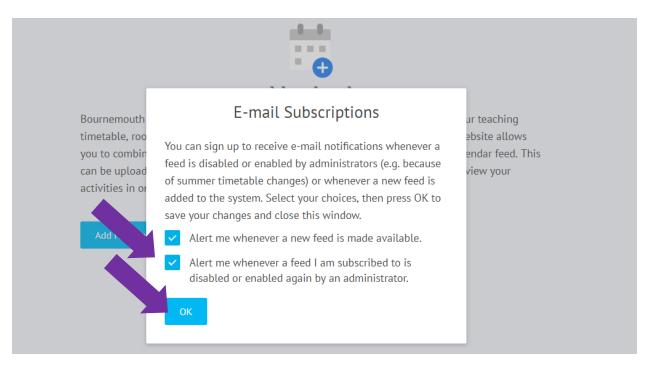
Setting up a Calendar Centre Feed for the first time

- 1. Log on to the Calendar Centre via the link in Brightspace (under Useful links) or use the link here: https://calendarcentre.bournemouth.ac.uk/.
- This takes you to the Terms and Conditions for the service and includes information about updated times (it depends on the calendar application you're use for example, Outlook updates about every 20 minutes).
 Please read them and if you are happy to continue, click on I Agree. It is necessary to agree the terms and conditions to use the service.

BU Bournemouth University	Calendaı	Sarah G r Cer	
Terms and Conditions			
Before you can use this site you must agree to the following terms and conditions. ICal feeds are files in the standard. Ics format that can be added as a read-only calendar alongside your personal calendar in application Outlook, ICalendar and Google Calendar. You can then use overlays to combine calendars and manage your appointments. BU ICal feeds are open access, which means a number of services can use them. Every effort has been made to exclude personal inform feed URL so that individuals cannot be identified from that data. If you share your personal URL feed with others, they may have access timetable data, in the same way that you do. We recommend you do not share your unique URL or personal timetable data as this can link and prevent you receiving change updates. If you believe somebody else has your URL you can re-generate your ICAL feed. This di previous feeds, and regenerates a new unique code that you can add to your device as needed. You can also unsubscribe completely if Bournemouth University cannot accept any responsibility for any 3rd party sites you share your feed with. ICal feeds may not display recent changes immediately (i.e. rooms, times or class groups) due to delays in synchronisation or device se tample Gongle calendar only undates overnight or every 4-6 hours, whereas Microsoft Outlook usually undates every 30 minutes. Usu	nation from the is to your invalidate your isables any you wish. ttings. For		
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 Now choose whether you would like to receive email notifications about release of new feeds and/or whether a feed you have subscribed to is disabled or enabled. Tick the boxes if you wish to receive either or both emails. Then click **OK**.

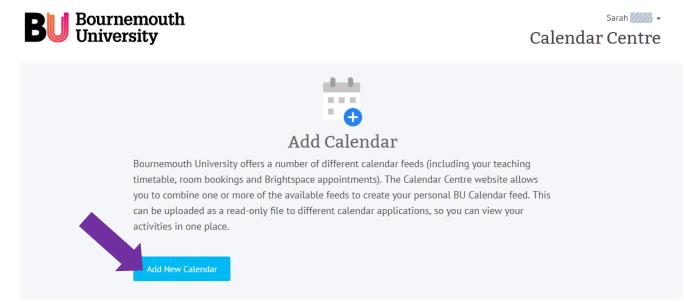
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Bournemouth timetable, roo you to combin can be upload tities in or Add N	 E-mail Subscriptions You can sign up to receive e-mail notifications whenever a feed is disabled or enabled by administrators (e.g. because of summer timetable changes) or whenever a new feed is added to the system. Select your choices, then press OK to save your changes and close this window. Alert me whenever a new feed is made available. Alert me whenever a feed I am subscribed to is disabled or enabled again by an administrator. 	ur teaching ebsite allows endar feed. This view your



4. There will be a confirmation notice that your email preferences have been saved. Click **OK** to confirm. m bookings and Brightspace appointments). The Catendar Centre web:

E-mail Subscriptions Your preferences have been saved. You can change your email subscription preferences at any time by selecting the Settings option from the menu at the top of the screen.

5. This takes you to the screen where you can create a personal BU Calendar feed and choose which feeds you want to access via an iCal feed. Click on **Add New Calendar**.



6. The Add Calendar screen shows you which feeds you can choose from, and whether they are currently available or not. For example, the Brightspace, Online Timetable and Room Bookings feeds show as available as they are highlighted in green below.

Bournemouth timetable, roo you to combin can be upload activities in or Add New Ca	Add Calendar Calendar Name: My BU Calendar Select at least one feed from the list below. Feeds marked with asterisks are external feeds that will require a URL. Brightspace Online Timetable Room Bookings Save & Generate URL Cancel	ur teaching ebsite allows endar feed. This view your
	 Available Not Available Disabled by admin * External feed - requires URL Checking status 	

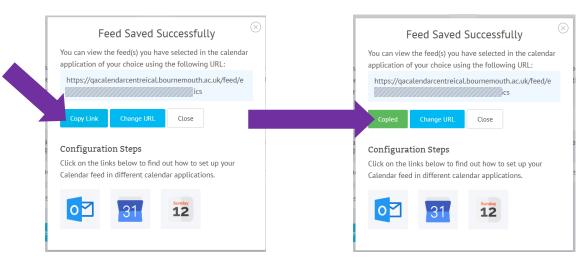
Choose a name for your calendar feed (so you can manage it in your calendar application – e.g. Outlook, Google or Apple). The suggested name is My BU Calendar, but you can change or add to it.

Then click on the feed(s) that you want to see via the iCal feed. See below which shows the **Online Timetable** and **Room Bookings** feeds have been selected.

	Add Calendar	\otimes	
	Calendar Name:		
Bournemouth timetable, roo	My BU Calendar (OLT & RB)		ur teaching ebsite allows
you to combin can be upload activities in or	Select at least one feed from the list below. Feeds marked with asterisks are external feeds that will require a URL.		endar feed. This view your
activities in or	Brightspace Online Timetable 😔		
	Room Bookings 🔗		
	Save & Generate URL Cancel		
	 Available Not Available External feed - requires URL Checking status 		

Calendar Centre

7. When you have selected the feeds you want included in this Calendar, click on **Save & Generate URL**. This saves your settings and creates the URL that you need to import to your calendar of choice to display the bookings.



Click on **Copy Link** to copy the link into your clipboard so you can use it in another calendar, on another device or on your phone. See the links below to Knowledge Base support information on setting up an iCalendar feed in Outlook, Google Calendar or an Apple Calendar.



 Once you have used the link to set up your calendar feed, click on Close to return you to the Manage Calendar Screen. To sign out, just click on the drop down arrow by your name, and click on Sign Out. Then close your browser window.

D Bournemouth	Sarah 📶 🗸
BU Bournemouth University	Ca Settings
	External Feed URLs
disk.	View Terms and Conditions
• •	Sign Out
Manage Calendar	
Use the information below to manage (amend or remove) your personal calendar feeds that you have already set up. You can also add other feeds with a new name if needed. Use the arrows to show or hide more information about your feeds.	
My BU Calendar (OLT & RB)	
Select at least one feed from the list below. Feeds marked with asterisks are external feeds that will require a URL.	
Brightspace Online Timetable 🔗 Room Bookings ⊘	
Save & Get/Change URL Delete Calendar	
 Available Not Available Disabled by admin * External feed - requires URL Checking status 	
Add New Calendar	

If you have any queries, please contact the IT Service Desk or contact <u>calendarcentre@bournemouth.ac.uk</u>.