



Accessing your University Calendar from a Personal Device

This document describes how to view your Edinburgh Napier calendar from a device that is not owned or managed by the University, for example your own personal phone.

It is aimed at Professional Services staff who do not have access to their Edinburgh Napier University calendar from a non-Edinburgh Napier device.

Before you start

Before you begin the process, please be aware of the following:

- **You will only be able to view:**
 - Calendar entry titles, appointment start / end times and location.
- **You will not be able to view:**
 - Appointment body text or attachments.
 - Meeting participants.
 - Any appointments marked as "Private".
- **You will not be able to edit:**
 - Any calendar entries.

Be aware of **Cyber Security and Data Protection** implications:

- The **link** that you generate to access your calendar must be kept **secure** – anyone who has access to this link will be able to view your calendar entry titles, start / end times and locations.
- Even with the restrictions in place it is still possible to expose University data inappropriately e.g., if meeting titles include personal or confidential data. To minimise the risk of this, please **avoid including confidential information in meeting titles** and if it's unavoidable, enable mark the appointment as "Private" so that it's not visible when shared to your personal device.
- Aside from basic calendar information, Professional Services colleagues will not be able to access any other University data or services from devices not owned or managed by the University.

As a general reminder it is **good practice** to:

- Enable a **timed screen lock** on your personal device and use either a passcode or biometric to unlock it.
- Keep the operating system and apps on your **personal device up to date** at all times and enable automatic updates if possible.

Finally, this procedure **may not work on all personal devices** and please remember Information Services cannot provide support for personal devices.

Calendar sharing options

You have 2 options when accessing your calendar from a personal device:

1. HTML (Hyper Text Markup Language) – opens within a webpage
2. ICS (iCalendar) – opens within your calendar app

There are advantages and disadvantages to each one, and it is up to you which one you choose.

HTML

- Opens as an Outlook calendar web page.
- You can bookmark the calendar webpage, or add it to your homepage so you can quickly open it when you tap on the icon.
- The calendar is not embedded or synced with your personal calendar app.
- This option may be better for work / life balance – it is separate from your personal calendar.

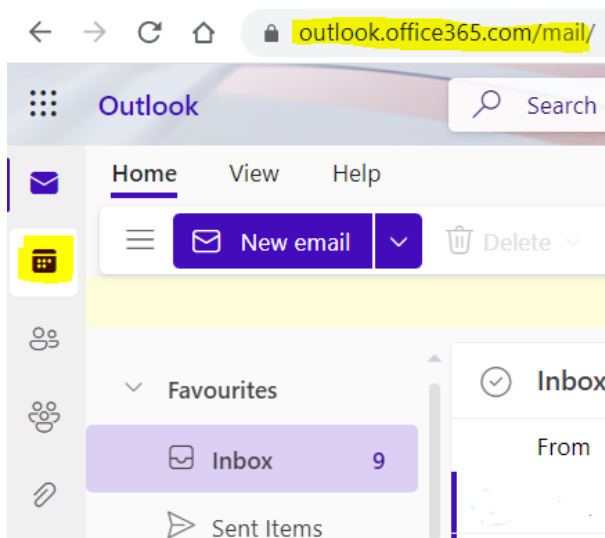
ICS Link

- Opens within the calendar app on your personal device.
- Easier to view on your personal device as it is displayed within your calendar app.
- May not work on all devices.

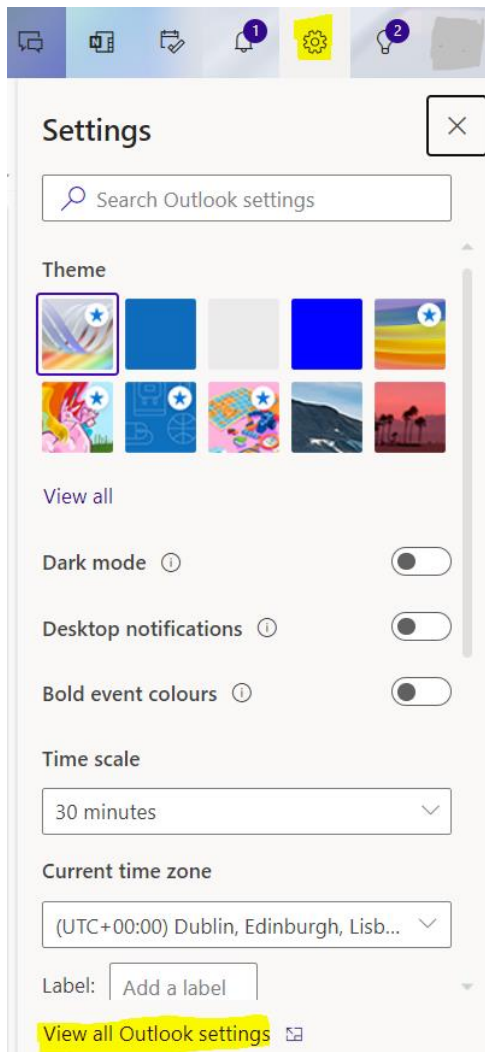
How to share your calendar

To share your calendar:

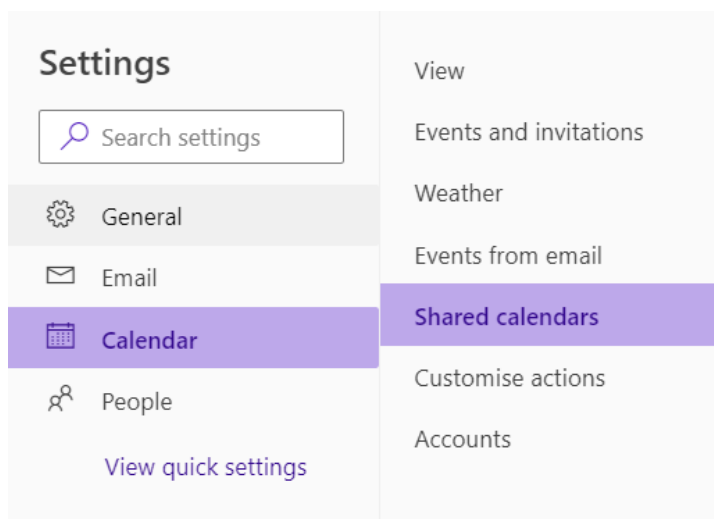
1. From a University owned device, e.g. your managed laptop, go to **Outlook on the web** at <https://outlook.office365.com/> and open your Calendar by clicking on the **calendar icon**:



2. Click on the **Settings** cog and choose **View all Outlook settings**:



3. From the pane on the left, click **Calendar** and then **Shared calendars**:



4. In the Publish a calendar section, click on the drop-down menu and select **your University calendar**. From the Select permissions drop down menu choose **Can view event titles and locations** and click **Publish**:

Share a calendar

You can share a calendar with other people and choose whether to let them view or edit the calendar.

Publish a calendar

You can publish a calendar and share a link with other people to let them view the calendar online. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.

<input type="text" value="Calendar"/>	<input type="text" value="Can view event titles and locations"/>	<input type="button" value="Publish"/>
<ul style="list-style-type: none">● Calendar		<input type="button" value="Unpublish"/>
<p>Can view event titles and locations</p> <p>HTML: https://outlook.office365.com/owa/calendar/ad5f2ef503f447d49ee79c994522e8be@napi.er.ac.uk/71cbbd0e9428402ca1b5a3e477553f3910433698653577382550/calendar.html</p> <p>ICS: https://outlook.office365.com/owa/calendar/ad5f2ef503f447d49ee79c994522e8be@napi.er.ac.uk/71cbbd0e9428402ca1b5a3e477553f3910433698653577382550/calendar.ics</p>		<input type="button" value="Reset links"/>

- Two long links will be displayed, one for **HTML** and the other for **ICS**. It is up to you which one you choose – see the Calendar sharing options section on page 2 for further information.

Click on the **HTML** or **ICS** link and choose the **Copy link** option.

- Create a new email message and **paste the link into the email**, send the email to a **personal email account** which you can access from your personal phone.

How to open your calendar from a personal device using the HTML option

From your personal phone:

- Open the **email** that you sent in step 6 above.
- Click on the **HTML link**.
- Your calendar will **open in your browser** app (note: your browser app will vary depending on your personal phone type / model).

Your personal device should now be able to view a read-only copy of your work calendar. Please be aware that this is not updated in real-time, instead it is updated periodically – this schedule will vary depending on your personal phone type / model.

How to open your calendar from a personal device using the ICS option

From your personal phone:

1. Open the **email** that you sent in step 6 above.
2. Click on the **ICS link** to open your calendar app (note: your calendar app will vary depending on your personal phone type / model).
3. From your calendar app you can **subscribe** to the shared calendar. This process varies depending on your personal phone type / model and so we have not provided step by step instructions, however you may find the following websites helpful:
 - For Apple devices: <https://support.apple.com/en-us/HT202361>
 - For Android devices: <https://support.google.com/calendar/answer/37100>

Your personal device should now be able to view a read-only copy of your work calendar. Please be aware that this is not updated in real-time, instead it is updated periodically – this schedule will vary depending on your personal phone type / model.