Getting Started with Starfish: Syncing Starfish and Office 365

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 1A: Sharing Outlook Calendar (Desktop Instructions)

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 Office 365 and Outlook on your desktop. See Step1B for instructions on sharing through webmail. If you need assistant 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 **Can View All Details**. Click the **Apply** button and the **OK** button.
Step 1B: Sharing Outlook Calendar (Web Instructions)

1. Log-in with your UC credentials at mail.uc.edu.
2. Navigate to your calendar by clicking the calendar icon.
3. Click Share on the top right.
4. Type in Starfish365 and select Search People

5. Starfish365 will show up in your list of people you are sharing your calendar with. Find it in your list so you can update the permissions.
6. Select Can view all details. The system will automatically save your selection. You can move to the Step 2.

S starfish365
starfish365@mail.uc.onmicrosoft.com
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).

   ![Appointment Notifications]

   - **Planning Reminders**: send one email reminder with all appointments.
   - **Send Planning Reminder**: 8:00 am.
   - **the day of**: the appointments.

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.

   ![Appointment Alerts]

   - **Send me an email** 15 minutes before the start of an appointment.

   ![Success Network Updates]

   - **Send me a weekly status update about my Success Network**.

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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