MTU Ready
Digital Academic Calendar (.ICS) Guide



Helping you to be MTU Ready

This document provides instructions for importing the MTU Academic Calendar 2026-27 (.ics file) into your Outlook calendar and applying colour-coding so that the digital calendar matches the visual style of the printed academic wall planner.

Why Use the Digital Calendar?

- Quickly view academic dates alongside your personal calendar.
- Avoid manually checking the printed planner for week numbers and key events.
- Stay informed of holidays, exam periods, and special events directly within Outlook.
- Use colour coding to replicate the look and feel of the printed calendar.

This guide is part of the MTU Ready project, developed to support staff and students in planning, organising, and managing their academic year more effectively.

The MTU Ready Digital Academic Calendar (.ics file) contains all key dates for the 2026/27 academic year, including semester weeks, holidays, bank holidays, review weeks, and exam periods. It can be imported into your Outlook calendar and colour-coded to match the printed wall planner.

How to Import the .ICS File into Outlook

- Download the .ics file (e.g., MTU_Academic_Calendar_2026-27.ics) to your computer.
- Open Outlook and go to your Calendar view.
- Click *File > Open & Export > Import/Export.*
- Choose *Import an iCalendar (.ics) or vCalendar (.vcs)*.
- Browse to the saved .ics file and click Open.
- Choose *Import* to add the events to your existing calendar.

Note: If you are using the **new Outlook app** (which has no *File* menu), you'll need to import the .ics file via **Outlook on the Web** (*Settings > View all Outlook settings > Calendar > Shared calendars > Import calendar*). Once imported, it will automatically sync back to the new Outlook app.

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Transforming MTU: Enabling and Empowering Our Students and Staff to Realise Their Potential.

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How to Apply Colour Coding in Outlook

To colour-code the events so they match the printed wall planner:

1. In Calendar view, go to *View > View Settings.*
2. Click *Conditional Formatting….*
3. Click 'Add' to create a new rule.
4. Give the rule a name (e.g., 'Exams').
5. Click *Font…* and select the desired colour.
6. Click *Condition…*, then in the 'Search for the word(s)' box, enter the keyword from the event title (e.g., 'EXAMS').
7. Set *'In' to 'Subject field only'*, then click OK.
8. Repeat for each category in the table below.

Recommended Colour Coding

Event Keyword	Colour
EXAMS	Red
NOTE	Grey
GRADING	Gold
S1W	Blue
S2W	Blue
BANK HOLIDAY	Orange
READING WEEK	Purple
HOLIDAY	Green

Tips

- Keep all events set to 'Free' so they don't block availability in your calendar.
- You can adjust colours at any time — changes apply instantly.
- The keywords in the event titles are designed to make colour coding simple.
- This calendar is for reference only. Always check the official Academic Calendar for the most up-to-date information.

Further Resources

Explore the MTU Ready Toolkit for more planning and organisational supports:

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