



# Take Control of Calendar Syncing and Sharing with BusyCal

*Joe Kissell*

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**Learn how to sync and share calendars effectively!**

*Updated August 19, 2013*

Is there anything more embarrassing than missing an appointment due to a calendar misstep? (Yes. Showing up late, in your pajamas.) Operating calendar software isn't hard, but if you don't understand how calendars sync among devices, how you can share calendars with other people, and how meeting notices work, it's all too easy to fall prey to problems.

The goal of this brief ebook, then, is to explain how calendar servers and clients work, when and why to use iCloud, Google Calendar, or Office 365 for syncing and sharing, and how to construct a sensible calendar strategy for BusyCal 2.5 on your Mac--even if you also use other calendar apps or share calendars with people who do. Author Joe Kissell also guides you toward practices that will make your life easier and tries to dissuade you from those that will add unnecessary complication.

### What Is BusyCal?

BusyCal is a calendar client program from BusyMac that does everything Apple's Calendar app does (and a number of things Calendar doesn't, including full support for Microsoft Exchange servers!), but is easier to use, more attractive, and more customizable. It's ideal for those who dislike Calendar's leatherette look and awkward interface. BusyCal and Calendar can (with a few minor exceptions) share the same data--whether local calendars or calendars hosted on iCloud, Google Calendar, or Office 365--so you can switch back and forth seamlessly if you wish. BusyCal 2.5 requires OS X 10.8 Mountain Lion.

### Why a free ebook about BusyCal?

For one, we have long been fans of the software, preferring it over Apple's iCal and Calendar. For two, BusyMac asked nicely, and made it possible for us to give the ebook away for free. Enjoy!



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