

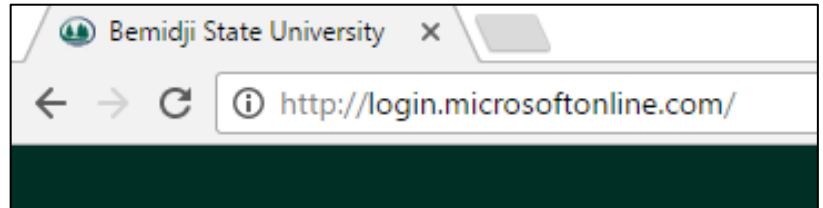


Starfish Guide: Integrating your Outlook Calendar with Starfish

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

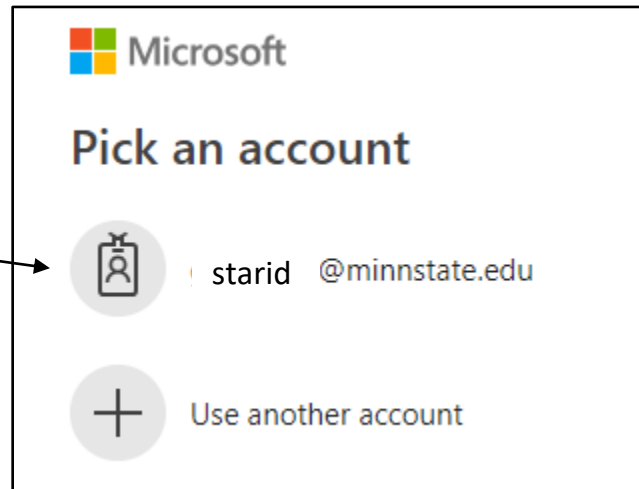
- 1) Log out of Outlook on your laptop or desktop.

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

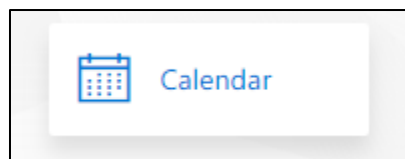


- 3) Log into your minnstate.edu Office 365

- a. The account to pick is your starid@minnstate.edu
- b. Do NOT pick a bemidjstate.edu account



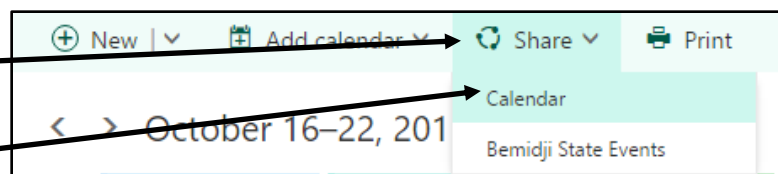
- 4) Click the **Calendar** button



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

Share this calendar: Calendar

Send a sharing invitation in email.


People inside your organization

My Organization

BSU-StarFish
starfish-1@bemidjstate.edu

Can view

Can view when I'm busy



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

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

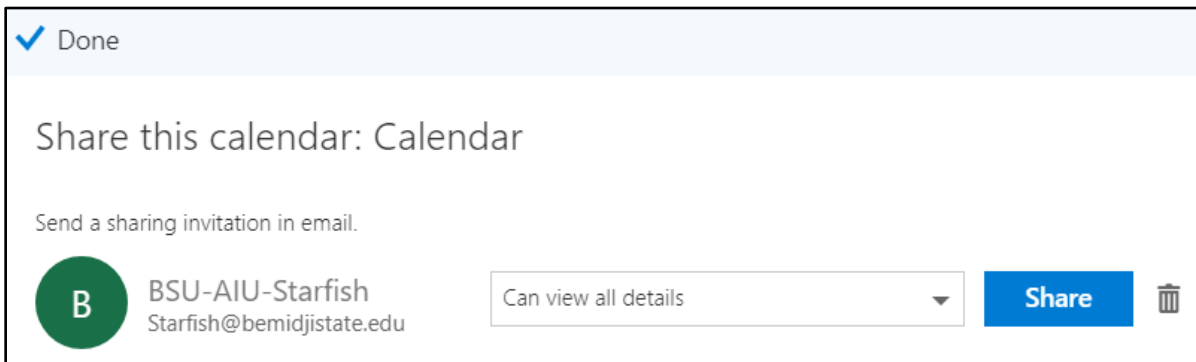
7. In the Share with: box enter starfish@bemidjstate.edu

Share this calendar: Calendar

Send a sharing invitation in email.

8. Select BSU-AIU-Starfish Starfish@bemidjistate.edu

- Be sure **Can view all details** is selected
- Click the **Share** button
- Then click ✓ **Done**



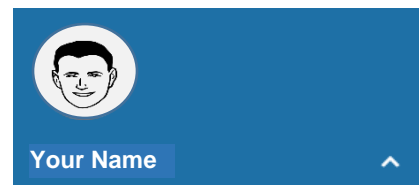
9. Once you have shared your calendar with Starfish, sign out of Office 365

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

Institutional Profile

Appointment Preferences

Email Notifications

8) Check all 3 of the following boxes

Change to my appointments

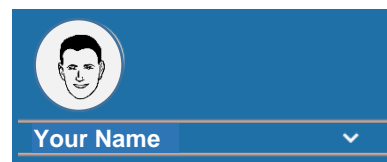
Change to my Office Hours/Group Sessions,

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



- Home
- Appointments ^
- Agenda
- View Day
- View Week**
- View Schedule

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