Syncing Outlook & Starfish Calendars

Syncing your Outlook and Starfish calendars is an effective way to manage your daily schedule.

- Starfish will read 'busy' times on your Outlook calendar and restrict students from scheduling with you.
- Receive Outlook calendar invites for your scheduled Starfish appointments to store on your Outlook calendar.

*To sync your Outlook calendar with your Starfish calendar, you must complete the steps below.

Step 1: IS&T Request Form

1. Go to <u>http://easy.csuohio.edu</u> and select **Order Something/Request Access**.



2. In the left-side column, expand the Information Services and Technology menu. Select **Server Requests**.

Home > Catalog Home	Search	Search Q	
	Popular Items		
Business Application Lifecycle M 1 Human Resources Information Services and Tec 6 Open An Easy Incident, Reque 3	Create a New Incident or Ask a easy Click here to get help	Access to PeopleSoft Access to PeopleSoft	Communications Service Order
⊕ Ordering PC's, Laptops, Ta… 23	View Details	View Details	View Details
Security and Access (1) Cell Phones (3) Email (1) Hot Spots (2)	Telecom Directory Updates Telecom Directory Updates	Access to CampusNet Tabs Access to CampusNET Tabs	Access to O Drive Access to PeopleSoft NT2 (O Drive)
нрс	View Details	View Details	View Details
Server Requests Share Drive Requests ShopNet Requests	Access to Lanyard Request for access to a lanyard drive	PeopleSoft Password Reset PeopleSoft Password Reset	Flexible Work Arrangements W Flexible Work Arrangements Worksheet and Request Form

3. Select the Starfish Integration Request form.

	Server Requests	
Business Application Lifecycle Mana Human Resources	Server Request Request to build or decommission a server	Starfish Integration Request
 Information Services and Technol Open An Easy Incident, Request T 	View Details	View Details
⊞ Ordering PC's, Laptops, Tablets		
Security and Access		
Cell Phones		
Email		
Hot Spots		
HPC		
Server Requests		
Share Drive Requests		

4. Add your CSU ID in the first textbox. For the Environment drop-down, select **Production**. All other entries should be filled out already. You do not have to add an Alternate Point of Contact.

Starfish Integration Parts Starfish Integration Request		Submit
* Enter the CSU ID # of the product is for and press tab 2699372 Phone #: 216-687-5391	Requester: Gina Cascone • Alternate Point of Contact	
Email: g.m.cascone@csuohio.edu Building and Room # Union Builking/r	Department: Enrollment Mgmt Student Succes Title Systems Administrator	
Environment Production	۹	
Test Production		

- 5. Select 'Submit' when complete.
- 6. Proceed to Step 2 below.

Step 2: Turn On Starfish Sync Settings

- 1. Log in to Starfish.
- 2. Select the menu in the top-left corner of the screen. Select the drop-down arrow next to your name, click on **Appointment Preferences**.

Gina	Cascone	×	
Edit	Profile		
Арро	intment Preferenc	es	
Notif	ications		
Logo	ut		
A	Home		
	Appointments	~	
	Students	~	

 Scroll down to the Calendar Sync section. Check the 2 boxes: Appointment change & Allow Starfish to read busy times from my Outlook Calendar.

EDIT PROFILE	APPOINTMENT PREFERENCES	NOTIFICATIONS
Calendar Sync Sync calendar items between your external calendar to your Starfish	alendar	
Starfish Calendar Sync Select options to sync from your Starfish Calendar to your External Co	lendar	
Email me calendar attachments f very: Image: Comparison of the comparison of th		
External Calendar Sync Sync busy times from your External Calendar to your Starfish Calenda Outdok Calendar Sync A important, you must share your calendar with starfish catejosuch Citick.heze for further instructions.	e o.edu	
Allow Starfish to read busy times from my Outlook Ca	lendar	
My Locations Customize your appointment locations.		
CLEAR CHANGES		SAVE CHANGES

- 4. Click **Save Changes** at the bottom right of the screen.
- 5. If you get an error message, please contact <u>starfishsupport@csuohio.edu</u>. If you do not get an error message, please proceed to Step 3.

Step 3: Confirm Your Calendars Are Synced

Confirm the syncing was successful by:

- 1. Log in to Starfish.
- 2. Select the menu in the top-left corner of the screen. Select Appointments.
- Look at your calendar and confirm that items from your Outlook calendar are now appearing in your Starfish calendar. Any item with a lock icon is an appointment from your external calendar. You <u>cannot</u> edit these external events from within Starfish.

March 2025 Source Sou	≡ Starfish				
S M W T W V	4 March 2025 ▼ ▶	Office Hours	nt 🐮 Group Session 🐇 Event 🛱 R	eserve Time 🖉 Scheduling Wizard	
2 2 3 4 5 6 7 7 7 7 7 7 7 7 7 7 7	S M T W T F S	-0			
B B D	23 24 25 26 27 28 1 2 3 4 5 6 7 8	Agenda Day Wee	sk Schedule		
16 17 18 19 20 21 20 <	9 10 11 12 13 14 15				
23 24 25<	16 17 18 19 20 21 22		Mon 3/3	Tue 3/4	Wed 3/5
30 31 2 3 4 5 Introl Introl Introl Introl Introl Introl Appointment Type: Introl Intro Introl Intro	23 24 25 26 27 28 29	0.00			
Lots Image: Contract Hypes <	30 31 1 2 3 4 5	ecou am			
Appointment Viper 3d O more office Hours O diffice Hours O more office Hours O more	Today	:15			
Adjoint in types iii O Office tourn O Office tourn O Office tourn O O Office tourn O <td>American Trans</td> <td>:30</td> <td></td> <td></td> <td></td>	American Trans	:30			
All Ageodimenta Sign Up Sign Up Sign Up Sign Up I My Calendar Sign Up Sign Up Sign Up Sign Up I My Calendar Sign Up Sign Up Sign Up Sign Up I Modeling Calendar Sign Up Sign Up Sign Up Sign Up I Modeling Calendar Sign Up Sign Up Sign Up Sign Up I Staffah Support Drop-In Office Hours (10:00 am) Sign Up Sign Up Sign Up I Dompson, Marah Sign Up Sign Up Sign Up I Dompson, Marah Sign Up Sign Up Sign Up I Dompson, Marah Sign Up Sign Up Sign Up I Dompson, Marah Sign Up Sign Up Sign Up I Dompson, Marah Sign Up Sign Up Sign Up I Dompson, Marah Sign Up Sign Up Sign Up I Dompson, Marah Sign Up Sign Up Sign Up I Dompson, Marah Sign Up Sign Up Sign Up I Dompson, Marah Sign Up Sign Up Sign Up I Dompson, Marah Sign Up Sign Up Sign Up I Dop I Stafeh Jisterson (100 pm) Sign Up Sign Up I Dop Sign Up Sign Up	Appointment Types	:45	Office Hours	O Office Hours	O Office
Available Only 15 Som of the second	All Appointments	9.00 am Sign Up		Sign Up	Starfish Workshop: Filtering & Attributes (9:00 am)
Bit Moderator Sign Up Sign Up Sign Up Catendars I Manage Sign Up Sign Up Sign Up Sign Up Decked.al Statiants Sign Up Sign Up Sign Up Sign Up Decked.al Statiants Sign Up Sign Up Sign Up Sign Up Decked.al Statiants Sign Up Sign Up Sign Up Sign Up Decked.al Statiants Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up <td>Available Only</td> <td>:15</td> <td></td> <td></td> <td></td>	Available Only	:15			
B Mc Celevation 64 Comparing Celevation Starting Support Drop-In Office Hours (10:00 am) Calculation Sign Up Starting Support Drop-In Office Hours (10:00 am) Starting Support Drop-In Office Hours (10:00 am) B Bacey, Heat Sign Up Starting Support Drop-In Office Hours (10:00 am) Starting Support Drop-In Office Hours (10:00 am) B Dacey, Heat Sign Up Starting Support Drop-In Office Hours (10:00 am) Starting Support Drop-In Office Hours (10:00 am) P Projeck, Christopher Sign Up Starting Support Drop-In Office Hours (10:00 am) Starting Support Drop-In Office Hours (10:00 am) P Projeck, Christopher Sign Up Sign Up Starting Support Drop-In Office Hours (10:00 am) 10 Demosen, Mariah Sign Up Sign Up Sign Up 12:00 Pm Sign Up Sign Up Sign Up 12:00 Pm Sign Up Sign Up Sign Up 13:00 Pm Sign Up Sign Up Sign Up 10:00 Pm Sign Up Sign Up Sign Up 10:00 Pm Sign Up Sign Up <td></td> <td>:30 Sign Up</td> <td></td> <td>Sign Up</td> <td></td>		:30 Sign Up		Sign Up	
Calculate 1 Manage O Sign Up Startin Support Drop-In Office Hours (10:00 am) Startin Support Drop-In Office Hours (10:00 am) Is cardinal 1 Manage Sign Up Sign Up <t< td=""><td>My Calendar</td><td>:45</td><td></td><td></td><td></td></t<>	My Calendar	:45			
Classified all Section 2 15 Sign Up Backy Jewel 50 pn Up 50 pn Up 100 pm 0 Sign Up 100 m 100 pm 0 Sign Up 100 pm 0 100 pm 0		10:00 am Sign Up	_	Starfish Support Drop-In Office Hours (10:00 am)	Starfish Support Drop-In Office Hours (10:00 am)
Databact All Sign Up Batacy, Joed Sign Up O Craggil, Christopher Sign Up P Optock, Joe Sign Up 100 pm Sign Up 15 Sign Up 16 Sign Up 150 Sign Up 160 Sign Up 161 Sign Up 162 Sign Up 163 Sign Up 164 Sign Up 164 Sign Up 165 Sign Up 164 Sign Up 165 Sign Up 166 Sign Up 17 Sign	Calendars I Manage	:15			
Bit Column Sign Up State Meeting - Griad (11:00 am) Progradue Sign Up Sign Up 30 Sign Up Sign Up 10 Waker, Ralph Sign Up 15 Sign Up Sign Up 16 Sign Up Sign Up 100 pm Sign Up Sign Up 20 Team Meetings (2:00 pm) Sign Up 15 Sign Up Sign Up	Deselect All Select All	:30 Sign Up			
Oregalic, Christopher 0 Sign Up State Meeting- Grad (11:00 am) Proprock, Narah 0 Sign Up State Meeting- Grad (11:00 am) Walker, Raiph 0 Sign Up Sign Up 46 0 Sign Up Sign Up 10 0 Sign Up Sign Up 46 0 Sign Up Sign Up 10 0 Sign Up Sign Up 11 Team Meetings (200 pm) Sign Up 15	Bracey, Jewel	:45			
Depted Loc Image: Control of the second	Greggila, Christopher	11:00 am		Slate Meeting - Grad (11:00 am)	
Organization Sign Lip Sign Lip 46 Sign Lip Sign Lip 15 Sign Lip Sign Lip 16 Sign Lip Sign Lip 20 Sign Lip Sign Lip 20 Team Meetings (200 pm) Sign Lip 15 Team Meetings (200 pm) Sign Lip	Paydock, Joe	.15			
Wakker, Halph 30 Sign Up <	Thompson, Mariah	Cian Lin			
45 O Sign Up O Sign Up 1500 pm O Sign Up O Sign Up 16 O Sign Up O Sign Up 30 O Sign Up O Sign Up 100 pm O Sign Up O Sign Up 100 pm O Sign Up O Sign Up 100 pm O Sign Up O Sign Up 20 pm O Sign Up O Sign Up 20 pm O Sign Up O Sign Up 10 pm O Sign Up O Sign Up	U Walker, Ralph	30 Sign op	•		-
12:00 pm C sign Up Sign Up Sign Up Sign Up 30 O Sign Up O Sign Up O Sign Up O Sign Up 46 100 pm 10 Sign Up O Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up O Sign Up 46 10 Dign Up O Sign Up O Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up O Sign Up 46 10 Dign Up O Sign Up O Sign Up O Sign Up 46 10 Dign Up O Sign Up O Sign Up O Sign Up 46 10 Dign Up 10 Dign Up O Sign Up O Sign Up 10 10 Dign Up 10 Dign Up O Sign Up O Sign Up		:45		0.0	0.0
15 O Sign Up O Sign Up 65 O Sign Up O Sign Up 100 pm It Staffab, TestPerson1 (100 pm) O Sign Up 30 O Sign Up O Sign Up 30 O Sign Up O Sign Up 40 It Staffab, TestPerson1 (200 pm) O Sign Up 30 O Sign Up O Sign Up 40 It Testm Meetings (200 pm) It Staffab Workshop Cohort. New Administrator Oriboarding (200 pm)		12:00 pm Sign Up		V Sign Up	Sign Up
action Sign Up Sign Up Sign Up 46 100 pm Sign Up Sign Up 100 pm 15 Sign Up Sign Up 30 Sign Up Sign Up Sign Up 46 Sign Up Sign Up Sign Up 15 Sign Up Sign Up Sign Up		:15			-
45 5 Sign Up Sign Up 100 pm 10 Sign Up Sign Up Sign Up 30 O Sign Up O Sign Up Sign Up 30 O Sign Up Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up 30 O Sign Up O Sign Up O Sign Up		:30 Sign Up		Sign Up	O Sign Up
100 pm ① Sign Up O Sign Up O Sign Up 15 ① Sign Up ① Sign Up ① Sign Up ① Sign Up 20 ① Sign Up ① Sign Up ① Sign Up ② Sign Up 20 ① Sign Up ① Sign Up ① Sign Up ③ Sign Up 20 pm ① Team Meetings (200 pm) ① Sign Up ① Sign Up ① Sign Up 15 ① ① Sign Up ① Sign Up ① Sign Up ① Sign Up		:45			
15 Sign Up Sign Up 30 Sign Up Sign Up 46 Sign Up Sign Up 200 pm If Team Meetings (200 pm) If Startish Workshop Cohort. New Administrator Onboarding (2 15 Sign Up		1:00 pm Starfish, Ter	alPerson1 (1:00 pm)	O Sign Up	O Sign Up
30 O Sign Up O Sign Up O Sign Up 40 20 pm Them Meetings (200 pm) Them Meetings (200 pm) 15 Them Meetings (200 pm) Them Meetings (200 pm)		:15			
15 16 17 19 10		:30 Sign Up		Sign Up	Sign Up
200 pm (1) Team Meetings (200 pm) (2) Startfah Workshop Cohort: New Administrator Orbicarding (2) Sign Up		:45			
15 O See In		2:00 pm	ngs (2:00 pm)	Starfish Workshop Cohort: New Administrator Onboarding (2	Sign Up
C Sim In		115			
V Sign Op		20			Sign Up
Sion Up		Sion Up		O Sian Up	O Sian Up
Sign Up Sign Up Sign Up		Sign Up		Sign Up	Sign Up

- 4. Once synced, you will also start to receive calendar invites for each of your scheduled appointments. Starfish will send you these invites to your CSU Outlook calendar.
 - If you decline the invite from Outlook, you <u>will</u> cancel your Starfish appointment.

NOTE: Calendar syncing only displays for **<u>84 days out</u>**. Your Starfish calendar will not show any scheduled meetings/events past 84 days from the present day.

*Any questions/comments/concerns can be directed to starfishsupport@csuohio.edu!