

Blackberry Phone

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

1. Subscribe to your personalised timetable URL from your Google account
2. Use your phone's browser to log into your Google account to view your timetable.

Note that it is not currently possible to use the Calendar app on your Blackberry your timetable.

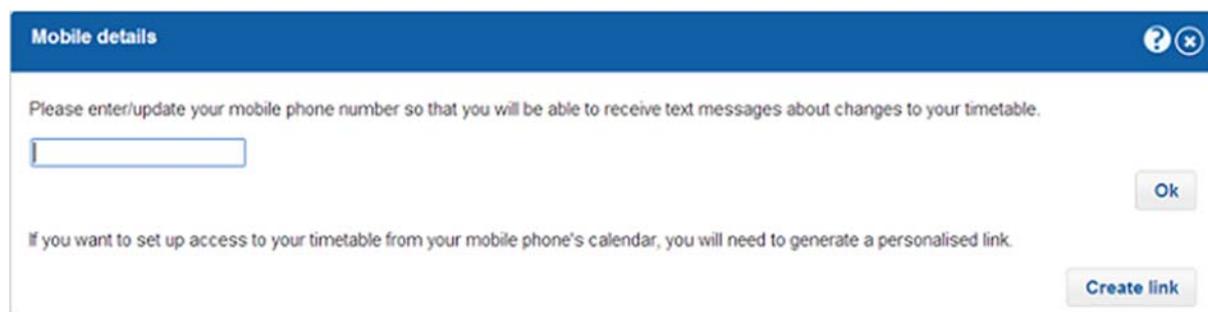
Subscribe to your personalised timetable URL from your Google account

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

A screenshot of a dialog box titled 'Mobile details'. The dialog has a blue header bar with a question mark icon and a close icon. The main content area 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 text 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.

Mobile details ? ✕

Please enter/update your mobile phone number so that you will be able to receive SMS messages about changes to your timetable.

Ok

You will need the personalised link below to set up access to your timetable from your mobile phone's calendar.

<http://www.cmisgo.com/CMISGo/Cal/ymceln2pk2wwwu4nqncm1e50oyrgki7g26ig8pahjde08302080157pxo7kydph/calendar.ics>

If you change the link, you will need to update it within your mobile phone setup and service.

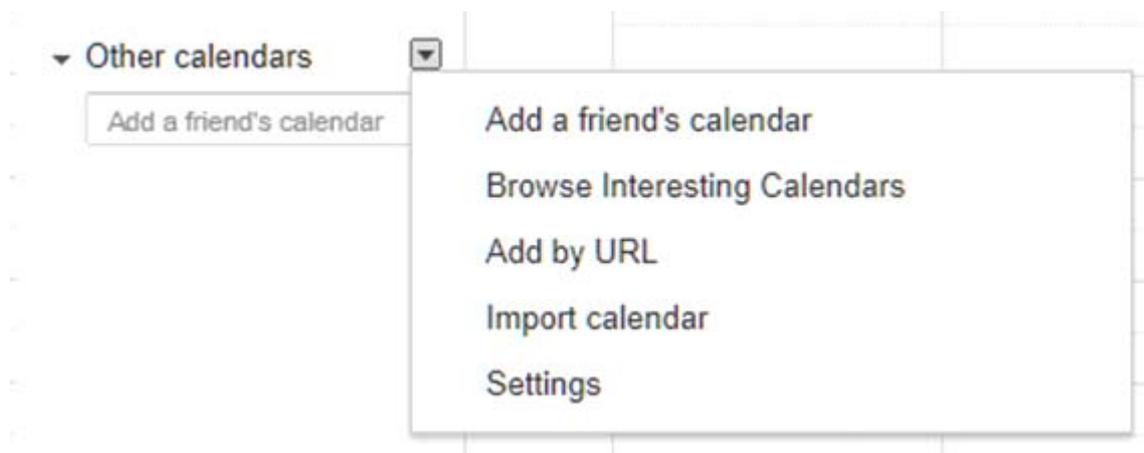
Change link

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

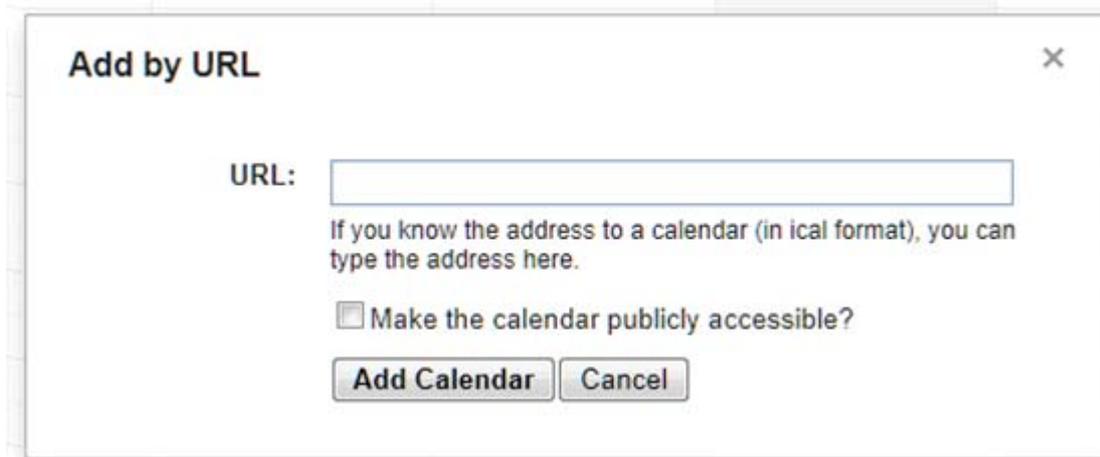
Highlight your personalised timetable URL and copy it to the clipboard (highlight it with your mouse and then press Ctrl+C). Make sure you copy the entire URL starting from **http:** and ending **.ics**

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.

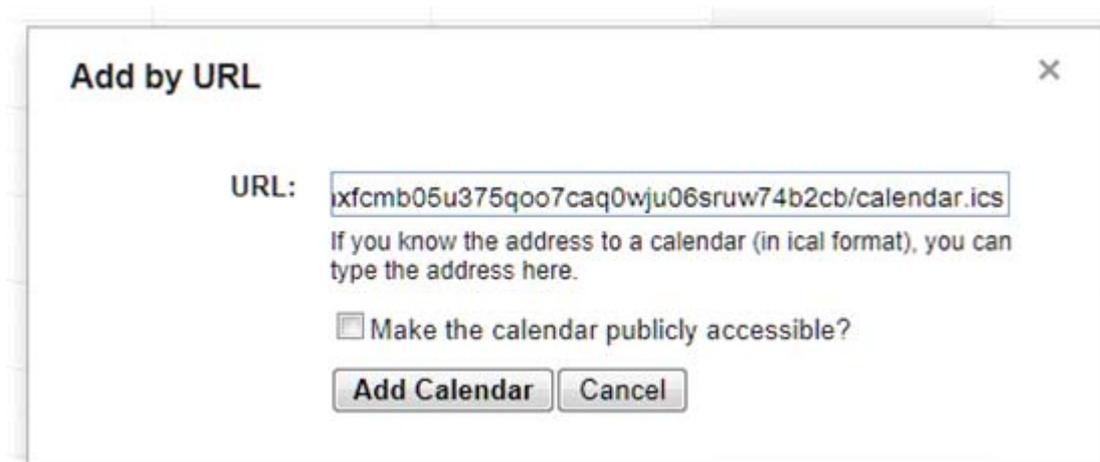


Click the “Add by URL” option to get the dialog shown below.



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.



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

Use your phone's browser to log into your Google account to view your timetable

Use the Internet browser on your Blackberry to go to **Google.com/Calendar** and enter your login details. Google will show your timetable in an agenda view.