

Windows Phone

There are two main steps to setting up access to your timetable using your Outlook.com account and your Windows phone.

1. Subscribe to your personalised timetable URL from your Windows Live or Outlook.com account
2. Set up your Windows phone to use the subscription you have set up in your Outlook.com account

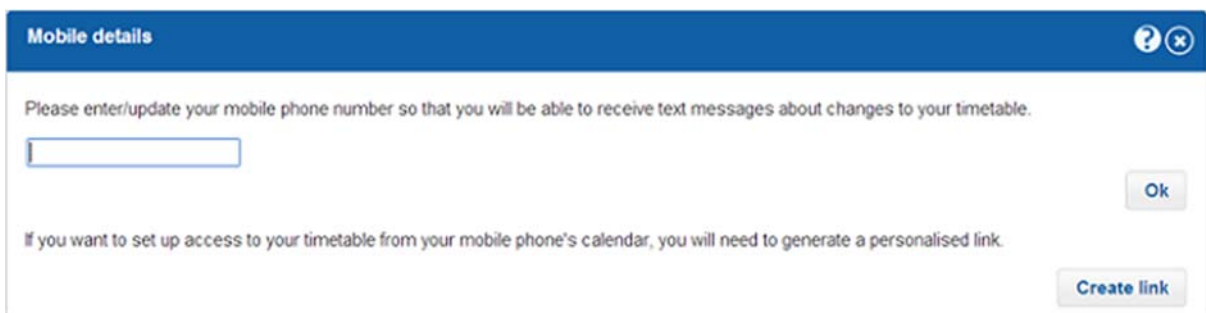
Subscribe to your personalised timetable URL from your Outlook.com account

Your phone needs to be linked with an Outlook.com 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 an Outlook.com account before continuing, you can do this using your phone or a web browser.

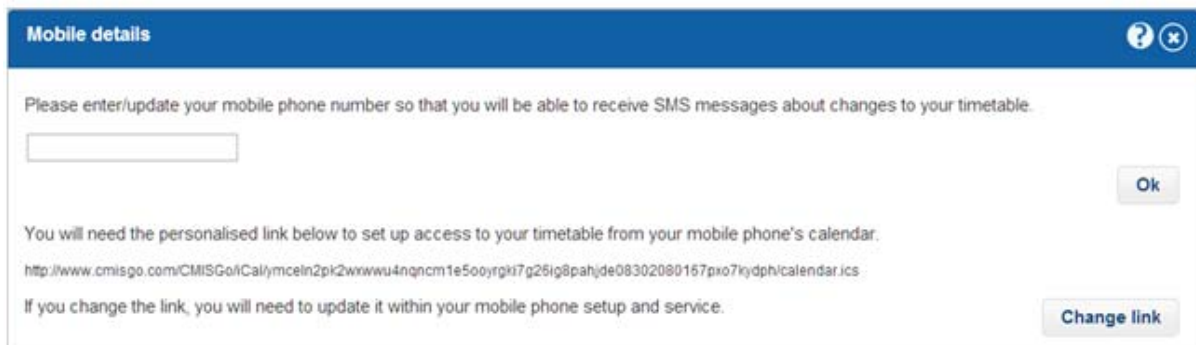
To find or create your **personalised timetable URL** follow the steps below



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

A screenshot of a web form titled 'Mobile details'. The form has a blue header bar with the title and a help icon. Below the header, there is a text prompt: 'Please enter/update your mobile phone number so that you will be able to receive text 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 the input field, there is another text prompt: '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 prompt 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 a dialog box titled "Mobile details" with a blue header. It contains the following 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, it says: "You will need the personalised link below to set up access to your timetable from your mobile phone's calendar." followed by a long URL: <http://www.cmisgo.com/CMISGo/Cal/ymceln2pk2wwwu4nqncm1e50oyrgki7g26ig8pahjde08302080157pxo7kydph/calendar.ics>. At the bottom, it says: "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.

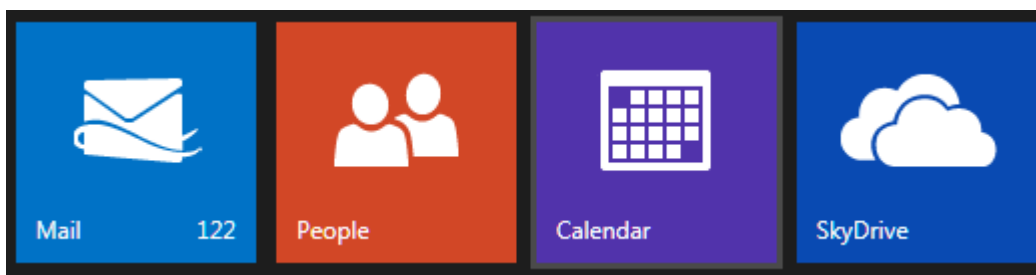
When you have created your personalised timetable URL/Link it will show as above

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 web browser to sign in to your Outlook.com account and go to the Calendar.



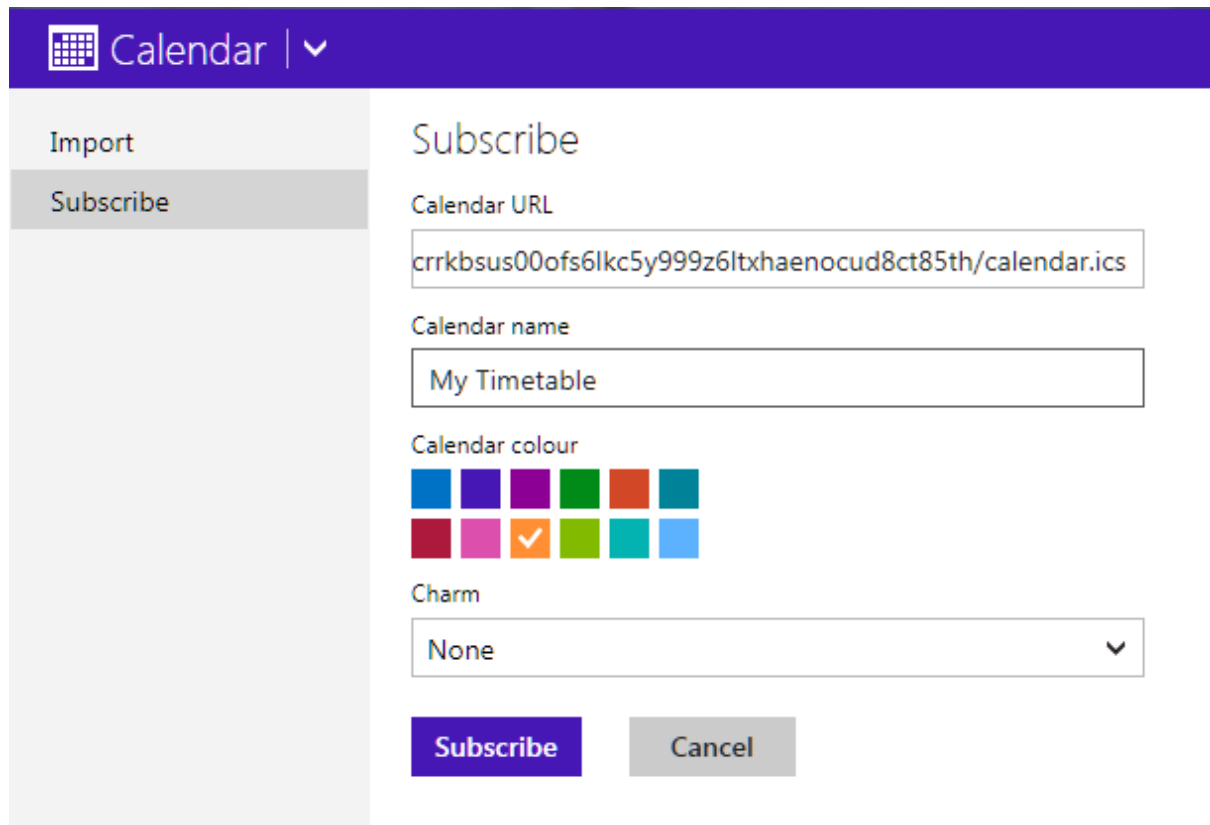
Select the down arrow next to Outlook



Select Calendar



Select Import



Calendar |

Import

Subscribe

Subscribe

Calendar URL

crrkbsus00ofs6lkc5y999z6ltxhaenocud8ct85th/calendar.ics

Calendar name

My Timetable

Calendar colour

Charm

None

Subscribe Cancel

Make sure you select Subscribe, paste the URL you copied into the Calendar URL box (click in the box and then press Ctrl+V).

Note as shown that you won't see all of the URL in the URL box.

Type in a name for the Calendar e.g. My Timetable as shown.

Select a colour for the Calendar.

Click the Subscribe button, after a short time your timetable will be displayed.

Set up your Windows phone to use the subscription you have set up in your Outlook.com 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 Outlook.com account).

1. Select **settings**.
2. Select **email+accounts**.
3. Select **add an account**.
4. Select **Windows Live**.
5. Select **Next** (if a "Before you sign in" message is shown)
6. Enter your Outlook.com ID and password.
7. Select **Sign In**

Your phone will show a synchronizing message. You can now use the Calendar app on your phone 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.