

Use an Exchange server Public Folders Group Calendar to share private Outlook schedules in real time!



Current version: 1.34.3 last version change: dec 6 '06



The '3 clicks system' to perfect calendar overview

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Exchange GroupCalendar Administrator Guide

Installing and configuring Exchange GroupCalendar step by step

Note: you can call us to guide you thru the installation step by step, free of charge.
We can even use your terminal server to install it for you over the Internet... for free!
[click here for contact information](#)

If something is not clear, stop wasting your time but contact us.
Installing should not take you more than 15 minutes. We are [here](#) to help and we
respond to your questions in hours if not minutes.

Log on to the Exchange Server with the Administrator account.

A - Start the "Active Directory Users & Computers"-tool and create a new(*) user account, f.i. 'GCADMIN'.
Answer YES when it offers to create an Exchange server inbox for the new account.

(* Don't use the administrator account and **don't copy** an exiting account, it won't work. The only proper method is to create a clean new user.)

B - Make sure the new 'GCADMIN' account is [member of the groups](#) "Exchange Domain Servers" plus
"Administrators" and **not** a member of "Enterprise Admins" or "Domain Admins".)
Also do the following In the Active Directory Users and Computers tool:

1. On the View menu, click Advanced Features if this option is not already enabled.
2. Right-click the Active Directory Container object where the users are located in (or any higher level container object) and then click Properties.
3. Click the Security tab, and then click Advanced.
4. Click Add.
5. In the Name box, type the name of the account under which the application runs (gadmin), and then click OK.
6. In the Apply to list, select "User objects"
7. click to select the "Send As" Allow column.
8. Click OK three times to save your changes and to close all the dialog boxes.

C - The new '*GCADMIN*' account should be able to access everything on your Exchange server and the following method has proved to work best:

- Open the Exchange System Manager.
- Navigate through the server tree until you reach your server. For example, you might need to click through an administrative group and a server group.
- Browse further down to the Mailbox store and Public folder store
- Right click the 'Mailbox store'. (the place where the future groupcalendar users have their inbox)
- Click Properties
- Click the Security tab.
- In the Name dialog box, click Add and then select the new account (f.i. GCADMIN) from the list that appears.
- Select Full Control for the permission level.
- Set the same permissions on the 'Public Folder Store' and after that (up the tree) also on the Server node.(*)
- Click Okay and wait at least 20 minutes for the permissions to be applied internally.

(* It is very important to add the permissions to the database stores before adding them to the server object.)

D - Run ExchGC_COM+.MSI (*) from the zip file that you **downloaded** from this website. (logged on as the Administrator)

(if you get Error 2755.1601 or another error trying to install it, check the troubleshooting section for the solution. You will also get an error if the com+ component was installed already.)*

E - Open: Start menu - Settings - Control Panel - Administrative Tools - Component Services.
(logged on as the Administrator)

- **Open:** Computers - My computer - **Com+ applications**
- Right-click 'ExchGC'. Select Properties - **Identity** - tick 'This User'

- Browse for the *gadmin* account you created, enter the password and press OK.

*NOTE: Do **not** right-click and start ExchGC manually. In fact if you do you will not be able to use step#3 of the configuration tool. The ExchGC component 'ball in the box' will start rotating in the 'box' and stop automatically in response to events in user calendars.*

F - Now run 'Exchange GroupCalendar Setup.exe' (still logged on as administrator). Accept all defaults. The *gadmin.exe* administration tool will start and probably give you an error message "root folder not found" That's ok. Close the *gadmin* tool for now.

Again: Do not configure anything yet. **Close the GroupCalendar Administration tool without using it.**

G - Optional Install: You can skip to **H** and do **G** later if you want.

In *c:\Exchange Group Calendar* you will find a subfolder called *Service*. There are two executables in that folder; the *service* and the *service-installer* tool.

The *service* should be considered as a second line of defense to make sure that the Group Calendars always show up-to-date information. Even if the real-time processing would fail to process the calendar events correctly, the *server service* kicks in every 5 minutes and will correct the problem.

The *service* MUST run with the identity of the newly created *gadmin* account, so you must add the *gadmin* account to the "log on as a service" policy.

This can be done by [opening the policies](#) (Start-Programs-Administrative Tools- Local Security Policy - Local policies - User Rights Assignment - Log on as a service) and adding the *gadmin* account there.

After that, start the *service installer* executable in the *service* subfolder, type in the name and password of the *gadmin* account, click Install and click Start.

If it fails to start, go to Administrative tools, Services, open the Exchange GroupCalendar check&fix service, make sure that *gadmin* name and password are correct and click apply & start service.

H - Before you continue to the configuration you may want to adjust the setting that determines in which Active Directory user field the configuration info gets stored by Exchange GroupCalendar. The default field is the *Description* field at the *General* page of the *Active Directory Users And Computers* tool. Some organizations use the *Description* field already and prefer another active directory field. You can/may change this to *Custom Attribute* field 1 to 15 (those are located at the *Exchange Advanced* page).

- open the file *c:\exchange group calendar\config.ini*
- find the following line at the bottom of the page: `ExtensionAttributeFieldNumber=`
- and add the field number of your choice so it looks like this: `ExtensionAttributeFieldNumber=12`

Close and save the *config.ini* file and **log off** from the Exchange server.

I - Log back on to the Exchange server **with the new account** (*GCADMIN*) that you created.
Start *gcalendar.exe*(*) from the installation path *c:\Exchange GroupCalendar* to start the configuration.

(If you get an 'access denied' error when you try to start gcalendar.exe; log back on as administrator and give the gcalendar account full control permissions on the 'c:\exchange groupcalendar' directory and make sure that it propagates that to all files in the directory.)*

Configuration; short version:

- LOG ON AS GCADMIN!

- Check the properties of your future groupcalendar users in the active directory;
 - Do they have information in the initials field? (*1)
 - Do they have an correctly formatted email SMTP address in the primary domain? (*2)
- .
- In Step one, click both buttons on the left, type a name in the field on the right and click the Add button.
- In Step two, click an Organizational unit on the right, select a user and click the Connect calendar button.
- In Step three, click an Organizational unit, select a user and click the Share calendar button. (box turns green)
- In Step three, select a user and click the Import button.
- Test it by creating an item in the outlook calendar of that user and look in the public folders to see(*3) the item in the groupcalendar.

(*1) By default, Initials will be displayed in front of the subject in the group calendar like this **[JFK] Sales meeting** but it is possible to change this with the 'user name display' setting.

(*2) If you host multiple email domains on the same server make sure the users have an email address in the primary domain like *ALIAS@DOMAIN.COM*

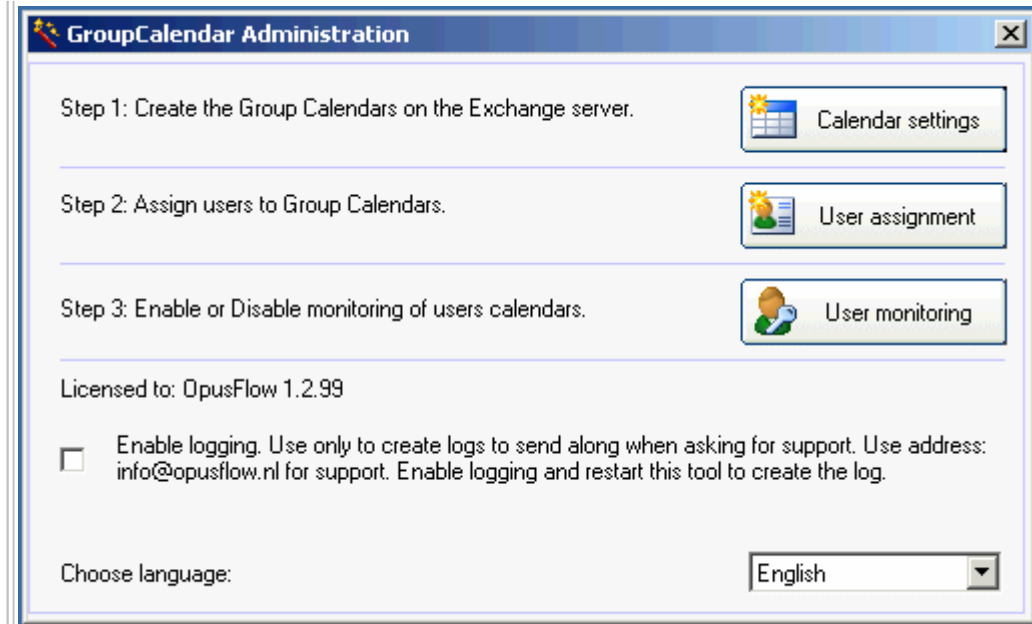
(*3) Outlook 2003 uses cached mode by default. It updates the public folder at a regular interval. Disable cached mode to see the real performance of the Exchange GroupCalendar software.

Configuration; step by step detailed version:

LOG ON AS GCADMIN!

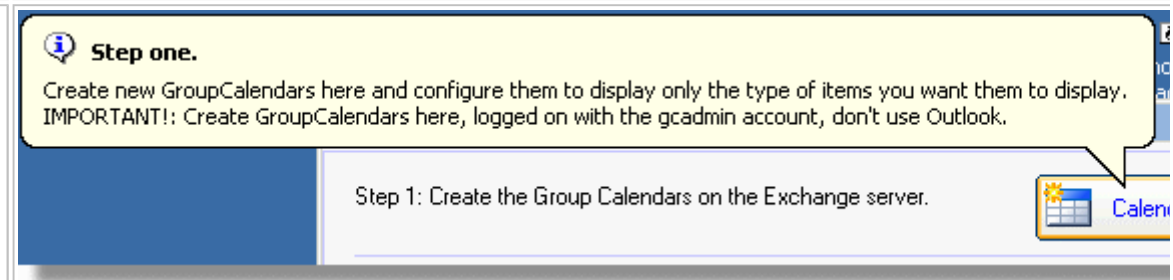
Important:

Logging should not be enabled in a production setting. The checkbox should be enabled only to create detailed logs to send along with a support call.



Click the first button (step 1) to create the Group Calendars on your Exchange server.

(You must be logged on to Exchange server as gadmin when you do this!)



The Calendar definition form will open.

Hold your mouse over the buttons or bold labels for an explanation of the functionality.

The two buttons on the left must both be clicked once. The 'Check PF root' button checks the name of your public folders store and gives an OK message or an error.

If you get an error you may have another Public Folders root name (check that in Outlook) or more likely :

- insufficient access rights. (check the step C install instructions)
- No local public folders store on the server.
- Not logged on as 'gadmin'

Calendar definition

Public Folders Root Folder name

Note: Check the Outlook Folderlist for the exact name of your Public Folders root. Change the name if it differs from the picture.

Outlook Today - []
Public Folders []
Favorites []
All Public Folders []

Current Public Folders Root name: Pub
Corrected Public Folders Root name: Pub

Click me
Click this button at least once to check if your public folders root

Check PF Root

GroupCalendars Root Folder name

The GroupCalendars will all be listed under one Public Folder. Accept the Current name or enter a new name and press the Create button. Root name here. This will create the folder you specify.

Public Folders []
Favorites []
All Public Folder []
GroupCalen []
Manage []
Sales []
Support []

Current calendars Root folder: GroupCalendars
New Root folder name: GroupCalendars

Check / Create Root folder

Currently defined GroupCalendars

test1

General Settings
Override Settings

Now create the Root folder. This is the place in Outlook where all Group Calendars will be listed. You can accept the default name 'GroupCalendars' or change the default. Do not use the name of an already existing folder created with Outlook. You must create a new root folder with this gadmin tool.

The 'Create Root folder' button must be pressed at least

Current calendars Root folder: **GroupCalendars**
New Root folder name: GroupCalendars

Check / Create Root folder

once, even if you don't change the name of the Root. An error message will indicate insufficient access rights. In that case repeat step C of the installation instruction. If all goes well you will get two OK messages.

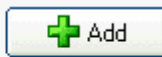
An almost unlimited number of Group Calendars can now be created. Press the 'Refresh' button to see the calendars already created.



Create new Group Calendars by typing the name in the box and clicking the 'Add' button.

If they fail to show up in the list that says 'currently defined GroupCalendars' try to create another GroupCalendar root name on the left hand bottom.



Vacation 

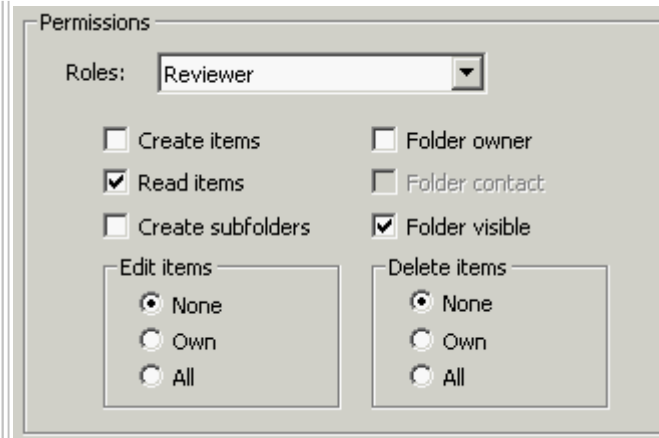
Use the Exchange/Outlook security to define user access to some of the Group Calendars you create here. By default everyone will be Author and able to view or even edit the information in the Group Calendars.

You can change the permissions from within Outlook (logged on as gadmin) or from the Exchange System Manager tool on the server by right-clicking the groupcalendar folder and selecting properties. Users need only *reviewer* rights to see the content. Even when they

have no permissions at all, their appointments can still show up in a groupcalendar.

So it is safe to set user permissions to a low level or even untick the 'Folder visible' for some users.

One thing is very important though. The *GCADMIN* account must always be listed as *owner*.



Two way sync.

Click on one of the GroupCalendars in the list to see the current status of the two-way replication feature for that GroupCalendar.

In GroupCalendars that have a green box, users with sufficient permissions (*) can move items around in the GroupCalendar and the change will replicate back to the original owner's private calendar. This is a nice feature for office managers and others who need easy access to other peoples schedules for editing.

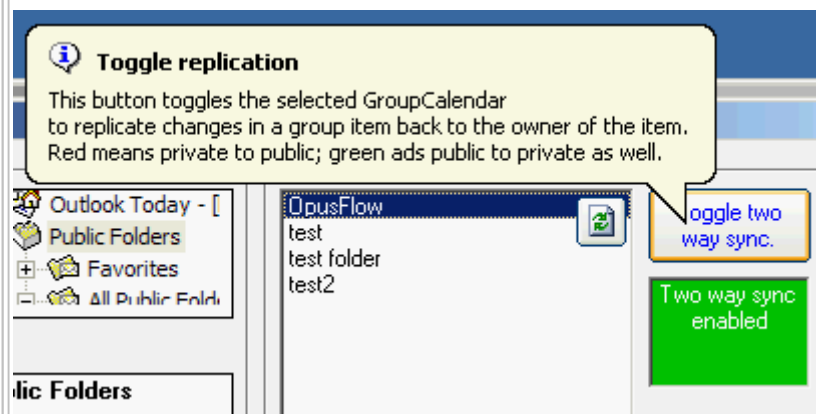
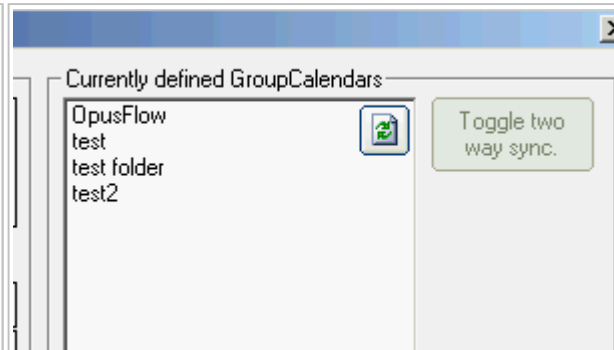
Since version 1.3.4 the egcGridView tool is available and using that, meetings and appointments can be created for other users as well in the groupcalendars.

When a scheduled **meeting** is moved around like this, the item will update automatically in the organizers personal calendar and the other users (attendees) will automatically receive an update notice which seems to come from the organizer.

Single items (non meetings) will simply follow the change in the groupcalendar.

Deleting from the GroupCalendar is not (and will not become) available. Editors that want an item gone from the user's calendar and thus from the GroupCalendar should either:

- Change the subject of the group item (add *cancelled* or *remove*) so the **owner** can see it needs deletion in the personal calendar, or,



- Move the item in the group to Sunday night or any other date that you see fit to use as your "deleted items day"

(*) Permissions

Users that you want to allow to edit items in two-way sync enabled calendars or users that want to use the [GridView](#) tool to edit and create items, should have Edit permissions.

(Note that you can remove the *create items* tick as well but drag and drop will then not work and create will not work in the gridview tool. Editors will have to open the appointment and change the item in that way)

Users that you want to only view items in two-way sync enabled calendars should have these permissions. This goes for non two-way sync enabled calendars as well.

You can edit these permissions in Exchange system manager or from Outlook (right click the public folder calendar) when logged in as gadmin.

The 'General Settings' button enables you to configure what type of items should be displayed in the Group Calendars.

The screenshot shows the 'Permissions' dialog box with the 'Roles' dropdown set to 'Custom'. The permissions are as follows:

<input checked="" type="checkbox"/> Create items	<input type="checkbox"/> Folder owner
<input checked="" type="checkbox"/> Read items	<input type="checkbox"/> Folder contact
<input type="checkbox"/> Create subfolders	<input checked="" type="checkbox"/> Folder visible

Under 'Edit items':

- None
- Own
- All

Under 'Delete items':

- None
- Own
- All

Permissions for editors

The screenshot shows the 'Permissions' dialog box with the 'Roles' dropdown set to 'Reviewer'. The permissions are as follows:

<input type="checkbox"/> Create items	<input type="checkbox"/> Folder owner
<input checked="" type="checkbox"/> Read items	<input type="checkbox"/> Folder contact
<input type="checkbox"/> Create subfolders	<input checked="" type="checkbox"/> Folder visible

Under 'Edit items':

- None
- Own
- All

Under 'Delete items':

- None
- Own
- All

view only permissions

This collection of setting applies to all your GroupCalendars but can be overruled with specific settings per calendar and per rule.

(example: You can disable the display of "Free Time" items in the general settings. If you have a "vacations" groupcalendar you might want to show only "free time" items there so in the Override setting of the "Vacations" calendar you would tick the "Show Free time" option and leave all other settings intact as specified in "General Settings".)

There are a lot of options you can use to make sure that every groupcalendar only shows the desired information. Combine this with the user permissions you can set on every Public Folder from within Outlook and you have all the tools to make sure that every user only sees the information they need.

*(With regards to setting permissions on calendars; nobody **needs** access but gadmin. A users' calendar items can be visible in a GroupCalendar while that GroupCalendar remains invisible to that user!)*

The settings are grouped by the property that leads the action. The first form holds the Miscellaneous Rules, the actions based on the *Private* property and actions based on the *Category* property of an appointment.

General

GENERAL SETTINGS Settings

Miscellaneous rules

- Hide appointments with @@@ in body
- Show Free time
- Show Tentative time
- Show Out of Office
- Show ONLY Out of Office items
- Remove all label color from appointments
- Consolidate identical appointments

Private appointment rules

- Hide private appointments
- For private appointments Replace Subject with:
- For private appointments Replace Body with:

Category rules

- Show only appointments with category:
- Ignore appointments with category:
- Change label color
 - General
 - Category
 - Color

User Name Display

By default, all items in the groupcalendars will be

displayed with the initials of the user in between brackets.

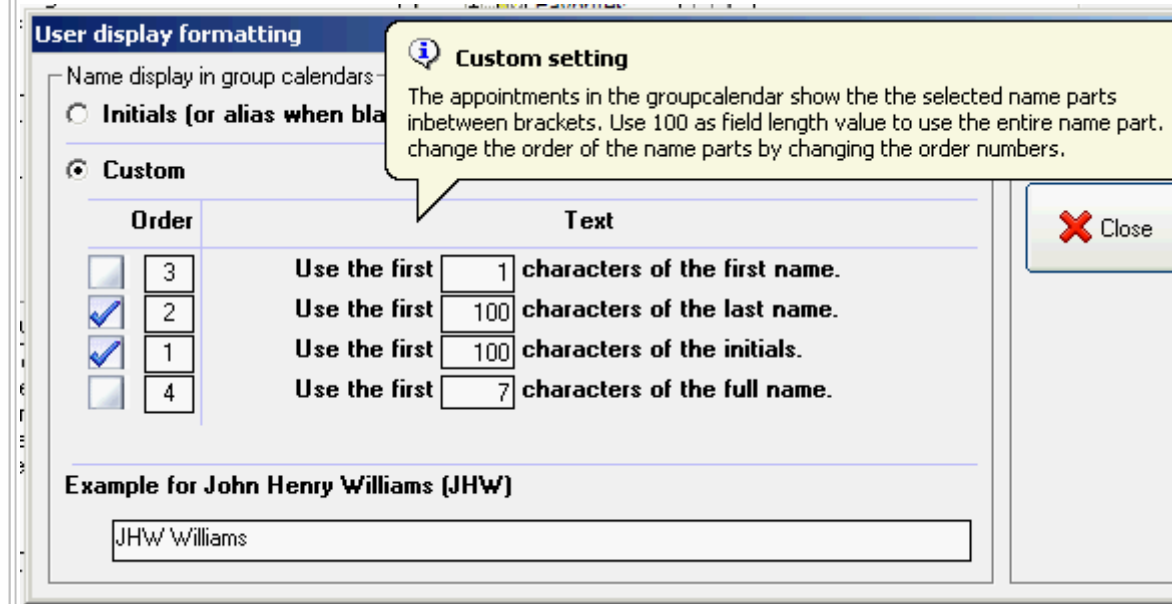
If no initials are available in the active directory, the exchange alias will be used.

However it is possible to override this behavior by selecting the user name display option and take a pick from the available name parts. The number 100 represents the choice to use all characters of a name part. The 'order' 1 to 4 can be changed to compose the desired format.

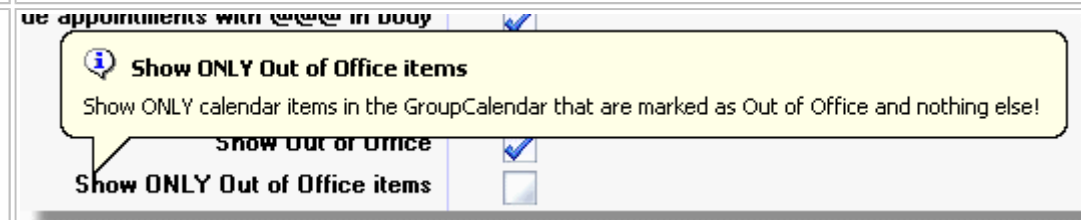
In the example to the right you see the choice :

All initials + all of last name

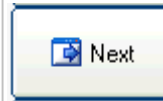
The two checkboxes for first name and full name are not ticked so they will not be used.



Hoover the mouse over a bolded label to learn how the options works.



Press the "NEXT" button



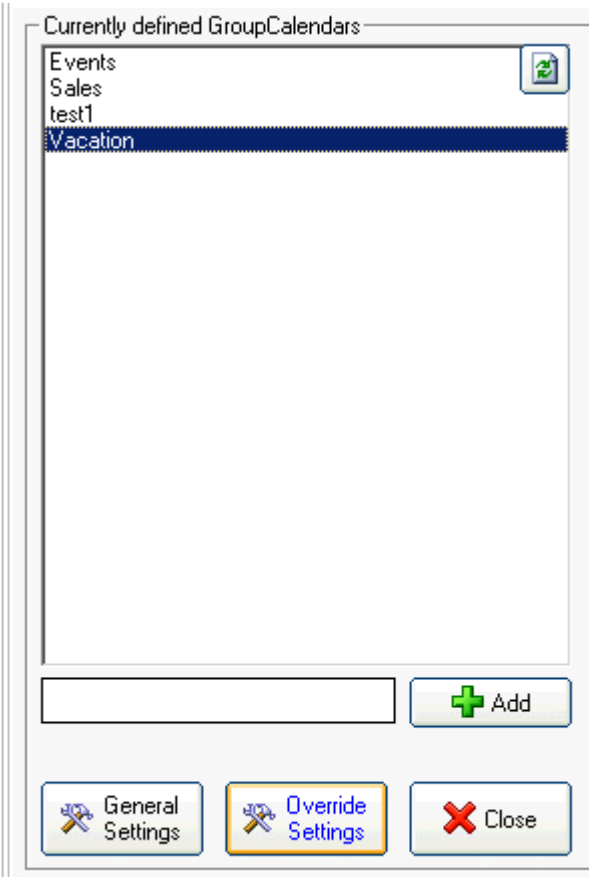
The second form of the *General Settings* - settings handles the rules based on the *Subject* and *Body* property of an appointment.

A screenshot of a software window titled "General Settings". The window has a blue header bar with the title "General Settings" and a close button (X icon). Below the header, the form is organized into sections. The "Body rules" section contains a checkbox labeled "Hide body text (regardless of other settings)" which is currently unchecked. The "Subject rules" section contains five rows, each with a checkbox and a corresponding control area. 1. "Replace subject if subject contains": checkbox is unchecked; control area is a "General list" box with "Add", "Edit", and "Delete" buttons below it. 2. "Replace body if subject contains": checkbox is unchecked; control area is a "General list" box with "Add", "Edit", and "Delete" buttons below it. 3. "Hide appointments if subject contains": checkbox is unchecked; control area is an empty text box. 4. "Show appointments only if subject contains": checkbox is unchecked; control area is an empty text box. 5. "Change label color if subject contains": checkbox is unchecked; control area has two input fields: "General keyword" and "Color", with a green plus icon to the right of the "Color" field. The "Color" field is currently empty.

close the General Settings form.

close the General Settings form.

Back in the calendar Definition (step #1) you can now select one of the GroupCalendars you defined earlier and click the Override Settings button.



Here we selected the **Vacation** groupcalendar we defined earlier.

While configuring the specific rules for this calendar we can still see what the General Settings are. The dark grey boxes on the left show the general setting and the dark grey option on the right shows the effective setting for this Vacation calendar.

Vacation Settings

Miscellaneous rules

	General	Override	Specific	Effective
Hide appointments with @@@ in body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Show Free time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Show Tentative time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Show Out of Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Show ONLY Out of Office items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove all label color from appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Private appointment rules

	General	Override	Specific	Effective
Hide private appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> For private appointments Replace Subject with:	<input type="checkbox"/> Override <input type="checkbox"/> Use specific subject:			
	<input type="text" value="..."/>			
	<input type="text" value="..."/>			
<input checked="" type="checkbox"/> For private appointments Replace Body with:	<input type="checkbox"/> Override <input type="checkbox"/> Use specific body:			
	<input type="text" value="..."/>			
	<input type="text" value="..."/>			

Category rules

<input type="checkbox"/> Show only appointments with category	<input type="checkbox"/> Override <input type="checkbox"/> Only specific categories:			
	<input type="text" value="Specific Categories"/>			
	<input type="text" value="..."/>			
<input type="checkbox"/> Ignore appointments with category:	<input type="checkbox"/> Override <input type="checkbox"/> Ignore specific categories:			
	<input type="text" value="..."/>			
	<input type="text" value="..."/>			
<input type="checkbox"/> Change label color	<input type="checkbox"/> Override <input type="checkbox"/> Use specific categories:			
	General <input type="button" value="+"/>		Specific <input type="button" value="+"/>	
	Category	Color	Category	Color
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input checked="" type="checkbox"/>

The effective setting has status ON so for this calendar the appointments with @@@ in the body will not be visible.

	General	Override	Specific	Effective
Hide appointments with @@@ in body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If the general settings change, that change will also effect the settings for this option in this Specific calendar.

The Override option has status ON. Because Specific is OFF the Effective result is OFF. This calendar will not hide appointments with @@@ in the body.

	General	Override	Specific	Effective
Hide appointments with @@@ in body	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Override option has status ON and the Specific option is ON. The Effective result is that the option is turned ON for this calendar.

If the general settings change, that change will not effect the settings for this option in this Specific calendar.

	General	Override	Specific	Effective
Hide appointments with @@@ in body	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The dark-grey option is not ticked. This means that the general setting for this option has status OFF

Change label color

Override Use specific categories:

General		+	Spe
Category	Color		Category
<input type="text"/>	<input type="text"/>		<input type="text"/>

The Override option has status ON but the Specific option is OFF so the result is still that this option is OFF.

Change label color

Override Use specific categories:

General		+	Spe
Category	Color		Category
<input type="text"/>	<input type="text"/>		<input type="text"/>

After ticking the Specific option box the rule is ON. Now appointments with Holiday or Vacation as a category will be displayed with a specific color in this specific GroupCalendar.

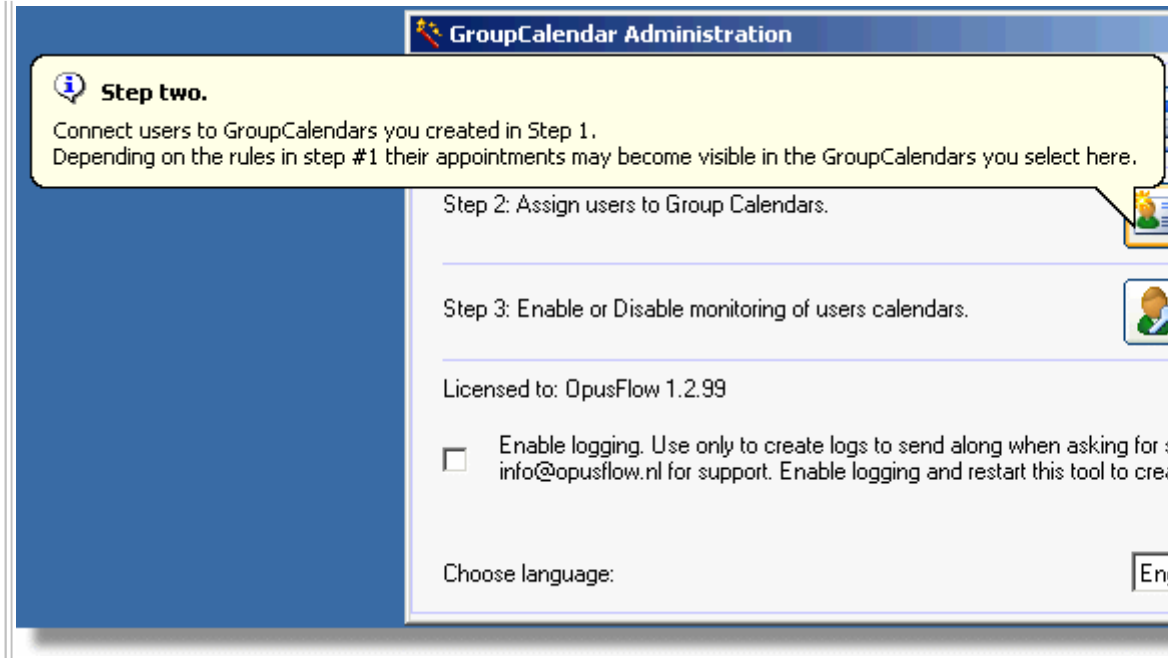
Change label color

Override Use specific categories:

General		+	Spe
Category	Color		Category
<input type="text"/>	<input type="text"/>		<input type="text"/>
			Holiday
			Vacation

Close the configuration and return to the opening screen.

Press button # 2 to assign users to GroupCalendars.



The Calendar/User Mappings form opens up. This tool enables you to determine who's appointments will be included in a specific Group Calendar.

On the left you see all Group Calendar names.

On the right are the Groups in your Active Directory and once a Group has been selected the users will be shown in the list below.

For very large organizations it might be a good idea to select an Organizational Unit that represents the top level of the active directory where all "your" users are under and tick the "Show only OU's under" option to narrow down the list of OU's to an acceptable amount.

Users / Groups

Show only OU's under:

Calendar <-> User Mappings

GroupCalendars

- Events
- Sales
- test1
- Vacation

Refresh list

Select All

List users of selected calendar(s)

Disconnect user from selected calendar(s)

Connect selected user to selected calendar(s)

Close

Users / Groups

Organizational Units Show Groups

- Domain Controllers -> OU=Domain Controllers,DC=opus
- Domain Controllers -> OU=Domain Controllers,DC=test,
- hallo -> OU=hallo,DC=test,DC=opusflow,t
- sales -> OU=sales,DC=opusflow,DC=n1
- sub of sales -> OU=sub of sales,OU=sales,DC=op
- testing -> OU=testing,DC=opusflow,DC=n1

Users container(s)

- Users -> CN=Users,DC=opusflow,DC=n1
- Users -> CN=Users,DC=test,DC=opusflow,t

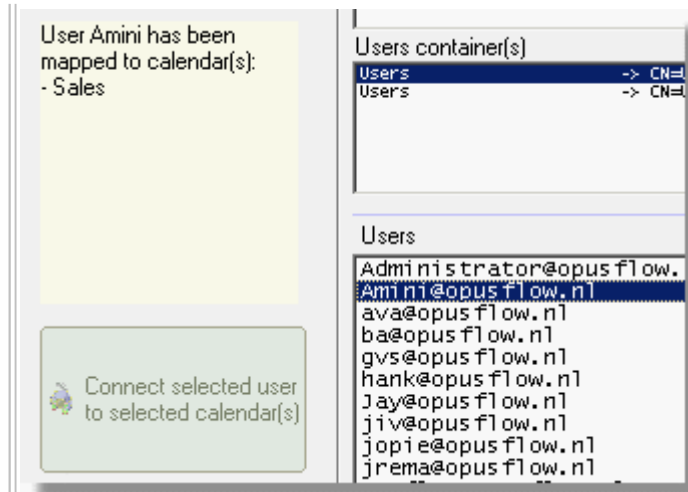
Users

- Administrator@opusflow.n1 -> CN=Administratc
- Amini@opusflow.n1 -> CN=A Amini,CN=L
- ava@opusflow.n1 -> CN=Alex van Ame
- ba@opusflow.n1 -> CN=Monique Wolf
- gvs@opusflow.n1 -> CN=Guus van Sch
- hank@opusflow.n1 -> CN=Hank HW. Wil
- Jay@opusflow.n1 -> CN=Jay Hudson,C
- jiv@opusflow.n1 -> CN=John in 't v
- jopie@opusflow.n1 -> CN=Tessa td. de
- jrema@opusflow.n1 -> CN=Juana G. Rey
- Keyflow@opusflow.n1 -> CN=Keyflow,CN=L
- Petri@opusflow.n1 -> CN=Petri van de
- studio@opusflow.n1 -> CN=studio,CN=US

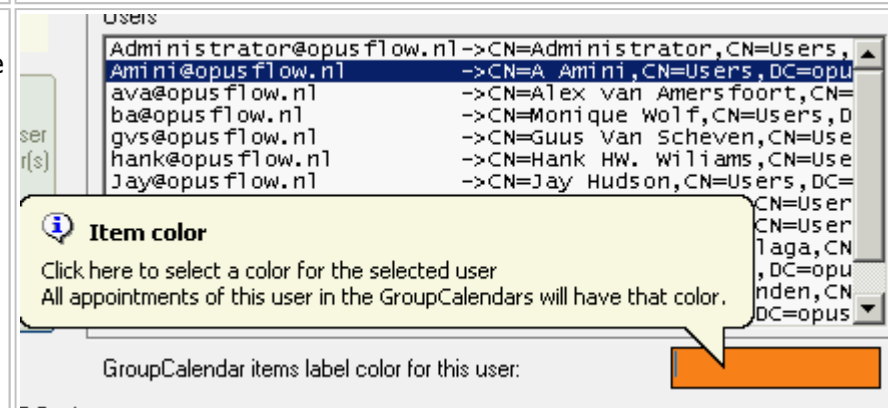
Users -> CN=Users,DC=opusflow,DC=n1

Select one of the users (here 'Amini' has been selected) and look below the 'disconnect' button to see his current mappings. Here it says 'Amini has been mapped to calendar: Sales'

The mapping information can also be found in the active directory user field 'Description'. If the Description field already contains information the calendar mapping information is added to that existing description.



Notice that the text "GroupCalendar items label color for this user" appears when you select a user. Click the white field to choose a specific color for that user's items in the groupcalendars.

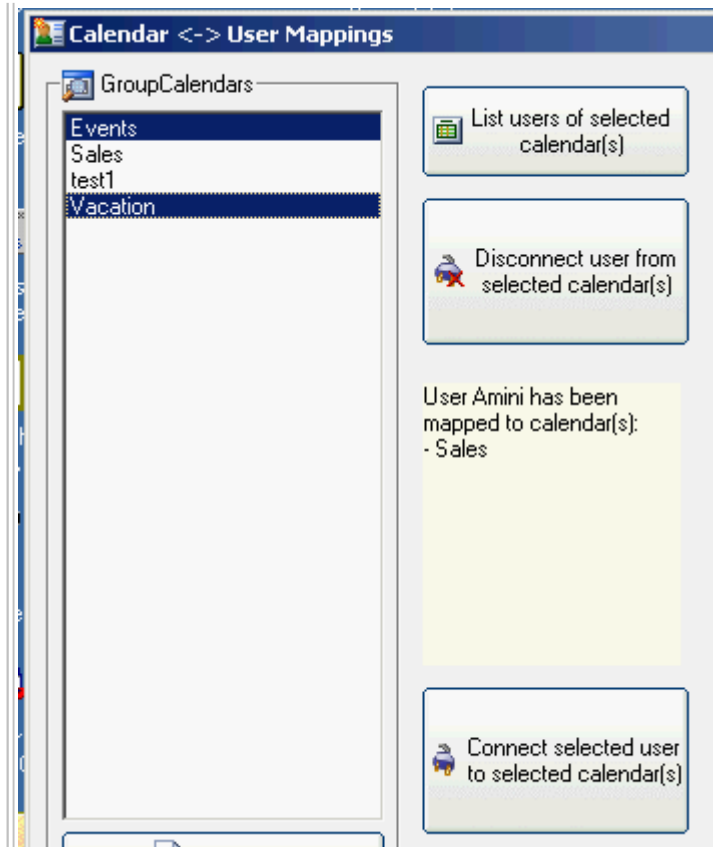


Select one or more of the Group Calendars in the list on the left and notice that the connect/disconnect buttons are activated. By pressing the appropriate button you can connect or disconnect one or more users to one or more groupcalendars.

The other button "List users of selected calendar(s)" will produce a printable report of the user mappings. Click

that button after selecting the GroupCalendars you are interested in.

After completion of this step you have your GroupCalendars ready to display only what you want, the users are set up to share their calendar info in the appropriate public calendars and only one thing remains; start the actual sharing of information in step #3

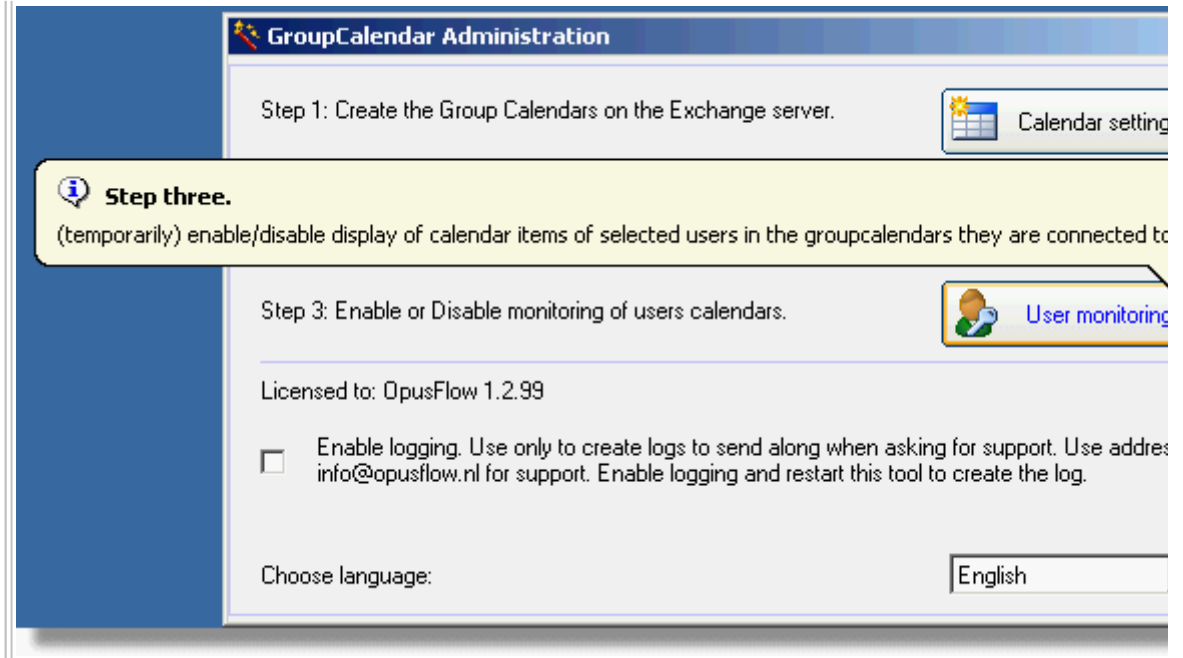


close the calendar / user mapping form and proceed to step three

close the calendar / user mapping form and proceed to step two

You are back at the administration tool.

Press button # 3 to open the switch form.

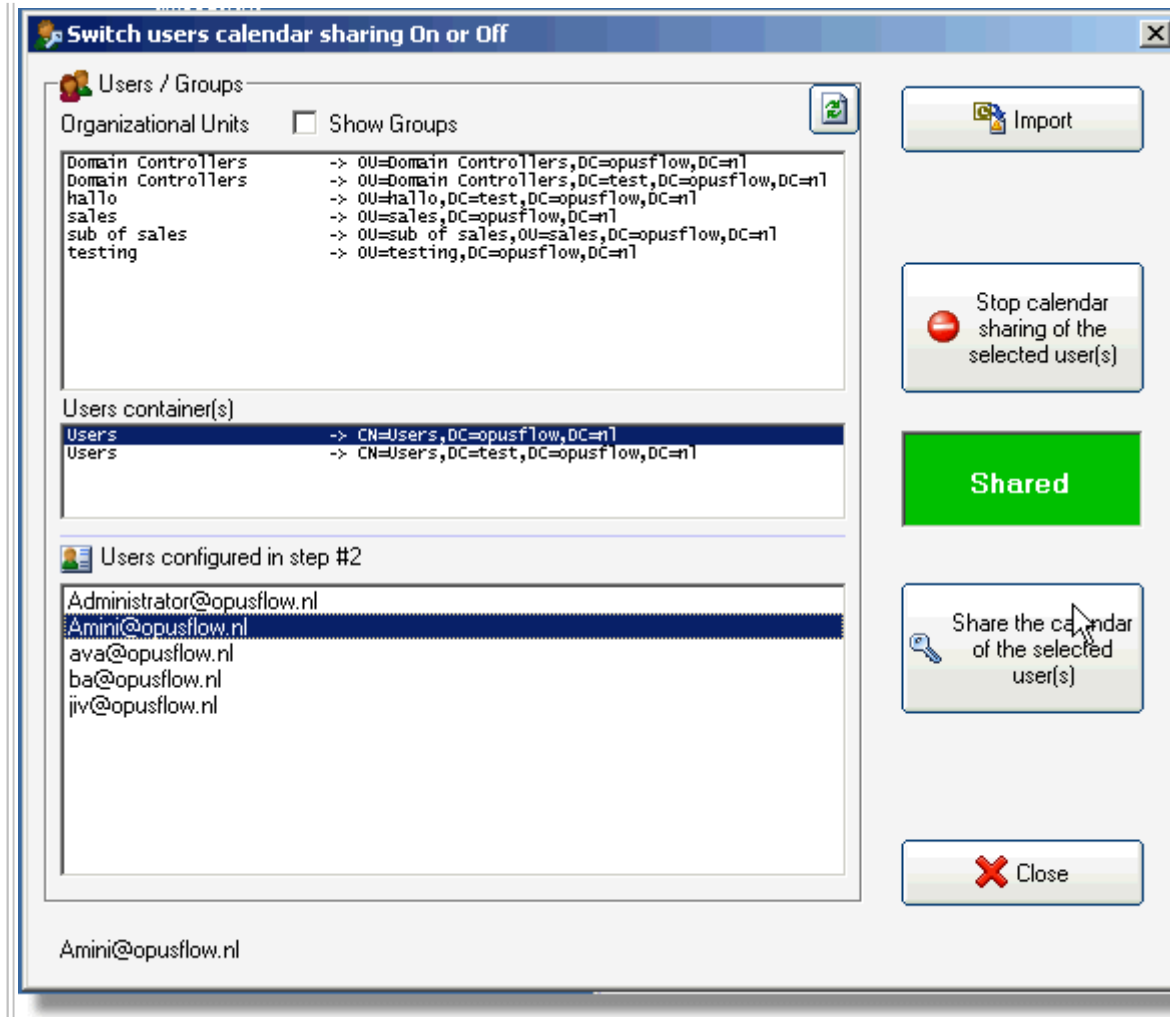


From here you enable or disable the calendar sharing for selected users.

In step #2 users are mapped to one or more calendars. However until you switch them ON they will not participate and their calendar information will not be visible in the GroupCalendars they have been mapped to.

Only the users that you configured in step #2 with a GroupCalendar mapping will be visible in the list and can be switched ON.

Make sure that before you remove users from all groupcalendars in step #2 you first unshare their calendar here.



Select a group from the list to see the users you want to enable or disable calendar sharing for. If this user is currently switched off, you will see a red box. Press the 'Key' button to switch calendar sharing ON for this user.

If this fails; Check the **primary** smtp email address of the user. Make sure the **Exchange Alias** (on the 'exchange general' tab in the active directory) is the same as the primary email address. (only the part before the @). So email address jack@opus.com would give alias 'jack'
If you still can not get it to work this way, open the *gadminerrorlog.txt* file from c:\Exchange Group Calendar.

Browse down from the top until you find the entry '*Exchange name : xxxxx.yyy*'

When the value xxxxx.yyy differs from the primary email address you must add a secondary smtp address to the user properties in the form of **ALIAS@xxxx.yyy**

Also confirm that you have the com+ component installed and configured to run with the gadmin name and password.
(**identity** tab)

If you are working on users in a child domain you might have to give them a **secondary** smtp address with the same namespace as the exchange server top level. (example: The exchange server is in opus.com and the users in child.opus.com. Give those users user@opus.com as a secondary email address.

After these steps you are ready for testing. Simply create a new appointment in the personal calendar (*) of one of the users and if it complies to the rules you set up in the calendar configuration of step#1 you should now see it appear in the groupcalendars.

() A common mistake is that people create items in a calendar folder that is part of a PST file and not in their Exchange Inbox.*

Read the [user experience](#) to learn what you can expect from the Exchange GroupCalendar software.

To export existing appointments from your users' personal calendars into the Group Calendar you first select the users and click the import button. You will have to do this only once when you start using the software.

It will not create duplicate items if you use the option

later again to fill up a newly created groupcalendar folder with existing appointments.

If you like the software you can order a license [here](#). No need to uninstall the demo version, we will send you a license after purchase to turn the demo version into a full version.

If it's not what you are looking for let us know. We welcome all suggestions; in fact the current functionality of the software was created based purely on user feedback and suggestions.

To uninstall the software you must first stop sharing for all users in step #3. After that you select all users and calendars in step #2 and disconnect everyone. Now you can uninstall the software from control panel - add/remove programs. This will remove the com+ component and executable.

Import

Exchange GroupCalendar is an event driven program.
This means that existing calendar items will not be published to the GroupCalendars if they don't change
The import button can be used to manually force the existing items in user calendars to appear in the GroupCalendar.

Users / Groups

Show Groups

Organizational Units	
Domain Controllers	-> OU=Domain Controllers,DC=opusflow,DC=nl
Domain Controllers	-> OU=Domain Controllers,DC=test,DC=opusflow,DC=nl
hallo	-> OU=hallo,DC=test,DC=opusflow,DC=nl
sales	-> OU=sales,DC=opusflow,DC=nl
sub of sales	-> OU=sub of sales,OU=sales,DC=opusflow,DC=nl
testing	-> OU=testing,DC=opusflow,DC=nl

Users container(s)

Users	-> CN=Users,DC=opusflow,DC=nl
Users	-> CN=Users,DC=test,DC=opusflow,DC=nl

Users configured in step #2

Administrator@opusflow.nl
Amini@opusflow.nl
ava@opusflow.nl
ba@opusflow.nl
jiv@opusflow.nl

Amini@opusflow.nl