

# Setting up Calendar/Contact Sync in Daystar Email

Google or iCloud account owners enjoy seamless syncing of their mail, calendar, and contacts across their signed-in devices. With a few simple setup steps, Daystar users can have the same benefits.

## Server-Client model

Like Daystar email data, Calendar & Contact data is always stored on the Daystar **server** and accessed or synchronized by a **client**. Think of the client as a program for accessing your data. If the device you're using for email or calendars gets lost, you can always log in to the Daystar server from another device and all your data is still there.

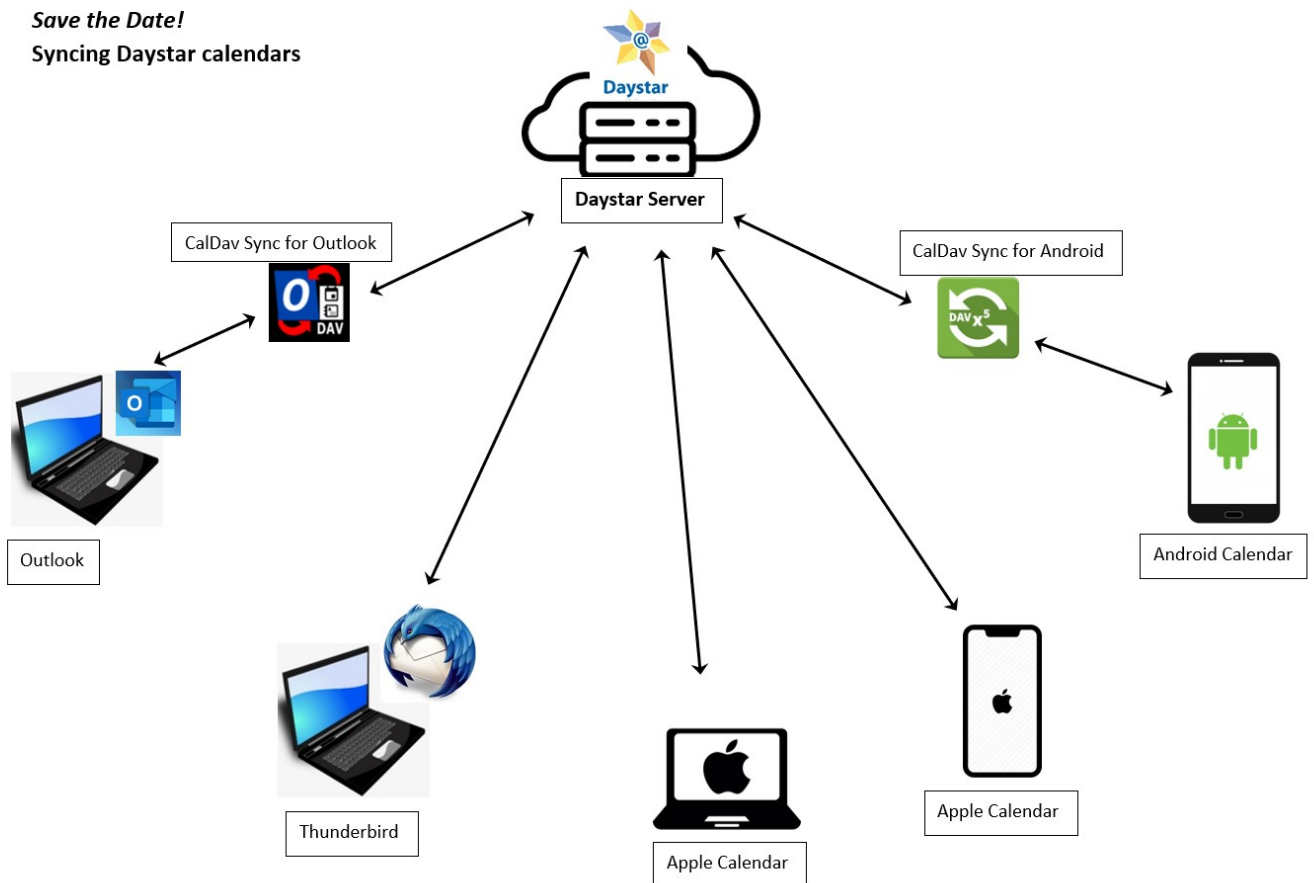
Frequently, calendars and contacts are included in the email client itself. On mobile devices, there may be separate Calendar or Contacts apps.

## How to Access your Calendar Data

- **Webmail** --You can always access your calendars and contacts by logging in to your Daystar account via the web portal at <https://mail.daystar.io>
- **Standard Email Programs** --Use the calendars built into Thunderbird, Outlook, or Apple Mail.
- **Calendar apps** --Use calendar apps such as Vision Calendar, Apple calendar, Any-Do, Fantastical, etc.

**Restricted hotspot users:** If port 443 is blocked, use the alternate port 59367 by adding it after the domain name to the URLs shown below in your client to enable sync access. The beginning of the URLs will then look like this `https://mail.daystar.io:59367/SOGGo/dav/`

*Save the Date!*  
Syncing Daystar calendars



# Step 1: Configure a calendar on your Daystar account

- A. Sign in to <https://mail.daystar.io> with your username (full email address) and password. Select the calendar icon at the top right.
- B. In the left margin you will see **Personal Calendar**. Use the kabob menu (3 vertical dots) to name & customize
- C. Use the plus symbol to add additional calendars for business or shared family calendars, etc, as desired. Use the colorized Toggle on each calendar to Show/Hide the data from that calendar.
- D. To share a calendar with someone else, click on the kabob menu, select **Sharing** and grant View or Edit permissions as desired. Then select **Links to this Calendar** and copy a URL option that allows others Edit or View-only access to your calendar. See illustration:

**Authenticated User Access**

CalDAV URL

<https://mail.daystar.io/SOGo/dav/support@compassfoundation.io/Calendar/personal/>

WebDAV ICS URL

<https://mail.daystar.io/SOGo/dav/support@compassfoundation.io/Calendar/personal.ics>

WebDAV XML URL

<https://mail.daystar.io/SOGo/dav/support@compassfoundation.io/Calendar/personal.xml>

Share this link to grant View/Edit permissions to another device or user. Requires authentication (Daystar account username & password) to set up.

In Android & Windows, a .ics file will be a static snapshot of all current calendar events. Append .ics to do a one-time export of a calendar file.

**Public Access**

CalDAV URL

<https://mail.daystar.io/SOGo/dav/public/support@compassfoundation.io/Calendar/personal/>

WebDAV ICS URL

<https://mail.daystar.io/SOGo/dav/public/support@compassfoundation.io/Calendar/personal.ics>

WebDAV XML URL




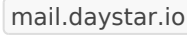
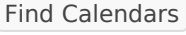

<https://mail.daystar.io/SOGo/dav/public/support@compassfoundation.io/Calendar/personal.xml>

Share this link to grant View-Only access to Android & Windows calendar clients.


Share this link to grant View-only access to iOS calendar clients.

## Step 2: Configure a Calendar Client


### A. Thunderbird

1. From the left bar menu, select Calendar, then  to add a new calendar .
2. Enter your Daystar username (full email address), and for , enter .
3. Click , then enter your Daystar password when prompted. (If no calendars are discovered, go back to Step 2 and paste the CalDAV URL you copied above for Read-Write sync into the "location" field.)
4. Click , and your Daystar calendar should be ready for use. You can repeat this process on other devices and have your calendar data synced across all devices.

### B. Calendar in iOS

- The process is very similar to that for Thunderbird. Provide you Daystar username (full email address) and password when required, but use the  for the calendar link instead of the CalDAV URL.

### C. Microsoft Outlook

1. Download and install the [CalDAV Sync Plug-in for Outlook](#)
2. Add a New Sync Profile. Select  for Profile type. Configure your Daystar details.

**Options**

Daystar Sync  
ContactsSync

Name: Daystar Sync

**Outlook Settings**

Outlook folder: Calendar (This computer only) ...

☐ Synchronize items immediately after change

**Server Settings**

DAV URL: https://mail.daystar.io/SOGo/dav/johndoe@daystar.io/Calendar/personal/

Username: johndoe@daystar.io

Password: \*\*\*\*\*

Email address: johndoe@daystar.io

Test or discover settings

**Sync Settings**

Synchronization mode: Outlook ↔ Server (Two-Way)

Synchronization interval (minutes): 30

Show Advanced Settings

OK Cancel

Name this Calendar

Select the calendar folder

Paste in the CalDAV link to your calendar.

Use your Daystar UN & PW.

## D. Android Calendar

1. From Google Play or alternate appstore, download and install the **DAVx5** app.



2. From your Android Calendar app, select **Add CalDAV calendar** and login with your Daystar username (full email address) and password.
3. Create account in DAVx5 as prompted, or simply choose defaults to sync your Daystar calendar(s).

# Syncing Contacts across Your Devices

The process for Contacts is very similar. Start in [mail.daystar.io](mailto:mail.daystar.io) if necessary to set sharing permissions.

- In Thunderbird, go [New Address Book/Add CardDAV Address book](#) then sign in with Daystar username (full email address) and password and it's done!
- In Outlook, build a [Contact Sync Profile](#) as you did above for Calendar.
- In Android, sign in to Daystar account via your DAVx5 app if you did not check [Contact Sync](#) when you set up your calendar.

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Revision #12

Created 6 January 2023 20:30:18 by james

Updated 27 March 2024 16:38:44 by Marvin M.