View my Timetable in Outlook or on a Mobile Device
The iCalendar service enables staff and students to see academic timetables in Outlook and on many other mobile devices. These academic timetables show lectures, classes and other scheduled events.

If your Department is using this service
- Your details will have been entered into the system by your departmental timetabler
- You will then have received an email detailing how to complete your subscription to the iCalendar service.

Request the iCalendar subscription email
If your department *is* using the iCalendar service but you cannot find the automated email to complete your subscription, you can request another email. **Enter your own imperial email address Only.**
- Request the subscription email
NOTE: The link you will receive is unique to your timetable only and should not be shared with others.

It says my email address doesn't exist
- Contact the timetabling team
- **In all correspondence, please include:**
  Your full name
  Imperial College email address
  CID number
  Department
  Student/Staff status

Use a consistent email address
Students are registered using their full @imperial.ac.uk email address. It will not recognise alternative addresses or short username addresses.

The content of my timetable isn't correct

Out of Timezone
If your events seem to be appearing at odd times, either in the early hours of the morning, or late at night, please ensure you device is set to the correct time zone.
- In outlook: Options > Settings > Regional... should be set to (UTC), Dublin, London etc.
- For further support Contact the Service Desk

Static or non-updating Timetable
You may have a static calendar which is not updating correctly:
- Enter your Imperial email address here and follow the instructions to update your calendar
- If you need help doing this please contact the Service Desk

Content appears incorrect
If your timetable appears empty or the content is not correct, or if you have changed modules or groups and these are not appearing as expected.
- Check that your timetable is not static (as above).
- If after waiting 30minutes the content of your timetable has not been corrected, Contact your departmental timetabler

How to Sync your timetable Calendar with multiple devices?
By configuring your timetable calendar directly on your mobile or on your desktop email client it will not synchronize with any other device you may have has this configuration will be local and specific to that device/desktop/laptop.

If you require to have your timetable calendar in several devices you will need to store it on a Cloud-based system that will be used as a shared location.

- [Subscribing to Calendar Feed](#)
- [How to configure your calendar in Office 365](#)
- [How to configure your calendar in IC OWA (Outlook Web App)](#)
- [How to configure your calendar in Gmail](#)
- [How to configure your calendar with Android](#)