# 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.
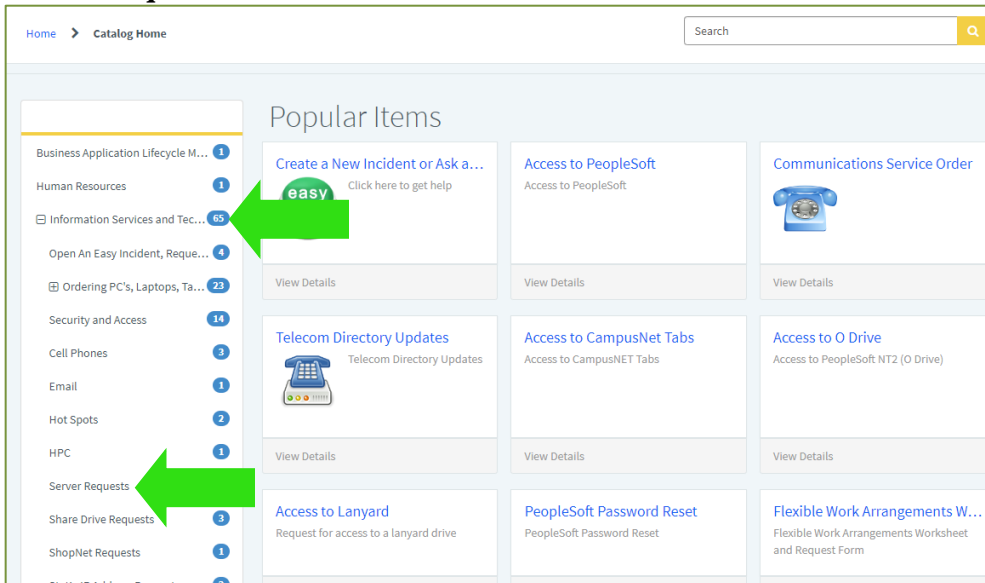
*To sync your Outlook calendar with your Starfish calendar, <u>you must complete the steps below</u>.
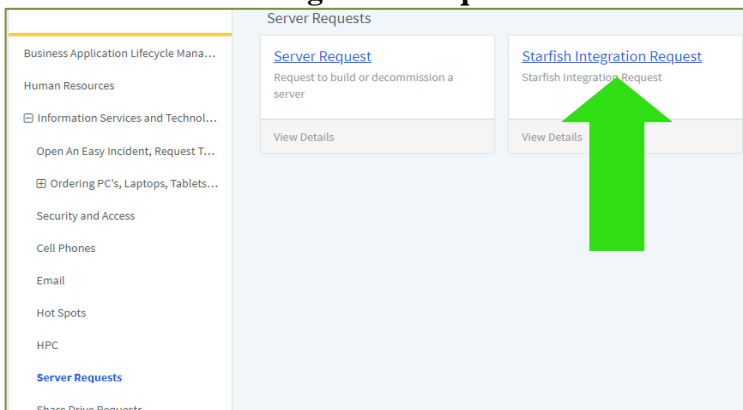
Step 1: IS&T Request Form

1. Go to http://easy.csuohio.edu and select **Order Something/Request Access**.
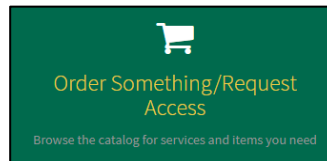
2. In the left-side column, expand the Information Services and Technology menu. Select **Server Requests**.

3. Select the **Starfish Integration Request** form.

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.
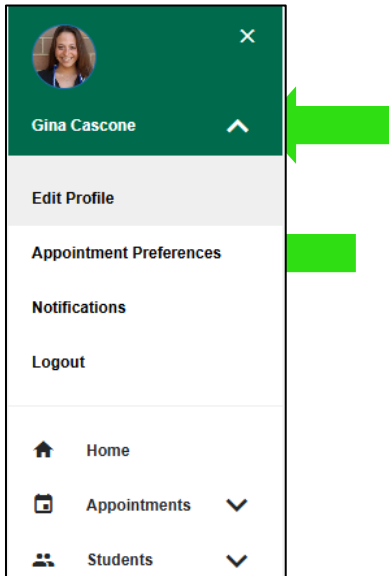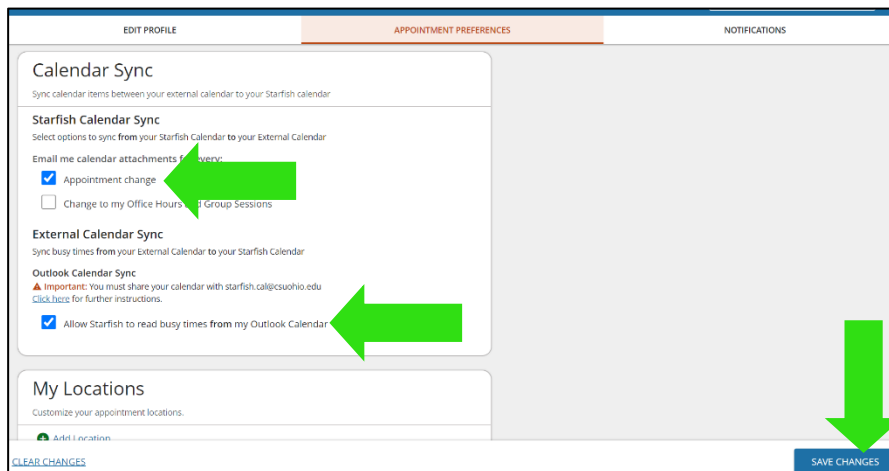

5. Select 'Submit' when complete.

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**.

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


4. Click **Save Changes** at the bottom right of the screen.

5. If you get an error message, please contact starfishsupport@csuohio.edu. 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.

3. 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.
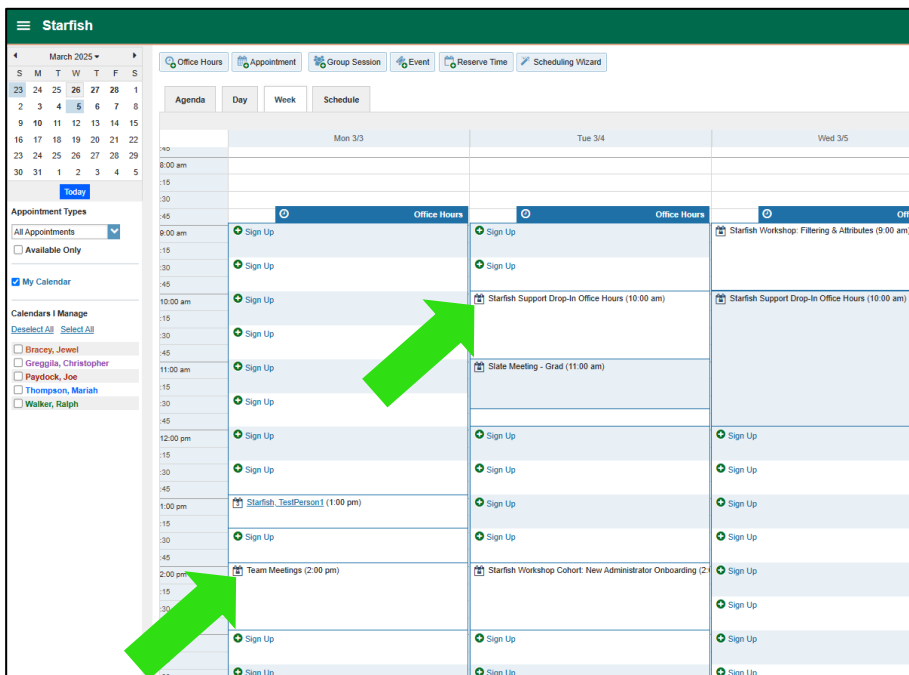
4. Once synced, you will also start to receive calendar invites for each of your scheduled appointments. Starfish will send you these invites to your CSU Outlook calendar.
    - **If you decline the invite from Outlook, you <u>will</u> cancel your Starfish appointment.**

NOTE: Calendar syncing only displays for **84 days out**. 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!