Syncing Starfish and Outlook Calendars

## Calendar Sharing in Microsoft 365

1. In your Microsoft 365 Calendar, right-click on Calendar > Sharing and Permissions.

Calendar			
Send a sharing invitation in email. You settings any time.	in choose how much access to allow and change acces		
Enter an email address or contact na	me Share		
Inside your organization			
People in my organization	Can view all details $\sim$		
_			

2. In the blue box where you are able to type in an email address (see above), type starfishcalendar@musaint.onmicrosoft.com.

3. Select Can view all details from the permission dropdown menu and then click Share.

C	alendar		
Se	and a sharing invitation in email. You attings any time.	can choose how much access to allow an	d change acces
	s	Can view all details $\qquad \lor$	Share 🗎
		Can view when I'm busy	
In	side your organization	Can view event titles and locatio	
	People in my organization	Can view all details	~
		Can edit	
		Delegate	

## THEN IN STARFISH...

1. Go to Starfish, and click the 3 horizontal lines in the upper left corner next to where it says Starfish:



2. Click the arrow to the right of your name, and when you get the drop-down options, choose Appointment preferences:



3. Scroll down to Calendar Sync section, and check the box that you see circled below:



4. MAKE SURE TO SAVE CHANGES (lower right of the page):

Calendar Sync
Sync calendar items between your external calendar to your Starfish calendar
Starfish Calendar Sync
Select options to sync from your Starfish Calendar to your External Calendar
Email me calendar attachments for every:
Appointment change
Change to my Office Hours and Group Sessions
External Calendar Sunc
Sync busy times from your External Calendar to your Starfish Calendar
Outlook Calendar Sync
Important: You must share your calendar with starfishcalendar@musaint.onmicrosoft.com Olick hard for further instructions
Allow Startish to read busy times from my Outlook Calendar
Google Calendar Sync
Important: You must share your private calendar link below with Starfish. Click here for further instructions
Allow Startish to read husy tipes from my Cooole Colondar
Allow Stanish to read busy times from my Google Calendar
Paste Google Calendar Link

Now when you go into Starfish to create your office hours, you will see on your Starfish calendar the times that you are busy as per your Outlook calendar. After you create your office hour blocks in Starfish, you will see those blocks show up in your Outlook calendar, and when students make appts., you will see those appointments in both calendars.