

## How to Subscribe to the KMMS Timetable Web Calendar

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## Subscribe to a web calendar with Windows

Please take the following steps to subscribe to a web calendar when using Outlook with Windows.

- 1. Open Outlook.
- 2. Select the Calendar icon from the Tool Bar to the bottom left of the screen.



3. Right-click My Calendars.



4. Highlight Add Calendar with your cursor.







#### 5. Select From Internet.



6. Paste the Timetable URL

https://learn.kmms.ac.uk/webapps/calendar/calendarFeed/915f8490c92343fb9ac6a69a0d16bd40/learn.ics

into the text field, then Select OK.



7. Select Yes.









## Subscribe to a Calendar with MAC-OS

Please take the following steps to subscribe to a web calendar when using MAC-OS.

- 1. Open iCal.
- 2. Click File.

New Event New Calendar New Calendar Subscription Import Export Close	28N 2995 28W				
Print ICloud Home	September 20	20	Day Week Mon	th Year	
Family) Work	Mon 14 all-day	Tue 15	Wed 16	Thu 17	Fri 18
ns555@canterbury.ac.uk	07:00				
Other Birthdays UK Holidays	odroo				
Siri Suggestions	10:00				
	11:00				

#### 3. Click New Calendar Subscription.

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iCloud Home Family السالي Work	September 2020 Mon 14 all-day	Calendar URL: https://example	you want to subscribe to. e.com/calendar.ics Cancel Subscribe	<b>F</b> ri 18	Sat 19	C Today Sun 20
ns555@canterbury.ac.uk	08:00					
Birthdays UK Holidays UK Holidays Siri Suggestions	09:00					

4. Paste the Timetable URL:

https://learn.kmms.ac.uk/webapps/calendar/calendarFeed/915f8490c92343fb9ac6a69a0d16bd40/learn.ics







5. Click Subscribe.

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10 11 12 13 14 15 16 17 18 10 20 21 22 23 24 25 26 27 28 29 30	18:00						
31 1 2 3 4 5 6							

6. You can rename the calendar to anything you want. Under location you can choose to either add it to your iCloud or your device in the drop-down option of where it is saved. You can then select the frequency at which this calendar syncs and is updated.

Calendars	+ &	Day Week Month Year		Qis	sarch
Cloud More Family (A) Work Totstage Totstage Calendar Other Sint Suggestions	September 2020 Mon 14	"Blackboard, Inc." Info Name Blackboard, Inc. Subscribed to: https://learn.kmms.ac.uk/webapps/calent Location: iCloud @ Remove: @ Alerts @ Alerts Last updated: Naver Auto-refresh: Every week @ 	Fri 18	Sat 19	C Today Sun 20

7. Click **OK** – your calendar has now subscribed to the KMMS timetable.





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10-0 In av	SCP1 -Intro Clinical Com	duction to municati	PDPCP1 - Introduction to PDPCP1 module - Dr J	PDPCP1 - SSE introduction: the doct	09:30 FHD - Perspectives on				
estions 71:0	10:00 SCP1 - Introducti on to	10:00 SCP1 - Online mandatory	10:00 PDPCP1 - Introduction to medical ethics - Dr Juli	10:00 PDPCP1 - Innovation café: introducing the 'digitally enabled doct	Health - Prof Michael Calnan, Dr Sarah Cant 11:00	10:00 Assessme nt AKT worksho	10:00 PDPCP1 - Digital Learning		
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More information on subscribing to calendars on Mac is available on the <u>Apple</u> <u>Support site</u>.

## Subscribe to a Calendar with IOS

- 1. Go to Settings.
- 2. Select Calendar > Accounts









3. Select Add Account.

<b>〈</b> Calendar	Accounts	
ACCOUNTS		
Add Account		>

4. Select Other.



5. Select Add Subscribed Calendar.







< Back Add Account	
MAU	
MAIL	
Add Mail Account	>
CONTACTS	
Add LDAP Account	>
Add CardDAV Account	>
CALENDARS	
Add CalDAV Account	>
Add Subscribed Calendar	>

Paste the Timetable Calendar URL next to Server

https://learn.kmms.ac.uk/webapps/calendar/calendarFeed/915f8490c92343fb9ac6a69a0d16bd40/learn.ics

6. Once you have renamed your calendar, select **Next** or **Save**.



More information on subscribing to calendars is available on the Apple Support pages for <u>iPhone</u> and <u>iPad</u>.







# Subscribe to a Calendar with Android

Please take the following steps to subscribe to a web calendar when using Android.

1. Log in to the Google account associated with your Android device on a PC .



2. Select the Apps icon in the top right of the screen.



3. Select Calendar.



4. Select the + icon next to Other Calendars.





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							GMT+01	TO
Auç	gust	2020	)		<	>	8 AM	
S	м	т	W	т	F	s		
26	27	28	29	30	31	1	9 AM	
2	3	4	5	6	7	8		
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16	17	18	19	20	21	22	11 AM	
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### 5. Select From URL.









6. Paste the Timetable Calendar URL.

https://learn.kmms.ac.uk/webapps/calendar/calendarFeed/915f8490c92343fb9ac6a69a0d16bd40/learn.ics



7. Select Add Calendar.



8. Using the **Google Play store**, download and install the **Google Calendar App** on your Android Device.



9. Open the Google Calendar App.







	August -	:
	10-16 AUG	
	17-23 AUG	
WED 19	Nothing planned. Tap to create.	
	24-30 AUG	
	31 AUG - 6 SEP	
мом 31	Summer Bank Holiday (regional holiday)	

10. Select the menu icon.

	August 👻	•	:
	10-16 AUG		
	17-23 AUG		
19 WED	Nothing planned. Tap to create.		
	24-30 AUG		
	31 AUG - 6 SEP		
<sup>мон</sup> 31	Summer Bank Holiday (regional holiday)		

11. Select **Show more** under your Google username.







12. Tick the box next to the Timetable Calendar subscribed to via your Google account. This will appear as Blackboard, Inc.



#### 13. Select settings from the menu.



14. Select the **Blackboard**, **Inc.** Timetable Calendar.





Events
Reminders
Blackboard, Inc.

15. Select **Sync**. You can also rename the Calendar here.

$\leftarrow$	Blackboard, Inc.	*
	Sync	$\bigcirc$
	Name Blackboard, Inc.	
•	<b>Colour</b> Banana	

16. Your Android device will now be subscribed to the KMMS Timetable Calendar.

## Help & Support

For support using our learning and teaching technologies, please e-mail: <u>digitaleducation@kmms.ac.uk</u>

Other training guides are available on Student Resources on KMMS Learn



