

## How to set up Outlook to Starfish Integration

By setting up Starfish and Outlook to sync together, you can avoid double-booking yourself. This also allows Outlook to tell Starfish when you are busy so that it can block off times in Starfish that you are unavailable to students. *Students only see times they can sign up with you, they do not see your schedule or why you are unavailable.*

1. Log in to [Starfish](https://uccs.edu/Starfish) ([uccs.edu/Starfish](https://uccs.edu/Starfish) or access via Canvas).
2. Click on the bars in the Upper left-hand corner on the Starfish site.



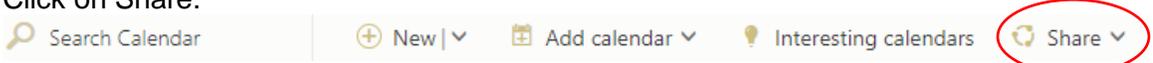
3. Set up your **Office Hours** in Starfish.

\* For instructions on how to set up Office Hours, please see **How to set up office or appointment blocks in Starfish** guide on the Faculty Resource Center's website: [www.uccs.edu/frc](http://www.uccs.edu/frc).

**! IMPORTANT:** To ensure that Outlook will integrate correctly to Starfish, make sure that you have not reserved your Office Hours in Outlook. The only Office Hours that should appear in your Outlook (that you would like the ability for students to sign up for) are the ones that you set up in Starfish. Otherwise when you integrate Outlook with Starfish, it will look like you are busy during those times and students will not be able to sign up to meet with you.

4. Click on the bars in the Upper left-hand corner on the Starfish site.



5. Click on your name.
6. Click on **Email Notifications**.
7. Place a checkmark in the box next to **Read busy times from my external Exchange calendar**.
8. Click **Submit**.
9. Share your Microsoft365 (Outlook) calendar with Starfish.
  - a. Log in to your Microsoft365 email.
  - b. Click on your calendar.
  - c. Click on Share.
  - d. In the "Enter an email address or a contact name" box, type in **starfish@uccs.edu** and click share.

\*For more assistance with Outlook calendar sharing, contact the OIT help desk at 719-255-3536 or visit [www.uccs.edu/OIT](http://www.uccs.edu/OIT). For help with Starfish, contact Ellen Burkart at 719-255-7551, [eburkart@uccs.edu](mailto:eburkart@uccs.edu).