Syncing Starfish with Outlook 2013

To sync Starfish with your Outlook calendar you must complete a couple of steps:

**Share your calendar with Starfish**

1. Right click on your calendar
2. Go to Share
3. Choose Calendar Permissions
4. Choose the Permissions Tab
5. Click Add
6. Type in "starfish", press the enter key and click OK
7. Click on starfish in the permissions box
8. Use the settings shown below.
9. Click OK

**Syncing Starfish with Outlook 2013**

To sync Starfish with your Outlook calendar you must complete a couple of steps:
You will then need to access your Starfish account

- Click the drop-down menu by your name, and **choose Email Notifications**. You can also choose the **email notification tab**.

- Click the box that says “**Read busy times from my external Exchange calendar**”