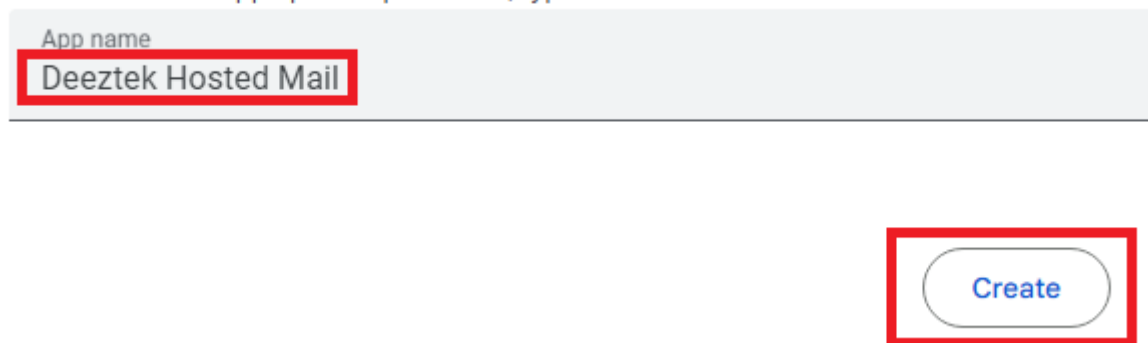


Connect Google Calendar to Hosted Mail

- Navigate to **Google app passwords** at <https://myaccount.google.com/apppasswords>.
- In the **App name** field enter a name to identify the app (Ex: Deeztek Hosted Mail) and then click on the **Create** button (Figure 1).

Figure 1

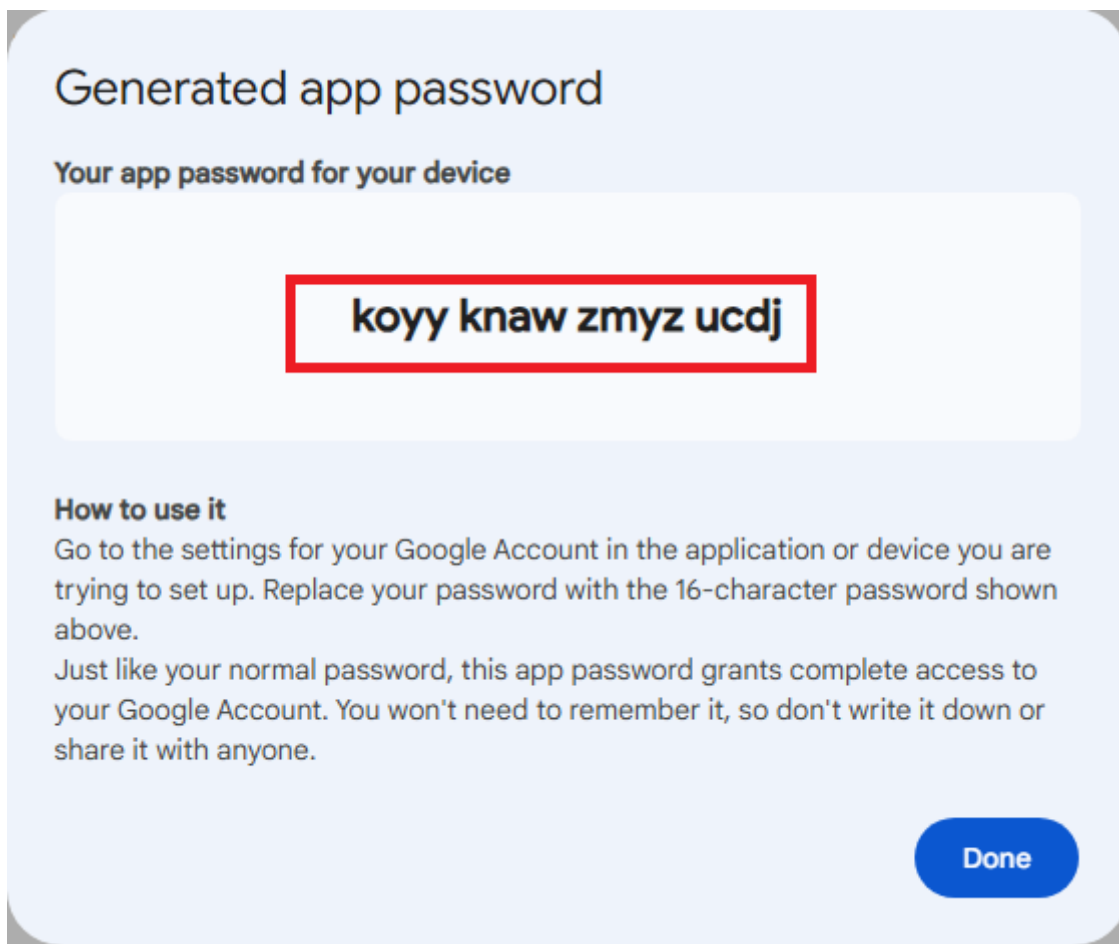
To create a new app specific password, type a name for it below...



The screenshot shows a light gray input field with the placeholder text 'App name' in the top left corner. The text 'Deeztek Hosted Mail' is entered into the field. Below the input field, there is a blue button with the word 'Create' in white text. Both the input field and the button are highlighted with red rectangular boxes.

- On the **Generated app password** window, ensure you take note of the generated password (Figure 2).

Figure 2



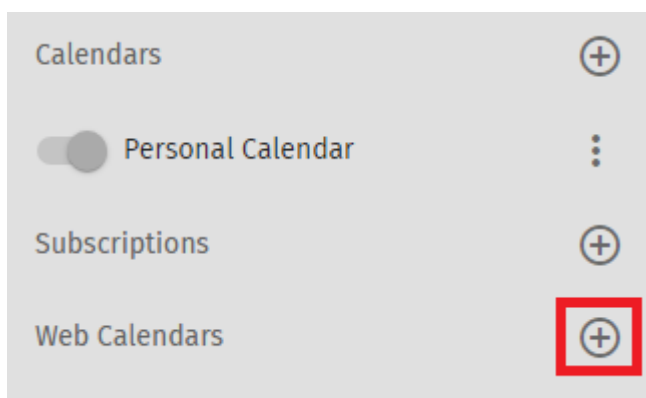
- Login to your Hosted Mail mailbox at <https://mail.hosting.deeztek.com/Sogo> and click on the Calendar icon on top-right (Figure 3).

Figure 3



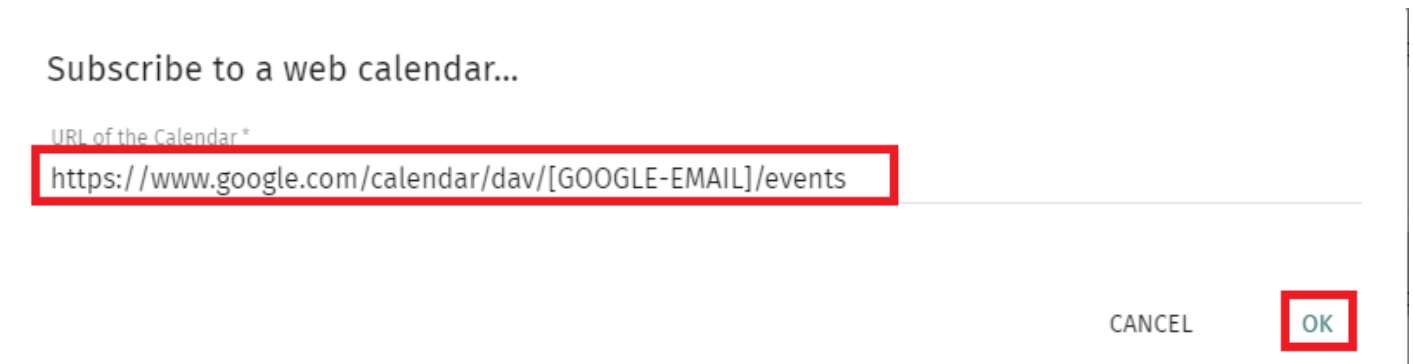
- Under Calendars, click on the + icon to the right of **Web Calendars** (Figure 4).

Figure 4



- On the **Subscribe to a web calendar** window, enter the following address on the **URL of the Calendar** field: [https://www.google.com/calendar/dav/\[GOOGLE-EMAIL\]/events](https://www.google.com/calendar/dav/[GOOGLE-EMAIL]/events) and set **[GOOGLE-EMAIL]** to your google e-mail address and click **OK** (Figure 5).

Figure 5



Subscribe to a web calendar...

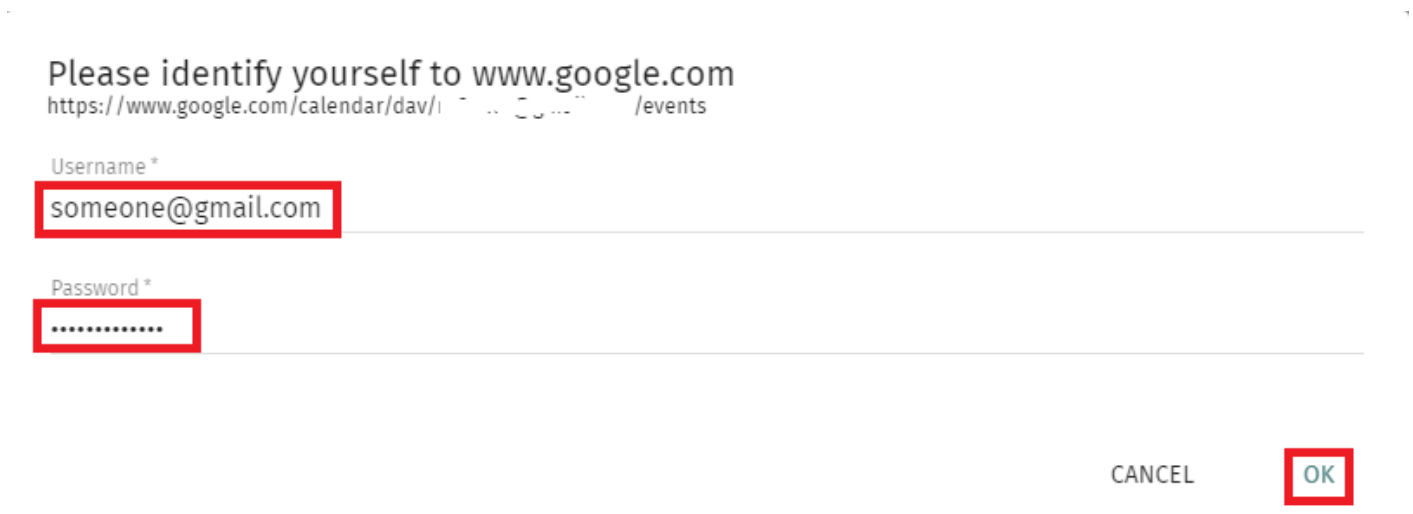
URL of the Calendar *

[https://www.google.com/calendar/dav/\[GOOGLE-EMAIL\]/events](https://www.google.com/calendar/dav/[GOOGLE-EMAIL]/events)

CANCEL OK

- After a few seconds you will get a **Please identify yourself to www.google.com** window. In the **Username** field enter your Google e-mail address, in the **Password** field enter the password that was generated for you from above and click the **OK** button (Figure 6).

Figure 6



Please identify yourself to www.google.com

[https://www.google.com/calendar/dav/\[GOOGLE-EMAIL\]/events](https://www.google.com/calendar/dav/[GOOGLE-EMAIL]/events)

Username *

someone@gmail.com

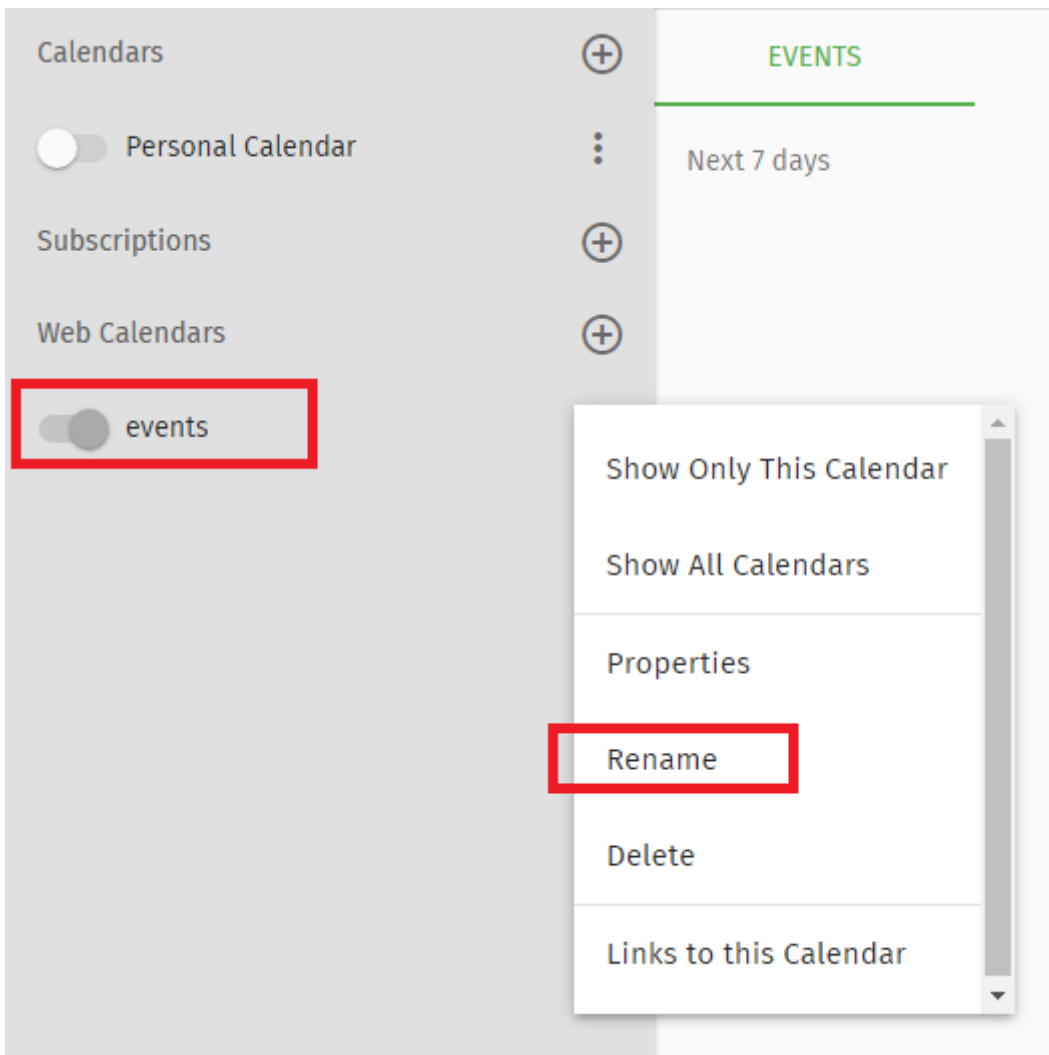
Password *

.....

CANCEL OK

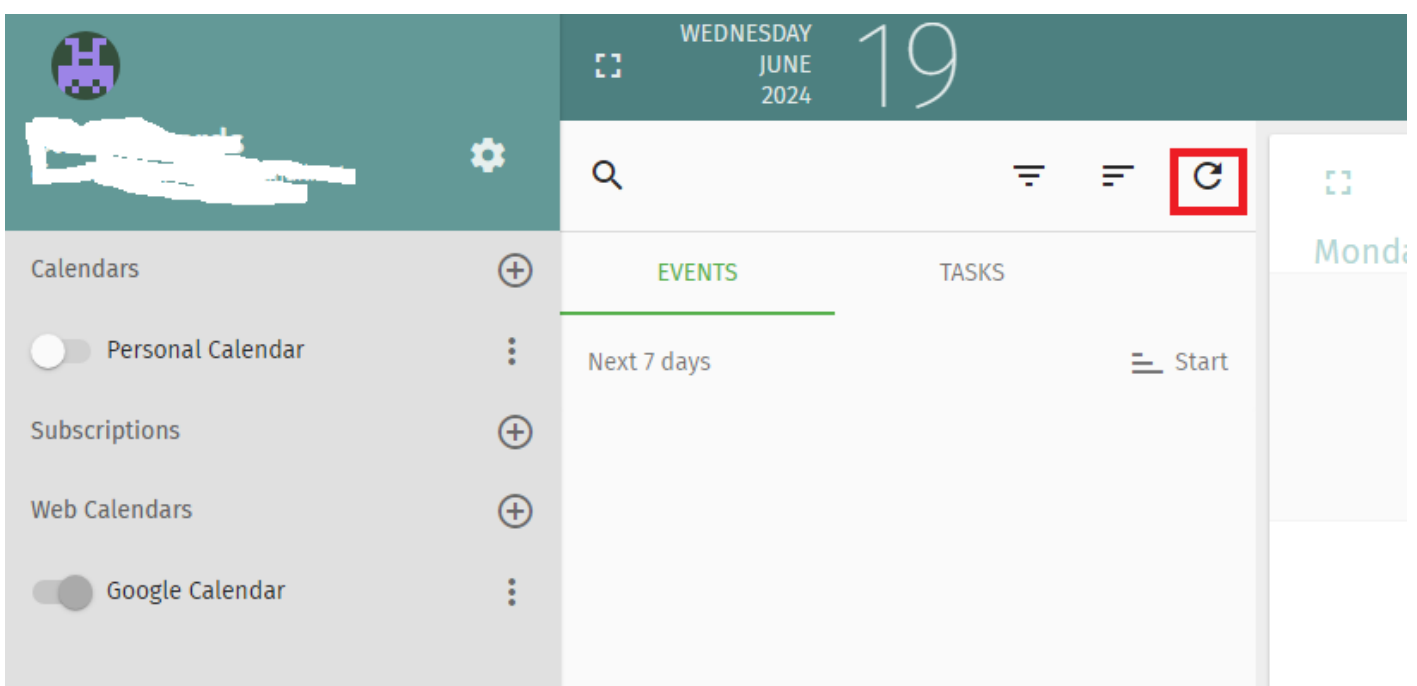
- Next, you should see a new calendar called **events** under **Web Calendars**. Click on the 3 vertical dots to the right of the calendar and on the resultant window, click on **Rename** and then rename the calendar to something more descriptive (Ex: Google Calendar) (Figure 7).

Figure 7



- Next, click on the refresh icon and if everything went well, your Google Calendar should populate with your events (Figure 8).

Figure 8



Revision #2

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