Adding your timetable to your Google calendar

Your teaching timetable which you view via MyTimetable in MUSE can be imported into your Google calendar (or other electronic calendar) for you to view alongside your other calendars.

Please follow the instructions below to set this up.

Creating the iCal link

Firstly, you will need to generate a calendar file (ical) that Google (or any other electronic calendar) can import.

- Login to MUSE
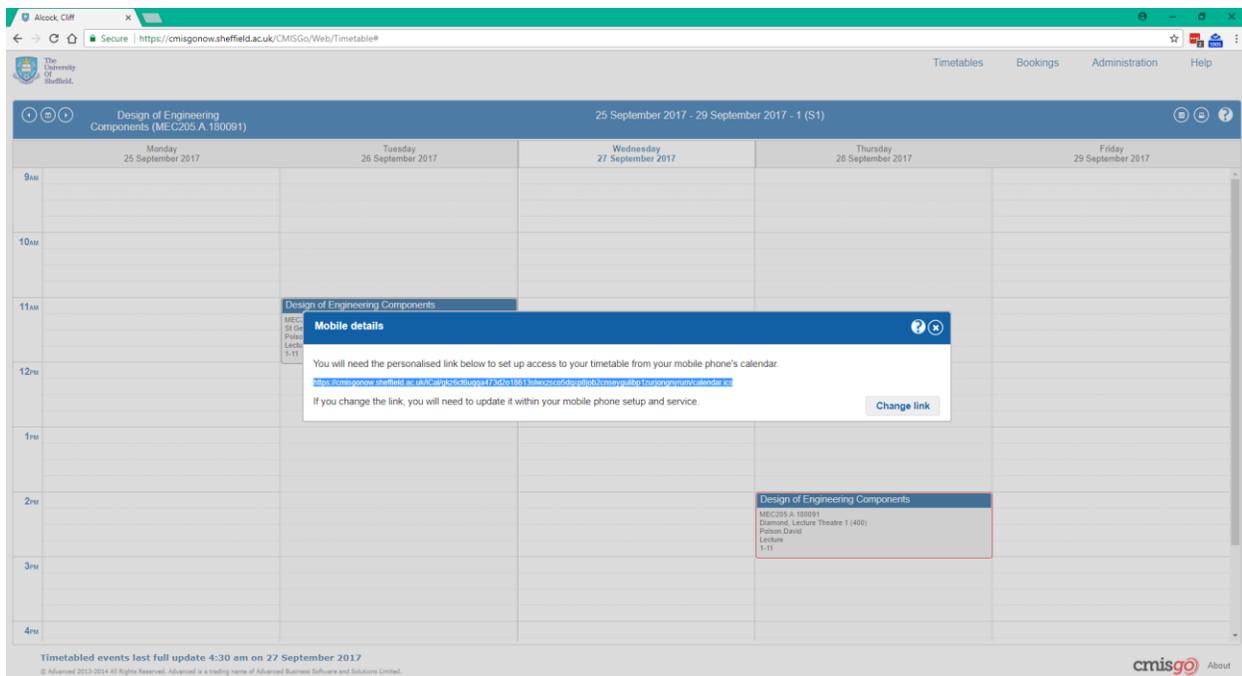- Select the Service '**MyTimetable**'

- Click Administration in the top menu bar
- Click **My mobile**
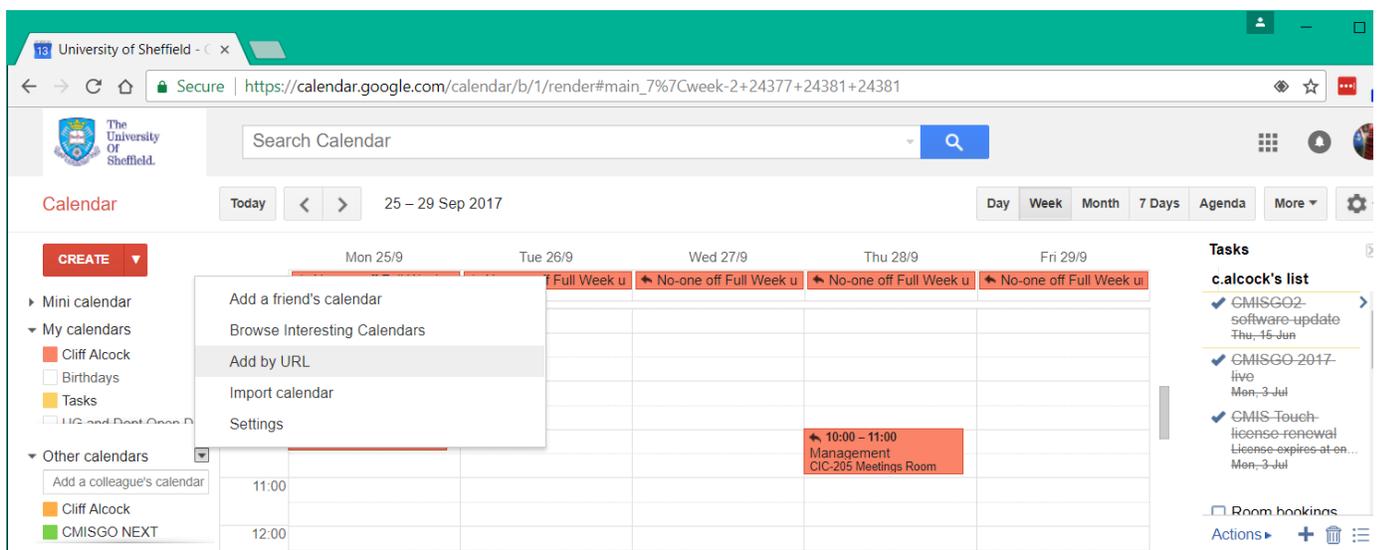- Click **Create link**

The link is created in the pop up window (the link ends with .ics).
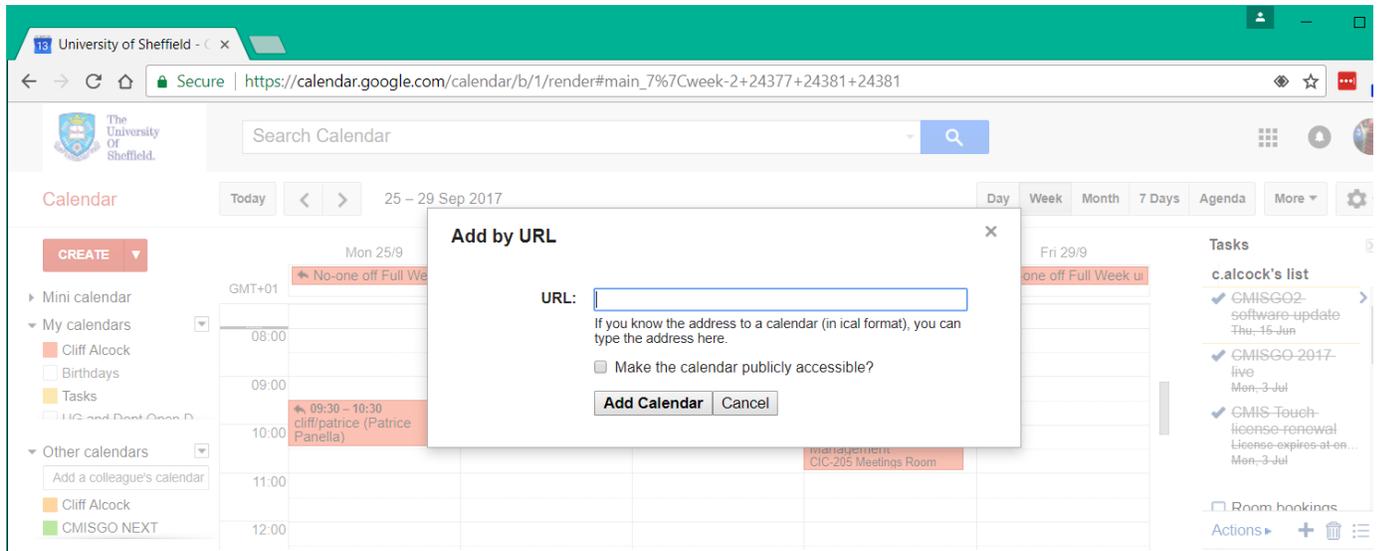
- Highlight and copy the link
- Click OK
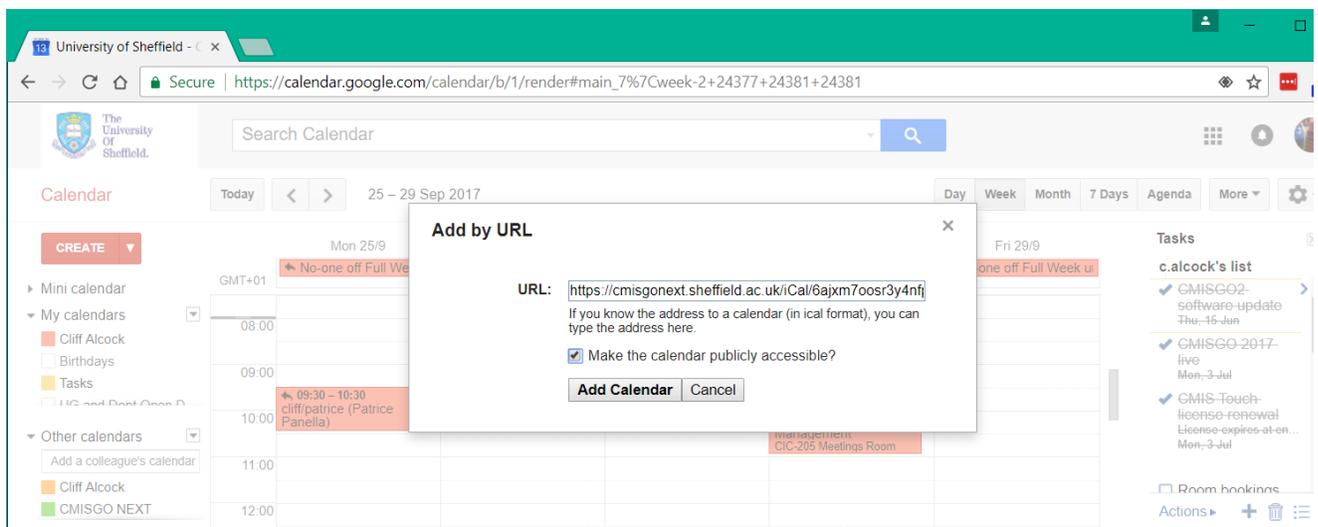
Importing to Google calendar

- Open your Google calendar.
- On the left hand side find the section headed **Other calendars**.
- Click on the down arrow

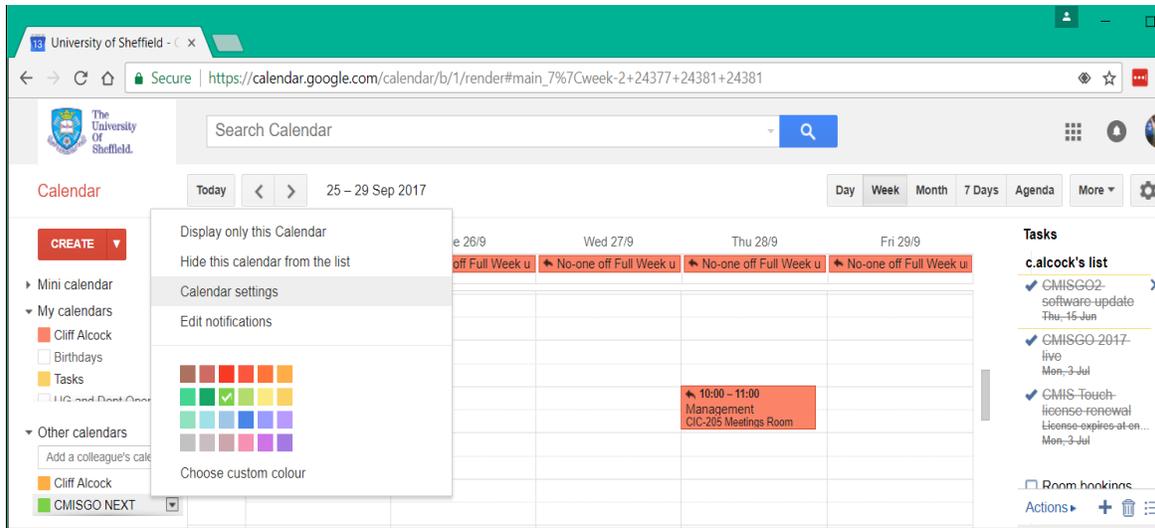- Select **Add by URL**

- Paste the link into the URL box

- Click **Add calendar**
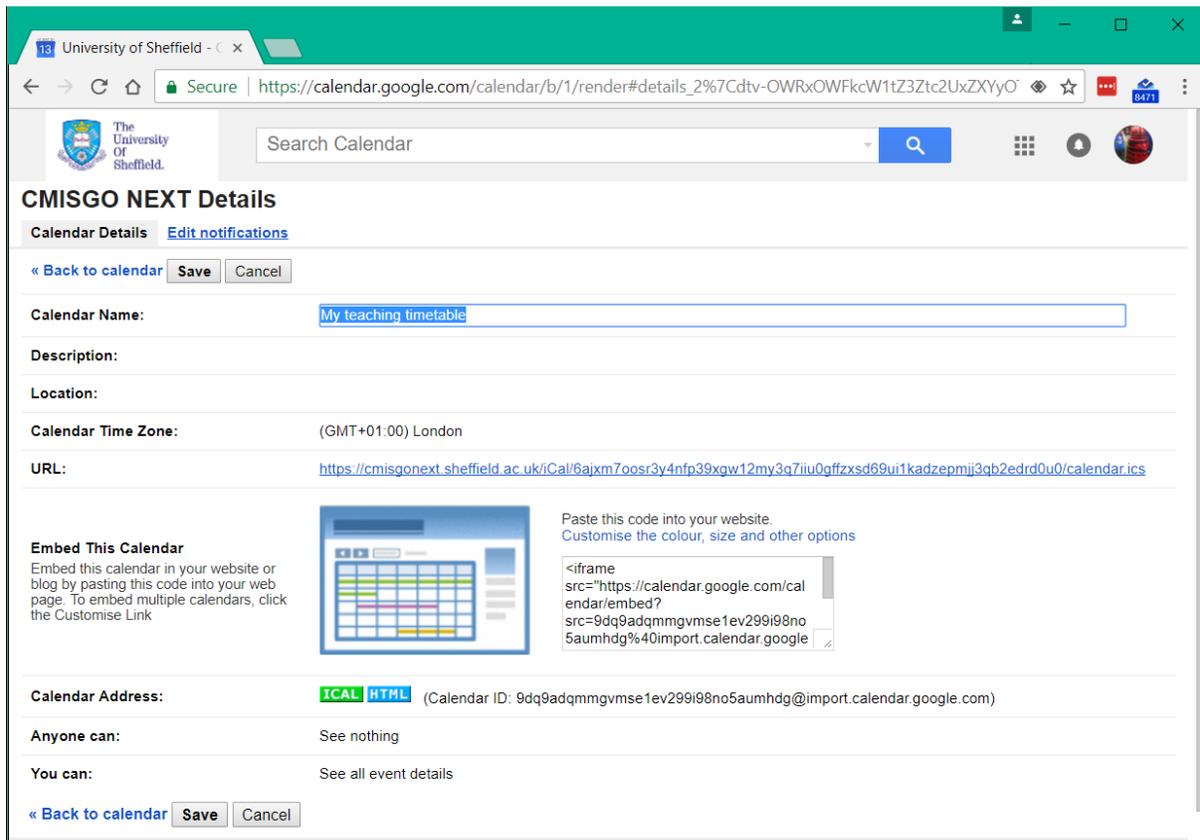
Your teaching timetable will now be imported into Google in the My Calendars section (beginning with and https://… name).

Renaming the calendar

- Select the newly created calendar in the list
- Click the down arrow next to the calendar

- Select **Calendar settings**

In the section **Calendar Name** rename the calendar to make it clear in your list e.g. My Timetable. Please note that this is an extra calendar and your teaching timetable will not be visible to other people even if you have shared your primary calendar with someone.

You have now imported your teaching timetable as a calendar; any changes made in the central teaching timetable will automatically be updated in this calendar. But be aware that the rate at which this calendar updates is not controlled by the University and changes will not show immediately; Google calendar refreshes approximately every six hours so changes made to the timetable, depending at what time the change is made, may not be visible to you until the end of the day or even the following morning.