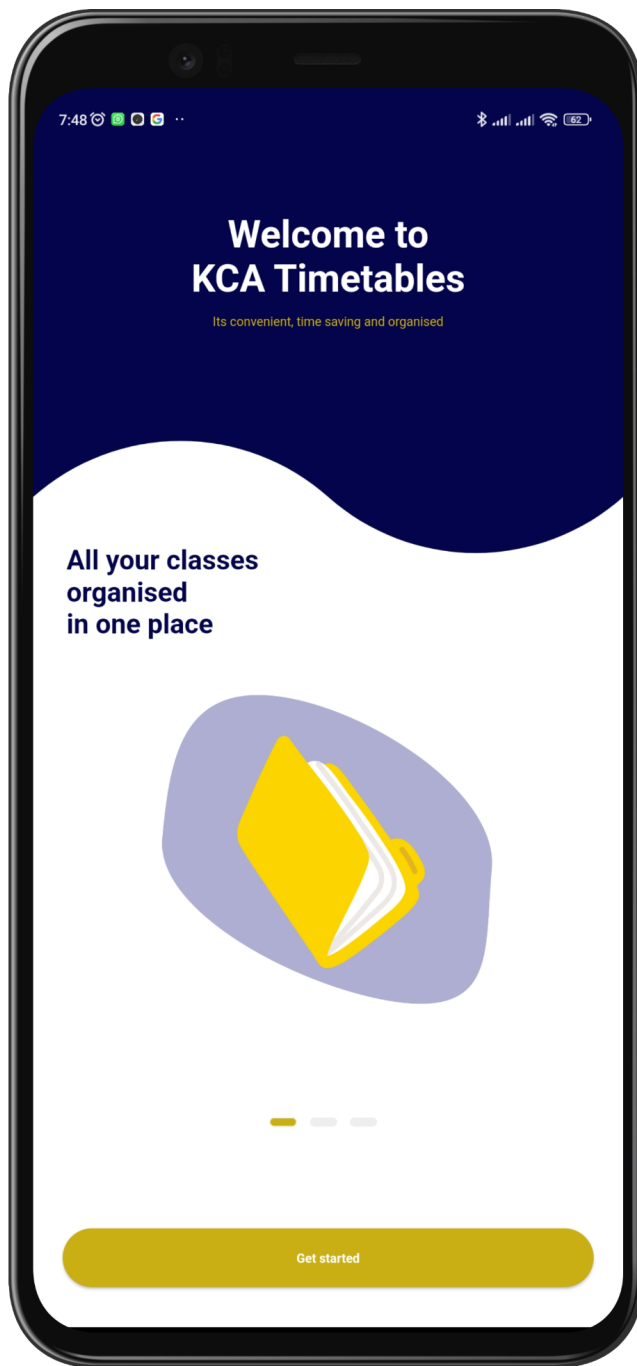
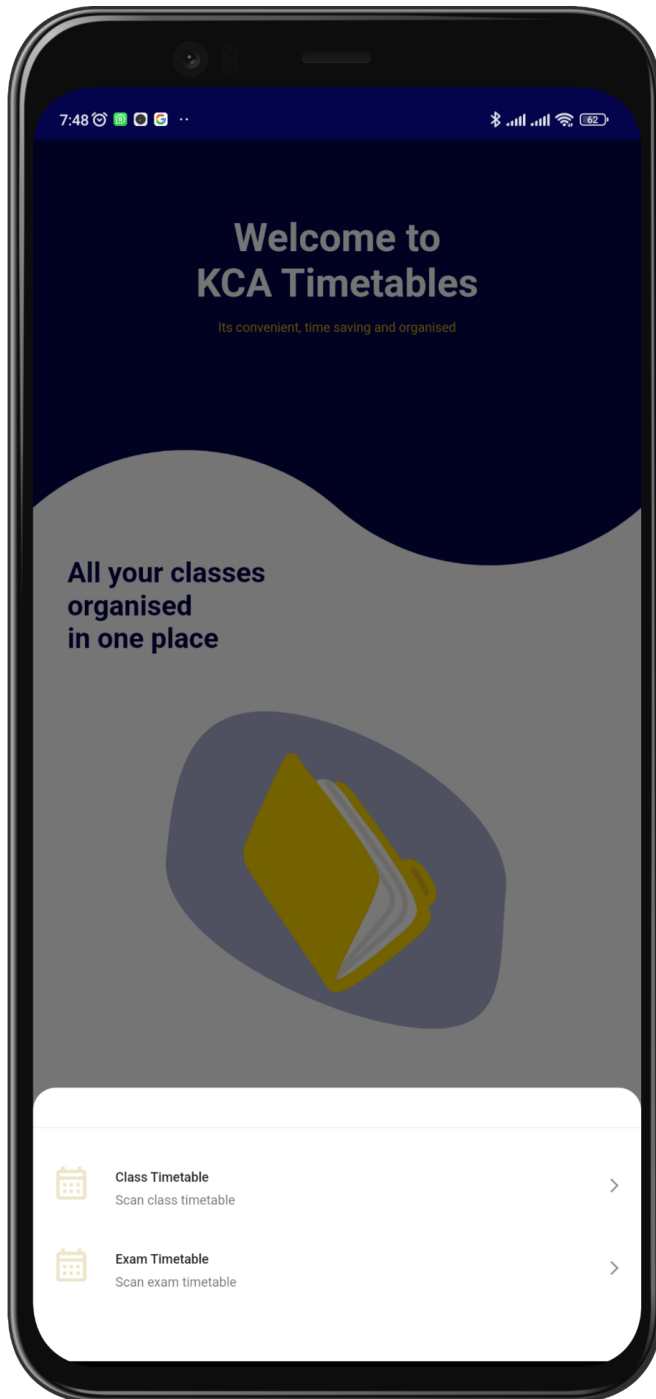


# How to use the KCA Timetables App

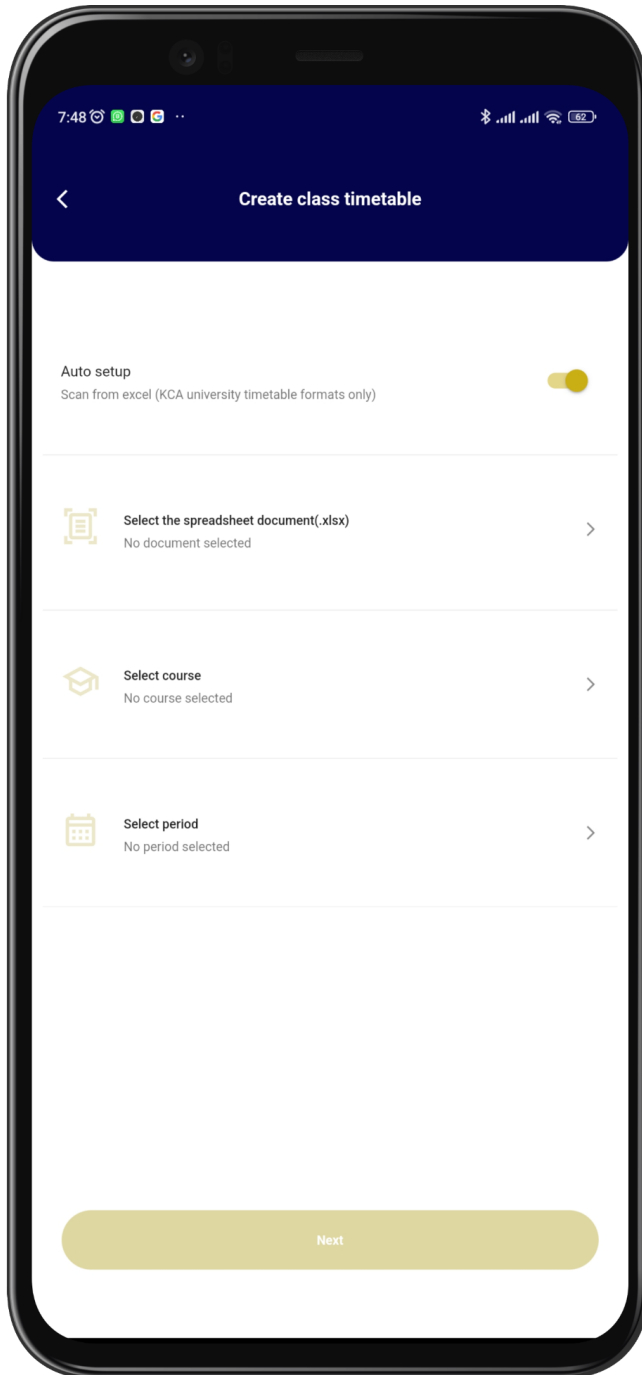
**Step 1:** Once you open the app tap on “**Get Started**”



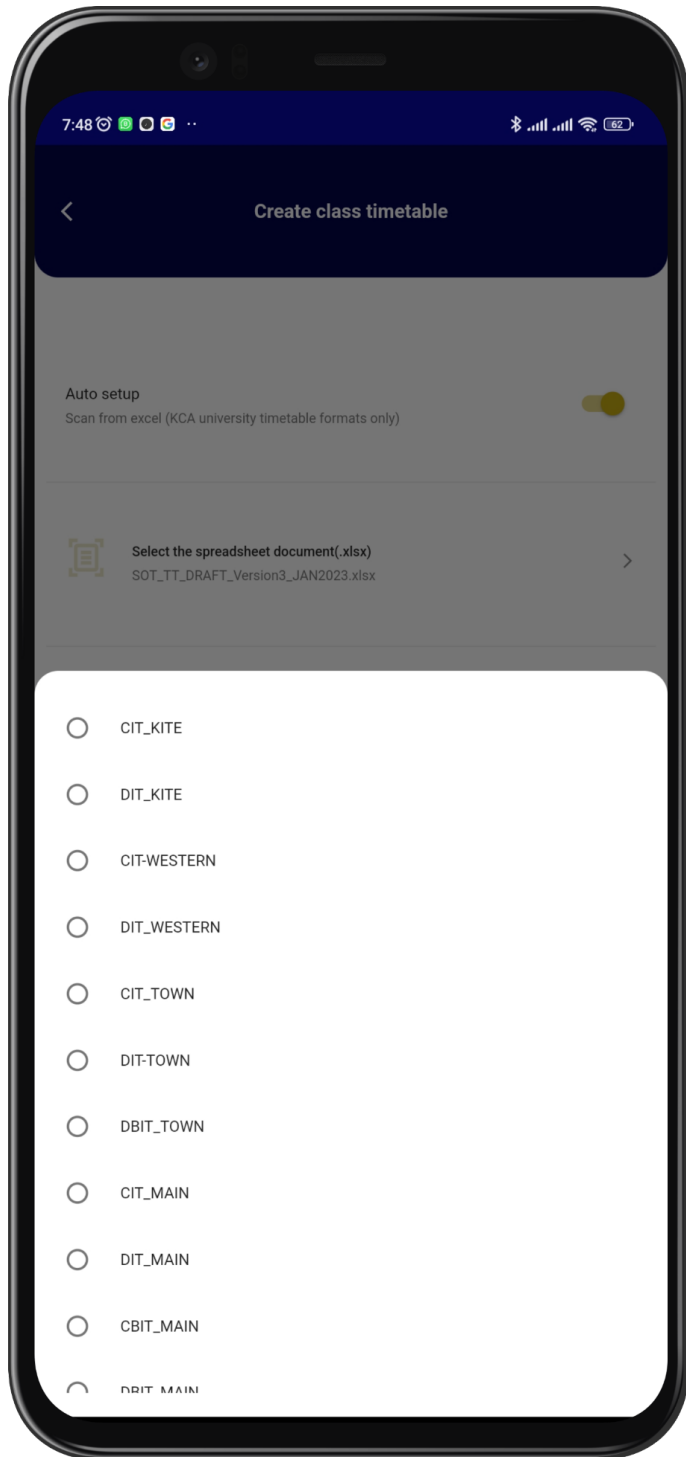
**Step 2:** Select either class or exam timetables



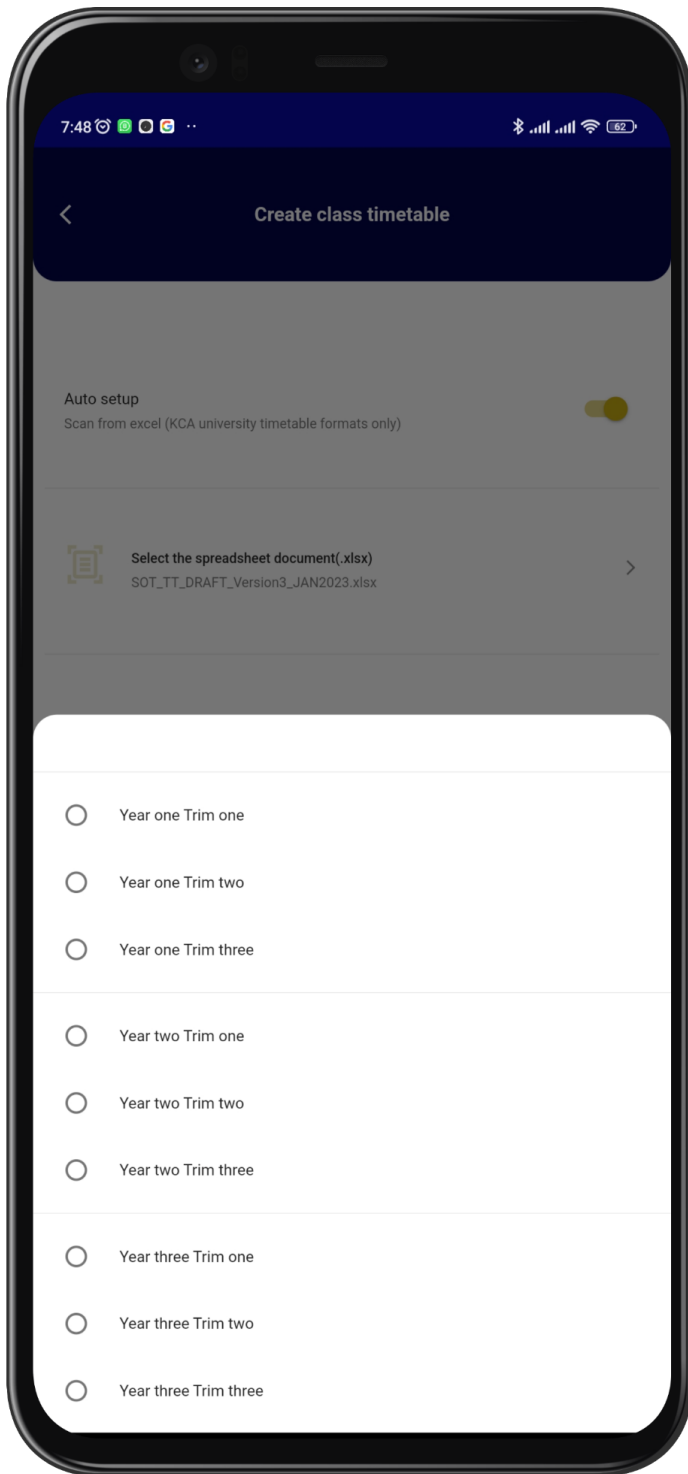
**Step 3:** Tap on “**Select the spreadsheet document**” to choose the excel timetable document shared with you.



**Step 4:** Tap on **“Select course”** to choose your course from the list of courses

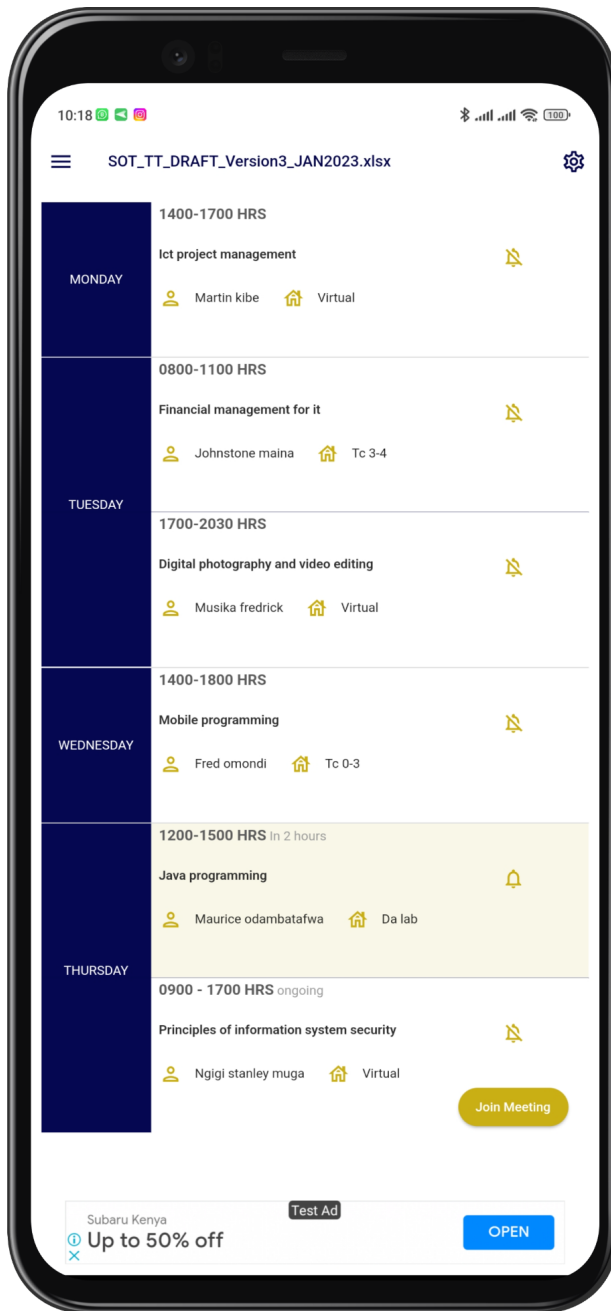


**Step 5:** Tap on **“Select period”** to choose your current period then tap the **“Next”** button

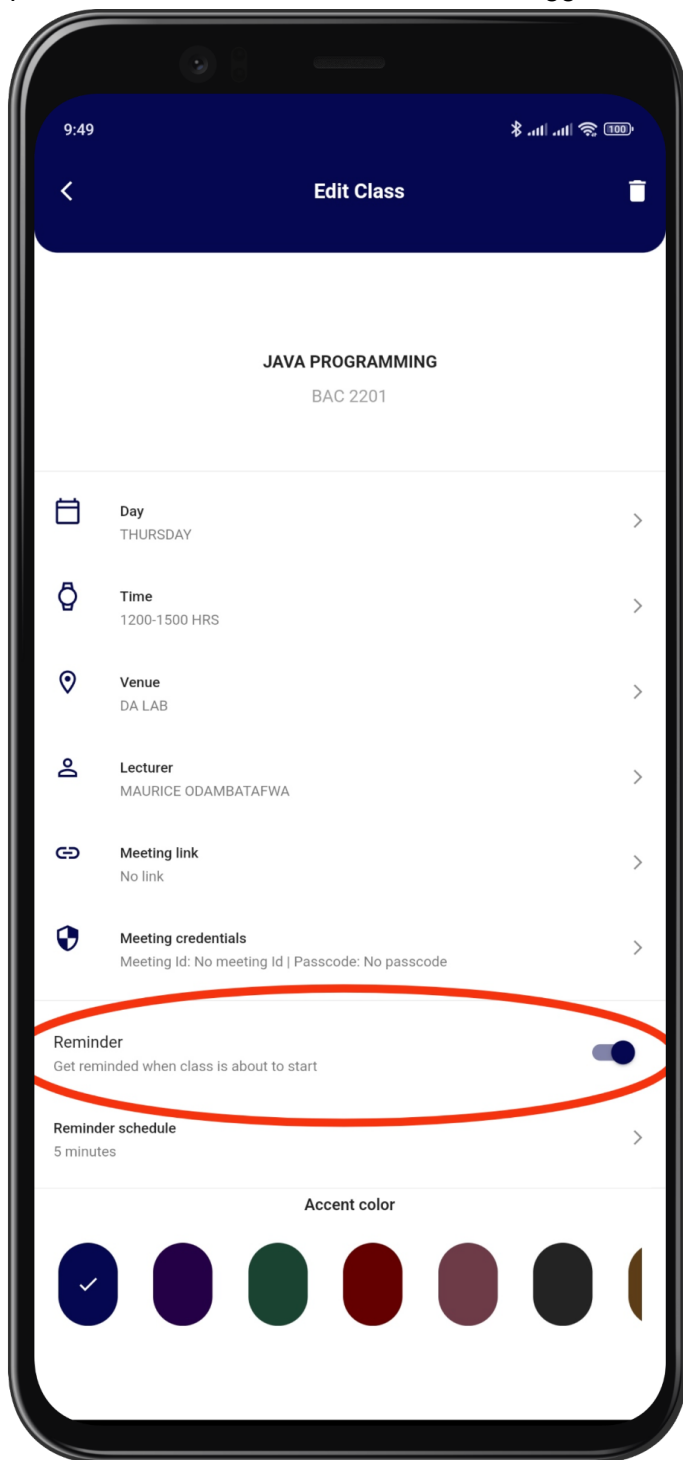


# Adding reminders

**Step 1:** On the home screen tap on the unit you want to set a reminder for

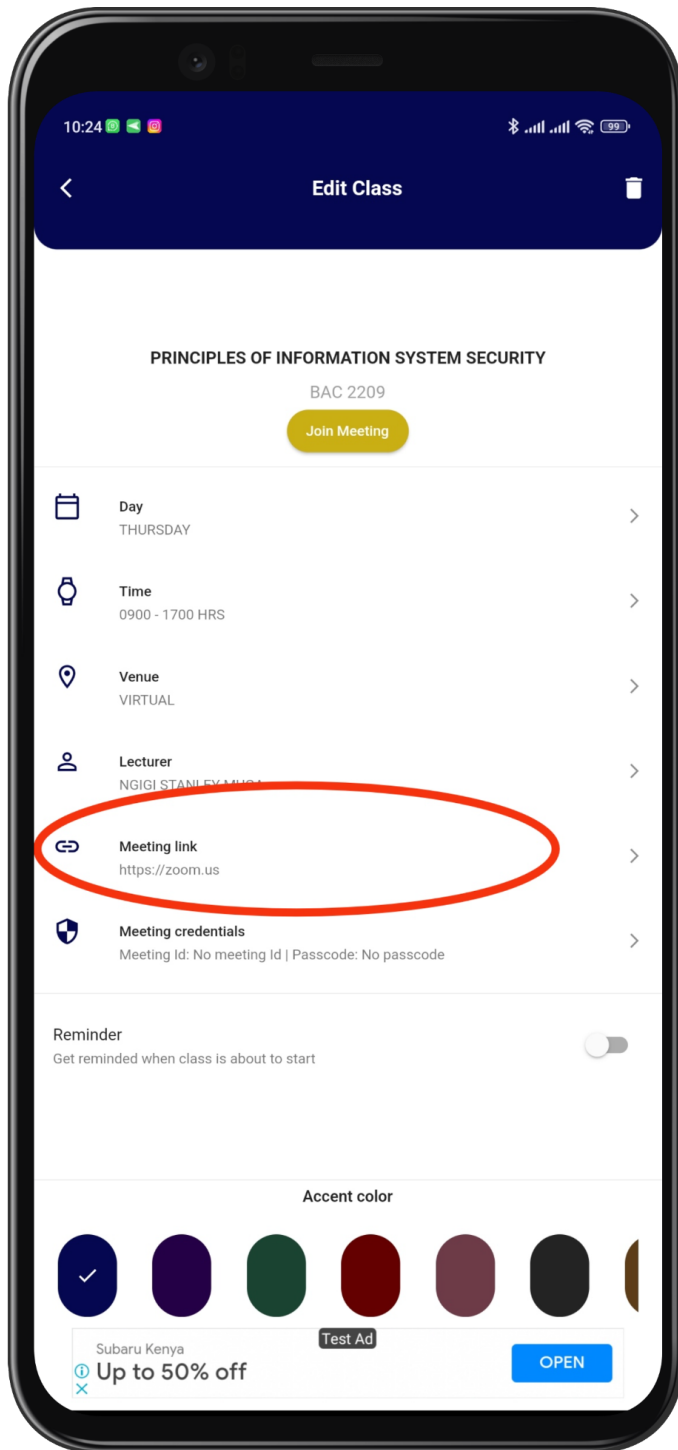


Step 2: At the bottom turn the “**Reminder**” toggle on then select the “**reminder schedule**”



## Joining Virtual meetings

**Step1:** Set the recurring zoom meeting link for that unit by tapping “**Meeting link**”





**Step 2:** Paste or type the zoom meeting link then tap **“Save”**

The image shows a smartphone screen with a dark status bar at the top. The status bar displays the time '10:24', signal strength bars, and a battery icon with '99' inside. Below the status bar is a white header area with the text 'Meeting link' on the left and a close icon 'X' on the right. The main content area is white and contains a text input field with a yellow border. Inside the input field, the text 'https://zoom.us' is visible. Below the input field, there is a large yellow button with the word 'Save' in white text.

Step 3: once the class is due, tap on **"Join Meeting"**

