Starfish Guide:
Integrating your Outlook Calendar with Starfish

First share your calendar with Starfish by doing the following steps:

1) Close Outlook on your laptop or desktop.

2) Open a web browser and type in login.microsoftonline.com

3) Log into your minnstate.edu Office 365
   a. The account to pick is your starid@minnstate.edu
   b. Do NOT pick an ntcmn.edu account

4) Click the Calendar button
   Note: If the Calendar icon does not appear, click Explore all your apps to find it

5) Once the calendar is open, click Share
   If you see more than one calendar, click Calendar

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6. In the Share with: box enter starfish@ntc

NTC-AIU-Starfish starfish@ntcmn.edu will appear

7. Select NTC-AIU-Starfish Starfish@ntcmn.edu
   - Be sure Can view all details is selected
   - Click the Share button
   - Then click Done

8. Once you have shared your calendar with Starfish, sign out of Office 365

9. **Wait at least 5 minutes.** Then log into MyNTC and log into Starfish

10. Click the menu button in the upper left-hand corner

11. Click the drop-down menu arrow to the right of your name

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12. and select Email Notifications

13. Check all 3 of the following boxes

Change to my appointments

Change to my Office Hours/Group Sessions,

Read busy times from my external Exchange calendar

14. Then click the Submit button found at the top (or bottom) right-hand corner of the page

15. Log out of Starfish and wait at least five minutes
16. Log back into Starfish and click View Week in the Appointments menu

Your Starfish calendar should display appointments scheduled on your Outlook calendar.