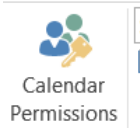


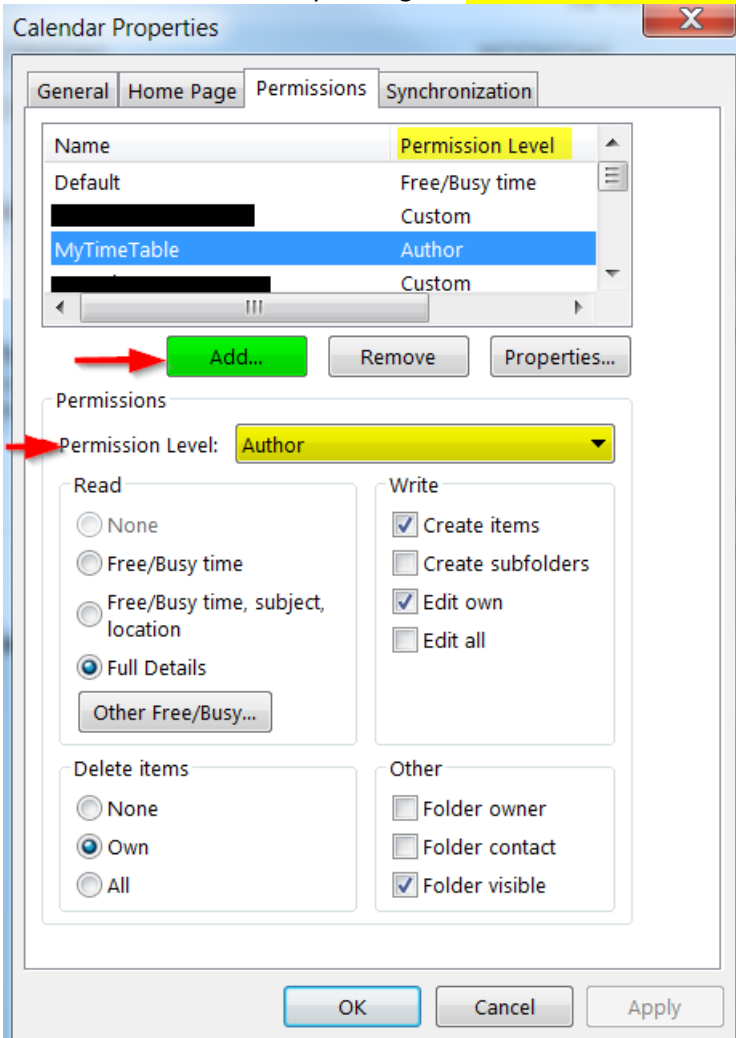
Adding MyTimetable schedules to Outlook

It is now possible for UT Staff to add the MyTimetable-schedule(s) to which you are subscribed to your personal Outlook Calendar. This feature works as follows (steps 1 and 2 have to be done only once).

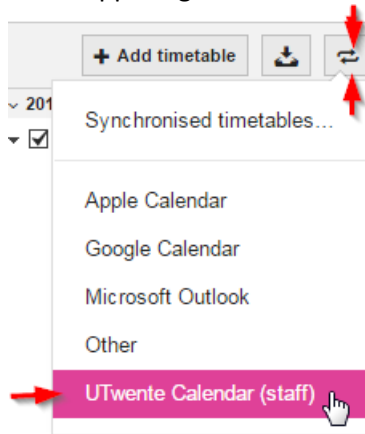
- 1) Open Outlook and navigate to “Calendar” in your Outlook calendar, then click “Calendar Permissions”:




- 2) Click “Add” and add MyTimeTable to the list of names. Configure the permissions as mentioned in the screenshot below by setting the **Permission Level to Author**.



- 3) Open your browser, type <https://rooster.utwente.nl> and log in to MyTimetable. Make sure the schedule(s) you want to add are selected in your MyTimetable. Click “UTwente Calendar (staff)” in the upper right corner.



- 4) Click “Choose Synchronised Timetables” (optional) and select the schedules you want to add to your personal Outlook Calendar. You must have one or more schedules selected in your personal MyTimetable. Click “Connect Calendar”:

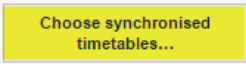
 **Connect an external calendar**
UTwente Calendar (staff)



By connecting with Microsoft Exchange, your timetables get synchronised with your Exchange calendar automatically. This way, your Exchange calendar will always contain your up to date timetables. Activities in the past will not be synchronised.

Any changes or deletions you perform to MyTimetable events in your Microsoft Exchange calendar will not be saved back to MyTimetable and will revert to the original upon the next synchronisation.

When you click *Connect calendar*, the synchronisation will be set up automatically. Please refer to the help page for more information.

All of your timetables are being synchronised
This selection matches the timetables currently visible in this web application.



- 5) The schedules have been added to Outlook and can be seen by everyone who has permission to view your Outlook Calendar.

Important: Your schedule will be refreshed in Outlook only once every day. A last-minute change to the schedule will be shown in Outlook until the next day.

- 6) Of course the schedules can be removed from your Outlook Calendar easily. Click “UTwente Calendar (staff)” in the upper right corner (a green dot should be showing next to it) and select “Disconnect”. Click on “Yes” on the next screen and the schedules will be removed from your Outlook Calendar immediately.

✓ **UTwente Calendar (staff)**

Resynchronise calendar entirely

If the connected calendar seems outdated, you can request a full resynchronisation of all future activities in the timetables. This will remove all these activities from the calendar and re-add your current timetables.

Resynchronise

Disconnect calendar

If you do not want the calendar to be connected anymore, you can disconnect it. You will be asked what should be done with the activities that have been synchronised already.

→ Disconnect

Close

✓ **UTwente Calendar (staff)**

Resynchronise calendar entirely

If the connected calendar seems outdated, you can request a full resynchronisation of all future activities in the timetables. This will remove all these activities from the calendar and re-add your current timetables.

Resynchronise

Disconnect calendar

Should synchronised activities be removed from the external calendar?

→ Yes Yes, but only activities in the future No Cancel

Close