How to Integrate your iSpartan and Starfish Calendars  
(OLD GOOGLE CALENDAR INTERFACE)

The Starfish calendar fully integrates with the iSpartan Calendar, allowing Starfish events to show up on your iSpartan calendar. If it is your preference, you may also configure your integration so that iSpartan calendar events will display to you on your Starfish calendar. Both of these settings will eliminate the possibility of double-booking and allow for more efficient positing of appointment availability within Starfish. iSpartan calendar events will only show you to, never to your students. To fully integrate your calendars, follow the instructions below:

1. Open Starfish.

2. Click on the down arrow by your name and choose “Email Notifications.”

3. Make sure both boxes are checked underneath “Send me an email with a calendar attachment for every change to my appointments and change to my office hours/group sessions.” This will allow information on your Starfish calendar to populate on your iSpartan calendar.

4. Check the box beside “Read busy times from my external Google calendar”. This is what will send information from your iSpartan calendar to Starfish.

5. You will need to find your private iSpartan calendar link. First, navigate to iSpartan and locate your calendar on the left side menu.

6. Click the down arrow and select “Calendar Settings.”

7. Scroll down and click on the green ICAL button next to Private Address.

8. Right-click on the link and select “Copy link address.”

9. Paste this link into the private link address box in Starfish and click Save.

*Tip*

If you need to cancel an appointment or a meeting, it needs to be canceled from the calendar in which it was originally added. For example, if you try to delete a Starfish office hour appointment on your iSpartan calendar, it will still show as a viable appointment in Starfish unless you cancel it there as well.

Questions? Email starfish@uncg.edu for support.
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2. Click on the down arrow by your name and choose “Email Notifications.”
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4. Check the box beside “Read busy times from my external Google calendar.” This is what will send information from your iSpartan calendar to Starfish.
5. You will need to find your private iSpartan calendar link. First, navigate to iSpartan and locate your calendar on the left side menu.
6. Click the down arrow and select “Calendar Settings”.
7. Scroll down to find your “Secret address in iCal format”
8. Right-click on the link and select “Copy”.
9. Paste this link into the private link address box in Starfish and click Save.

*Tip*
If you need to cancel an appointment or a meeting, it needs to be canceled from the calendar in which it was originally added. For example, if you try to delete a Starfish office hour appointment on your iSpartan calendar, it will still show as a viable appointment in Starfish unless you cancel it there as well.

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