STARFISH Calendar Sharing with Outlook

Instructions for Calendar Sharing in:

- Microsoft 365 Webmail
- Outlook 2019

In order for your appointments (busy time) to be imported into Starfish from your Outlook calendar, you must share your calendar with **starfishcalendar@cortland.onmicrosoft.com**. To do this, complete the appropriate steps below depending on what calendar application you are using.

Calendar Sharing using Microsoft 365 Webmail

- 1. Open your webmail calendar
- 2. Select the Share > Calendar option



3. In the Sharing and Permissions box in the Calendar field enter the following email address for Starfish:

Sharing and permissions × Calendar Send a sharing invitation in email. You can choose how much access to allow and change access settings any time. starfishcalendar@cortland.onmicrosoft.com Image: Cortland commicrosoft.com Inside your organization Share People in my organization Can view when I'm busy

starfishcalendar@cortland.onmicrosoft.com

- 4. Be sure that the 'Can view all details" option is selected from the dropdown list
- 5. Select Share



- 6. Verify that the Starfish calendar is listed under the Inside Organization list
- 7. Select the X in the top right corner of the Sharing and Permissions box to close

Sharing and permissions	×
Calendar	
Send a sharing invitation in email. You can settings any time.	choose how much access to allow and change access
Enter an email address or contact name	Share
Inside your organization	
People in my organization	Can view when I'm busy \checkmark
starfishcalendar starfishcalendar@cortland.onmicrosoft.co	m Can view all details 🗸 🕯

8. <u>Complete the integration in Starfish</u>

Outlook 2019

- 1. Open your Outlook calendar
- 2. On the Home tab choose Calendar Permissions



3. Select Add in the Calendar Properties dialog box



- 4. Select Starfish Calendar from the list in the Add Users box
- 5. Select the Add button at the bottom of the dialog box, then OK

		Address DOOK			
starfish	Go	Offline Global Addre	ss List - julia.morog@	✓ Advanced	Find
Name	Title		Business Phone	Location	
🚨 Starfish 😽	,				1
Starfish Calendar					
Starfish Pilot Faculty					
🚨 Starfish Webex					
🚨 Starla Dagley starla.dagley@co	r Student				
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Start Smart Facilitators					
Startup NY					
Stavros Vigliotti stavros.vigliott	i Student				
Stavroula Ragusa stavroula.rag	Student				
Stefan Brown stefan.brown@c.	Student				- 1
Stefan Horbanczuk stefan.horb	Alumni				
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3 | Page Last Update: 8/17/2021 6. In the Calendar Properties dialog box, in the Read group, select the Full Details radio button



- 7. Select OK
- 8. Complete the integration in Starfish

Starfish Calendar Integration

- 1. Open Starfish
- 2. Select the Menu button in the top left corner of the screen



3. Select your name from the dropdown

4. Choose Appointment Preferences from the menu



- 5. Scroll down to the Calendar Sync section
- 6. Under External Calendar Sync, check the box to allow Starfish to read busy times
- 7. Choose Save Changes

EDIT PROFILE	APPOINTMENT PREFERENCES	NOTIFICATIONS
Calendar Sync	Sar.	
Sync calendar items between your external calendar to yo	ur 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 Sessi	ons	
External Calendar Sync		
Sync busy times from your External Calendar to your Starf	ish Calendar	
Outlook Calendar Sync		
A Important: You must share your calendar with starfish	:alendar@cortland.onmicrosoft.com	
Click he effor further instructions.		
Allow Starfish to read busy times from my C	outlook Calendar	•

8. You will receive a pop up saying that your notification preferences have been updated

If you have questions or need additional assistance, please call Advisement and Transition at 607-753-4726 or email <u>advisement@cortland.edu</u>. Thank you.