

About Starfish Calendar Integration



External Calendar Integration with Starfish

Starfish supports integration with a staff member’s Outlook calendar so that free/busy information from the staff member’s Outlook calendar is displayed on that staff members’ Starfish calendar. This allows students to use Starfish to schedule appointments with those staff members who have shared their Exchange calendar with Starfish and who have set up office hours in Starfish.

- Students using Starfish to schedule appointments only see if a *time slot has already passed*, if a *time slot is taken*, or if they can *sign up* for a time slot. **Students cannot see any specific details from a staff member’s Outlook calendar on the staff member’s Starfish calendar when scheduling appointments.**
- Any appointments made (or times blocked off as unavailable) by a staff member on their Outlook calendar are communicated to the staff member’s Starfish calendar and show up in the student’s view of the staff member’s office hours schedule in Starfish as “*time slot is taken*”.

How Starfish Communicates with your NTC Outlook Calendar

Starfish supports **Two-Way Calendar Communication** via email with your Outlook calendar.

As illustrated in figure 1, when an appointment is scheduled or updated in Starfish, a calendar invitation email (with iCal attachment) is sent to both parties (the student and the calendar owner) and users can accept or decline in their email client.

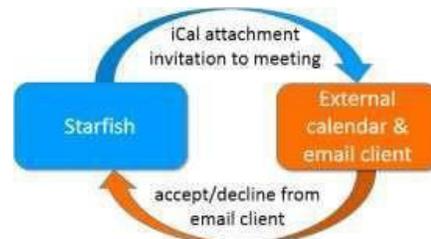


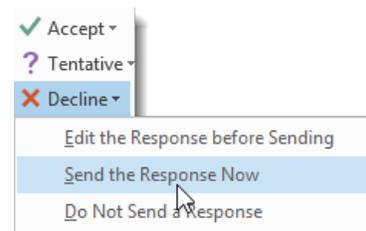
Figure 1: Two-Way Calendar Communication

When the Starfish Calendar is updated

Both the student and the calendar owner will be sent an iCal message when a student appointment is scheduled, changed, or canceled.

When an invitation is canceled or declined

When you cancel or decline a Starfish invitation from within your Outlook calendar, the cancel/decline is sent to Starfish and is reflected on your Starfish calendar. Note: you **cannot modify** Starfish appointments times in your Outlook calendar. Only Accept, Cancel or Decline are reflected in Starfish. You must elect to “send a response” when declining in order for Starfish to be notified of the change.



To integrate your calendar, see the NTC Starfish How-to Guide: [How To Integrate Your Outlook Calendar with Starfish](#)