

# Guide to Setting Up OfficeCalendar Online

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## OfficeCalendar Online

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### IMPORTANT:

**\*\*\*If you are using OfficeCalendar OnDemand you do not need to create an OfficeCalendar Online Account as it is done automatically for you. Refer to your Administrator's Document (generated from you OfficeCalendar Admin Console) to locate your OfficeCalendar Online URL if needed.**

### What is OfficeCalendar Online?

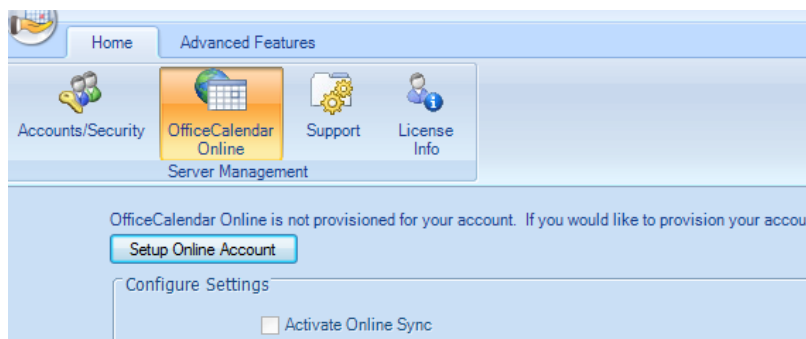
OfficeCalendar Online provides the functionality to view your Outlook calendars, contacts, tasks and notes via the web, from anywhere at any time. Just like accessing Outlook folders on your desktop, OfficeCalendar Online allows you to see, edit and delete your personal and shared Outlook calendars, contacts, tasks and notes Online via a web browser. This feature is exclusive to [OfficeCalendar Premium Maintenance & Upgrade Protection Plan](#) subscribers and provides an invaluable way for those who need constant access to Microsoft Outlook to see and modify their schedules, contact information and task lists but simply do not have access to their computer with Microsoft Outlook installed due to travel, working from home, or other reasons.

OfficeCalendar Online also includes a built-in web services for synchronizing data between Outlook/OfficeCalendar and mobile devices (iPhone, iPad, Android and BlackBerry devices).

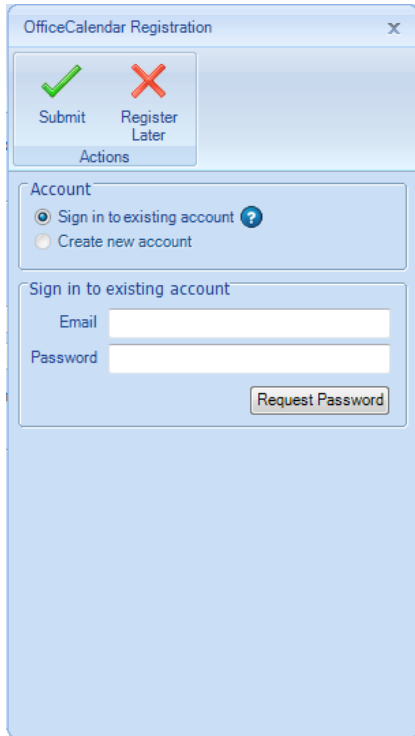
### Creating an OfficeCalendar Online Account

#### If you are a licensed OfficeCalendar User...

1. Open your OfficeCalendar Admin Console; click on the **OfficeCalendar Online** icon; and click the **Setup Online Account** button...

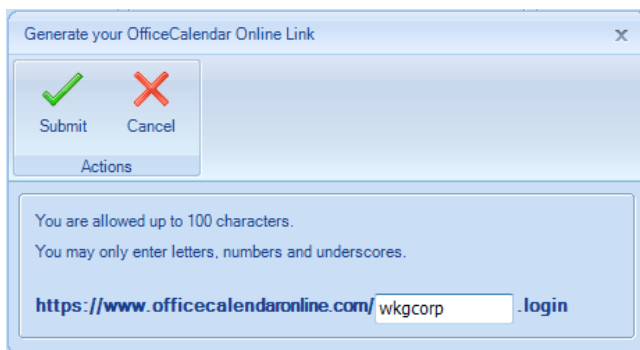


2. You will now see the registration screens for OfficeCalendar Online once your OfficeCalendar installation is complete. Please read the OfficeCalendar Online license agreement; click **I agree to the terms of this license agreement** radio button. Then click **Continue**.
3. Enter in the email address and password that we have on file for your OfficeCalendar customer account. Then click **Submit**.



The image shows a dialog box titled "OfficeCalendar Registration". At the top, there are two icons: a green checkmark labeled "Submit" and a red X labeled "Register Later". Below these is a section labeled "Account" with two radio buttons: "Sign in to existing account" (which is selected) and "Create new account". Underneath, there is a section titled "Sign in to existing account" containing two text input fields for "Email" and "Password", and a "Request Password" button.

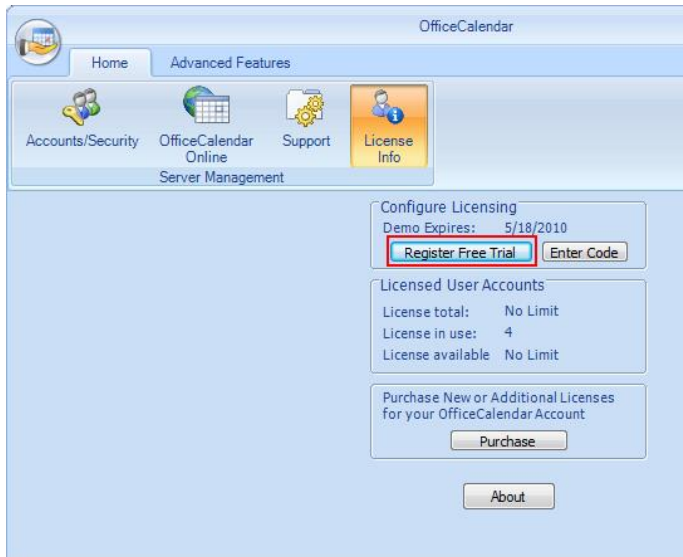
...you'll be asked to supply a unique name for OfficeCalendar Online account URL if you have not done so already. Enter the name; and click **Submit**.



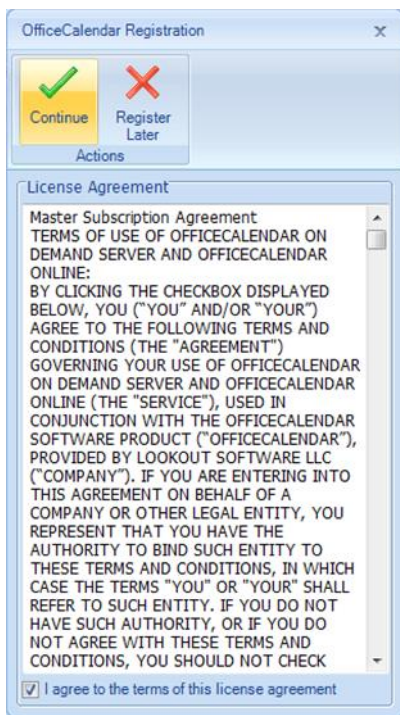
The image shows a dialog box titled "Generate your OfficeCalendar Online Link". At the top, there are two icons: a green checkmark labeled "Submit" and a red X labeled "Cancel". Below these is a section with two lines of text: "You are allowed up to 100 characters." and "You may only enter letters, numbers and underscores." At the bottom, there is a text input field containing "wkgcorp" and a ".login" suffix, with the full URL "https://www.officecalendaronline.com/wkgcorp.login" displayed below it.

### If you are a OfficeCalendar Trial User...

1. Open your OfficeCalendar Admin Console and click on the **License** Info icon in the Home tab...



2. You will now see the registration screens for OfficeCalendar Online. Please read the OfficeCalendar Online license agreement; click **I agree to the terms of this license agreement** checkbox; and then click **Continue**.



3. OfficeCalendar Online is an optional feature that allows OfficeCalendar users to access and edit their Outlook shared calendars, contacts and tasks online while away from the office. OfficeCalendar Online is free to use during the OfficeCalendar trial period, and we encourage all trial users to test this feature. Please follow the steps for the option most appropriate for you:

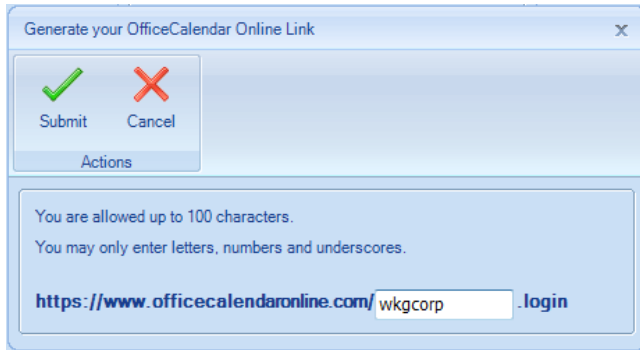
- a. If you previously registered your OfficeCalendar Online account, make sure the **Sign in to existing account** option is selected. Then enter in the email address and password that you provided during your registration. Then click **Submit**.

The screenshot shows a window titled "OfficeCalendar Registration". At the top, there are two buttons: "Submit" (with a green checkmark icon) and "Register Later" (with a red X icon). Below these is a section labeled "Account" with two radio button options: "Sign in to existing account" (which is selected) and "Create new account". Below the radio buttons is a section titled "Sign in to existing account" with an "Email" input field.

- b. If you did not register online for your OfficeCalendar Free Trial Support account while downloading your OfficeCalendar trial, you can register now for both free trial support and your organization's OfficeCalendar Online trial account. Make sure the option for **Create new account** is selected, and enter in your registration information. Then click **Submit**.

The screenshot shows the "OfficeCalendar Registration" window with the "Create new account" radio button selected. Below the "Account" section is a "Create new account" section with a small text block: "If you are currently using the free trial of OfficeCalendar and have NOT registered to receive Free Trial Support, complete the form below and your OfficeCalendar Free Trial Support account and your OfficeCalendar Online account will be created simultaneously." The form includes fields for: Company, First Name, Last Name, Address 1, Address 2, City, State (a dropdown menu with "Please Select" selected), Postal Code, Country (a dropdown menu with "Please Select" selected), Phone Number, # of potential OfficeCalendar users (a spinner set to 0), Email, Password, Confirm Email, and Confirm Password.

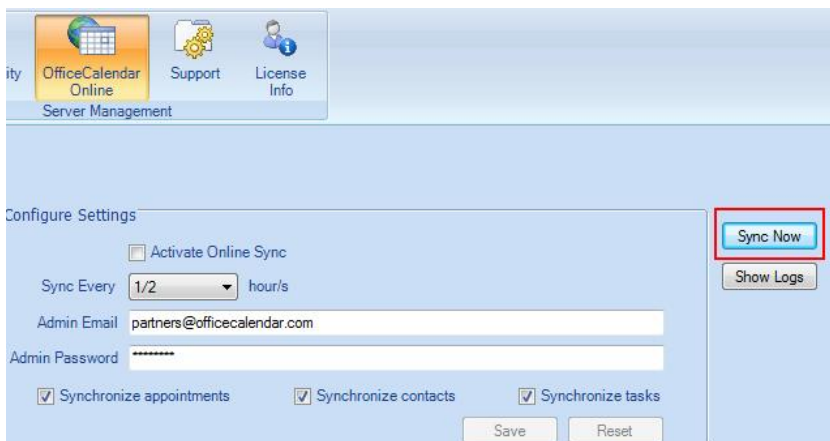
4. Upon submitting your OfficeCalendar Online registration information you will be asked to create a unique name for your organization's OfficeCalendar Online account. Enter a unique name (most people use their company name or initials assuming it's available); and click **Submit**.



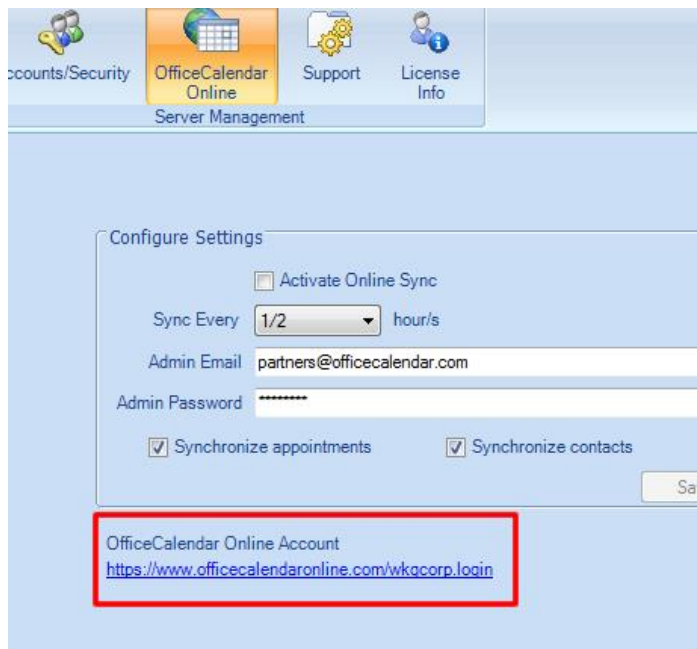
## Configuring your organization's OfficeCalendar Online account

Once you've created an OfficeCalendar Online account for your organization, you'll need to activate the OfficeCalendar Online sync process and configure the OfficeCalendar Online sync settings in the OfficeCalendar Administration Console.

1. Open the OfficeCalendar Administration Console and click on the **OfficeCalendar Online** icon in the *Home* tab.
2. Click the **Sync Now** button to synchronize all users' information to your organization's OfficeCalendar Online account.



3. A popup dialog will appear notifying you that synchronization with your organization's OfficeCalendar Online account has occurred. Click **OK**.
4. You and all other users that have been created in the OfficeCalendar Administration Console can now begin logging into their OfficeCalendar Online account to access their individual and shared Outlook calendar, contact and task folders. You can find your unique login URL to your organization's OfficeCalendar Online account by clicking on the **OfficeCalendar Online** icon in the OfficeCalendar Administration Console.



5. To log into your OfficeCalendar Online account, simply browse to your organization's OfficeCalendar Online login URL (highlighted in the screenshot above). Users can log in using the User Name and Password assigned to them in the OfficeCalendar Administration Console.

**NOTE: If a user logs into their OfficeCalendar Online account before syncing their Outlook client information with the OfficeCalendar Server, their online calendar, contact and task folders will at first appear blank. Once the user syncs their Outlook client with the OfficeCalendar Server, their Outlook folder information will appear in OfficeCalendar Online. Calendar information will be available for all future and recurring appointments, and for past appointments up to 30 days prior to the current date.**