

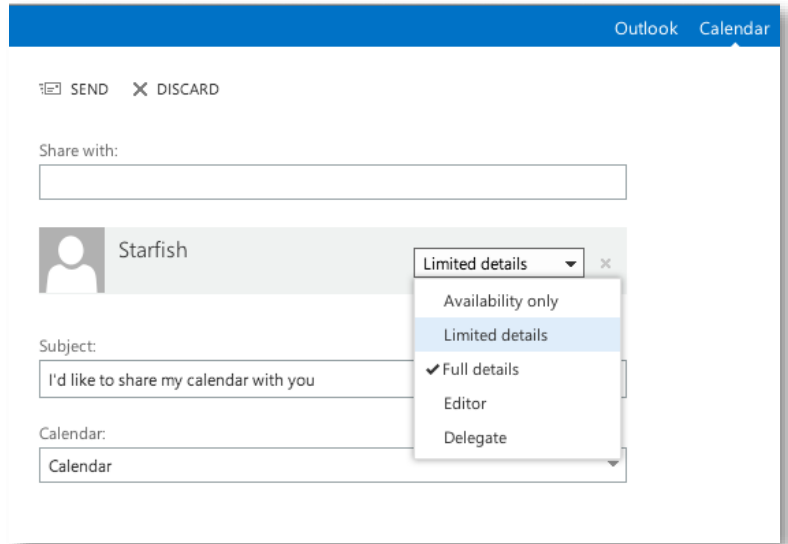
Configuring Email Notifications in Starfish

(Outlook 2003, 2007, 2010, 2013, 365)

In order for busy times to be imported into Starfish from your Outlook calendar, you must share your calendar with **starfish-cal@radford.edu**. To do this, complete the appropriate steps below depending on what version of Outlook calendar you are using.

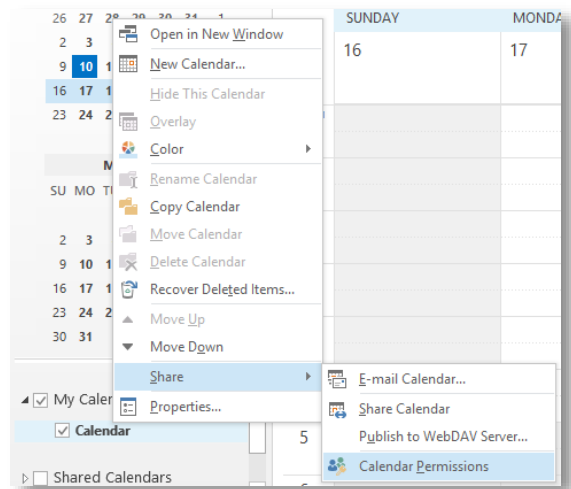
Calendar Sharing in Microsoft 365

1. In your **Microsoft 365 Calendar**, select the **Share > Share This Calendar** option.
2. Add the Starfish calendar user in the **Share With** field and select the **Full Details** option. Otherwise, this will not work properly.



Calendar Sharing in Outlook 2013

1. In the calendar display in Outlook, right-click on **My Calendars > Calendar**.
2. Select **Share > Calendar Permissions** from the menu that appears.

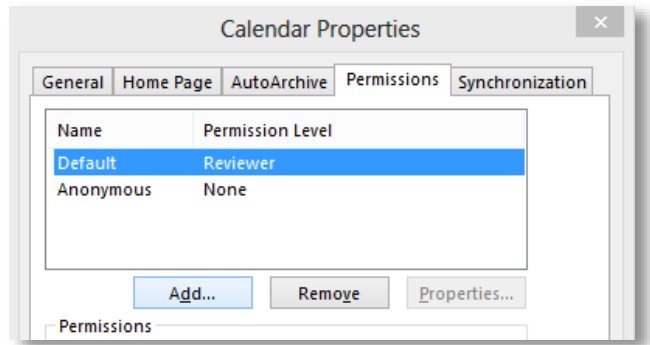


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3. Click the **Add...** button in the **Permissions** tab that appears in the **Calendar Properties** window.



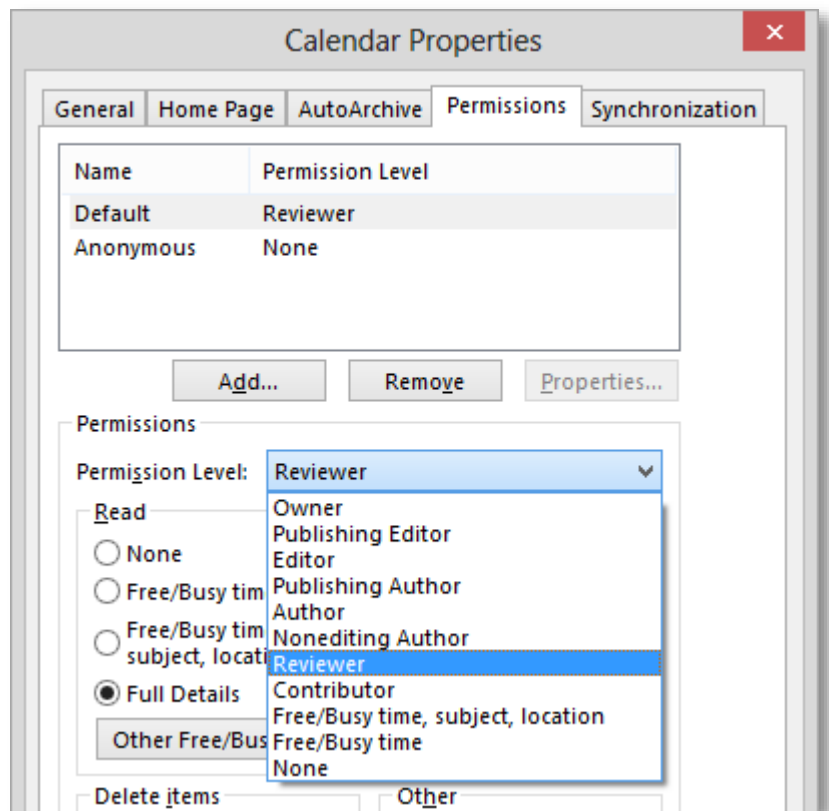
4. Search for Starfish in the Global Address List and select the Starfish entry.

5. Click the **Add ->** button at the bottom of the **Add Users** window.

6. Click the **OK** button.

7. Select the entry for Starfish from the list at the top of the **Permissions** tab in the **Calendar Properties** window

8. Select **Reviewer** from the **Permission Level** list.



9. Confirm the following details are marked:

Read = Full Details
Delete Items = None
Other = Folder visible

10. Click **OK** to apply the changes.

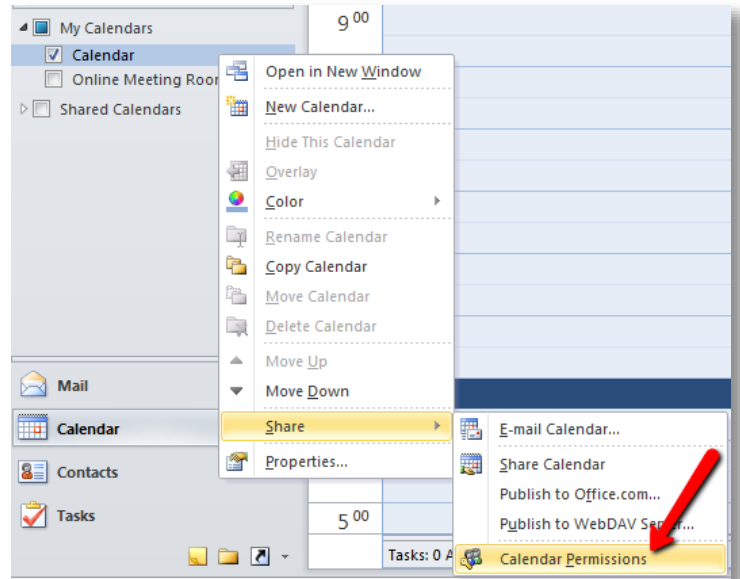
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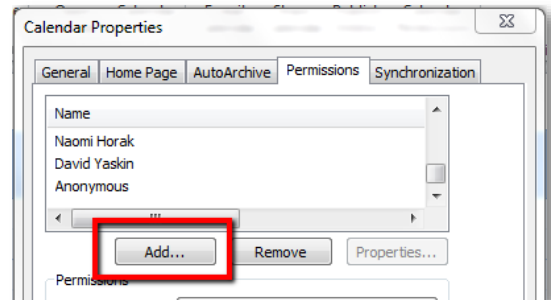
(Outlook 2003, 2007, 2010, 2013, 365)

Calendar Sharing in Outlook 2010

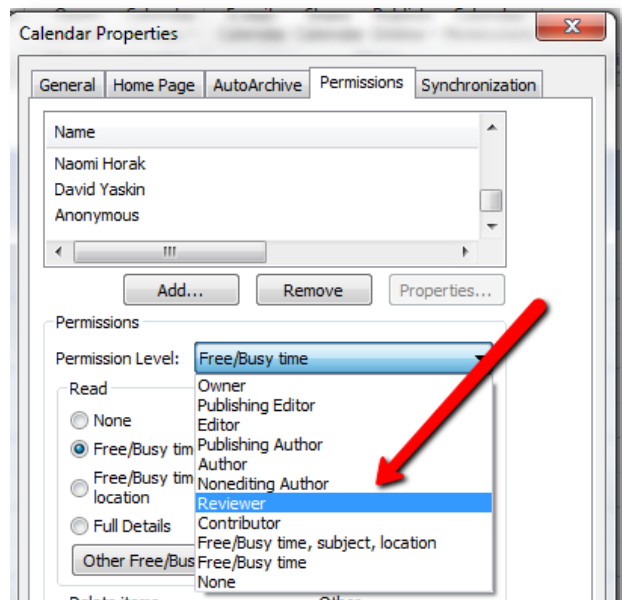
1. In the calendar display in Outlook, right-click on **My Calendars > Calendar**.
2. Select **Share > Calendar Permissions** from the menu that appears.



3. Click the **Add...** button in the **Permissions** tab that appears in the **Calendar Properties** window.



4. Search for Starfish in the Global Address List and select the Starfish entry.
5. Click the **Add ->** button at the bottom of the **Add Users** window.
6. Click the **OK** button.
7. Select the entry for Starfish from the list at the top of the **Permissions** tab in the **Calendar Properties** window
8. Select **Reviewer** from the **Permission Level** list.



9. Confirm the following details are marked:
Read = Full Details
Delete Items = None
Other = Folder visible
10. Click **OK** to apply the changes.

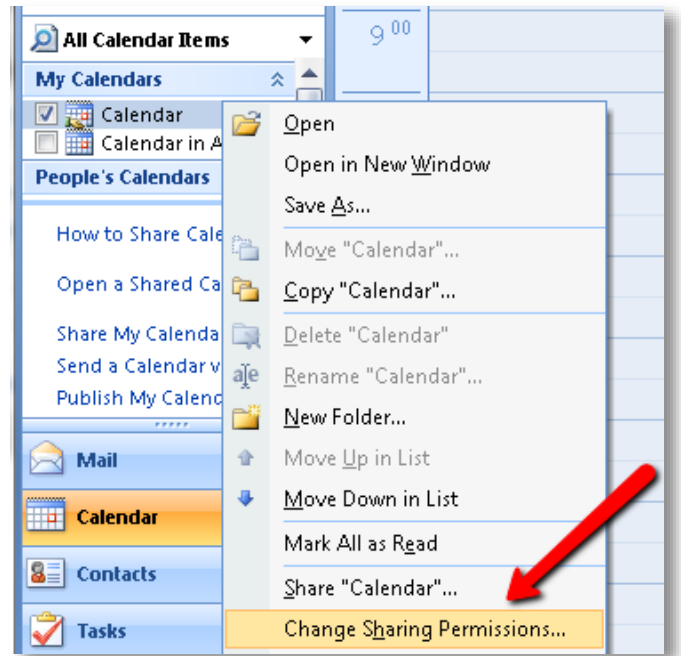
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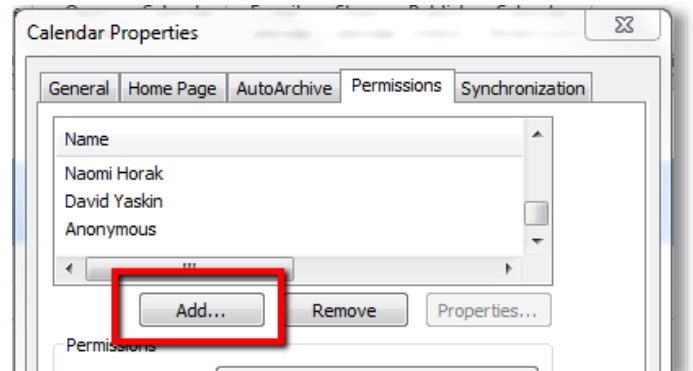
(Outlook 2003, 2007, 2010, 2013, 365)

Calendar Sharing in Outlook 2007

1. In the calendar display in Outlook, right-click on **My Calendars > Calendar**.
2. Select **Change Sharing Permissions** from the menu that appears.



3. Click the **Add...** button in the **Permissions** tab that appears in the **Calendar Properties** window.

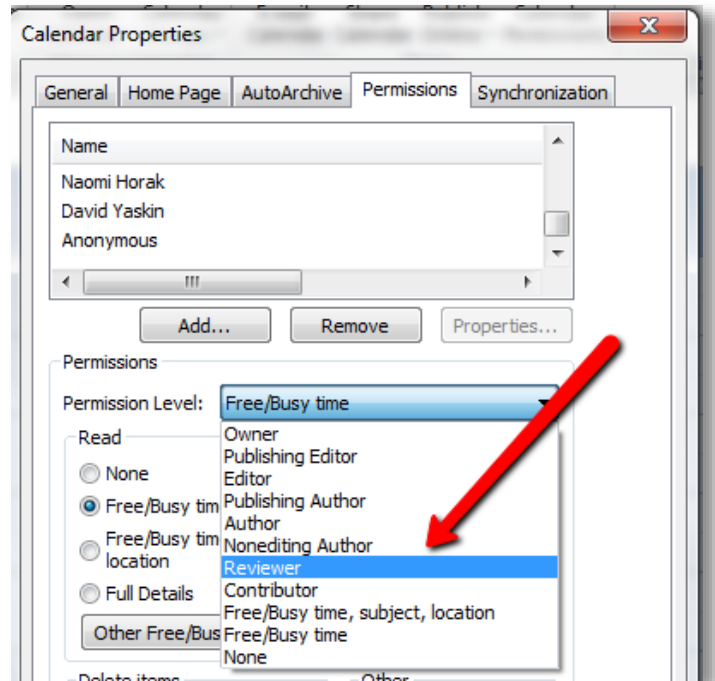


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(Outlook 2003, 2007, 2010, 2013, 365)

4. Search for Starfish in the Global Address List and select the Starfish entry.
5. Click the **Add ->** button at the bottom of the **Add Users** window.
6. Click the **OK** button.
7. Select the entry for Starfish from the list at the top of the **Permissions** tab in the **Calendar Properties** window
8. Select **Reviewer** from the **Permission Level** list.
9. Confirm the following details are marked:
Read = Full Details
Delete Items = None
Other = Folder visible
10. Click **OK** to apply the changes.



Calendar Sharing in Outlook 2003

1. In **Calendar**, in the **Navigation Pane**, click **Share My Calendar**.
2. Click **Add**.
3. In the **Add Users** dialog box, in the **Type Name or Select from List** box, enter the name of the Starfish account.
4. In the **Name** box, click the name of the account you just added.
5. Under **Permissions**, in the **Permission Level** list, select the **Reviewer** permission to assign read permissions to the Starfish account.

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