

# Connect Email to Calendar

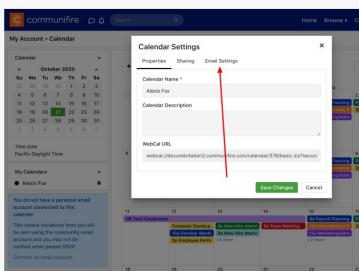
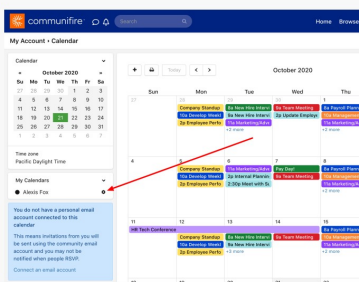
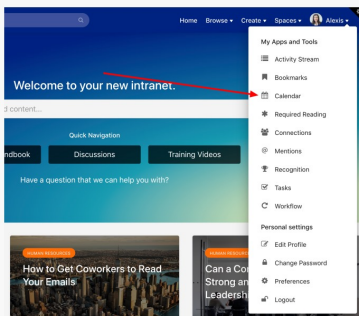
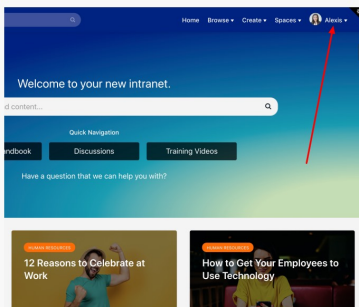
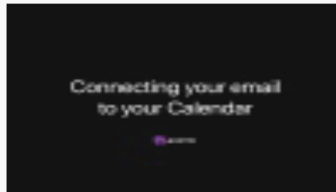
Version 17

Published 3/1/2017 01:15 AM by [Anonymous User](#) Last updated 2/14/2024 07:49 PM by [Vladana Garic](#)

Give your event invitations a personal touch by connecting your email to your calendar. Your personal email address will appear as the email invitation sender when you invite people to events.

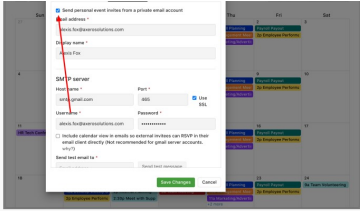
## + Personal Email

Note: To connect your Google or Outlook calendar to your Communifire calendar, see [Google Calendar Sync User Setup](#) and [Outlook Sync User Setup](#) instead.

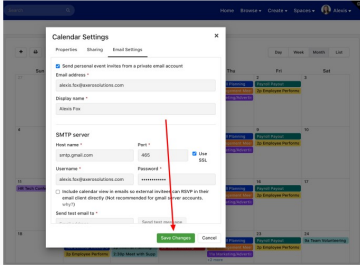


Fill out the email settings. You can get SMTP and incoming mail server settings from your email provider.





Note: We recommend leaving the "Include calendar view..." option unchecked for Gmail server accounts so RSVPs are not lost.



## Default Email Server Settings

In Control Panel > System > [System Properties](#) > Default Email Server, you can set default values for email settings and set whether users can change their personal settings or not.

Control Panel

People

Content

System

Analytics

Exit Control Panel

Logout

System Properties

View All

Active Directory Sync Settings

Anonymous Popup Settings

Authorize.Net Settings

Background Tasks Settings

Chat Settings

Contact Form Settings

Core System Settings

Core System Settings

CyberSource API Variables

Default Email Server

Digest Emails

Lucene Settings

Office 365 Settings

Outlook API

Recognition Settings

Radio Config

Filter this view

Property	Value	Edit
AllowUsersEditPersonalCalendarEmailServer	true	
DefaultEmailServerIncludeCalendarView	false	
DefaultEmailServerIncomingMailPort	993	
DefaultEmailServerIncomingMailServerName	imap.gmail.com	
DefaultEmailServerIncomingMailServerType	imap	
DefaultEmailServerIncomingMailUseSSL	true	
DefaultEmailServerSMTPPort	465	
DefaultEmailServerSMTPServerName	smtp.gmail.com	
DefaultEmailServerSMTPUseSSL	true	
EmailServerIncludeCalendarViewOverride	true	

### + Default Outlook Account

Use a default Outlook account to send email notifications for events.

**NOTE:** In order for email account to be used [Outlook Sync Administrator Setup](#) must be completed.

1. Go to **Control Panel**>**System**>**General Settings**.

2. Expand **Email Settings**.

Control Panel

People

Content

System

Analytics

Exit Control Panel

Logout

Settings

General Settings

Application Settings

System Properties

Workflows

System Permissions

Profanity Filters

Robots.txt

Integrations

Integrations

External Drives

Webhooks

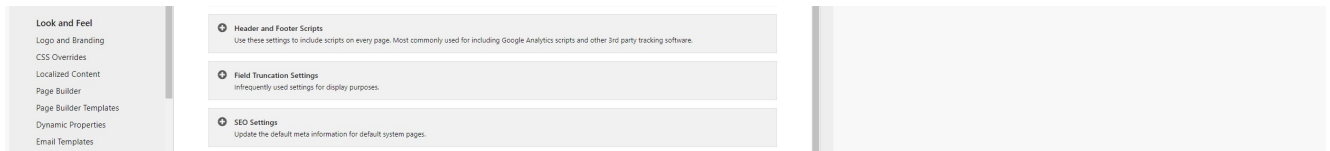
General Settings

Site Settings

Localization Settings

Email Settings

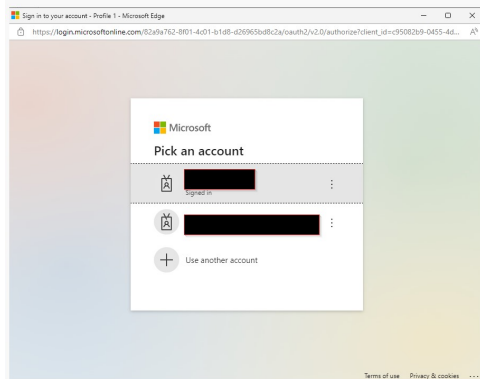
Social Integration Settings



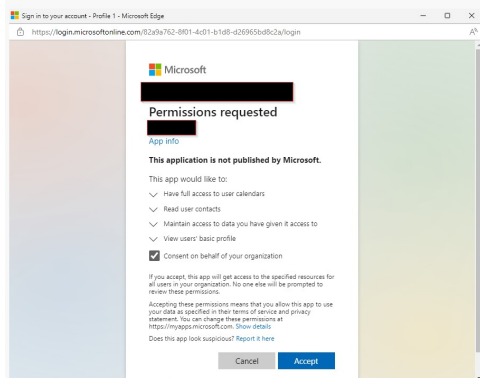
3. Scroll down to **Additional email settings** and click **Connect**.

Additional email settings	
Allow emails to be parsed and posted as cases	<input type="checkbox"/> Yes
Enable forum posting via email	<input type="checkbox"/> Yes
Enable case reply via email	<input type="checkbox"/> Yes
Default Outlook Email Connect an Outlook account to use for non-Outlook user created events.	<input type="button" value="Connect"/>

4. Select Outlook account to send event email notifications.



5. Accept Permissions.



6. Outlook email account is now connected and will be the account from which email notifications are sent when a user that does not have an outlook account connected to Communifire creates an event.

tags : member, site-administrator