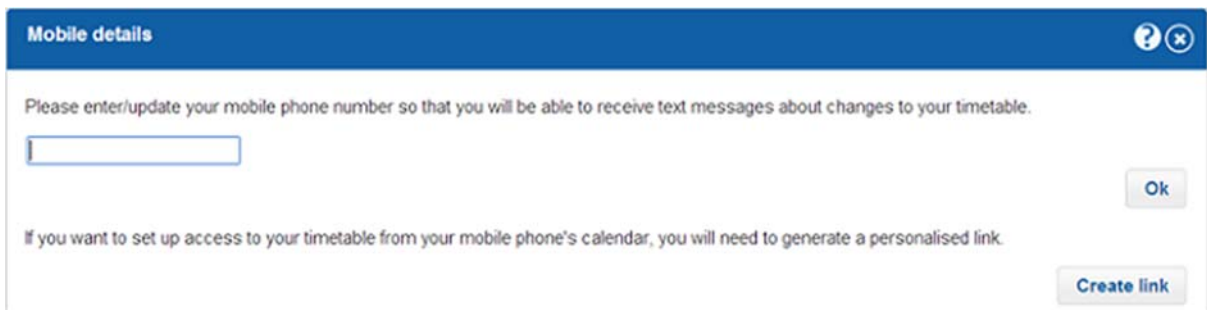


## Office 365

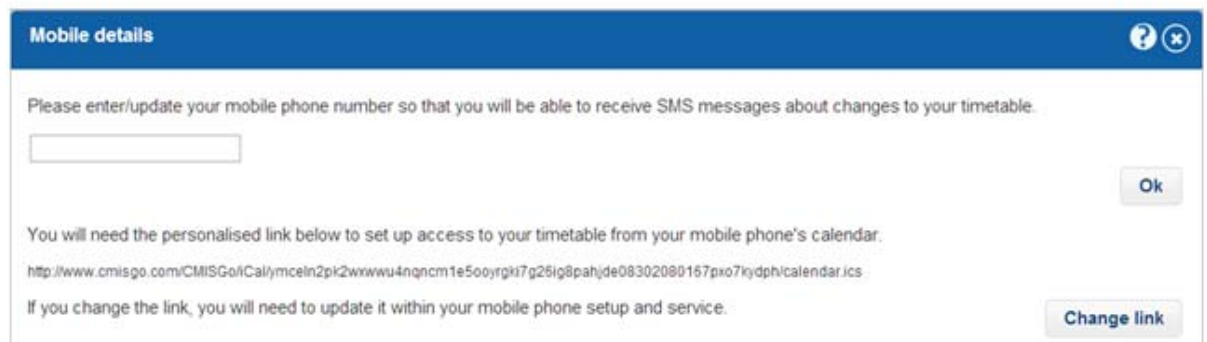
You will need your **personalised timetable URL** to subscribe to your timetable in Office 365. To find or create your **personalised timetable URL** follow the steps below.



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

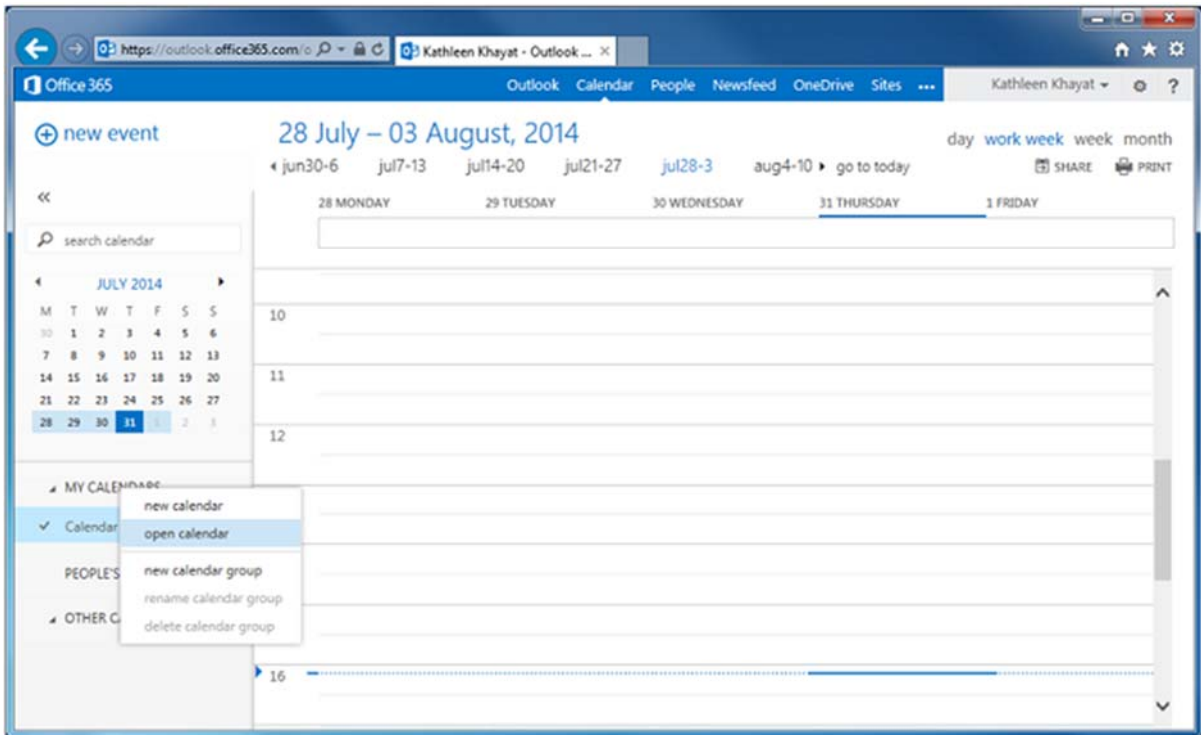
A screenshot of the 'Mobile details' dialog box. The title bar is blue with a question mark icon and a close icon. The main content area has a white background. It contains the text: 'Please enter/update your mobile phone number so that you will be able to receive text messages about changes to your timetable.' Below this is a 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.' At the bottom right 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.

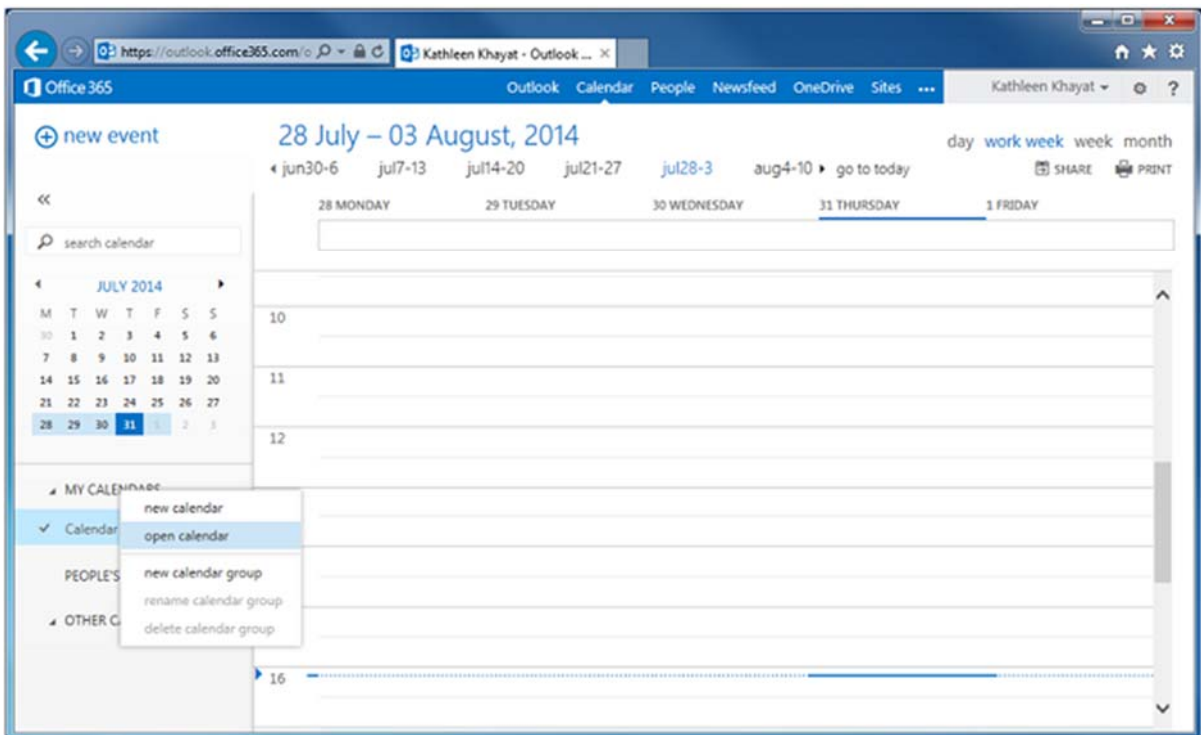
A screenshot of the 'Mobile details' dialog box. The title bar is blue with a question mark icon and a close icon. The main content area has a white background. It contains the text: 'Please enter/update your mobile phone number so that you will be able to receive SMS messages about changes to your timetable.' Below this is a 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 is a URL: 'http://www.cmisgo.com/CMISGo/Calendar/ymceln2pk2wwwu4nqncm1e50oyrgki7g26ig8pahjde08302080157pxo7kydph/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.' At the bottom right is a 'Change link' button.

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

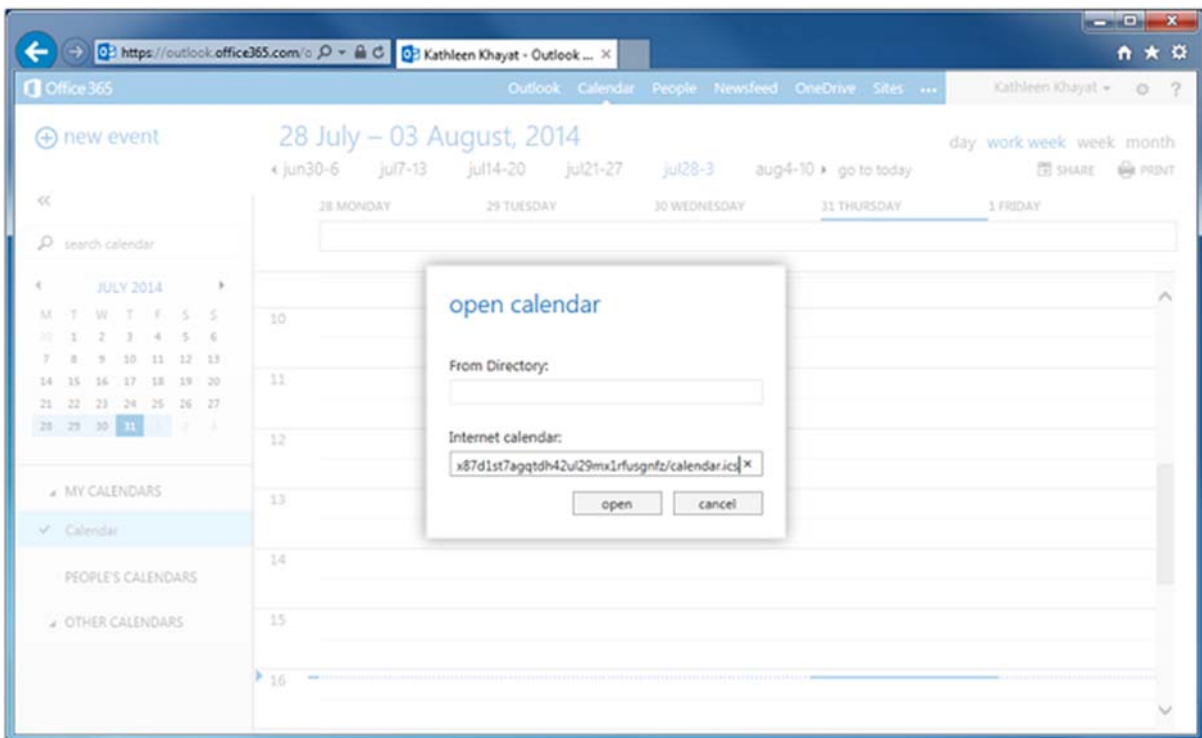
Highlight your personalised timetable URL and copy it to the clipboard (highlight it with your mouse and then press Ctrl+C). Make sure you copy the entire URL starting from **http:** and ending **.ics**



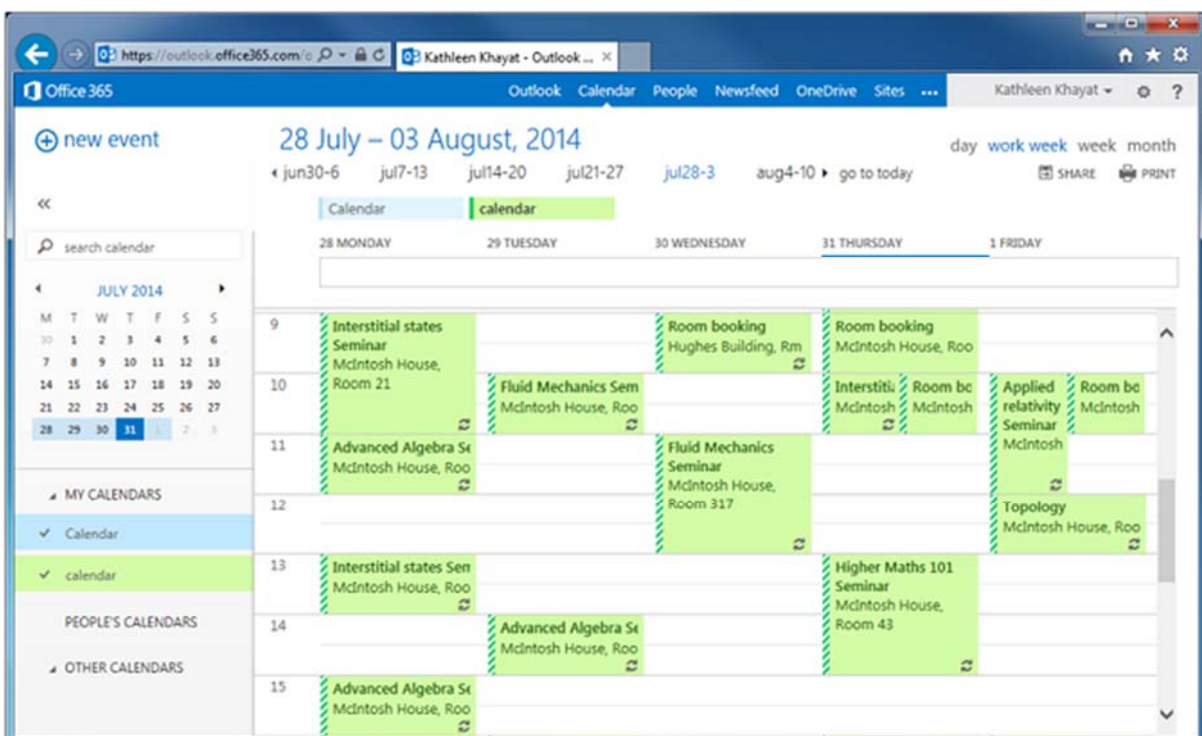
In Office 365 go to **Calendar**.



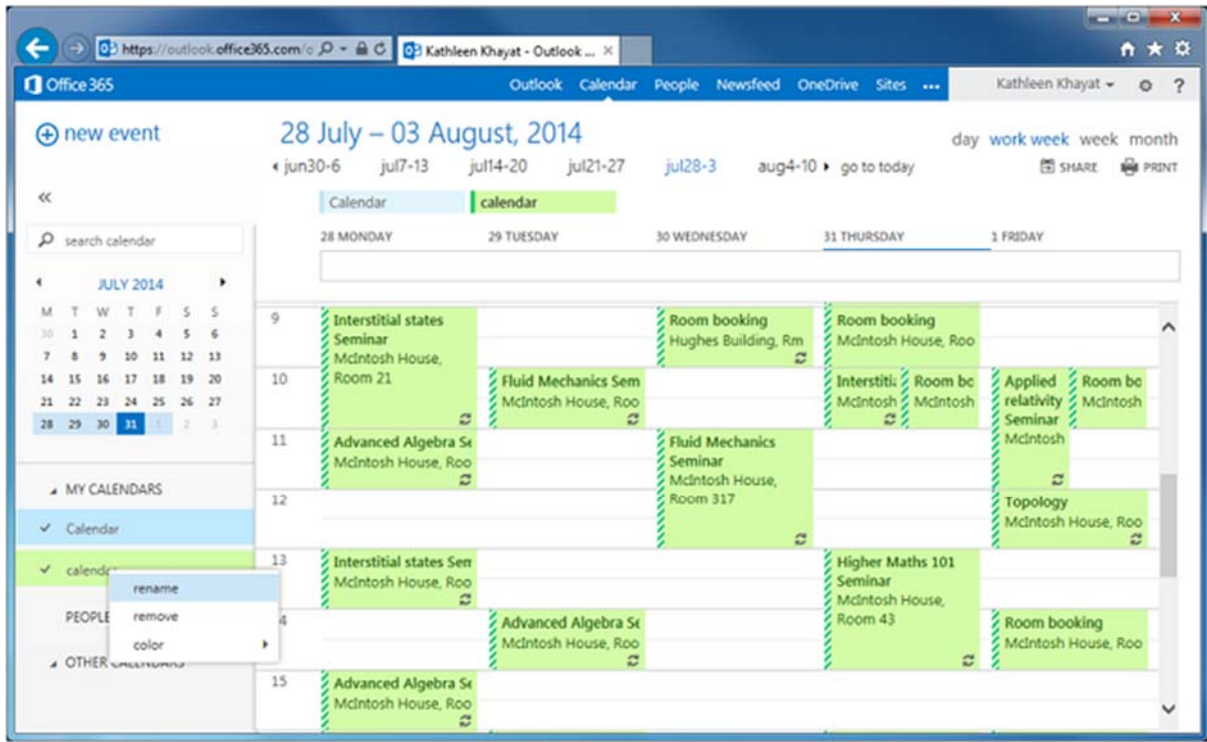
Right click on **MY CALENDARS** and then select **open calendar**.



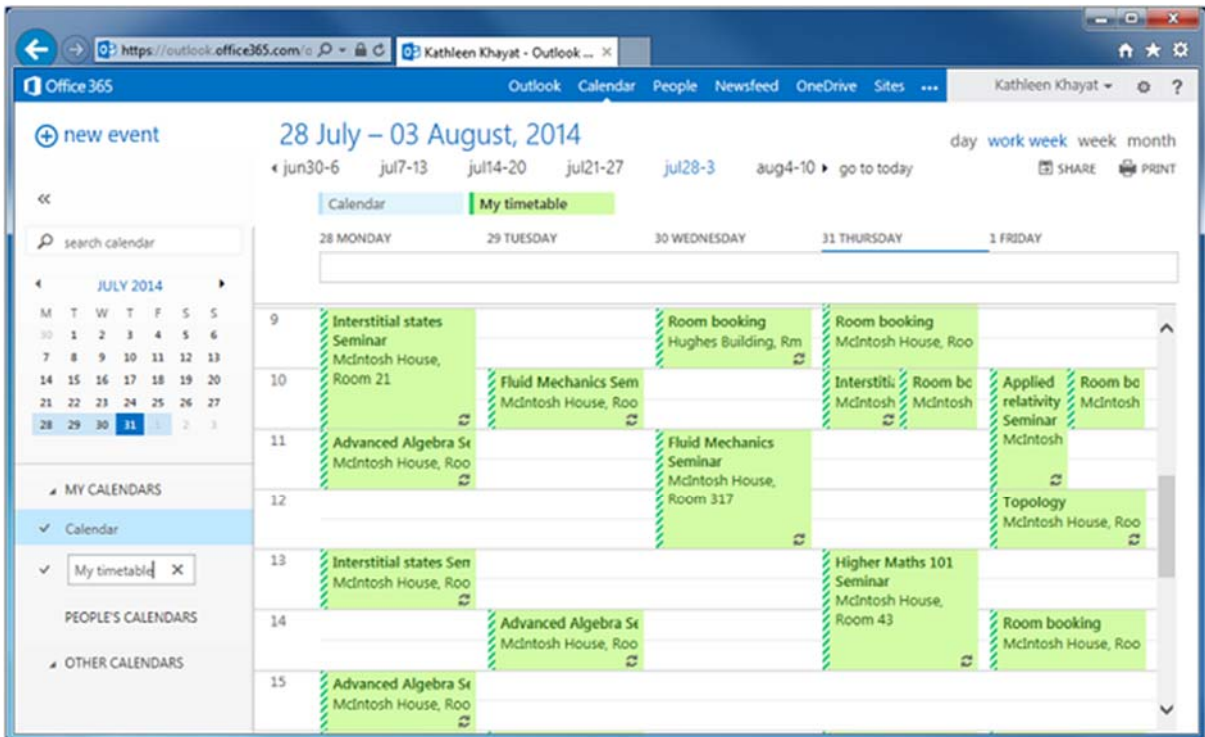
Paste your personalised calendar URL into the **Internet calendar:** text box and then click the **Open** button.



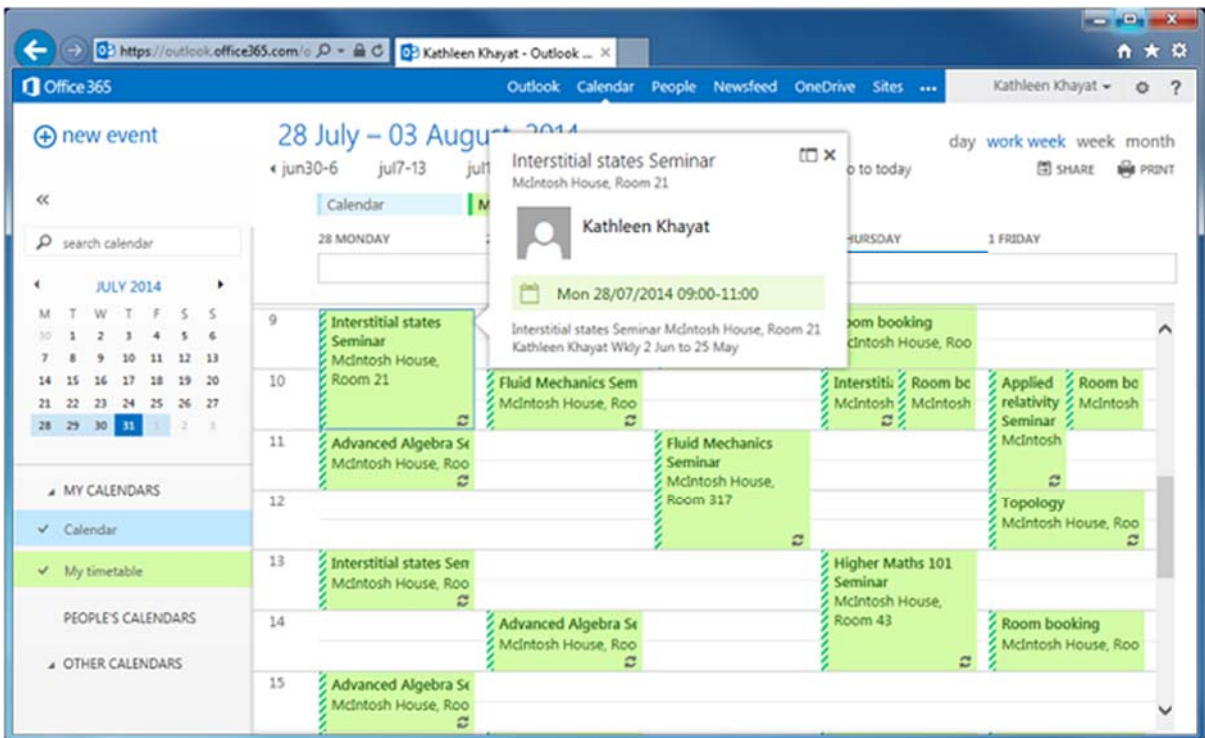
There will be short delay while Office 365 retrieves the timetable information and displays it on the screen.



If you wish you can rename the calendar. Right click on **calendar** and then select **rename**.



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

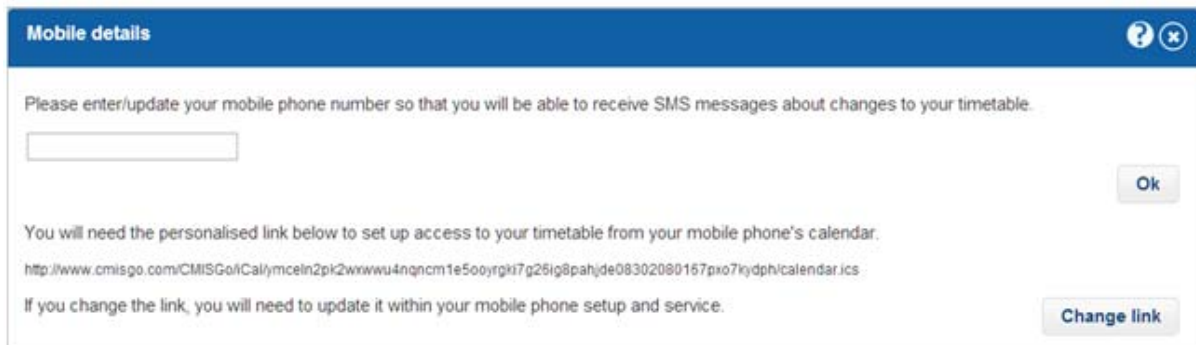


You can see details of events by clicking on them as shown above.



## 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.



The screenshot shows a mobile application interface with a blue header titled "Mobile details". Below the header, there is a text prompt: "Please enter/update your mobile phone number so that you will be able to receive SMS messages about changes to your timetable." This is followed by a text input field. To the right of the input field is an "Ok" button. Below this section, there is another text prompt: "You will need the personalised link below to set up access to your timetable from your mobile phone's calendar." This is followed by a long URL: <http://www.cmisgo.com/CMISGo/Calendar/ymceln2pk2wwwu4nqncm1e5ooyrgxi7g26ig8pahjde08302080157pxo7kydph/calendar.ics>. At the bottom of this section, there is a note: "If you change the link, you will need to update it within your mobile phone setup and service." and a "Change link" button.

- 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.