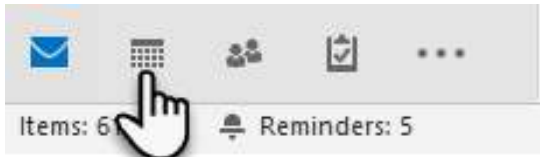


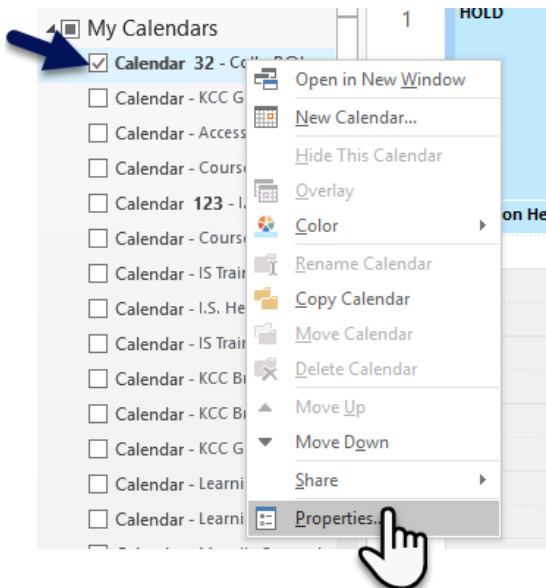
Starfish – Calendar Integration Outlook Client

Integration with an external calendar allows free/busy information from a staff member's external calendar to be displayed on that staff members' Starfish calendar

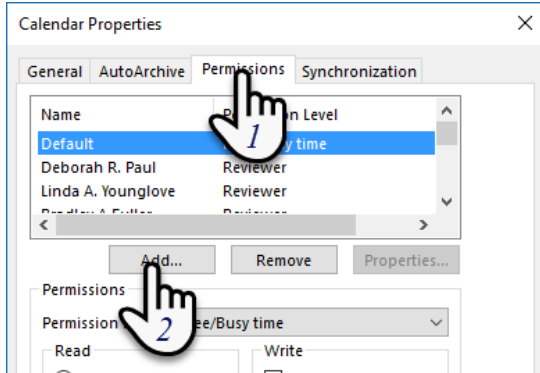
1. Give Starfish Access to your Outlook Calendar. At bottom of the Outlook (Desktop Version) page, select the Calendar icon.



2. Right click on your Calendar under My Calendars and select **Properties**.



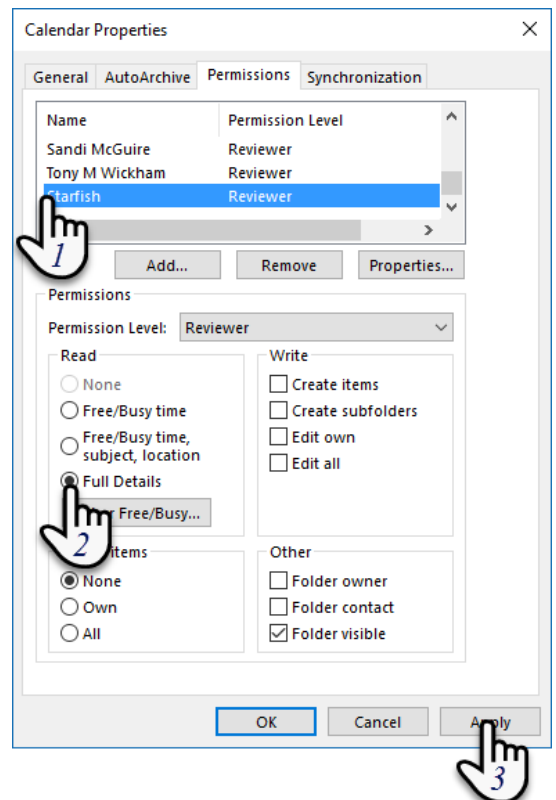
3. Go to **Permission** tab and select **Add**.



4. Search for **Starfish**, select it, click on **Add** and then click **OK**.



5. Change Permissions Level, select **Starfish** click on **Full Details** under Read column then **Apply**.



Starfish – Calendar Integration

Starfish Settings

As a staff member you can set preferences for both appointment and tracking items email notification

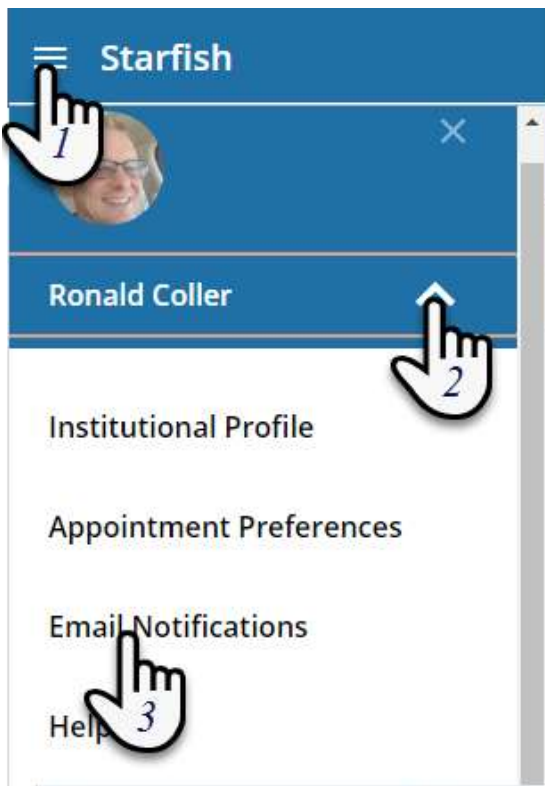
1. Login to the Bruin Portal and click on **Faculty**



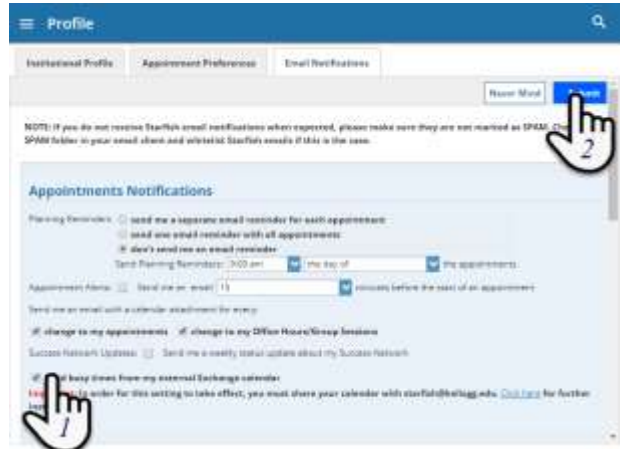
2. Click on **Starfish – Stick with KCC** image.



3. Click on the **menu icon** and select the **down arrow** next to your name and select **Email Notifications**.



4. Click on the **Read busy times from my external Exchange calendar** check and click **Submit**.

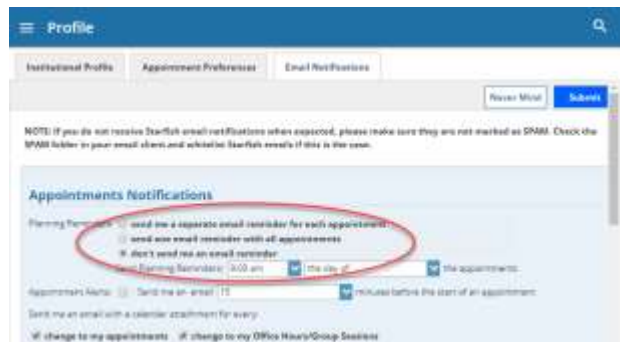


Appointment Notifications:

When do you want reminders?

Select one of the following options:

- Send me a separate email for each appointment.
- Send one email reminder with all appointments.
- Do not send an email reminder for upcoming appointments.



Tracking Item Notifications: Option to send an immediate email whenever (you can select all 3)

- An item is raised
- An item is cleared
- An item is assigned to me

