

**Please read over the slides and
complete the task to share your
calendar with your family!**

**This should be completed by
Monday 7th November!**

SPERO MELIORA - I HOPE FOR BETTER THINGS

Sharing your calendar

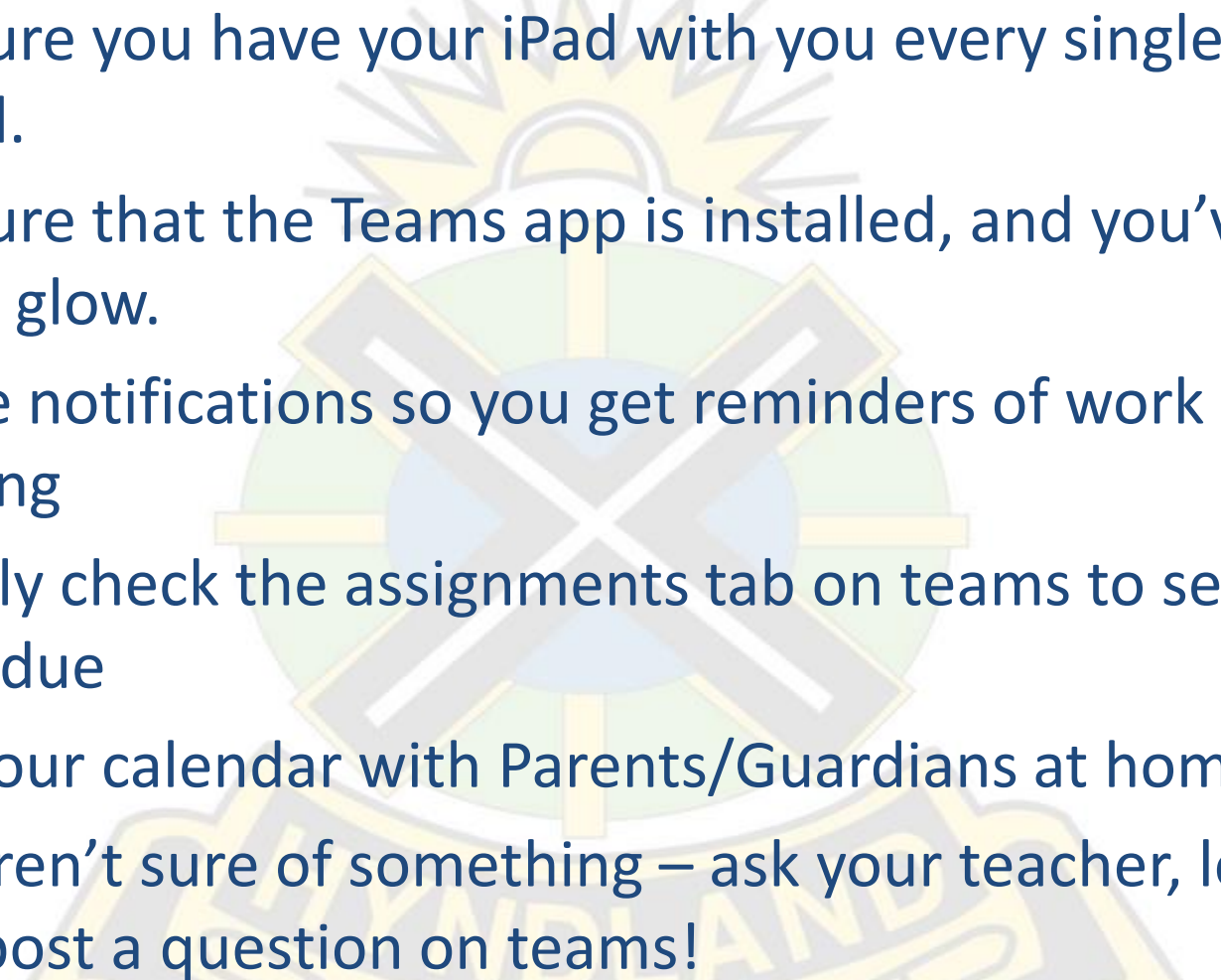
- Until now, all homework posted online was made available to parents and guardians using Satchel (*formerly Show my homework*)
- To allow for this access to continue, pupils will share their Teams calendar with their parents
- This is a simple link that needs to be shared with whoever needs to see it.

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The background features a large, faded crest of Hyndland School. The crest is circular with a green field containing a blue globe. Above the globe is a yellow sun with rays. The crest is flanked by two crossed white staffs. Below the circular emblem is a yellow banner with the word 'HYNDLAND' in blue capital letters.

What do I need to do to
prepare for these
changes?

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- 
1. Make sure you have your iPad with you every single day, fully charged.
 2. Make sure that the Teams app is installed, and you've logged in using glow.
 3. Activate notifications so you get reminders of work that is upcoming
 4. Regularly check the assignments tab on teams to see what work is due
 5. Share your calendar with Parents/Guardians at home
 6. If you aren't sure of something – ask your teacher, look at the notes, post a question on teams!

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How to share your calendar

- The next few slides will show you how to share your calendar.
- This will create a link, and anyone you share it with can see your calendar.
- This link (or a QR code) can be shared with parents

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Using your iPad camera, access this link



This link will open up your email account.

You will need to use your glow account to access it.

Remember your glow email ends in [@glow.sch.uk](mailto:glow.sch.uk)

This **should** open in chrome, install chrome from self-service if you don't have it.

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Once you have logged into glow, you should see this page

The screenshot shows a mobile browser interface with the URL outlook.office.com. The page is titled 'Settings' and is divided into three main sections: a left-hand navigation menu, a central 'View' menu, and a main content area for 'Shared calendars'.

Settings

- Search settings
- General
- Email
- Calendar**
- People
- View quick settings

View

- Events and invitations
- Weather
- Events from email
- Shared calendars**
- Customise actions

Shared calendars

Share a calendar

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

Select a 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.

Select a calendar

Select permissions

Publish

2. Under **publish a calendar**, select your calendar:

The screenshot shows the Outlook settings interface. On the left, the 'Calendar' category is selected. The 'Shared calendars' pane is open, showing options to share or publish a calendar. In the 'Publish a calendar' section, a dropdown menu is open, and the 'Calendar' option is selected and circled in red. Other options like 'Select permissions' and a 'Publish' button are also visible.

3. Set the permissions to **Can view all details** and click on **publish**

Publish a calendar

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Calendar

Can view all details

Publish

4. Copy the link next to **HTML** – this link can be shared with anyone you wish to see your calendar events

• Calendar

Can view all details

HTML: <https://outlook.office365.com/owa/calendar/659e8d596360451faa47de346fe508f1@glo.w.ea.glasgow.sch.uk/88c4c77ab8e841cb8d88c138dac2bca17866617646888479526/calendar.html>

ICS: <https://outlook.office365.com/owa/calendar/659e8d596360451faa47de346fe508f1@glo.w.ea.glasgow.sch.uk/88c4c77ab8e841cb8d88c138dac2bca17866617646888479526/calendar.ics>

Unpublish

Reset links

This screen record shows you how to create the link

The screenshot shows a mobile browser interface with the Outlook settings page open. The browser's address bar displays 'outlook.office.com'. The Outlook settings sidebar is visible on the left, with 'Calendar' selected. The main content area is titled 'Shared calendars' and contains two sections: 'Share a calendar' and 'Publish a calendar'. Both sections include a dropdown menu for selecting a calendar. The 'Publish a calendar' section also includes a 'Select permissions' dropdown and a 'Publish' button.

14:45 Fri 28 Oct

Email - Mr Furniss - Outlook

outlook.office.com

Settings

Search settings

- General
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- Events from email
- Shared calendars**
- Customise actions

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Select a calendar

Select permissions

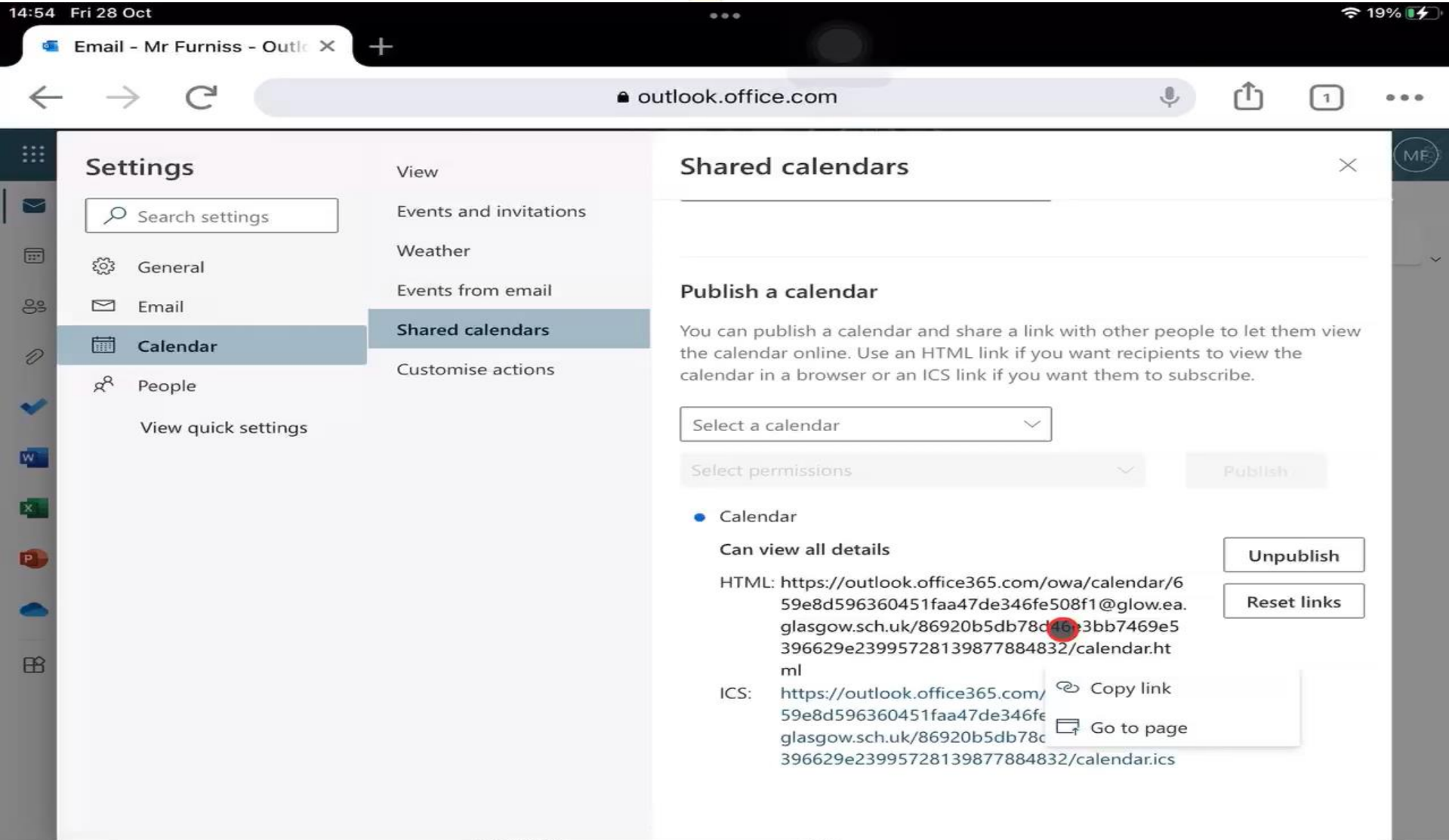
Publish

Once you've created the link

- You can copy it and send it home to parents/guardians by email, text etc
- You can share it as a QR code that your parents can scan.
- To do this, open the link you've created.

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How to create a QR code using chrome



The screenshot shows the Outlook web interface on a mobile device. The browser address bar displays 'outlook.office.com'. The left-hand navigation pane is open to the 'Settings' section, with 'Calendar' selected. The 'Shared calendars' sub-section is active, showing options for 'View', 'Events and invitations', 'Weather', 'Events from email', 'Shared calendars', and 'Customise actions'. The main content area is titled 'Shared calendars' and contains a 'Publish a calendar' section. This section includes a dropdown menu for 'Select a calendar', a 'Select permissions' dropdown, and a 'Publish' button. Below these, a list of shared calendars is shown, with the first one selected. The selected calendar has the permission 'Can view all details' and provides HTML and ICS links. A red circle highlights a portion of the HTML link. To the right of the links are 'Unpublish' and 'Reset links' buttons. A context menu is open over the ICS link, showing 'Copy link' and 'Go to page' options. The top status bar shows the time as 14:54 on Friday, 28 October, and a battery level of 19%.

14:54 Fri 28 Oct

Email - Mr Furniss - Outlook

outlook.office.com

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Select a calendar

Select permissions

Publish

- Calendar

Can view all details

Unpublish

Reset links

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ICS: <https://outlook.office365.com/owa/calendar/659e8d596360451faa47de346fe508f1@glow.ea.glasgow.sch.uk/86920b5db78c46e3bb7469e5396629e23995728139877884832/calendar.ics>

Copy link

Go to page