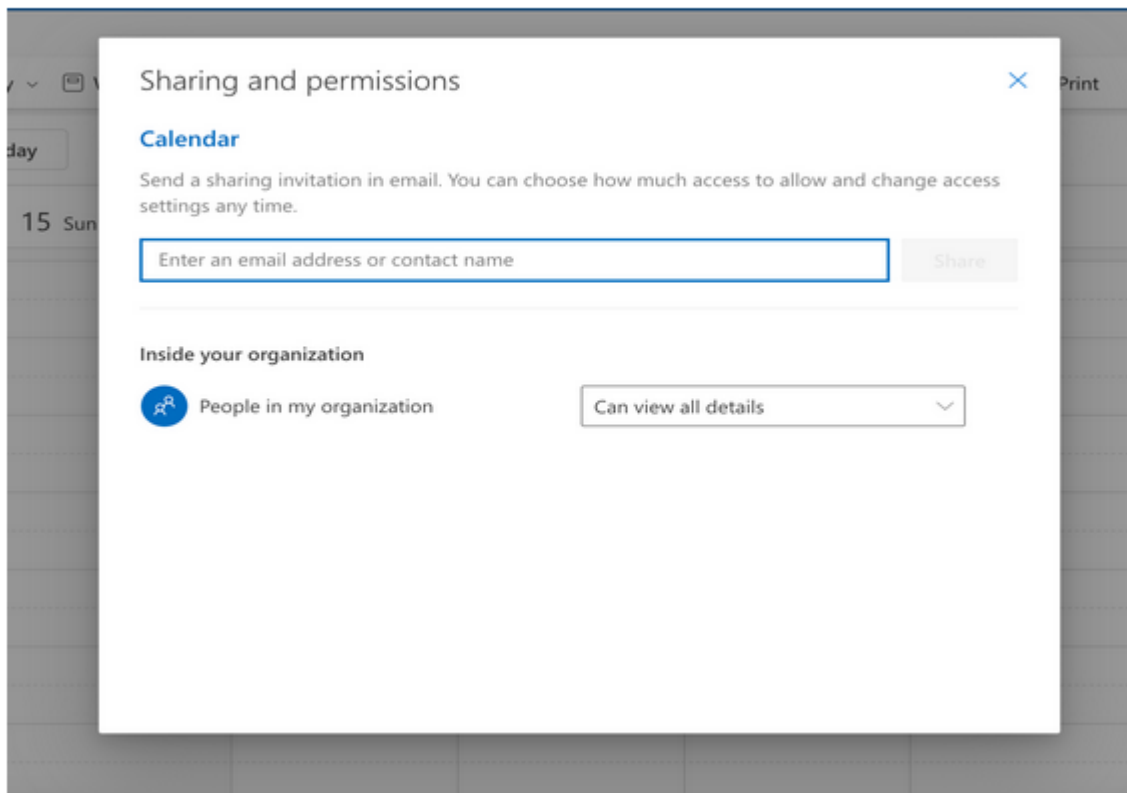


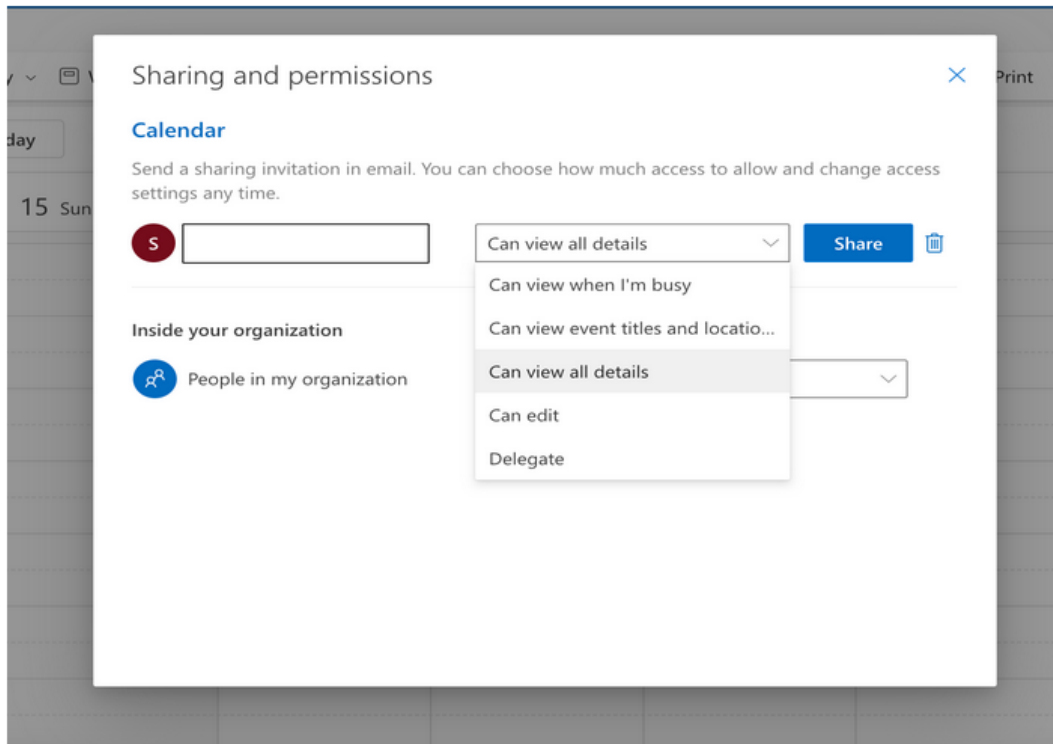
Calendar Sharing in Microsoft 365

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



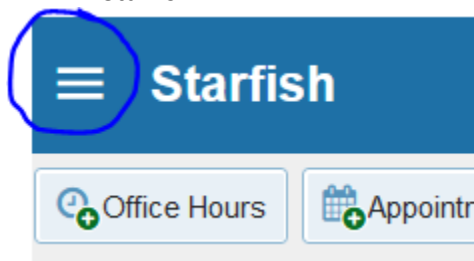
2. In the blue box where you are able to type in an email address (see above), type starfishcalendar@musaint.onmicrosoft.com.

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

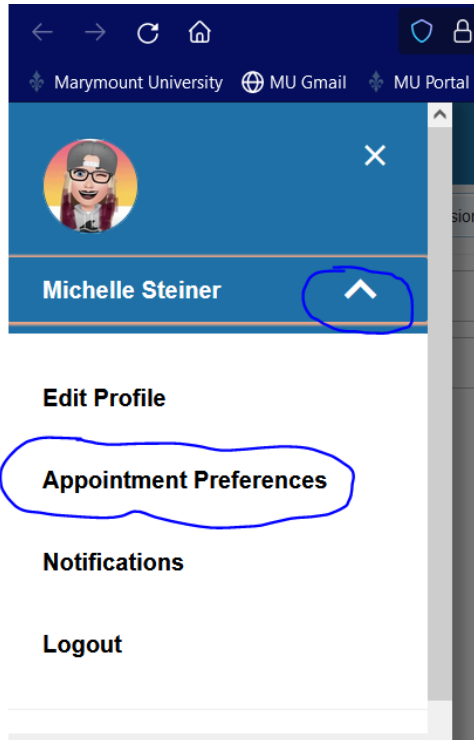


THEN IN STARFISH...

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:

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 Sync

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
[Click here](#) for further instructions.

- ☒ Allow Starfish to read busy times **from** my Outlook Calendar

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 Sync

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
[Click here](#) for further instructions.

- ☒ Allow Starfish 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 Starfish to read busy times **from** my Google Calendar

Paste Google Calendar Link

[CLEAR CHANGES](#)

SAVE CHANGES

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.