Instructions to download your calendar to a Mobile device

Introduction

This document will help guide you through downloading your academic timetable onto a mobile device of your choice.

Please Note: These instructions demonstrate the general process of downloading your calendar. The interface may vary based on the type of mobile device you use. It can take up to 24 hrs for the calendar to appear on your device.

Pre-Requisite

Before you begin the process to download your calendar, you would need the appropriate URL for the timetable calendar. The URL can be obtained using the following steps:

Staff Timetable URL:

To download the calendar for a member of staff, please go to the following URL:

https://timetable.yorksj.ac.uk/CalendarService/default.aspx?StaffIcal&p1=*<name@yorksj.ac.ukl>*

The highlighted text will change based on the staff member's email address whose calendar you are wanting to view. For e.g. to view Laura's calendar the URL will be:

https://timetable.yorksj.ac.uk/CalendarService/default.aspx?StaffIcal&p1=l.hampshire@yorksj.ac.uk

Should you have any problems when attempting to export the information please do contact the Timetable office via email at timetable@yorksj.ac.uk

Student Timetable URL:

To download the calendar of a student, please go to the following URL:

https://timetable.yorksj.ac.uk/CalendarService/default.aspx?StudentIcal&p1=*<student_id>*

Replace <student id> with your student number. For e.g.

https://timetable.yorksj.ac.uk/CalendarService/default.aspx?StudentIcal&p1=*01234567*

The student id will change as per user

Once you have obtained the URL you can proceed to the instructions for your appropriate device in this document.

Download on to a Mobile Phone

Due to the wide range of mobiles now available, it is difficult for us to provide instructions for every type of device.

Hopefully, one of the examples below will assist you enabling you to download your calendar.

For most phones, including iPhones

Go to Settings

Scroll down to Passwords and Accounts

Click Add Account

Scroll down to the bottom and select 'Other'

Click Add Subscribed Calendar and paste in the URL of your calendar

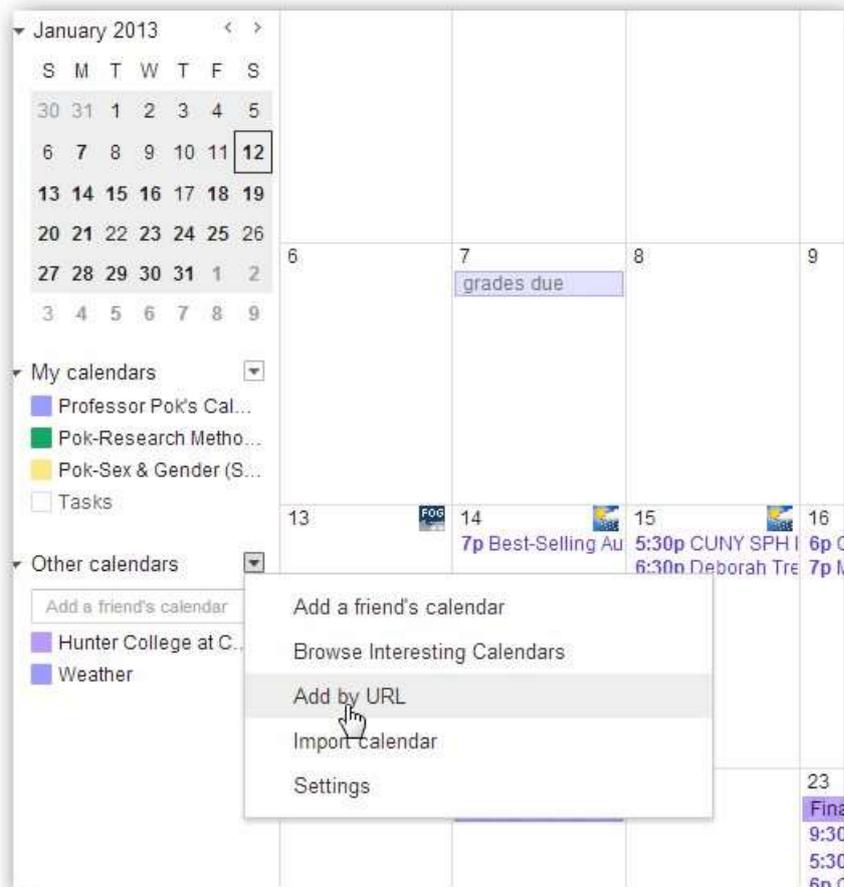## Download Calendar onto an Android (for e.g. Samsung, SonyExperia, HTC, Nexus):

To download your calendar onto an android device you will need to setup the calendar in your Gmail account. The instructions to achieve that are as follows:
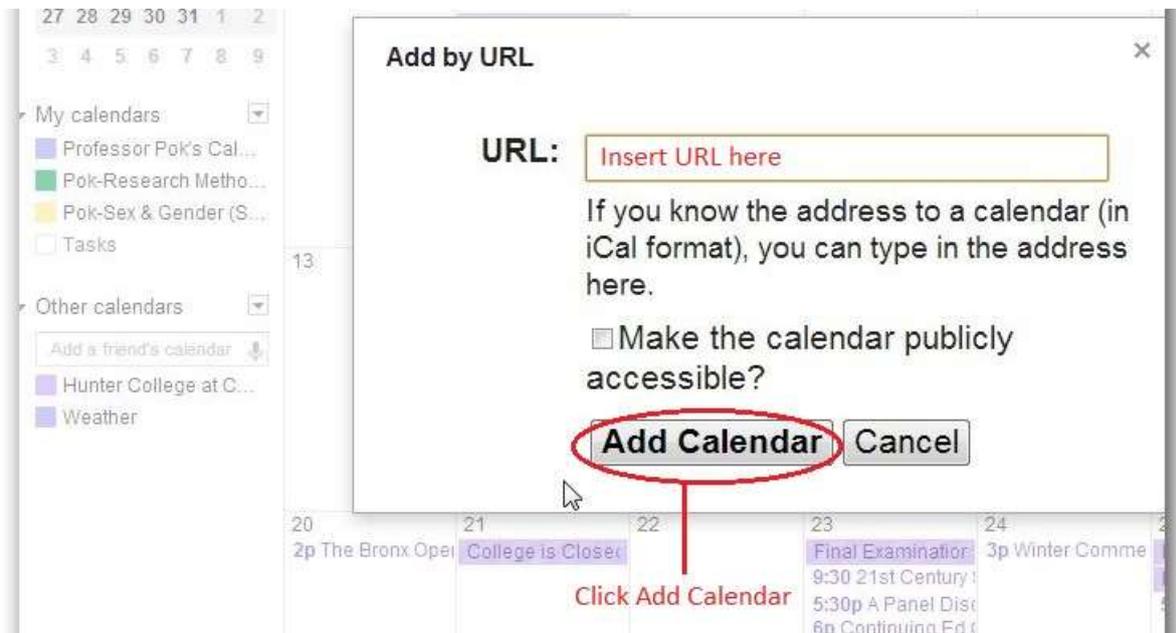
Step 1: Go to Google Calendar on the web.

Step 2: Choose "Other calendars"
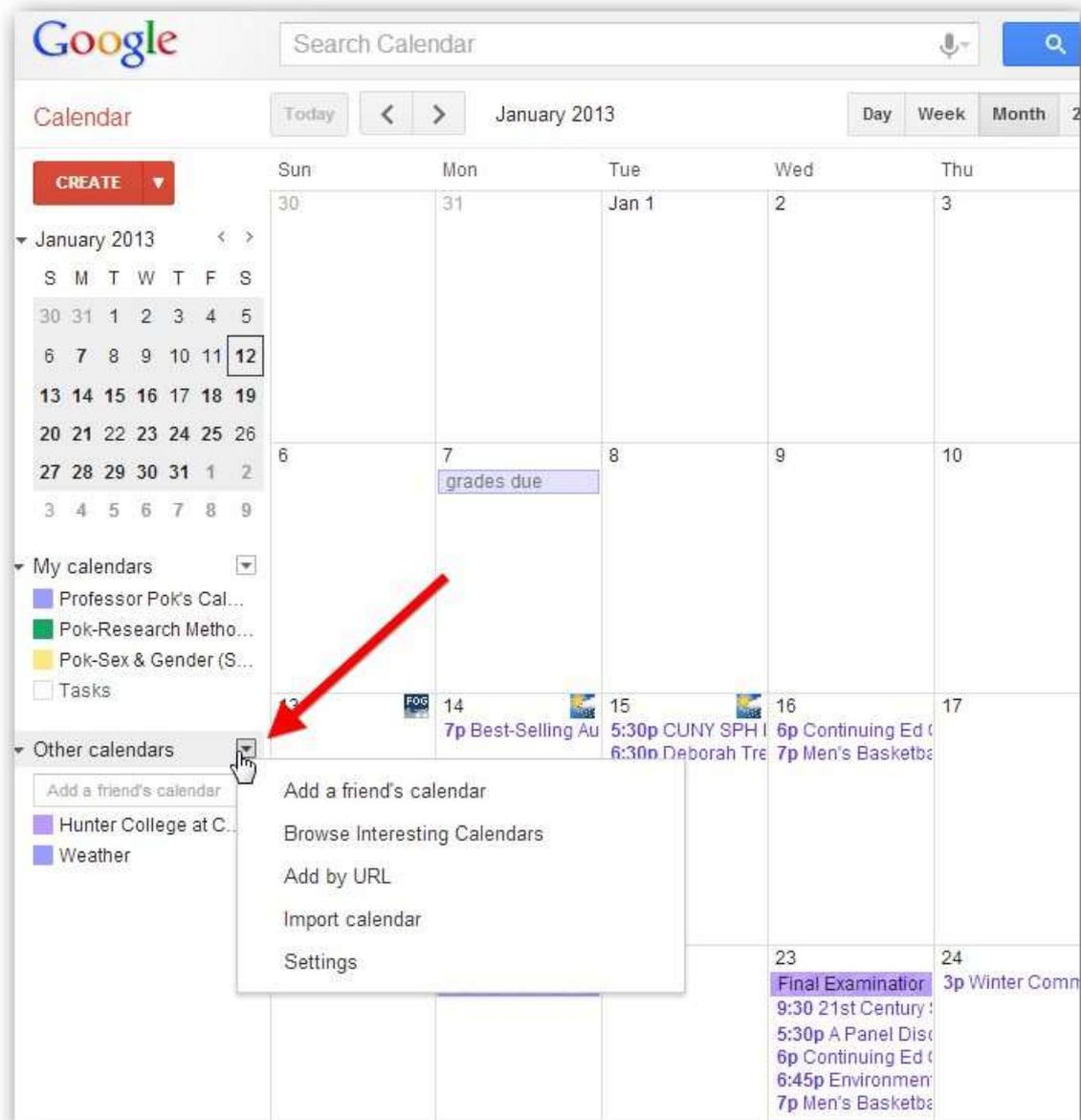
Step 3: In the dropdown menu, choose "Add by URL"

Step 4: Insert the URL in the URL text box and click "Add Calendar"

Step 5: Once you click Add Calendar you will see the Calendar added to the list of "Other Calendars" as shown below

Step 6: The calendar will now automatically be update onto your android device. You will need to wait for a few minutes before you are able to see the calendar. You may need to restart your device for the calendar to appear.

How to export into an iPhone (alternative method):

You can add the calendar to the calendar application on iPhone:

Step 1

On the main screen of the iPhone you can see the Calendar application

Step 2

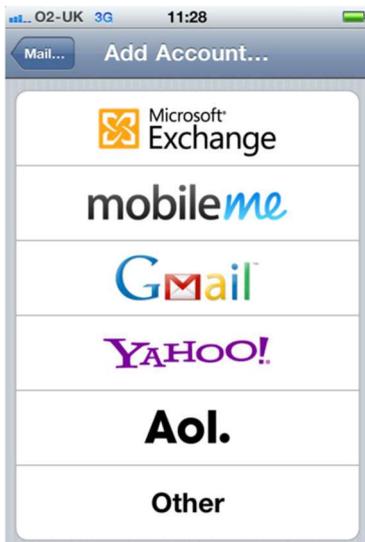In this you can choose which calendars are presented

Step 3

To add a new calendar go to the Mail, Contacts and Calendars within Settings

Step 4

Tap the Add Account option

Step 5

Tap Other

Step 6

Tap Add Subscribed Calendar

Step 7

Enter the URL of the calendar into the Server and tap Next

Step 8

Tap Save

Step 9

Your new Calendar will now show in the accounts

Step 10

Return to the calendar application...

Step 11

... where you can turn on the

Step 12

The events will now show in the calendar.