SharePoint Calendar Plus

Installation & User Guide
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Introduction

KWizCom SharePoint Calendar Plus is a Microsoft SharePoint web part, that displays events collected from various sources such as SharePoint lists and user's Outlook calendar to a single calendar view.


This document provides all the information needed to install, evaluate and deploy this KWizCom product:

- Product overview
- Installation guide
- Component activation
- Administrator guide
- FAQ
**Overview**

**SharePoint Calendars Aggregation, Team Calendars, Mini-Calendars - Now available in KWizCom Calendar Plus All-In-One solution!**

---

**KWizCom SharePoint Calendar Plus** web part connects to various sources and displays one consolidated view of all aggregated events. With the Calendar Plus web part you can roll-up events from the following sources:

- **SharePoint Lists** – retrieve events from any number of SharePoint lists of any type on any location.
- **Microsoft Outlook Web Access** (OWA) – you can and display each user’s meetings/events or public Outlook folders on the same aggregated calendar view.
- **Google Calendar** – You can include events coming from Google Calendar in your Portal/Team calendars!
- **Any other system** – Calendar Plus provides a Web Service API that enables you to integrate your team calendar with any system.
in your organization!

For example: you can easily include your HR Portal Calendar employee birthdays pulled from your SAP/Oracle ERP systems.

This way, you get a single view of all events and meetings (private and shared) that are related to you. **Calendar Plus** web part displays each event type in a different color, defined by you!

Calendar Plus enables users to add new events directly from the web part's interface (Professional Edition):
Support global organizations - Different Time zones in one calendar!

CalendarPlus enables you to toggle between time zones and view the events in the time zone you wish:
Support resources – avoid overbooking!
CalendarPlus enables you to define resources such as meeting rooms, that can be assigned to the appointments.
You can then configure CalendarPlus to display events grouped by those resources as well as to block attempts to overbook a resource by assigning it to multiple overlapping events.

Designed to support your requirements!
KWizCom Calendar Plus is especially designed for customizations:
The web part includes many different toolpane sections enabling you to fully customize the web part's look and behavior:
Drag & Drop sleek user interface!

You can create a new event just by clicking on a cell in the calendar, and entering a sentence like: "2pm Company meeting at room 301". This sentence will be parsed and the appropriate event fields (title, location, start time, end time) will be automatically populated!

and.. You can **drag and drop** events to different dates!
### Key Features & Benefits

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Connect to Google calendar*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connect to Outlook Web Access (OWA) calendars</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Exchange 2003/2007/2010) and display user's Outlook calendar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support viewing Microsoft Outlook shared calendars*</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Office 365 calendar*</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support OWA 2010/Office 365 resource calendars (such as conference rooms)*</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support resources</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use OWA categories</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support resizing the calendar to fit your web site's design</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Aggregate events from multiple SharePoint sites</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connect to any required list type (not only &quot;Events&quot;)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggregates data from any legacy application using web services*</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Export aggregated data to MS Excel</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event coloring according to event source</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Event coloring according to event type*</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event coloring according to list property values *</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support list views - enabling you to aggregate list items defined by custom SharePoint list views*</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Calendar printing*</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support dynamic URL tokens – tokens such as [current site] enable you to use the Calendar Plus web part in a site template using relative URL,</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>eliminating the need to configure the web part after a site is created</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dynamic generated background colors for aggregated list levels</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asynchronous events loading – A MUST when you have MANY events to display - all events are loaded without delaying the loading of the SharePoint site.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggregation of SharePoint Site Collections using a parametric Query String</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggregation of SharePoint Meeting Sites</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indication of amount of events per day by using color indication</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integration with SharePoint 'mini' Calendar*</td>
<td>✓ ✓ ✓ ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quick Date navigation</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enabling adding new events directly from the calendar web part</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add events to Outlook from Calendar Plus web part</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini-calendar display mode*</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User can choose requested time zones, and view events in his client-side time zone (A MUST feature for companies having branches in remote locations)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customizable field captions</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customizable, optional tooltip</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine the number of previous and next years to be viewed in the “Select Data”</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control the order of the legend items (alphabetically order)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customizable Time display format</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Google style quick event and drag and drop</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>paging in table (grid) view</td>
<td>✓ ✓ ✓ ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fully customizable interface via CSS</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Support</td>
<td>Partial Support</td>
<td>Partial Support</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------</td>
<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Create customized views table</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Query String filtration of the categories</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-lingual (standard for all KWizCom components)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cross browser support – IE, Mozilla Firefox, Google Chrome, Safari</td>
<td>✓</td>
<td>Partial support</td>
<td>Partial support</td>
</tr>
<tr>
<td>Support for accessibility standard – WCAG</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

* This feature is included in Calendar Plus Professional edition only.
Installation

Software prerequisites

Server Requirements
1. SharePoint 2007 / WSS 3.0 or

Client PC Requirements
1. Windows 7+
2. Microsoft Internet Explorer 9+ or Firefox Mozilla (Latest version) or Google Chrome (Latest version) or Safari (Latest version)

Installation Procedure

SharePoint 2007
1. Log in using SharePoint administrator account to your SharePoint front-end server.
2. Download the product’s latest evaluation version from KWizCom’s internet web site. This evaluation version is fully functional for 30 days. Further details about product activation can be found in the Administrator guide (next section).
3. Unzip the product’s zip file on your SharePoint server.
4. Double-click the .msi file in order to begin the web installation.
5. When the installation process is complete it will recycle all application pools automatically.
SharePoint 2010/2013/2016

1. Log in as SharePoint administrator account to your SharePoint front-end server.

2. Browse the product’s page on KWizCom’s website and click the “Go” link under the “Install using our Web Installer” section. This will start the KWizCom web installer.

   **Note:** The KWizCom Web Installer will automatically offer you to upgrade other existing KWizCom products on your farm, in case you have old versions installed. You can check which products you wish to update at this time.

3. In case you prefer just to download the relevant .wsp packages and manually deploy them, then in the web installer UI check the “Download only” option (3rd page in the installer’s wizard). When the installer finishes you will be able to go to the installer’s folder on your server, and install the KWizCom packages by simply running the “SP-WSPInstaller” powershell script.

4. At the end of the installation process, you should see all packages deployed in the Central Admin >System settings>Manage Farm Solutions page, and the KWizCom SharePoint Foundation package should be deployed also in the Central Admin’s web application.
Post Installation

SharePoint 2007

1. After completion of the installation, you will see a new KWizCom entry in Windows Start -> All Programs -> KWizCom -> SharePoint CalendarPlus Web Part containing the following programs:

   - **About SharePoint CalendarPlus Web Part**
     Display General Information about the component.

   - **Activate SharePoint CalendarPlus Web Part**
     This utility enables you (the SharePoint Administrator) to activate the downloaded evaluation version.

   - **SharePoint CalendarPlus Web Part Resource Editor**
     This utility enables you (the SharePoint Administrator) to translate the component to your local language.
     Please review the next sections for further details about component localization and activation.

2. When you browse your SharePoint Portal/ Windows SharePoint services site, a new Calendar Plus Web Part will be available for you under "virtual Server Gallery".

SharePoint 2010/2013/2016

After completing the package installation and deployment, activate the feature in site collection/s where you want this feature to be available:
Un-installation procedure

SharePoint 2007
1. Log in using SharePoint administrator account to your SharePoint front-end server.
2. Go to Control Panel and double-click Add or Remove Programs.
3. Select product entry and click Remove button.
4. Click Yes to approve the removal of the component.
5. Once the product was un-installed, close the Add or Remove Programs screen.

SharePoint 2010/2013/2016
Retract and remove the solution using SharePoint central admin or by using stsadm/powershell command line.
Component Localization

Every KWizCom component comes with localization utility called "Resource File Editor" that enables translation of the component user interface to any required language.

This section describes this utility and the translation process.

Resource File Editor utility structure

This utility displays the following dialog that enables the administrator to translate every displayed string (captions, menu items, user-messages) to the required target language. You can either translate the strings yourself or upload a translation resource file which will automatically translate all component strings in the strings grid.

KWizCom supports translation resource files in the following languages: German, French, Spanish, Russian.
The application displays 2 controls:

- **"Select Culture" drop-down** – contains a list of target languages.
- **Strings grid** – This grid contains all the strings displayed by the component. The grid includes 3 columns:
  a. **Internal Name** – This column displays the internal name of each string (read only).
  b. **Default Value** – The default displayed value in English (read only).
  c. **Localized Value** – The translated value in the selected language. This is where you enter the required translated value.

Click the "Load" button and select the proper translation resource file and the strings will be translated. Click "Create" and a resource file will be created. If you wish to translate the strings yourself, click "Create" once you finish translating all the component strings. This resource file will automatically be used by the component upon changing the user language on your server.

**For example:** In an MS SharePoint-based component, you should create a site using your required SharePoint Language Pack. According to the SharePoint site language, the relevant language's resource file will be used by the component.
Translating a KWizCom component

SharePoint 2007

1. On your Windows task bar, select:
   
   Start->All Programs->KWizCom->SharePoint CalendarPlus Web Part->
   
   SharePoint CalendarPlus Web Part Resource Editor

2. Select your target language on the "Select Culture" drop-down list.

3. For translation to French Spanish German and Russian:
   
   Click "Load" and upload the translations resource file.

4. For translation to any other language:
   
   Translate all the displayed strings in the strings grid by entering a translated value in the "Localized Value" column.

5. Click the "Create"/"Update" button in order to create/save a resource file for the selected target language.

6. If you want to create additional resource files for more target languages, simply repeat stages 2-5 for each language.

7. Close the utility by clicking the "Close" button.

SharePoint 2010/2013/2016

1. Go to: C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\[14/15]\Resources.

2. Copy the product’s resource file:
   
   KWizCom.Sharepoint.WebParts.CalendarPlus.resx
   
   to a new resource file, and add to its name the requested language’s suffix.

   Example: to create a French resource file, copy the file to the following file name:
   

3. Update the copied resource file and replace the English strings with the translated strings. The translatable strings are located inside the <data name> nodes, in their <value> attributes.

   Example:
4. Save the new resource file.

**Use the component in your preferred language**

All KWizCom components use .NET localization mechanism. This means that a KWizCom component will automatically use a language resource file according to the displayed application's language (this is true for all types of components).
Component Activation

KWizCom components are available for evaluation prior to purchase. This way you can try our components and verify that they indeed meet your needs. An evaluation version for each KWizCom component contains all features of the component's production version. The only difference is that an evaluation version is time-limited, and will operate for a period of one month.

Once you decide to order a KWizCom component, you will need to follow the following steps:

**SharePoint 2007**

2. Send us the installed evaluation version's *product Code* (you will see the product Code on the "About" product page):

   ![Product Code Image]

   Please use the [Activation Request web form](http://www.KWizCom.com), on KWizCom web site
to send us your product code.

3. Get the component activation key – this key will be sent to you by email once your order is processed.

4. Activate your installed evaluation version - click **Start -> All Programs -> KWizCom -> SharePoint Calendar Plus Web Part-> Activate SharePoint CalendarPlus Web Part**

**SharePoint 2010/2013/2016**

1. Order the product on the KWizCom website – www.KWizCom.com, or contact our sales team at sales@kwizcom.com.

2. After the order was made, you can activate your installed evaluation version. Activation is done by the following steps:

   a. Open SharePoint Central Admin. On the main “Central Administration” page, you will see the “KWizCom Features Administration” icon:

   ![SharePoint Central Admin](image)

   b. Click the KWizCom Features Administration icon. You will be redirected to a page that allows you to manage all your installed KWizCom products’ licenses:
c. Click the “Manage License” link next to the product that you wish to activate. You will be redirected to that product’s license management page:

<table>
<thead>
<tr>
<th>Product Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: SharePoint File Controller Feature</td>
</tr>
<tr>
<td>Version: 11.0.03</td>
</tr>
<tr>
<td>Farm License</td>
</tr>
<tr>
<td>Farm license applies to all site collections in your farm.</td>
</tr>
<tr>
<td>Product Code: Not requested Request product code and start your evaluation now!</td>
</tr>
<tr>
<td>Web application license or site collection license management</td>
</tr>
<tr>
<td>If you have a license for one web application or site collection, you can enter it here. Simply choose the site collection you wish to activate the license on from the picker and enter the Site Collection: http://[yourSite].</td>
</tr>
<tr>
<td>Use this form below to activate SharePoint File Controller Feature on one the selected site collection or web application only.</td>
</tr>
<tr>
<td>Web Application License</td>
</tr>
<tr>
<td>Web application license applies to all site collections under the same URL, for example: http://[yourSite], http://[yourSite]/sites ms...</td>
</tr>
<tr>
<td>Product Code: Not requested Request product code and start your evaluation now!</td>
</tr>
<tr>
<td>Site Collection License</td>
</tr>
<tr>
<td>Site collection license applies only to one specific site and its sub-sites.</td>
</tr>
<tr>
<td>Product Code: Not requested Request product code and start your evaluation now!</td>
</tr>
</tbody>
</table>

d. Click on the “Request product code and start your evaluation now” link.
A product code will be generated and displayed as in the following screenshot:
e. Copy the product code.


Copy your Product Code into the “Product Code” field, and after you fill-out all other form fields, click “Send Activation Request button.

g. Once your order is confirmed, you will receive the Activation Code for your product by email.
h. Copy the activation code into the “Activation Code” field in the product’s license management page and click “Activate now!” link.

That’s it! Your product is now fully activated.
Administrator Guide

Introduction

When you browse your SharePoint Portal/ Windows SharePoint services site, a new CalendarPlus Web Part will be available for you in the web part gallery:

This section reviews Calendar Plus web part's properties and configuration abilities.
Web Part Properties & Configuration Options

The web part's properties are grouped into the following categories:

- General settings
- Calendar view settings
- Toolbar & size settings
- Table view settings
- Mini Calendar settings
- Outlook web access settings (OWA)
- SharePoint calendar lists
- Custom web service provider
- Google calendar
- Adding new items settings
- Color indicator settings
- Time zone settings
- Language settings

The following sections provide details about each category.
General Calendar Settings

- **Load Calendar in asynchronous mode** – the Calendar will Load in Asynchronous mode using additional request to the server. This option should be selected when you have a very large amount of calendar lists to load.

- **Integrate with SharePoint “Mini” Calendar** – Integrates with SharePoint “Mini” Calendar (which appears in the SharePoint calendar page)

- **Show detailed tooltip in Mouse Over event** – uncheck this check box will disable the items tooltip.

- **Show print button** – enables printing the calendar (available in professional edition only)

- **Show export button** – enables exporting the current displayed events to MS Excel (available in professional edition only)
• **Show Legends** – checking this checkbox will display legends for the various displayed calendars.

• **Default view Period** – choose which view period will be presented as default (month, week, day)

• **Default view style** - choose which view style will be displayed by default: calendar layout, table (grid) layout or mini-calendar layout.

• **Default view period** - choose which time period will be displayed by default: monthly, weekly or daily.

• **Display event details on mouse click event**– check to display the event detailed when end-user clicks the event.

• **Display event details options**– choose where the clicked event details will be displayed: on a new window, in the same window, display a daily view of the selected event’s day.

• **Open event workspace if exists**- Check to open the clicked event’s workspace.

• **How long to retrieve data** – Define timeout in seconds for retrieving data from the aggregated sources.

• **Show “list doesn’t exist error”** – This property is relevant when you configure the CalendarPlus web part to aggregate some list in multiple sites (example: Aggregate all lists called “Calendar” from the current site and all sites 2 levels below).

  In this case, the CalendarPlus web part may encounter a site where this list doesn’t exist. Check the **Show “list doesn’t exist error”** property if you want the web part to display an error in that case.
Advanced layout customizations

- **Calendar web user control file path** – you can change the default template file

- **Calendar items templates suffix** – you can change the items style. In the drop-down if you will choose “thin” then only the items time will be shown.

- **Calendar items templates suffix table view** - you can change the table style.

- **Calendar custom CSS file path** - Define an alternative CSS file to allow the customization of the graphic layout of the KWizCom Calendar Plus web part.

  To create your own CSS file Make a copy of

  \C:\Program Files\Common Files\Microsoft Shared\web serverextensions\[12/14/15]\TEMPLATE\LAYOUTS\KWizCom_KSCP\KWizCom.CALENDARv2.CSS

  and edit the new CSS file using your favorite text editor.

These are the main styles used in The Calendar Plus web part:

<table>
<thead>
<tr>
<th>SharePoint style name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ms-Menu</td>
<td>Styling for the web part’s menus</td>
</tr>
<tr>
<td>ms-vb</td>
<td>Styling events presented in table view</td>
</tr>
<tr>
<td>.ms-picker</td>
<td>Styling events presented in mini-calendar view</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>.ms-cal</td>
<td>Styling for cells in calendar plus</td>
</tr>
<tr>
<td>.ms_cal_tooltip</td>
<td>Styling for the tooltip</td>
</tr>
<tr>
<td>.ms-cal-week</td>
<td>Styling for week days</td>
</tr>
<tr>
<td>.ms-cal-time</td>
<td>Styling for hours of the day</td>
</tr>
<tr>
<td>.ms-cal-legend</td>
<td>Styling for legend</td>
</tr>
</tbody>
</table>
Calendar view settings

- **The number of displayed events in collapse mode (monthly view)** – how many events will be shown in monthly view
- **The number of previous years to show in "Select Date" picker** – how many of the previous years you can choose from in the "date picker"
- **The number of next years to show in "Select Date" picker** – how many of the next years you can choose from in the "date picker"
- **Time display format** – choose the format for displaying a date. When the value is empty, the default format will be used.
- **First day of the week** – which day will be the first of the week
- **Calendar work week** – choose your work days
• **Hide non-working days from calendar** – if checked non-working days will not be shown.

• **Weekly/daily view start time**- choose the start time of working hours.

• **Weekly/daily view end time**- choose the end time of working hours

• **Weekly/daily slots per hour** – choose how many events will be presented one next to the other.

• **Weekly/daily slot height**- chooses the height of slot in pixels.
Toolbar & size settings

- **Hide toolbar from Calendar view** – if checked the toolbar will not be presented
- **Hide Calendar header from Calendar view** – hide the month, year and time zone from the Calendar header.
- **Collapse toolbar menu to “view” menu** - move the collapse toolbar to view menu drop down.
- **Move toolbar menu to Calendar header** – the toolbar will be presented in the same line and style as the Calendar header:
Size settings

these settings enable you to make the Calendar web part smaller in size.

- **use abbreviated names of the days of the week** – short names for days of the week
- **use abbreviated names of the month** - short names for names of the month
- **Adjust Calendar size** – adjust Calendar size to web part size
Mini calendar settings

- **Display event details** – show details of table when user clicks on a day
- **Show today's event details** – show details of each day
- **Event details display position** – choose where to put the table layout
The “Table view” displays calendar events in a tabular view (a grid). This set of properties enable you to define which fields will be displayed and some additional look & feel attributes:

- **Show detailed tooltip on Mouse Over event** – check this box if you want to display detailed tooltip when the mouse hovers over
- **The number of items per page (0 – shows all items in one page)** – specify the number of items that will be displayed per page
- **Table view fields** – type your own values click on “Add” and these values will be presented instead of the names of the fields.
• **Custom Views** – in this section you can create a custom view

![Custom Views Image]

- **Title** – give a title to the view you create
- **Please select your custom view range** – the view range options are: on, before, after, between
  - On – meaning the Day Chosen
  - After/Before – meaning from “Selected Date” ahead/back 3 years
  - Between – choose between two dates
- **Selected Date** – here is chosen the date according to which the range is shown
- **Default** – the custom view created will be the default view when in Table view mode
Outlook Web Access Settings

Use this section to configure Calendar Plus to display Outlook web access (OWA) calendars.

CalendarPlus web part supports the following OWA versions:

- Exchange 2003
- Exchange 2007
- Exchange 2010 (Including Office 365) – this option supports Exchange 2013 as well.

You can display your own Outlook calendar as well as other employees’ shared calendars (Outlook Shared Calendars can be displayed only in the Professional edition of Calendar Plus). You can also display resource calendars, such as conference rooms (new to Exchange 2010).
This section includes the following configurable properties:

- **Exchange Server Version** – Select the OWA server version
- **OWA Url** – type the http/https url that should be used to connect to the OWA server.
  
  Example (MS Office 365): https://portal.microsoftonline.com
- **Always prompt login dialog when user get authentication error**
  - Check this property to re-display a login popup window to the end-user if the web part fails to connect to the OWA server using the end-user’s provided credentials.
- **Load Shared and Public Calendars only** – When the web part connects to OWA, it retrieves both the end-user’s personal calendar events, as well as other shared/public calendars that the end-users has the required permissions to view.
  
  Check this property if you want only the shared/public calendars to be displayed without the user’s personal calendar.
- **Show events marked as private** – Check to display events marked as private.
- **Show/hide categories** – use this property to show or hide OWA events according to their category.
- **Tooltip fields** – Check the fields that you want to be displayed when end-user hovers over an OWA event displayed in the web part.
- **Category color mapping** – in this sub-section you configure how OWA events should be displayed according to their category. Fill out the various fields where you define category name, its legend alias, it background and text color, and then click the “Add” button to add that category display rule to the web part. This way you can configure several category display rules.
- **User’s Calendar Settings** – in this sub-section you configure the legend alias and the background and text color for the end-user’s personal OWA calendar.
- **Shared/public calendars** – this section allows you to add multiple shared/public OWA calendars. These will be displayed as long as the
end user has the required viewing permissions.
To add a shared/public calendar, fill out the following fields:

- Calendar name – name or full path of the calendar.
- Legend alias
- Background and Text colors

Click “Add” to add the shared/public calendar to the list of aggregated calendars below.

- **Use default credentials to load Shared and Public Calendars** – When loading shared calendars you can configure the web part to use the end-user’s credentials (which the end-user will have to fill-out when viewing the web part), or use a single, shared login – in this case fill out that shared user credentials in the properties below the checkbox.
SharePoint Calendar Lists Settings

In this section you define which SharePoint calendar (Events) lists will be displayed by Calendar Plus web part.

You can setup the following properties:

- **Web site Url** – whether if it is a specific site of a site collection
- Tokens enable you to define a dynamic, relative source sites. Using tokens such as “[current site]”, “[site collection]” and “[server]” enable you to define a dynamic URL instead of hardcoded, full URLs, and by using this feature you can deploy Calendar Plus as a part of a SharePoint site template. When users will create sites based on this site template, they will not have to change Calendar Plus properties (Professional edition).
- You can use the Query String To aggregate SharePoint event and lists from several site collections. The format is as follows:
  
  `[URL]?sitescollection=[Site_1_URL][Site_2_URL][Site_3_URL]`
You can customize the parameter name (sitescollection) and the delimiter (|), in the "SharePoint site URL" textbox:

\[\text{site collection},\text{sites};\]

- Besides defining which events list will be displayed, you can also define which view will be used for every list. This powerful feature enables you to display filtered calendars and this way you can, for example, display different **event types** in different colors (Professional edition).

- Use the provided account instead of the current logged-in user – by default aggregation uses the current end-user’s credentials, so each user will see only the aggregated events that he is allowed to see according to his permissions.

Checking this checkbox allows you to define a different user account that will be used to retrieve the events, instead of the current user’s account.

- **Aggregation of SharePoint Meeting sites** – automatically aggregate all “events” list from all site collection

- **Manually enter list and view names** (from various SharePoint sites) or select list and view from the drop down

- **Fields for tooltip** – you can chose which fields will be shown in the tooltip

- Choose which fields will be presented as “title”, “start date” and so on

- You can define the number of aggregated levels. This powerful feature enables you to aggregate events from multiple sites without having to define every event list as a separate source (Professional edition).
Event coloring -
You have 2 ways to define the displayed events’ colors:

1. According to source – When you define an event source (i.e. a list and a view), you can define its fore/back color.

2. You can define dynamic coloring, defined by some list property value.
   This is done by defining a color value for each value of some list field (in the image above the list field is called “Color Class”):
Use the “Color Settings” section to define property-based dynamic event coloring.
Custom Web Service Provider Settings

In this section you define other custom source of events to be displayed in Calendar Plus web part. This source should be exposed as a Web Service, according to the Sample Web Service provided as a part of Calendar Plus installation (On your SharePoint server browse C:\Program Files\KWizCom\KWizCom SharePoint Calendar Plus Web Part\SampleWebService.zip)

You can setup the following properties:

- Web URL Service
- Web service parameters
- Legend alias
- Meeting categories – if categories exists the will be shown in the categories toolbar menu
• Dynamic tokens that can be passed as parameters to your Web Service
• Legend alias and display color
Google calendar settings

Use this section to setup Calendar Plus to connect and display a Google calendar.

This feature is available in the **professional edition only**.

You can setup the following properties:

- **Url to Google Calendar**
- **Legend alias**
- **Meeting category name** – if the category exists it will be shown in the categories toolbar menu
- **Background Color**
- **Text Color**
Adding new item settings

In this section you define whether to enable users to add a new event item in the Calendar Plus web part.

- **Open 'New Item' window in:** - indicates how the new item form will be opened

- **Enable adding new items to the following calendars:**
  1. **calendar at [current site]** - you can type the name of the calendar where you want to add a new item
  2. **Allow a single click to add quick event (Google style)**
     Applicable for adding the events to SharePoint list only.
  3. **Allow to drag/drop events (Google style)**
     Applicable for SharePoint list items only (excluding All Day/Cross Day/Recurrence events).
Color Indicator settings

This section allows you mark the days (in Monthly View) with a diamond shaped indicator according to the amount of events you have during the day. The indicator can be configured with different colors to help you distinguish between the different amounts of events.
Time zone settings

In this section you can choose which time zones will be displayed in the Calendar header. You can type your own name for the selected time zone which will be displayed in the Calendar header.
Language Settings

In this section you can translate the web part’s captions in order to display Calendar Plus in a non-English SharePoint site. Checking the “User strings from Resources file” will setup Calendar Plus to use the standard KWizCom translation file format, which can be configured using KWizCom translation utility (described in the “Translating a KWizCom component” section).
COMMENT: The “Resources” tab is visible only when the “Use the new Calendar UI” checkbox is checked (in the “General Settings” tab)

In this section you can add resource lists to the calendar. A resource list is a SharePoint list that holds resources that you would like to assign to meetings, for example: “Rooms” list that holds names of meeting rooms.

Using resource lists enables end-users to group calendar views by resources and also prevents resource double-booking.

In order to use resources you should configure your calendar/s according to the following steps:

1. Create your resource lists.
2. In your events/calendar lists add a lookup field, looking up the resource list/s.
3. In CalendarPlus add those resource lists using the “Resources” tab.

For each added resource list in the “Resources” tab you should configure the following properties:

- **Select a list view** – view used to display the resources from the resource list.

- **Get values from field** – select a field that holds the resource values that you wish to display/group by the calendar view.

- **Resource title** – Type a title that describes the resource (example: “Rooms”). This title is used in various messages displayed to the end-user.

- **Group calendar view by this resource values** – check this property for the resource list by which you want the CalendarPlus view to be grouped by, by default. This property can be checked for a single resource only.

- **Prevent overbooking** – check to prevent users from double-booking a resource by assigning it to overlapping events.

**End-user experience**

After you have added the resource lists and configured their setting, end-users will see the CalendarPlus view grouped by a resource, for example here’s a view grouped by the “Rooms” list:
End-users can group by other resource or ungroup the display by using the "Group By" switch:

When creating a meeting user will be prompt if tried to double-book a resource.

Example:
In the following screenshot you can see that Room1 is used between 12pm-1pm for company meeting.
Let’s try to create a new meeting that also uses Room1 and overlaps the existing company meeting:
Trying to save this new meeting I get the following error message:

**Resources Conflict 'New appointment'**

**Room**: Room1 - is not available during this time period.

What would you like to do about it?

- [ ] Delete Event
- [ ] Edit Event

This way resource double-booking is prevented.
Configuring user credentials

When Calendar Plus tries to retrieve data from the various sources (Outlook calendar, SharePoint sites, and custom web service) it uses in default the current user’s windows credentials. In order to configure a different user credentials for Calendar Plus to use when connecting to Exchange server or to a Web Service, you should define these credentials.

In edit mode, click the web part’s menu:

And define the username/password that should be used by Calendar Plus while attempting to connect to the Exchange server / Web Service.
Custom Calendar Providers

Calendar Plus web part enables you to display events that are retrieved from external sources (Professional Edition).

This is done by creating a web service that implements a Calendar Provider interface. This interface defines a single method named *GetData*, that returns a DataSet object which contains a DataTable filled with event records.

The *GetData* method receives 3 parameters:

1. **param** – custom text you selected to send individually for each web part. You can use this parameter to create a single web service per LOB sources and focusing only on a specific portion of the data, for example: if you have events stored in a custom application your organization uses you may have created a provider for it to Calendar Plus. But if this application stores several teams data and your sales department wants only their events to be shown – by sending the text “sales” from all sales sites calendars to this provider you will be able to use it as a filter instead of creating a new provider service.

2. **StartDate** – a date time parameter stating the first day displayed by the calendar. Use this with the 3rd parameter to return only relevant events for faster response time.

3. **EndDate** – a date time parameter defining the last day displayed by the calendar.
The following example demonstrates how to implement such a method:

```csharp
public DataSet GetData(string param, DateTime StartDate, DateTime EndDate)
{
    //Build data set and table
    DataSet ds = new DataSet();
    DataTable table = ds.Tables.Add();

    table.Columns.Add("URL", typeof(string));
    table.Columns.Add("Title", typeof(string));
    table.Columns.Add("BeginDate", typeof(System.DateTime));
    table.Columns.Add("EndDate", typeof(System.DateTime));
    table.Columns.Add("Source", typeof(string));

    //Retrieve items that occurs between start date and end date
    //Add sample result row to the data table
                                  "KWizCom sample event",
                                  StartDate, 
                                  EndDate, 
                                  "gray" });

    //Return resutset
    return ds;
}
```

After installing Calendar Plus on your SharePoint server, you will find a Calendar Provider web service source code example in:

C:\Program Files\KWizCom\KWizCom SharePoint Calendar Plus Web Part\SampleWebService.zip
Quick event

You can create a quick event at monthly/weekly/daily view just like in Google calendar:

Click an empty cell and a quick event window will be displayed. The quick event window has 2 fields -

**Title**

Insert event data according to following example -

At monthly view –

<table>
<thead>
<tr>
<th>Input</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time range</td>
<td>Title</td>
</tr>
<tr>
<td>Title</td>
<td>Location</td>
</tr>
<tr>
<td>11am-3pm Company meeting at Room 5</td>
<td>Company meeting</td>
</tr>
<tr>
<td></td>
<td>Room 5</td>
</tr>
<tr>
<td>15-20 Company meeting at Room 5</td>
<td>3-8pm</td>
</tr>
<tr>
<td></td>
<td>Company meeting</td>
</tr>
<tr>
<td></td>
<td>Room 5</td>
</tr>
<tr>
<td>1-3pm Company meeting</td>
<td>1-3pm</td>
</tr>
<tr>
<td></td>
<td>Company meeting</td>
</tr>
<tr>
<td>Time Range</td>
<td>Start Time</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>17:30am-7pm Company meeting</td>
<td>5:30-7pm</td>
</tr>
<tr>
<td>11am Company meeting</td>
<td>11am-12pm (one hour)</td>
</tr>
<tr>
<td>2pm-11:05am Company meeting</td>
<td>2pm this day-11:05am next day</td>
</tr>
<tr>
<td>11:25 am - 3:25 pm Company meeting</td>
<td>11:25am-3:25pm</td>
</tr>
<tr>
<td>Company meeting</td>
<td>Time</td>
</tr>
</tbody>
</table>

At weekly/daily view, time range is not required, start time will be the target time slot, end time will be one hour after, and valid input will be:
- Company meeting
- Company meeting at Room 5

**Lists**

All available SharePoint lists (also displayed at New menu on the top) are displayed in this dropdown box. Choose a proper list before clicking "Create" button.

**Drag & drop**

You can drag a SharePoint event in monthly view and drop on a different date cell (this works only with SharePoint events). When dragging an event and move it, target cell will change color to sky blue, after released mouse, moving event will appear in target cell.

Please note that drag & drop **cannot** be applied to the following event types:
- non SharePoint list event (e.g. exchange, web services)
- all day event
- cross-date event
- recurrence event
The new calendar UI

In version v14.4.22 (SP2010, 2013, 2016) a new UI has been added to Calendar Plus web part with some new visual features.
This section presents the new UI along with the included new features.

Selecting the new UI
In the “General Settings” tab check the “Use the new Calendar UI” checkbox:

Once you check it, the following changes will appear in the toolpane:

- “Load calendar in asynchronous mode” property will get hidden – this is because the new UI always loads events asynchronously.
- “COLOR INDICATOR SETTINGS” tab will become invisible – this feature doesn’t work in the new UI.
- “Show export iCalendar button” checkbox becomes visible – exporting to iCalendar new capability is available only with the new UI.
The new UI features
Once you check the “use the new calendar UI” checkbox and save settings, you will see the following calendar UI:

The new UI has several functional enhancements:

1) Export to iCalendar – you can now export the entire calendar by clicking the button, or export a select event by right-clicking the event and then selecting the “Export” menu.

2) New “Year” and “Agenda” views

3) “Active” legend – the legend includes checkboxes per-source so you can show or hide selected source’s events.
FAQ

How to use Calendar Plus with SharePoint Custom Lists?

The following steps describe the actions needed in order to connect the Calendar Plus web part to a SharePoint Custom List:

1. When creating your SharePoint Custom List, be sure to include the following columns (or equivalent type columns):
   a. "Title" – Single line of text
   b. "Location" – Single line of text
   c. "Start Time" – Date and Time
   d. "End Time" – Date and Time
   e. "Description" – Multiple lines of text
   f. "AllDayEvent" – Yes/No
   g. "RecurrenceEvent" – Yes/No

2. After creating the SharePoint Custom List, open the Calendar Plus tool pane in the "SharePoint Calendar Lists" section.

3. In the first textbox (titled "SharePoint site URL"), type the custom list's FULL URL, or use the tokens as described in the "SharePoint Calendar Lists" section of this document.

4. Then, click the "Load..." button next to the textbox. The browser should refresh the page.

5. Next, use the drop down box to select the SharePoint Calendar List you created. Again, the browser should refresh itself.

6. After the browser loads the page again, you should see the selected list in the drop down box. Select the view of the SharePoint Custom List you wish to use and other settings (like background color and legend alias).

7. Next, only if you created your SharePoint Custom List with different column names than the ones used in Stage 1 (the default SharePoint Calendar List names) then expand the "Custom list field names definition" and update the relevant fields' names manually.

8. When you are ready to add the SharePoint Custom List to the Calendar Plus, click the "Add" button, located at the bottom of the "SharePoint Calendar Lists" tool pane section.
Note: This stage is very important. Do not click the "Apply" button or the "OK" button before this stage.

9. After clicking the "Add" button, the browser should refresh itself and then, if no errors exist, you should be able to see the list you selected inside the text box located underneath the "Add" button.
   If the list is not displayed in that box then some error has occurred and the Calendar Plus will not display your list.

10. When you see the list of your choice in the text box mentioned in Stage 9, you can click the "OK" button (or "Apply" button) to see the SharePoint Custom List's events in the Calendar Plus web part.

Is there a link within the Calendar Plus to add a new entry?

Yes. To configure this feature go to the “Adding new item” section and check “Allow adding new items”. Under his checkbox you will find all the sources you configured to be presented in the Web part, check the sources which you want to allow adding new items to.

How can I connect the user's Personal Outlook Calendar to KWizCom Calendar Plus?

You can achieve this by using Exchange Web Access. Before you try to connect calendars from Exchange to KWizCom Calendar Web Part please check that the Outlook Web Access service is running on your exchange server and that you can connect to Exchange's Calendar via Internet Explorer.

Check that your SharePoint user has permissions to read the specific Calendar.

To connect a Personal Calendar to Calendar Plus Web Part modify Outlook Web Access (OWA) section.
When I add an Outlook Web Access - OWA data source I get an "Exchange Error: The remote server returned an error: (440) Login Timeout."

Please check that you filled OWA configurations like the example:

When I add OWA or SharePoint data source I don’t see any items and no error message is displayed.

If you are experiencing problems and do not have an error indication please change the Web Part properties to allow the Web Part to display errors when they occur. In the "Calendar General Settings" section check the "Show Errors" property.
When I add OWA data source I get "Exchange Error: The remote server returned an error: (401) Unauthorized."

Calendar Plus data retrieval service authenticates to OWA using same user credentials that are used to log-in to the SharePoint server. This should work only if both the SharePoint server and the Exchange server are on the same windows domain (or exist on trusted domains).

In any other configuration the SharePoint might have a problem impersonating as the current user and will not be able to retrieve the data for the view.

1. Modify OWA section in the Modify Shared Web Part menu. Fill the "Use default credentials to load Shared Calendars" checkbox and fill the credential details.

2. Enter the "Edit Page" mode in the page that contains the Calendar Plus Web Part. Press the "Edit" button on the web part and enter the "Outlook Web Access user credentials" dialog:

   ![CalendarPlus Login As dialog](image)

   Fill the details and press the "Save" button. Refresh the page.

3. Set permissions for Calendar from the Exchange System Manager or from Outlook.
I chose a calendar source list, set a background color and gave it an alias name but although I pressed apply I still don't see it in KWizCom Calendar Plus.

After you choose the calendar from the list you must press the “Add” button to add it, then you will see your Calendar is added to the Calendar lists:
I added OWA Calendar of a certain user to Calendar Plus but I see it only if I logon with the Administrator user.

Possibly only the Administrator has permissions to this calendar or you made an error when you filled the User Credentials details.

You can try one of the following steps to fix the issue:
1. Modify OWA section in the Modify Shared Web Part menu. Fill the "Use default credentials to load Shared Calendars" checkbox and fill the credential details.
2. Enter to the "Edit Page" mode in the page that contains the Calendar Plus Web Part. Press the "Edit" button on the web part and enter the "Outlook Web Access user credentials" dialog. Fill the details and press the "Save" button. Refresh the page.
3. Set permissions for the Calendar from the Exchange System Manager or from Outlook.

In my calendar I have some recurring events but I don't see them in KWizCom Calendar Plus Web Part.

Please try to remove the old calendar configurations from the calendars list and add your Calendar again but in the view field please leave the "Default view" value.

KWizCom Calendar Plus doesn't show all events of my Calendar.

Please try to remove the old calendar configurations from the calendars list and add your Calendar again but in the view field please leave the "Default view" value.
I have two different servers with SharePoint on them. Can I show SharePoint Calendar from one server on the other?

No, KWizCom Calendar Plus only supports SharePoint Calendars that exist on the same server.

I see my calendar through Calendar Plus but how can I add new event?

Our calendar only present events from its configured source, meaning – you can only add events in the source calendar and our product will present it.

It’s a “presentation” solution, not a “data entry” solution.

Some tip:
You can create a new Links list and add it as web part on the page with KWizCom Calendar Plus. Create a link to "Calendar New Item" page like this:

You can also add this link to Quick Launch.
When I add OWA data source I get "Exchange Error: The underlying connection was closed: The remote name could not be resolved."

This error occurs if the Calendar Plus data retrieval service cannot reach the Exchange URL. Please test the entered URL and verify that it is reachable.

Why do I sometime get partial data or no data at all in my calendar?

Calendar Plus data retrieval service uses the timeout defined in the web part's appropriate property. This property defines how much time (seconds) the data retrieval service should wait for a data source's response. If one of the data sources is responding slowly or if there are a lot of items from that source they may be loaded partially or not loaded at all.

In that case you may want to increase the time specified to a longer period or check the reason for the delayed response of that data source.

When I try to add meetings from OWA I get an error message (404). What can I do to fix that?

In some cases when you use OWA in a different language than your site you may experience problems retrieving items from OWA.

There are two ways you can take to solve this problem:

1. Fix this problem server wide - use the web part's resource editor to edit the "calendar" key to your OWA calendar folder name.

2. Fix this problem for a specific Web Part - edit the calendar folder name property and insert the OWA calendar folder name.
How do I add an event to my Calendar Plus web part?

To create a data source for a SharePoint list you have to follow next steps:

1. Create a Calendar list or an Event list.
2. Add items to the list.
3. Go to Calendar Plus web part properties by opening the tool pane.
4. Go to "SharePoint Calendar Lists" section.
5. Insert the site URL where the calendar list exists into "Enter SharePoint site URL and click Load" textbox or stay with [current site] if your list on the current site.
6. Select the list you created from "Select a SharePoint event list" dropdown box.
7. Click on the "Add" button at the bottom to add the list to the "Current Lists" list box.
8. Click the "Ok" or the "Apply" button to see the changes in Calendar Plus.

I am trying to connect to Exchange 2007, but I get an error message “(403) forbidden”, what should I also check?

Calendar Plus cannot connect to exchange 2007 if the “Require SSL” checkbox is checked in Exchange virtual directory.
The checkbox is checked by default even if the website doesn’t have SSL.

To resolve the problem you have to check that “Require SSL” checkbox is unchecked:
1. Open IIS Manager on Exchange server
2. Open the properties for the Exchange virtual directory under the default website -> directory security -> Edit for Secure Communications
3. Uncheck “Require SSL”.

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How can I configure the “mouse over” event?

In general settings check the following checkboxes

- Load Calendar in Asynchronous mode
- Integrate with SharePoint “Mini” Calendar
- Using server side for rendering item tooltips
- Show detailed tooltip in MouseOver event
- Show event’s details when user click on item

In the SharePoint lists configure the tooltip fields as you wish it to be shown

Do I have to install anything on my company's client-PCs?

No. KWizCom SharePoint Calendar Plus is a server installation.