

Using Publish to view your personalised timetable

When you log in to Publish it defaults to the current week (with today highlighted) or current day view (Publish is mobile compatible so will adjust accordingly depending on the device you use to access it).

Desktop view:

	Mon 12 Aug	Tue 13 Aug	TODAY	Thu 15 Aug	Fri 16 Aug	Sat 17 Aug	Sun 18 Aug
8:00							
9:00							
10:00	ULAC11140/GRP01/DAYS (Crawford House_Seminar Room 1.1)	ULAC11140/GRP01/DAYS (Crawford House_Seminar Room 1.1)	ULAC11140/GRP01/DAYS (Crawford House_Seminar Room 1.1)	ULAC11140/GRP01/DAYS (Crawford House_Seminar Room 1.1)	ULAC11140/GRP01/DAYS (Crawford House_Seminar Room 1.1)		
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							

Mobile view:

	TODAY
8:00	
9:00	
10:00	
11:00	
12:00	NMH - Interim Process Workshop - Update (Simon_4.50)
13:00	
14:00	
15:00	
16:00	
17:00	
18:00	
19:00	

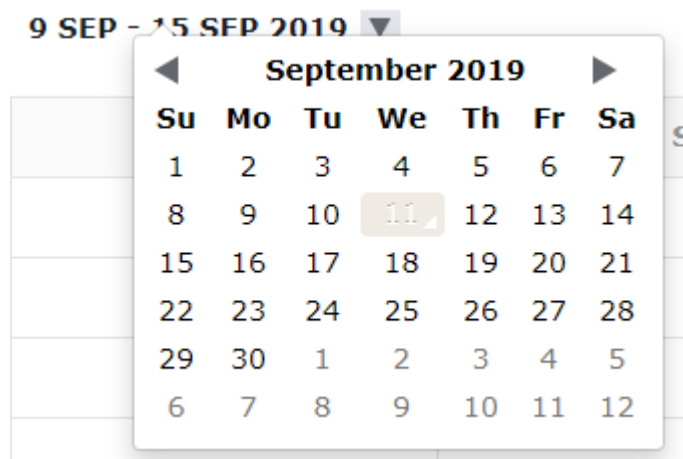
Changing the View

In the Desktop view you can change the view to see Day, Week or Month view using the buttons in the top left:

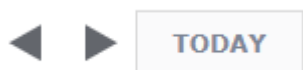


The button with three lines changes your view from a grid view to a list view of upcoming events from today onwards:

You can use the drop down next to the date to select a specific date or week you want to view:



Or you can use the Arrow keys to scroll through days and weeks accordingly:



Clicking on the button 'Today' returns you to the current view.

The options are similar in the Mobile view, though they might be shortened or hidden behind other options depending on the size of your screen.

Subscribe to your Calendar

You can subscribe to your Publish timetable in whatever local calendar app you use – for example Office365, Google Calendar, Outlook, etc.

To do this simply click on the 'Subscribe' button in the top right hand corner (on mobile devices this is just a download icon):



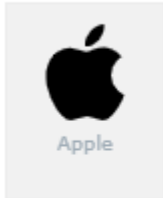
and follow the on screen instructions:

SUBSCRIBE



Subscribe to your calendar

You can subscribe to your calendar using any app that accepts the iCal format. Your app will receive calendar updates. Below, click your app's icon.



Apple



Google
(online)



Outlook



Outlook
(online)



Office365
(online)



Yahoo
(online)

My calendar app is not in the list

Try the "Subscribe" button below. Your browser will attempt to use your default calendar app to subscribe to the calendar

SUBSCRIBE

Manual subscription

If you want to subscribe to your calendar manually, most calendar apps enable you to subscribe using a URL. Copy the URL below and follow your calendar app's subscription instructions.

COPY

If you have any issues or queries about your timetable you should speak to your School office.