Add your CELCAT Timetable to your Calendar
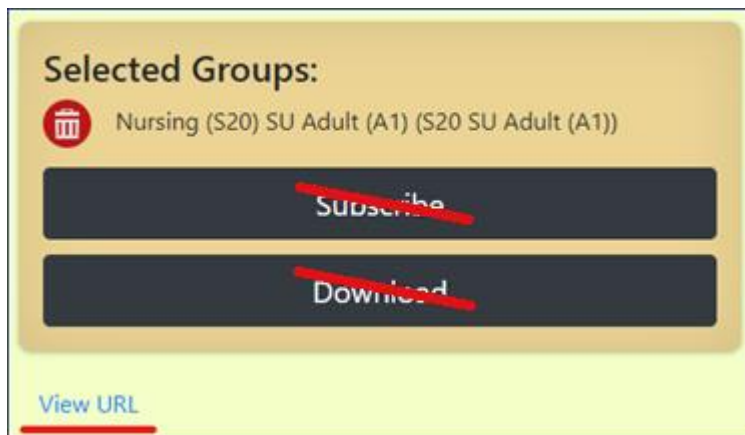
1. **Using a PC or laptop**, visit the CELCAT iCal website:
   http://ical.celcat.swan.ac.uk/groups.aspx

2. Start typing your CELCAT Group Name and select the correct option from the list
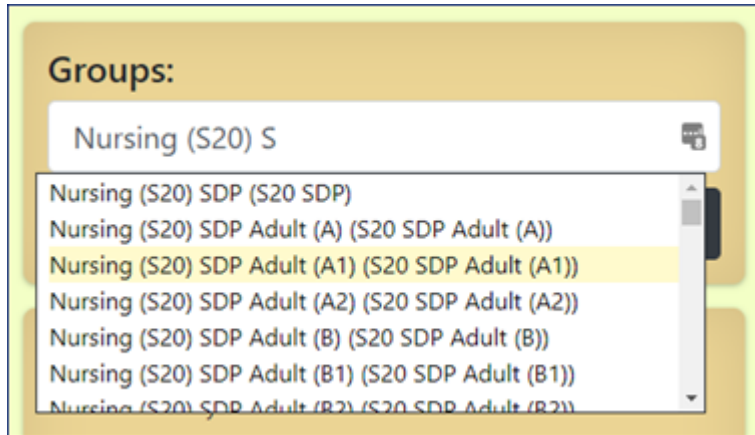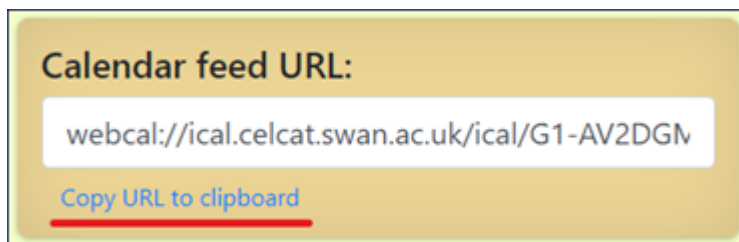

3. Click "Add Group"
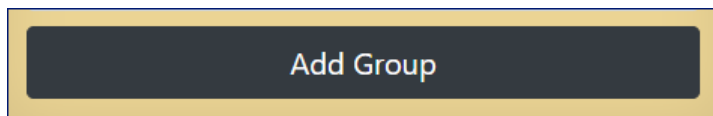
4. Click "View URL" at the bottom (NOT "Subscribe" or "Download")

5. Click "Copy URL to clipboard"

6. **Using a PC or laptop**, open your University calendar via Outlook on the Web (or via MyUni): https://outlook.office.com/calendar/

   Note. The next few steps cannot be completed from a browser on a mobile phone.

7. Double check in the top left corner that you are logged in with the correct University account

8. On the left side click "Add Calendar"
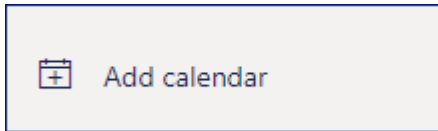
9. On the left, click "Subscribe from Web" (red underline)
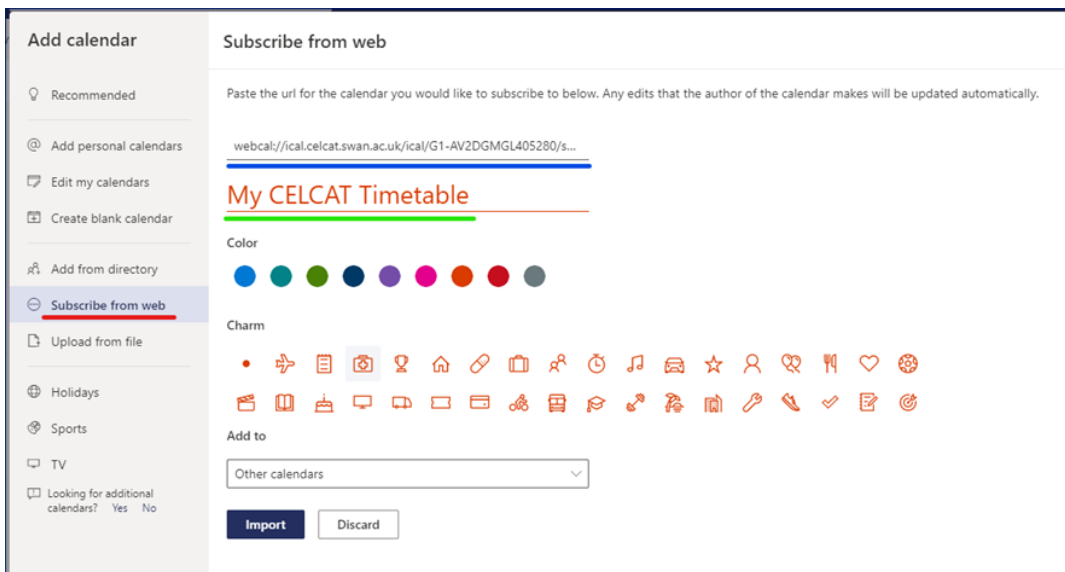
10. At the top of the box, paste in the copied URL from step 5 (blue underline)

11. Give the timetable/calendar a meaningful name e.g. "My 20/21 CELCAT Timetable" (green underline)

12. Optionally, choose a calendar colour and a charm

13. Click "Import"

14. Over the next few minutes, the calendar events should appear on screen and in the Outlook app (if you have it on your mobile).

Note. To view the timetable on your mobile you will need the Microsoft Outlook app (which you may already use for your student emails).

You can browse your mobile's App Store or click the links below to install the Microsoft Outlook app:

Outlook for iOS | Outlook for Android

If you have any issues please contact chhs-it@swansea.ac.uk