



MISSING TIMETABLE ON MICROSOFT TEAMS

ATMC IT

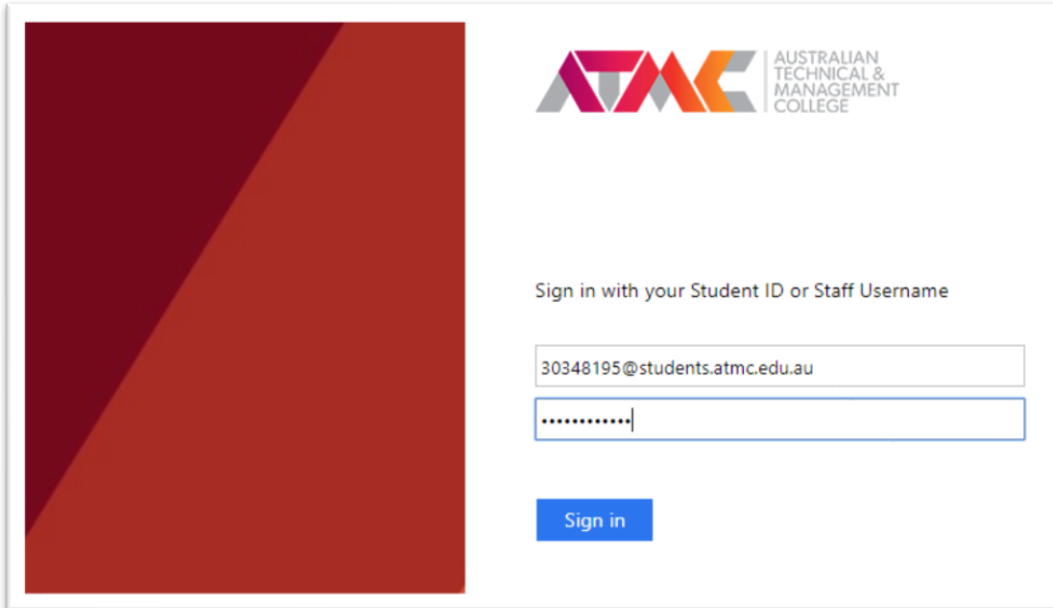
Abstract

This guidance is for students who cannot find their class timetable entries on MS Teams calendar

ithelpdesk@atmc.edu.au

Go to your Office 365 at <https://office.com> or access your email at <https://outlook.office.com/>

Sign in Office 365 with your ATMC Email.



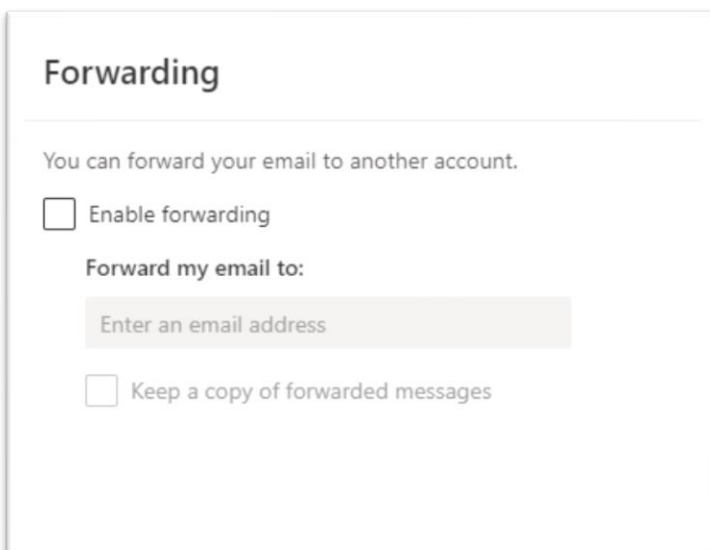
The screenshot shows the Office 365 sign-in page for the Australian Technical & Management College (ATMC). On the left is a large red graphic. On the right, the ATMC logo is displayed above the text "AUSTRALIAN TECHNICAL & MANAGEMENT COLLEGE". Below the logo, the instruction "Sign in with your Student ID or Staff Username" is shown. There are two input fields: the first contains the email address "30348195@students.atmc.edu.au" and the second contains a masked password ".....". A blue "Sign in" button is located below the password field.

After logging in, access your Outlook Mailbox.

Firstly, make sure that you have mail-forwarding turned off, follow this link:

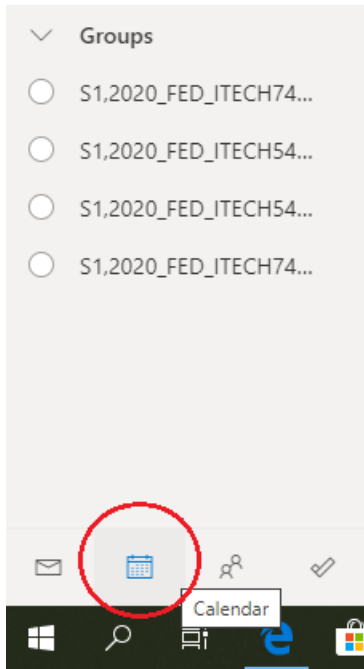
<https://outlook.office.com/mail/options/mail/forwarding>

Untick "Enable forwarding"

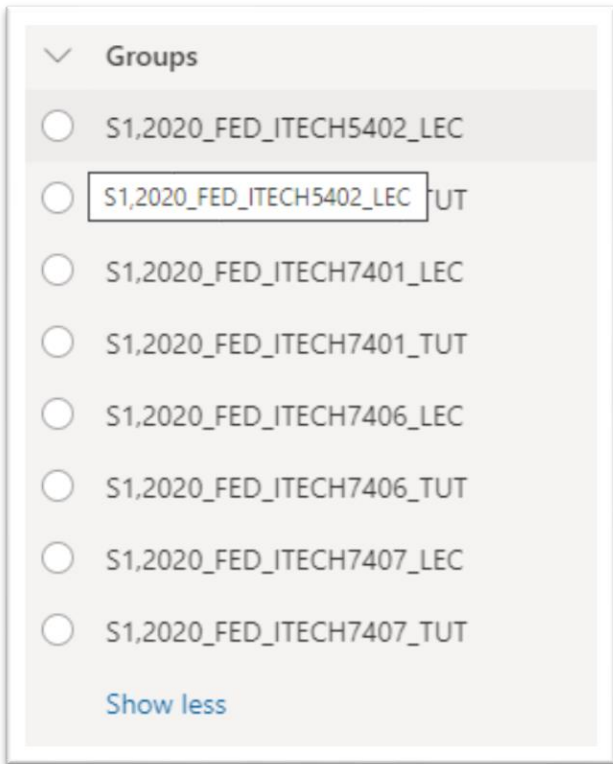


The screenshot shows the "Forwarding" settings page in Outlook. The title "Forwarding" is at the top. Below it, the text "You can forward your email to another account." is displayed. There is a checkbox labeled "Enable forwarding" which is currently unchecked. Below this, the section "Forward my email to:" contains a text input field with the placeholder "Enter an email address". At the bottom, there is another checkbox labeled "Keep a copy of forwarded messages" which is also unchecked.

Access Outlook calendar or follow the link below: <https://outlook.office.com/calendar/view/month>



On the left pane students will see all of the groups

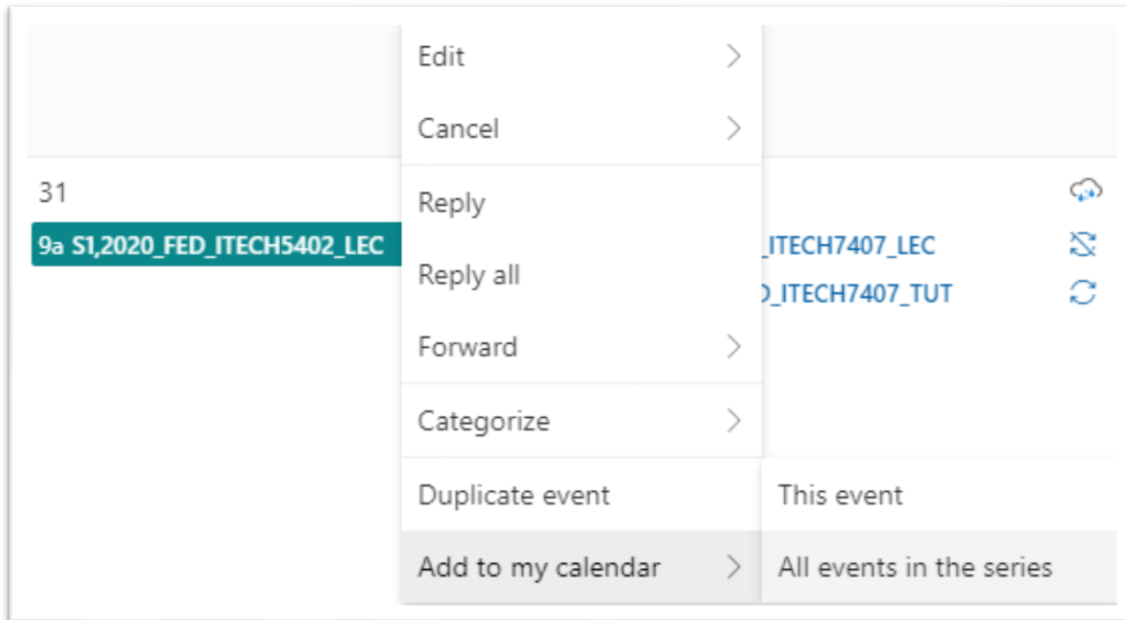


Individually click on each of the class, then look at the calendar you will see the entry for your classes pops up on the screen.

Missing timetable on Microsoft Teams



Right click on the calendar event itself, choose **Add to my calendar** at the very bottom, then **All events in the series** in the series



The timetable now will have the subject you just added, do similarly to the rest of your subjects, both lecture and tutorial. Go to your Teams application at <https://teams.microsoft.com> to check.

