

TimeEdit kalenterin siirto Outlook-järjestelmään / TimeEdit calendar transfer to Outlook

A. TimeEdit

1. Choose a time schedule as described in students' instructions.
2. Once you have opened the correct time schedule, choose 'Subscribe'.



3. Choose a time frame and copy the link in the lower box.

Subscribe

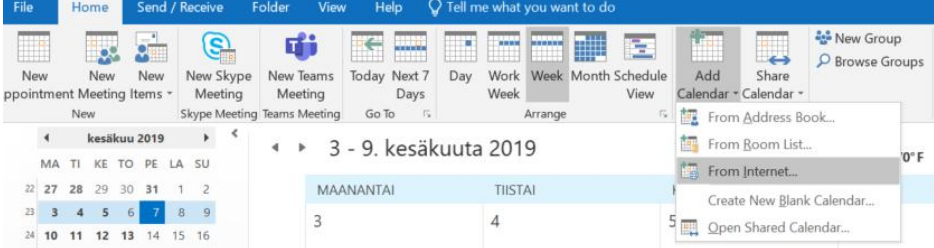
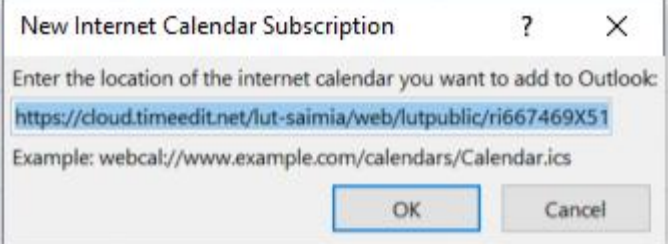
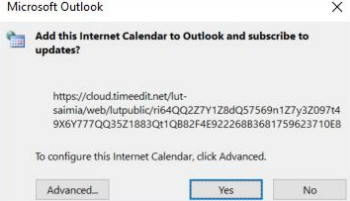
Time

Copy and paste the following link into a calendar program. Reservation that occurred more than 14 days ago is not included in subscription.

<https://cloud.timeedit.net/lut-saimia/web/lutpublic/ri667469X51Z5QQ5Z16g3740yQ0Y6Y77Z0tgQY5Q535757n410d4ZA0CA608F83FQQFCZ814313A1286FFAF5CFD812F9Jcs>

B. Outlook

Switch to your Outlook calendar.

Choose 'Home' → 'Add Calendar' → 'From Internet'	 Screenshot of the Microsoft Outlook interface. The 'Home' tab is selected, and the 'Add Calendar' button in the ribbon is clicked, opening a dropdown menu. The 'From Internet...' option is highlighted. The background shows a calendar view for August 2019.
Insert the link from TimeEdit and press OK.	 Screenshot of the 'New Internet Calendar Subscription' dialog box. It prompts the user to enter the location of the internet calendar. The URL 'https://cloud.timeedit.net/lut-saimia/web/lutpublic/ri667469X51' is entered in the text field. There are 'OK' and 'Cancel' buttons at the bottom.
Press Yes.	 Screenshot of the 'Add this Internet Calendar to Outlook and subscribe to updates?' dialog box. It displays the URL from the previous step and asks for confirmation. There are 'Advanced...', 'Yes', and 'No' buttons.
The time schedule is now integrated into your Outlook calendar. changes will be updated automatically with a delay of few hours. However, others cannot see the inserted TimeEdit reservations in your calendar.	

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A. TimeEdit

Hae TimeEdit kalenterista kurssien aikataulut kuten opiskelijan ohjeissa on kerrottu. Kun haluttu kalenterinäkö on haettu, valitse sivun yläosasta "Tämän kaavion tilaus"



Valitse siirrettävä aika ja kopioi kentässä oleva linkki .




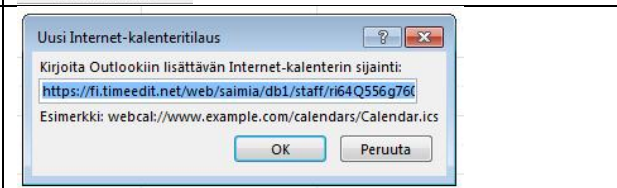

Aika 2015-09-28 - 2016-01-03

Kopioi ja liitä seuraava osoite kalenteriohjelmaan, joka tukee iCal-formaattia. Reservation that occurred more than 14 days ago is not included in subscription.

<https://fi.timeedit.net/web/saimia/db1/staff/r64Q556g76097Q0g4QY6Y59Zn65X31476ZY550yZ05Q06Z5591102Q13F25985Ad108t16D512DQ9E6C6E18C261Z50.ics>

B. Outlook

Siirry Outlook kalenteriin.

Valitse Outlookin "Aloitus"-lehdynkö ylävalikosta "Avaa kalenteri" – "Internetistä".	
Liitä TimeEditistä kopioitu linkki sijaintikenttään. Valitse OK.	
Valitse Kyllä, jos et halua muuttaa lisäasetuksista kalenterin nimeä.	
Internet-kalenteri ilmestyy kalenteriisi. Muutokset päivittyvät automaattisesti muutaman tunnin viiveellä. TimeEdit kalenteri ei näy toisille käyttäjille.	