

## 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

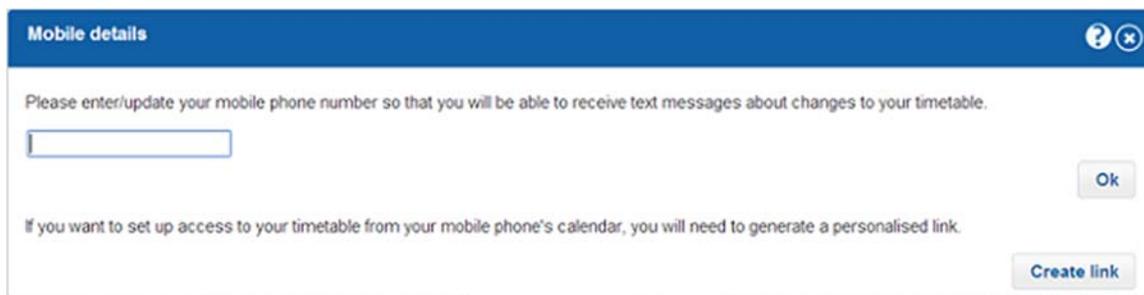
### Subscribe to your personalised timetable URL from your Google account

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

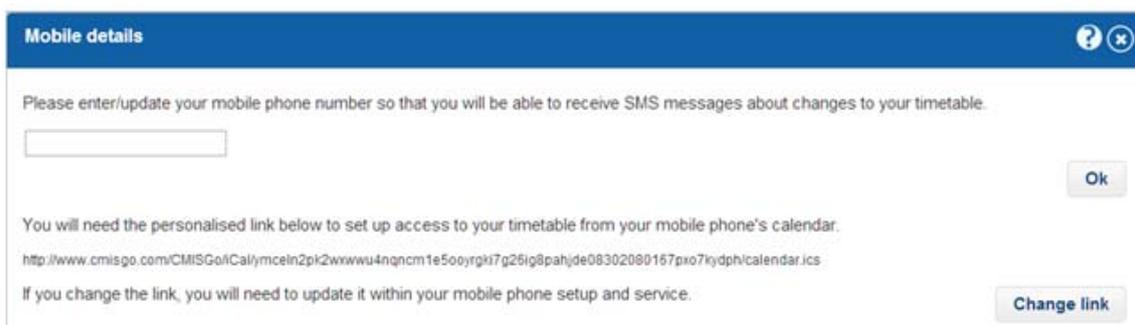


Select the **My mobile** option from the Administration drop down menu



The image shows a dialog box titled 'Mobile details'. It contains the text: 'Please enter/update your mobile phone number so that you will be able to receive text messages about changes to your timetable.' Below this is an empty text input field. To the right of the input field is an 'Ok' button. Below the input field is the text: 'If you want to set up access to your timetable from your mobile phone's calendar, you will need to generate a personalised link.' To the right of this text is a 'Create link' button.

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.



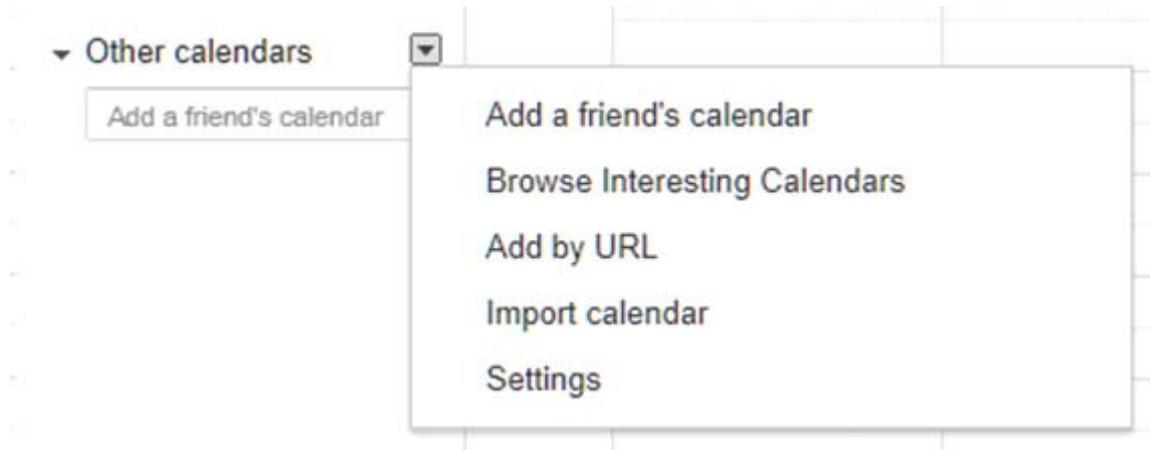
The image shows the same 'Mobile details' dialog box. The text now reads: 'Please enter/update your mobile phone number so that you will be able to receive SMS messages about changes to your timetable.' Below this is an empty text input field. To the right of the input field is an 'Ok' button. Below the input field is the text: 'You will need the personalised link below to set up access to your timetable from your mobile phone's calendar.' Below this text is a URL: <http://www.cmisgo.com/CMISGo/Cal/ymceln2pk2wwwu4nqncm1e5ooyrki7g26ig8pahjde08302080157pxo7kydph/calendar.ics>. Below the URL is the text: 'If you change the link, you will need to update it within your mobile phone setup and service.' To the right of this text is a 'Change link' button.

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

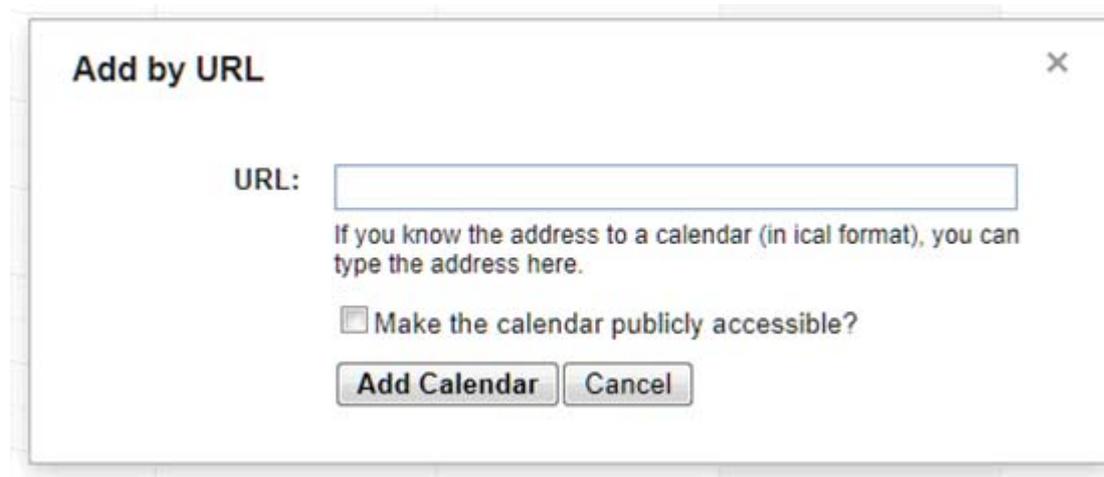
Highlight your personalised timetable URL and copy it to the clipboard (highlight it with your mouse and then press Ctrl+C). Make sure you copy the entire URL starting from **http:** and ending **.ics**

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.

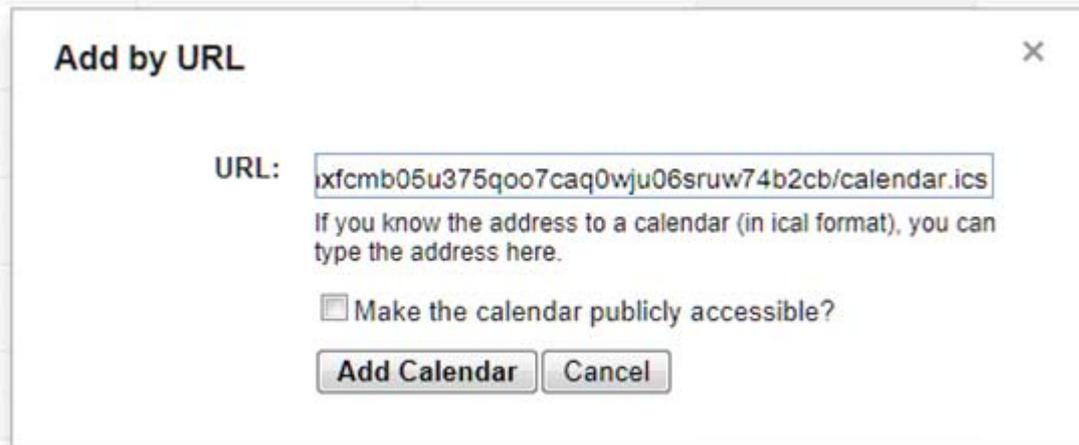


Click the “Add by URL” option to get the dialog shown below.



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.