Syncing Outlook & Starfish Calendars

*To sync your Outlook calendar with your Starfish calendar, you must complete <u>ALL 3 steps</u> shown below.

<u>Step 1: Sharing Microsoft Outlook/365 Calendar with Starfish</u>

1. Log in to your Microsoft 365 account by visiting: <u>http://engage365.csuohio.edu/</u>. Enter your CSU credentials to login to Microsoft Outlook/365

2. Navigate to your calendar. Select 'Share' at the top-right of the screen.
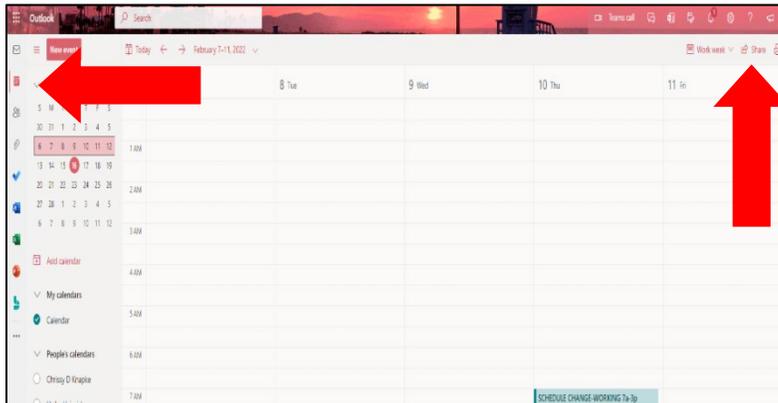
3. In the *Search* bar, type *starfish.cal@csuohio.edu* and select the matching contact.
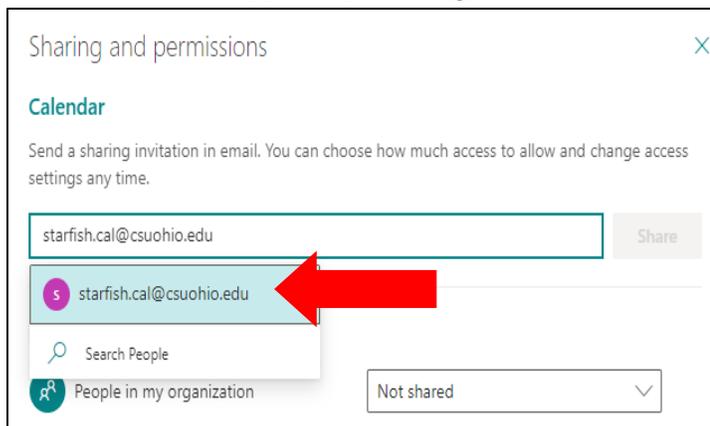
4. Set the permission levels to '*Can view all details',* by selecting the drop-down arrow. Then, select 'Share'.
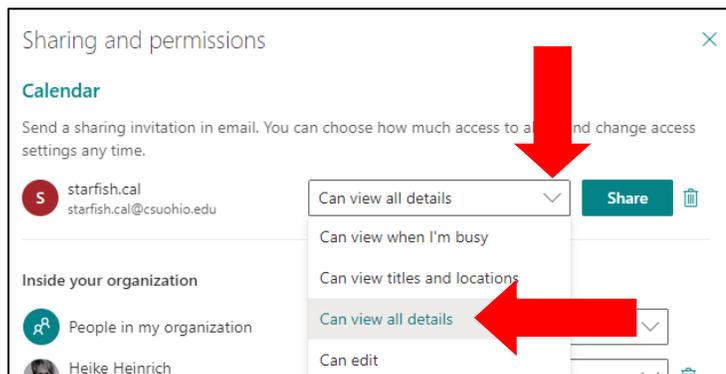
Step 2: IS&T Request Form

1. Go to http://easy.csuohio.edu and select 'Order Something/Request Access'.

2. In the left-side column, expand the Information Services and Technology menu. Select 'Server Requests'.
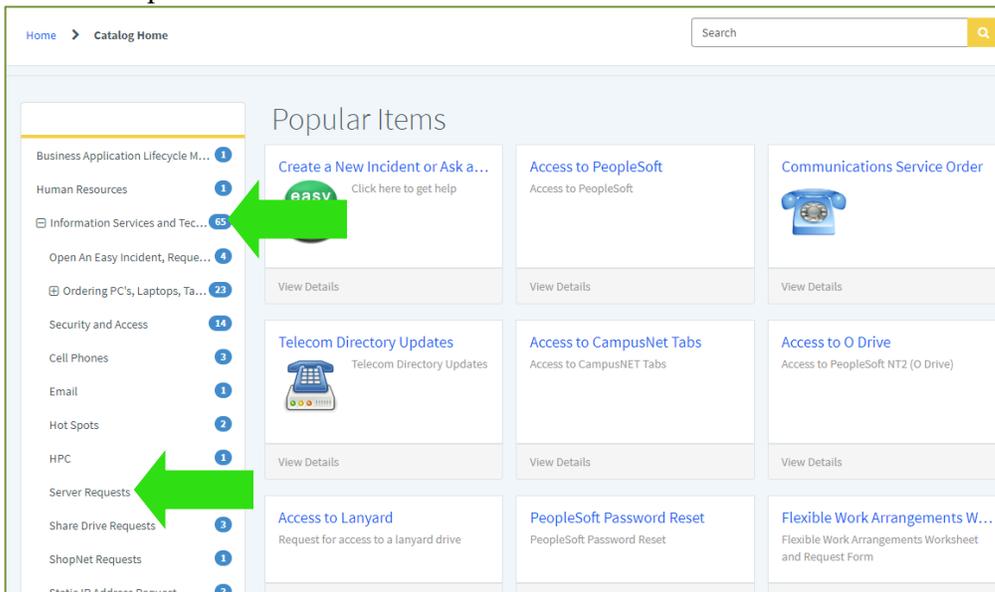
3. Select the Starfish Integration Request form.
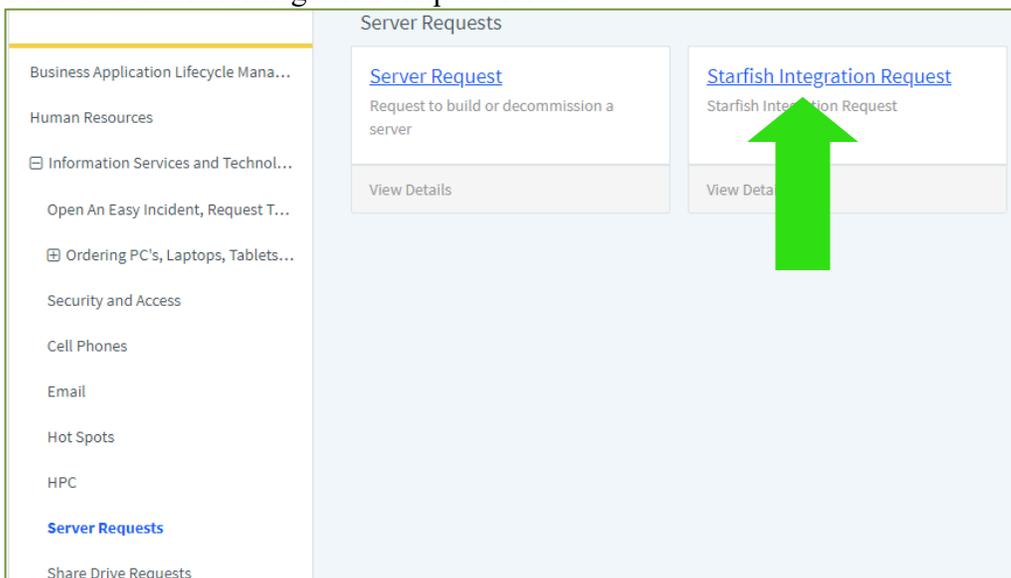
4. Add your CSU ID in the first textbox. For the Environment drop-down, select Production. All other entries should be filled out already. You do not have to add an Alternate Point of Contact.

5. Select 'Submit' when complete.

Step 3: Turn On Starfish Sync Settings

Once your IS&T ticket is resolved and you are added to the starfishimpersonationScope group, you will need to turn on sync settings in Starfish: To do this, you will need to:

1. Log in to Starfish.

2. Select the options button at the top-left of the screen. Select Your Name>Appointment Preferences.

3. Scroll down to 'Calendar Sync'. Check all 3 boxes; Appointment change, Change to my Office Hours and Group Sessions, and Allow Starfish to read busy times from my Outlook Calendar. Then, click 'Save Changes' at the bottom right of the screen.

4. If you get this error message, please contact starfishsupport@csuohio.edu. If you do not get an error message, proceed to Step 4.

Step 4: Confirm the Sharing/Syncing is Active

Confirm the syncing was successful by:

1. Select the options button at the top-left of your screen. Select 'Appointments'. Look at your calendar and confirm that items from your Outlook calendar are now appearing in your Starfish

calendar. Any item on your calendar with a lock within a calendar is an appointment from your external calendar. You can only modify/remove these items from your external/Outlook calendar, not from within Starfish.

NOTE: Calendar syncing only displays for 90 days out. Your Starfish calendar will not show any scheduled meetings/events past 90 days from the present day.