

How to subscribe to your Royal Holloway timetable via a calendar application

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Downloading iCal onto an iPhone/iPad.

To subscribe to the calendar click on the webcal link to your timetable. You will be asked to confirm if you would like to subscribe to your calendar, Click "Subscribe". The next screen will confirm your calendar has been added.

Subscribe to	the calendar	The Calendar ado	has been led
Subscribe	Cancel	View Events	Done

You will then be able to see your calendar in the iPhone/iPad calendar application. Clicking on an activity will show you more details.

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く Oc	t 20'	17			Q	+	K Back Event Details
м	Т	w	т	F	S	S	DT1200 - Lecture
						1	CARYL-TH
2	3	4	5	6	7	8	Monday, 9 Oct 2017 from 10:00 to 11:00
9	10	11	12	13	14	15	09:00
16	17	18	19	20	21	22	10:00 DT1200 - Lecture CARYL-TH
23	24	25	26	27	28	29	11:00
30	31						
10 11	:00 :00	DT12 CARYL-	00 - L	ecture	9		Calendar •
14 17	:00	DT12	00 - S Heatre	emina	ır		Alert None
							Theatre & Text
Today	y	C	alenda	ars		Inbox	DT1200/LEC/01/01 CARYL-TH

Note: Please ensure you have allowed pop-ups on your device.



Downloading iCal timetable into Outlook (PC based)

Before starting the download ensure that you have Outlook open on your PC.

To subscribe to the calendar click on the webcal link to your timetable. Click 'Allow' on the messages that pop up.



This will open your timetable in Outlook calendar as a new tab next to your personal calendar, as below. If you would prefer your timetable calendar to be overlaid over your personal calendar click the arrow to the left hand side of the new calendar tab.

	10 17 1	2017				🔆 Tomorrow	Sunday			
	13 - 17 Novemi	ber 2017		Westminster,	England • 69° F7 91F	[→] 74°F/61°F →	70° F/ 59° F Search G	ilendar (Ctrl+E)		μ
	Calendar 🗙					100256456 - CHAPMAN,	Abigail 🗙			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	13	14	15	16	17	13	14	15	16	17
08										
09					۵ 					
10										
11								PR2560 - Seminar WINDSOR-1-05 (45)		
12							PY2001 - Seminar WINDSOR-1-05 (45)			
13						PY2004 - Lecture WINDSOR-1-05 (45)				PY2006 - Seminar
14								FOUNDERS-LT (190)		
15						WINDSOR-1-05 (45)			WINDSOR-1-05 (45)	
16										
17										

Double clicking on the activity on the calendar will provide more details.

	5 5 1 1	Ŧ			PR2	560 - Lecture - A	ppointment					? 📧	- 0	×
FILE	APPOINTMENT	INSERT	FORMAT TEX	T REVIEW										
Save & Dele	ete 😋 Forward 🔹	Appointment	Scheduling	Skype	Meeting	Show As: Reminder:	Busy None	• O • Recurrence	Time	Categorize	Private Private High Importance	Q Zoom	Apps for	
CIOSE	Actions	Sho	,w	Skype Meeting	g Meeting Notes		Option	15	Zones		Tags	Zoom	Add-ins	~
Subject	PR2560 - Lecture													
Location	WINDSOR-1-05 (45)												-
Start time	Thu 12/10/2017		15:00	*	All day event									
End time	Thu 12/10/2017		16:00	•										
PR2560 Lecture Dr Micha WINDSO	Modern Political ael BACON DR-1-05 (45)	Thought												

Downloading iCal timetable into Office 365



Once logged into Outlook 365 open your calendar by either clicking on the button in the top left hand corner of the screen and selecting the calendar button or clicking on the calendar icon in the bottom left hand corner



Once on the calendar view click on the 'Add calendar' tab at the top and select the 'From Internet' option.



This will bring up the calendar subscription form.

Paste the iCal URL into the 'link to the calendar' box. In the 'Calendar name' box enter a name for your calendar (e.g. RHUL timetable). Press save and then the timetable will import onto the calendar.

Save × Discard	
Calendar subscription Subscribe online and keep up to date.	
Link to the calendar Example: webcal://www.contoso.com/calendar.ics	
Calendar name Enter a name	



III Office 365	Outlook								S
🔎 Search Calendar	🕀 New 🌱 🗄	🕯 Add calendar 🛩 🖸	Share 🖶 Print						
< October 2017	> < > Octob	oer 2017 🗡						Day Work week Week Month T	Гoday
M T W T F S 25 26 27 28 29 30 2 3 4 5 6 7 9 10 11 12 13 14 3	Monday 25	Tuesday 26	Wednesday 27	Thursday 28	Friday 29	Saturday 30	Sunday 1 Oct	26 October 2017 15:00 PR2560 - Lecture 1 hour WINDSOR-1-05 (45)	»
16 17 18 19 20 21 2 23 24 25 26 27 28 2 30 31 1 2 3 4	13:00 PY2004 - Lecture 15:00 PY2004 - Seminar 29 5	12:00 PY2001 - Semina	11:00 PR2560 - Semina 14:00 PY2006 - Lecture	15:00 PR2560 - Lecture	13:00 PY2006 - Seminar 21:00 PY2001 - Lecture				
 Your calendars Other calendars People's calendars 	2 13:00 PY2004 - Lecture 15:00 PY2004 - Seminar	3 12:00 PY2001 - Seminar	4 11:00 PR2560 - Semina 14:00 PY2006 - Lecture	5 15:00 PR2560 - Lecture	6 13:00 PY2006 - Seminai 21:00 PY2001 - Lecture	7	8		
A Groups	9 13:00 PY2004 - Lecture 15:00 PY2004 - Seminar	10 12:00 PY2001 - Seminar	11 11:00 PR2560 - Semina 14:00 PY2006 - Lecture	12 15:00 PR2560 - Lecture	13 13:00 PY2006 - Seminar 21:00 PY2001 - Lecture	14	15		
Groups give teams a share space for email, document and scheduling events.	4 5. 16	17	18	19	20	21	22		
→ Discover	13:00 PY2004 - Lecture 15:00 PY2004 - Seminar	12:00 PY2001 - Semina	11:00 PR2560 - Semina 14:00 PY2006 - Lecture	15:00 PR2560 - Lecture	13:00 PY2006 - Seminar 21:00 PY2001 - Lecture	No do			
	23 13:00 PY2004 - Lecture 15:00 PY2004 - Seminar	24 12:00 PY2001 - Seminar	25 11:00 PR2560 - Semina 14:00 PY2006 - Lecture	26 15:00 PR2560 - Lecture	27 13:00 PY2006 - Seminar 21:00 PY2001 - Lecture	28	29		

Double click on the activity to display further details.

Details	Details							
PR25	PR2560 - Lecture							
When: Where:	When: Thu 26/10/2017 15:00 - 16:00 Where: WINDSOR-1-05 (45)							
Add an emai	l reminder							
PR2560 M Lecture Dr Michael WINDSOR-	odern Political Thought BACON 1-05 (45)							



Downloading iCal timetable into Google

Log into your Google calendar, click on the icon in the top right 0 D hand corner and select calendar. 8 5 My Account Maps Search \mathbf{M} Play Gmail Tube 31 G+ Calendar Google+ Drive Translate Photos More

On the left hand side of the page click on the down arrow next to the 'other calendars' dropdown and select 'add by URL'. Paste the URL into the box and click 'add calendar'.

Calendar	Today < > 19 – 25 Nov 2017	Add by URL	×
CREATE V	Sun 11/19	URL: If you know the a type the address	ddress to a calendar (in ical format), you can here.
✓ November 2017 <> S M T W T F S 29 30 31 1 2 3 4	4am	☐ Make the carried of the carried o	alendar publicly accessible?
5 6 7 8 9 10 11 12 13 14 15 16 17 18	5am		
19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9	7am		
► My calendars	8am		
Other calendars			
	Add a triend's calendar Browse Interesting Calendars		
	Add by URL Import calendar		
	Settings		

Your calendar will then display.



Calendar	Today	< > 19 - 25 Nov 2017					Day Week Month 4 Days	Agenda More 👻 🛱 🗸
CREATE 🔻	GMT+01	Sun 11/19	Mon 11/20	Tue 11/21	Wed 11/22	Thu 11/23	Fri 11/24	Sat 11/25
v November 2017 ↔								
SMTWTF8 29 30 31 1 2 3 4	5am							^
5 6 7 8 9 10 11 12 13 14 15 16 17 18	6am							
19 20 21 22 23 24 25 26 27 28 29 30 1 2	7am							
3 4 5 6 7 8 9	8am							
My calendars	9am							
Other calendars	10am							
	• 11am				11 = 12p PR2560 - Seminar WNNSOR-1-05 (45)			
	12pm			12p - 1p PY2001 - Seminar WINDSOR-1-05 (45)				
	1pm		1p - 2p PY2004 - Lecture WINDSOR-1-05 (45)				1p-2p PY2006 - Seminar	
	2pm				2p - 3p PY2006 - Lecture FOUNDERS-LT (100)			
	3pm		3p - 4p PY2004 - Seminar WINDSOR-1-05 (45)			3p = 4p PR2560 - Lecture WINDSOR-1-05 (45)		
	4pm							
	5pm							
	6pm							

Double click on the activity to display more details.

PR2560 - Lecture Thu, 30 November 2017, 3pm – 4pm									
Where	Where WINDSOR-1-05 (45)								
Calendar	Calendar 100256456 - CHAPMAN, Abigail								
Description	PR2560 Modern Political Thought Lecture Dr Michael BACON WINDSOR-1-05 (45)								
Notifications	No notifications set Add a notification								

Viewing your timetable using an app

To view your calendar on an Outlook or Google calendar app first follow the instructions above for either Office 365 or Google Calendar on a PC to subscribe to the calendar. Once subscribed you can then download the appropriate app from your app store to use view your timetable. Your timetable will atomically sync to the app, but please allow up to 12 hours for it to do so. You will only have to subscribe to your calendar once.

IPhone/iPad users can use the pre-installed calendar application immediately by following the iPhone/iPad instructions above.

Refresh rates for changes

The refresh rates vary depending on the calendar type being used, all will update within 12 hours of the change being made. If a change has been made to your timetable within two working days, you will receive an email notification. For changes outside of two working days, please ensure you check your timetable regularly.