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

3) Log into your minnstate.edu Office 365
   a. The account to pick is your starid@minnstate.edu
   b. Do NOT pick a bemidjistate.edu account

4) Click the Calendar button
   Note: If the Calendar icon does not appear, click Explore all your apps to find it

5) Once the calendar is open, click Share
   If you see more than one calendar, click Calendar
6. **Important Step for people who shared calendars with Starfish before August, 31, 2018**

If you have not shared your calendar with Starfish in the past, proceed to Step 7

- starfish-1@bemidjistate.edu does not work and must be deleted
- Click the trash can next to BSU-Starfish starfish-1@bemidjistate.edu to remove it

Share this calendar: Calendar

Send a sharing invitation in email.

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People inside your organization

- **My Organization**

- BSU-StarFish
  - starfish-1@bemidjistate.edu
  - Click the trash can next to BSU-Starfish with the starfish-1@bemidjistate.edu

- starfish-1@bemidjistate.edu does not work. Delete this account

7. **In the Share with: box enter starfish@bemidjistate.edu**

Share this calendar: Calendar

Send a sharing invitation in email.

| starfish@bemidjistate.edu | Share |
8. Select BSU-AIU-Starfish Starfish@bemidjistate.edu
   - Be sure **Can view all details** is selected
   - Click the **Share** button
   - Then click ✔️ **Done**

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

10. **Wait at least 5 minutes.** Then log into MyBSU and log into Starfish

   5) Click the menu button in the upper left-hand corner

   6) Click the drop-down menu arrow to the right of your name

   7) and select Email Notifications

   ![Starfish interface diagram]
8) 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

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

10) Log out of Starfish and wait at least five minutes

11) Log back into Starfish and click View Week in the Appointments menu

Your Starfish calendar should display appointments scheduled on your Outlook calendar.

*Updated: August, 2018*