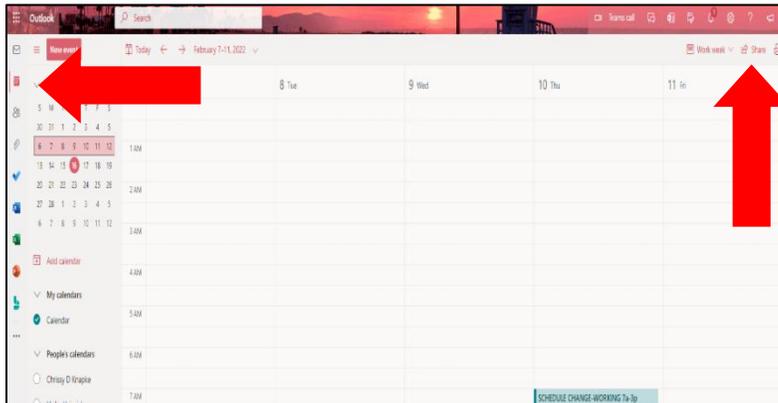


Syncing Outlook & Starfish Calendars

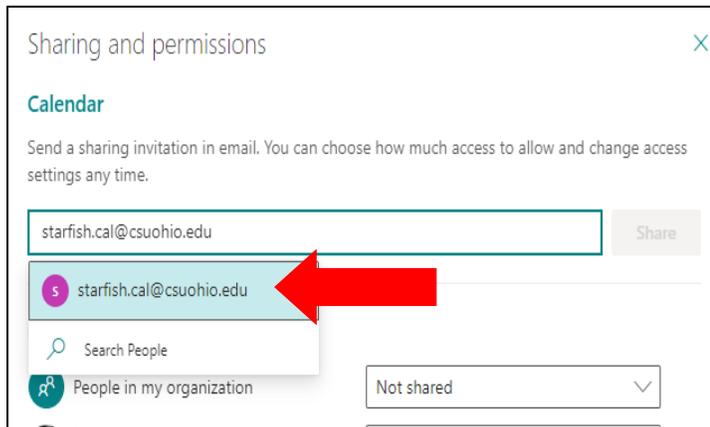
*To sync your Outlook calendar with your Starfish calendar, you must complete ALL 3 steps shown below.

Step 1: Sharing Microsoft Outlook/365 Calendar with Starfish

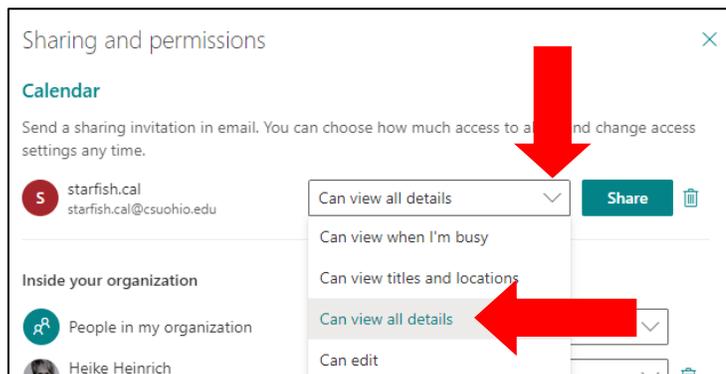
1. Log in to your Microsoft 365 account by visiting: <http://engage365.csuohio.edu/>. Enter your CSU credentials to login to Microsoft Outlook/365
2. Navigate to your calendar. Select 'Share' at the top-right of the screen.



3. In the *Search* bar, type *starfish.cal@csuohio.edu* and select the matching contact.

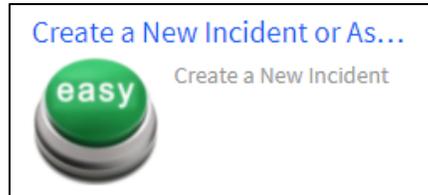
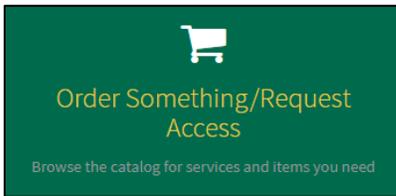


4. Set the permission levels to 'Can view all details', by selecting the drop-down arrow. Then, select 'Share'.



Step 2: IS&T Request

1. Go to <http://easy.csuohio.edu> and select 'Order Something/Request Access'. Then, select 'Create a New Incident or Ask a Question'.



2. Fill in the blanks with your contact information. For the bottom portion, copy the following information from the image. Then, select 'Submit'. A HelpDesk ticket will be sent. You will receive an email when this ticket is opened and resolved.

* Short description ?
Server Issue

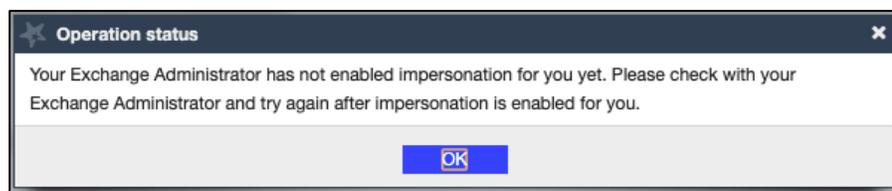
* Device Name ?
starfishimpersonationScope group

Please describe your issue or ask your knowledge question in the field below. ?
NAME (CSU ID) is ready for calendar integration with Starfish and would like to be added to the starfishimpersonationScope group.

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.

The screenshot shows the Starfish calendar interface. The top-left corner has a menu icon (three horizontal lines) highlighted with a red box and labeled with a red '1'. Below the menu icon, the 'Appointments' button is highlighted with a red box and labeled with a red '2'. A red arrow points from the 'Appointments' button to a lock icon on an appointment in the calendar grid. A red text box next to the lock icon says: "Calendar icons with a lock means that this appointment is from your external calendar". The calendar grid shows appointments for Monday, May 24th and Tuesday, May 25th, with time slots from 6:00 am to 11:00 am. The 'Appointment Types' section on the left shows 'All Appointments' selected, and 'My Calendar' is checked under 'Calendars I Manage'.

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