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Calendars and contacts on your own domain

Webmail & Mailboxes

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Calendars and contacts on your own domain

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You have e-mail on your own domain, but the company diary still lives in somebody's personal account at another company, and the contact list is on whichever phone answers the call. cPanel solves this and hardly anyone knows: the same e-mail account can carry **calendars and contacts synced** between the phone, the computer, and whoever else you allow.

The service is running on this server. It is called **CalDAV** for calendars and **CardDAV** for contacts, and both are open standards: there is no app of ours to install, because the programs you already use know how to speak to them.

The three pages, and what each one is for

In cPanel, under **Email**, there are three entries with confusingly similar names. Mixing them up is the first waste of time, so here they are apart.

Page	What it is for
Calendars and Contacts Management	Creating and deleting calendars and address books for an e-mail account. This is where you start.
Calendars and Contacts Configuration	Getting the **configuration addresses** to put into the phone or the computer. Copy them from here: do not invent them and do not lift them from somebody else's tutorial, because the format belongs to this installation.
Calendars and Contacts Sharing	Sharing a calendar with another person in the company, so you both see the same diary.

The order that works

1. **Pick the e-mail account** that will own the diary. Calendars and contacts belong to an e-mail account, and it is that account's details you sign in with. If you do not have one yet, start with **creating an e-mail account in cPanel**.

2. **Create the calendar, or the address book**, on the management page. Give it a name that will still make sense in a phone's list a year from now.

3. **Fetch the configuration addresses** from the page made for it. They are what tells your program where to look, and you copy them from there: do not build them from your website name, because syncing does not go through the website's port.

4. **Take the encrypted address.** The service answers on **two ports**: `2079` answers **in the clear** and `2080` answers **encrypted**. Always use the second. The first is still listening, which is exactly why it is worth noticing which one you picked: on a clear connection the e-mail account password travels in the open on every sync, and a phone syncs all day long.

5. **Add the account on the device.** In the account settings of your phone or computer, choose the CalDAV or CardDAV account type, and paste in the address, the username and the e-mail account password.

6. **Check both ends.** Create an appointment on the phone and watch it appear on the computer. If it only shows on one side, the connection was set up read-only or the address is wrong.

! **Not every device speaks these standards out of the box.**
Some systems offer CalDAV and CardDAV account types right in the settings; others need a separate sync app installed. That depends on the phone and the program, not on our account. Before deciding it does not work, check in the documentation of the program you are using whether it speaks CalDAV at all.

What you gain, and what this is not

You gain	You do not gain
The diary stops living on one phone. Change the handset and the diary follows.	It is not a full corporate calendar with meeting rooms, everyone's free time and automatic invitations.
Company contacts stop being the personal list of whoever answers the phone. People leave; the list stays.	It does not manage customers or deals. That is a sales system, not an address book.
It sits on your domain and in your account, with your data, not in a staff member's personal account.	It does not import what you already have elsewhere on its own. You do that from the program on your computer: export there, import here.
It costs nothing on top of what you already pay: it is part of the panel.	It does not replace e-mail. It is an addition to the account you already have.

Share one calendar instead of forwarding invitations.
A single «Company» calendar shared with the people who need it removes half the scheduling messages. Everyone still keeps a personal calendar beside it, in the same program.

The e-mail account password is now in one more place.
Every device where you set up the diary stores that password. If you lose the phone, change it: **how to change an e-mail account password**. And do not reuse your cPanel password on an e-mail account.

What the e-mail plan includes, and what costs extra, is in **the Professional E-mail plan**. And if you are still choosing between IMAP and POP on your devices, that choice matters for the diary too: **POP or IMAP**.

NEED A HAND?

Want your company diary and contacts on your own domain? We will help you set the first one up.

Open a support ticket →

Where to see it in your account

- **Is it in your account?** In cPanel, under Email, look for Calendars and Contacts Management, Configuration and Sharing. If you see the three, your account has the service. If you do not, tell us and we will check your plan with you.
- **How many calendars and address books:** we do not state a number. The Calendars and Contacts Management page lists those that exist for each e-mail account.
- **Space:** calendars and contacts live in the same account as the mailbox, so they count in the plan's total space, shared with the site and the mail: 10 GB on Pro, 20 GB on Plus, 30 GB on Ultra, 50, 100 or 200 GB on the Business plans. E-mail accounts are unlimited on every plan. The Statistics sidebar shows the space used.

SEE ALSO

- **Professional E-mail: the plan and what it includes** →
- **Hosting plans and what each one includes** →

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