

iPhone

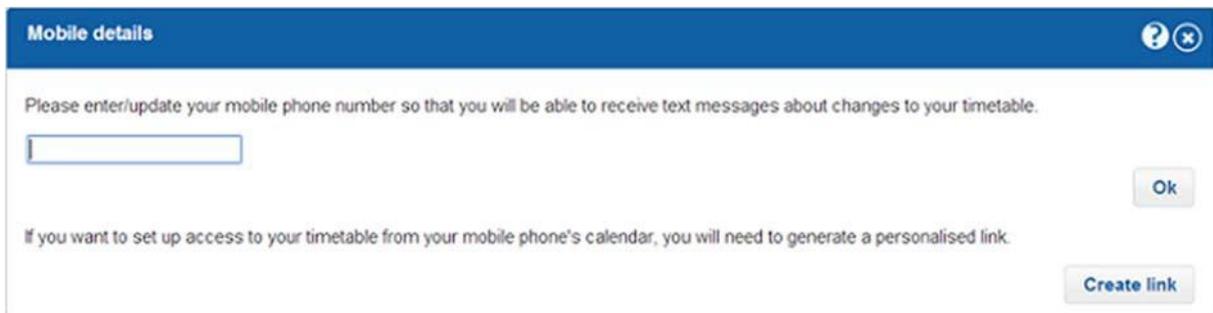
There are a number of options of how to use your personalised timetable URL with your iPhone. You can synchronise with a Google or Windows Live account but the best and recommended method is to use your iPhone's "Other account" feature.

The advantage of this method is that changes to your timetable will appear on your iPhone much faster.

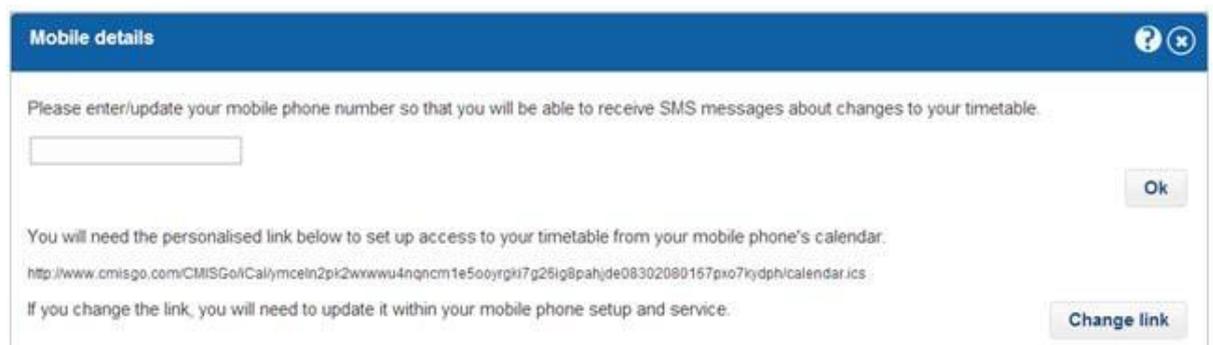
To find or create your **personalised timetable URL** follow the steps below



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

A screenshot of a 'Mobile details' dialog box. The title bar is blue with a question mark and a close button. The main text says: '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, it says: 'If you want to set up access to your timetable from your mobile phone's calendar, you will need to generate a personalised link.' At the bottom right, there 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.

A screenshot of a 'Mobile details' dialog box. The title bar is blue with a question mark and a close button. The main text says: '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, it says: 'You will need the personalised link below to set up access to your timetable from your mobile phone's calendar.' Below this is a long URL: 'http://www.cmisgo.com/CMISGo/Calendar/Calendar.aspx?calendarid=157pxo7kydph/calendar.ics'. Below the URL, it says: 'If you change the link, you will need to update it within your mobile phone setup and service.' At the bottom right, there is a 'Change link' button.

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

In a browser 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**

1. Create an email message containing the URL and email it to yourself so that you can access the URL in the message on your iPhone.
2. On your iPhone access and copy the URL.
3. Select **Settings**.
4. Scroll down and select **Mail, Contacts, Calendars** (iOS 10 & below) or **Passwords & Accounts** (iOS 11 & above)
5. Select **Add Account**.
6. Select **Other account**.
7. Select **Add Subscribed Calendar**.
8. Paste the URL into the **Server** text box.
9. Click **Next**.
10. Click **Save**.

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.

iPhone Timezone

If your events are appearing at the wrong time in your iPhone calendar, this is probably because your iPhone timezone is not set to the local timezone:

To change your iPhone timezone, Set whether iPhone sets the date and time automatically

Choose General > Date & Time and turn Set Automatically on or off.

If iPhone is set to update the time automatically, it gets the correct time over the cell network, and updates it for the time zone you're in.

Set the time manually

Choose General > Date & Time and turn Set Automatically off. Then enter a time zone, date, and time.

Turn on Calendar time zone support

Choose General > Date & Time and turn Time Zone Support on. When Time Zone Support is on, Calendar displays event dates and times in the time zone set for your calendars. When Time Zone Support is off, Calendar displays events in the time zone of your current location.