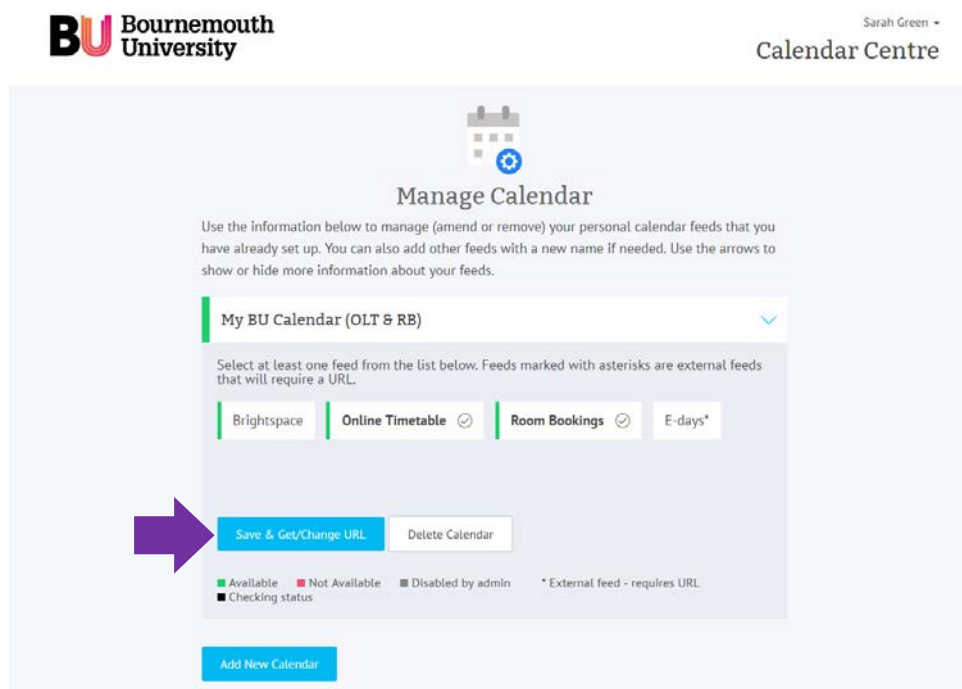


Regenerating your Calendar Centre feed

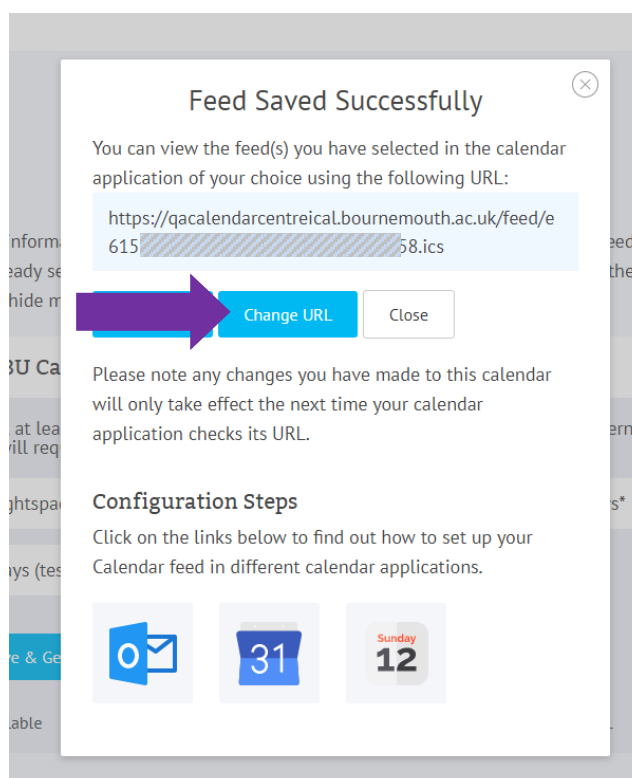
If you have accidentally shared your Calendar Centre feed with others and now want to be sure that only you can see your Calendar Centre data, you can regenerate and re-apply your iCal URL at any point. You can do so logging into the Calendar Centre via the link in Brightspace (under Useful links) or use the link here:

<https://calendarcentre.bournemouth.ac.uk/>.

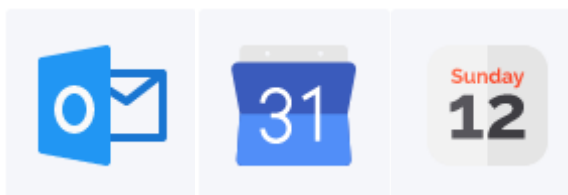
1. Once you have logged in, click on the Save & Get/Change URL option.



2. Then click on the Change URL option and confirm to re-generate your unique URL. If you generate a new URL you will need to set up the new URL in your calendar application of choice, on the devices that you are using it with.



3. Click on **Copy Link** to copy the link into your clipboard so you can use it in another calendar, on another device or on your phone. See the links below to Knowledge Base support information on setting up an iCalendar feed in Outlook, Google Calendar or an Apple Calendar.



[Outlook](#)

[Google](#)

[Apple](#)

4. Once you have used the link to set up your calendar feed, click on Close to return you to the Manage Calendar Screen. To sign out, just click on the drop down arrow by your name, and click on **Sign Out**. Then close your browser window.