

CMISGo Quick Guide: Timetables on your mobile

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1 CMISGO ON MOBILE DEVICES: INTRODUCTION

1.1 Scope of this guide

This guide focuses on three examples of how to view your timetable(s) on a mobile device:

- » Using the **'add account'** feature on an **iPhone**
- » By subscription through a **Google account** and the **Google calendar app**
- » By subscription through a **Outlook.com** account and the **Outlook app**

The examples in this guide use your **CMISGo personalised timetable URL** and an **iCal file** to display timetable data in your chosen calendar application.

User Guide 1 also shows other methods of viewing CMISGo timetables using your **CMISGo personalised timetable URL**:

- » By subscription in **Outlook 2010** (desktop)
- » By subscription in **Office 365** (pc/laptop or mobile device).

Most calendaring applications support subscription to one or more iCal files.

1.2 About your CMISGo personalised timetable URL

Your personalised timetable URL is automatically kept refreshed and uses the iCal industry standard format which is used and supported by a number of calendar products, some of which are covered in the guide.

This means that the subscribing software will use the iCal file URL to periodically refresh its copy of your timetable.

Note: *The schedule for the periodic refresh of your timetable in another application or service is governed by that application or service and may be a few hours or longer, this is particularly relevant if you are using the **Google calendar app** which may require up to 24 hours to refresh the data.*

1.3 How to find your CMISGo personalised timetable URL

You will need your **personalised timetable URL** to subscribe to your timetable in Microsoft Outlook, O365 and any other calendar applications including those on mobile devices.

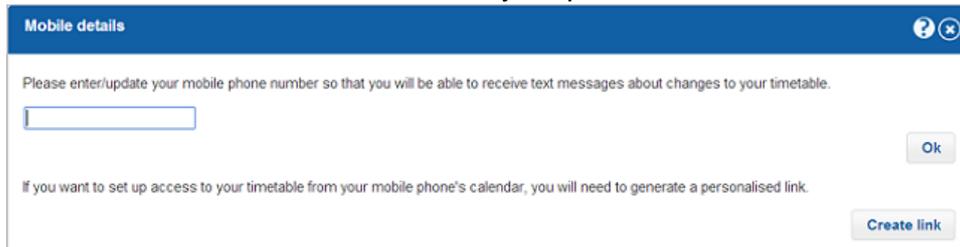
To find or create your **personalised timetable URL** follow the steps below.



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

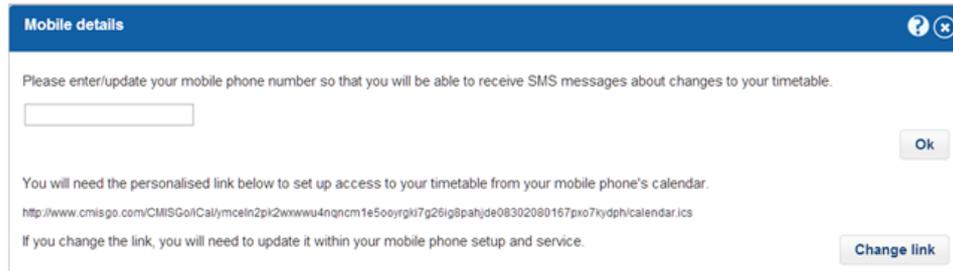
If you have **not** already created your personalised timetable URL/Link you will see the dialog below.

Click the **Create link** button to create your personalised timetable link:



The screenshot shows a mobile interface titled "Mobile details" with a blue header. 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." At the bottom right of the form is a "Create link" button.

When you have created your personalised timetable URL/Link it will be shown as below:



The screenshot shows the same "Mobile details" interface. The text prompt now says: "Please enter/update your mobile phone number so that you will be able to receive SMS messages about changes to your timetable." Below the input field is an "Ok" button. The text prompt below that now says: "You will need the personalised link below to set up access to your timetable from your mobile phone's calendar." Below this is a long URL: <http://www.cmisgo.com/CMISGo/Cal/ymceln2pk2wvwu4nqncm1e5ooypki7g26ig8pahjde08302080167pxo7kydph/calendar.ics>. Below the URL is a text prompt: "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.

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**

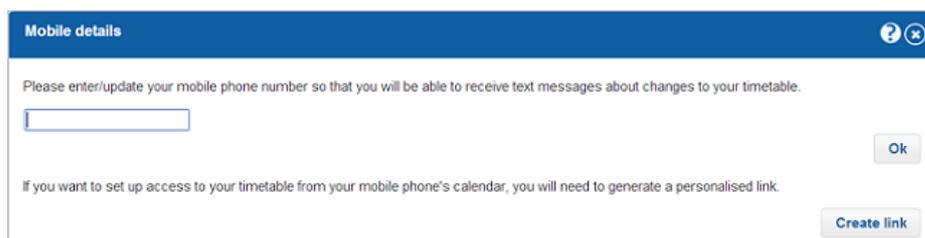
You are now ready to add / paste your personalised timetable URL/link into your chosen calendar application.

2 VIEW CMISGO TIMETABLES ON AN IPHONE

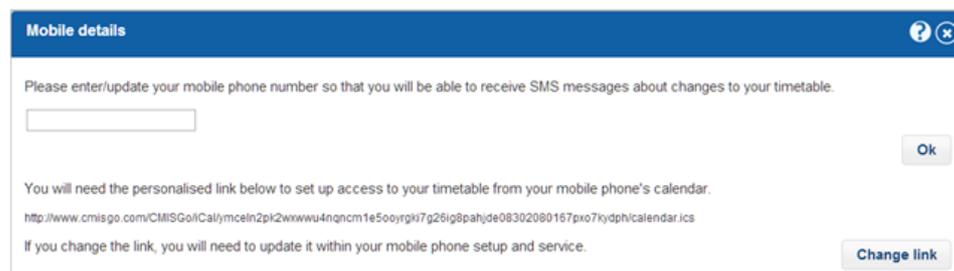
Login to CMISGo and find or create your **personalised timetable URL** follow the steps below.



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



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.



When you have created your personalised timetable URL/Link it will be shown as above.

Then follow these steps:

1. In a browser 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**
2. Create an email message containing the URL and email it to yourself so that you can access the URL in the message on your iPhone.
3. On your iPhone access the email message and copy the URL.
4. Select **Settings**
5. Scroll down and select **Calendar**
6. Select **Add Account...**
7. Select **Other account**
8. Select **Add Subscribed Calendar**
9. Paste the URL into the **Server** text box
10. Click **Next**
11. Click **Save**

You can now use the Calendar app to view your timetable.

3 VIEW CMISGO TIMETABLES USING GOOGLE

3.1 Step 1: Subscribe to your personalised timetable from your Google account (on your pc or laptop)

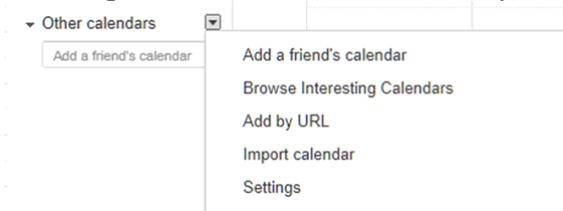
Your phone needs to be linked with a Google account. You probably have already done this, when you first setup your phone to access your personal email.

If you haven't, you will need to sign up for a Google account before continuing.

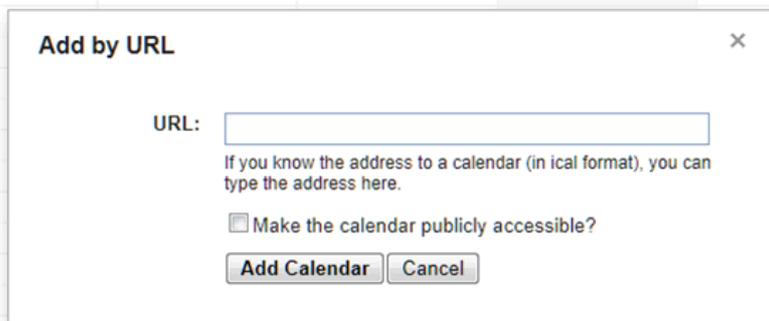
To find or create your CMISGo **personalised timetable URL** follow the steps in section 1.3 above; make sure you have copied your personalised timetable URL/Link to the clipboard (press Ctrl+C)

Use a browser on a laptop/desktop to sign in to your **Google account** and then go to **Calendar**.

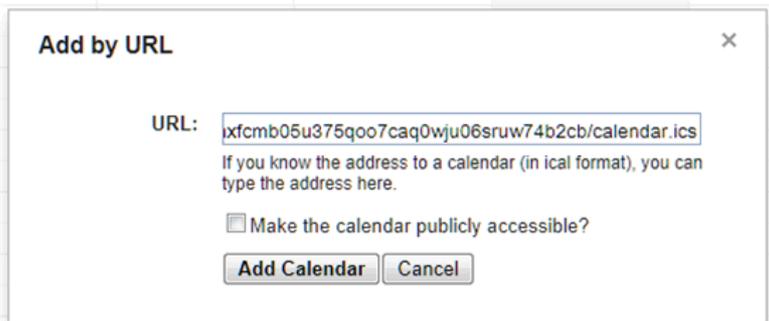
Locate the **“Other calendars”** section on the left of the display and click the down arrow icon to the right of **“Other calendars”** to drop down the options shown below.



Click the **“Add by URL”** option to get the dialog shown here.



Paste the **personalised timetable URL** you copied from CMISGo into the URL box (click in the box and then press Ctrl+V).



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

Then click the **“Add Calendar”** button and after a short time Google will display your timetable.

3.2 Step 2: Set up the Google app on your phone to use the subscription you have set up on your google account

The following instructions describe how to set up your phone so that your timetable is available in the Google calendar app.

Note: if you don't have the **Google calendar app** on your mobile device, **you will need to download it now.**

The example below is for an **Android** phone.

Step 2a - Google account set up & google calendar sync

*Note: If you already have your Google account set up and the Google calendar sync'ed, then go straight to **Step 2b** below.*

1. **On your phone** select **Settings**
2. Select **Accounts & sync**

If your account is already set up and listed jump to step 6

3. Select **Add account**
4. Select **Google**
5. Follow the instructions to sign in to your **Google account**
6. Select your account
7. Check that the **Sync Calendar** option is checked for your Google account
8. Select **Sync now**

Your phone will show that it is synchronizing. When the synchronising has completed, you can use the Calendar app to view your timetable.

Step 2b - Sync your CMISGo timetable to Google calendar

Additional steps are required to sync your timetable to the Google calendar app on your mobile device.

9. Open the Google Calendar app on your phone
10. Click on the three dots top-right. Select Refresh from the menu.
11. Click on the 3 horizontal lines top left to open the menu. The timetable ical appears in my list of calendars.
12. Click on Settings in the menu.
13. Click on the **timetable ical calendar**.
14. Change **Sync** to enabled.

4 VIEW CMISGO TIMETABLES USING OUTLOOK.COM

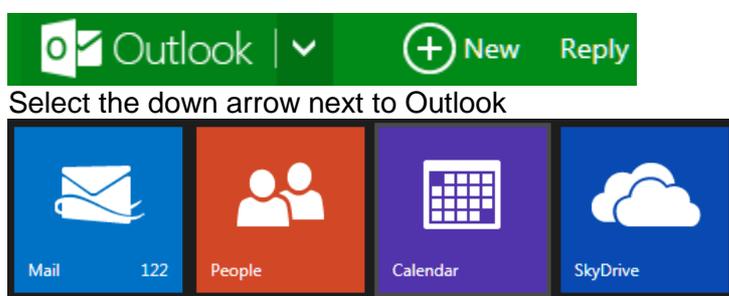
4.1 Step 1: Subscribe to your personalised timetable from your Outlook.com account

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 a Outlook.com account before continuing.

To find or create your CMISGo **personalised timetable URL** follow the steps in section 1.3 above; make sure you have copied your personalised timetable URL/Link to the clipboard (press Ctrl+C)

Use a web browser to sign in to your **Outlook.com** account and go to the **Calendar**:

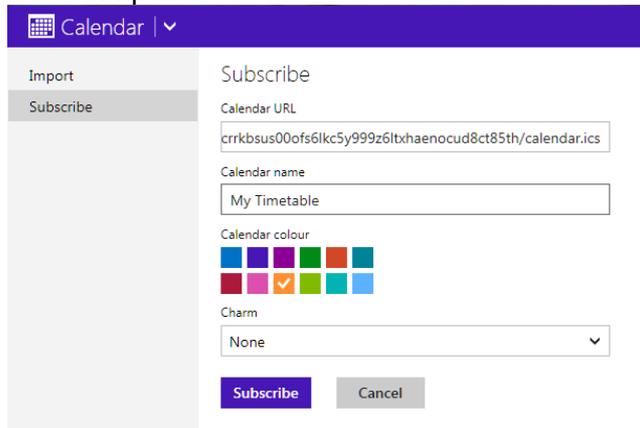


Select the down arrow next to Outlook

Select Calendar



Select Import



Make sure you select **Subscribe**, and 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, and after a short time, **your timetable will be displayed.**

4.2 Step 2: Set up the Outlook app on your phone to use the subscription you have set up on your Outlook.com account

The following instructions describe how to set up your phone so that your timetable is available in the calendar app on your phone.

The example below is for a Windows phone.

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 and select **Sign in**

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

Your phone will show that it is synchronizing. When the synchronizing has completed, you can use the Calendar app to view your timetable.

Outlook will automatically enable the timetable calendar, so no additional steps are required.