

# Link External Calendar to Starfish and Set Up Appointment Preferences

Questions about using the Starfish scheduling system should be directed to the MSU Starfish Coordinator, Tammy Wolf, at 701-858-3360 or [tammy.wolf@minotstateu.edu](mailto:tammy.wolf@minotstateu.edu).

## Share Outlook Calendar with Starfish (complete this once)

Starfish will communicate with your Outlook calendar allowing you to view your Outlook appointments on your Starfish calendar. Access to your calendar in Starfish makes it easier when setting up your available appointment times and lessens the chance for double booking appointments.

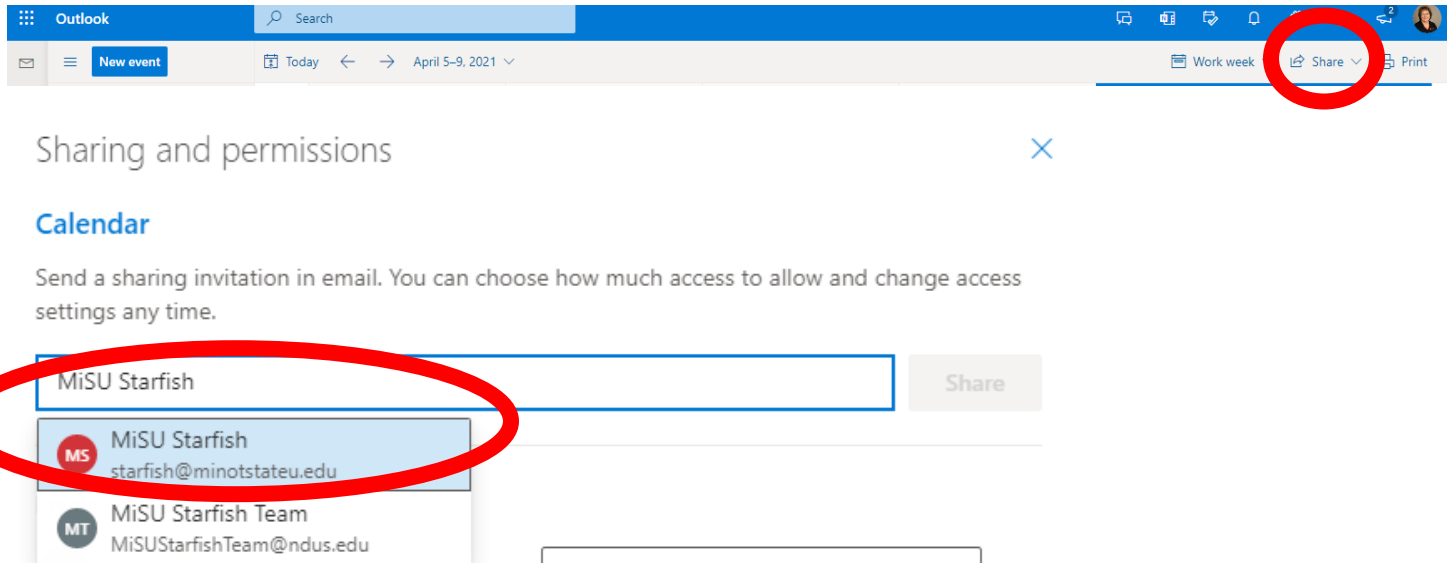
### Calendar Sharing From Email via your desktop:

Click on Share Calendar. Click on Add, type in MiSU Starfish, click on Add and click OK. Make sure permissions are set to View All Details.

The screenshot shows the Outlook interface with the 'Share Calendar' button highlighted in the ribbon. Below it, the 'Calendar Properties' dialog is open to the 'Permissions' tab. The 'Add...' button is circled in red. The 'Add Users' dialog is also open, with 'MiSU Starfish' selected in the search results and the 'Add' button circled in red. A red arrow points to the 'OK' button in the 'Add Users' dialog.

## Calendar Sharing From Email via web access:

Click on Share. Type in MiSU Starfish, click Search People, select MiSU Starfish (NOT MiSU Starfish Team), click on Share. Make sure permissions are set to View All Details.

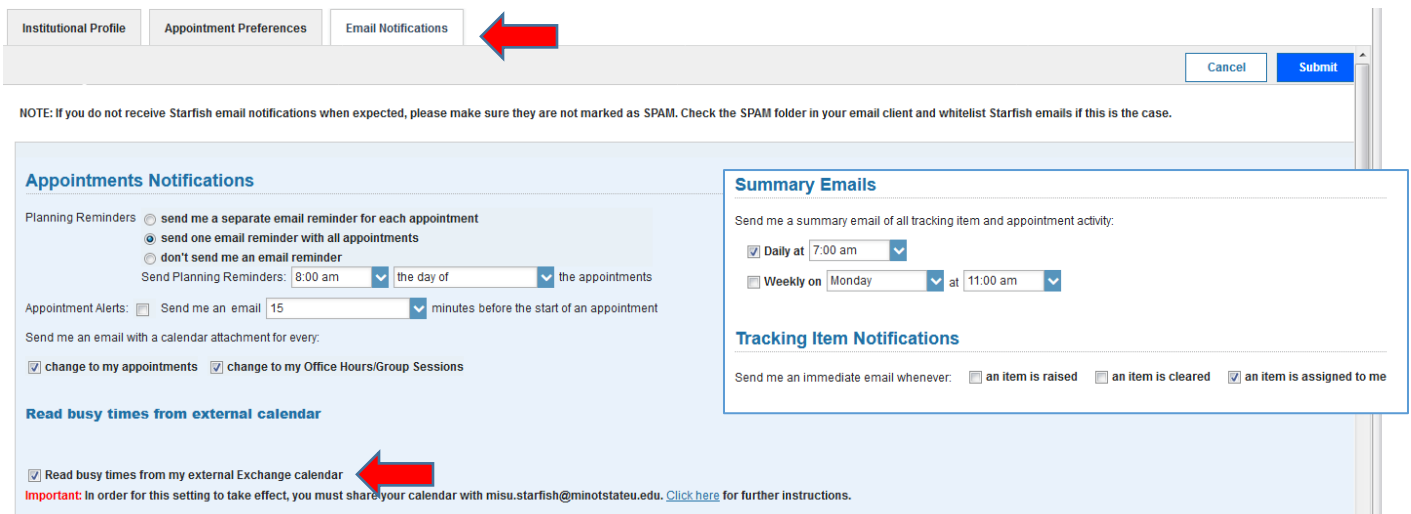


Please note: Calendar sharing will not take effect until your email notification preferences have been set within Starfish.

## Set Email Notification Preferences In Starfish

The following steps do not have to be completed every time you create new appointment times, if your preferences remain the same.

Click the Email Notifications tab to set your appointment notifications. Check the box – Read busy times from my external Exchange calendar – this can't be completed until after you have shared your Outlook calendar with Starfish (see above for instructions). Click Submit when finished.



## Set Appointment Preferences

The following steps are not necessary every time you create new appointment times, if your preferences and locations remain the same.

Start by clicking on the three lines by the word Starfish.

1. Click the drop-down menu by your name and choose Appointment Preferences.
2. Choose the Minimum Appointment length. The minimum appointment length defaults to 15 minutes. Please change to one hour.
3. The scheduling deadline requires students to make an appointment in advance with the number of hours designated by the advisor. Determine your preference for the scheduling deadline and choose the appropriate radio button. The scheduling deadline defaults to none.
4. Add your locations by clicking the green plus sign in front of Add Location.  
Type: Online; Name: Microsoft Teams

**Please note: students do not see the location instructions when choosing their location – they only see what is entered in the “Name”.** It is best to add instructions when actually setting times for your appointments instead of adding them here (students will not see this information when choosing the location).

5. Scroll up or down to click **Submit** to save your changes to the appointment preferences.

