

STARFISH

Calendar Sharing with Outlook

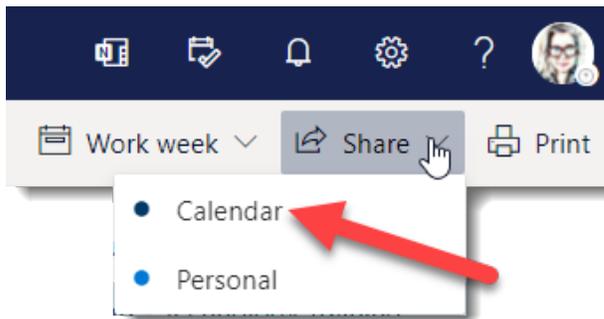
Instructions for Calendar Sharing in:

- [Microsoft 365 Webmail](#)
- [Outlook 2019](#)

In order for your appointments (busy time) to be imported into Starfish from your Outlook calendar, you must share your calendar with **starfishcalendar@cortland.onmicrosoft.com**. To do this, complete the appropriate steps below depending on what calendar application you are using.

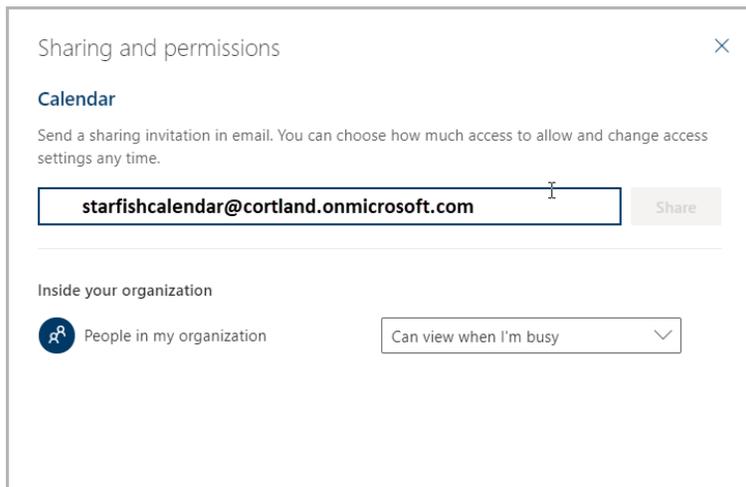
Calendar Sharing using Microsoft 365 Webmail

1. Open your webmail calendar
2. Select the **Share > Calendar** option

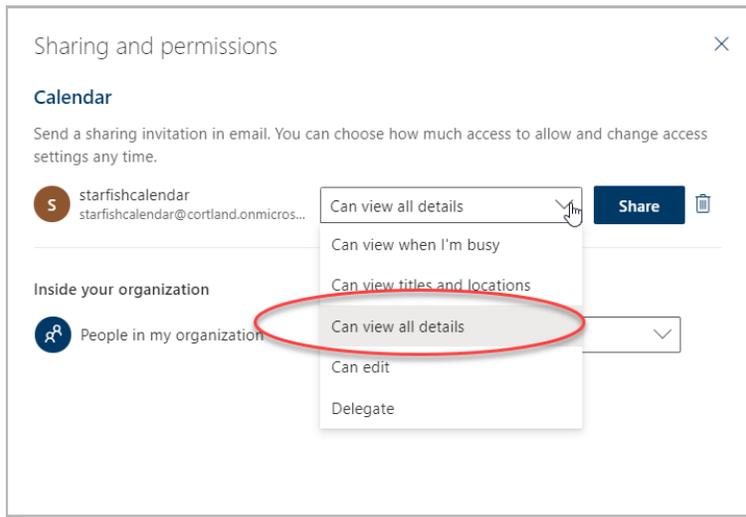


3. In the Sharing and Permissions box in the Calendar field enter the following email address for Starfish:

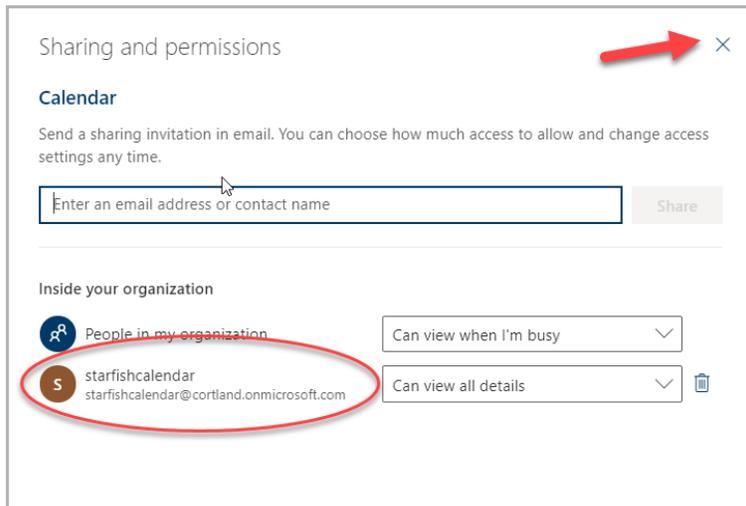
starfishcalendar@cortland.onmicrosoft.com

A screenshot of the 'Sharing and permissions' dialog box in Outlook. The dialog has a title bar with a close button (X). Below the title bar, the word 'Calendar' is displayed in bold. Underneath, there is a short instruction: 'Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.' Below this is a text input field containing the email address 'starfishcalendar@cortland.onmicrosoft.com' and a 'Share' button to its right. Further down, there is a section titled 'Inside your organization' with a sub-section 'People in my organization' and a dropdown menu set to 'Can view when I'm busy'.

4. Be sure that the ‘Can view all details’ option is selected from the dropdown list
5. Select Share



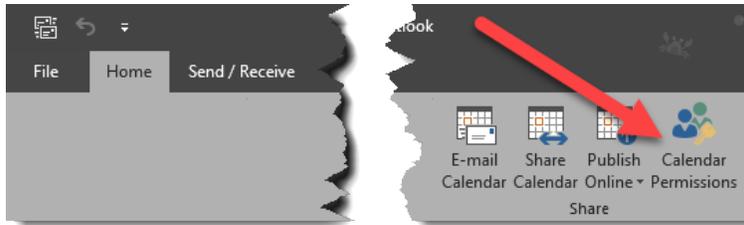
6. Verify that the Starfish calendar is listed under the Inside Organization list
7. Select the X in the top right corner of the Sharing and Permissions box to close



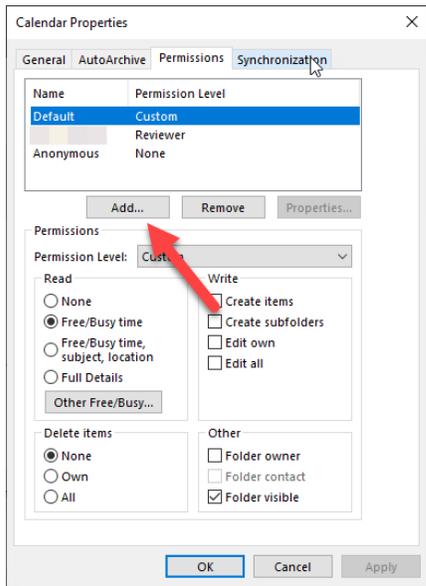
8. [Complete the integration in Starfish](#)

Outlook 2019

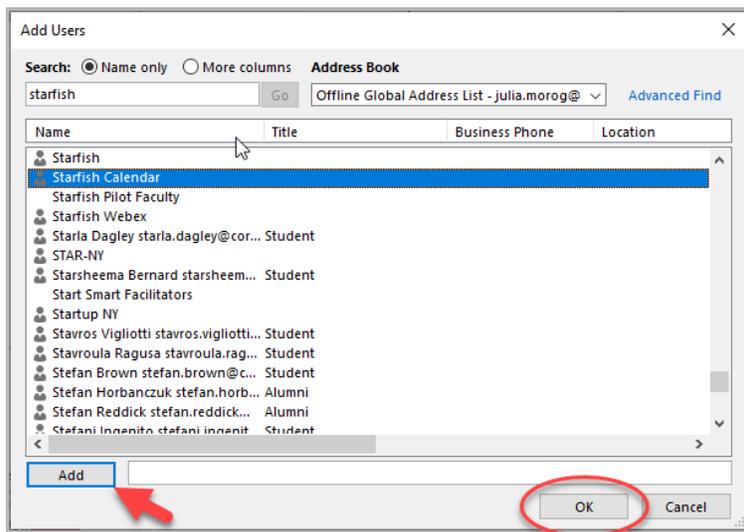
1. Open your Outlook calendar
2. On the Home tab choose Calendar Permissions



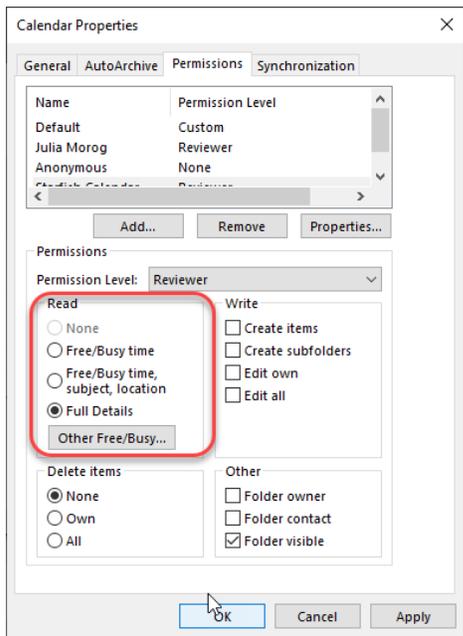
3. Select **Add** in the Calendar Properties dialog box



4. Select **Starfish Calendar** from the list in the Add Users box
5. Select the Add button at the bottom of the dialog box, then OK



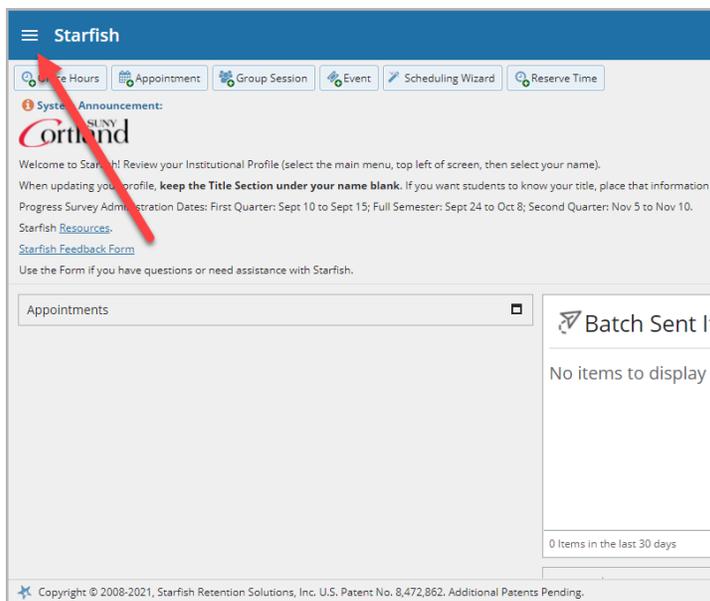
- In the Calendar Properties dialog box, in the Read group, select the Full Details radio button



- Select OK
- [Complete the integration in Starfish](#)

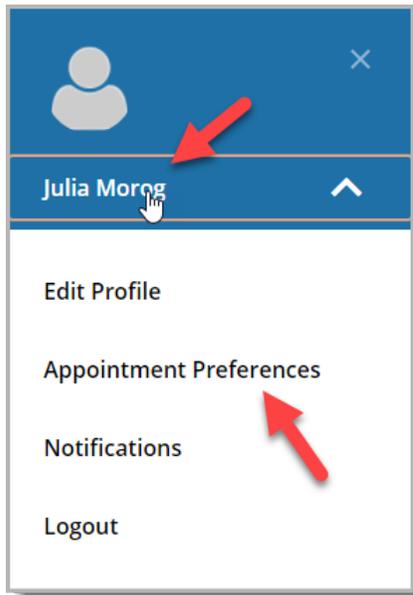
Starfish Calendar Integration

- Open Starfish
- Select the Menu button in the top left corner of the screen

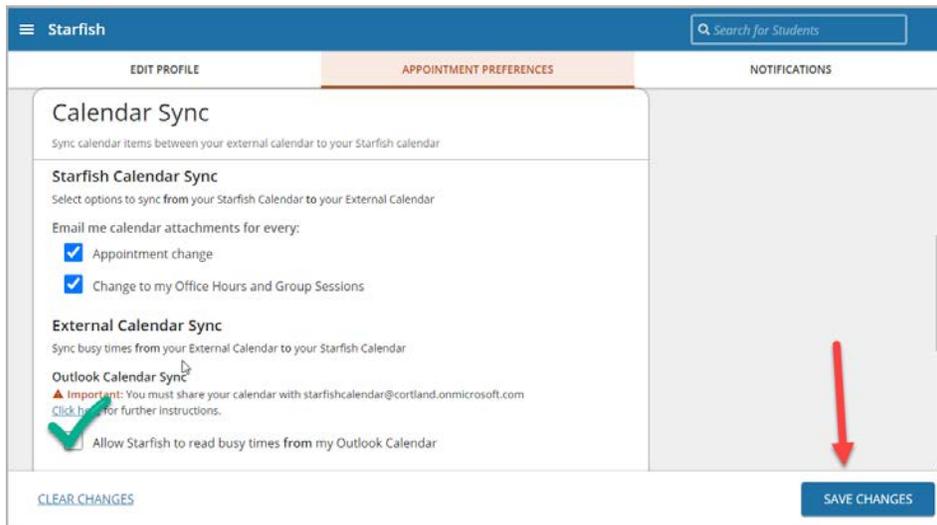


- Select your name from the dropdown

4. Choose Appointment Preferences from the menu



5. Scroll down to the Calendar Sync section
6. Under External Calendar Sync, check the box to allow Starfish to read busy times
7. Choose Save Changes



8. You will receive a pop up saying that your notification preferences have been updated

If you have questions or need additional assistance, please call Advisement and Transition at 607-753-4726 or email advisement@cortland.edu. Thank you.