



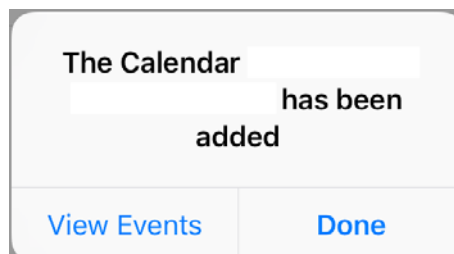
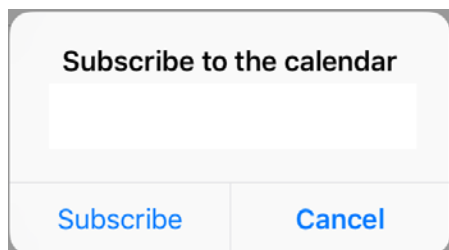
# How to subscribe to your Royal Holloway timetable via a calendar application

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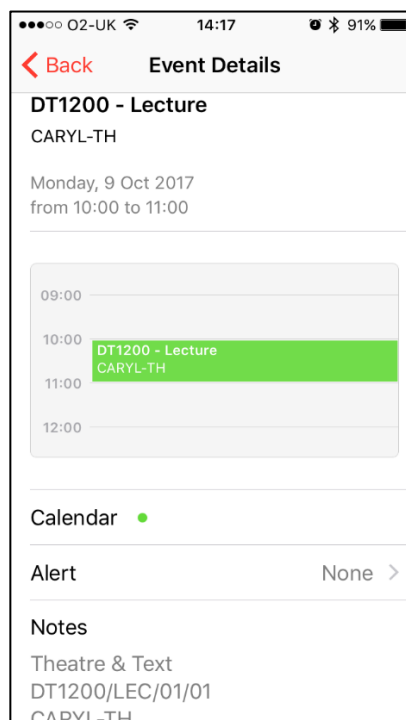
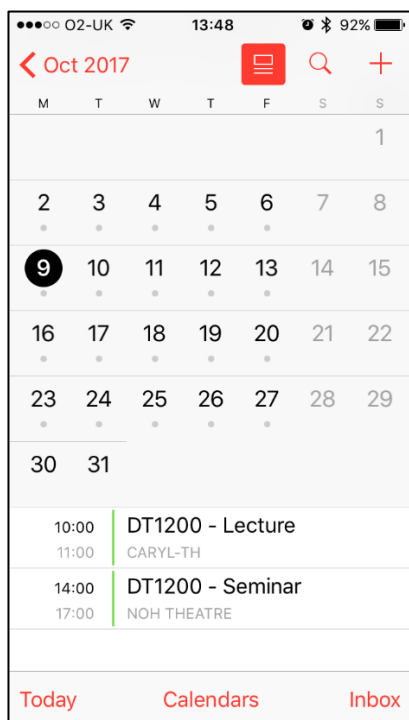
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## Downloading iCal onto an iPhone/iPad.

To subscribe to the calendar click on the webcal link to your timetable. 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.

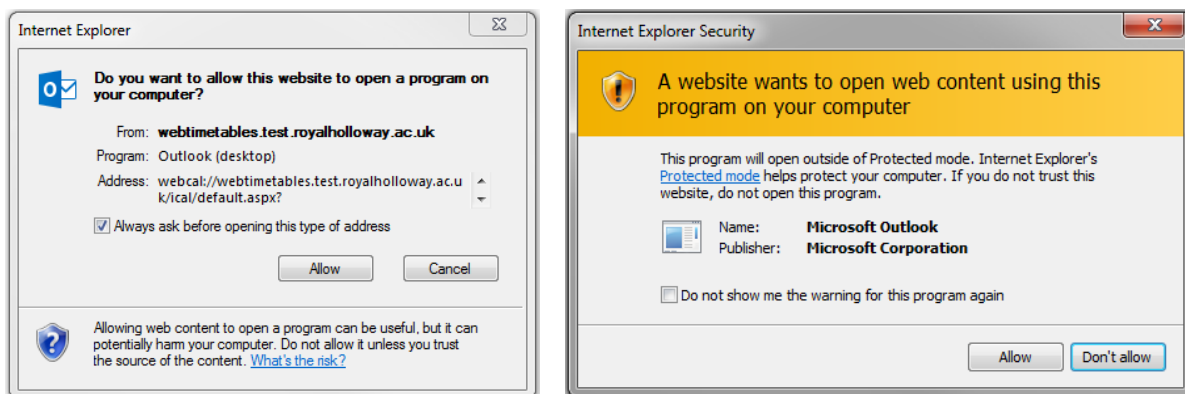


*Note: Please ensure you have allowed pop-ups on your device.*

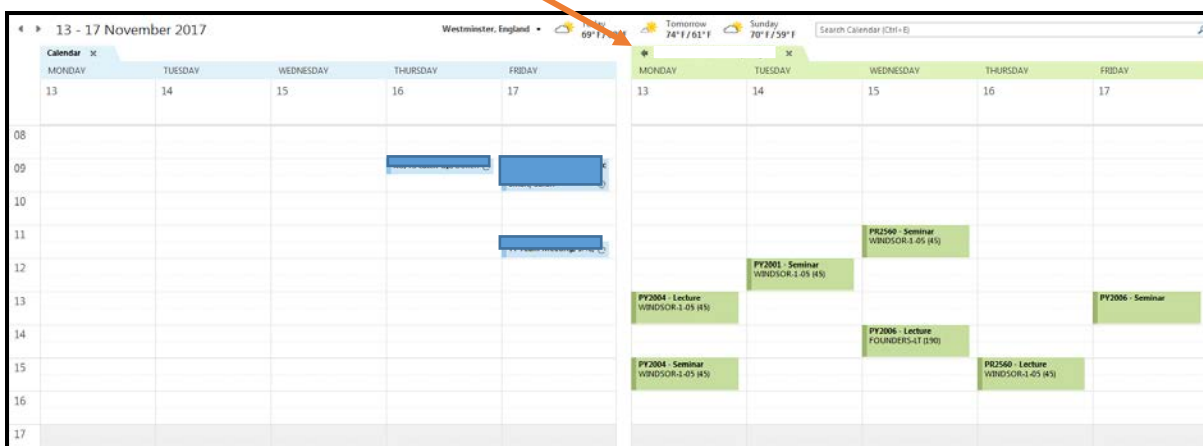
## Downloading iCal timetable into Outlook (PC based)

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

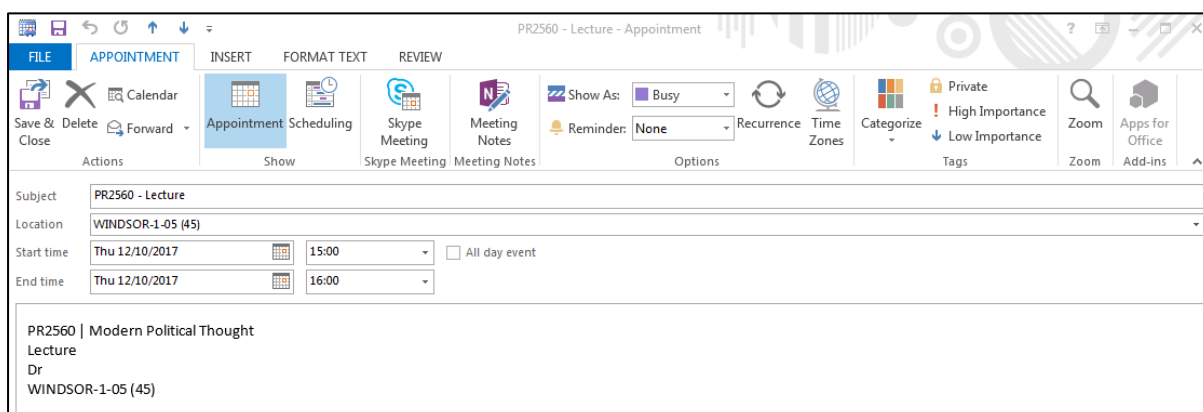
To subscribe to the calendar click on the webcal link to your timetable. Click 'Allow' on the messages that pop up.



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.

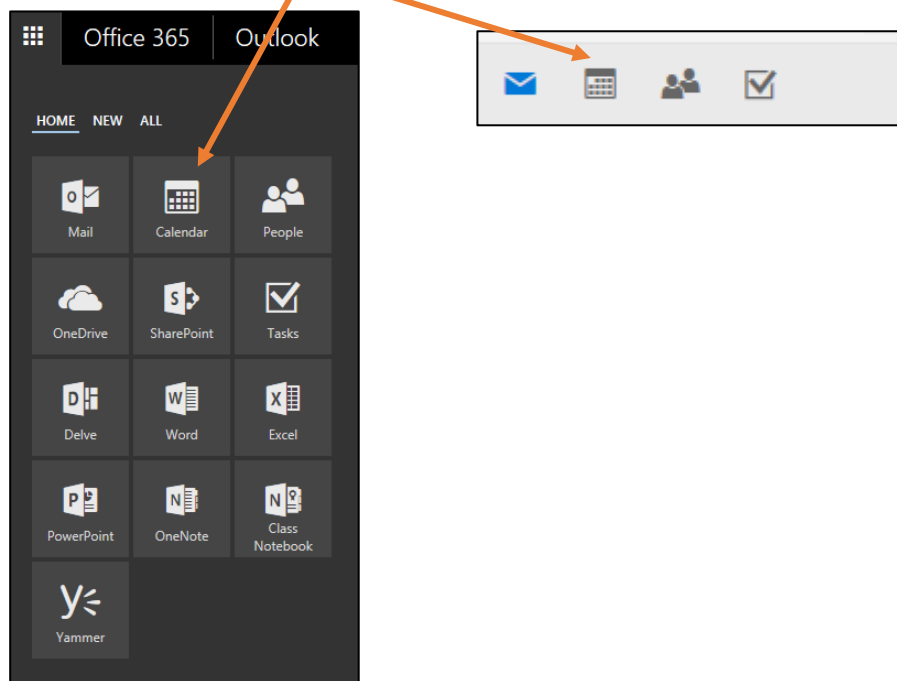


Double clicking on the activity on the calendar will provide more details.

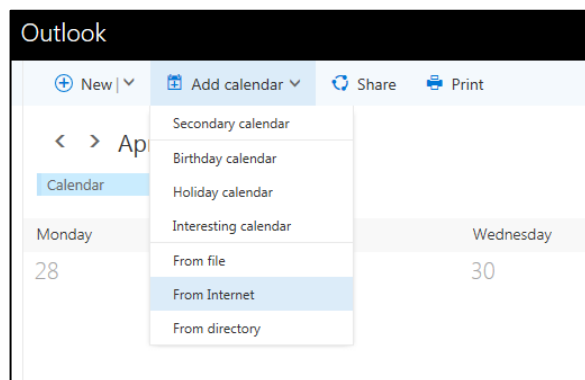


## Downloading iCal timetable into Office 365

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

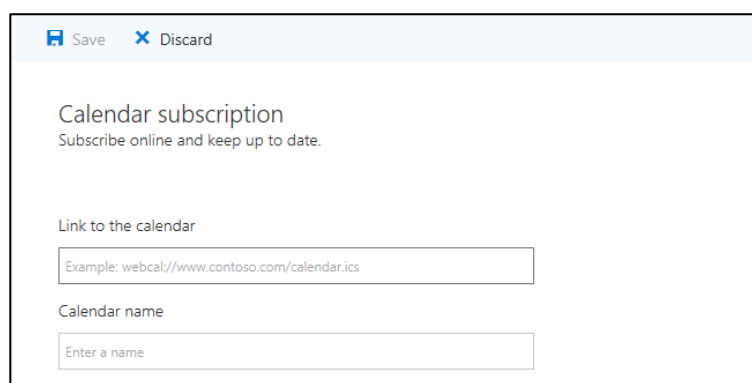


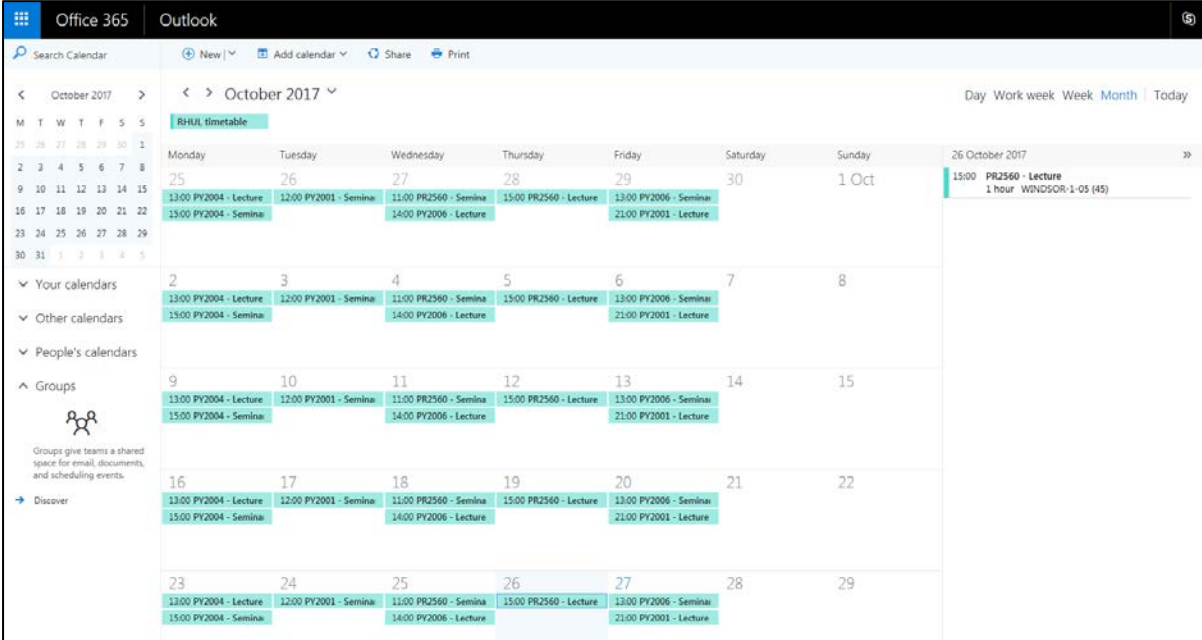
Once on the calendar view click on the 'Add calendar' tab at the top and select the 'From Internet' option.



This will bring up the calendar subscription form.

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





Office 365 Outlook

Search Calendar

October 2017

October 2017

Day Work week Week Month Today

26 October 2017

15:00 PR2560 - Lecture  
1 hour WINDSOR-1-05 (45)

Your calendars

Other calendars

People's calendars

Groups

Discover

Double click on the activity to display further details.

Details

### PR2560 - Lecture

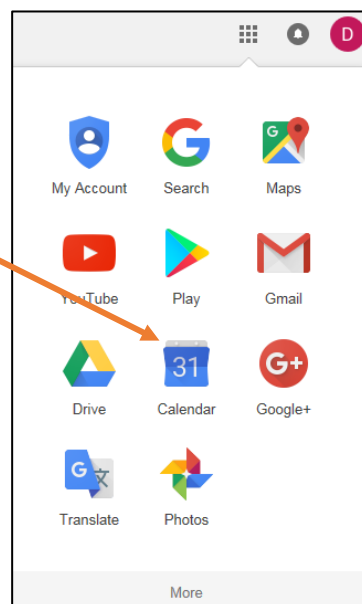
**When:** Thu 26/10/2017 15:00 - 16:00  
**Where:** WINDSOR-1-05 (45)

[Add an email reminder](#)

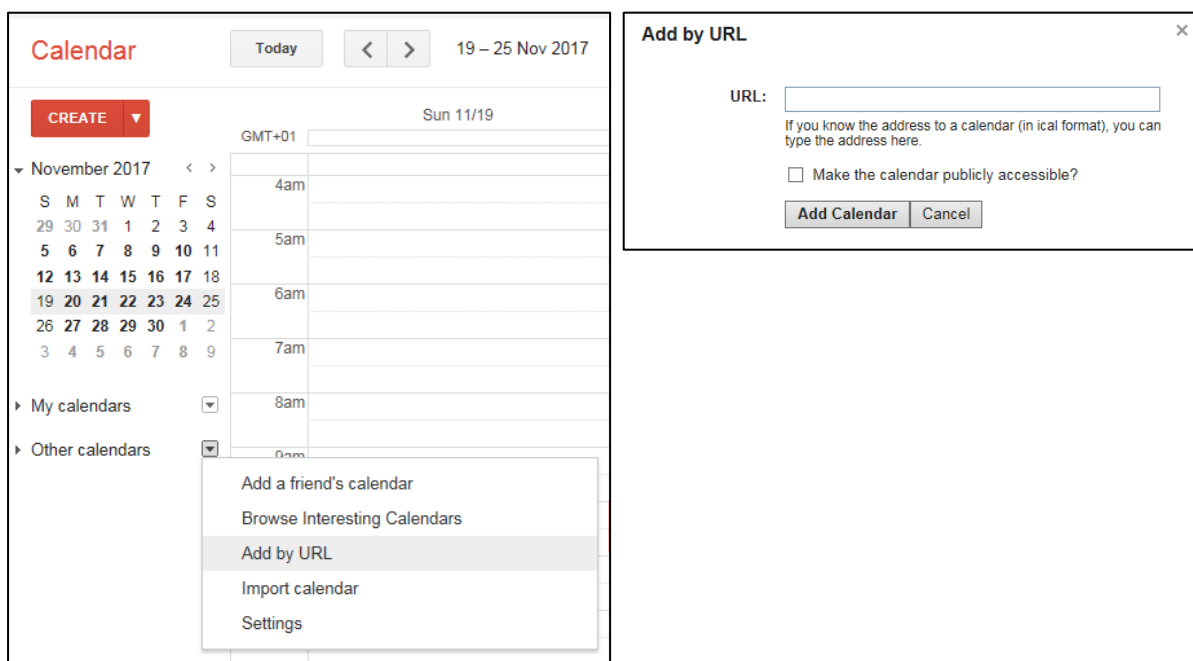
PR2560 | Modern Political Thought  
 Lecture  
 Dr  
 WINDSOR-1-05 (45)

## Downloading iCal timetable into Google

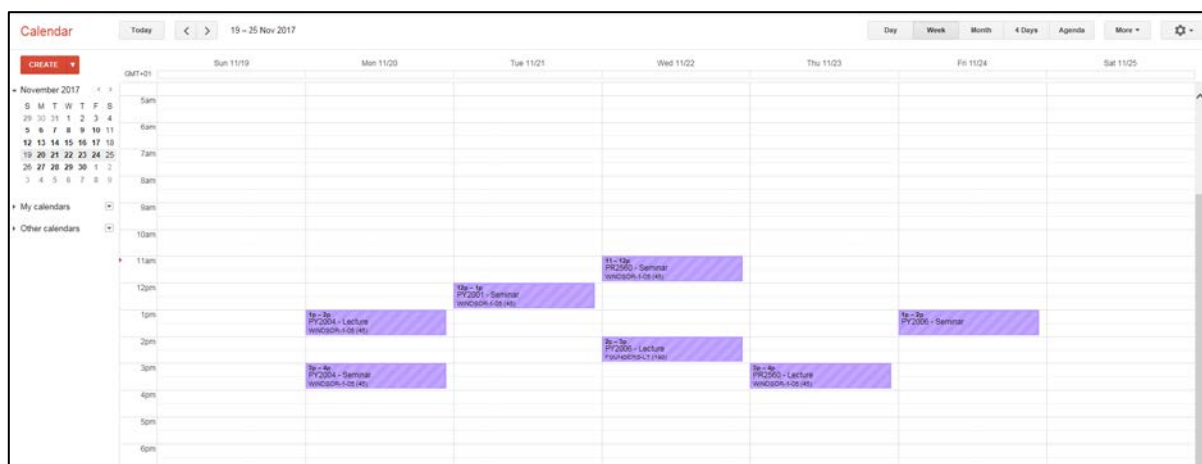
Log into your Google calendar, click on the icon in the top right hand corner and select calendar.



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.

**PR2560 - Lecture**  
 Thu, 30 November 2017, 3pm – 4pm

Where [WINDSOR-1-05 \(45\)](#)  
[map](#)

Calendar

Description **PR2560 | Modern Political Thought**  
 Lecture  
 Dr  
 WINDSOR-1-05 (45)

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Notifications [No notifications set](#)  
[Add a notification](#)

## Viewing your 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 atomically 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.