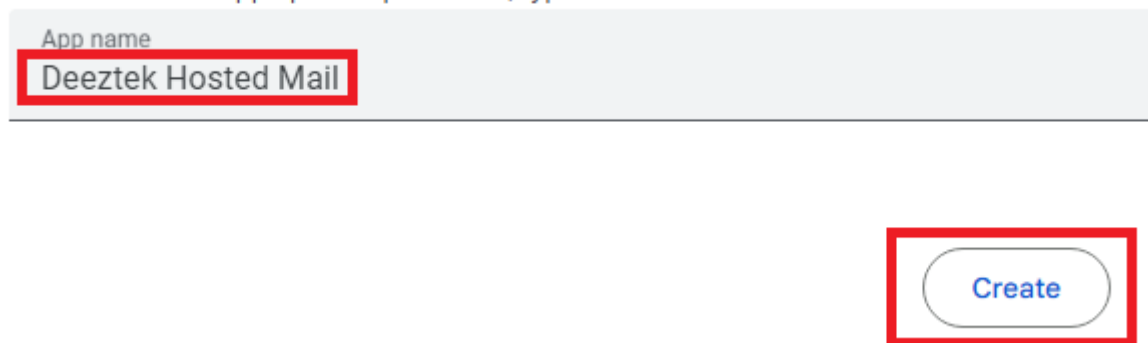


Connect Google Calendar to Hosted Mail

- 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

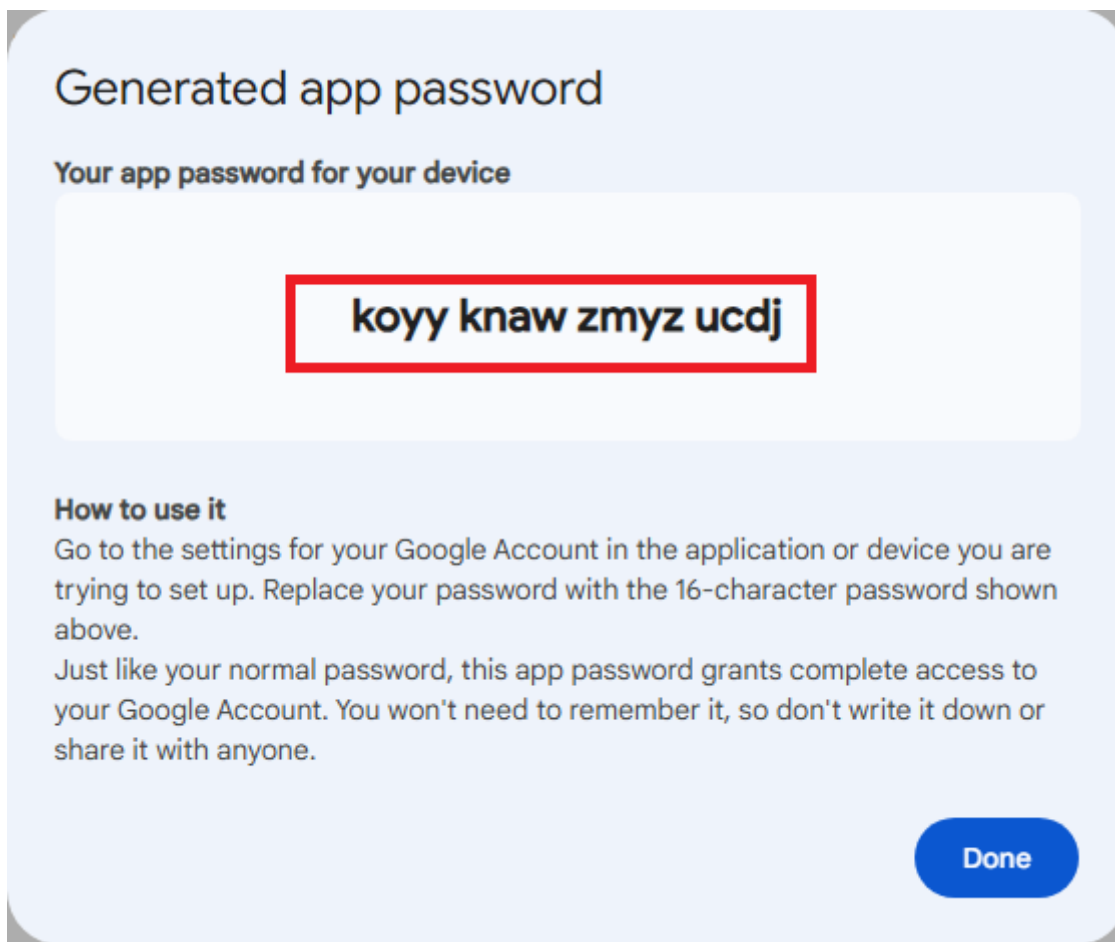
To create a new app specific password, type a name for it below...



The screenshot shows a light gray input field with the placeholder text 'App name' in a small, light gray font. The text 'Deeztek Hosted Mail' is entered into the field. Below the input field is a rounded rectangular button with the word 'Create' in blue text. Both the input field and the button are highlighted with a red rectangular border.

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

Figure 2



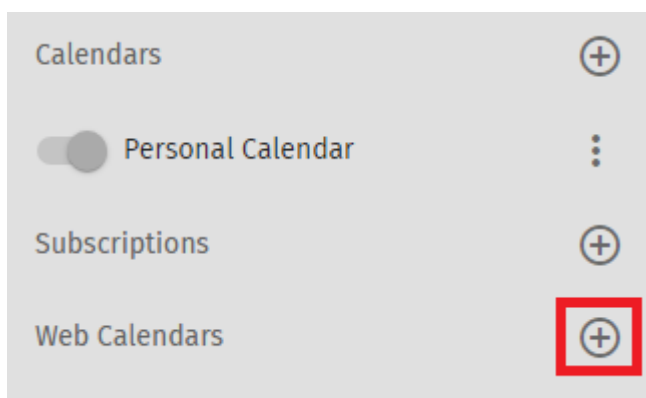
- Login to your Hosted Mail mailbox at <https://mail.hosting.deeztek.com/Sogo> and click on the Calendar icon on top-right (Figure 3).

Figure 3



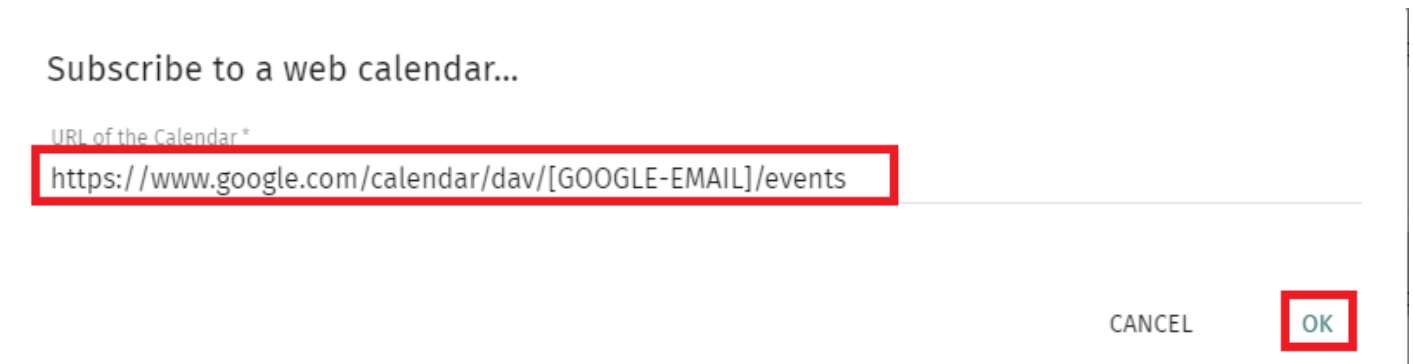
- Under Calendars, click on the + icon to the right of **Web Calendars** (Figure 4).

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...

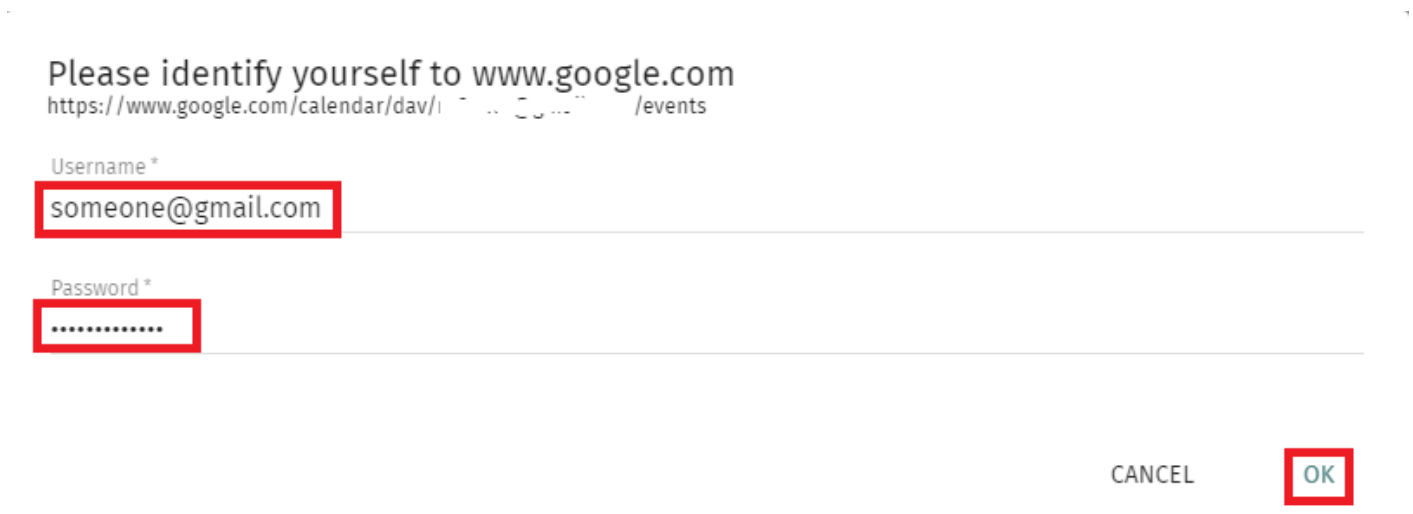
URL of the Calendar *

[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

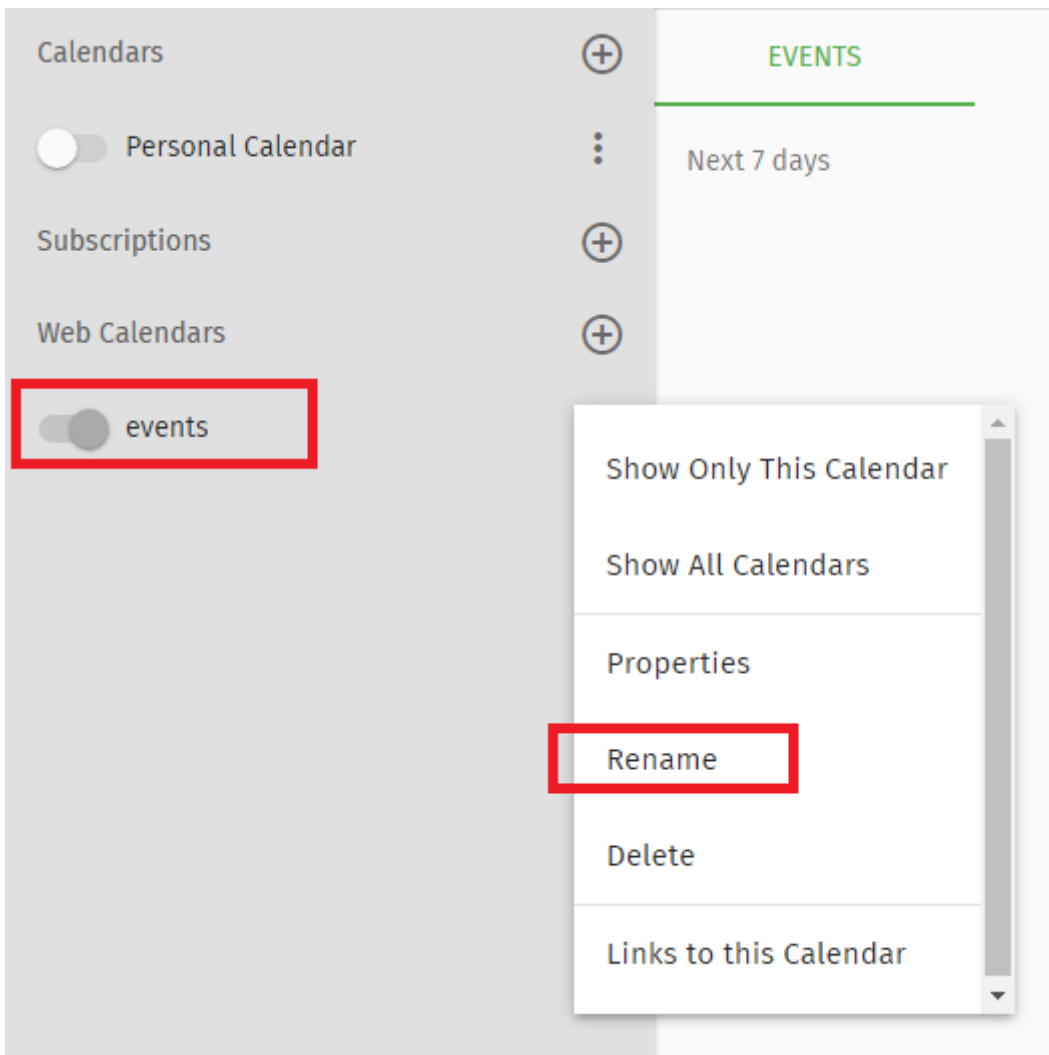
Password *

.....

CANCEL OK

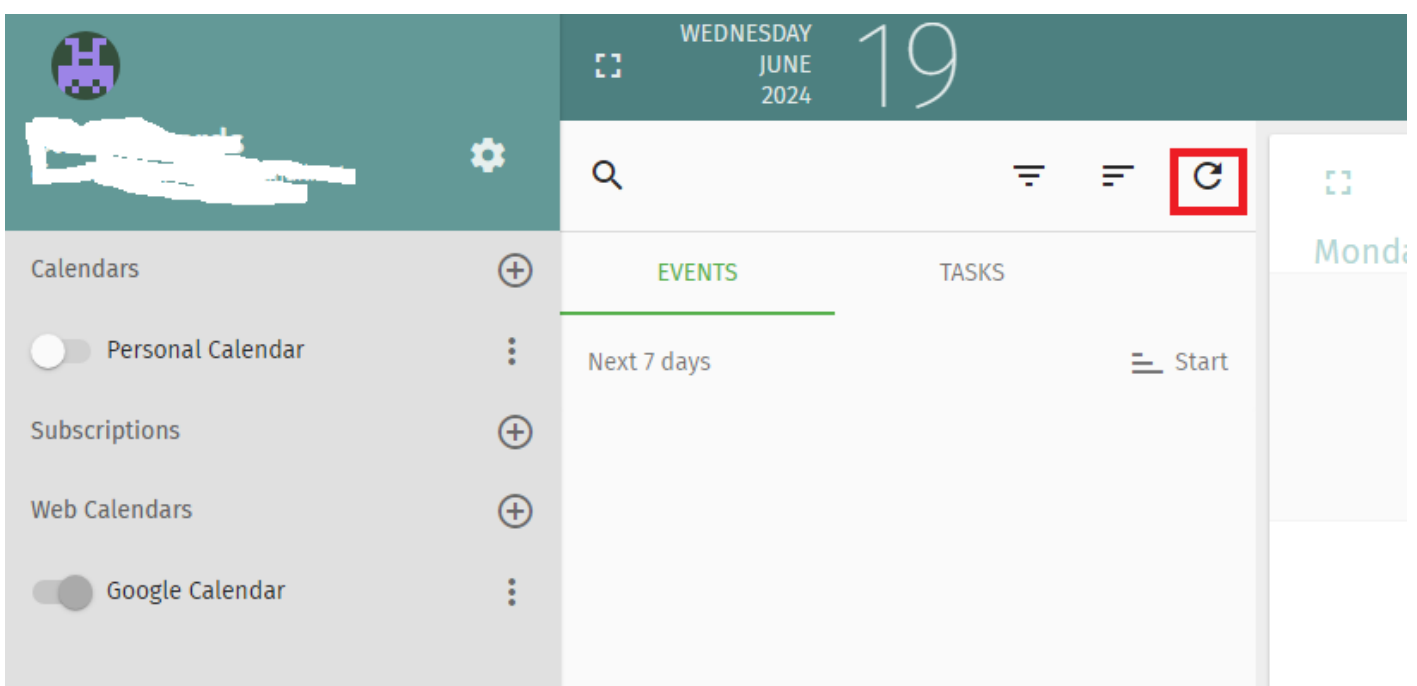
- Next, you should see a new calendar called **events** under **Web Calendars**. Click on the 3 vertical dots to the right of the calendar and on the resultant window, click on **Rename** and then rename the calendar to something more descriptive (Ex: Google Calendar) (Figure 7).

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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