Office 365

You will need your **personalised timetable URL** to subscribe to your timetable in Office 365. To find or create your **personalised timetable URL** follow the steps below.

Timetables	Bookings	Administration	•	Help
		My mobile		

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.

Mobile details	? 🔊
Please enter/update your mobile phone number so that you will be able to receive SMS messages about changes to your timetable.	Ch.
You will need the personalised link below to set up access to your timetable from your mobile phone's calendar.	UK .
http://www.cmisgo.com/CMISGo/iCal/ymceln2pk2wxiwwu4ngncm1e5ooyrgki7g26ig8pahjde08302080167pxo7kydph/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**

Office 365	Outlook Calendar People Newsfeed OneDrive Sites 🚥 Kathleen Khayat 🛩 👩
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In Office 365 go to Calendar.

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Right click on **MY CALENDARS** and then select **open calendar**.

Office 305		Outlook Calendar People Newsfer	ed OneDrive Sites	Kathleen Khayat + O
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OTHER CALENDARS	15			

Paste your personalised calendar URL into the Internet calendar: text box and then click the **Open** button.

Office 365		Outlook Calendar	People Newsfeed On	eDrive Sites	Kathleen Khayat 👻 🧿
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	15 Advanced Algebra Se McIntosh House, Roo				

There will be short delay while Office 365 retrieves the timetable information and displays it on the screen.

Office 365		Outlook Calendar	People Newsfeed On	eDrive Sites •••	Kathleen Khayat 👻 🧿
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If you wish you can rename the calendar. Right click on **calendar** and then select **rename.**

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Office 365		Outlook Calendar	People Newsfeed On	eDrive Sites	Kathleen Khayat 👻 🧿	
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PEOPLE'S CALENDARS	14	Advanced Algebra St McIntosh House, Roo 2		Room 43	Room booking McIntosh House, Roo	
	15 Advanced Algebra Se McIntosh House, Roo					~

Type in the name you want to use, for example **My timetable** and then press return.

Office 365		Outlook Calendar	People Newsfeed	OneDrive Sites	Kathleen Khayat 👻 🧿
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PEOPLE'S CALENDARS	14	Advanced Algebra Se McIntosh House, Roo		Room 43	Room booking McIntosh House, Roo
	15 Advanced Algebra Sc McIntosh House, Roo				

You can see details of events by clicking on them as shown above.

Notes

- Your personalised timetable URL also includes any room bookings you have made as well as your timetable.
- You can share your timetable with someone else by giving them your personalised timetable URL so that can then also subscribe to it in another application.

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/iCal/ymceln2pi/2wwwu4ngncm1e5ooyrgki7g26ig8pahjde08302080167pxo7kydph/calendar.ics	
If you change the link, you will need to update it within your mobile phone setup and service.	Change link

• You can change your personalised timetable URL using the **Change link** button (shown above) at any time. This will invalidate any subscriptions you or others have made to your timetable and these will need to be set up again if you want to reinstate them.