Android Phone

There are two main steps to setting up access to your timetable using your Google account and your Android phone.

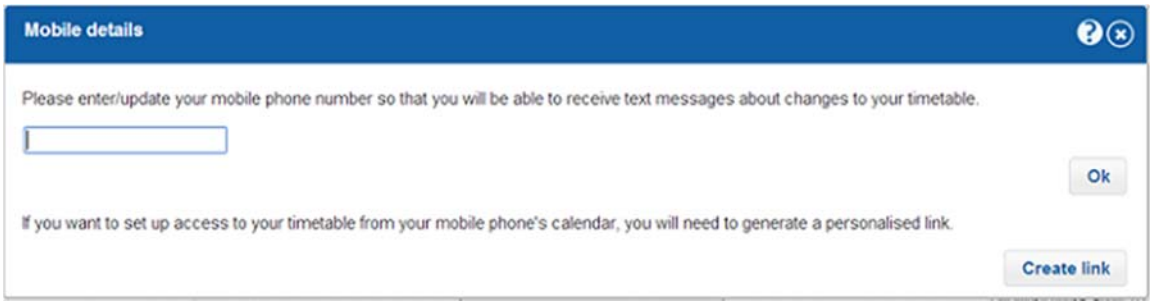
1. Subscribe to your personalised timetable URL from your Google account
   Set up your phone to use the subscription you have set up in your Google
2. account

Subscribe to your personalised timetable URL from your Google account

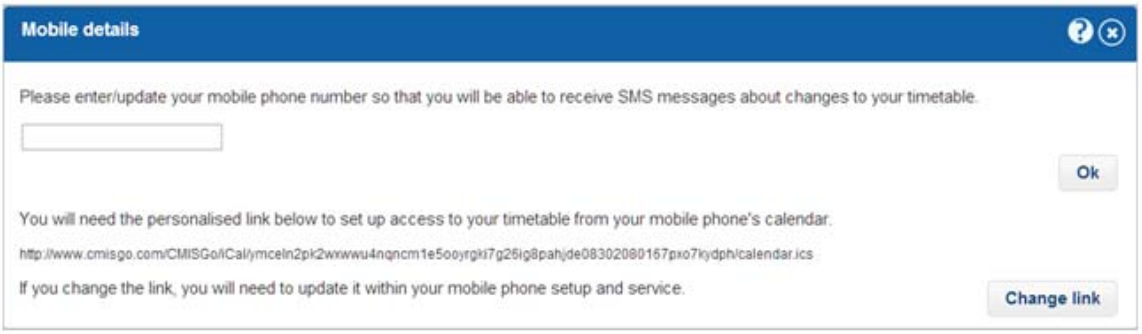
Your phone needs to be linked with a Google account. You probably have already done this - when you first setup your phone to access your personal email. If you haven't you will need to sign up for a Google account before continuing.

To find or create your **personalised timetable URL** follow the steps below

Select the **My mobile** option from the Administration drop down menu



If you have not already created your personalised timetable URL/Link you will see the dialog above. Click the **Create link** button to create your personalised timetable link.

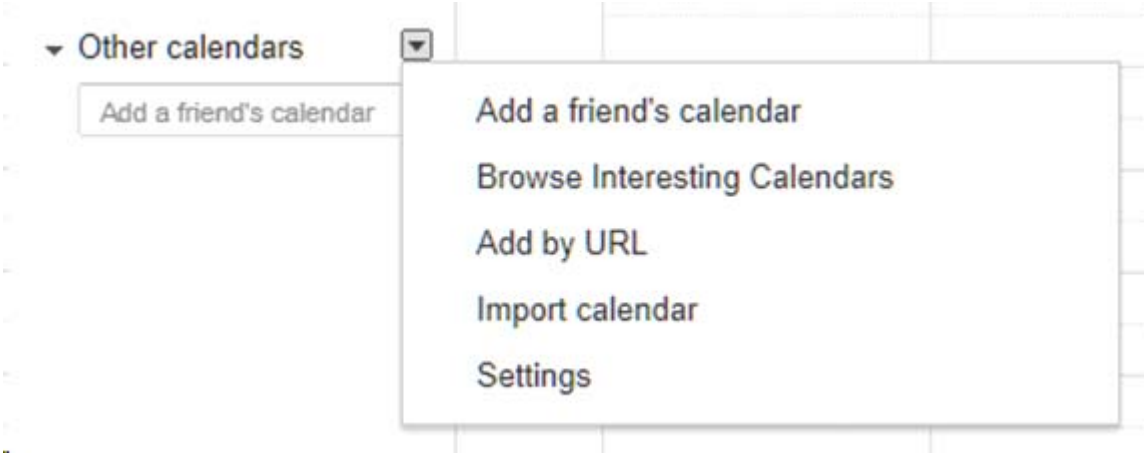


When you have created your personalised timetable URL/Link it will show as above

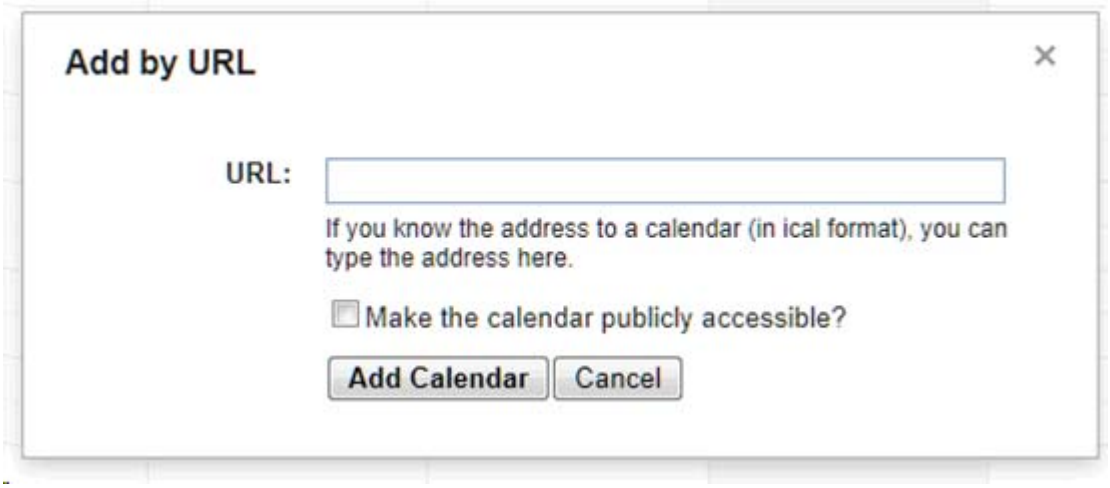
Highlight your personalised timetable URL and copy it to the clipboard (highlight it with your mouse and then press Ctrl+C). Make sure you copy the entire URL starting from **http:** and ending **.ics**

Use a browser to sign in to your Google account and then go to Calendar.

Locate the “Other calendars” section on the left of the display and click the down arrow icon to the right of “Other calendars” to drop down the options shown below.

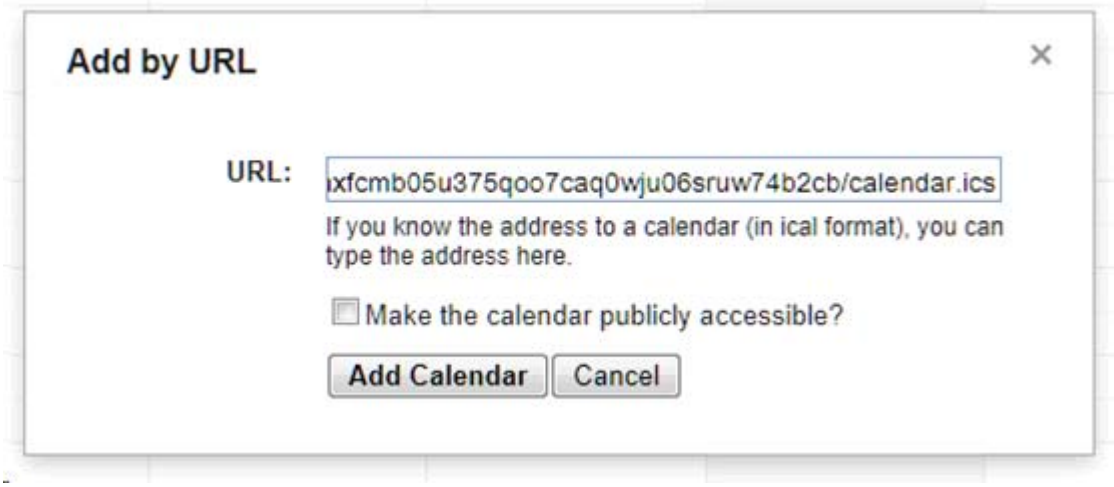


Click the “Add by URL” option to get the dialog shown below.



Paste the URL you copied into the URL box (click in the box and then press Ctrl+V).

Note: as shown below that you won't see all of the URL in the URL box.



Then click the “Add Calendar” button and after a short time Google will display your timetable.

Set up your phone to use the subscription you have set up in your Google account

The following instructions describe how to set up your phone so that your timetable is available in your phones calendar app. (Alternatively you can view your timetable using your phones browser by logging into your Google account).

1. Select **Settings**
2. Select **Accounts & sync**
If your account is already set up and listed jump to step 6

3. Select **Add account**
4. Select **Google**
5. Follow the instructions to sign in to your Google account
6. Select your account
7. Check that the **Sync Calendar** option is checked for your Google account
8. Select **Sync now**
Your phone will show that it is synchronizing when it's complete you can now use the Calendar app to view your timetable.

Notes

If you experience problems with the above procedure such as server verification messages check how your personalised timetable URL starts, it will usually start with http: (rather than https:). Then:-

- if your personalised timetable URL starts with http: check that any SSL option on your smart phone associated with your connection to the URL is switched off.
- if your personalised timetable URL starts with https: check that any SSL option on your smart phone associated with your connection to the URL is switched on.