Syncing Outlook & Starfish Calendars

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

Step 1: Sharing Microsoft Outlook/365 Calendar with Starfish

- 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.

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	🗧 New event	11 Today \leftrightarrow \rightarrow February 7-11, 2022 \vee				🗏 Work week 🗸 🖻 Share 🔒 P
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3. In the *Search* bar, type *starfish.cal@csuohio.edu* and select the matching contact.

Sharing and permissions		×
Calendar		
Send a sharing invitation in email. You can choos settings any time.	e how much access to allow and change acce	iss
starfish.cal@csuohio.edu	Share	
s starfish.cal@csuohio.edu		
Search People		
People in my organization	Not shared 🗸	

4. Set the permission levels to '*Can view all details*', by selecting the drop-down arrow. Then, select 'Share'.

Sharing and permissions	×
Calendar	
Send a sharing invitation in email. You ca settings any time.	an choose how much access to a nd change access
starfish.cal starfish.cal@csuohio.edu	Can view all details Share
	Can view when I'm busy
Inside your organization	Can view titles and locations
R People in my organization	Can view all details
Heike Heinrich	Can edit

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'.

Home > Catalog Home		Search	٩
	Popular Items		
Business Application Lifecycle M 1 Human Resources 1 Information Services and Tec 5 Open An Easy Incident, Reque 3	Create a New Incident or Ask a	Access to PeopleSoft Access to PeopleSoft	Communications Service Order
① Ordering PC's, Laptops, Ta 23	View Details	View Details	View Details
Security and Access 13 Cell Phones 3 Email 1	Telecom Directory Updates	Access to CampusNet Tabs Access to CampusNET Tabs	Access to O Drive Access to PeopleSoft NT2 (O Drive)
Hot Spots 2 HPC 3 Server Requests	View Details	View Details	View Details
Share Drive Requests 3 ShopNet Requests 1	Access to Lanyard Request for access to a lanyard drive	PeopleSoft Password Reset PeopleSoft Password Reset	Flexible Work Arrangements W Flexible Work Arrangements Worksheet and Request Form

3. Select the Starfish Integration Request form.

	Server Requests			
Business Application Lifecycle Mana	Server Request Request to build or decommission a	Starfish Integration Request		
□ Information Services and Technol	server			
Open An Easy Incident, Request T	View Details	View Deta		
⊕ Ordering PC's, Laptops, Tablets				
Security and Access				
Cell Phones				
Email				
Hot Spots				
HPC				
Server Requests				
Share Drive Requests				

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.

Starfish Integration		
Starfish Integration Request		Submit
* Enter the CSU ID # of the purchase quest is for and press tab	Requester:	
Phone #:	Alternate Point of Contact	
Email:	Department:	
Building and Room #	Title	
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Production		

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



NOTIFICATION

from my Outlook Calendar. Then, click 'Save Changes' at the bottom right of the screen.

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

Coperation status	ĺ
Your Exchange Administrator has not enabled impersonation for you yet. Please check with your Exchange Administrator and try again after impersonation is enabled for you.	,
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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.



*Any questions/comments/concerns can be directed to starfishsupport@csuohio.edu