

# How to Subscribe to the KMMS Timetable Web Calendar

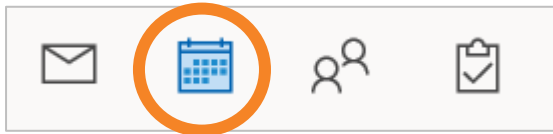
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# Subscribe to a web calendar with Windows

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

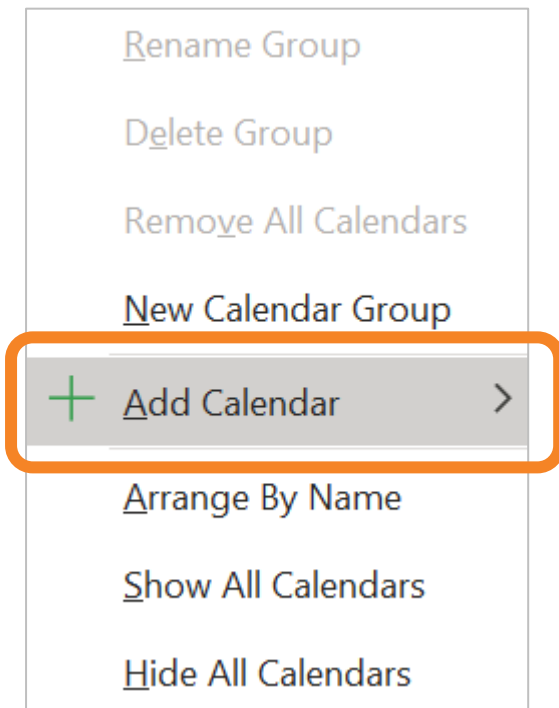
1. Open Outlook.
2. Select the Calendar icon from the Tool Bar to the bottom left of the screen.



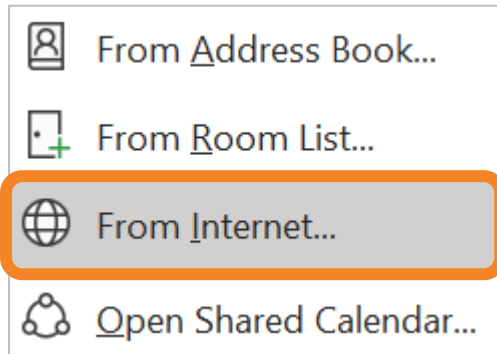
3. Right-click **My Calendars**.



4. Highlight **Add Calendar** with your cursor.



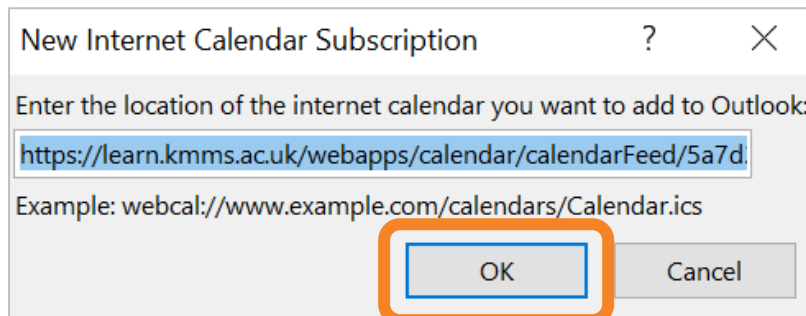
5. Select **From Internet**.



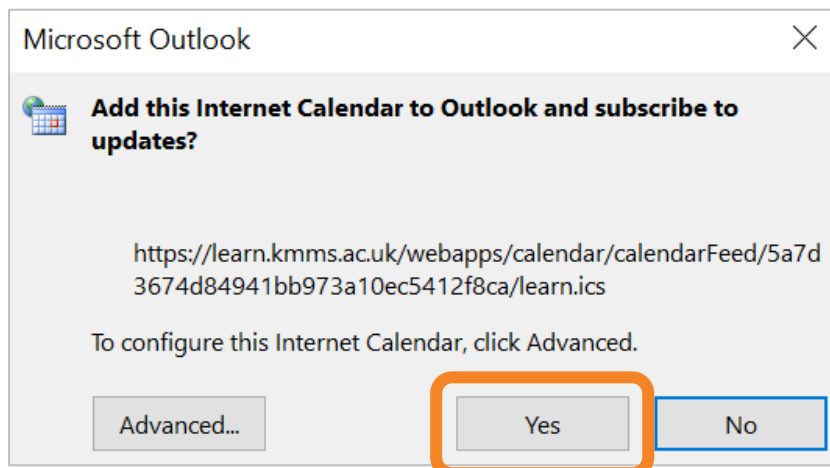
6. Paste the Timetable URL

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

into the text field, then Select OK.



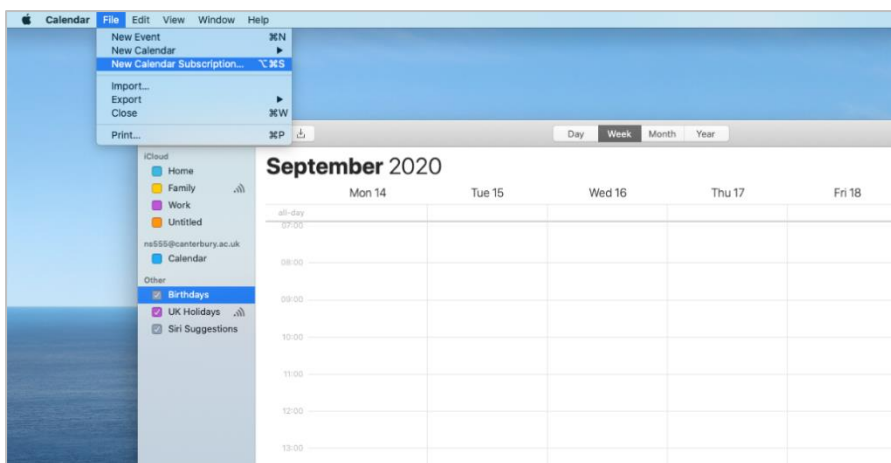
7. Select **Yes**.



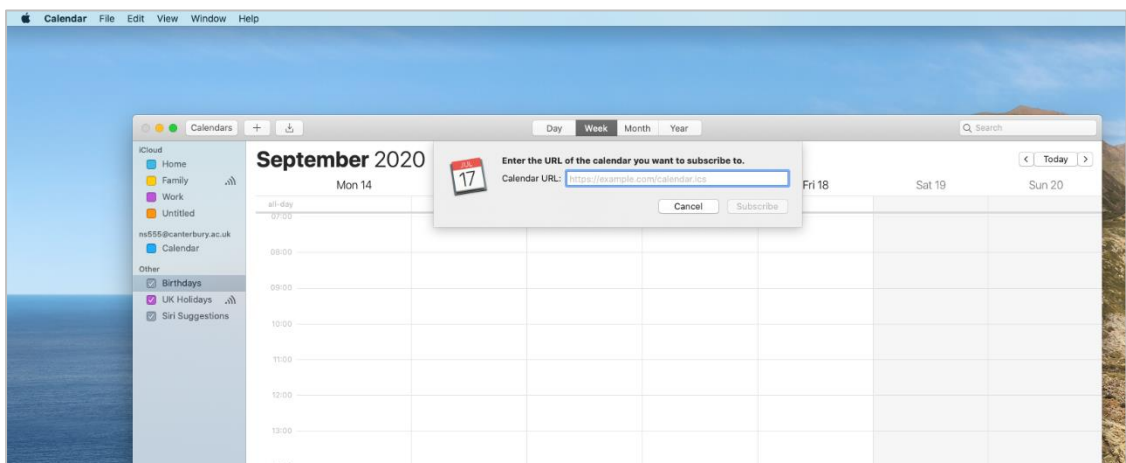
## Subscribe to a Calendar with MAC-OS

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

1. Open iCal.
2. Click **File**.



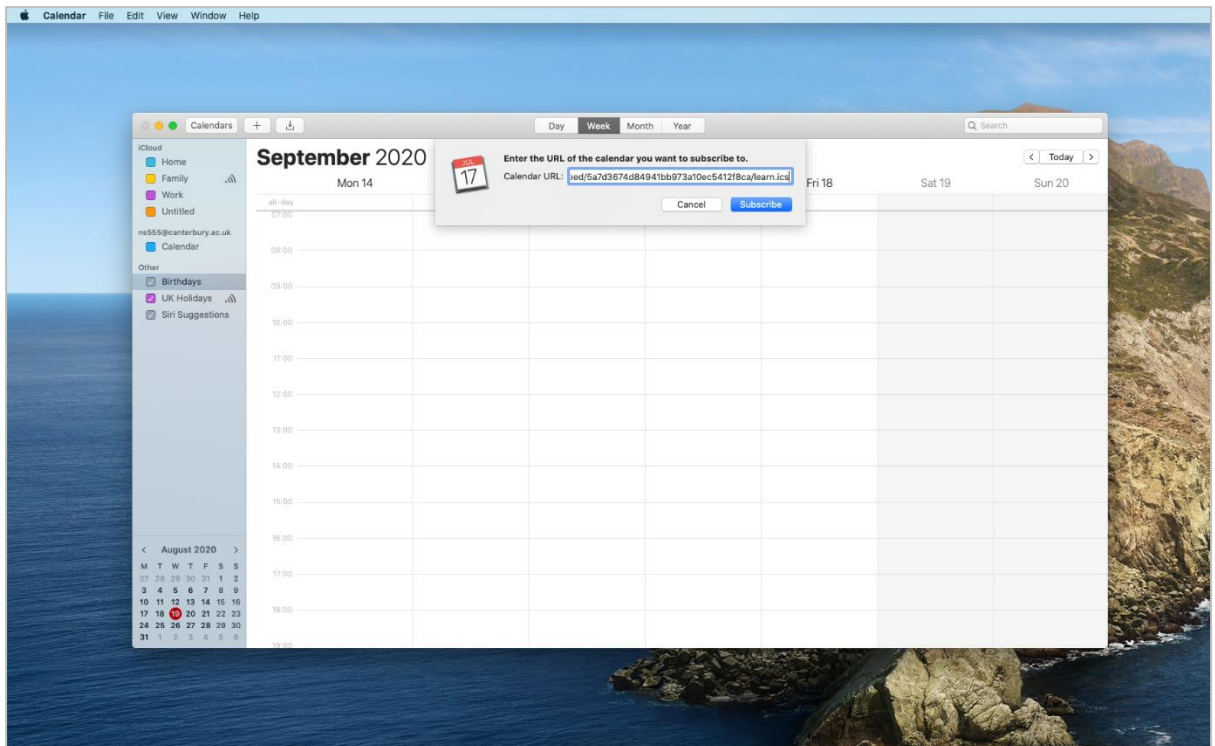
3. Click **New Calendar Subscription**.



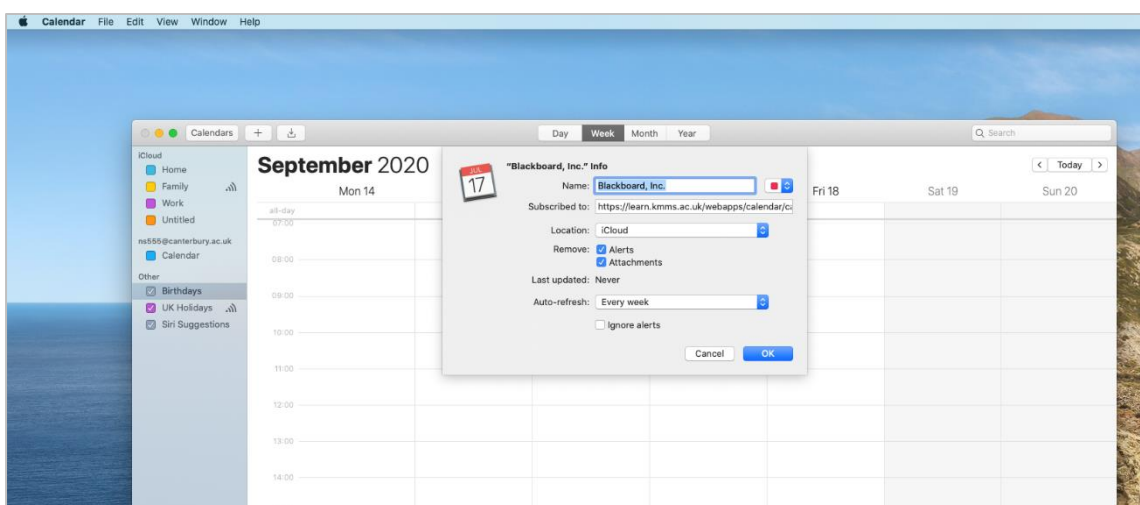
4. Paste the Timetable URL:

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

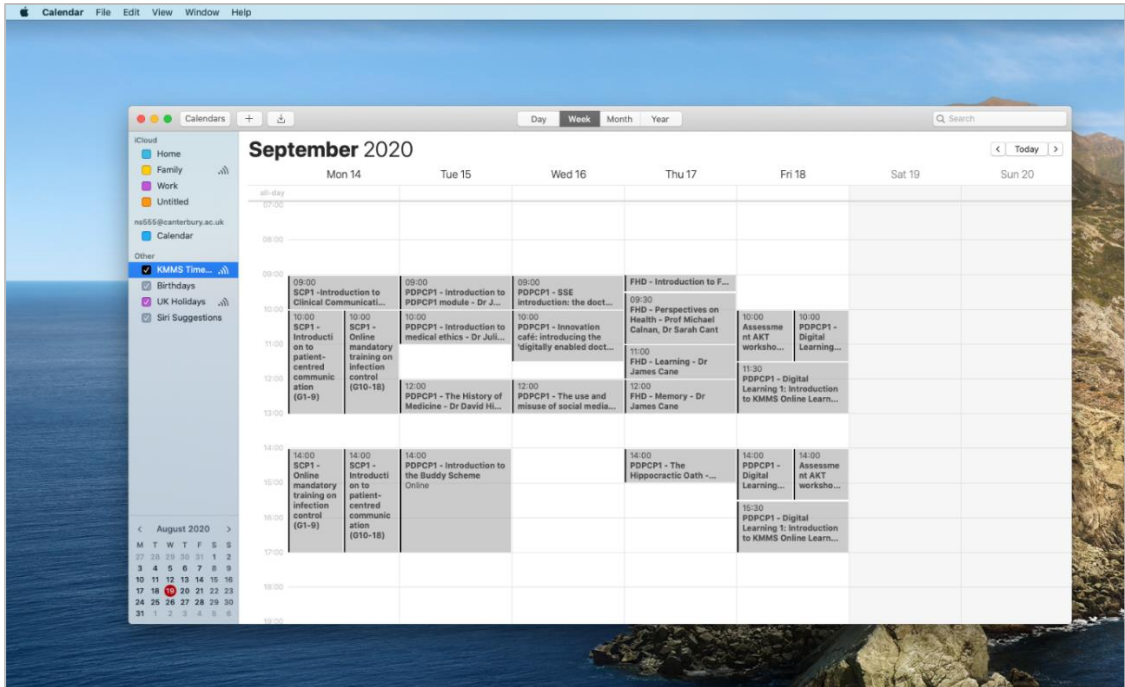
5. Click **Subscribe**.



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.



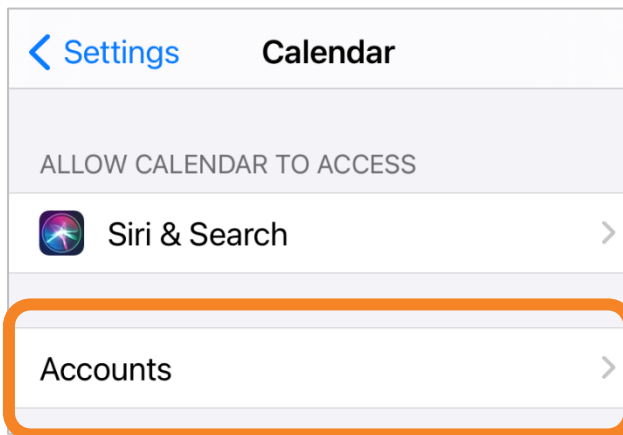
7. Click **OK** – your calendar has now subscribed to the KMMS timetable.



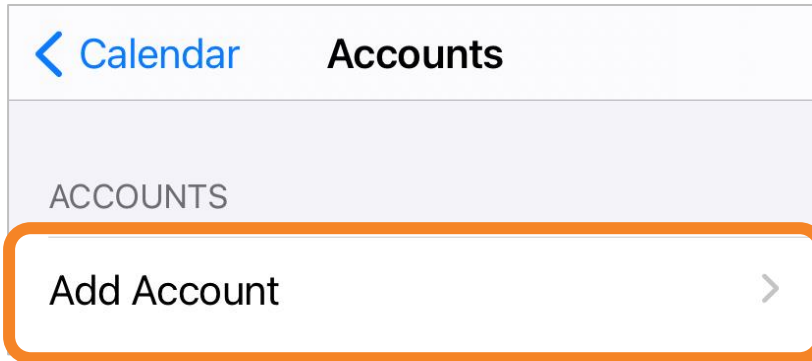
More information on subscribing to calendars on Mac is available on the [Apple Support site](#).

## Subscribe to a Calendar with IOS

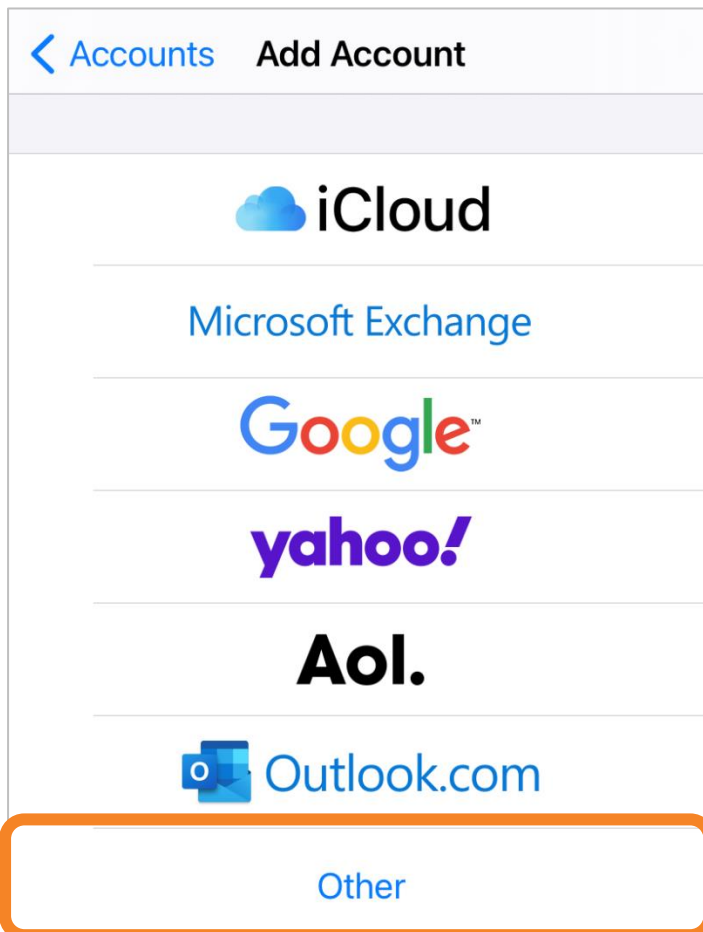
1. Go to **Settings**.
2. Select **Calendar > Accounts**



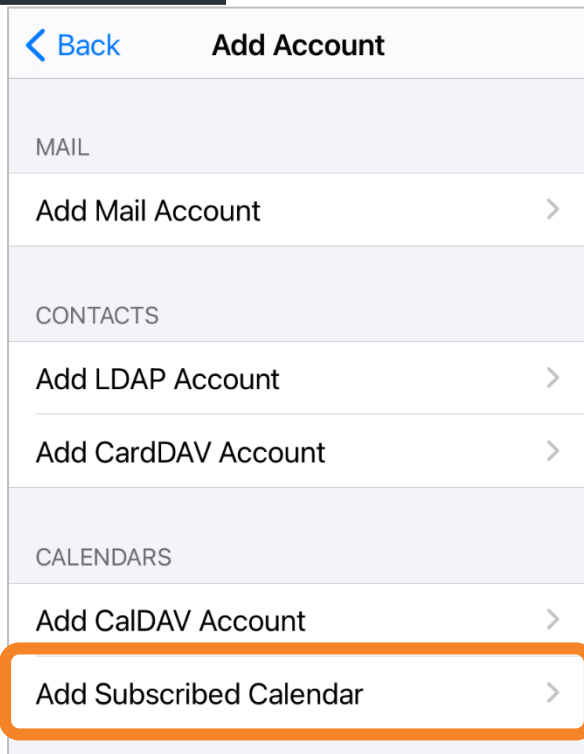
3. Select **Add Account**.



4. Select **Other**.



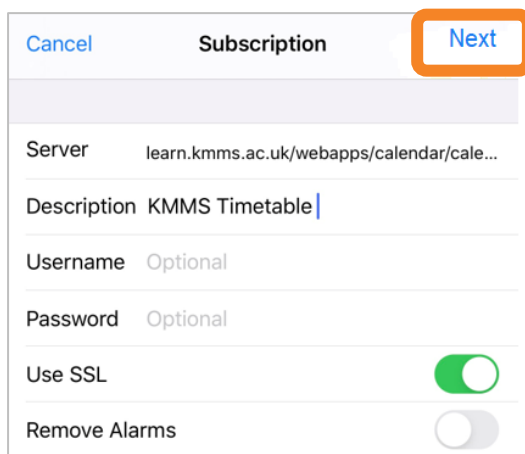
5. Select **Add Subscribed Calendar**.



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**.



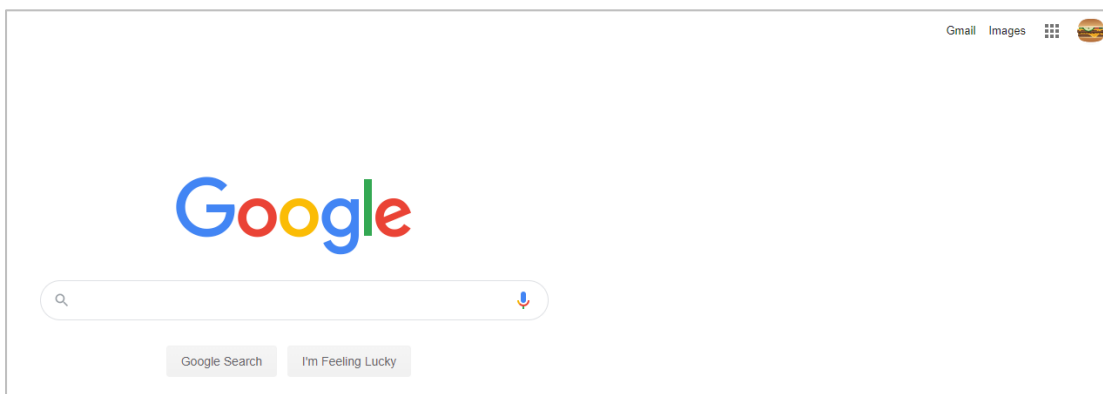
More information on subscribing to calendars is available on the Apple Support pages for [iPhone](#) and [iPad](#).



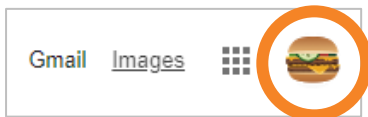
# Subscribe to a Calendar with Android

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

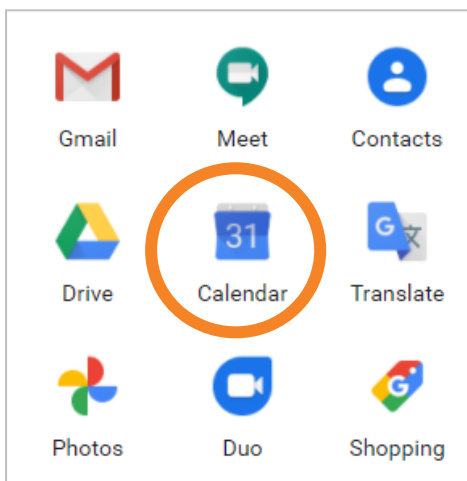
1. Log in to the Google account associated with your Android device on a PC .



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



3. Select **Calendar**.



4. Select the + icon next to **Other Calendars**.

The screenshot shows a calendar application interface. On the left, there is a monthly view for August 2020. The date 19 is highlighted with a blue circle. Below the monthly view is a search bar labeled 'Search for people' and a section for 'My calendars' and 'Other calendars'. The 'Other calendars' section has a plus sign icon circled in orange. Below this is a checked checkbox for 'Holidays in United Kingdom'. On the right, there is a daily view for Sunday, August 16, showing a timeline from 8 AM to 4 PM. The time slots are labeled '8 AM', '9 AM', '10 AM', '11 AM', '12 PM', '1 PM', '2 PM', '3 PM', and '4 PM'. The time zone is indicated as 'GMT+01'.

## 5. Select **From URL**.

The screenshot shows a close-up of the 'Other calendars' section. A dropdown menu is open, displaying several options: 'Subscribe to calendar', 'Create new calendar', 'Browse calendars of interest', 'From URL', and 'Import'. The 'From URL' option is highlighted with an orange rectangle. The background shows the 'Other calendars' section with a checked checkbox for 'Holidays in United Kingdom'.

- Paste the Timetable Calendar URL.

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

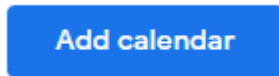
From URL

URL of calendar  
<https://learn.kmms.ac.uk/webapps/calendar/calendar>

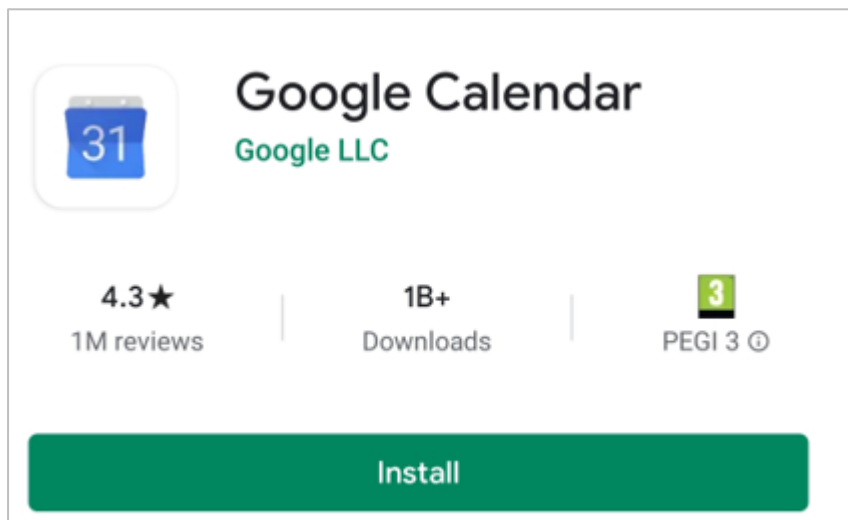
Make the calendar publicly accessible?  
You can add a calendar using the iCal format by its address.

**Add calendar**

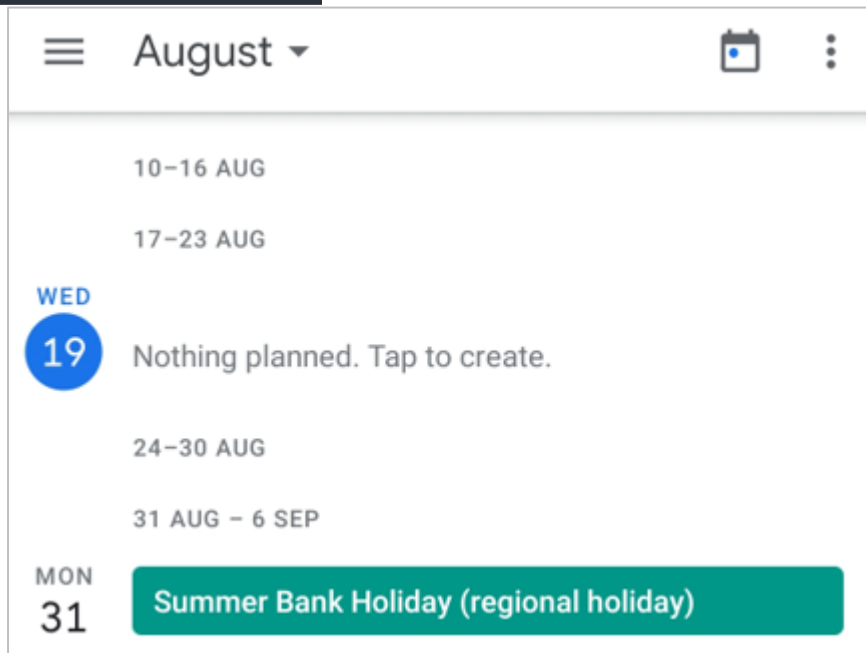
- Select Add Calendar.



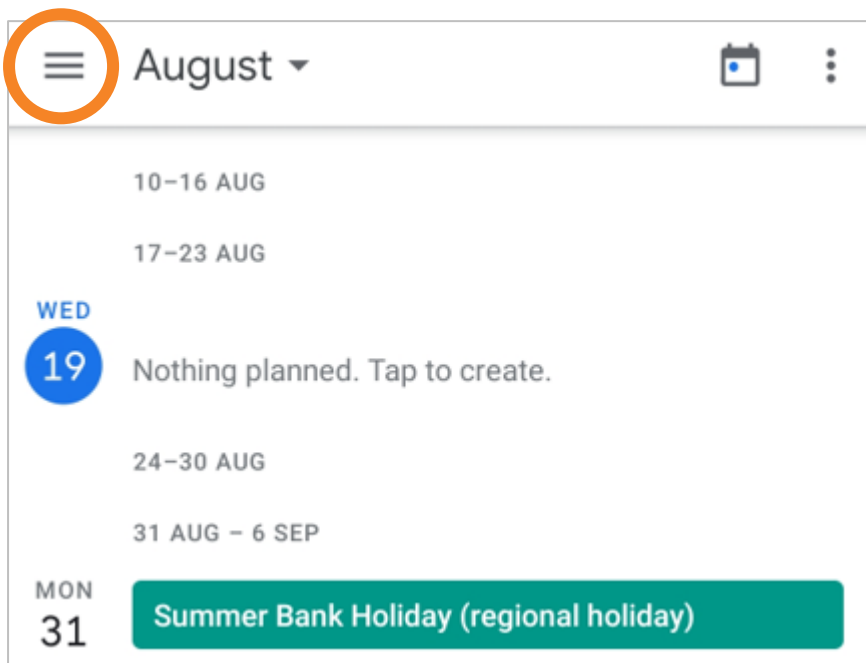
- Using the **Google Play store**, download and install the **Google Calendar App** on your Android Device.



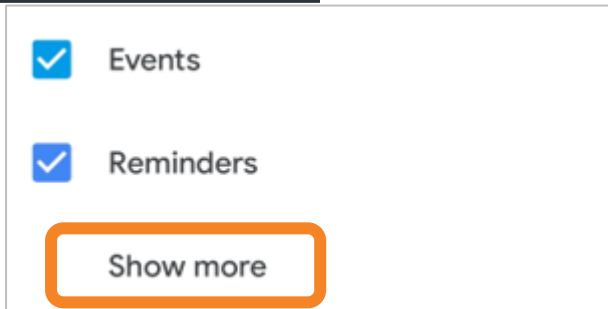
- Open the **Google Calendar App**.



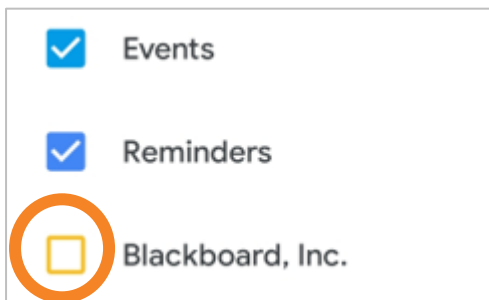
10. Select the menu icon.



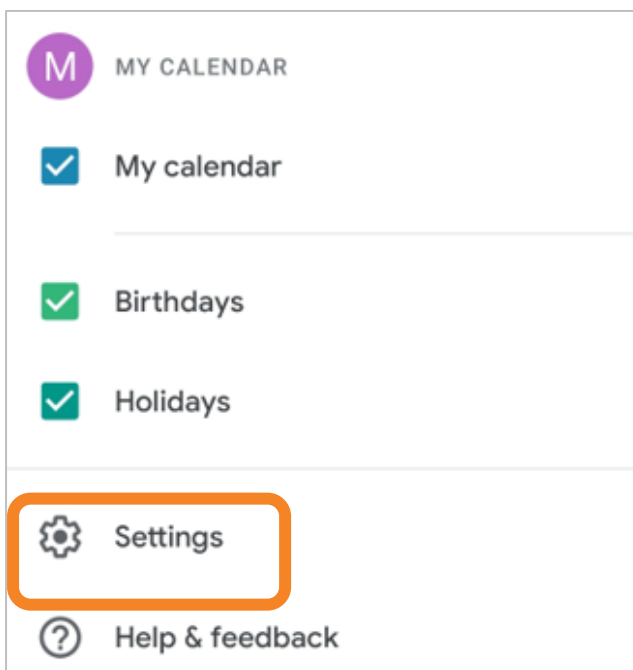
11. Select **Show more** under your Google username.



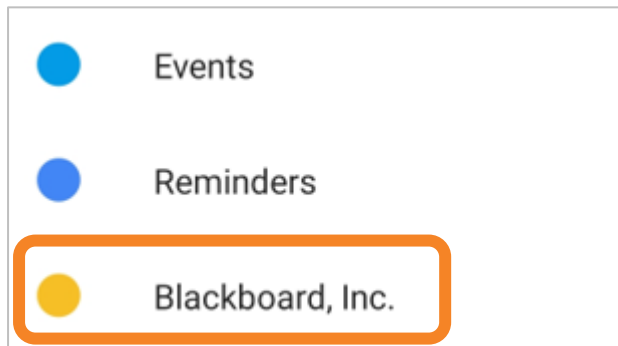
12. Tick the box next to the Timetable Calendar subscribed to via your Google account. This will appear as Blackboard, Inc.



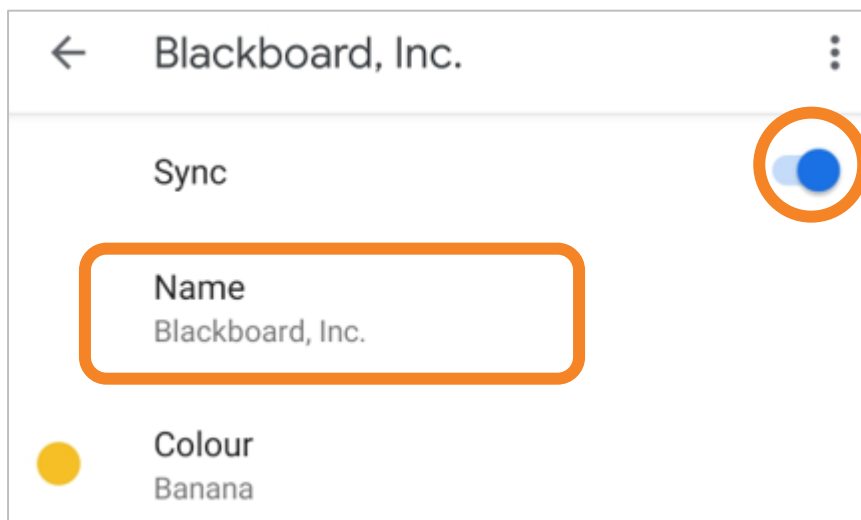
13. Select settings from the menu.



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



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



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

## Help & Support

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For support using our learning and teaching technologies, please e-mail: [digitaleducation@kmms.ac.uk](mailto:digitaleducation@kmms.ac.uk)

Other training guides are available on [Student Resources](#) on [KMMS Learn](#)