

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.

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.

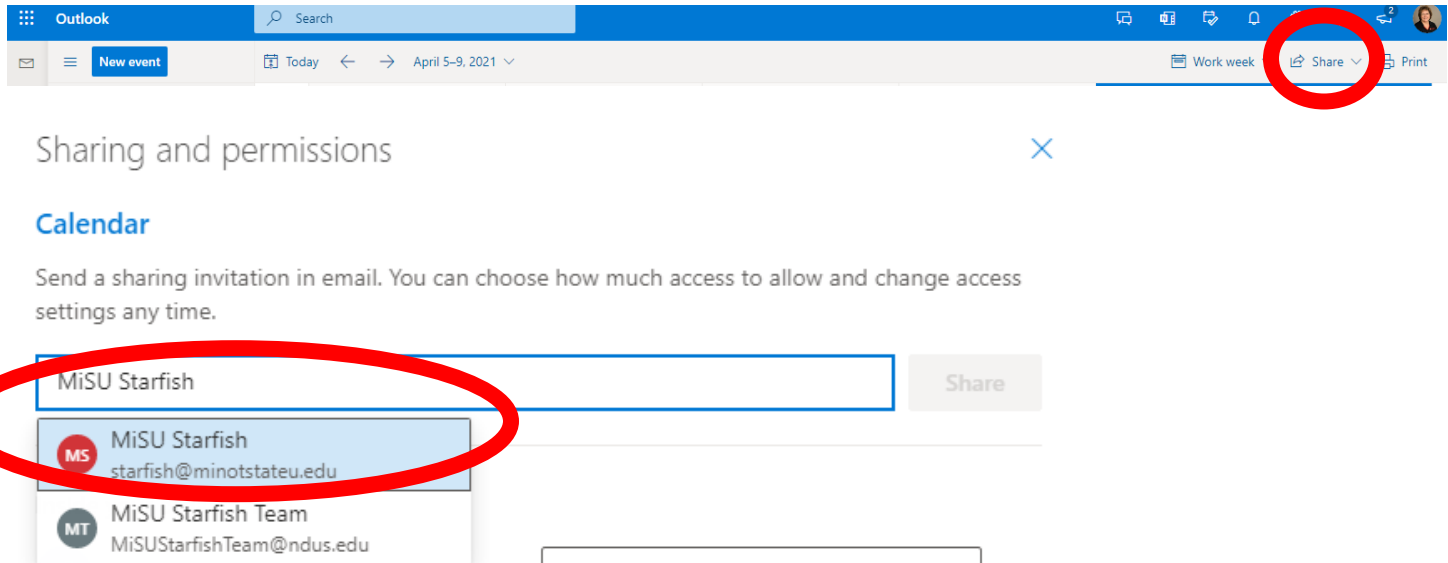
Calendar Sharing From Email via your desktop:

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 illustrates the steps to share an Outlook calendar with Starfish. It shows the Outlook ribbon with the 'Share Calendar' button highlighted. Below, the 'Calendar Properties' dialog is open to the 'Permissions' tab. The 'Add...' button is circled in red. The 'Permissions' list shows 'Can view all details' selected. The 'Add Users' dialog is also open, showing 'MiSU Starfish' in the search results, with the 'Add' button circled in red. A red arrow points to the 'Add' button in the 'Add Users' dialog. Another 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.



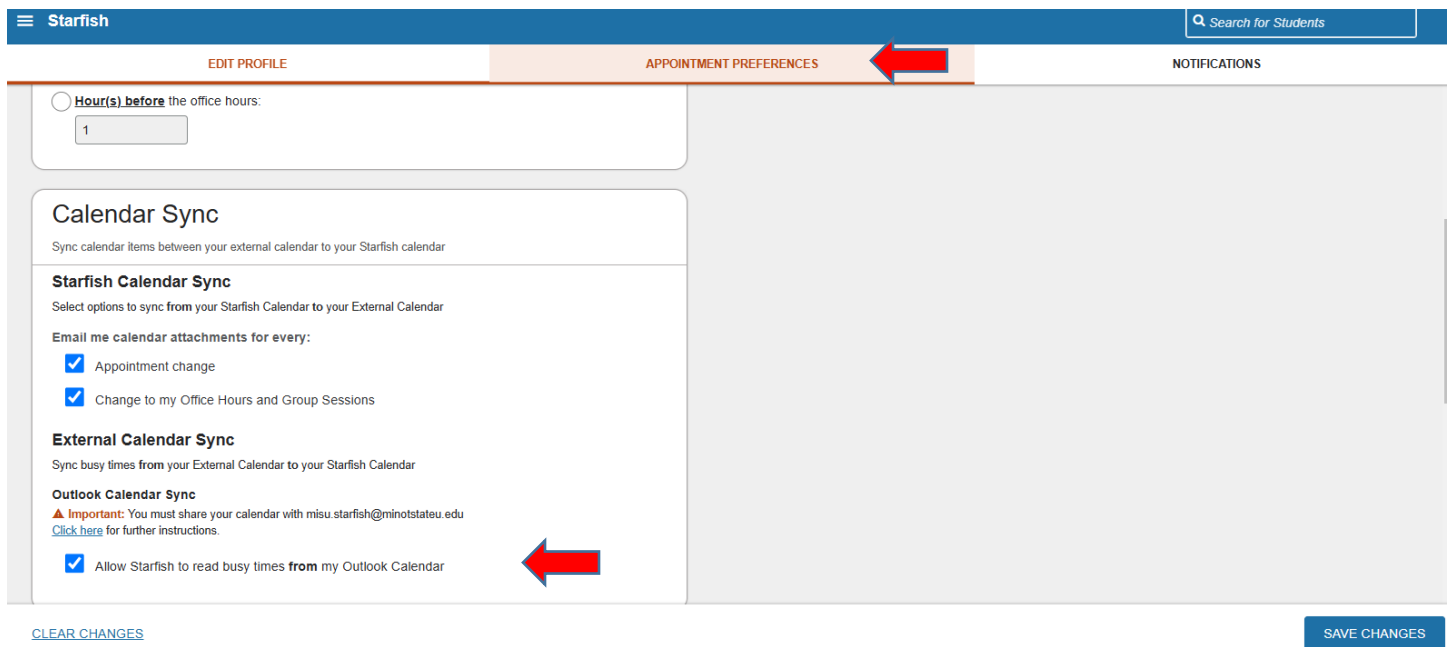
Please note: Calendar sharing will not take effect until your email notification preferences have been set within Starfish.

Allow Starfish to read busy times from Outlook Calendar

Click on the three lines (hamburger menu) beside Starfish and click on your name.



Choose the Appointment Preferences tab. Under the Calendar Sync tab, check the box – Allow Starfish to read busy times from my Outlook Calendar – this can't be completed until after you have shared your Outlook calendar with Starfish (see above for instructions). Click SAVE CHANGES 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.

