

# Connecting Calendars: Outlook & Starfish

Step	Directions
1	Click  in the top left-hand corner of your Starfish homepage and click <b>your name</b>
2	Click <b>Appointment Preferences</b>
3	Scroll down to the <b>Calendar Sync Section</b>
4	Select the boxes to receive emails for every <b>Appointment Change</b> and <b>Change to my Office Hours and Group Sessions</b>
5	Copy the link under <b>Outlook Calendar Sync</b>
6	<b>Web app:</b> In a separate browser tab, navigate to your Outlook calendar, click  <b>Share</b> <b>Desktop app:</b> Navigate to your Outlook calendar, click 
7	<b>Web app:</b> Paste the link you copied from Starfish, select the Starfish calendar user, select <b>Can view all details</b> and click <b>Share</b> . <b>Desktop app:</b> Click <b>Add</b> , Paste the link you copied from Starfish, Click <b>OK</b> , , select <b>Can view all details</b> and click <b>Apply</b> . <i>*For Outlook calendar sharing instructions with images, select <b>Click here</b> under <b>Outlook Calendar Sync</b> in Starfish and follow steps 1-3.</i>
8	Navigate back to Starfish and select <b>Allow Starfish to read busy times from my Outlook calendar</b>
9	Click <b>Save Changes</b>