

## End User Datasheet

# OX Calendar

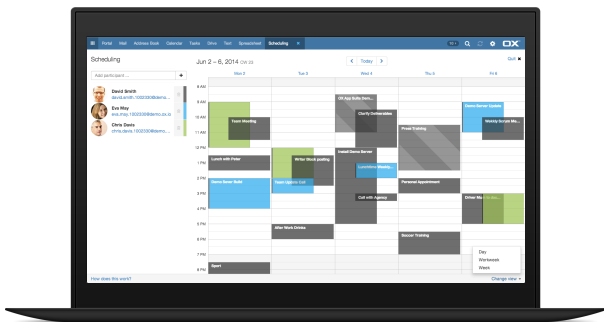
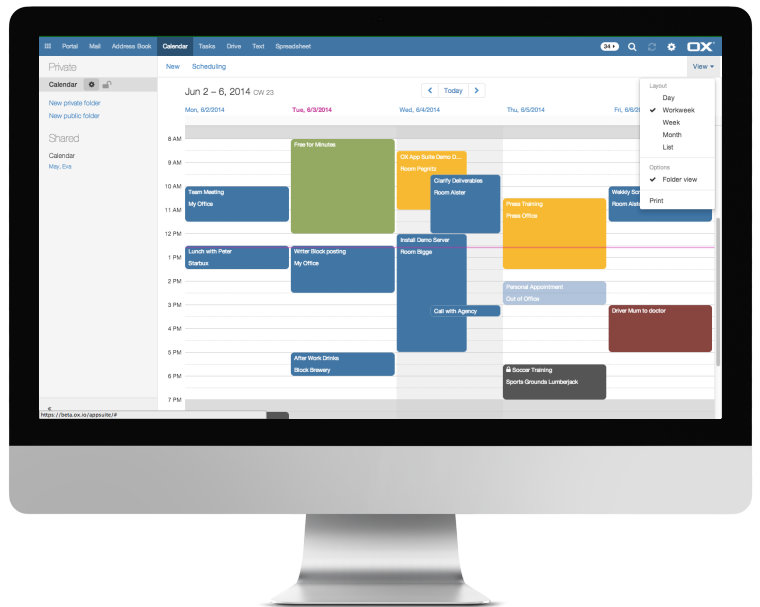
OX Calendar provides all you need for easy and intuitive management of your schedule. You can organize business appointments and also private engagements with either several separate calendars or a single, fully integrated one. In addition to the calendar of your own appointments, public calendars are available, for group-level organization, management of teams, and more. You can share your calendars confidently, since you decide on who gets what permissions and level of access. Whatever device you're using, your appointments remain readily available. An efficient design takes the screen size into account and

automatically chooses the most suitable layout. For further convenience, you can use CalDAV to connect your calendar to your preferred third-party solutions. For getting started with ease, OX App Suite supports you with a setup feature that bundles all the necessary information into one convenient installation profile. And, of course, OX Calendar comes with the desktop application eM Client for OX App Suite. The user-friendly and modern design allows you to create items, including recurring appointments, quickly, either via a dialog or by directly adding them or moving them in your calendar via drag-and-drop.

With a host of layout settings to choose from, OX Calendar lets you design your calendar to suit how you work best. For example, you can specify your preferred color theme (with classic, dark, or user-defined colors) and highlight specific appointments as you desire.

In addition, the calendar application offers several views, allowing you to switch to a different layout as your needs dictate. Also, OX Calendar saves you time by detecting the device you are using and automatically presenting the view that matches your screen size best:

- Day view
- Work-week view
- Week view
- Month view
- List view



OX Calendar makes it easy to organize appointments with several participants. The scheduling view gives you an overlay of the prospective participants' calendars. Informative colors let you identify free and reserved time slots easily. In addition, a horizontal scheduling view is available, customized for identifying possible timing for appointments with a large number of participants.

OX Calendar is fully integrated with all other OX App Suite modules. This "close cooperation" lets you access other apps' functions directly from the calendar. For example, you can email all participants in a meeting right from the appointment's detail view. Also, files saved in OX Drive can be linked or attached to any calendar item. Another illustration of this powerful integration is that a single click on other participants in a meeting opens an overview of their contact details, recent email conversations, and shared appointments. Finally, you can manage access rights to your private and shared calendars directly from within OX Calendar.

