Instructions for Calendar Sharing in Microsoft 365/Outlook

The Outlook instructions are first followed by the Starfish actions at the end. Please follow completely.

Note: In order for busy time to be imported into Starfish from your Outlook calendar, you must share your calendar with starfish.cal@csuohio.edu. To do this, complete the appropriate steps below depending on what calendar application you are using.

Calendar Sharing in Microsoft 365
1. In your Microsoft 365 Calendar, select the Share > Share This Calendar option.

2. Add the Starfish calendar user in the Share With field and select the Full Details option. Otherwise, this will not work properly. Type “Star Fish” in the share with field.

Calendar Sharing in Outlook 2013
1. In the calendar display in Outlook, right-click on My Calendars > Calendar.

2. Select Share > Calendar Permissions from the menu that appears.
3. Click the **Add**... button in the **Permissions** tab that appears in the **Calendar Properties** window.

4. Search for Starfish in the Global Address List (Star Fish) and select the Starfish entry.

5. Click the **Add ->** button at the bottom of the **Add Users** window.

6. Click the **OK** button.

7. Select the entry for Starfish from the list at the top of the **Permissions tab** in the **Calendar Properties** window.

8. Select **Reviewer** from the **Permission Level** list.
9. Confirm the following details are marked:

1. Read = Full Details
2. Delete Items = None
3. Other = Folder visible

10. Click **OK** to apply the changes.

Once you have shared your calendar with Starfish, you must then let Starfish know you are doing this. Log in, and go to your profile by clicking on your name in the top left. Select the “Email Notifications” tab. Your selections **must** look like this:

![Calendar Properties](image)

Send me an email with a calendar attachment for every:

- [x] change to my appointments
- [ ] change to my Office Hours/Group Sessions

Success Network Updates:
- [ ] Send me a weekly status update about my Success Network

Read busy times from my external Exchange calendar

**Important:** In order for this setting to take effect, you must share your calendar with starfish.cal@csuohio.edu.

Be sure that the “change to my Office Hours/Group Sessions” box is NOT checked – this may cancel your office hours if the invitation is declined in Outlook.

Please note, sharing does not always occur in real time, you may have to wait and/or log out then back in.