LIGHTDRIVE HELP CENTER

LightDrive User Manual

Chapter 6 - Calendar

Generated September 30, 2026

Contents

6.1 Using the LightDrive Calendar

6.2 Creating and Editing Events

6.3 Recurring Events

6.4 Using Multiple Calendars

6.5 Calendar Synchronization (CalDAV)

6.6 Calendar on Android

6.7 Calendar on iPhone and iPad

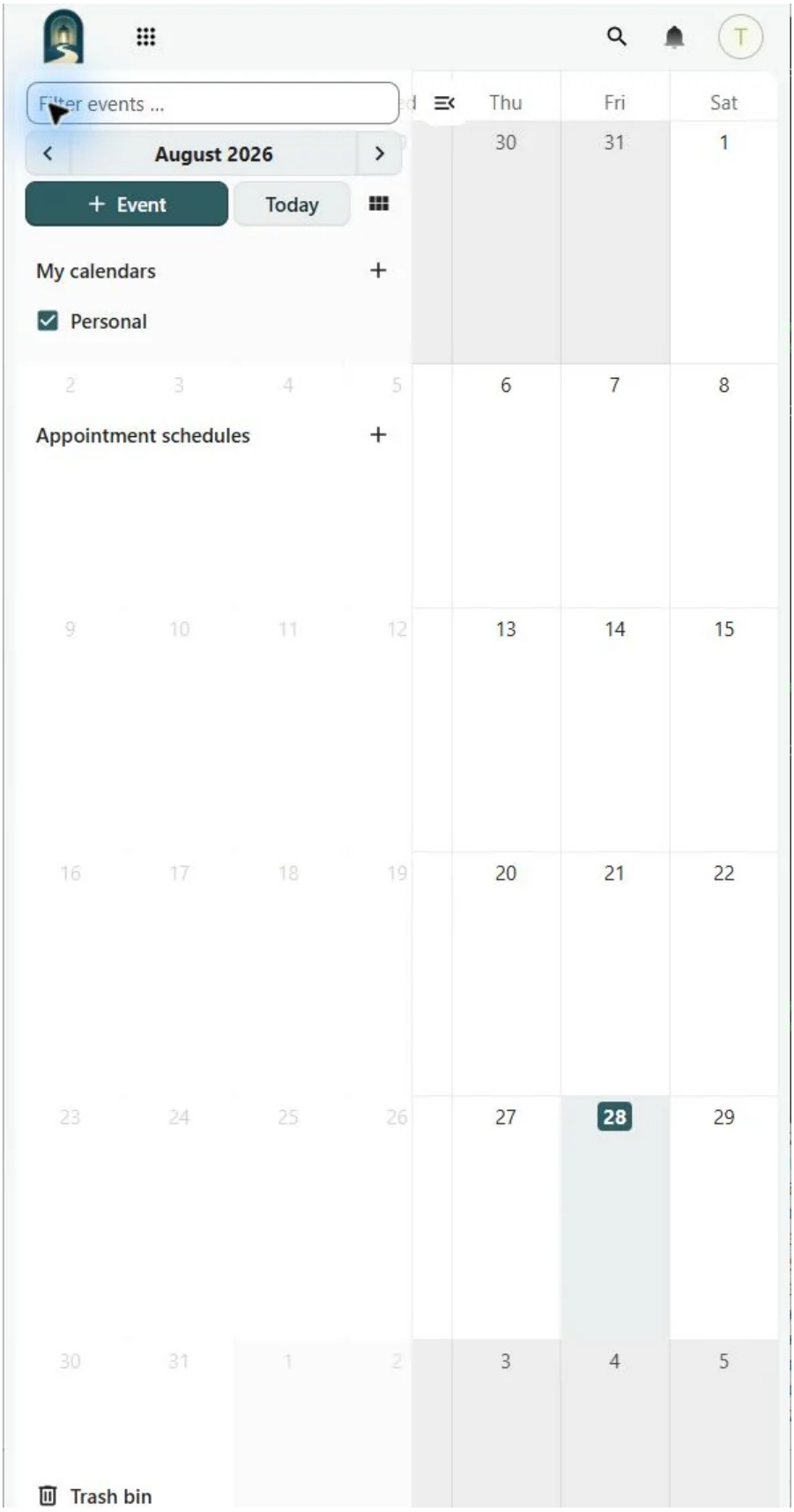
6.8 Calendar on Desktop Applications

6.9 Troubleshooting Calendar Sync

Chapter 6 - Calendar

6.1 Using the LightDrive Calendar

Select **Calendar** from the Vault app menu. The main view displays your events by month, week, day, or list. Use **Today** to return to the current date.


Filter events ...
August 2026
+ Event
Today
My calendars
Personal
Appointment schedules
Trash bin
Thu
Fri
Sat
30
31
1
6
7
8
13
14
15
20
21
22
27
28
29
3
4
5

Open the Calendar sidebar to choose calendars, create events, and return to today.

The sidebar lists your calendars. A checked calendar is visible; clearing its check hides its events without deleting them. Select **+ Event** or an empty time in the calendar to create an event.

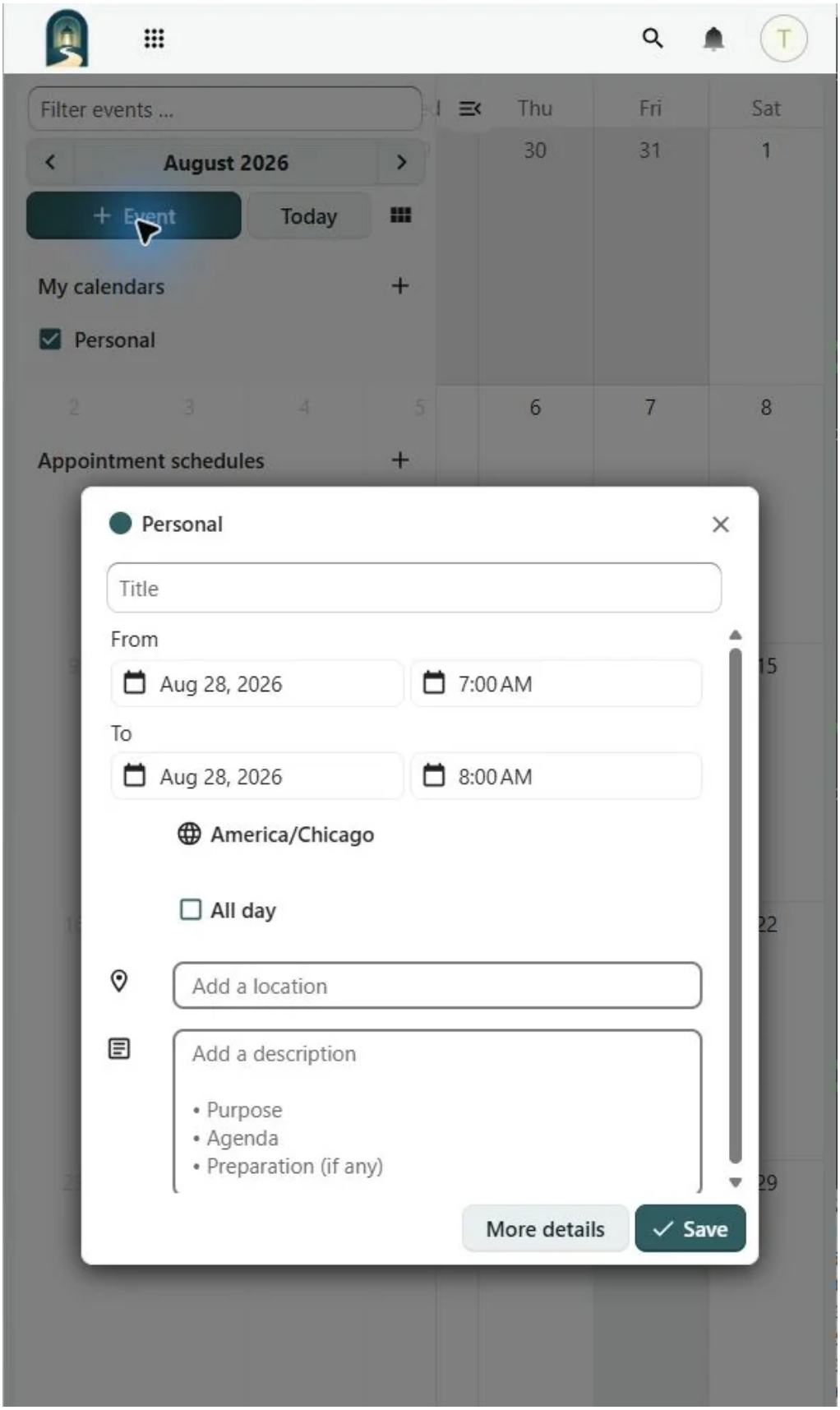
Calendar data is stored with your LightDrive account and can synchronize to compatible devices through CalDAV. A change made in the browser is sent to connected clients, and a change from a client appears in the web calendar after synchronization.

Sharing is deliberate

Your personal calendars are not automatically shared with other LightDrive accounts. When calendar sharing is enabled, **Sharing & invitations** appears inside Calendar. See Using Multiple Calendars for the view-only and editable sharing workflows.

6.2 Creating and Editing Events

Select **+ Event** or select a date and time in Calendar. Enter the title, date, start and end time, and the destination calendar. Add a location, description, or reminder when needed, then save.


Filter events ...
August 2026
+ Event
Today
My calendars
Personal
Appointment schedules
Thu
Fri
Sat
30
31
1
6
7
8
Personal
Title
From
Aug 28, 2026
7:00 AM
To
Aug 28, 2026
8:00 AM
America/Chicago
All day
Add a location
Add a description
• Purpose
• Agenda
• Preparation (if any)
More details
Save

The event editor starts with the essential date and time fields and offers additional details when needed.

Select an existing event to view it. Use **Edit** to change its details or **Delete** to remove it. Moving an event by dragging it changes its scheduled time, so review the result before leaving the page.

An all-day event has a date but no clock time. For a timed event, confirm the displayed time zone, especially when participants are in different regions.

Events on a shared calendar

A view-only recipient can read events but cannot create, change, or delete them. A recipient who accepted **Can edit events** access can create, change, and delete events for everyone with access, but cannot rename or delete the calendar, reshare it, or manage permissions. Put only information intended for every recipient on a sharing calendar, including its notes, locations, attendees, reminders, and links.

Current online article: https://help.lightdrive.one/calendar/creating-and-editing-events

6.3 Recurring Events

While creating or editing an event, open the repeat control and choose the recurrence pattern: daily, weekly, monthly, yearly, or a custom interval. Set an end date or occurrence count when the series should stop.

When you change or delete one occurrence, Calendar asks whether the action applies to that occurrence or to the series. Read that choice carefully. Editing the series can replace exceptions that were made to individual dates.

For an irregular schedule, create separate events instead of a recurrence rule. This makes later changes clearer and avoids exceptions that some connected calendar apps display differently.

Current online article: https://help.lightdrive.one/calendar/recurring-events

6.4 Using Multiple Calendars

Use separate calendars to group events by purpose, such as Personal, Family, School, or Work.

Select the plus control beside the calendar list to create one, give it a clear name, and choose its color. When creating an event, select the calendar that should own it.

Use the checkbox beside a calendar to show or hide all its events. Hiding does not delete or stop synchronization. Open the calendar’s action menu to rename it, change its color, export it, or delete it. For deliberate sharing, use Sharing & invitations instead of the native sharing menu.

Deleting a calendar removes every event it owns. Export important events before deleting the calendar.

LightDrive supports two kinds of calendar sharing. You can share a calendar with another LightDrive user for view-only or editing access, or create a public read-only share for people and calendar apps outside LightDrive.

Sharing with another LightDrive user

In **Sharing & invitations**, you can offer another LightDrive account **View only** or **Can edit events** access. The recipient signs in and accepts inside Vault before access begins. Group sharing, account-directory searches, federation, and calendar-sharing emails remain disabled. Internal sharing notices stay inside the Vault. Public links use the separate read-only workflow below and do not require an invitation or a LightDrive account.

1. Open **Calendar → Sharing & invitations → New shared calendar**.
2. Name the calendar and confirm that you will put only events intended for recipients in it. Choose **Create empty calendar**. Nothing from your personal calendars is copied or shared.

3. Add the events you intend to share to **Shared — [calendar name]**. Review titles, times, descriptions, locations, attendees, and links before inviting anyone. Do not rely on an event's privacy label to protect information you place here.
4. Under **Shared by you**, open **Invite a LightDrive user** on the calendar card. Enter the person's LightDrive ID or full `@lightdrive.one` address, preserving the ID's case. Choose **View only** or **Can edit events**, then choose **Send invitation**. LightDrive does not confirm whether that ID exists.
5. The recipient receives a Vault notification-bell notice that opens **Sharing & invitations → Invitations**. They review the offered permission and accept or decline it. Pending invitations expire after seven days. There is no access before acceptance.

Choose the permission deliberately

View only lets the recipient read the calendar without changing events. **Can edit events** lets the recipient create, change, and delete events for everyone with access. It does not allow calendar renaming or deletion, resharing, permission management, or moving events between this calendar and another calendar. To change an offered or accepted permission, revoke it and send a new invitation; the recipient must accept again.

Save any event draft before choosing **Refresh Calendar**. In Thunderbird or another CalDAV client, refresh the available calendars and select the new shared calendar for synchronization if necessary. Editable changes synchronize in both directions.

Show or hide without changing access

Click the shared calendar's name or checkbox in your Calendar sidebar to show or hide its events. This is your own display preference: it does not edit events, change the owner's view, stop synchronization, or revoke access. View-only access does not permit event changes. Edit access permits event changes but not management of the calendar or its sharing.

Leave or revoke

To end access, the recipient chooses **Leave calendar** under Invitations or the owner chooses **Revoke** under Shared by you. Future authorized reads stop, but requests already in progress may finish, and copies previously synced, downloaded, or exported cannot be erased remotely.

Vault notices and Activity History

The Vault notification bell alerts the recipient to a new invitation, alerts the owner after acceptance, and alerts the recipient if the owner revokes access. A revoked pending offer appears as an invitation withdrawal. Selecting a notice opens Calendar → Sharing & invitations. LightDrive does not send calendar-sharing notices by email.

Activity History records invitations, acceptance, decline, leaving, withdrawal, and revocation for both accounts. These entries identify the sharing calendar, the LightDrive IDs involved, and the offered permission; they do not include event details, recovery addresses, or credentials.

A new invitation requires a new acceptance. Revoke and reinvite to change a recipient between view-only and edit access. Revoke access before deleting a sharing calendar if access should end permanently: restoring a deleted calendar can restore access for recipients whose invitations are still accepted.

Your sharing overview

Shared by you brings both sharing types together. Each calendar appears once, with a **LightDrive share** section for internal recipients and a **Public read-only share — Active** status when a public link is enabled. Pending invitations do not grant access; revoked and expired invitations appear under **Past invitations — no current access**. Calendars kept ready for internal invitations are clearly marked when they have no accepted recipients. Disabled public-only shares no longer appear as active.

Subscription links are not shown in this overview. Choose **Manage public share** to open the detailed **Public read-only share** tab for Copy link, Replace link, or Disable public share.

Share an existing calendar with a LightDrive user

Some calendars are configured for both events and Tasks. They are listed separately and cannot be shared with a LightDrive user, even when they contain no Tasks. Removing Tasks does not change this restriction. Choose **New shared calendar** to create an empty event-only calendar, then add the events you want to share and invite recipients. Each recipient must accept. Your original calendar and Tasks are not changed or copied. Otherwise eligible mixed calendars can still use **Public read-only share**; that feed includes only shareable events, never Tasks.

For an eligible calendar you already own, open **Share with LightDrive user**, choose the calendar, review the disclosure, and enable sharing. Then open **Shared by you → Invite a LightDrive user** on its calendar card to send an invitation. This does not enable a public link. **New shared calendar** instead creates a separate empty calendar for sharing with another LightDrive user. Neither workflow gives a recipient access before acceptance.

Public read-only share

A public read-only share creates a unique calendar subscription link for people and calendar apps outside LightDrive. No LightDrive account is needed. Anyone who has the link can view the shareable events in that calendar, but cannot create, change, or delete events or manage the calendar. Share the link only with people you trust: it can be forwarded.

For better privacy, create a separate calendar containing only the events you intend to share publicly. Sharing one calendar does not share your other calendars, Tasks, Contacts, files, mail, or account profile. Your Personal calendar is not included unless you deliberately select that exact calendar. Calendars shared with you by another account, subscribed calendars, birthday/contact-date calendars, and task-only calendars are not eligible.

1. Open **Calendar → Sharing & invitations → Public read-only share**.

2. Find the calendar you own that you want to share. Review its existing events and remember that future events added to it will also be shared.
3. Check the acknowledgement and choose **Create read-only link**.
4. Choose **Copy link** and give that subscription URL only to your intended recipients. Do not post it in a public directory, send it to an online validation tool, or include it in a support screenshot.

What the link can reveal

Ordinary events include their titles, descriptions, locations, start/end times, recurrence details and exceptions, organizer and attendee information, links, and attachment references or inline attachment data if present. Review those fields before sharing. An attachment reference does not grant permission to a protected LightDrive file, but an already accessible public link remains accessible.

The public feed follows Nextcloud’s read-only event privacy rules: private events are omitted, confidential events show Busy with timing and recurrence information, and event reminders are not exported. This does not change your original events or reminders. Use a separate calendar, rather than privacy labels alone, to decide what belongs in a public share.

Subscribe with Google Calendar, Apple Calendar, or another app

Use the copied HTTPS URL as a calendar subscription, not as a one-time file import. In Google Calendar on a computer, open **Other calendars → + → From URL** and paste it. On iPhone, open **Calendar → Calendars → Add Calendar → Add Subscription Calendar** and paste it. Other iCalendar-compatible apps usually offer a Subscribe or Add from URL option. The recipient does not enter a LightDrive password. The subscription is read-only; it is not editable CalDAV account access.

External apps fetch updates on their own schedule. Changes may take time to appear, especially in Google Calendar; this is not real-time synchronization. A refresh delay does not mean the owner needs to recreate the link.

Disable or replace a link

In the same public-sharing area, choose **Disable public share** to stop future reads using that URL. To issue a new URL, acknowledge the warning and choose **Replace link**. The old URL stops working and recipients must replace it in their subscription settings. Re-enabling a disabled share also generates a new URL.

Disabling or replacing a link cannot erase copies already fetched, downloaded, or exported; a request already being sent may finish. Hiding a calendar in your sidebar is not revocation. Disable the public share before deleting a calendar if access should end permanently: restoring a deleted calendar can make a still-enabled link work again. These controls do not revoke separate LightDrive-account invitations or accepted shares.

If the public-sharing tab is unavailable, the capability may not be enabled for your account. If a subscription stops loading, ask the owner whether the link was disabled or replaced. Do not share your account password to repair it. Very large calendars may need to be divided into smaller calendars.

Subscribe to public calendar

Add a read-only calendar from a public subscription URL. Updates are refreshed automatically, but timing depends on the source and refresh schedule.

1. In Calendar, open the **+** menu beside **My calendars** and choose **Subscribe to public calendar**.
2. Paste the public iCalendar subscription URL and submit it. Prefer an HTTPS URL. The subscribed calendar appears in your calendar list; you can view its events but cannot edit the remote source.
3. Updates are fetched on Nextcloud’s normal background refresh schedule, not instantly. If a source cannot be fetched or is not a calendar, it may remain empty or show previously cached events. Check the source with its provider without sharing a private URL in support logs or online validators.
4. To unsubscribe, use the subscribed calendar’s menu, open **Edit calendar**, and choose **Delete**. This removes your subscription, not the provider’s source calendar.

A subscription does not transfer ownership, grant editing rights, or create a public share of your LightDrive calendars. Local and private-network sources are not supported. Treat tokenized source URLs like passwords; do not include them in screenshots or support messages.

Import calendar

The existing **Import calendar** option imports an `.ics` file as a one-time copy into a calendar you can edit. It does not keep refreshing from the source. Use **Subscribe to public calendar** for ongoing read-only updates, or **Public read-only share** to let others subscribe to a calendar you own in LightDrive.

6.5 Calendar Synchronization (CalDAV)

CalDAV keeps LightDrive calendars synchronized with compatible phone, tablet, and desktop apps.

- **Discovery address:** `lightdrive.one`
- **Manual fallback URL:** `https://vault.lightdrive.one/remote.php/dav/`
- **Username:** your full `username@lightdrive.one` address
- **Password:** a LightDrive client password that includes **Calendars** (recommended)

For third-party Calendar clients, a separately revocable LightDrive client password that includes Calendars is recommended. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.

Use `lightdrive.one` when the app supports automatic discovery. If discovery fails or the app requires a complete URL, use `https://vault.lightdrive.one/remote.php/dav/`. Keep certificate verification enabled. After the account is discovered, select the calendars to synchronize.

CalDAV synchronizes calendar records, not email or files. Configure CardDAV separately for contacts and IMAP/SMTP separately for email.

A separate password for your device

In the Vault, open **Settings → Security → App & device access**. Create a LightDrive client password for this device and select the services it needs. Choose Calendars only, or combine it with Email and/or Contacts. Copy the password when shown; it cannot be displayed again. Existing LightDrive client passwords do not gain services that were not selected when they were created.

Use your full LightDrive email address and preserve the case of your LightDrive ID. For Calendar, try the discovery address `lightdrive.one` first and use `https://vault.lightdrive.one/remote.php/dav/` as the manual fallback. Contacts uses `https://dav.lightdrive.one/`. One combined password can authorize both, but they are separate connections and may need separate setup.

Changing your main Vault password does not rotate this client password. Revoke it in Security when a device is lost or no longer used; a combined password is revoked for every service selected for it. A calendar-scoped client password does not grant Files access or permission to manage sharing invitations.

Current online article: https://help.lightdrive.one/calendar/calendar-synchronization-caldav

6.6 Calendar on Android

Android does not include one CalDAV setup path on every device. Install a trusted CalDAV sync adapter, such as DAVx[5], and use it to add the LightDrive account.

- **Base URL:** `https://vault.lightdrive.one/remote.php/dav/`
- **Username:** your full LightDrive email address
- **Password:** a LightDrive client password that includes **Calendars** (recommended)

For third-party Calendar clients, a separately revocable LightDrive client password that includes Calendars is recommended. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.

Select the LightDrive calendars in the sync adapter, enable calendar synchronization, and allow the permissions and background activity it needs. The calendars then appear in Android calendar apps that use the system calendar provider.

Choosing services for Android

Use a separate Email-only password for your mail app and a Contacts & calendars password for your DAV sync adapter, or deliberately choose a combined password for all three. See Calendar Synchronization for creating one. Contacts and Calendar have different server addresses and may need separate accounts in the adapter. Select the address books and calendars you want to sync. Sharing permissions still apply on the phone.

Current online article: https://help.lightdrive.one/calendar/calendar-on-android

6.7 Calendar on iPhone and iPad

Open **Settings → Apps → Calendar → Calendar Accounts → Add Account → Other → Add CalDAV Account** on current iOS and iPadOS versions.

- **Server:** `vault.lightdrive.one`
- **Username:** your full LightDrive email address
- **Password:** a LightDrive client password that includes **Calendars** (recommended)

For third-party Calendar clients, a separately revocable LightDrive client password that includes Calendars is recommended. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.

Keep SSL enabled. After verification, choose the LightDrive calendars you want visible in the Calendar app and set the desired refresh behavior.

If automatic discovery fails, use the full CalDAV address `https://vault.lightdrive.one/remote.php/dav/`.

Device password

Create a LightDrive client password that includes Calendars as described in Calendar Synchronization. A combined password can also authorize Email and Contacts, but iPhone and iPad configure IMAP, CardDAV, and CalDAV as separate connections. Select the desired calendars after adding the account.

Current online article: https://help.lightdrive.one/calendar/calendar-on-iphone-and-ipad

6.8 Calendar on Desktop Applications

Use a desktop calendar that supports CalDAV. Thunderbird supports CalDAV directly; macOS Calendar can add a CalDAV account through Internet Accounts.

- **Discovery address:** `lightdrive.one`
- **Manual fallback URL:** `https://vault.lightdrive.one/remote.php/dav/`
- **Username:** the full LightDrive email address
- **Password:** a LightDrive client password that includes **Calendars** (recommended)

For third-party Calendar clients, a separately revocable LightDrive client password that includes Calendars is recommended. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.

Microsoft Outlook does not provide full native CalDAV support. Use the LightDrive web calendar or a reputable CalDAV connector that you have independently reviewed.

After setup, create one test event and confirm that it appears in both the desktop application and the Vault.

Thunderbird and shared calendars

Create a LightDrive client password that includes Calendars as described in Calendar Synchronization. A new password with Email, Contacts, and Calendars selected can serve all three connections in Thunderbird, although Thunderbird configures the services separately. Open **Add Account → Calendar → On the Network**, enter your full LightDrive email address as the username, enter `lightdrive.one` as the location, and choose **Find Calendars**. If discovery fails, use `https://vault.lightdrive.one/remote.php/dav/`. Select the owned and accepted shared calendars you want to synchronize.

Accept sharing invitations in Vault Calendar first and review whether the offer is **View only** or **Can edit events**. Then refresh Thunderbird’s available calendars and select the shared calendar. View-only recipients can read owner changes but cannot edit events. Editable recipients can create, change, and delete events in Thunderbird, and those changes synchronize for the owner and other recipients. Unchecking a calendar only changes your view; to end access, leave it in Sharing & invitations or ask its owner to revoke it.

Current online article: https://help.lightdrive.one/calendar/calendar-on-desktop-applications

6.9 Troubleshooting Calendar Sync

1. Open Calendar in the Vault and confirm that the expected events exist there.
2. Try the CalDAV discovery address `lightdrive.one`. If discovery fails or the app requires a full URL, use `https://vault.lightdrive.one/remote.php/dav/`.
3. Use the full LightDrive email address, preserving ID case, and a LightDrive client password that includes Calendars access (recommended). A mail-only or contacts-only password cannot connect to Calendar.
4. Confirm that the desired calendars are selected and enabled for synchronization.
5. Check the device time, network access, background permissions, and battery restrictions.

For third-party Calendar clients, a separately revocable LightDrive client password that includes Calendars is recommended. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.

If only one calendar is missing, re-enable that calendar rather than removing the whole account. Changing the main Vault password does not change a separately created client password. If you revoke or replace a client password, update the saved credential in your calendar client. Do not bypass an HTTPS certificate warning.

A shared calendar is missing or cannot be edited

Accept the invitation in **Calendar → Sharing & invitations**, refresh the calendar list, and select the calendar for sync. Check its sidebar checkbox if it is only hidden. Review the accepted permission: **View only** intentionally prevents editing, while **Can edit events** permits event creation, changes, and deletion but not calendar or sharing management. If the owner revoked access, changed the offer, or you left, a fresh invitation and acceptance are needed; replacing your client password will not restore sharing access.

Use a harmless test event in your own calendar to check two-way synchronization. Never disable certificate verification or ask someone to send you their account password.

Current online article: https://help.lightdrive.one/calendar/troubleshooting-calendar-sync