(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

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

		Outlook	Calendar
END 🗙 DISCARD			
with:			
Starfish	Limited details	×	
ct:	Limited details		
ke to share my calendar with you	✓ Full details Editor		
dar: ndar	Delegate	-	
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### Calendar Sharing in Outlook 2013

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



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

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

Calendar Properties ×					
General	Home Pag	e AutoArchive	Permissions	Synchronia	zation
Name		Permission Leve	I		
Default	1	Reviewer			
Anonyr	nous	None			
	A <u>d</u> d	Rem	<u>Pro</u>	perties	
Permiss	sions				

- Search for Starfish in the Global Address List and select the Starfish entry.
- Click the Add -> button at the bottom of the Add Users window.
- 6. Click the **OK** button.
- 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.

Calendar Properties ×				
General Home Pag	e AutoArchive Permissions Synchronization			
Name	Permission Level			
Default	Reviewer			
Anonymous	Anonymous None			
A <u>d</u> d Permissions Permi <u>s</u> sion Level:	Remo <u>v</u> e <u>P</u> roperties			
<u>R</u> ead	Owner			
ONone	Publishing Editor Editor			
O Free/Busy tim	Publishing Author			
⊖ Free/Busy tim subject, locat	Author Nonediting Author			
Full Details	Contributor			
Other Free/Bu	Free/Busy time None			
Delete <u>i</u> tems	Ot <u>h</u> er			

9. Confirm the following details are marked:

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

**RADFORD** UNIVERSITY

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

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

#### Calendar Sharing in Outlook 2010

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

9 00 4 🔲 My Calendars ✓ Calendar 2 Open in New Window Online Meeting Roor E Shared Calendars New Calendar... Hide This Calendar (III **Overlay** 0 Color Ţ Rename Calendar P-Copy Calendar î 🔒 Move Calendar Delete Calendar Move Up ...... 🖂 Mail Ŧ Move Down Calendar Share н, E-mail Calendar.. **P** Properties... .... Share Calendar Sector Contacts Publish to Office.co 🟹 Tasks 5 00 Publish to WebDAV Tasks: 0 A 🚜 📃 🗀 🛃 -Calendar Permissio

**Calendar** Properties

Add

Name Naomi Horak David Yaskin Anonymous

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



General Home Page AutoArchive Permissions Synchronization

Remove

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Questions? Please contact advising@radford.edu

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

#### Calendar Sharing in Outlook 2007

- 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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Name			*
Naomi Hora	k		
David Yaski	n		
Anonymous			-
			•
	Add	Demove	Properties

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

- 4. Search for Starfish in the Global Address List and select the Starfish entry.
- Click the Add -> button at the bottom of the Add Users window.
- 6. Click the **OK** button.
- 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 Properties	
General Home Page	AutoArchive Permissions Synchronization
Name	*
Naomi Horak David Yaskin Anonymous	-
Add	. Remove Properties
Permissions	
Permission Level:	Free/Busy time
Read	Owner
None	Editor
Free/Busy tim	Publishing Author
Free/Busy tim location	Nonediting Author
Full Details	Contributor
Other Free/Bus	Free/Busy time Free/Busy time None
- Doloto itomo	Other

### 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.