Starfish Guide: Integrating your Outlook Calendar with Starfish

First share your calendar with Starfish by doing the following steps:

1) Log out of Outlook on your laptop or desktop.

2) Log into Office 365 via the web. Do NOT use the MyBSU portal for this step.

   To do this:

   Open a web browser and type in login.microsoftonline.com

   Enter your starid@bemidjistate.edu

   Enter your starid password

   click the Sign in button

   Click the Calendar button

3) Once the calendar is open, click Share,

   If you see more than one calendar,

   click Calendar
4. In the Share with: box enter starfish@bemidjistate.edu

5. Then press the Tab key

6. Be sure **Can view all details** is selected; click the Share button; then click ✓ Done

5) Once you have shared your calendar with Starfish, sign out of Office 365.

6) **Wait at least 30 minutes.** Then log into MyBSU and log into Starfish.

7) Click on your name in the upper right-hand corner to view or edit your profile.

8) Click on the Email Notifications tab

9) Check all 3 of the following boxes

   - Change to my appointments
   - Change to my Office Hours/Group Sessions,
   - Read busy times from my external Exchange calendar

10) Then click the Submit button found at the top (or bottom) right-hand corner of the page

   If the calendar syncing has worked, you will see this message.