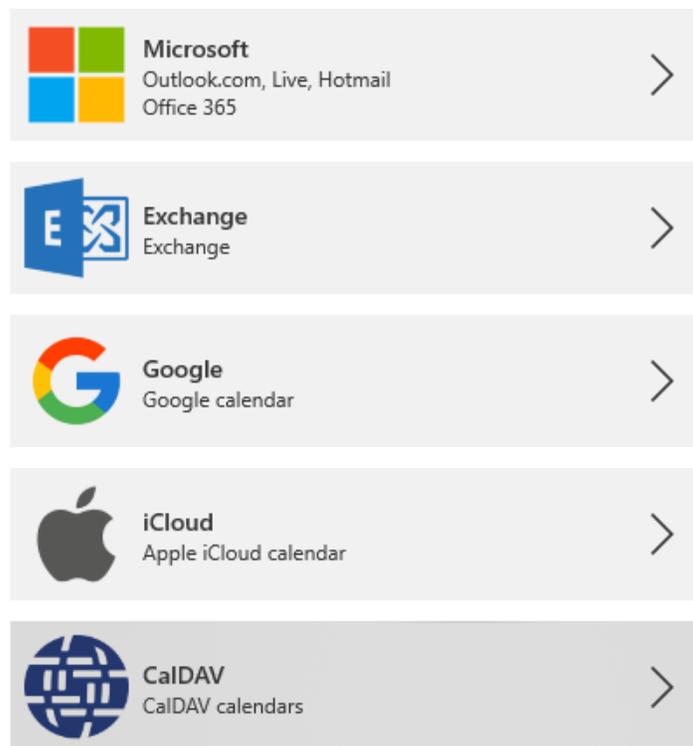


Setup Manual for OneCalendar on PC

1. Open the browser and type *OneCalendar*.
2. Click on the option **Install on Windows**.

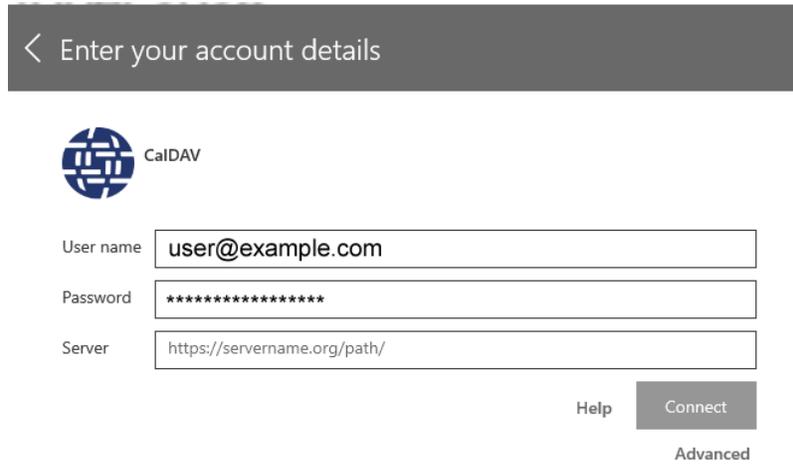


3. Once installed on the PC, open the OneCalendar app.
4. Select the CalDAV account type.



Setup Manual for OneCalendar on PC

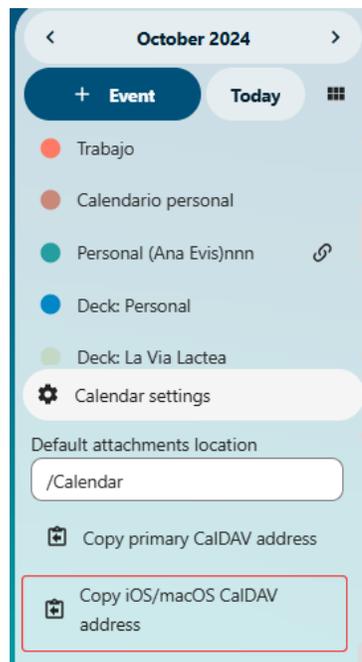
5. Enter your email username, email password, and the URL of your workspace.



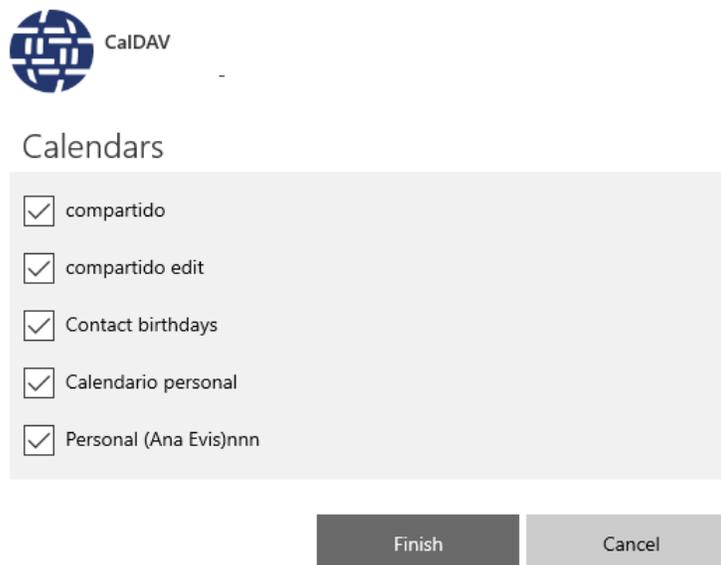
The screenshot shows a mobile application interface for connecting to a CalDAV calendar. At the top, there is a dark grey header with a back arrow and the text "Enter your account details". Below this is a CalDAV logo and the text "CalDAV". There are three input fields: "User name" with the value "user@example.com", "Password" with masked characters "*****", and "Server" with the value "https://servername.org/path/". To the right of the input fields are two buttons: "Help" and "Connect". Below the "Connect" button is the word "Advanced".

6. To obtain the URL of your workspace, follow these steps:

- Go to the calendar of your workspace.
- Go to *Calendar Settings*.
- Click on the option to *Copy the CalDAV iOS/macOS address*.
- The address will be copied to the clipboard. Paste it in the **Server** field of the previous image.



7. Select which calendars you want to sync.



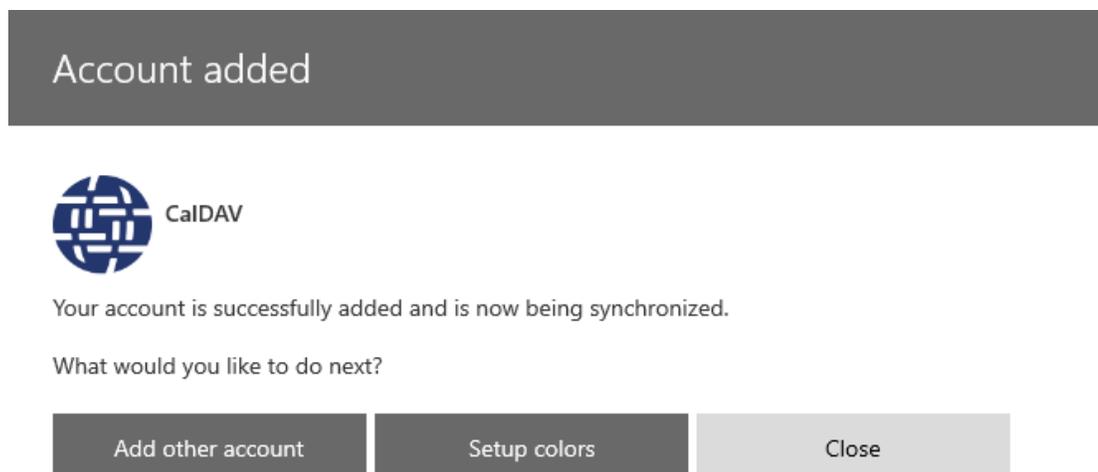
CalDAV

Calendars

- compartido
- compartido edit
- Contact birthdays
- Calendario personal
- Personal (Ana Evis)nnn

Finish Cancel

8. Finish and close the configuration.



Account added

CalDAV

Your account is successfully added and is now being synchronized.

What would you like to do next?

Add other account Setup colors Close

9. The OneCalendar environment will display.

	1	2	3	4	5	6
work: daily	10:30 Noswork: daily	10:30 Noswork: daily	10:30 Noswork: daily	10:30 Noswork: daily		
		11:00 Soporte y asesoría :	11:30 Actualizar listados d			
	8	9	10	11	12	13
work: daily	10:30 Noswork: daily	10:30 Noswork: daily	10:30 Noswork: daily	10:30 Noswork: daily		
	15	16	17	18	19	20
work: daily	10:30 Noswork: daily	10:30 Noswork: daily	10:30 Noswork: daily	10:30 Noswork: daily		
	22	23	24	25	26	27
work: daily	10:30 Noswork: daily	10:30 Noswork: daily	10:30 Noswork: daily	10:30 Noswork: daily		
	29	30	31	1	2	3
work: daily	10:30 Noswork: daily	10:30 Noswork: daily	10:30 Noswork: daily	10:30 Noswork: daily		
						Activate Windows Go to Settings to activate Windows.