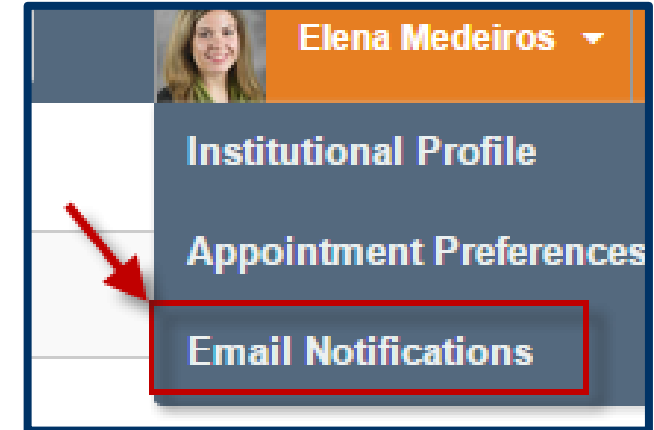


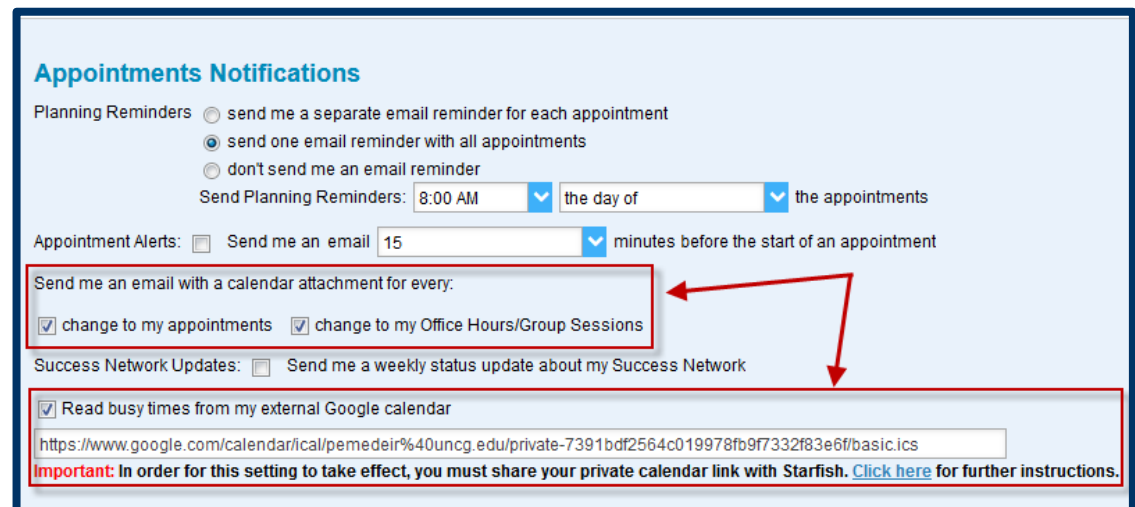
## How to Integrate your iSpartan and Starfish Calendars

The Starfish calendar fully integrates with the iSpartan Calendar. Users who rely heavily on their iSpartan Calendar will be pleased to learn that not only will Starfish appointments appear on iSpartan, but appointments and meetings in iSpartan will now appear in Starfish as well. This will eliminate the possibility of double-booking. iSpartan calendar events will only show you to, never to your students. To fully integrate your calendar, follow the instructions below:

- 1 Open Starfish.
- 2 Click on the down arrow by your name and choose "Email Notifications."



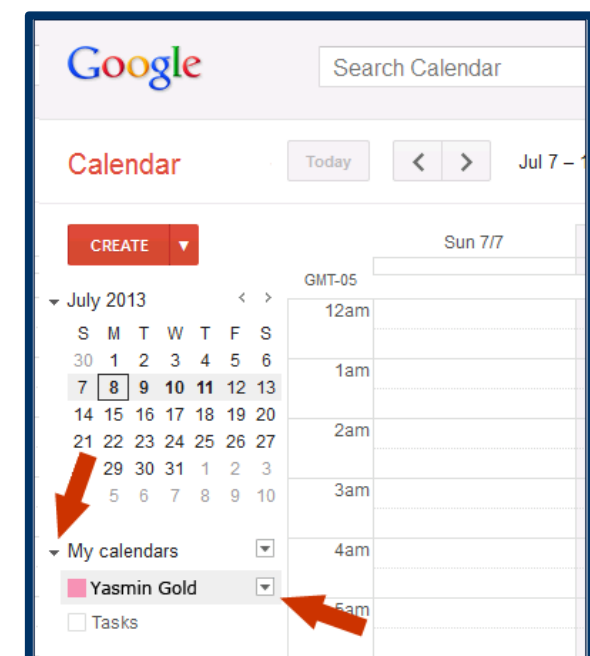
- 3 Make sure both boxes are checked underneath "Send me an email with a calendar attachment for every change to my appointments and change to my office hours/group sessions." This will allow information on your Starfish calendar to populate on your iSpartan calendar.



- 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.

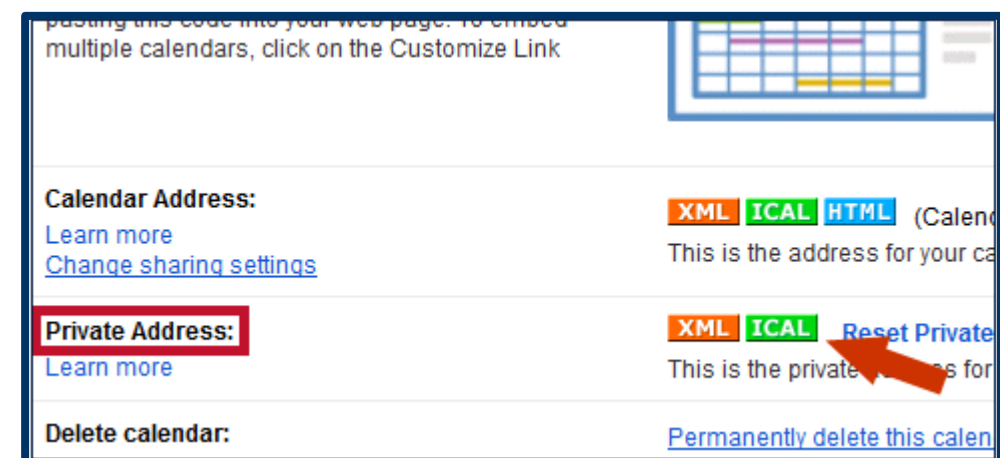
- 6 Click the down arrow and select "Calendar Settings."



- 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.

