



How to subscribe to your RHUL timetable via a calendar application

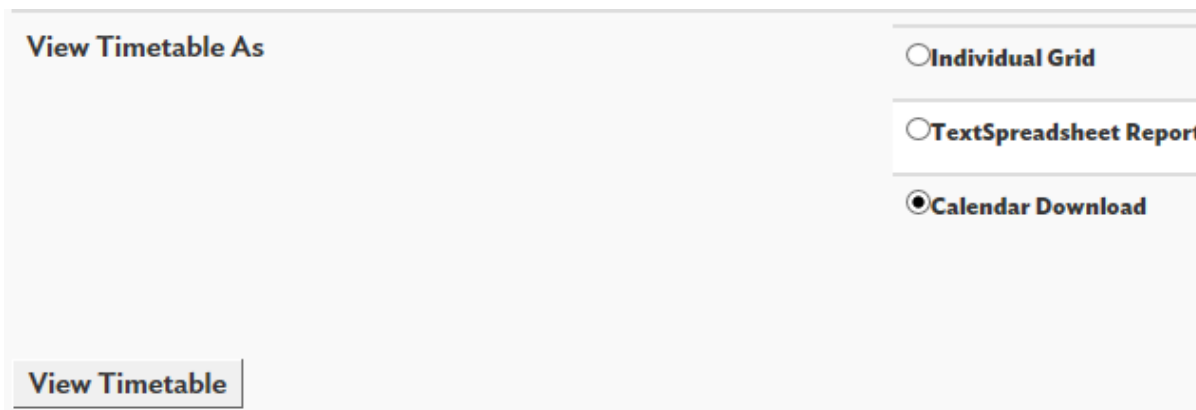


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Overview

Once you have selected Calendar Download on the MyTimetable page, press the View Timetable button.



View Timetable As

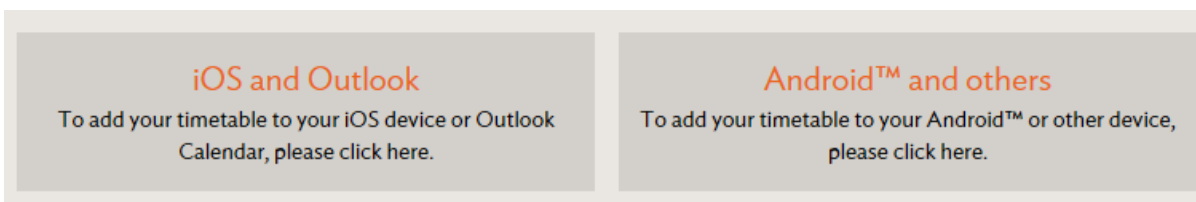
Individual Grid

TextSpreadsheet Report

Calendar Download

[View Timetable](#)

You will see two options. These relate to your device. Please see the specific part of this guide for your device.

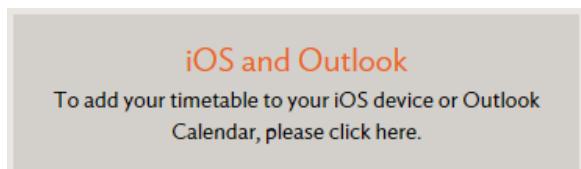


iOS and Outlook
To add your timetable to your iOS device or Outlook Calendar, please click here.

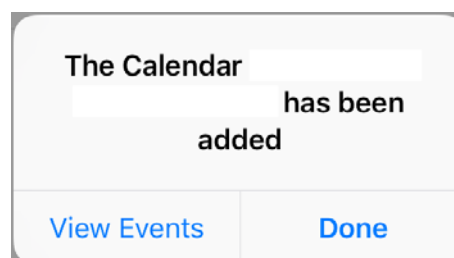
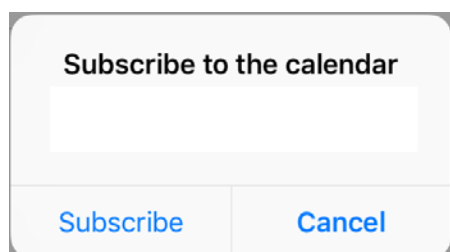
Android™ and others
To add your timetable to your Android™ or other device, please click here.

Downloading Calendar onto an iPhone/iPad

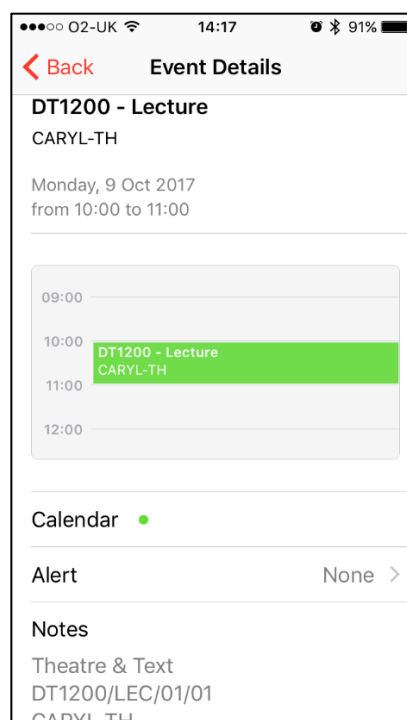
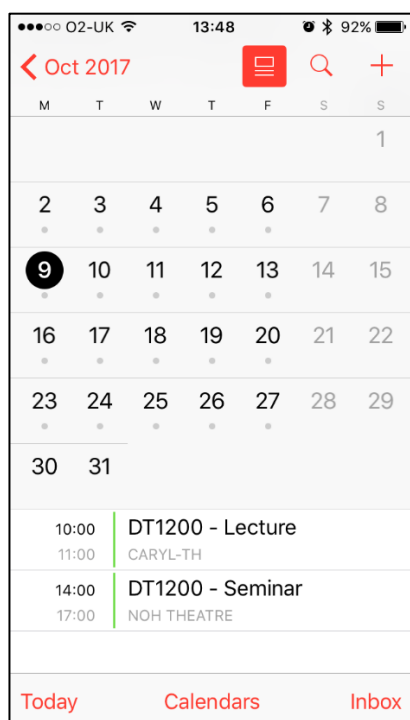
To subscribe to the calendar click on the iOS and Outlook button



You will be asked to confirm if you would like to subscribe to your calendar, Click "Subscribe". The next screen will confirm your calendar has been added.



You will then be able to see your calendar in the iPhone/iPad calendar application. Clicking on an activity will show you more details.

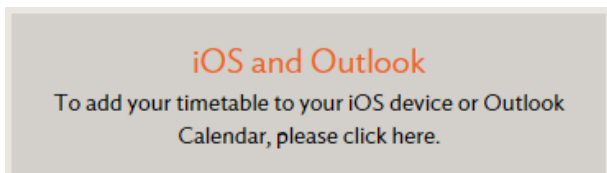


Note: Please ensure you have allowed pop-ups on your device.

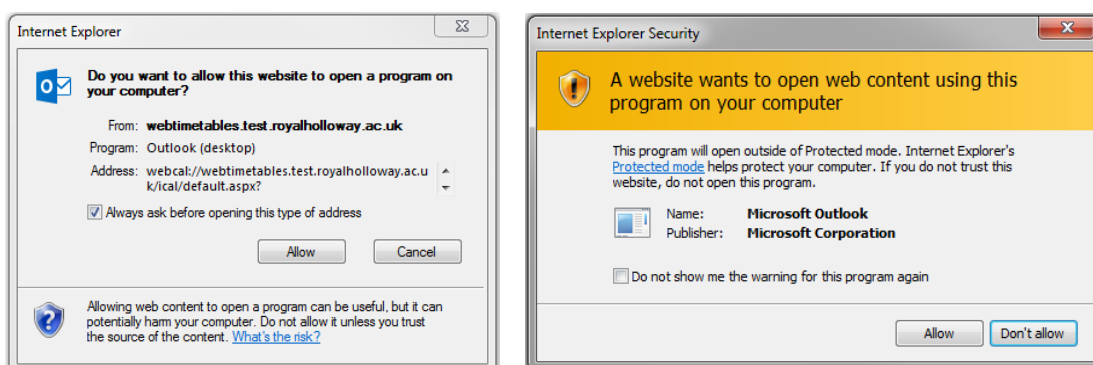
Downloading Calendar timetable into Outlook (Pc based)

Before starting the download ensure that you have Outlook open on your PC.

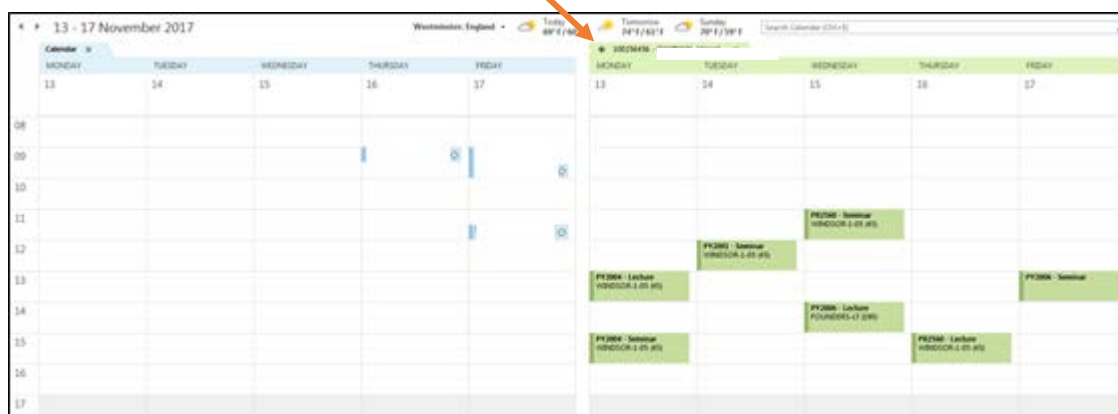
To subscribe to the calendar click on the iOS and Outlook button.



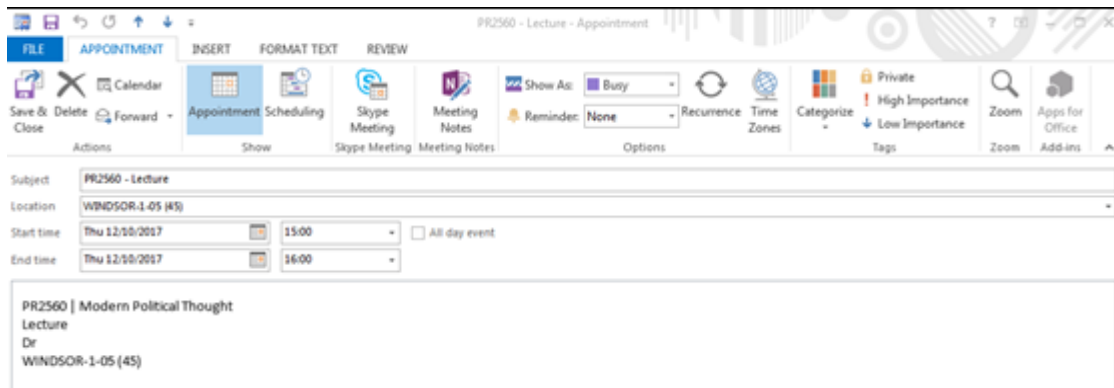
Click 'Allow' on the messages that pop up.



This will open your timetable in Outlook calendar as a new tab next to your personal calendar, as below. If you would prefer your timetable calendar to be overlaid over your personal calendar click the arrow to the left hand side of the new calendar tab.

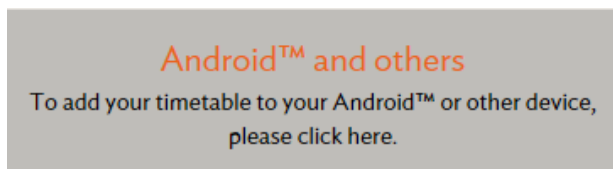


Double clicking on the activity on the calendar will provide more details.

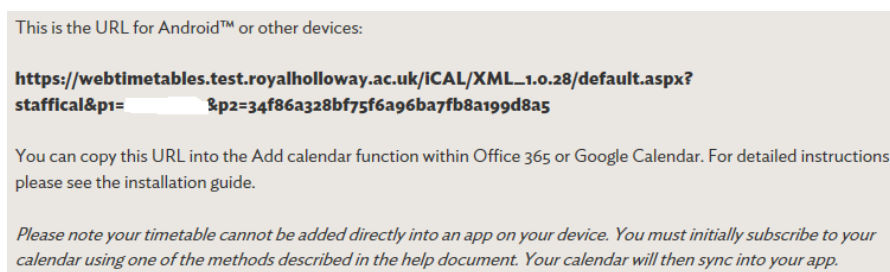


Downloading Calendar timetable into Outlook 365

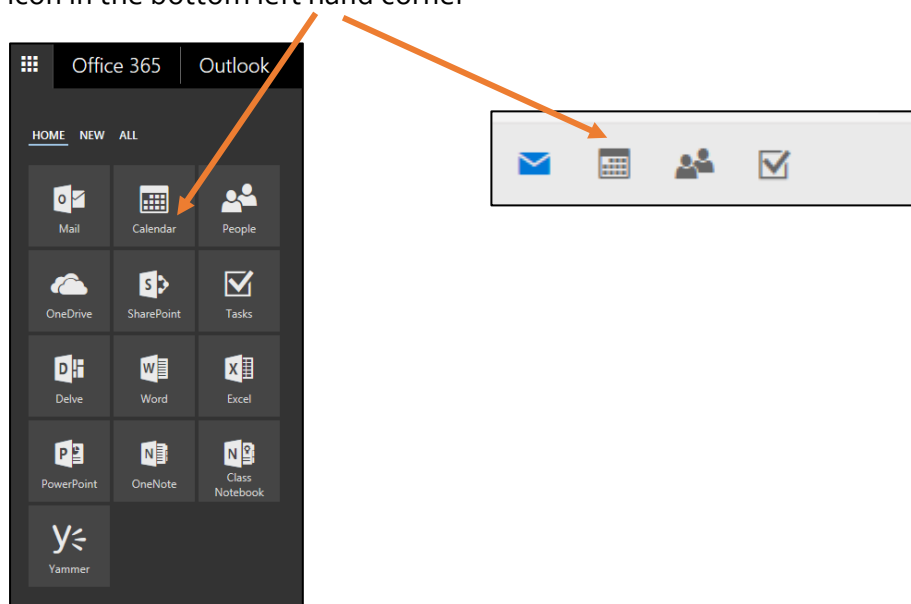
Click on the Android and others button.



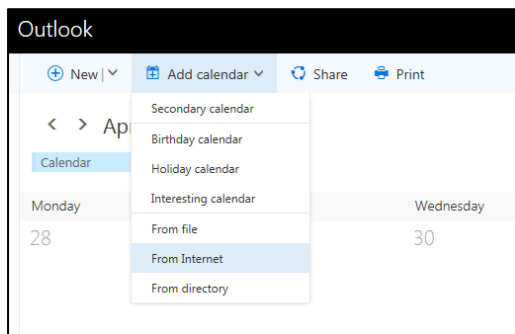
A URL will display in the text under the box. Copy this URL.



Once logged into Outlook 365 open your calendar by either clicking on the button in the top left hand corner of the screen and selecting the calendar button or clicking on the calendar icon in the bottom left hand corner

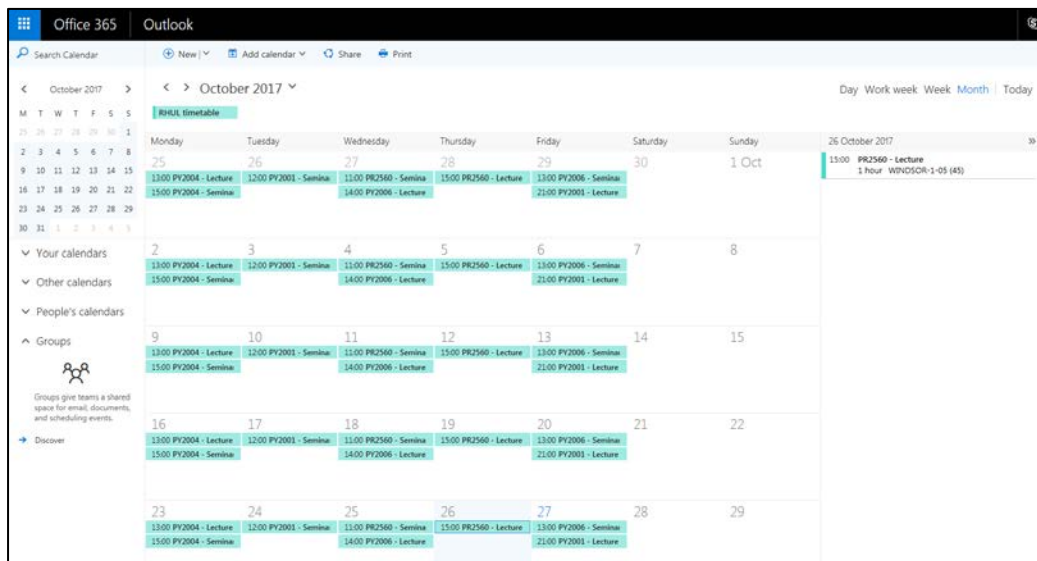
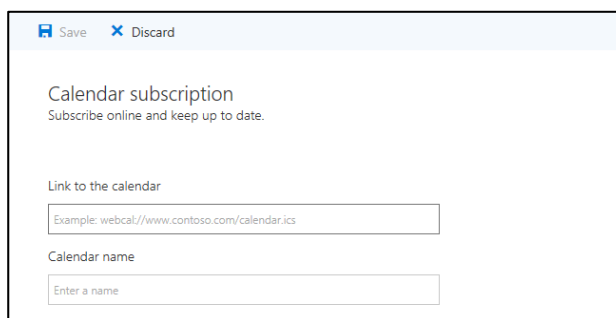


Once on the calendar view click on the 'Add calendar' tab at the top and select the 'From Internet' option.

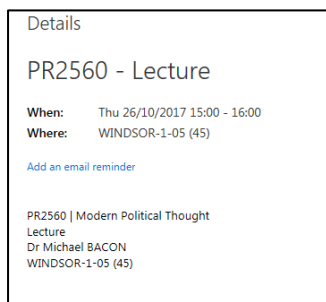


This will bring up the calendar subscription form.

Paste the URL into the 'link to the calendar' box. In the 'Calendar name' box enter a name for your calendar (e.g. RHUL timetable). Press save and then the timetable will import onto the calendar.

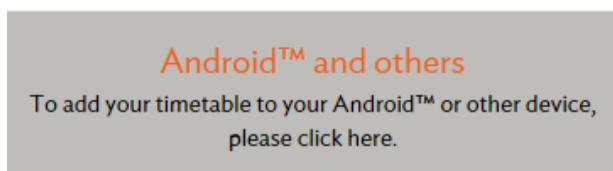


Double click on the activity to display further details.



Downloading Calendar timetable into Google

Click on the Android and others button.



A URL will display in the text under the box. Copy this URL.

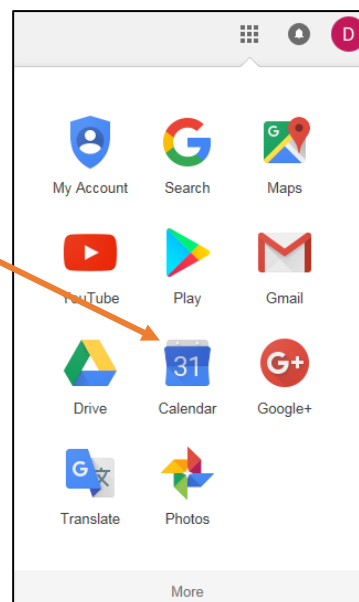
This is the URL for Android™ or other devices:

[https://webtimetables.test.royalholloway.ac.uk/ICAL/XML_1.o.28/default.aspx?staffical&p1= \[redacted\] &p2=34f86a328bf75f6a96ba7fb8a199d8a5](https://webtimetables.test.royalholloway.ac.uk/ICAL/XML_1.o.28/default.aspx?staffical&p1= [redacted] &p2=34f86a328bf75f6a96ba7fb8a199d8a5)

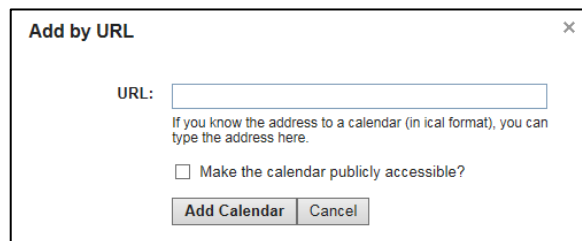
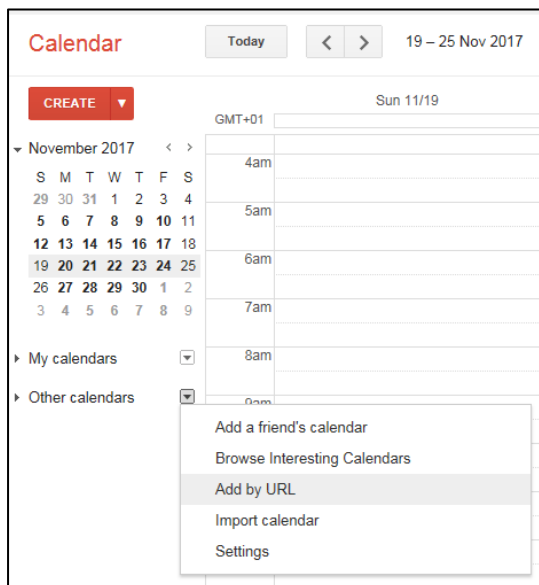
You can copy this URL into the Add calendar function within Office 365 or Google Calendar. For detailed instructions please see the installation guide.

Please note your timetable cannot be added directly into an app on your device. You must initially subscribe to your calendar using one of the methods described in the help document. Your calendar will then sync into your app.

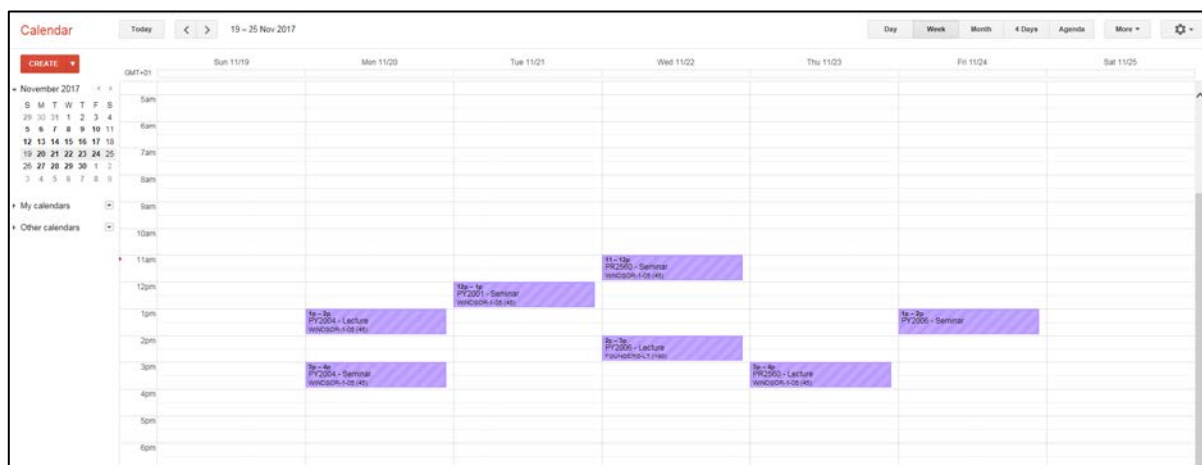
Log into your Google calendar, click on the icon in the top right hand corner and select calendar.



On the left hand side of the page click on the down arrow next to the 'other calendars' dropdown and select 'add by URL'. Paste the URL into the box and click 'add calendar'.



Your calendar will then display.



Double click on the activity to display more details.



Viewing timetable using an app

To view your calendar on an Outlook or Google calendar app first follow the instructions above for either Office 365 or Google Calendar on a PC to subscribe to the calendar. Once subscribed you can then download the appropriate app from your app store to use view your timetable. Your timetable will automatically sync to the app, but please allow up to 12 hours for it to do so. You will only have to subscribe to your calendar once.

iPhone/iPad users can use the pre-installed calendar application immediately by following the iPhone/iPad instructions above.

Refresh rates for changes

The refresh rates vary depending on the calendar type being used, all will update within 12 hours of the change being made. If a change has been made to your timetable within two working days, you will receive an email notification. For changes outside of two working days, please ensure you check your timetable regularly.