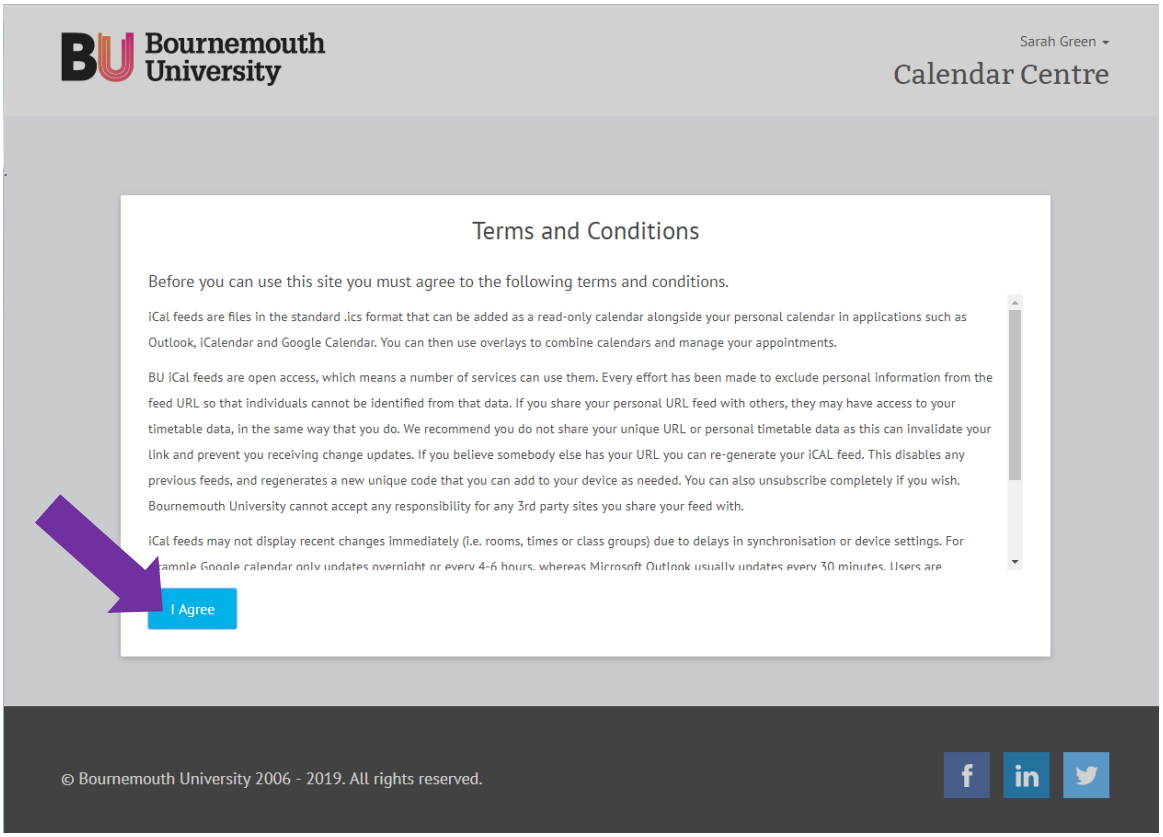
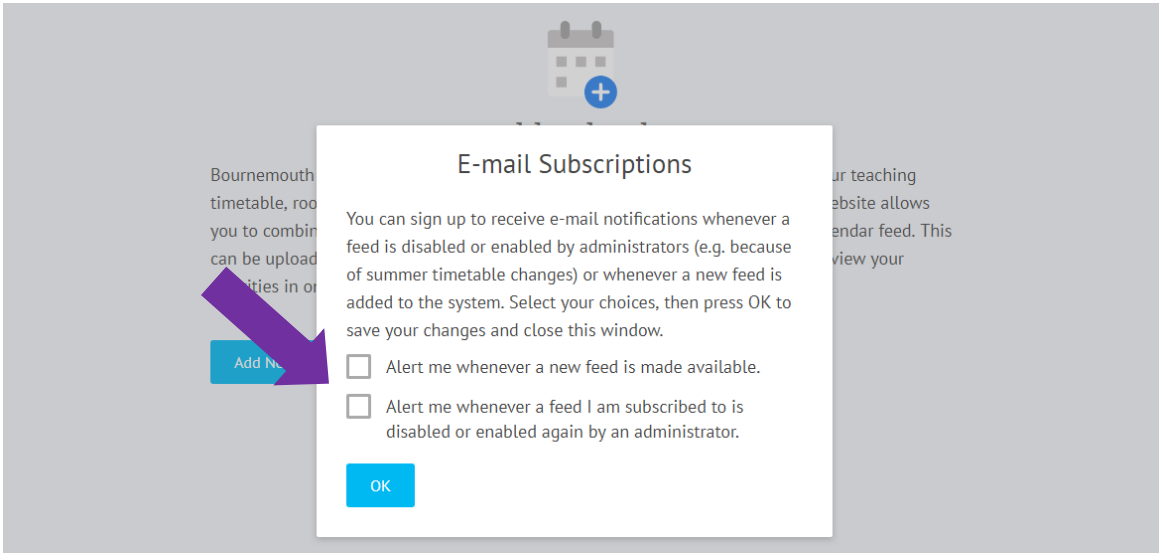
Setting up a Calendar Centre Feed for the first time

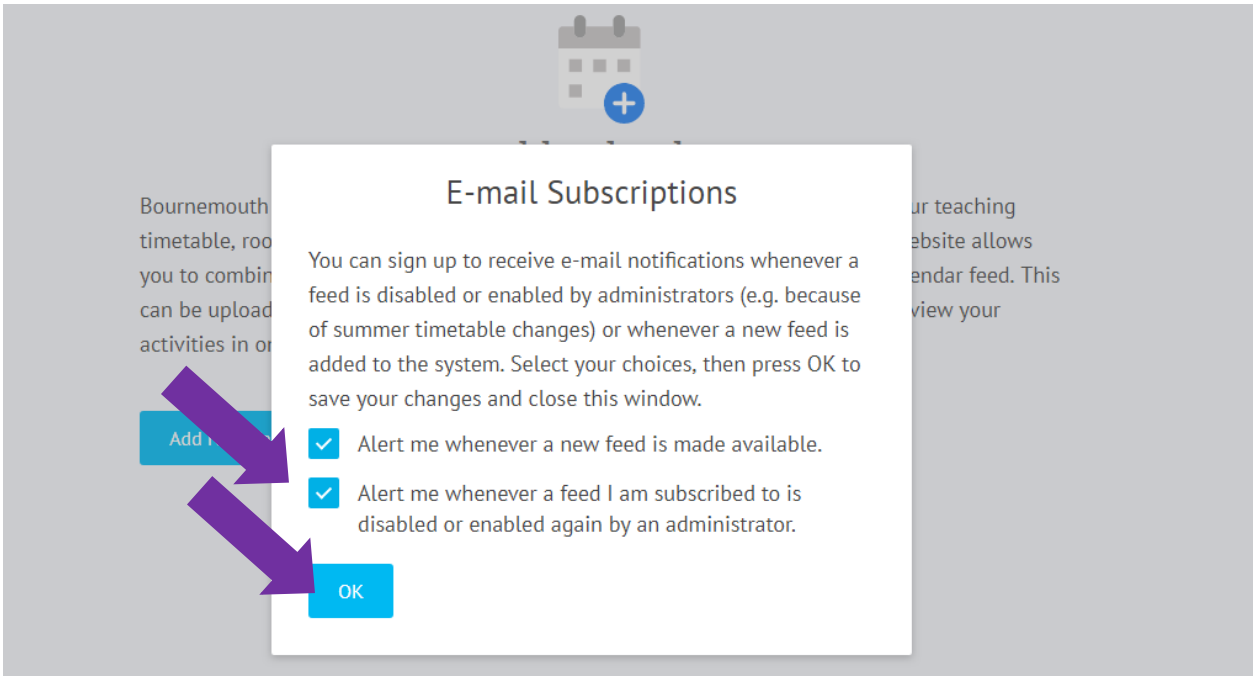
1. Log on to the Calendar Centre via the link in Brightspace (under Useful links) or use the link here: https://calendarcentre.bournemouth.ac.uk/.

2. This takes you to the Terms and Conditions for the service and includes information about updated times (it depends on the calendar application you're use – for example, Outlook updates about every 20 minutes) . Please read them and if you are happy to continue, click on **I Agree**. It is necessary to agree the terms and conditions to use the service.

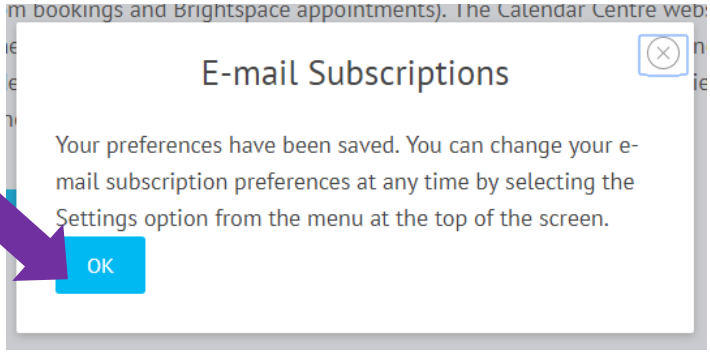


3. Now choose whether you would like to receive email notifications about release of new feeds and/or whether a feed you have subscribed to is disabled or enabled. Tick the boxes if you wish to receive either or both emails. Then click **OK**.

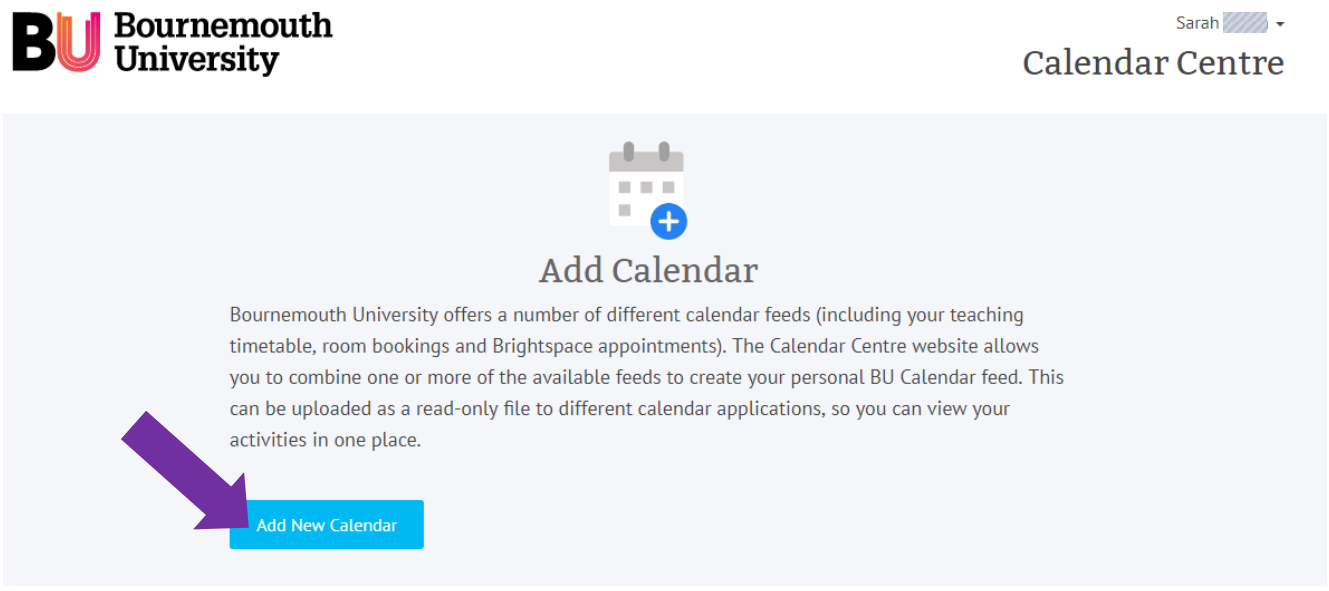




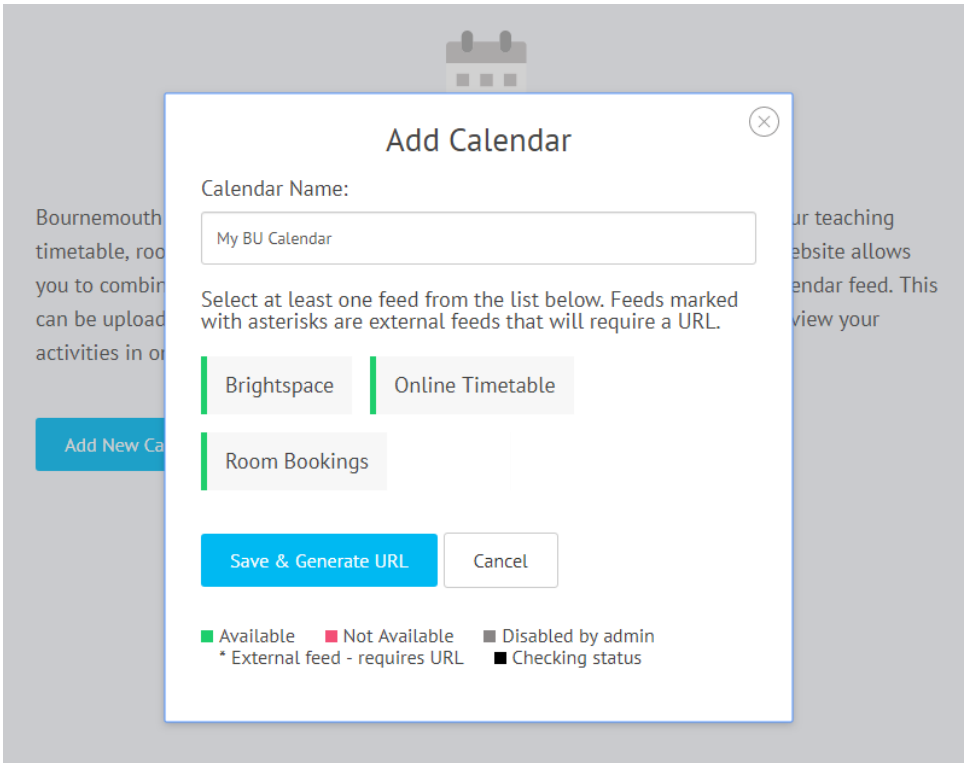
4. There will be a confirmation notice that your email preferences have been saved. Click **OK** to confirm.



5. This takes you to the screen where you can create a personal BU Calendar feed and choose which feeds you want to access via an iCal feed. Click on **Add New Calendar**.

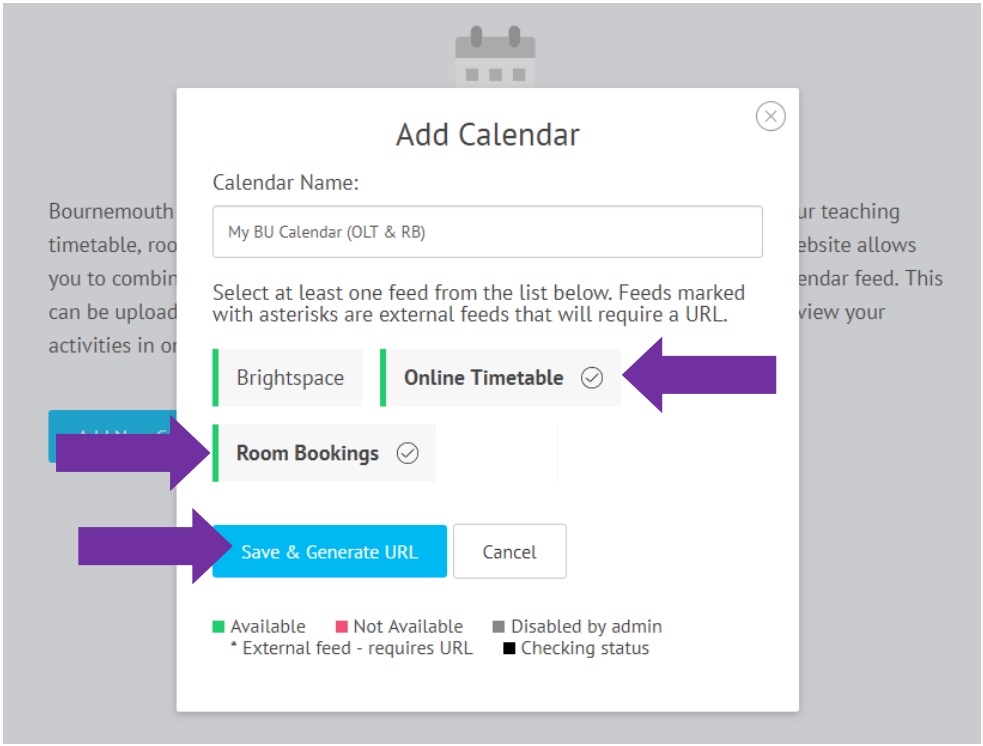


6. The Add Calendar screen shows you which feeds you can choose from, and whether they are currently available or not. For example, the Brightspace, Online Timetable and Room Bookings feeds show as available as they are highlighted in green below.

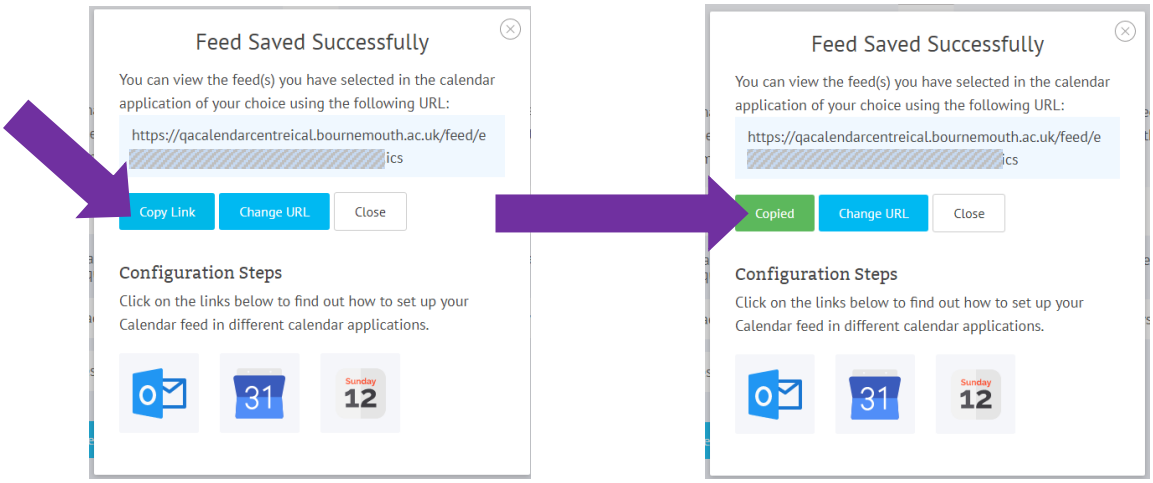


Choose a name for your calendar feed (so you can manage it in your calendar application – e.g. Outlook, Google or Apple). The suggested name is My BU Calendar, but you can change or add to it.

Then click on the feed(s) that you want to see via the iCal feed. See below which shows the **Online Timetable** and **Room Bookings** feeds have been selected.



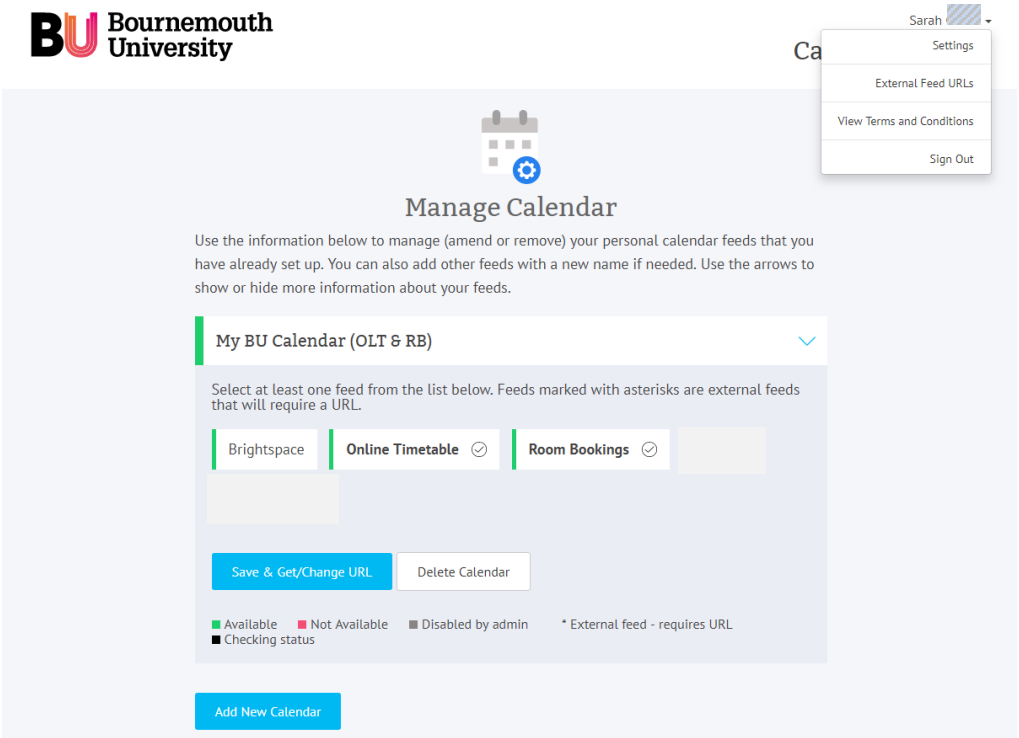
7. When you have selected the feeds you want included in this Calendar, click on **Save & Generate URL**. This saves your settings and creates the URL that you need to import to your calendar of choice to display the bookings.



Click on **Copy Link** to copy the link into your clipboard so you can use it in another calendar, on another device or on your phone. See the links below to Knowledge Base support information on setting up an iCalendar feed in Outlook, Google Calendar or an Apple Calendar.

Outlook Google Apple

8. Once you have used the link to set up your calendar feed, click on Close to return you to the Manage Calendar Screen. To sign out, just click on the drop down arrow by your name, and click on **Sign Out.** Then close your browser window.



If you have any queries, please contact the IT Service Desk or contact calendarcentre@bournemouth.ac.uk.