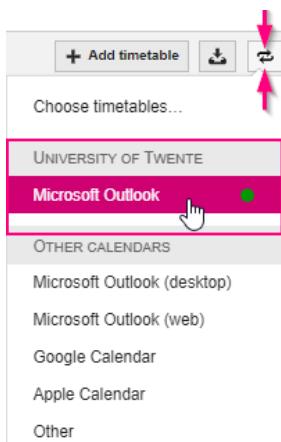


Adding MyTimetable schedules to Outlook

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:

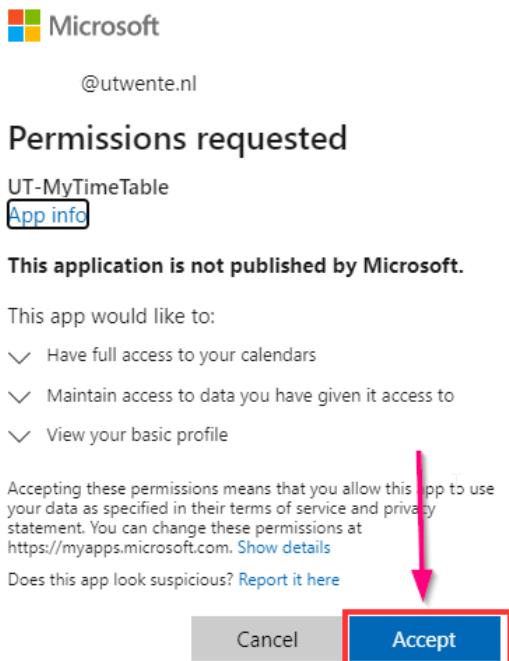
- 1) Open your browser, type <https://rooster.utwente.nl> and log in to MyTimetable. Make sure the schedule(s) you want to add are selected in your MyTimetable. Click “Microsoft Outlook” in the upper right corner.



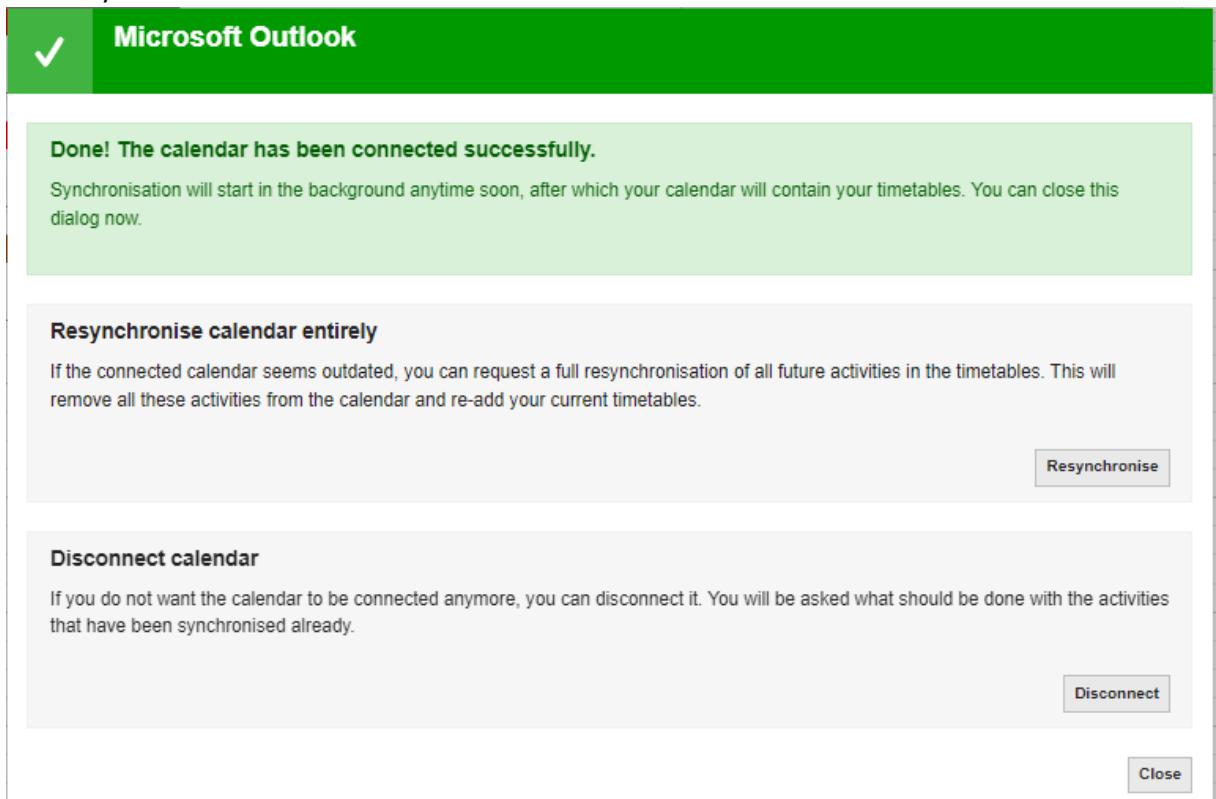
- 2) Click “Choose Timetables” (optional) and select the schedules you want to add to your personal Outlook Calendar. You must have one or more schedules selected in your personal MyTimetable. Click “Connect Calendar”

A screenshot of the 'Connect an external calendar' page for Microsoft Outlook. The page has a dark header with the text 'Connect an external calendar' and 'Microsoft Outlook'. Below the header, there is a text box containing instructions about connecting with Microsoft Outlook, mentioning that activities in the timetable become appointments in the main calendar, and that changes or deletions in the Microsoft Outlook calendar will not be saved back to MyTimetable. There are also links to a help page and a 'Connect calendar' button. At the bottom, there is a summary message: '1 of your timetables is not shown in your connected calendars' with a note 'This differs from what you see in this web application.' A pink arrow points to the 'Choose timetables...' button, and another pink arrow points to the 'Connect calendar' button.

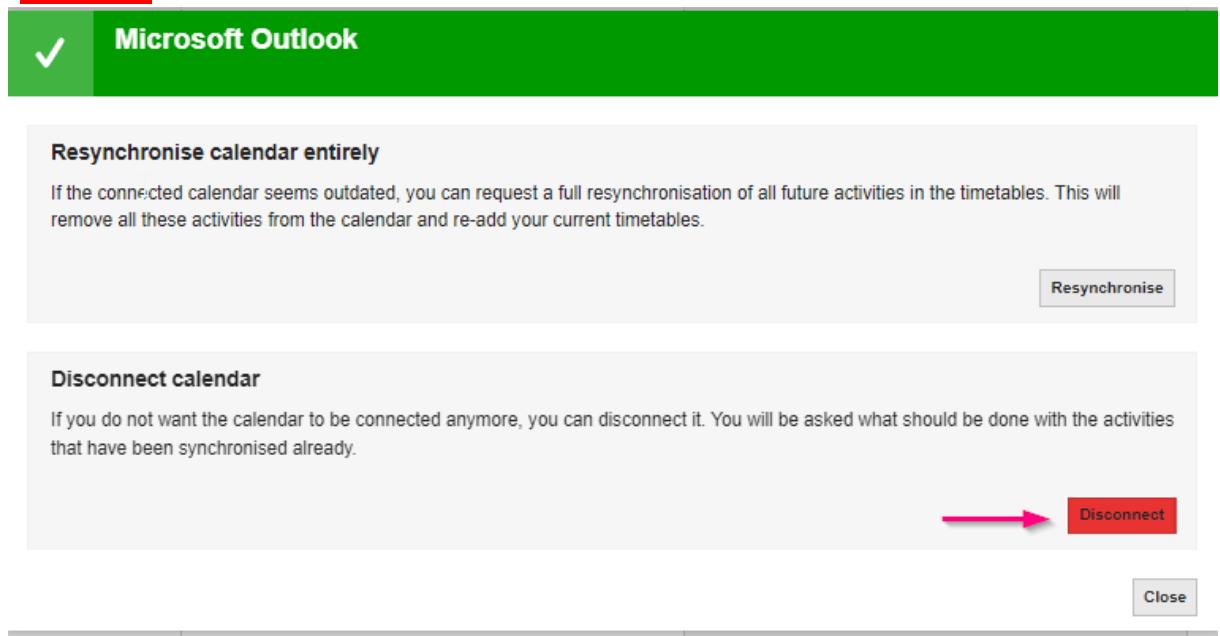
3) A screen comes up requesting permission (this has to be done only once). Click 'Accept'



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



5) Of course the schedules can be removed from your Outlook Calendar easily. Click “Microsoft Outlook” in the upper right corner (a green dot should be showing next to it) and select “Disconnect”.



6) You can choose if you want to **remove all the activities** or **only in the future** on the next screen and the schedules will be removed from your Outlook Calendar immediately.

