


# Connecting Calendars: iSpartan & Starfish

Step	Directions
1	Click  <b>Starfish</b> in the top left-hand corner of your Starfish homepage and click your name
2	Click <b>Appointment Preferences</b>
3	Scroll down to the <b>Calendar Sync Section</b>
4	Select to receive emails for <b>Appointment Change</b> and <b>Change to my Office Hours and Group Sessions</b>
5	Select <b>Allow Starfish to read busy times from my Google Calendar</b>
6	Be sure to add your <b>Google Calendar Link</b> (directions in Starfish on how to retrieve that link)
7	Click <b>Submit</b>