Configuring Email Notifications in Starfish


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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(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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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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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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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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