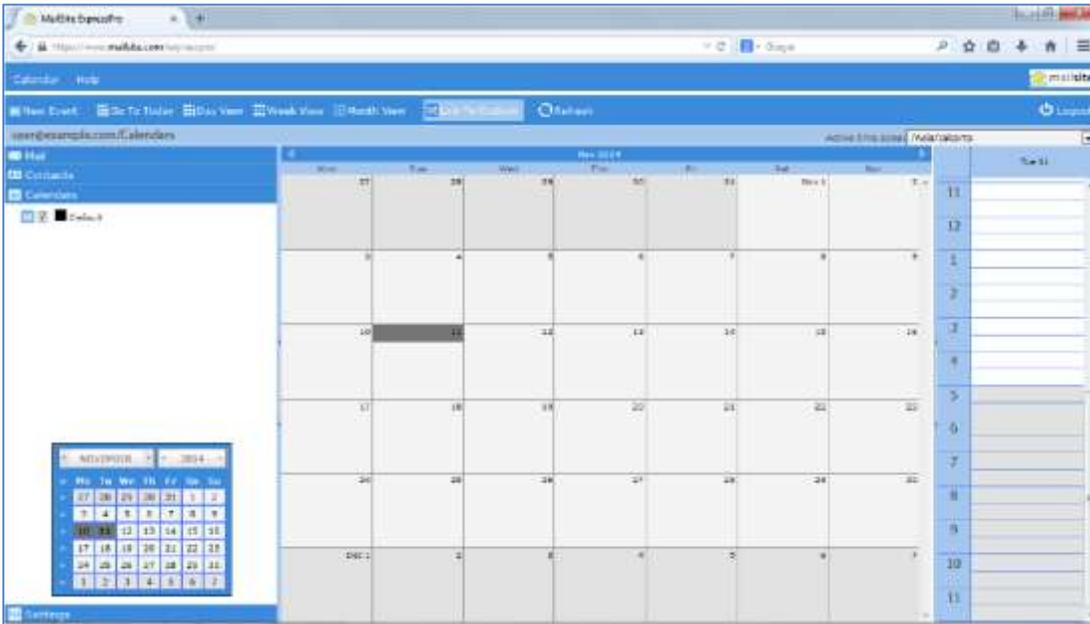


Linking to Outlook 2013 Calendars

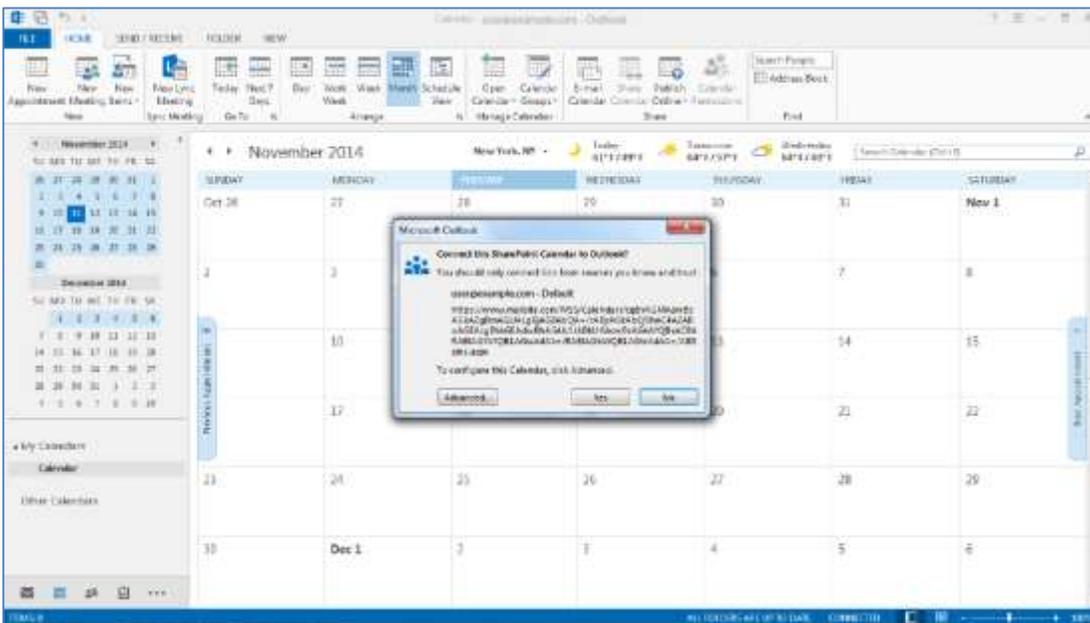
This document describes how to link MailSite ExpressPro with Outlook 2013 to provide fully synchronized calendars. Data is stored on the MailSite server, therefore calendars can be maintained and synchronized from any location.

CALENDARS

In MailSite ExpressPro highlight the calendar you wish to synchronize and click the toolbar button 'Link to Outlook'.

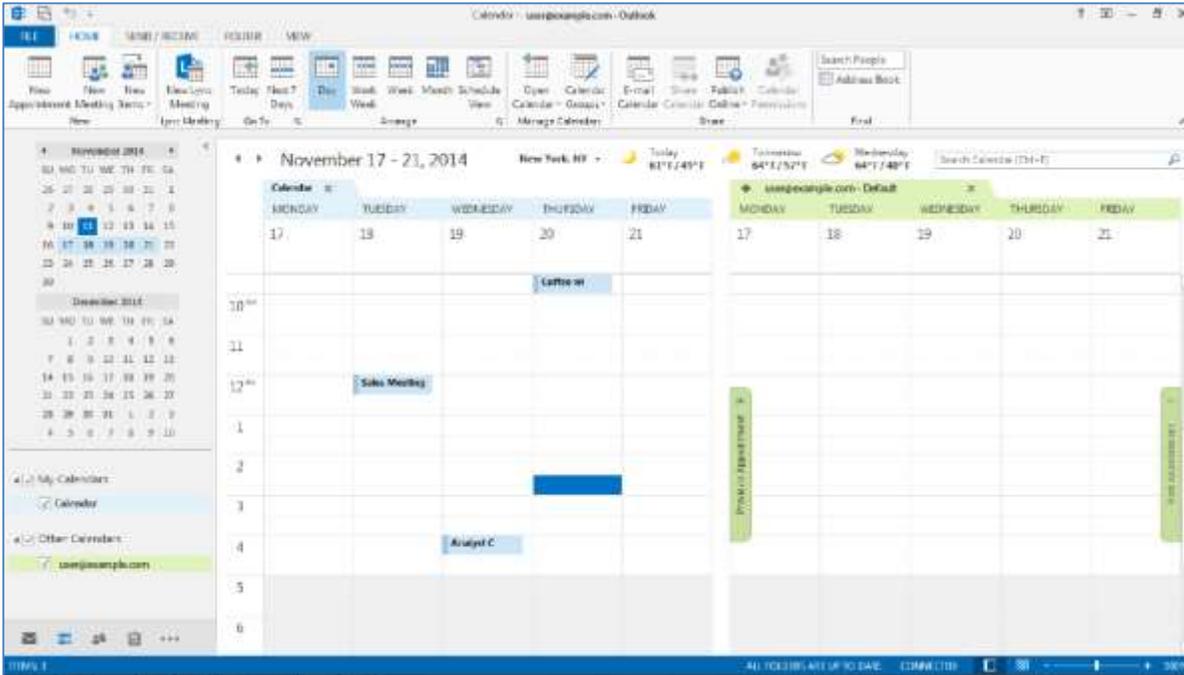


Click 'Yes' to the dialog within Outlook. You will be prompted to enter your full MailSite ExpressPro username (user@example.com) and password. After a send and receive you should see all your events in this ExpressPro calendar listed in Outlook.



IMPORTING LOCAL OUTLOOK EVENTS TO THE LINKED CALENDAR

If you have calendar data within Outlook 2013, open the two calendars side by side in Outlook.



Drag and drop all the events from the local Outlook calendar to the linked ExpressPro calendar to copy them.