



Synching your Outlook and Starfish calendars will help you avoid scheduling conflicts. Anything on your Outlook will block student appointments in Starfish. You'll also be able to see your Starfish appointments in Outlook.



This is a **two-step** process, done in Outlook and in Starfish.

To get started:

- make sure you have your Outlook calendar open
- [login to Starfish](#)

Step One in Outlook

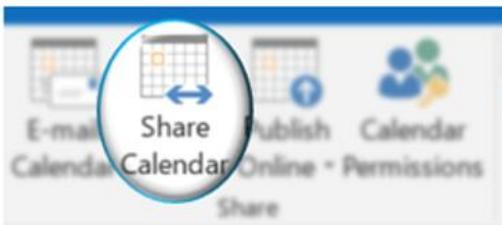
This can be done using the desktop version of Outlook <https://outlook.com/monroecc.edu>



on your computer, or the web email via

For the Desktop Version of Outlook

1. From the calendar display, click on Share Calendar:



2. In the “To” field, type in **starfish2@monroecc.edu** “
3. Click on the checkbox next to “**Allow recipient to view your calendar**”
4. From the dropdown box next to Details, select “**Full Details**”

To... starfish2@monroecc.edu

Subject Sharing invitation: Kulak, John (Schools at MCC) - Calendar

Send

Request permission to view recipient's Calendar

Allow recipient to view your Calendar

Details Full details

 Includes the availability and full details of calendar items

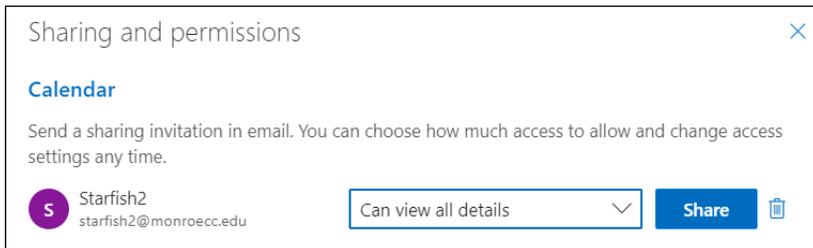
5. Click “**Send**”

Using the Web Version of Outlook

1. From the calendar  display, click on share:



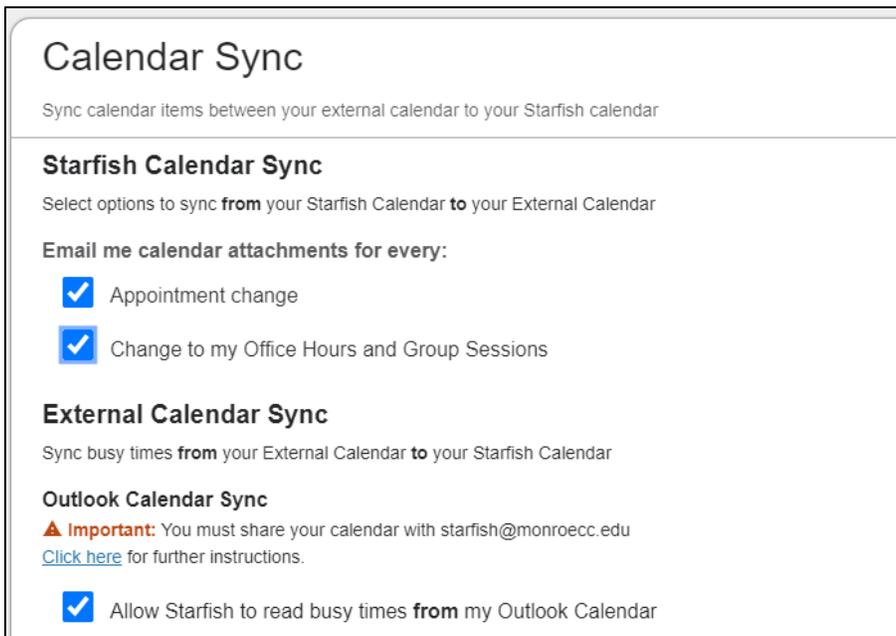
2. In the “Enter an email address or contact name” field, type in starfish2@monroecc.edu
3. Make sure the dropdown box that appears is set to “Can view all details”



4. Click “Share.”

Step 2 in Starfish

1. Click the  “hamburger” icon in the top left-hand corner, click on your name, then select “Appointment Preferences.”
2. In the Calendar Sync box, make sure that under “Email me calendar attachments for every:” that there are checks next to “Appointment change” and “Change to my Office Hours and Group Sessions.”



3. In the same box under External Calendar Sync, make sure that there is a checkmark next to “Allow Starfish to read busy times from my Outlook Calendar.”
4. Then click the “Save Changes” button at the bottom of the page to save.

SAVE CHANGES

Tips and Reminders

- Be sure to **keep your Outlook calendar updated** with any meetings, classes, or out-of-office times. The most common problem we see is when students schedule appointments with a faculty or staff member at a time when they were already busy or out of the office but never marked it so on their Outlook calendar.
- Starfish **does not** show students any details of busy times from your Outlook calendar.
- If you need to edit/move your appointment availability, this must be done in Starfish, *not* Outlook.
- Starfish will send you meeting invites every time students schedule appointments with you. Make sure you Accept!