


Sync your Starfish & Outlook Calendars

1	Submit a ticket and request that Starfish be given access to your Outlook calendar and mailbox.
2	Click  in the upper-left hand corner and click on your name.
3	Select APPOINTMENT PREFERENCES and scroll to CALENDAR SYNC .
4	If you do not want your office hour blocks to show up on your Outlook calendar, uncheck CHANGE TO MY OFFICE HOURS/GROUP SESSIONS .
5	Check READ BUSY TIMES FROM MY OUTLOOK CALENDAR . This must be done after UIT has enabled syncing between your two calendars. Note: The instructions within “Click here for further instructions” do not apply to UND.
6	Click SAVE CHANGES .