Getting Started with Starfish: Syncing Starfish and Outlook 2013/2016

Why should I sync Starfish and Outlook?

Syncing Starfish and Outlook allows Starfish to read your busy and free times on your Outlook calendar. Any items on your Outlook calendar would override any availability on your Starfish calendar. This allows students to truly see your availability and allows you peace of mind that you do not need to manage two calendars. **Students will not be able to see information from your Outlook calendar (e.g. other meetings).**

Step 1: Sharing Outlook Calendar

The first step is to share your Outlook calendar with Starfish. This is similar to sharing your calendar with a colleague. The instructions below are specific to Outlook 2013 & 2016. If you need assistance with a different version of Outlook, please contact starfishhelp@uc.edu.

1. Open your **calendar** in Outlook.
2. On the top navigation bar, click on **Calendar Permissions**.
3. Click the **Add...** button.
4. Select **starfish365** from the global address list.

5. Double click or select the **Add ->** button to add it to the box at the bottom. Click the **OK** button.

6. Select the entry for **Starfish365** from the list at the top of the Permissions tab in the Calendar Properties Window. Change the Permission Level to **Publishing Editor**. Click the **Apply** button and the **OK** button.
Step 2: Updating Starfish Settings

The second step is to update your profile settings in Starfish to ensure the sync is working.

1. Go to canopy.uc.edu and log-in with your UC username and password.
2. Under Tools on the left-side of the page, click Starfish.
3. Click the Menu Icon in the top left corner.
4. Select your Name.
5. Select Email Notifications.
6. Under Appointment Notifications, select your preference for Planning Reminders. It is suggested that you select send one email reminder with all appointments. This will provide you with a list of appointments scheduled for the day. In this case, it would be sent every day at 8am (if Starfish appointments are scheduled that day).

7. Appointment alerts can be deselected. You will receive appointment alerts from Outlook.
8. Select change to my appointments. You will receive an email with an Outlook calendar attachment every time a student appointment is made. This ensures the appointment will show on your Outlook calendar.

9. Select Read busy times from my external Exchange calendar. This allows Starfish to read your Outlook calendar. It must be selected.

10. Click Submit.
Step 3: Verify the Sync is Working

The last step is to verify Starfish is reading your Outlook calendar. If this step does not work, please email starfishhelp@uc.edu for assistance.

1. Click the Menu Icon in the top left corner.
2. Select Appointments.
3. Toggle between the calendar navigation bar – Day and Week – until you see your Outlook calendar appear. If it has been longer than five minutes and you do not see your Outlook calendar, contact starfishhelp@uc.edu for assistance.

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